

CARDIFF HIGH SCHOOL

HEALTH AND SAFETY COMMITTEE MEETING : 21 JUNE 2012

Present: Mrs. D. Macho (Chair), Mr. C. Newton, Mr. K. Stephen
(Governor Representative), Mr. N. Jones

Apologies: Mr. H. Lewis and Ms C Blower

1. Minutes

The minutes of the meeting held on 25 November 2011 were agreed as a correct record.

2. Matters Arising

The matters arising from the previous meeting were discussed as follows:

a) Safe Routes to School

CN reported that, as part of the plans for the new build, a separate entrance for students was to be included, keeping them away from vehicles on the drive.

It was **agreed that:**

CN report back to the next meeting on progress.

b) Staff Site Safety Check

Unfortunately this had not been carried out. CN agreed to liaise with NL.

c) Opening of the Building

CN reported that system was now operational.

d) Gym Room

This continued to be a problem, but although the local authority representatives had confirmed that this had been included on the Asset Renewal Report, at the present time funding was not available.

It was **agreed – that** the matter be raised at the next Governing Body Premises Committee meeting.

3. Site Safety Matters

NJ reported on exposed metal work at the top of the bank behind the Dining Hall area.

It was **agreed – that** CN investigate and report back any action taken.

4. Traffic Management Matters

There were no traffic management issues to report.

5. Reporting of Accidents

CN reported the accidents which had taken place since the last meeting in November 2011, as follows:

Nature of Injury	Staff/Student	Accident Record Raised	Preventative/Reporting Action Taken
Injury to Finger – Trapped in door.	Member of Cleaning Staff	Y	EM SPOKE TO CLEANING SUPERVISOR AND STAFF INVOLVED. REMINDED ON THE NEED TO ADOPT MAN. HAND PRINCIPLES. CARRY LESS. EXTRA PERSON TO HOLD OPEN DOOR.
Injury to Foot – Trapped in door.	Member of Cleaning Staff	Y	EM SPOKE TO CLEANING SUPERVISOR AND STAFF INVOLVED. REMINDED ON THE NEED TO ADOPT MAN. HAND PRINCIPLES. CARRY LESS . EXTRA PERSON TO HOLD OPEN DOOR.
Needle in Finger – During lesson	Textiles Student	Y	EM SPOKE TO STAFF INVOLVED. REMINDED ON THE NEED TO ENSURE MACHINE SWITCHED OFF WHILST THREADING / CHANGING NEEDLE.
Chemical Injury- During lesson	Chemistry Student	Y	EM SPOKE TO HEAD OF SCIENCE. ALL CURRENT PROCEDURES ADEQUATE. SOLUTION INVOLVED PREPARED IAW CLEAPPS. NFAR
Injury to Foot – Item dropped on foot	ICT Staff Member	Y	STAFF REMINDED ON NEED TO FOLLOW MANUAL HANDLING RISK ASSESSMENT AND WEARING OF PPE – SAFETY FOOTWEAR.
Foot and Arm Injury – Slipped on wet surface (external)	Technician Staff Member	Y STAFF OFF IN EXCESS 3 DAYS. 4.C.043 RAISED	EM TO LOOK AT POSSIBILITY OF ADDITIONAL SIGNAGE. AREA CONCERNED HIGH USAGE THOROUGHFARE AND WEATHER CONDITIONS AT THE TIME AND SIZE OF ESTATE WAS FACTOR. STAFF REMINDED ON NEED TO REMAIN OBSERVANT AND AVOID POTENTIALLY HAZARDOUS AREAS.
Slip on Wet Floor – Tripped over obstacle (internal)	Member of Cleaning Staff	Y	EM SPOKE TO CLEANING SUPERVISOR AND EMPLOYEES REMINDED ON NEED TO ENSURE ADEQUATE SIGNAGE PUT OUT.
Arm Injury – Burn whilst cleaning	Canteen Staff member	Y	EM SPOKE TO CATERING MANAGER AND EMPLOYEES REMINDED ON NEED TO ENSURE OVENS HAVE COOLED BEFORE CLEANING.

NJ further reported that in the event of machinery causing injury to staff or students that machinery needed to be taken out of use immediately. This was agreed, together with the need to keep photographic records when necessary.

CN reported on new forms received for reporting accidents from the local authority following changes to legislation regarding RIDDOR reporting of accidents and trigger point for notification. It was **agreed – that** CN circulate these forms to all Heads of Department for information.

6. Any Other Business

The need to raise aware of Health and Safety with particular reference to the building works next academic year was discussed. It was **agreed – that** CN e mail all staff asking for volunteers to join the Committee.