Health and Safety Committee Meeting

Termly Agenda

**Meeting Date:**

**Location: Teams or Onsite**

**Time:**

**Invited:**

**Please download this document and individualise it for your school**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Item** | **Agenda** | **Notes/Docs** | **Lead** |
|  |  | **Welcome** |  |  |
|  |  | * Apologies for absence * Minutes of the previous meeting * Matters arising/Actions from previous meeting |  |  |
|  |  | **H&S Audit action plan progress report** |  | **Sara (Billington)** |
|  |  | **Policy and arrangements**   * Review of site monitoring/inspection regime * Intruder/lockdown protocols |  |  |
|  |  | **H&S Legislation update and impact on the school** |  |  |
|  |  | **Risk assessment**   * Annual generics review * Care plans * Manual handling, etc. * Current priority is covid19 risk assessment and infection control |  |  |
|  |  | **Accident, assaults and physical intervention statistics**   * + Trends, patterns   + Important cases   + Learning points or action points to be addressed |  |  |
|  |  | **First Aid**   * Medication |  |  |
|  |  | **Fire safety**   * Feedback from fire drill(s) and review of emergency procedures, * Update on fire risk assessment actions |  |  |
|  |  | **Premises/facilities management**   * Statutory inspection RAG dashboard * Update on identified actions * Planned construction/refurbishment projects * Transport/vehicle movements on site |  |  |
|  |  | **H&S Training**   * Gap review * Course feedback * New suggestions |  |  |
|  |  | **Report from Trade Union Representatives** |  |  |
|  |  | **Matters of note from SSO** |  |  |
|  |  | **AOB/Next meeting date** |  |  |
|  |  | **Meeting Close** |  |  |

***Note: Accurate minutes to be taken. Teams recording can be used if online.***