

City of London School for Girls

Health & Safety Committee Minutes

Meeting Held on Monday 3rd September 2012

Present: Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Ena Harrop, Andrew Douglas, David Libby, Jane Rogers, Alastair Boyes, Ann McLean, Jane Curtis, Maggie Donnelly, Rose Aldenton, Sharon McCarthy, Carolyn Cole, Emily Herbert, Michelle Greenland, Geraldine Walshe, Vicky Pyke (Secretary)

In Attendance: Diana Vernon, Alderman John White

Item 1 Apologies

- Mary Robey and Peter Moore. NY welcomed JW to the meeting as Chair of the Board of Governors and thanked him for finding the time to attend the meeting.

Item 2 Previous Minutes

- Item 11 - NR advised that on previous inspections the Staff Room quiet area has been very untidy and asked if this has been improved. MG advised that it is very difficult to get staff to tidy their own personal work area and asked for clarification on how to go about getting staff to comply. DV, EH, MG and JV are meeting up to discuss this further. **This issue has not been resolved.**

Item 3 Matters Arising from Previous Minutes

- No matters arising.

Item 4 Safety Assurance Inspection Update (JV)

- JV advised that items 1 and 2 on the list created for the Safety Assurance Inspection Tours were completed and that items 3 and 5 were subject to new contractors settling in and would be completed shortly. With regard to item 4 (Signs) JV advised that it was more cost effective to order signs in bulk so an order will be placed when justified by demand.

Item 5 Periodic Mandatory Inspection by Fire Brigade

- JV advised that the Fire Brigade do not carry out mandatory inspections but that he would ask Oxford Risk Management to carry out a fire inspection in 2013.

Item 6 Future Arrangements for fire drills (NY)

- NY advised that the SMT recommended that the timing of the first fire drill at the beginning of each academic year should be announced in advance and asked the Committee for agreement to keep the rest of the drills unannounced. The Committee agreed with this.
- SMC advised that the computers automatically go off when there is a fire drill and that students sometimes lose their work if not saved. She asked if she could be advised of planned drills so that she could make sure students save their work. EH advised that she would do this.

Item 7 External Health and Safety Audit (Oxford Risk Management)

- NY asked JV to commission Oxford Risk Management to carry out an audit in 2013.

Item 8 Annual Review of Management of Health and Safety in schools Policy (NY)

- NY advised that only minor changes were necessary to the policy and once amended asked the Committee if they were happy for him to submit to the Board of Governors for approval in October. The Committee approved this.

Item 9 Any Other Business

- JV confirmed that an Individual evacuation plan for Helena Webb would be carried out. JC asked if this could be copied to all departments. JV confirmed this would be done.
- NY asked GW if further training was needed on Evac Chair and Defibrillator. GW replied that most staff had done Defibrillator refresher training in January 2012 but that she would organise more training for teaching staff that had shown some interest and that Evac Chair training was needed. JV is to contact CoL to arrange this.
- NY advised that delayed scaffolding work is being carried out on the church. He asked if the fire drill to be carried out on the 5th should be postponed. DV advised that the drill should go ahead and asked JV to consult with the contractors regarding safety.
- CC asked if bomb drills were carried out. NY advised that they were carried out annually and that details of this were in the staff handbook.
- JC asked if practical fire training were going to be carried out. NY advised that this was no longer necessary and that the online fire awareness module should be completed instead.
- CC advised that Anne Shisler used to be a First Aider and asked that as her replacement she should do the training. AD and NY thanked CC but confirmed that the school has sufficient numbers of first aiders so this would not be necessary.

Item 10 Next Meeting

- The next Health and Safety Committee Meeting will be held Monday 7th January 2013.
- The next Safety Assurance Inspection Dates (from Reception 09:30 – 11:30)
Friday 12th October 2012

