

## **CARDIFF HIGH SCHOOL**

### **HEALTH AND SAFETY COMMITTEE MEETING : 1 OCTOBER 2013**

**Present: Mr. C. Newton, Mrs. C. Blower, Mrs L Baynham, Mr. J. Jones (Geography) and Mrs Nadia Lewis**

**Apologies: Mrs. D Macho**

#### **1. Minutes**

The minutes of the meeting held on 12 June 2013 were agreed as a correct record.

#### **2. Matters Arising**

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

a) Minute No. 6 (d) – Science Department

Due to workload unfortunately the Estates Team had not been able to fill in the Science Benches during the Summer Holidays. This work was scheduled to be carried out during October half term.

b) Minute No. 6 (e) – IT Chairs

Concern was expressed from DR over the chairs in IT2 being broken. CN reiterated that it had been agreed when the chairs were acquired that the replacement of them would be the responsibility of the Department. If there was lack of funding they could make application to the school for replacement. CN also commented that a lack of adequate supervision during lunch and break times could have contributed to the problem and that in future it may be more appropriate to use normal classroom chairs.

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

- CN reported that the Fire Door replacement programme was underway. Due to a delay in the start date only 11 sets have been fully replaced. The remainder due to be replaced and painted during October half term.
- A planned Fire Drill was carried out on 20 September at the new assembly point. Some problems due to on-going works on the back field were identified, but otherwise the drill proved to be successful.
- New Fire Warning Alarms are in the process of being installed which when completed will ensure that the school, including the new extension, has an

up to date system. This is due to be completed during the October half term.

#### 4. Traffic Management Matters

- The sliding side gate is now closed at 8.45 a.m. and opened at 3.00 p.m. each day. It is open on demand for deliveries and emergency access or egress.
- Agreement has been reached under the SOP works for an additional bike shed as part of the programme.

#### 5. Reporting of Accidents

CN reported the accidents which had taken place since the last meeting in June 2013, as follows:

| Nature of Injury                                      | Staff/Student  | Preventative/Reporting Action Taken                           |
|---|----------------|---|
| Trip on Stairs – fractured wrist. No blame to school. | S. Dowell HLTA | In consultation with the member of staff no cause identified. |

#### 6. Any Other Business

##### a) Mini Bus

Concerns were expressed by the PE Department over the condition of the Y Registered Mini Bus, problems with doors. CN reported that the Bus was checked every three months and any problems are looked at and repaired. Weekly checks are also carried out by Estates Staff. **CN to investigate problem with locks and report back.**

##### b) PE Equipment

PE also stated that some of the PE Equipment may be in need of repair. **CN confirmed that there would be a maintenance visit over the October Half Term.**

##### c) Congestion on Corridors

GB had expressed concerns over the volume of traffic in corridors and problems associated with an MFD. **CN to refer to Leadership Group for discussion.**

d) Traffic Problems on Entrance

NL reported that there was still an issue with parents dropping students off at the main gate entrance which created a traffic hazard. **CN to report this to Leadership Group.**

e) Parking on Site by 6<sup>th</sup> Form Students

NL commented that 6<sup>th</sup> Formers were parking on school site during the school day. **CN agreed to pass that information onto the Head of Upper School.**

f) Building Project

CT had pass on concerns to CN regarding the provision and improvements for disabled pupils and visitors which had been discussed with the Architects prior to the building work starting. This included:

- Powered doors at rear of building (close to new All Weather Pitch)
- Improvements to paths at the rear of the school
- Provision of Disabled toilets
- Ramp to Sports Hall.

**CN agreed to pass the information to the Leadership Group for discussion and to bring it forward to the next Disability Access Working Party.**

7. **Date of Next Meeting**

The next meeting to be agreed at a later date.