

CARDIFF HIGH SCHOOL

HEALTH AND SAFETY COMMITTEE MEETING: 6 OCTOBER 2016

Present: Mr. C. Newton, Mr J Martlew, Mrs. C. Blower, Mr G Jones, Mrs N Lewis

1. **Apologies:** Mr K Stephen , Mr H Lewis
2. **Minutes of last meeting**

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

3. **Matters Arising**

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

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

CN informed the meeting that the local authority had committed to carrying out the work on updating the Fire Alarm system over the summer holidays, but unfortunately due to a lack of funding this had not taken place. **CN to monitor the situation and report back to the next meeting.**

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

CN reported that the first response training for first aid had begun with two courses completed resulting in the training of 16 staff. Another two courses were now planned for interested staff. **CN to highlight trained staff on the telephone list and arrange for it to be recirculated.**

4. **Site Safety Matters**

There were no issues regarding site safety matters.

5. **Fire Evacuation Routes**

A Fire Drill had taken place in school on 22 September 2016 and had gone well with a whole school evacuation taking place and everyone accounted for within 11 minutes. It was noted that during the evacuation on 22/09/16 that there was congestion in the lobby area outside of F20 with staff and students waiting to exit using the door. CN reminded the meeting that there was a fire exit in the Learning Hub and also F26 which could be used to ease the flow. **CN to email staff about the need to use the additional exits in future.**

6. **Traffic Management Matters**

CN reported that the speed humps on the main drive were coming loose and would need replacing in the not too distant future. **CN to monitor**

7. 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
SPRAINED ANKLE – MEMBER OF CLEANING TEAM TURNED ANKLE ON STAIRS WHILST CARRYING HOOVER TO LOWER LEVEL	STAFF	MEMBER OF STAFF WAS WEARING CORRECT FOOTWEAR AND THERE WERE NO OBSTRUCTIONS ON STAIRS - CLEANING STAFF ADVISED TO USE LIFT TO TRANSPORT HOOVER DOWN STAIRS WHEN REQUIRED.

8. Any Other Business

- a) JM raised a concern over risk assessments for students. He reported on his concern for a member of staff in his department who had received a threat of violence from a pupil. This had been reported and Leadership Team had allowed the student back into the class. **DM to raise at Leadership Group and feedback on who is authorised to carried out risk assessments on students.**
- b) JH asked about the disposal of Radio Active Sources – **CN to chase up with the Local Authority.**

9. Date of Next Meeting

The next meeting to be agreed at a later CN to contact committee members to check availability