

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS
Health & Safety Committee
Monday 24th April 2023

Minutes of Committee Meeting		Action By:
1.	Present: DNO, CHU, LMA, MMU, ASH, KPA, RFE Apologies: JHA, SBE	
2.	Minutes of Previous Meeting Minutes accepted as a true record.	
3.	Matters Arising Apologies no agenda	MMU
4.	Bags under stairs - Signs up Cadbury and Bancroft - bag still under stairs Cadbury today – to monitor SBE follow up in PE still to do Premises - Windows/roofing completed, nothing more on building for the moment. Pool boiler needs to be replaced, but once looked at it would be double original quote due to pipework, etc involved. Swim England to look at as possible fundraiser, but pool is very old and may not be salvageable.	CBU MMU MMU
5.	Unexpected Fire drill brought up potential issues. Revisit current plans and update.	MMU
6.	Legionella risk assessment completed Feb/March – Risk Assessment in place.	MMU
7.	One RIDDOR reportable injury. Reported to HSE. Revisited all procedures.	MMU
8.	First Aid - New Defibrillator in Site Office given by DfE.	ASH
9.	Query on SC (student) saying downstairs. Must where possible, as risk of fainting remains, she knows when she is not so well.	CHU/MMU
10.	Site – blinds for doors, container clearance, furniture clearance 6 th form block, PA funded furniture fire safe, sofas in staff room. Moving furniture across site for open day	RFE
11.	IT – nothing to add	KPA
12.	Science, CHU – HSE radiation orders still to happen.	CHU
13.	Science, DNO – nothing to add	DNO

14.	Critical incident management plan – MMU working on. Handbook procedures, points to immediate actions, who to escalate to.	MMU
15.	AOB – local elections. Council to bring own fencing, year 12 common room being used. Classrooms can still be used externally. Should not affect much parking.	RFE
16.	Date of next meeting:	? Date in Sept or Oct '23