

CARDIFF HIGH SCHOOL

HEALTH AND SAFETY COMMITTEE MEETING: 19 MAY 2016

Present: Mr. C. Newton, Mr K Stephen, Mrs. C. Blower, Mrs. D. Macho, Mrs L Baynham, Mrs N Lewis and Miss S Issac

Apologies: Mr J Martlew

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 (b) – Fire Alarms/Safety Work

CN informed the meeting that a survey of the Smoke Detectors had been carried out and new Smoke Detectors had been fitted in the tower blocks and first floor area. He further commented that the local authority had committed to carrying out the work on updating the Fire Alarm system over the summer holidays. **CN to monitor the situation and report back to the next meeting.**

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

CN reported that the Manual Handling Training had taken place for many of the support staff including Technicians and some Reception Staff. CN stated that he had e mailed all staff asking if anyone was interested in taking part in first response training for first aid and 33 volunteers had expressed a wish to take part. As a result it had been agreed that workshops would be provided in school by an outside agency during June, offering staff the opportunity to take this training. He also said that he was looking into more INSET opportunities in relation to first aid in the future.

c) Minute No 2 (d) – D & T Class Sizes

CN reported that he had submitted statistic information to the Leadership Group on this matter, but had nothing further to report at this time.

d) Minute No. 3 – Site Safety Matters

CN reported that the review of evacuation routes had been carried out and the staff informed of the need to use the correct exit route in the event of an alarm.

e) Minute No. 4 – Traffic Management

LB confirmed that visiting teams were now parking in the central courtyard area.

e) Minute No. 6 – AOB – (a) Site Lock Down Exercise

CN reported that a site lock down exercise had now been carried out as part of an INSET day. As a result of the exercise some weaknesses had been identified in relation to rooms that didn't lock and areas of the school where the bell could not be heard clearly. These were in the process of being rectified. LB asked what the PE Department should do if the site went into lock down when they were taking lessons outside. CN said that they should make their way quickly indoor to the nearest area – e.g. the Sports Hall and lock the students down there. KS asked if all staff had keys, CN stated that most staff did and if they didn't and needed them they should see him.

f) Minute No. 6 – AOB – (c) Locking of Rooms by Cleaners

This had been discussed with the Cleaning Team and concerns raised over students being left in rooms working unsupervised at the end of the day, stopping cleaners for accessing the rooms and locking them. He stated that staff had now been asked not to leave students working alone in rooms at the end of the school day.

3. Fire Evacuation

A Fire Drill had taken place in school on Friday 13 May and had gone well. Some minor points had been raised which were being rectified.

4. 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
FRACTURE TO LEG – RUNNING DOWN MUDDY GRASS BANK FELL AWKWARDLY	STUDENT :	NP - SIGNAGE UP IN AREA TO WARN STUDENTS NOT A PLAY AREA . FIRST AID / HOSPITAL – REPORTED TO COUNTY
ELECTROCUTION	STUDENT	P - FAULTY ELECTRICAL ADAPTER – STUDENT ATTENDED HOSPITAL . INVESTIGATION CARRIED OUT FOUND TO BE FAULTY ADAPTER / LOCATION OF SOCKETS IN ROOM CUASE ISSUES . STAFF NOW CHECK ALL SOCKETS / RECTIFICATION TO POWER ISSUE IN PROGRESS
SLIPPAGE ON WET STAIRS – BRUISING	STAFF	P - STAFF SLIPPED ON WET STAIRS ISSUE WITH LOCATION OF SIGNAGE AND CLEANING REGIME . CLEANING STAFF RETRAINED

6. Any Other Business

DM reported that the PTA had secured a further two Defibrillators for the School. One purchased from the Charity Welsh Hearts at 50% discount and one donated by a parent. These were to be sited near the Sports Hall and the Canteen areas. There were now three defibrillators available in school. **DM to raise staff aware of the locations of the equipment and CN/DM to look into opportunities to provide training for all interested parties.**