

City of London School for Girls

Health & Safety Committee Minutes

Meeting Held on Monday 1st September 2014

Present: Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Ena Harrop, Mary Robey, James Cunningham, Neil Codd, Jane Curtis, Maggie Donnelly, Kerry Dignan, Emily Herbert, David Libby, Sharon McCarthy, Caroline Castell, Andy Hill, Kirsty Packer, Jane Rogers, Mark Wilkinson, Geraldine Walshe, Vicky Pyke (Secretary)

Item 1 Apologies

None

Item 2 Previous Minutes

Minutes of the 23rd April 2014 approved.

Item 3 Matters Arising

No matters arising.

Item 4 Composition of H&S Committee

NY proposed that the Deputy Head Staff joined the Committee and the Deputy Head Pastoral and Director of Studies were relieved of the duty. All agreed.

Item 5 City Corporation H&S Audit

All City Corporation properties are now on an audit system to comply with legionnaires and asbestos checks. JV advised that on the provisional audit check we received 86% which was the highest in the Corporation. NY thanked JV.

Item 6 Safety Assurance Inspection

JV advised that all was on track to meet the Health and Safety requirements.

Item 7 Health & Safety Policy

It has now been agreed that all 3 schools have their own H&S policies and a revised draft copy will go to the Board on the 17th October showing only name changes and committee membership changes.

Item 8 Contingency Plan for Crisis Management

NY advised that the Crisis management Team met for a briefing session at the end of last term and following that exercise it was decided it was necessary to have an up to date address list for all staff and pupils readily available off site and someone designated on the committee to check staff members family are all ok in the event of an emergency and report back.

Item 9 Risk Assessment Policy

NY advised that he had drafted a policy and asked for formal agreement to take

to the Board. All agreed.

Item 10 First Aid

NY advised that he, with the School Nurse's input, had drafted a policy and asked for formal agreement to take to the Board. All agreed.

Item 11 Radiation Audit

The City Corporation is to appoint an officer for all three schools and he is to come into school in the next few weeks.

Item 12 Fire Drill/Emergency Evacuation Arrangements

NY advised that there is a scheduled fire drill on the 9th September when a full evacuation will be carried out. An unannounced evacuation will be carried out in the second half of term.

Item 13 Any Other Business

No other business.

Item 14 Next Meeting

Monday 5th January.