

City of London School for Girls
Health & Safety Committee Minutes
Meeting Held on 3rd September 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 20th April were approved.

Item 3 Matters Arising

- **Health & Safety**

JV advised still some low grade issues outstanding mostly within PE but are being looked at.

- **DT Machinery**

SMc advised that all safety checks were carried out over the Summer Holidays.

- **Radiation Audit**

JV advised that the Radiation Audit has now been completed.

- **Prep Fencing around Lake**

JV advised that this was still at approval stage and should be completed by October half term. If approval is locally objected it will be sent to the National Planning Officer for a decision which could lead to another 6 -10 week delay.

Item 4 Health and Safety Audit

AB advised the CoL will be carrying out a Health and Safety Audit in compliance with HSG65. There may be follow up interviews with necessary staff if required.

Item 5 Health and Safety Assurance Inspection

JV advised everything in order and that the next inspection will be on 4th December 2015.

Item 6 Fire Drill/Emergency Evacuation Arrangements

Fire drill completed successfully and bomb alarm test to be carried out later this

term.

Item 7 AOB

AB advised that there will be a Crisis Management Team Table Top Exercise.
RSM to arrange a suitable date. [Set for 13 October 2015]

Item 9 Next Meeting

Monday 4th January 2015