

CARDIFF HIGH SCHOOL

HEALTH AND SAFETY COMMITTEE MEETING : 04 JUNE 2014

Present: Mr. C. Newton, Mrs. C. Blower, Ms S Isaac, Mr. J Martlew, Mrs. D. Macho and Ms Nadia Lewis

1. Minutes

The minutes of the previous meeting were agreed as a correct record.

2. Matters Arising

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

a) Minute No. 2 (a) – Science Department

The Estates Team had been able to fill in the Science Benches during the Holidays, however this had not provided a long term solution. CN explained that he was currently investigating possible resurfacing of all the older science benches and would keep the Committee informed of progress.

b) Minute No 3 – Site Safety Matters – New Fire Alarm System

CN reported that the new Fire Alarm System had now been installed and that the warning signal was now distinctly different from the school bell. He further reported that following completion of the work Fire Alarm Testing would be taking place every Friday morning at approximately 8.15 a.m. for approximately 10 seconds.

c) Minute No. 6 (a) – Mini Bus

CN reported that the Y Registered Mini Bus was no longer in use and had been replaced with a new bus.

3. Site Safety Matters

- CN reported that all 22 sets of replacement Fire Doors had now been successfully installed.
- A successful Fire Drill had taken place on 4 March 2014.
- Problems with flooding on the area at the back of the school had been identified and CN reported that he, together with the Headteacher, were currently negotiating with the local authority regarding solutions

- CN reported that the drains and gutters had been cleaned during the school holidays which had been beneficial.
- Fire Alarms – CN stated that we were still running two Fire Alarm Systems, but that the local authority had promised to integrate the two systems into one over the Summer Holidays.

4. Traffic Management Matters

- The new car parking arrangements following the conclusion of the building works appeared to be working well, with only minor issues arising when there was increased use due to interviews etc. This would continue to be monitored.
- The Security Gate into the recreation area continued to be locked during the school day and was proving beneficial.
- NL reported that she had seen a parent regularly coming onto site in the morning and afternoon to deliver and collect their children, parking on double yellow lines near the school entrance. DM agreed to look into this via the Leadership Group.

5. Reporting of Accidents

CN reported the accidents which had taken place since the last meeting as follows:

Nature of Injury	Staff/Student	Preventative/Reporting Action Taken
Head injury – struck with ball	Student	During break - NFAR
Back injury – failed handstand	Student	During Lesson - NFAR
Hand Injury – pillar drill gearing	Student	During lesson – student was adjusting machine when told not to. Ignored warning
Broken Wrist – Rugby Injury	Student	During lesson – Fell awkwardly / unavoidable NFAR

CN reported that he and CB had recently updated their Defibrillator and First Aid Training Courses. DM enquired how many qualified first aiders there currently were within the school. It was agreed that enquiries be made within the school for volunteers who wished to undertake the training.

6. Any Other Business

- a) Office Lighting

CB expressed concern over the level of lighting in the new General Office area, which member of staff were finding too bright. CN agreed to look into solutions for the problem.

b) S 15

SI stated that the heat within her teaching room – S15 – was already very high and pupils had been complaining. CN agreed to look into possible solutions.

c) D & T – Room F31

JM asked if equipment in Room F31 could be bolted to the floor. CN to arrange for this to be done.

d) Room G24 (IT)

CB reported that a member of staff teaching in room G24 (GB) had complained of recurring chest problems and he felt that the room may be damp. CN to check.

e) Evac Chair Training

CN reported that the Evac Chair training needed to be updated as the school's certificate ran out at the end of the month. This would incur a cost of £700 for the training of 5 people. It was also agreed that an additional Evac Chair would need to be purchased for the tower block. DM agreed to take back to the Leadership Group.

7. Date of Next Meeting

The next meeting to be agreed at a later date.