

City of London School for Girls
Health & Safety Committee Minutes
Meeting Held on Tuesday 16th April 2013

Present: Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Peter Moore, , Andrew Douglas, Alastair Boyes, Ann McLean, Jane Curtis, Maggie Donnelly, Caroline Cole, Emily Herbert, Julian Murray, Ben Campbell-White, Andy Hill, Geraldine Walshe, Vicky Pyke (Secretary)

In Attendance: Diana Vernon

Apologies

David Libby, Ena Harrop, Sharon McCarthy, Ellie Perkins

Item 1 Previous Minutes

No matters arising from previous minutes.

Item 2 Matters Arising (not elsewhere on Agenda)

Staff Room Quiet Area

NY advised that EP had spoken to the two members of staff who agreed to tidy up their areas. It was agreed that, since this was a housekeeping issue which the Staff Room committee had agreed to deal with, the matter is now closed as far as the H&S Committee is concerned.

EP

First Aid Update

NY asked GW and JV if they had anything to add on First Aid training. GW advised that six members of staff had completed in-house First Aid training (including defibrillator) and that training on site was a successful innovation. She advised that the majority of support staff First Aiders are now trained on the defibrillator. JV advised that he is still awaiting dates for Evacuation Chair training.

Item 3 Safety Audit

NY advised that the follow up safety audit planned for February was postponed over concerns with the company regarding the Fire Safety audit that was carried out. These have now been resolved and we have been offered a free Health and Safety Audit to be carried out by Mrs Stevenson from Oxford Safety Risk Management. JV is to arrange dates for this and advised that it is most likely to be in the Autumn Term. AM asked if this will be carried out on the same basis as previous years and NY confirmed that this would be the case.

JV

Item 4 Fire Risk Assessment and Action Plan

NY asked JV if the action plan would be available on the shared area. JV advised that it would be once the Committee had approved the plan. NY advised that JV would be managing the plan and dealing direct with HoDs concerned. He advised that the Committee should accept the plan as it is both a working document and for strict application by 1st September 2013. He went on to thank JV for the work he has carried out on the plan. JV explained in outline the Risk Assessment and Action Plan. JV advised that he would be contacting HODs DT, Science, PE, Prep Art and Music individually to discuss in greater detail.

JV
HODs

JV advised that A and B floor photocopiers and PCs are to be removed from corridors. JM asked where they would be relocated. JV advised that this was for the IT section to arrange but that one would probably be relocated to the library. NY confirmed that the total number of printers would be unchanged.

DL

JC asked about artwork displayed in staircases. JV advised that all such artwork needed to be removed. NY suggested to JC that artwork should be displayed in the Reception area. DV suggested that glass casing should be looked into for the stairwell so that artwork could be displayed so as not to look too sterile when showing parents and visitors round.

JV

The committee approved the Risk Assessment and Action Plan.

JV

Item 5 Safety Assurance Inspection of 18th January

A and B Floors were inspected by the Safety Assurance Inspection Team and there were 4 low risk and 2 medium risk observations for action. JV confirmed that this has now been completed.

Item 6 Accident Reporting Update

GW reported on a course she attended on 26th March in relation to accident reporting. GW advised that up until now the procedure on accident reporting was to fill in an online form. This has now been changed to an incident line being set up (0207 332 1920) to call and give details over the phone. A form will then be sent to the School Nurse via email to complete various parts of the form

The City Corporation would now like “near-misses” to be reported as well as actual accidents. AM asked if this included all trips and falls. GW advised that not everything should be reported and that we should continue to carry on reporting on the things we would have reported on before and to use common sense.

GW

JM asked if staff should contact GW to report accidents or phone direct. GW advised that staff can report direct as long as she is copied in. GW advised that posters would be put up round the school and AM asked if she

could have one put up in PE.

Item 7 Crisis Management and Contingency Planning

NY advised that the Crisis Management Team met on 4th March to carry out a table top exercise and visited the underground tunnels on 5th March.

Item 8 Swimming Pool Review

NY advised that a swimming pool review was carried out by AM and JV last term and thanked them both for doing it. NY asked if they had anything to add to which AM replied that she had not other than to mention that a review of the Pool Attendant Job Description was being carried out and that she would be tightening up on Risk Assessments.

AM

Item 9 AOB

There was no other business.

Next H&S Inspection Dates

From Reception 09:30 – 11:30 Friday 3rd May 2013

From Reception 09:30 – 11:30 Friday 5th July 2013

From Reception 09:30 – 11:30 Friday 11th October 2013

Next Meeting

12pm Monday 2nd September 2013 in the Committee Room.