

**City of London School for Girls**

**Health & Safety Committee Minutes**

**Meeting Held on Monday 7<sup>th</sup> January 2013**

**Present:** Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Peter Moore, Ena Harrop, Andrew Douglas, David Libby, Jane Rogers, Alastair Boyes, Ann McLean, Jane Curtis, Maggie Donnelly, Julian Murray, Andy Hill, Geraldine Walshe, Vicky Pyke (Secretary)

**In Attendance:** Diana Vernon

**Apologies**

- Mary Robey, Sharon McCarthy, Carolyn Cole and Emily Herbert

**Item 1 Previous Minutes**

No matters arising from previous minutes.

**Item 2 Matters Arising (not elsewhere on Agenda)**

- NR advised that on previous inspections the Staff Room quiet area has been very untidy and asked if this has been improved. NY asked AD what the status was on this and he advised that this issue has not been resolved –AD advised that he had been liaising with MGR and the Staffroom Committee to establish whether it should stay the responsibility of the Staffroom Committee or be passed back to SMT and that once this decision had been made action would be taken. JM as Deputy Staff Chairman advised that the responsibility should stay with the Staffroom Committee. DV advised that once a new staff chairperson had been elected they should have a meeting with AD to discuss the best action to take. JC asked if extra storage was an option – DV and NY advised that extra storage would be available if necessary.
- Item 9 (AOB) GW advised that Defibrillator training isn't really necessary as it's fully automatic but advised that she could arrange to do internal training if anyone really wanted it. JV advised that Evac Chair training is to be arranged as soon as suitable dates come through from Guildhall.

**Item 3 Health and Safety Assurance Inspection November 2012 Update and 2013 Dates (JV)**

- JV advised that there were no matters arising.
- New dates for 2013:
  - 18<sup>th</sup> January
  - 26<sup>th</sup> April
  - 5<sup>th</sup> July
  - 11<sup>th</sup> October

**Item 4 Oxford Safety & Risk Management Inspection**

**Fire Safety Inspection**

- NY Advised that a fire safety inspection was carried out in December 2012 and asked JV to comment further. JV is in the process of correcting these issues, please see attached at Annex A.

**Health and Safety Inspection – 13<sup>th</sup> February 2013**

- NY advised that a Health and Safety Inspection is to be carried out in February and that he would be emailing all Heads of Department prior to this to advise on what will be needed.

**Item 5 First Aider Training and Provisions (NY)**

- NY advised that NY, AD and GW met in November to discuss first aid training and provisions. He advised that there was no mandatory ratio and that currently we have sufficient number of first aiders split between teachers and support staff. He advised that GW is responsible for informing staff when their certificates are due to expire, updating all lists and organising refresher training. AM advised that in-house training had recently been used and GW advised that this was a very cost effective way for training. NY advised that he was happy to use in future.

**Item 6 Any Other Business**

- No other business.

**Next Meeting**

- The next Health and Safety Committee Meeting will be held Tuesday 16<sup>th</sup> April 2013.