



# The Willows Catholic Primary School

Headteacher: Mrs. S. Barnett  
Victoria Road, Kirkham, PR4 2BT  
Telephone & Fax: 01772 684371  
www.willows.lancs.sch.uk

## Buildings, Health & Safety Meeting 5<sup>th</sup> February 2020

### MINUTES

#### Committee Members:

Lee Robertson (Chair)  
Joanne Bennett  
Kevin Boylan  
Emma Hannan  
Christine Johnson  
Christopher Massey  
Sharon Barnett (HT)

#### Attendance

Joanne Bennett  
Emma Hannan  
Christopher Massey  
Sharon Barnett (HT)

#### Opening Prayer

Mr. Wylde opened the meeting with a prayer.

#### Apologies

Mr. Robertson  
Mr. Boylan

#### Minutes of Last Meeting

The committee agreed the minutes were a true and accurate reflection of the previous meeting. Mr. Massey signed the minutes.

#### Matters Arising

##### Encompass

Mrs. Barnett informed the committee that we have received our first notification through Encompass. Whilst this was useful, we continue to receive notifications from MASH a number of days following the incident. The Encompass team is addressing these issues.

##### Risk Assessments

Mrs. Barnett informed the committee that the Health and Safety Advisor provided all teachers with a Risk Assessment update training session. The various risk assessments used in school are reviewed dynamically and measures implemented and modified as necessary.

#### Buildings Update

Mr. Wylde informed the committee of a meeting with Arcadis to discuss the tarmac and painting issues.

Mrs. Barnett highlighted to the committee the serious lack of space available in school for the growing number of children to withdrawn to for intervention and group work to take place.





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## Head Teacher Health & Safety Report

Mrs. Barnett informed the committee that there were no new issues to report.

## Safeguarding

Mrs. Barnett informed the committee that a parent who has previously been discussed with this committee has been formally banned from the school premises. The County Solicitor wrote the letter and served this to the parent through the post.

## Risk Assessments

Matter discussed through *Matters Arising*.

## Audit of Accident Book

As Mr. Robertson was absent from the meeting, Mr. Wylde will meet the Chair to review the Accident Book.

**ACTION: Mr. Wylde to meet with Mr. Robertson to review the Accident Book.**

## Confidential Matters

There were no matters recorded as confidential.

## Any Other Business

### After School Club

Mrs. Barnett informed the committee that Moira Cummings has provided support from the local authority to look at the various policies and procedures for After School Club. Moira also came to see the After School Club in action and provided Mrs. Barnett with a report detailing feedback.

**ACTION: Mr. Wylde to share the feedback report following the support visit.**

## Date of next meeting

Wednesday 20<sup>th</sup> May at 5:00pm.

