

City of London School for Girls
Health & Safety Committee Minutes
Meeting Held on 6th September 2016

Present: Alan Bubbear (Chairman), Jason Valentine (H&S Coordinator), Mary Robey, Jane Curtis, Steven Berryman, Carolyn Cole, David Libby, Ashley Wright, Caroline Castell, Andy Hill, Kirsty Packer, Joe Perrott, Jane Rogers, Vicky Pyke (Secretary)

Item 1 Apologies

Ena Harrop, Mark Wilkinson, Claire Tao, Kerry Dignan

Item 2 Previous Minutes

Minutes of April's meeting were agreed.

Item 3 Matters Arising/Summer Building Works

- **Fire Alarm System Recommissioned/Signage and Lighting**

JV advised that the fire alarm system had been recommissioned during the summer.

JV advised that the Building Inspectors were on the premises and confirmed that there was sufficient lighting for the building to reopen. Exit signs still need to be put up before the school opens.

- **Asbestos Removal**

JV confirmed that the asbestos summer works were carried out successfully and that air quality tests had since been carried out and background levels were below recommended levels.

- **Disposal of Chemicals**

KP asked if there was correct procedure or policy for disposal of chemicals. NB advised that there wasn't a set policy or procedure but that Shafat Yeahia was qualified to dispose of chemicals because there are different ways of disposal for different chemicals. MR asked AB to look into whether or not there is a current policy in circulation.

AB

Item 4 Risk Register

AB advised that there was no change to the current risk register. EH asked for consideration of a risk being added concerning SEN and the management of training for staff.

AB

Item 5 Health and Safety Accident Statistics

JV advised that there were Four reported accidents last term:

- One girl had a fall on the all-weather pitch whilst on crutches.
- One prep girl was hit in the face by a cup during a water fight at the boys' school.
- One girl was struck on the arm with a ball whilst playing tennis.

- One girl was struck in the face by a ball during a PE Lesson
- 3 contractors suffered minor cuts with one being treated at hospital. All dealt with in site by contractors.

Item 6 Health and Safety Training for Staff

- AB advised that mandatory H&S training needs to be carried out for all new staff members.
- AB advised that a Fire Drill will be completed later this week or early next.
- JV advised that all staff should be made aware of individual roles in the event of an emergency.

Item 7 AOB

EH advised that she keeps tripping on the rug in Meeting room 1. JV to order new furniture.

JV

Item 8 Next Meeting

3rd January 2016.