

## City of London School for Girls

### Health & Safety Committee Minutes

Meeting Held on Monday 2<sup>nd</sup> September 2013

**Present:** Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Peter Moore, Andrew Douglas, Ena Harrop, Jane Rogers, Nicola Brown, Ann McLean, Jane Curtis, Maggie Donnelly, Caroline Cole, Emily Herbert, Ellie Perkins, Sharon McCarthy, David Libby, Ben Campbell-White, Andy Hill, Geraldine Walshe, Jameel Caitane–Thomas, Kirsty Packer, Vicky Pyke (Secretary)

**In Attendance:** Diana Vernon, Mary Robey

#### Item 1 Apologies

None.

#### Item 2 Previous Minutes

Minutes of the 16<sup>th</sup> April 2013 meeting were approved.

#### Item 3 Matters Arising

##### a. Item 2 – Evacuation Chair Training

NY advised that Evacuation Chair Training was carried out on the 27<sup>th</sup> August for premises staff and two members of the support staff. JV advised that there would be further opportunities for Evacuation Chair training in the future.

##### b. Item 3 – Safety Audit

NY advised that Mrs Joan Stevenson of Oxford Safety and Risk Management will be coming to the school on the 19<sup>th</sup> September and that he will be issuing further instructions as necessary by the 12<sup>th</sup> September.

##### c. Item 4 – Fire Risk Assessment and Action Plan

- NY advised that the action plan has been completed satisfactorily and on time other than as a result of enforced delays.
- Outstanding items will be dealt with in order of priority. JV mentioned that although the action plan has been completed, it is reviewed once a year so it is likely that some new points will come up over the next few months.
- MD asked JV if there were any news on the new fire resistant storage cupboards and JV advised they would be arriving in 3 weeks.
- NY advised that it is vital that no encroachments are made in terms of items being placed in corridors or stairwells.

- JV advised that the updated action plan was accessible on the portal under Premises.
- MD asked about the noticeboards on D Floor having no glass covers but asked if she could still use them. JV advised that they would have to be sprayed with a fire retardant and advised that this is being looked at now. NY advised that D floor notice boards will be replaced as part of the rolling programme.

**d. Item 6 – Accident Reporting Update**

NY advised that the Chairman at the last Board of Governors Meeting queried why all near misses were to be reported. NY advised that the Town Clerk has been asked to report back on this and NY will brief the committee on the outcome.

**Item 4 – Safety Assurance Inspections – 25<sup>th</sup> April and 5<sup>th</sup> July**

Two Inspections have been carried out since the last meeting and all action points have been completed.

**Item 5 – Temporary Fire Drill/Emergency Evacuation Arrangements**

- NY advised that these were covered extensively in the staff meeting that morning and the need to update Personal Emergency Evacuation Plans (PEEPs) was agreed. It was confirmed that the Individual Education Plan (IEP) drawn up by CC for a new Year 7 student was acceptable for all risk purposes subject to termly review.
- NY advised that there are currently 3 PEEPs in place and JV will take care of updating and amending these.
- DV advised that Thursday would be the first fire evacuation and stressed the need for absolute silence.
- Temporary adjustments to the assembly area would be displayed on the H&S Board and in Reception.

**Item 6 - Annual Review of Management of Health and Safety in Schools Policy**

NY advised no substantial change. The only change needed is to put the H&S policy on the website. Once the policy has been approved at the next Board of Governors Meeting this will then be uploaded.

**Item 7 – Any Other Business**

- NY mentioned that query raised at last September's H&S meeting by JC concerning practical fire training. JV has attended an interactive fire training session at the Guildhall and advised that the City Corporation is in the process of purchasing the supporting software.
- JR asked if the new fire doors in the Prep Department would change the way the girls leave the department for a fire drill. NY advised that the girls should take the most practical safe direct route.
- EH asked if the extra escape routes in the Main Hall can be used by

the students at any time. NY advised that they could.

- AM asked if the Main Hall could still be used for activities whilst works are being carried out. JV advised that the hall could be used.

**Item 8 – Next Meeting**

Tuesday 7<sup>th</sup> January 2014