

City of London School for Girls
Health & Safety Committee Minutes
Meeting Held on Tuesday 7th January 2014

Present: Jason Valentine (H&S Coordinator), James Cunningham, Andrew Douglas, Ena Harrop, Jane Rogers, Ann McLean, Jane Curtis, Maggie Donnelly, Caroline Cole, Emily Herbert, Ellie Perkins, David Libby, Andy Hill, Geraldine Walshe, Kirsty Packer, Adam Stylianou, Vicky Pyke (Secretary)

In Attendance: Diana Vernon, Mary Robey

Apologies

Ned Yorke (Chairman)

JV welcomed James Cunningham representing the Property Facilities Managers Department who is replacing Peter Moore on the Health and Safety Committee. JV also thanked Peter Moore for his services on the committee.

Item 1 Previous Minutes

Minutes of the Monday 2nd September were approved.

Item 2 Matters Arising

a. Item 1 – D Floor Music Cabinets

JV advised that these had arrived and are now in place.

b. Item 2 – Fire Plan

JV advised that this is ongoing.

Item 3 – Health and Safety Assurance Inspections 2013 Update and 2014 Dates

JV advised that all Assurance Inspections for 2013 were all up to date and completed and the first Inspection for 2014 is Friday 17th January. Further dates to be listed shortly.

Item 4 – Oxford Safety Risk Management Inspection – Progress Report

- JV thanked all those who spent time with Joan Stevenson from Oxford Safety Management.
- JV advised that all departments had returned completions on the red high priority items.
- JV advised that returns for the amber items are due by the end of February.
- MD advised that ear protection for music peri staff should be provided and asked JV if she could go ahead and purchase. JV advised that this was ok.

MD

Item 5 - Management of Health and Safety in Schools Policy

JV advised that the policy has been reformatted slightly and asked for approval to put forward to the Board of Governors – Approval given.
 JV advised that CLSG, CLS and Freemans in association with CoL Health and Safety Department will get together to draft a common Health and Safety in Schools Management Plan later in the year to comply with the CoL.

Item 6 – Work Experience Policy

- JV advised that EP had been asked to draft a new Work Experience Policy.
- EP gave out hard copies of the policy and gave a brief outline of how it is to be completed and stored on the schools database.
- EP pointed out that one of the key issues was that we should be having staff visiting work experience placements and that checks should be in place to make sure students were in a safe environment.
- AM asked EP how this would work. EP advised that all Year 11 teachers would be required to visit work placements in the free periods where they would normally teach year 11 students.
- MR asked if this exercise had been costed. DV advised not yet as it isn't known where all the work placements will be, but advised that no one would be out of pocket and that the school would cover any expense.
- EP advised that forms should be completed for all work experience placements done through the school unless placements are organised by the students themselves in their own time.
- AM asked if there were guidelines for staff for when they visit placements. EP advised that there were but that she was still in the process of writing these up.

EP

Item 7 – Any Other Business

JV advised that there will be a fire and bomb drill later this half term
 JV welcomed Adam Stylianou (Head of Chemistry) to the Committee.

Item 8 – Next Meeting

Wednesday 23rd April