



**Meeting re. Health and Safety  
Bassingbourn Community Primary School  
2<sup>nd</sup> November 2020**

<b>1.</b>	<b>Present: NM, SK, RS virtual input.</b>	
<b>2.</b>	<b>Minutes of last meeting (June 2020)</b> Approved without revision	
<b>3.</b>	<b>Actions taken from previous report:</b> <ul style="list-style-type: none"> <li>• Fire signage changed (as recommended by Barbara Noak)</li> <li>• Other works indicated by Fire Risk assessment being completed</li> <li>• Asbestos survey requested twice – awaiting response</li> </ul>	
<b>4.</b>	<b>Risk assessments – to be adopted</b> <ul style="list-style-type: none"> <li>• Autumn risk assessments completed in September</li> <li>• Risk assessment for gas cylinders completed by SK</li> <li>• There are a few further risk assessments to be completed post-fire safety survey. These will be done before end of term.</li> </ul>	
<b>5.</b>	<b>Site tour – matters arising</b> See separate report. There are snagging and new issues that need consideration / prioritising by R&P.	
<b>6.</b>	<b>Policies (to be reviewed in RP)</b>	
<b>a.</b>	<b>No new policies to be updated</b>	
<b>7.</b>	<b>Accidents and incidents report</b> <ul style="list-style-type: none"> <li>• Staff finger cut</li> <li>• EYFS pupil broken arm</li> </ul>	
<b>8.</b>	<b>GDPR update – minor data breach</b> Shared with staff and Chair / Vice Chair govts	
<b>9.</b>	<b>Maintenance Reports (documentation of dates / contractors / recording of cycle)</b> <ul style="list-style-type: none"> <li>- Houseman water hygiene testing (monthly) and up to date. Last water tank removed. Then new schematic to be drawn / new register completed and new scheme of works to be written.</li> <li>- Boiler repairs (Oct half term) – new building / old building</li> <li>- Wind turbine service completed</li> </ul>	
<b>9.</b>	<b>Scheduled checks</b> Fire alarm practice completed within given time Lock down to be scheduled for post-half term Emergency lighting and alarm checks – all done	
<b>10.</b>	<b>Training and Updates</b> Fire safety training now bought, to be scheduled More detailed package to support H&S checks to be adopted post April All new staff have received induction CP training to all new staff (except KW/ KG) to be scheduled 1 <sup>st</sup> aid training booked for December.	
<b>11.</b>	<b>Critical incident documents – updated</b>	
<b>12.</b>	<b>Any Other Business - none</b>	

**Date and Time of Next Meeting: TBC**