

CARDIFF HIGH SCHOOL

HEALTH AND SAFETY COMMITTEE MEETING : 18 JUNE 2015

Present: Mr. C. Newton, Mrs. C. Blower, Mr K Stephen, Mr. J Martlew,
Mrs. D. Macho, Miss S. Isaac and Mrs L Baynham

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 looking into a solution for this and would keep the Committee updated.

b) Minute No. 2 (c) – Fire Alarms/Safety Work

CN informed the Committee that no response had been received from the letter from the Governing Body expressing its concern over the delay in the Fire Safety work. **It was agreed that this be referred back to the Premises Committee.**

c) Minute No. 6 (b) – First Aid Training Emergency Response

CN had contact the local authority about this provision and had been informed that the training could be provided on a day course which would run from 9 a.m. to 3 p.m. at a cost of £82 per person. They could also provide training on the school site for groups of people for which there would be a discounted charge. It was suggested that this could be put on for support staff during an INSET day and also that training for Manual Handling for relevant staff could needed to be updated and could be done in a similar way. **DM and CN to investigate this with the ST via Leadership Group.**

3. Site Safety Matters

- CN reported that a Fire Drill had taken place on 27 February. Two points had been raised – a need to unlock the gate at the top of the back road and the need to open a second gate onto the ATP. Solutions have been put in place for this. Another Fire Drill will take place prior to the end of term.

- Corridor Doors were now on a “hold open” system which is linked to the Fire Alarm so that they are released in the event of a Fire. CN reported that this had brought about an improvement in the movement of students around the school. The vast majority of the work had been completed with only 10% left to do over the summer.
- CN reported that due to Safety Concerns the side gate entrance to the school was no longer used at the end of the day with all pupils leaving through the front entrances. In order to facilitate the safe passage of the students, no traffic was allowed to enter or leave the school once the bell had rung until the driveway was clear. This included taxi’s, school minibus and any visitors to the school who were asked to wait. Staff were not allowed to leave by car until 10 minutes after the bell.
- Pupil Revision Sessions had taken place after school and during the holidays which had proved to be of great benefit to the students; however some problems had occurred with unsupervised students and their friends from other schools, going into unlocked classroom and office areas. These instances were small in number but needed to be addressed. **DM to pass this onto the Leadership Group to be considered as part of the planning for the following year.**
- Concerns over the level of supervision during the lunchtimes were also discussed. Some minor vandalism and damage had been caused by students. **DM asked CN for a list of those areas so that she could look into covering them as part of the lunchtime duty rota.**
- JM wanted to raise an issue of class sizes in relation to D&T Teaching Rooms under Health and Safety. He circulated information on the recommended levels and said that he wanted to draw the attention of the Committee to the overcrowding of classrooms. He stated that students were often moved around in the lower school into different form groups which meant that class sizes would vary with some classes going well over the recommended number and others reducing to less than the recommendations. This caused him safety concerns. LB and SI both stated that they had experienced similar class size movement which had a particular impact on practical subjects. He asked whether this could be taken into consideration by the Pastoral Team when decisions to move students were taken, with the D& T Department being consulted on the best groups to move them to. He also stated that GCSE and A Level class sizes often increased to more than the recommended level, giving him cause for concern. **The following Actions were agreed:**
 - **The concerns be passed to the Premises and Education Committee’s**

- **Concerns be passed onto Leadership Group asking if this can be taken into account when considering pupil movement between forms.**
- **CB mention at the Heads of School Meeting.**

4. Traffic Management Matters

- CN reported that 20 staff had now successfully completed the Mini Bus training. He stated that a list of those staff qualified to drive the bus was kept with the paperwork which had to be completed every time the bus was used.

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
LACERATION TO SHIN – CAUSED BY STUDENT TRYING TO JUMP OVER LOW LEVEL WALL AT BACK OF LEARNING HUB AFTER RETRIEVING A FOOTBALL DURING TRAINING.	STUDENT	REPORTED TO WELL BEING AND COMPLIANCE , COUNTY HALL AS PUPIL HAD TO GO TO HOSPITAL IN AN AMBULANCE.
LACERATION TO HEAD – PUPIL RUNNING AROUND SCHOOLYARD AND RAN INTO STATIC POST	STUDENT	REPORTED TO WELLBEING AND COMPLIANCE AS PUPIL NEEDED STITCHES AND ATTENDED HOSPITAL.
BURN TO HAND – CANTEEN STAFF HAND CAME INTO CONTACT WITH HOT FAT WHILST CLEANING DEEP FAT FRYER	STAFF	NO FURTHER REPORTING ACTION CARRIED OUT - MEMBER OF STAFF WAS CLEANING DEEP FAT FRYER AND LID LMOVED AND HAND SLIPPED INTO FAT. LID WAS PUT ON INCORRECTLY AND FRYER SHOULD NOT HAVE BEEN CLEANED WHILST FAT WAS HOT AS DETAILED IN RISK ASSESSMENT. MEMBER OF STAFF RE-TRAINED .

6. Any Other Business

Drainage – LB commented that the were still some issues with the drainage around the ATP, Rugby Pitch and Gym. These had been improved by the work done over the summer, but heavy rains still caused access problems. **CN to look into this and report back.**

7. Date of Next Meeting

CN thanked everyone for attending and stated that he would try and arrange the next meeting at the beginning the new Academic Year.