

CARDIFF HIGH SCHOOL

HEALTH AND SAFETY COMMITTEE MEETING: 26 NOVEMBER 2015

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

Apologies: Mr K Stephen 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 had been unable to identify an affordable solution to this and that replacement tables would be looked at as part of the budget planning process.

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

CN informed the Committee that this issue was still on-going. A pre-remedial works inspection was carried out on the morning of 26/11/15 to look at the works needed for the installation of smoke detectors in the tower blocks, which is due to be carried out in the near future. No further information has been received regarding the upgrade of the current twin fire alarm system to a single addressable system.

c) Minute No. 2 (c) – First Aid Training Emergency Response

CN reported that arrangements were being made for support staff to receive training in Manual Handling on the INSET day in March. Curriculum Leaders will be asked to nominate members of staff for this in the near future. No arrangements had yet been made regarding First Aid as this was not something that the school, as the employer, could insist on. **Action – CN to e mail staff to establish who would be interested in first response training and if sufficient staff were interested look into possibly arranging an in house course.**

d) Minute No 3 – D & T Class Sizes

JM reported that to date he had not had any success in reducing the class sizes in line with Health and Safety Guidance. He reported that he had expressed his concerns to his line manager (STA) who was going to take them to Leadership Group in the near future. He asked that his concerns be minuted and stated that he was not willing to sign off on his class risk assessments as things now stood. **It was agreed that this be noted and the Committee be informed of the outcome following the Leadership Meeting. In the meantime JM to investigate whether there was a Health and Safety Ruling on this matter within the authority.**

3. **Site Safety Matters**

- CN reported that two Fire Drills had taken place and one non planned event. Concerns were raised at the meeting over the congestion on the corridors and some changes to exit routes. CN commented that no changes had been made, and that he would check on this. DM mentioned the problems with people based on the 2nd floor exiting out into the 1st Floor Middle School corridor to access the back field, rather than following the identified route from the ground floor around the outside of the building. CN mentioned that if staff were concerned about congestion on the 1st Floor middle school corridor they could exit via the fire doors at the back of the Learning Hub. **The following actions were agreed:**
 - a. **CN to check the routes from the 2nd Floor and clarify the problems with the staff concerned**
 - b. **CN to remind staff via e mail of the need to follow the identified routes from the rooms as displayed on the evacuation plan.**
 - c. **CN also to inform staff that the Conference Suite Doors unlock during a Fire Alarm so that the original routes are open.**

4. **Traffic Management Matters**

- CN reported that the system which had been put in place to manage traffic at the end of the school day was working well.
- JM expressed concerns over the parking at the back on the school on days when there are visiting sports teams, both by the staff driving the mini buses from other schools and parents, with vehicles being left on the zigzag areas and behind parked cars. On several occasions he has been blocked in and on one occasion it took 45 for him to leave school. **DM to pass concerns onto Leadership Group with a view to visiting teams and parents being asked to park only in the rear yard area.**

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
PUNCTURE WOUND TO HAND CAUSED BY SEWING NEEDLE STUCK IN CLASSROOM TABLE – HOSPITAL VISIT TO HAVE REMOVED	STAFF – CLEANER	CLEANING RISK ASSESSMENT AMENDED - CLEANING STAFF INFORMED OF THE NEED TO BRUSH DOWN / HOOVER TABLES IN TEXTILE / TECHNOLOGY ROOMS TO REMOVE ANY DANGEROUS ITEMS.
SPRAINED ANKLE – OCCURRED DURING PE CURCUIT TRAINING ACTIVITY	STUDENT	STUDENT BEING SUPERVISED AND WEARING CORRECT FOOTWEAR – CONTROL MEASURES COVERED BY DEPARTMENTAL RISK ASSESSMENT - NFAR
BROKEN NOSE - DURING RUGBY TRAINING TACKLE SESSION	STUDENT	STUDENT BEING SUPERVISED DURING ACTIVITY – ACCIDENT CAUSED BY CLASH OF HEADS DURING ACTIVITY - CONTROL MEASURES COVERED BY DEPARTMENTAL RISK ASSESSMENT - NFAR
FRACTURE TO RIGHT FOREARM DURING GAME OF FOOTBALL AS A RESULT OF A TACKLE AND LANDING AWKWARDLY	STUDENT	STUDENT BEING SUPERVISED AND WEARING CORRECT FOOTWEAR – CONTROL MEASURES COVERED BY DEPARTMENTAL RISK ASSESSMENT - NFAR

6. Any Other Business

- a) CB asked whether any considerations had been given a lock down drill in view of the recent terror incidents. CN replied that he had already been liaising with Cardiff Council's Emergency Management Team and was looking into drawing up a plan for any major incident which would require staff and students to remain in their rooms or within the building – eg. Chemical Cloud, disturbance outside school etc. When complete this would be seen by the Leadership Team and he would feed back to the Committee on progress.
- b) SI asked about the privacy issues surrounding the new clear glass panels in the doors on the 2nd Floor Science Rooms and Offices. She was concerned that students are staring into the rooms as they pass, which could be embarrassing for staff having private meetings, and also they could see clearly the Ambition/Data Boards on her wall. CN explained that in the event of an emergency/fire the clear glass panels allowed rescue workers to see anyone trapped or injured, but agreed to discuss this with the Headteacher.
- c) JM and NSL stated that the cleaners were leaving some rooms unlocked at the end of the school day after cleaning. As the Science and Technology Room both contain potentially hazardous substances/items they asked if CN could look into this. He agreed and will report back.