

## **CARDIFF HIGH SCHOOL**

### **HEALTH AND SAFETY COMMITTEE MEETING : 12 JUNE 2013**

**Present:** Mrs. D. Macho (Chair), Mr. C. Newton, Mr. K. Stephen (Governor Representative), Mr. J. Martlew and Ms Nadia Lewis

**Apologies:** Ms. L Baynham and Ms C Blower

#### **1. Minutes**

The minutes of the meeting held on 21 June 2012 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 DTJ had taken over responsibility for the Safe Routes to School Plan which would need to be updated and reviewed following the completion of the new build.

##### **Actions:**

- **CN to liaise with DTJ on the review of the Plan;**
- **Pupils be encouraged to use the walkway on completion in November to avoid contact with traffic.**

##### **b) Staff Site Safety Check**

This had been carried out on 12 February 2013. It was planned to carry these out regularly, with one immediately after the hand-over of the new building.

#### **3. Site Safety Matters**

CN reported that a Fire Safety Inspection had been carried out. There were still some outstanding issues from the previous inspection which were the responsibility of the local authority as follows:

- Fire Alarm System – this was due to be upgraded to a more modern system as part of the new building works.
- Replacement Fire Doors – 22 doors were due to be replaced by the authority over the summer holidays

- Door Repairs – these were also to be carried out by the DSU over the Summer Holidays.

CN also reported that since the last meeting 3 fire evacuations had taken place.

#### 4. Traffic Management Matters

In view of the parking in the rear yard and work being carried out on the back field it was reported that the sliding gate near the Youth Centre had been locked at break and lunch times to prevent students coming into contact with traffic. This had proved to be very successful and it would continue for the foreseeable future. CN further reported that it was hoped that the provision of the new car parking area at the front of the school would mean the yard would no longer be used for parking during the school day.

CN also stated that the contractors working on the back field were not allowed to use transport to and from the working area during the break and lunch times and that this had also been successful.

#### 5. Reporting of Accidents

CN reported the accidents which had taken place since the last meeting in June 2012, as follows:

Nature of Injury	Staff/Student	Preventative/Reporting Action Taken
Manual Handling – Back Pain when lifting rubbish bag (23/05/13)	JT – Cleaning	Staff member reminded to adopt manual handling training principles. Note in staff brief not to overload waste bags
Vehicle collision – no injury. School minibus reversed into staff vehicle – (07/05/2013)	HL – P.E DEPT E.R – T.A	P.E staff reminded on need for a banksman when reversing vehicle
Trip – Staff member fell on uneven surface by sliding gate (21/03/13)	CF – T.A	Staff reminded to use pedestrian gate and avoid road. Estates to repair when possible and highlight uneven areas till resurface.
Fainting – Suspect anaphalaxis (17/04/2013)	EG - Pupil	Care plan implemented. Staff made aware
Trip – Staff tripped on stairs (17/04/2013)	YB – Cleaning	Floor dry and clear / correct shoes - N.F.A.R
Trapped Hand – Photocopier (24/01/2013)	SC – Resource Tech.	Additional Training given by equipment provider
Laceration to foot when using catering equipment. (26/11/12)	RD - Pupil	Pupil was using equipment unsupervised and unauthorised. Pupil reprimanded. Home Ec. Department told of need to lock away equipment.
Slip – Pupil fell whilst playing football in lesson (07/09/12)	IJ - Pupil	Area was clear – correct footwear – supervised activity – N.F.A.R.

## 6. Any Other Business

### a) Health and Safety Policy

The new updated Health and Safety Policy, which had been approved by the Full Governing Body, was available on the School Website. Within this area was a full list of duties and responsibilities which all staff held in regard to Health and Safety. All new staff and visitors to the school should undergo a Health and Safety Induction by their line manager.

**Action – in order to publicise this and get the message across the following was agreed:**

- **CN to send an e mail to all staff with a hyperlink to the area of the school website;**
- **DM to speak to Leadership Group regarding a slot in the whole school INSET at the beginning of term.**
- **CN to liaise with DTJ on induction arrangements for ITE students;**
- **CN to liaise with SW regarding provision of information for supply staff including examination invigilators.**

### b) Security

NL commented that a number of Examination Invigilators had been spotted in the school not wearing their lanyard.

**Action – DM to speak to SW to ensure that Examination Invigilators fully understand the need to wear their identification at all times**

### c) Traffic Safety

NL commented that parents are still dropping students off on the drive way and immediately outside the school gates.

**Action – DM to take this issue to Leadership Group.**

### d) Science Department

NL reported that there was a safety issue with the surface of benches in GS2.

**Action – CN to liaise with KC with a view to resolving the issue.**

### e) IT Department

Some safety issues had been identified with the Chairs in IT2. CN pointed out that when the chairs had been provided it was on the understanding

that any replacement would have to be the responsibility of the IT Department. JM pointed out that the room was often unsupervised during break and lunch times which may account for the misuse of the chairs.

**Action – CN to liaise with GB and look to find a solution.**

f) Lunchtimes

As the weather was now improving consideration of locking unsupervised classrooms again during break and lunch times was considered.

**Action – DM to take to Leadership Group for discussion.**

## **7. Date of Next Meeting**

The next meeting will be held on 18 September 2013 at 12.30 p.m.