Health and Safety Committee for September Opening

 Agenda

**Meeting Date:**

**Location:**

**Commencement Time: Finish Time:**

**Invited:** SBM/ OM SSO LAC member Staff member Trade Union representative Governance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Item** | **Agenda** | **Action**  | **Lead** | **Papers** |
| * The Academy Committee have a key role in quality assuring the work in implementing the Risk Assessment and ensuring the control measures are reviewed and effective to keep all members of the community safe.
* Principal/ SSO should report on any High risks in plan as Sections completed
* The Committee should consider any further training needs in each section
* **NGA have helpful guidance** [**here**](https://www.nga.org.uk/Knowledge-Centre/Executive-leaders-and-the-governing-boards/Coronavirus-Information-for-governing-boards.aspx)The governing board’s employment responsibilities include taking reasonable steps to make sure staff and pupils aren't exposed to health and safety risks. Carrying out risk assessment and monitoring remains the duty of executive leaders. However, governing boards should support and engage with this process through:
	+ **testing** risk assessments and plans for robustness (referring to the control measures on page 2 of linked document and DfE guidance)
	+ ensuring effective communication with **stakeholders**: **listen** to and **address** the concerns of parents, pupils and staff
 |
|  |  | **Section 1*** Compliance
* First aid availability/ training
* Near misses and reporting
 |  |  |  |
|  |  | **Section 2*** Organisation of spaces – review areas and pupils/ staff in use; staffroom arrangements
* Catering \*new\*
* Testing – update on process symptomatic/ positive test cases reported to MAC/ LA
* PE and specialist subject arrangements \*new\*
 | To access Test centre**covid@romeromac.com** |  |  |
|  |  | **Section 3*** Communication
* Signage external and internal
* **Discussion on how to gather, listen to and address the concerns of parents, pupils and staff through Autumn**
 | Principals to feedback to CSEL on how they will be gathering views |  | **Parent July survey would be useful here** |
|  |  | **Section 4*** Circulation/ movement around school update
* Visitor / office arrangements track and trace \*new\*
* Pinch points and control measures
* Arrival and exit of pupils, staff and any visitors/ contractors
* Transport \*new\*
* Lunch arrangements \*new\*
* Toileting/ handwashing arrangements
* Medical room; reserve medical room
 |  |  |  |
|  |  | **Section 5*** Cleaning policy; Implementation and process update
* PPE (training and supplies)
* Medical room – update on usage
 | [TRCA Cleaning-Policy](https://romeromac.com/wp-content/uploads/2020/06/TRCA-Cleaning-Policy.pdf) |  |  |
|  |  | **Section 9*** Fire drill update (frequency/ timings/ adaptions)
* Fire Marshal – revisions
 |  |  |  |
|  |  | **Consider wider year groups and implications for RA*** Autumn Arrangement Plan (Primary)
* September Structure of Day (Secondary)
 |  |  | **Relevant doc** |
|  |  | **Section 8 Governance*** Points to report into September training
* Points to report into LAC in Autumn 1
* Points/ next steps to report to MAC
 |  |  |  |
|  |  | **Any Other Business*** Next visit with Billington (Site visit)
 |  |  |  |
|  |  | **Meeting Finalisation:**Meeting evaluation | **Confirm** actions to be taken to review and revise the Risk Assessment in light of the discussions in the meeting |  |  |
|  |  | **Next meeting date** |  |  |  |
|  |  | **Meeting Close** |  |  |  |