

CARDIFF HIGH SCHOOL

HEALTH AND SAFETY COMMITTEE MEETING : 23 JANUARY 2015

Present: Mr. C. Newton, Mrs. C. Blower, Mr K Stephen, Mr. J Martlew,
Mrs. D. Macho, Ms A Habberfield and Ms Nadia Lewis

Apologies: Ms S Isaac

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

CN explained that he was still investigating possible resurfacing of all the older science benches and would keep the Committee informed of progress.

b) Minute No 3 – Site Safety Matters – Flooding at the Rear of the School

CN reported that due to works carried out over the summer holidays, the problems associated with flooding at the rear of the school appeared to have been solved.

c) Minute No. 3 – Fire Alarms/Safety Work

CN reported that following a meeting of the Governing Body Premises Committee the Chair of Governors had written to the authority asking for these works to be carried out as a matter of urgency. CN to keep the committee informed of progress.

d) Minute No. 6 (a) – Office Lighting

CN reported that this issue had now been resolved.

e) Minute No. 6 (c) – Room F31

These works had now been completed.

f) Minute No. 6 (d) – Room G24

This matter had now been resolved.

g) Minute No. 6 (e) – Evac Chair Training

The training had now been organised for 24 March 2015 with four members of staff taking part.

3. Site Safety Matters

- CN reported that a Fire Drill had taken place on 11 September. No issues had been identified as a result of this.
- CN reported that there had been an increase in minor damage around the school, in part due to classrooms being left unlocked and unsupervised during break and lunch times. JM also stated that at lunch time problems had been identified with students in the corridors and asked if this could be tackled by a revision of duties. DM reported that she was currently looking at the duty rotas and would keep this in mind and report back to the next meeting.
- CB asked CN if keys could be provided for the lower school office which was on a different lock – CN to action.

4. Traffic Management Matters

- CN reported that problems with traffic at the end of the school day had now been addressed, with vehicles being denied access onto the site from 5 minutes before the school bell at the end of the day and for 10 minutes after. This had alleviated the issues.
- CN commented that when the school was hosting training days a proportion of the car park was being reserved. This did not appear to be causing any concerns, and to help with the parking situation the Security Gate into the recreation area was being left open until 9.15 a.m..
- JM stated the parking area at the side of the canteen was providing useful additional space, however problems had been experienced at the end of the school day when sporting fixtures were on with parents and visitors parking irresponsibly.
- Mini Bus training had now been updated with 14 members of staff successfully renewing their licences.

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
Sporting injury resulting in a broken finger during rugby match.	Student	Incident resulted as part of acceptable risks associated with sport. Risk assessment reviewed no further action required.

6. Any Other Business

a) Reporting of Accidents

CN had recently attended a Health and Safety meeting organised by the local authority where he had discovered that Cardiff High School was not reporting as many accidents as other schools. The advice given by the authority stated that all accidents to staff, visitors or students that resulted in the injured person being sent home, requiring hospital attention or having to stay off work/school needs to be reported. Accidents caused by a failure of equipment, as a result of violence or during a lessons activities also need to be reported. A discussion took place regarding best practice and it was agreed that CN provide staff with a procedure to following in the case of accidents, giving details of the forms to be completed, and when these needed to be actioned.

b) First Aid Training – Emergency Response

Discussion was held over the importance of staff within the school receiving Emergency First Aid Training. The training would take approximately 2 hours and could be delivered in house. CN to look into ways of facilitating this for staff who are most likely to need it, eg PE, D&T and Science. When costs are known etc. DM to put forward as a suggestion for a future INSET.

c) Reception – Recording of Visitor Details/Health and Safety Information

CB and CN to liaise to ensure relevant information on visitors is being recorded and that they are receiving the Health and Safety information on arrival at school.

7. Date of Next Meeting

CN thanked everyone for attending and stated that he would try and arrange the next meeting within 6 to 8 weeks.