

CARDIFF HIGH SCHOOL

HEALTH AND SAFETY COMMITTEE MEETING: 20 JUNE 2017

Present: Mr. C. Newton, Mr K Stephen, Mrs N Lewis, Mr J Martlew, Mr G Jones and Mrs D Macho

Apologies: Miss S Isaac

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) – Fire Alarms/Safety Work -CN informed the meeting that he would be attending a meeting the following day to discuss plans for the upgrade to be carried out during the summer holidays.
- b) Minute No. 2 (b) – First Aid Training Emergency Response - CN reported that enhanced First Aid Kits had been purchased. JN stated that he had handed back his 2 kits from the D T Department for restocking but had not had them returned. CN explained that with the change of personnel the two people with responsibility for ensuring that First Aid Kits are up to date were Nicola O’Neil and Laura Young and that he would brief them on their role. CN agreed to look into the cost of this and report back.
- c) Minute No.2 (d) – Traffic Management Matters - CN reported that the speed bumps had been installed at the entrance and outside the 6th form area. He stated that another set would be installed over the holidays at the bottom of the back road.
- d) Minute No. 2 (f) – Disposal of Radio Active Sources – CN reported that an independent company had been found and that arrangements were being made to pay for the disposal along with another school at a total cost of ££900 to the school.
- e) Minute No 6 (a) – Lock Repairs – CN reported that there was a replacement programme being carried out on those doors which had been reported, this was not yet completed.
- f) Minute No 6 (c) – D T Door Access Systems – CN reported that this was being looked at together with access systems for the IT rooms. JM expressed concerns over whose responsibility it was to ensure that students who were in the building during revision sessions after school and during weekends and holidays were safe. CN commented that all teachers should securely lock doors when they left their classrooms. CN said that he was waiting for costs from Richard Brown.

3. Site Safety

Some of the issues had already been picked up under matters arising.

- a) Emergency Procedures - CN reported that he had reviewed the Emergency Lockdown Procedures and Plans and would be presenting these to the Leadership Group on 22 June. He said that following this they would be circulated to all staff and tested during an INSET session.
- b) Badges and Passes – some concern was expressed over the fact that visitors attending training courses in the Conference Suite were not visibly displaying their visitor badges when walking around the school. CN to bring this up with Leadership.

4. Fire Evacuation Routes

- a) There were no noted issues during fire evacuations and the current system seems to be working efficiently with the school being fully evacuated within 6 minutes of alarm sounding .
- b) CN advised the committee that he had purchased new Fire Action signs which would be placed around the school above all fire call points .

5. Traffic Management matters

- a) CN advised that since the speed ramps had been placed in front of the 6 Form it has slowed the vehicles down considerably when driving past the ^ Form Centre. This has had a positive effect in minimising any injury due to overspeeding vehicles .

6. Reporting of Accidents

- a) There had been no significant accidents or injuries reported. Those that were tended to occur during sports activities / break time . The first aid team have been updated on the need to fill out accident forms when any injury occurs due to the failure of any equipment , as a result of a violent act or when the injured party has to attend hospital or has time off as a result .

7. Any other Business

No further business was raised