

City of London School for Girls
Health & Safety Committee Minutes
Meeting Held on 20th April 2015

Present: Alan Bubbear (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, Vicky Pyke (Secretary)

Item 1 Apologies

None

Item 2 Previous Minutes

Minutes of the 5th January were approved.

Item 3 Matters Arising

- **Health & Safety Policy**
The Board of Governors have approved the new Health and Safety Policy and Risk Assessment Policy.
- **Contingency Plan - Appointed SMT for Staff**
CTA agreed to be point of contact for staff.
- **Radiation Audit**
MW advised that our Radiation Protection Officer came in to complete a second audit. JV advised that the removal of contaminated items will be removed in September/October. This is classed as a specialist item, therefore no PO order necessary and can be done on a waiver form.
- **Recruitment of School Nurse**
AB gave an update on the recruitment of school nurse. And advised that interviews will be held on 1st May 2015.

Item 4 Health and Safety Assurance Inspections

JV advised that all that all four items listed on the last inspection were now complete. He advised that the next meeting would be held on 3rd July 2015.

Item 5 Health and Safety Workshops

AB advised that health and safety workshops will be run for Staff. AB to liaise with Heads of Departments and Claire Tao to roll this out.

Item 6 Any Other Business

- **DT Machinery Check**

SMc advised that annual machinery check will need to be carried out in the DT Department. AB advised that she would need to liaise with CLPS to get 3

quotes if under £2,000.

- **Fence via Prep Lake**

JV advised that a test hole would be drilled in half term. If fencing requires full listed building permissions then temporary scaffolding will be put up to replace the cones that are currently in position.

Fire Drill

CTA to liaise with Janet Bonthron (Exams) to organise a fire drill for the second half of term.

Item 9 Next Meeting

Tuesday 1st September 2015