

**City of London School for Girls**  
**Health & Safety Committee Minutes**

**Meeting Held on 28<sup>th</sup> April 2017**

**Present:** Alan Bubbear (Chairman), Jason Valentine (H&S Coordinator), 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**

Ena Harrop

**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. There is still no replacement for Oli Sanadres.

**AB**

Science Department currently waiting for a collection of chemicals – Science Administrator to chase collection date.

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

AB advised that SEN training has now been added to the Risk Register.

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

JV to remove mat.

**JV**

**Item 3 Safety Drills**

AB advised that Evac training would be carried out in the second half of term. CC asked for this to be carried out on a Monday or Tuesday when she is in working.

**JV/AB**

**Item 4 Risk Register**

AB advised that there have been no changes since the last meeting. 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 on 22<sup>nd</sup> May.

**AB**

**Item 5 Health and Safety Accident Statistics**

JV advised that there have been 5 reportable incidents since the last meeting:

**JV**

1 girl sprained her ankle during a PE lesson

- 1 girl fractured her fingers whilst playing netball in PE
- 1 girl had water based paint splashed in her eye during an Art lesson
- 1 girl broke her arm for a second time during a PE lesson
- 1 member of staff spilt boiling water on herself

#### **Item 6 Health and Safety Assurance Inspections 2017 Update**

- JV to circulate after the meeting on the 19<sup>th</sup> May 2017.

JV

#### **Item 7 Health and Safety Training**

CTA advised that all new staff will complete their H&S training during their induction meeting to be held on the 27<sup>th</sup> June 2017. JV

JV to organise Working at Heights course for Premises Team, IT team and Art and Drama Technicians

JV to send Manual Handling Tool Box Tool Bulletin to relevant staff.

#### **Item 8 AOB**

- AB advised that there will be a formal investigation into the Asbestos removal that was carried out over the Summer Term. KD asked why staff were not told about the most recent asbestos removal over half term, AD advised that staff were told and air monitoring tests were carried out during the removal and were clear
- Summer Works 2017  
Works to be carried out on C Floor Corridor and B Floor Lobby. During the first week no access will be available to the Science Block, Science Administrator will be relocated for the first two weeks of the summer holidays.
- NB mentioned that the cleaners frequently leave fire doors open on C Floor. JV to speak to them and advise them not to do this. JV
- KP asked if high risk students should have a risk assessment carried out on them before working in DT. AB advised that he had spoken with the Deputy Head (Pastoral) and decided that this would not be necessary. SEN to update the SEN list with all new information and inform key staff of changes. AB advised staff that if they have any concerns regarding a student with SEN needs to check with the Deputy Head (pastoral)
- JV advised that the heating in the Prep activity room had now been resolved.