

City of London School for Girls
Health & Safety Committee Minutes

Meeting Held on 18th April 2018

Present: Alan Bubbear (Chairman), Jason Valentine (H&S Coordinator), Nicola Brown, Kelly Patterson, Caroline Castell, Andy Hill, Kirsty Packer, Kathleen O'Connor, Shafat Yeahia, Sadia Tasnim, Steven Berryman, Rachel Hadfield, Devas Palokkaran, Rhian Trevor, Toni Czogalik	
Apologies	
Vicky Pyke (Secretary)	
Item 1 Previous Minutes	
Minutes of January's meeting were approved.	
Item 2: Matters Arising	
<ul style="list-style-type: none"> Driver Assessment Course AB advised that there are still a number of staff still to complete the course. AB to contact the necessary individuals to remind them to complete. CC commented that her insurance is on the system. RT asked for a list of staff that had completed it to be circulated, because some staff can't remember whether they have or haven't completed it. AB to follow up. Working at Heights Course JV advised that everyone who had requested to attend the course had been booked or had already attended. JV advised that anyone who uses ladders even only for a short time should book themselves onto the course. Options for bulk training over half term are not feasible due to staff availability. AB advised all staff not to stand on tables or chairs to install high level material and to raise a premises support call. A training day would be arranged at a later date if the staff numbers required it. Dance Studio JV advised that temperature control in the dance studio is resolved and CC confirmed this. Hazardous Waste Collection The new spreadsheet has been set up. The premises team are currently uploading their items, once the sheet is updated it will be emailed to other departments for completion. 	AB
Item 3: Safety Drills	

Invac training was carried out last term, and an evacuation drill will be scheduled for the summer term.	AB
Item 4 Risk Register	
AB did not present the Risk Register, he updated the committee that there were no significant changes and a copy will be circulated with the minutes.	AB
Item 5 Health and Safety Accident Statistics	
There have been 3 reportable incidents during the period from January to 18 th June. 1 member of staff hurt back lifting an item; she was already suffering from a bad back prior to this. 1 Member of staff fell down stairs due to loose stair nosing and 1 student dislocated her hip whilst doing the splits in a classroom.	
JV highlighted the importance of also report near misses as these can often prevent accidents from occurring in the future.	
Item 6 Health and Safety Assurance Inspections Update	
JV advised that the first inspection of 2018 was carried out on the 9 th February, this was conducted in two parts with Mary Robey first and then the rest of the team later in the day.	
There were 17 observations all high item priorities were completed. JV advised that Assurance Inspection reports will be circulated with the minutes from now on.	
Thank you to Mary Robey for her time and effort as health and Safety Governor.	
The next inspection will be Friday 20 th April.	
Item 7 AOB	
The Science Department reported that after the last H&S meeting the chemical store leaves had not been cleared out. JV advised that all jobs must be reported on the premises support system/IT/Av as relevant.	
The Science Department reported that the windows do not open in the science labs. AB advised a long-term solution will be included with the science lab refurbishment, JV advised that he look at a short-term solution which has now been identified and will be ordered for all affected departments.	JV/AB
A request was made that all staff are copied to minutes rather than just committee members	VP