

City of London School for Girls

Health & Safety Committee Minutes

Meeting Held on Wednesday 23rd April 2014

Present: Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), James Cunningham, Neil Codd, Jane Curtis, Maggie Donnelly, Kerry Dignan, Emily Herbert, David Libby, Sharon McCarthy, Ann McLean, Stephen Morley, Kirsty Packer, Jane Rogers, Adam Stylianou, Geraldine Walshe, Vicky Pyke (Secretary)

Apologies

Ena Harrop, Ellie Perkins, Andrew Douglas, Mary Robey

Item 1 Previous Minutes

Minutes of the Tuesday 7th January were approved.

Item 2 Matters Arising

a. Item 1 – Oxford Safety Risk Management Inspection

JV advised that all red items had been completed and that only the amber and green items to left to chase up. NY asked if anyone had any concerns – no one did so item signed off.

b. Item 2 – Management of Health and Safety in Schools Policy

NY advised that this item was still dragging on. He advised that our policy was fine but not compliant with the COL requirements. A policy covering the three city schools is now being put together and a meeting will be held next week for the first stage of the process.

c.. Item 3 – Work Experience Policy

NY wanted to congratulate EP in what she had put in place with regard to the online Work Experience Policy. NY asked if this was all up and running and VP advised that it was and that it was working ok. SMC advised that visits to placements will take place once the students are there but that tutors will need to be briefed on this.

Item 3 Safety Audit Report and Action Plan

JV advised that everything is up to date on this.

Item 4 Safety Assurance Report

JV advised that there was a poor turnout at the last inspection even though the dates were announced at the last H&S Meeting. He advised that the inspection went ahead anyway and that everything was complete.

The dates for the next meeting will be sent through via a meeting request invite. NY asked who was supposed to attend, JV advised it was the Director of Studies, Director of ICT, Mary Robey (Governor) and Jane Rogers.

Item 5 - Any Other Business

- NY advised all of the Tube Strike.
- NY advised that a Fire Drill will take place this term and an Emergency Evacuation will take place the second half of term.

Item 8 Next Meeting

Monday 1st September 2014