

CARDIFF HIGH SCHOOL

HEALTH AND SAFETY COMMITTEE MEETING: 24 NOVEMBER 2017

Present: Mr. C. Newton, Mr K Stephen, Mrs N Lewis, Ms A Habberfield, Ms S Isaac, Ms N O'Neil and Mrs D Macho

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 (a) – Fire Alarms/Safety Work - CN informed the meeting work had begun on the Fire Alarm System upgrade over the summer holidays. He stated that it had been much improved and was due to be signed off in December.
- b) Minute No. 2 (b) – First Aid Training Emergency Response - CN welcomed Nicola O'Neil to the meeting. He stated that staff should let NON know if there were any shortages within their first aid kits in the departments and that she would arrange for them to be restocked. SI stated that they needed eye wash bottles in the Science Department – NON to arrange.
- c) Minute No.2 (c) – Traffic Management Matters - CN reported that the speed bumps had been installed over the holidays at the bottom of the back road alongside the canteen.
- d) Minute No. 2 (d) – Disposal of Radio Active Sources – CN reported that JH had made arrangements for the disposal of these materials.
- e) Minute No 6 (e) – Lock Repairs – CN reported that this was still ongoing. He stated that it was the school's intention to test the Lock Down procedures at the next INSET day by which time all the locks should be completed. NSL asked if reminders could be sent out by email to all staff of the Lock Down Protocol, CN agreed to do this termly.
- f) Minute No 6 (f) – D T Door Access Systems – CN reported that this was being looked at by RB who was in the process of obtaining quotes.

3. Site Safety Matters

CN reported that the Estates Team still had concerns over the fabric of the building at the back of the school. He said that this was the responsibility of the local authority as landlord and that it was not something that was unique to Cardiff High School. The local

authority were in the process of looking at major investment in the school estates across Cardiff.

AHA commented that the exit door to the back field at the back of F26 did not close from the outside. CN explained that this was in fact a Fire Exit which had originally been necessary as the room had originally been part of the catering kitchen used by the DT Department. He agreed to make enquiries regarding the possibility of changing this to a normal lockable door so that the PE Department could access the back field more easily.

4. Fire Evacuation Routes

CN reported that two Fire Drills had been held since the last meeting – 17 July and 21 September. Discussion took place on the fire evacuation routes and DM asked that the Library evacuation route be amended to reflect the work that had taken place there over the summer holidays, CN agreed to do this.

5. Reporting of Accidents

CN reported that since the last meeting six reportable incidents had taken place, three involving staff and three involving students, there had been no negligence on the part of the school in any of the incidents.

AHA commented that the Sports Hall Floor was extremely hard and that a fall on the floor could result in injury. She asked if it was possible to replace the floor, CN said that investigations had been made in the past, but at that time it was too expensive. He agreed to look at it again.

6. AOB

- a) AHA stated that staff were leaving the Gym/Dance studio open to access by unlocking the bolt lock and not replacing before they leave. This meant that students could access the areas quite easily and it was a cause of concern. CN agreed to remind staff of the importance to lock on the bolt and to ask members of the Estates Team to regularly check to make sure it had been locked securely.
- b) SI passed on her thanks to the Estates Team for the work that they had carried out over the October Half Term on the Science Laboratory refurbishment. She stated that it had made a huge difference to the Department.