

## **Schools & Children's Services**

### **Health & Safety Committee**

**21<sup>st</sup> April 2020 – 10.30 – 12:00**

#### **Conference call**

##### **In attendance:**

Peter Nathan (PN) – Director of Education

Bridget Sharp – School Business Leader, Enfield County School

Jackie Wheeler (JW) – Health & Safety Manager, West Lea School

Julia Moulton (JM) – Schools Health & Safety Advisor

Marc Gifford (MAG) – Asbestos Manager

Emma Young (EY) – Asbestos/H&S Technical Officer

Stephanie Partou (SP) – Asbestos/H&S Technical Officer

Marion Green (MG) – Business Manager, Brettenham School

Tony Lowe (TL) – NEU

Tracey Adnan (TA) – Unison

Chris McClean (CM) – Unison

John Colquhoun (JC) – GMB

***Due to the COVID-19 outbreak, basic notes and actions points only were noted via a conference call***

#### **1. Apologies for absence**

Sue McDaid – Head of Regulatory Services and Corporate Health & Safety

Paul Bishop – Schools Health & Safety Manager

Anna Woodcock – GMB

Chris Odams (CO) - NEU

#### **2. Minutes of last meeting**

The minutes of the last meeting were circulated and agreed as a correct record.

#### **3. Matters arising (Actions Outstanding)**

Quiet rooms – TA advised that the document she and PB were working on is now complete. PB is currently off sick and the document will be distributed to the committee members for approval once he returns.

***ACTION: PB to distribute guidance document to committee members.***

TL advised that the replacement door located between the admin section and classrooms in Orchardside is sturdy and stops unwanted access.

TL advised that the front door of the building also needs replacing with a new steel door to prevent entry of any dangerous intruder. It is currently flimsy and would not be good protection under threat. A steel door is required.

***ACTION: PN to speak with the Headteacher about replacing the front door***

#### **4. Non-Schools Audits**

JM confirmed all audits have been completed.

#### **5. Schools Audits**

JM confirmed all school audits have been completed and a new programme has been put into place.

#### **6. Asbestos**

MAG advised that there were 79 sites in the programme, 64 have been surveyed.

New asbestos was found on 7 sites. Damaged asbestos was found on 9 sites.

There are 74 sites in the 2020-21 programme.

MAG explained that the action plans have been changed to include a column for an overall risk rating. A column has also been added to include timescales of when the works must be completed.

MAG confirmed that there are still outstanding works to be carried out and he has a telephone meeting with Sue McDaid today to discuss.

#### **7. HEP B Vaccinations**

JW advised that an email went out from PN a few months ago stating that schools will have to fund the vaccines themselves.

JW advised that this takes place over a two-day period with a nurse and costs approximately £3k.

PN was advised recently that the funding was from the NHS.

***ACTION: PN to raise this issue with Public Health Colleagues.***

#### **8. Fronter / Policies Update**

JM is currently reviewing and updating the policies.

#### **9. Accidents Update**

Nothing major to report. SP/EY provided information on accidents that have been reported to RIDDOR.

SP confirmed that schools are now reporting accidents on the new CLASSI system.

TA advised that the level of reporting accidents and incident should now be improving. She reiterated that schools must report all accident and incidents.

## **10. Training**

SP/EY confirmed that they have distributed the Schools Training Programme 2020-21.

Members of staff have been using the Computer Based Training modules (CBT). This has increased since the lockdown and closure of the schools.

## **11. Any Other Business**

TL expressed his concerns of an advert he saw advertising agency staff to home school vulnerable children. He provided a copy of the advert.

***Action: PN to raise the issue.***

MG raised the issue of PPE once schools have re-opened.

PN advised that LBE does hold a stock of PPE which special schools have been supplied from.

PN explained that special schools should be nominated to be included in the key workers group to receive PPE.

This will be raised with Public Health England.

## **12. Date of next meeting**

Tuesday 14<sup>th</sup> July 2020 – 10:30 – 12:00

An earlier committee meeting will be arranged if schools are to re-open before the 14<sup>th</sup> July 2020.