

City of London School for Girls
Health & Safety Committee Minutes
Meeting Held on 3rd January 2017

Present: Alan Bubbear (Chairman), Jason Valentine (H&S Coordinator), Ena Harrop, Claire Tao, Mary Robey, Kerry Dignan, Jane Curtis, Steven Berryman, Carolyn Cole, Emily Herbert, Nicola Brown, Kelly Patterson, David Libby, Ashley Wright, Caroline Castell, Andy Hill, Kirsty Packer, Jane Rogers, Vicky Pyke (Secretary)

Apologies

None

Item 1 Previous Minutes

Minutes of September's meeting were agreed.

Item 2 Matters Arising

- **Disposal of Chemicals**

AB advised that the corporation does not have a policy in place for the disposal of chemicals. AB to liaise with Oli Sanadres' replacement to get one put in place.

AB

- **Prep Girl Hit in Face at Boys School**

JR advised that a meeting took place at the Boys school with all parties involved and the Prep Friends have put in place new procedures for joint activities with one key point being SMT to be on call during activity and the school nurse being available. JR also advised that the Chair of Friends is organising DBS checks for all the Friends Committee. The matter is now closed.

- **Consideration for SEN Training to be included in Risk Register**

AB advised that SEN training would be incorporated in the Risk Register along with other things rather than be listed as a separate item.

- **Mat in Counsellors Office Meeting Room 2**

JV advised that he would speak to the Counsellors about the new furniture and get the mat moved.

JV

Item 3 Safety Drills

AB advised that the Evac training exercise was carried out last term. CTA advised that another one needs to be carried out this half term, as the last one wasn't completed properly. JV to print out cards for SMT and no one is to be dismissed until the cards are read out on each floor. It has also been agreed that a member of the premises team should go straight to D Floor and radio down on arrival, each floor can then be dismissed once cards have been read to all staff and pupils. Staff to be reminded by email of the different evacuation

JV/AB

procedures.

Item 4 Risk Register

AB advised that there have been no changes since the last meeting. A periodic update needs to be completed and will be handed out at the next SMT meeting for review prior to it going to the next Board meeting in February. AB asked if anyone had any issues that they think should be recorded on the register to let him know. He advised that he would circulate the Register once agreed by SMT

AB

Item 5 Health and Safety Accident Statistics

No statistics were available as the school nurse left before being able to report on them. JV tried to access the reports but the system was unavailable. He advised that he would report back once the system was available.

JV

CC advised the care plans for the diabetics girls had been updated

Item 6 Health and Safety Assurance Inspections 2016 Update

- JV advised that Lee Dignan took the minutes of the last two meetings but was absent at the time of the H&S meeting. AB asked JV to circulate minutes once received from Lee Dignan

JV

2017 Dates for Safety Assurance Inspections

- 20th January, 19th May, 29th September and 3rd November.

Item 7 Health and Safety Training

CTA advised that all new staff had completed their H&S training during their induction meeting. AB advised that Samantha Robson would need to complete once she starts on 9th January.

Item 8 AOB

- NB advised that the Autoclave in science is very old and advised that the science department are planning to buy a new one. NB advised that the old one is safety checked every year but is unsure how safe it is. JV advised that it is deemed safe by the assurance inspection but should still be serviced by an external company. KP to pass on details of company used by DT to the science department.
- EHE asked if an updated First Aiders list can be circulated. CTA and VP to complete.
- KP advised that not all appliances that were PAT tested over the holidays have new stickers on them. JV to check and advise further
- NB asked JV if there could be an on call emergency contact between the premises team and the science department in the event of an emergency within the science department during lesson time. JV advised that a service desk call should be raised. AB asked if this would be picked up in time and JV advised that an instant email is received and would be dealt with immediately. JV advised that in the past urgent requests have

KP

CTA/VP

JV

come through but the premises team have not been allowed in the classrooms to complete the requests, so asked NB that if urgent requests are placed that his team be allowed in to complete as soon as the email comes through.

- JR asked JV if the heating issue in the Activity Room had been resolved. JV advised that it hadn't been but that it should be resolved within the week. JV

- RT advised that on the last day of term when all the girls had left for the holidays a sixth former was left in the Library unattended. RT asked if checks could be put in place to ensure all girls had left the building. JV advised that this was not an isolated case and that this had happened on a number of occasions. EH advised that reminders should be sent round and checks to be included in staff duty. EH to remind students that if they are staying after school unsupervised that they should go to the Library. EH

- NB asked if a reminder could go to all students not to leave school bags on C floor. EH to send out a reminder. EH

- KP advised that there times she has been given sensitive information regarding students late when taking after school clubs. EH advised SEN to circulate SEN lists to all support staff and staff to speak to SEN if they have any issues. SEN

- CC raised the issue of more keys being issued to staff for the underground tunnels in the event of an emergency. JV advised that enough keys are issued to the relevant staff that needs them and that AB holds the master key.

- NB asked if another Operation Underground could be run for staff. AB to organise a time and advertise to any member of staff that would like to attend. All health and safety procedures should be resent to all staff. AB