

## **CARDIFF HIGH SCHOOL**

### **HEALTH AND SAFETY COMMITTEE MEETING: 13 MARCH 2017**

**Present: Mr. C. Newton, Mr K Stephen, Mrs N Lewis, Mr J Martlew and Miss S Issac**

**Apologies: Mrs C Blower**

#### **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. 3 (a) – Fire Alarms/Safety Work

CN informed the meeting that this work had still not been carried out and he would continue to monitor the situation.

b) Minute No. 3 (b) – First Aid Training Emergency Response

CN reported that he had updated the telephone list highlighting those staff who had undergone the training. He stated that he was hoping that he would be able to offer training to more staff during the Summer Term. It was suggested that all staff who are training First Aid Emergency Responders should have their own First Aid Kit which they could be given responsibility for and that it was kept fully equipped. CN agreed to look into the cost of this and report back.

c) Minute No. 5 – Fire Evacuation Routes – CN reported that he had emailed staff the need to use additional exits if route was congested as agreed at the last meeting.

d) Minute No. 6 – Traffic Management Matters – CN reported that the speed bumps had been repaired. New Speed Bumps were being purchased to replace the damaged ones and more would be fitted outside Ty Celyn over Easter.

e) Minute No. 8 – Risk Assessments – DM reported that JM's concerns had been reported back to Leadership Group. JM stated that he had not received any feedback.

f) Minute No. 8 – Disposal of Radio Active Sources – CN to continue to chase the local authority.

### **3. Site Safety**

Some of the issues had already been picked up under matters arising. Discussion was held regarding the position of the speed bumps and a suggestion was made that they may prove more effective on the back road leading up past the canteen towards the back field. CN agreed to look into this and also the installation of signage instructing parents not to drive up to the back field, but to park in the courtyard and walk up.

JM commented on the delivery lorries moving on the school site when students were arriving. CN to liaise with the canteen staff and ask them to remind the delivery firms of the times they can access the site.

CN reported that issues surrounding the pot holes on site had been reported to the local authority and that he would keep the Committee informed of developments.

### **4. Fire Evacuation Routes**

CN confirmed that these had been circulated to all staff.

### **5. Reporting of Accidents**

CN stated that he had reminded staff of the importance of reporting accidents and these being recorded. There were no accidents to report at this meeting.

He stated that he was currently looking into the possibility of the fully qualified First Aid at work members of staff extending their training to allow them to administer pain relief in trauma situations. He would report further on progress at future meetings.

### **6. Any Other Business**

- a) NSL raised a concern over some doors where the locks were not operating. CN to look into this and repair.
- b) Use of Front Astroturf at lunchtime by 6<sup>th</sup> Form students was discussed. NSL reported that some rough play was taking place which she felt was not appropriate with the younger students using the area. CN to liaise with DRH and look at the front Astroturf only being available to Year 11 students and below during the morning break lunch time.
- c) JM commented that the D/T Technicians room was not always occupied and that students could access it if it was left unlocked. He stated that it was a very dangerous area and not appropriate for students to use unsupervised. CN to investigate an alternative locking system, such as the key fob. CN also to speak to the Cleaning staff on the importance of always locking rooms when they have finished.