

City of London School for Girls

Health & Safety Committee Minutes

Meeting Held on 9th January 2020

Present: Alan Bubbear (Chairman), [REDACTED]	
Apologies	
Peter Bennett	
Item 1 Previous Minutes	
Minutes on previous minutes were discussed	
Item 2 Matters Arising	
Driver Assessment Checks	
Driver Assessment Checks on City Learning. JEW to follow up with anyone still to complete.	JEW
Windows in Science Labs	
Staff are still having difficulty-opening windows. Grippers to enable easy closure of the windows are still being looked into by the premises team.	MS
Safety Critical Roles	
There has been an exercise carried out city wide to identify safety critical roles within the city. Definition applies to those people using power tools, motor vehicles, working at heights, Pool Attendants, Dog Handlers etc. AB advise that this list never got compiled and asked JEW to follow up	JEW
Gas Taps in Labs	
AB asked the science technicians if there were any problems with the gas taps and advised that an engineer will be in termly to check.	
Health and Safety Audit Recommendations	
AB circulated the audit recommendation to those members of staff that had actions to complete. AB confirmed that PE were up to date and that JEW was working with science. JEW advised that she had carried out an audit of the science department and that there would be some actions to be carried out as a result of this. MS advised that most of actions had been put in place.	JEW/MS
Health and Safety Policy Review	
AB to circulate after the meeting	AB
Item 3 Safety Drills	
AB confirmed that these were carried out over the Autumn term.	AB

Item 4 Risk Register	
People were asked to take a look at the risk register after the meeting and were asked to update the Bursar if they had any comments.	
Item 5 Health and Safety Accident Statistics	
MS advised that there had been two reportable incidents since November. AB asked KA if she recorded all accidents on medical records, which she confirmed she did.	
Item 6 Departmental Risk Assessments	
AB advised that JEW has been asked to take a look at the to make them more user friendly JEW advised that for general areas she will devise a template. She advised that training was needed and that she would arrange for this to happen. RT asked if she needed to complete an assessment and was advised not.	JEW
Item 7 Health and Safety Audit Update	
James Brocklehurst confirmed that he would be expecting a catering health and safety audit this term and that they would be asking for a fire risk assessment for the building.	
Item 8 Fire Risk Assessment Update	
MS confirmed that two fire risk assessments had taken place and that he would distribute to staff.	MS
Item 9 Health and Safety Assurance Inspections Update	
Progress was reported on action plans for outstanding Health and Safety and Fire Risk Assessment Audits. These would continue to be reported at Board level and would require additional staffing and financial resources which the Bursar confirmed would be prioritised to ensure the working and learning environment remains safe.	AB
Item 10 AOB	
First Aiders Training KB confirmed that first aiders were all current and up to date	
Police Response Pack AB advised that training on the major trauma kit still needed to be arranged - AB to arrange this	
Science Labs ST advised that the cleaners are not locking the science labs. MS confirmed that he had spoken with the cleaners to resolve this.	AB
Next Meeting	VP
To be held in April 2020 VP to arrange	