

**CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS**  
**Health & Safety Committee**  
**Thursday 18<sup>th</sup> October 2018**

<b>Minutes of Committee Meeting</b>		<b>Action By:</b>
<b>1.</b>	<b>Present</b> SHO, RDA, DNO, CHU, RFR, ALA, KPA, LMA, SBE, JHA Apologies:	
<b>2.</b>	<b>Minutes of Previous Meeting</b> Minutes accepted as a true record.	
<b>3.</b>	<b>Matters Arising</b> Matters arising requiring further attention:  <b>H&amp;S Advisory Service</b> – Fire Risk Assessment took place on 5 <sup>th</sup> October by Richard Potticary. It will take up to 3 weeks for the findings to be published. The details will be reviewed by the Facilities and Finance Committee. <b>Staff Training (Fire)</b> – Completed. <b>Fire Evacuation</b> – fire escape stairs in place in science. <b>Expansion</b> – Languages stairway signage completed. Bags are an ongoing challenge – MFH sent out a reminder this term; it is everyone's responsibility to challenge students if they are leaving their bags in the wrong place.	
<b>4)</b>	<b>H&amp;S Advisory Service</b>  <b>FRA</b> – done and awaiting findings as above <b>Risk Assessments</b> – PE remedial works to be supported by Richard Potticary <b>Policies</b> – Lone Working and First Aid policies to be created. RFR and CHU noted that they mentally consider lone working practices as required but that there is nothing written down formally. SHO asked for any areas of concern or focus to be raised at the earliest opportunity.	SHO SBE  SHO
<b>5.</b>	<b>Science Ramp</b> An emergency staircase has been erected for emergency use only. This will be in place until a replacement ramp is built. A Structural Engineering specialist is designing a replacement ramp which will be reviewed by Peter Cook (Governor). The project will be put out to tender – 3 tenders required. CHU noted that the students have taken well to instruction about access to and from the Science building. DNO noted that the only rooming issues are when practicals require the fume cupboards (located on the upper floor). This is a particular concern with immobile students. RFR suggested that Year Leaders look at creating PEEPS. SBE suggested a generic PEEP for this set of circumstances. SHO suggested that fire refuge points are used wherever possible. DNO pointed out there are no refuge points in science.	SHO/RFR

	<p>Year Leaders should be informing the cover account if there are students who are unable to access the upper science rooms or Rooms 11/15 ie students on crutches.</p> <p>SBE asked to be advised on a timeline for expected replacement ramp to consider impact on sports fixtures.</p>	Year Leaders
6.	<p><b>Pool Incident</b></p> <p>Following the chlorine incident at the pool on Tuesday 9<sup>th</sup> October 2018, all girls are back in school with no lasting effects following exposure to the chemical. Thanks to all involved.</p> <p>There was an air lock in the system. A device became stuck in the wrong position. An over-ride switch should have kicked in but it failed. Chemicals filled the empty pipes. When BFI went to remove the air from the pipes, the chemicals flooded the pool.</p> <p>National Pool Company, PWTAG website and SBCHAS all involved. There will also be an independent review.</p> <p>Pool closed until after half term and subject to all findings being implemented before normal use resumes.</p> <p>HSE report was filed and communication with them is progressing. Communications were sent to staff and parents.</p> <p>A debrief with SLT and RDA identified that clearer communications are needed and that templates should be created to support any incident in the future.</p> <p>DNO suggested that a priority communication to staff, to enable them to deal with the rest of the student body would be useful.</p> <p>SBE noted that GSA is still concerned about teaching in the pool area alone. There was an issue with the phone system as it appears to have stopped working, so suggested an emergency button or walkie talkies as better back up.</p> <p>RFR suggested pool users re-visit the EAP for the pool which is available on the R drive and is in the pool foyer area for reference in an emergency.</p> <p>ALA suggested that any templates created could be useful for the trips and visits agenda, which SHO agreed was a good idea.</p>	SHO
7.	<p><b>Expansion</b></p> <p>This is an ongoing issue.</p> <p>RFR noted that some students present poor behaviour in areas where staff are not present.</p> <p>SHO referred to MFH's briefing comments about staff being visible at lesson changeover/break/lunch, to monitor students. Sixth Form council and Student Voice participants have been asked to review the corridor code, encouraging creative ideas as to how better to communicate with the student body.</p> <p>JHA noted that assemblies are jam-packed, therefore was concerned about evacuating in an emergency. SHO advised that there are four exits to the Main Hall which should aid escape.</p> <p>LMA noted that for Drama Studio assemblies, bags being dumped in the drama foyer, as well as shoes, was creating more obstruction. SHO suggested that staff monitor and direct before assemblies start.</p> <p>General consensus that there are occasions when lessons are disrupted ie Year 7's going to lunch at 12.30pm, students finishing exams during lesson time.</p>	ALL STAFF

8.	<b>Minor Incidents</b> A general reminder that any incident should be recorded and handed to RDA on the same day or day afterwards.	ALL STAFF
9.	<b>AOB</b> RDA had been asked by some staff about site security following on from the 'Run, hide, tell' PSHE sessions which has heightened their awareness. In particular, security of the rooms across the front of the school which could be breached by an intruder quite readily. RFR noted that the biggest security issue currently is the access via Seymour House. RDA also had been asked about fire exits in certain areas: Room 17, top floor of languages, confidence in languages fire curtains. SHO replied that the curtains are tested weekly and if they aren't deployed during a planned evacuation, this is simply because the system has not been activated in Languages. The Fire Risk Assessment has been completed – any remedial works to be completed as a result of these findings, will be implemented accordingly.	SHO/RFR
8.	<b>Date of next meeting : tbc</b> Agenda items for the next meeting to be submitted to RDA.	