

City of London School for Girls

Health & Safety Committee Minutes

Meeting Held on Monday 5th January 2015

Present: Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Ena Harrop, Mary Robey, James Cunningham, Neil Codd, Jane Curtis, Maggie Donnelly, Kerry Dignan, Carolyn Cole, 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 1st September 2014 were approved.

Item 3 Matters Arising

H& Safety Policy and Risk Assessment Policy

The Board of Governors have approved the new Health and Safety Policy and Risk Assessment Policy. NY asked the Committee if they could please read through and familiarise themselves with them.

Contingency Plan – Off Site Address List

NY advised that this was now in hand.

Contingency Plan - Appointed SMT for Staff

NY advised that a member of the SMT will be appointed to liaise and assist staff in the event of an emergency.

Item 4 Health and Safety Assurance Inspections

JV advised that all inspections carried out in 2014 were complete. He advised of the new inspection dates for 2015 and invited CTA to attend.

The Dates for 2015 Inspections are:

30th January 2015

27th March 2015

3rd July 2015

4th December 2015

Item 5 Radiation Audit

MW gave a brief overview. He advised that a Radiation Protection Officer has now been recruited and that a Radiation Protection Advisor was being recruited through the Corporation. MW advised that there was some radioactive waste on site and that the RPO will now dispose of this. He also advised that the RPO will work closely with

MW and will provide monthly checks and audits.

Item 6 Recruitment of School Nurse

VP advised that we now have a long term temporary school nurse covering until the recruitment of a full time school nurse is complete. VP advised that all the necessary paperwork has been drawn up and we are now recruiting.

Item 7 Health & Safety Policy

It has now been agreed that all 3 schools have their own H&S policy. The CLSG version was approved by the Board at its October meeting.

Item 8 Any Other Business

Fire Drill

NY asked CTA to take on this task and organise dates. JR and NY advised that a personal emergency evacuation plan needs to be drawn up for a current prep student.

Item 9 Next Meeting

Monday 20th April 2015

DRAFT