

**St Bartholomew's C of E Primary School**

**Governor Linking Record**



**Focus Area: Health and Safety**

	<b>Date of visit: 17 July 2023</b>
<b>Agenda / Matters Discussed:</b>	<p><b><u>Areas discussed:</u></b></p> <p>Met with the Headteacher – Mrs J Wainwright, the Health and safety lead - Richard Aaron and the IT lead – Paul.</p> <p>Activities seen during visit:</p> <ol style="list-style-type: none"><li>1. The Headteacher talked me through the process for undertaking risk assessment on planned school trips. The school's process is highly collaborative with Leeds City council and final assessment is signed off and approved by the council before trip can proceed</li><li>2. I reviewed the H&amp;S daily log and selected one log entry at random from the log to drill into. This involved the bookshelf door malfunction which was first noticed On 16<sup>th</sup> June before it finally snapped on 10<sup>th</sup> July. Richard talked me through how the issue has been handled ever since it first discovered.</li><li>3. I also discussed the cockroach incidence at the school during HT4 in more detail zooming in on how it was first identified and the steps that were taken to handle the situation and mitigate the potential; risk to humans. I was extremely satisfied with the measure the school took in dealing with the situation including the thoughtful decision to close the kitchen which was only reopened after pest control gave the all-clear.</li><li>4. Paul talked me through the IT inventory process and including the safety assurance that is undertaken on an annual basis on all IT equipment at the school.</li><li>5. I then inspected the classroom where bookshelf door snapped to see the current state and any potential hazards. I also took a tour of the kitchen to assess the layout and how food are stored when kitchen is not in use</li></ol> <p>Other matters discussed:</p> <ul style="list-style-type: none"><li>- Two more cleaners now engaged to ensure adequate coverage for both in and out of school hours cleaning.</li><li>- All IT equipment are part tested every year by a 3<sup>rd</sup> party company to ensure their safe to use</li><li>- New software solution (called Ticktick) planned for roll out in the next academic year to replace the daily H&amp;S log that is currently paper-based</li></ul>

	<p>Outcome Summary;</p> <p>This was a very positive meeting and I was immensely satisfied with the importance the school places on Health and Safety at the school. The school keeps a good record of events and they proactively seek external expert advice and intervention when events occur bordering on health and safety.</p> <p>My position on the schools approach to H&amp;S mentioned in my last visit report has not changed. The school continues to take matters of health and safety very seriously with management committed to doing all it can to make the school safe and conducive for staffs and students.</p>
<b>Governors asked:</b>	<p>1. Did you specifically ask pest control for advice on steps that can be taken by the school prior to them coming out the next day?</p> <p>Richard: No. we told them the problem and they advise they will come to the school the next day</p>
<b>Next meeting:</b>	TBD

**Attended:**

Jane Wainwright  
Richard Aaron  
Paul Worsnop  
Kingsley Ofeimu