

Health, Welfare and Safety Panel Visits

Date: 7th December 2018

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Present:

Councillors: Cllr S. Alam

Union Representatives: Sue Brook, (**NASUWT**), Jill Adams (**NEU**) Phil Harris (**GMB**) Lewis Moat (**GMB**)

Officers: Asif Akram - Health & Safety Advisor , Andy Guest – Risk Management Officer

Facilities Management Comments

9:15 West Melton Primary School

Present:

Head Teacher Mrs Z Norris, Site Supervisor Mr Ken Williams
Paul Stewart – Facility Management Services

School Hall

The PE Equipment has not been formerly inspected by appropriately qualified inspectors.

The panel has been informed that the Building Manager has commissioned GEM (Gymnasium Equipment Maintenance Services Ltd) to carry out an audit of indoor and outdoor play equipment.

Caretakers Store

Found to be over crowded with tools and equipment. Requires removal/relocation of some of the items.

Cleaners Cupboard

Contains bottles with no labels - Where chemicals are decanted into bottles appropriate labelling should be applied.

2 first aid kits contain items that have expired – Contents require checking and replacing where appropriate.

COSHH file requires reviewing – last reviewed 2013

This inspection has been completed by GEM (arranged by the school not BM).

Store room now tidied.

Reported to Linda Bacon in Cleaning Services labels to be applied, first aid kits to be checked / re stocked COSHH information updated and sent to site.

Facilities Services to replenish items.

Facilities Services to review and update.

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<p><u>Foundation Classroom</u> Store cupboard overfilled with items making it difficult and awkward to reach things higher up and at the back of shelving – Requires a clear out of unwanted items and/or relocation.</p> <p><u>Foundation Outdoor Play Area</u> Disused items including plastic guttering and broken toys at side of sheds/play houses require removing.</p> <p>Perpex/Polycarbonate sheeting to play houses is needed to protect from the elements.</p> <p><u>Kitchen Store Room</u> Has a leak resulting in water ingress – Requires repair</p> <p><u>Disabled Toilet</u> Hoist not in use therefore has not been inspected as per LOLER regs – Requires a sign to say not in use.</p> <p>Also, contents of First Aid Box require checking and updating where necessary.</p> <p>Wall near external door leading to caretakers store requires a repair.</p> <p><u>Resource Store</u> (Near reception) Store room not locked and contains confidential information (accident records). These require relocating or a lock needs to be fitted to the door.</p> <p><u>Car parks</u> Both car parks have limited artificial lighting available to them. This is a concern during winter months, particularly around traffic movement at the end of the school day. Moreover, there have been reports of anti-social behaviour. Consideration should be given to improve the lighting in these areas.</p>	<p>Items relocated to other stores - Head teacher to monitor.</p> <p>Broken items removed.</p> <p>Sheeting ordered.</p> <p>Repair carried out (Morrisons).</p> <p>Serviced by Park gate Mobility Dec 18.</p> <p>All boxes checked / updated.</p> <p>Repair to be completed by caretaker over Christmas break.</p> <p>Confidential information relocated in secure areas.</p> <p>Quotes to be obtained and funding sources investigated.</p>
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<p><u>10:30 Rowan Centre</u></p> <p>Present: Adele Park (School Business Manager) , Craig Wassell (Site Manager) Paul Stewart – Facility Management Services</p> <p><u>Lower KS2 Classroom</u> Wiring from smartboard and laptop etc could present a trip hazard. Requires tidying.</p> <p><u>PAT Testing</u> As per information in the PAT Testing Register it is clear PAT testing is being carried out, however, expired labels from equipment need to be removed.</p> <p><u>First Aid Boxes</u> In some areas first aid boxes are not easily accessible (on top of kitchen cupboards) and should be relocated with appropriate signage in place.</p> <p><u>Woodland Room</u> Bracket loose on tall cupboard, requires repair.</p> <p><u>Staff Room</u> Shears in kitchen cupboard require relocating to appropriate store.</p> <p><u>Portage Block</u> Tall blue locker needs securing to wall to prevent it from being pulled over.</p> <p>No hot water in unisex toilets.</p> <p>No toilet seats on toilets.</p> <p>Cupboard door in the kitchen (near to back door) requires attention to fastener to ensure it closes fully.</p>	<p>Furniture repositioned and cables tidied.</p> <p>Old labels to be removed.</p> <p>Boxes relocated signs to be fitted.</p> <p>Repaired by Caretaker.</p> <p>Removed to locked caretakers store.</p> <p>Now Secured.</p> <p>Now operational.</p> <p>All Seats now replaced.</p> <p>Repaired by caretaker.</p>
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<p><u>Documentation</u> Risk Assessments in Caretakers Office require reviewing and updating to reflect changes to the building</p> <p>It was suggested at the time of the visit that violence to staff forms are filed in date order rather than alphabetically.</p> <hr/>	<p>Currently being reviewed / updated to be fully completed in January.</p> <p>Actioned.</p> <hr/>
<p><u>11:30 Rawmarsh CLC</u></p> <p>Present: Simon Mansfield (Assistant Head Music Service) and Trish Sharp (CLC Manager) Paul Stewart – Facility Management Services</p> <p><u>PAT Testing</u> Given the nature of the activities carried out by the service there is significant usage of portable electrical equipment. The majority of equipment on site was due for testing in June 2017.</p> <p>The panel suggested contacting the Rowan Centre and commissioning the site supervisor to undertake the testing. This was arranged during the time of the visit.</p> <hr/>	<p>Testing arranged for early in the new year (consideration also being given to purchasing own PAT testing equipment).</p> <hr/>
<p>The panel would like to express their appreciation to the staff on site for their warm welcome and introduction to the service and building.</p>	

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