

## **CARDIFF HIGH SCHOOL**

### **HEALTH AND SAFETY COMMITTEE MEETING: 7 JUNE 2018**

**Present:** Mr. C. Newton, Mr J Martlew, Ms N O'Neil and Mrs D Macho

**Apologies:** Mr K Stephen and Mrs N Lewis

#### **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 – this had now been completed and the Fire Alarm System was up and running, CN stated that there had been some teething issues, but these had now been ironed out and the system seemed to be working correctly.
- b) Minute No 2 (e) – Lock Repairs/Emergency Lockdown – CN stated that all reported lock repairs had been carried out and that an Emergency Lockdown test had been carried out during the last twilight INSET. Some further issues had been noted as a result of that practice and were being addressed.
- c) Minute No 2 (f) – D T Door Access Systems – Security locks had now been fitted to the requested rooms.
- d) Minute No 3 – PE Room Fire Door – CN has requested quotes for a replacement door and this would be discussed at Leadership subject to funding being available. He stated that this, together with some security issues in the 6<sup>th</sup> Form Centre had been proposed as possible works over the summer holidays.

#### **3. Site Safety Matters**

CN stated that there had been a spate of bike thefts from the front of the school. He said some of the bikes had been left unlocked, while bolt cutters had been used to free another. The thieves had been spotted and site staff had followed them off site. Good CCTV footage had been obtained and provided to the police. He said that additional bike stands had been purchased and would be sited behind the 6<sup>th</sup> form.

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

CN reported that a fire drill had been held on 18 April and had gone well, with much improved evacuation times.

**There being nothing further to report the meeting closed.**