

CARDIFF HIGH SCHOOL

HEALTH AND SAFETY COMMITTEE MEETING: 8 FEBRUARY 2019

Present: Mr. C. Newton, Mr J Martlew, Mrs N Lewis, Mr K Stephen, Miss S Isaac and Mrs D Macho

Apologies: Miss N O'Neil

1. Minutes

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

2. Site Safety Matters

CN reported that there had been no major safety issues on site. He brought the meeting up to date on the appointment of Health and Safety Officers by the local authority to work with schools. He explained that currently this was something that the school did not pay for, but in future it would be part of a Service Level Agreement. CN explained that a lot of the work undertaken by the Health and Safety Officers was the same as his role, but that he could understand the need for them in the Primary sector.

NSL expressed concerns about people walking onto site during the school day (which had been passed on to her by members of staff). This was discussed and CN said that this was something that could be looked at should the proposed redevelopment of the site get underway.

3. Traffic Management

CN asked members if they could remind colleagues and visitors to site that movement of traffic on site at the end of the school day was not tolerated. He explained that some staff and visitors had moved cones and asked to leave the site during the time that students were exiting the school. He said that if staff had appointments to attend after school and needed to get off site urgently they should park off site. DM to mention at Leadership Group.

4. Fire Evacuation Routes

CN reported that a fire drill had been held on 13 September 2019 and had gone well, with much improved evacuation times.

5. Reporting of Accidents

CN reported on four pupil accidents, an accident which had occurred during a science lesson where a teacher had burned their hand and a slip and fall which had occurred at the end of last term on the quarry tiles in the elephant staircase lobby area. He explained that it had been raining and the floor was wet and had resulted in a member of staff fracturing their elbow and being on sick leave for some time.

CN stated that actions had been taken to try and mitigate against the possibility of these accidents recurring, with the traffic barrier near the 3 G being made more visible and the science technicians now checking the aerosol bottles were not leaking and the nozzles were fit for purpose. It was agreed that safety proofing the quarry tiles on the staircases be looked into.

6. Any Other Business

- a) 1st Aid Training – CN reported that following the success of in house first aid training 3 years ago, he was currently trying to arrange similar in house courses so that those members of staff could update their certificates. He said that he would also look at the possibility of offering training to more staff if they were interested.
- b) Heart Start Day – CN explained that the school had hosted a Heart Start Day in October 2018 jointly with the charity. A large number of students from across the school had taken part and had successfully achieved their certificates. Following discussion it was agreed that CN look at the possibility of running a similar event for staff. JM asked if this was still done as start of the PSE programme. DM to enquire and report back.
- c) Glass in Doors – NSL reported that a number of staff had expressed concern over the safety of the door to the IT Office (Director of New Technologies Room) not having a glass inset panel. CN agreed that this could be a hazard as in the case of a fire the Fire Service would not be able to see if anyone was trapped in there. Some concerns were also raised regarding the release of the code operated lock. CN to check that the lock is programmed into the Fire Alarm system and that it is unlocked immediately a Fire Alarm sounds.
- d) Damage to Staff Car – JM expressed great concern over accidental damage which had occurred to a colleague's car which was parked at the back of the school on the day of the snow. He said that a senior member of staff had said that parking on site was done at the owners own risk and that there were signs displayed around the school explaining this. JM said that he could not find any signs and wanted to know if this was written down anywhere. DM and CN confirmed that the signs were visible in the car park areas and this was backed up by SI. It was agreed that CN purchase more signs and ensure that car parking only takes place in suitable areas.
- e) Gas Leak S24 – SI informed CN that there was a slow gas leak in S24. CN agreed to check this out.

There being nothing further to report the meeting closed.