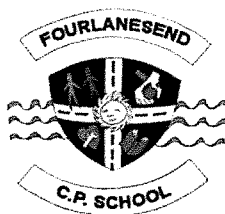


School Development Plan Priority 2.17	Focus of Visit H&S – meeting with Ray Clarke – Premises Compliance
Visit time, date and Governor name: 1pm 14 th March Adrian Battley	Staff name: Rebecca Norton
SDP actions to consider <ul style="list-style-type: none"> 2.17 Safeguarding is effective 	
Ofsted Outstanding Safeguarding is effective. Leaders and managers have created a culture of vigilance where pupils' welfare is actively promoted. Ofsted Good <ul style="list-style-type: none"> ■ Safeguarding is effective 	
Previous visit: Progress on agreed actions and Impact First visit since departure of previous H&S governor and last visit was late 2016	
Observations and Discussions A tour of the premises had previously been given with RN discussing the variety of different services used and checks which were completed. Following this it was agreed that a meeting with Ray Clarke would be useful as he is paid to procure the services and ensure the school is compliant. As this was the first meeting it was decided as a baseline that we would begin with the last H&S audit of the school which was completed in February 2017. Every item was discussed in turn. For the purposes of this report details will be given of where there were issues arising and what improvements have been made. From the H&S Management Report an automatic action plan is created by the county automated system. This is for high priority issues identified. The action plan identified 3 areas: <ul style="list-style-type: none"> • Arrangements for Managing Substances Hazardous to health – it was noted that very few of these were used but asked for staff training and CoSHH assessments for all items. The action plan identifies that this was completed 25th May 2017 when staff training took place. • Work at Height – it was noted that the school has a policy document but needed a risk assessment and the HSE pamphlet to educate the staff. Staff training took place 17/05/17 and the ladders have a risk assessment and HSE pamphlet attached. A notice is attached asking all staff to read before use. • Management and maintenance of kitchen equipment – although it had been serviced there was no record of this sent through to the school. This has been rectified and was chased again following their next visit. 	



Most other points were minor and advising on best practice e.g. evidence of H&S being discussed with the teaching assistants. There were a few contractor reports missing that Ray Clarke is responsible for and said he would follow up. The H&S governor has said he should and he will follow up these reports too. This make up part of the next visit. For daily notifications of any H&S concern on premises current practice it is reported verbally and acted upon. There is evidence of this however it is not recorded. RN explained that it she felt it would be recording for the sake of it and does not support the reducing the workload initiative. She pointed out that the outcome is the same as she can evidence that the work is still completed. H&S is on the weekly staff meeting agenda which TAs are invited to and are welcome to read the minutes. It was noted that RN has completed level 3 training in H&S. This is a high level, 10 hour course. Evidence of all staff training certificates was seen, they are all held in a file in the office.

Other issues being followed up:

A glazing survey; RN says this has been completed previously around 2010. It was reported that all glass met the standard and was marked apart from internal glass within the old part of the building and this was filmed. As the film deteriorates over time it will need re-filming. It was agreed that Ray and RN would complete a survey and arrange for it to be filmed again.

DSE assessments are in place and have been signed off by Ray. It was agreed that these only need completing when there are any changes to equipment, location etc.

Summary to be entered on Governor Monitoring Plan:

Monitoring of the H&S audit.

Further Action Required:

Follow up actions – contractor report missing and e.g. glazing survey. Next time to focus on Fire Safety within school.

Impact of Governance:

Holding the school and property compliance manger to account ensuring that the school is compliant and that actions raised are followed up.

Date and time of next visit:

May/June

Governor signature:

Date:

[Handwritten signature] 210318

Staff signature:

[Handwritten signature: A. Norton]