



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF HEALTH & SAFETY COMMITTEE
HELD ON 24th SEPTEMBER 18 AT 4.30PM

PRESENT: Nigel Goodall (Chair) Co-opted Governor
 Alan Moore Headteacher
 Jane Henry Staff governor
 Carol Wallis Staff Governor

IN ATTENDANCE: Michele Brighton School Business Manager
 Steve Mayes Site Manager
 Casey Collyer Clerk

Item	Main discussions and agreed actions	Action by/when
1	Welcome and Apologies The Chair welcomed everyone to the meeting. It was confirmed due notice had been given and the meeting was quorate.	
2	Declarations of interest The Chair asked for any declarations of interest and none were noted	
3	Minutes of the meeting held on 18 April 18	
	2.1 Approval for accuracy - The minutes of the meeting held on 18 April 18 were approved as a true and accurate record of the meeting. The Chair signed the minutes.	
4	Matters arising	
	4.1 The Chair had attended the fire drill and explained he had been very impressed at how quickly and quietly the students had evacuated the building, even the new year 7's, within 4 minutes. The only item noted was one gate was too small to allow easy exit and the Headteacher (HT) and Site Manager (SM) had already discussed how this could be improved. The Chair also queried whether the CEO and Trust Chair were noted on any checklists and the School Business Manager (SBM) confirmed they were.	
	4.2 The HT and SBM are working on the reallocation of risk responsibility within the risk register. These had been put into the Senior Leadership Team (SLT) diaries and will updated during the course of the year	
	4.3 The Clerk confirmed the site tours had been added to the Premises agenda in October and the Health & Safety Committee in April. Both the Chair and HT asked for the minutes to reflect their thanks to the site team and contractors who had worked so hard to ensure everything was completed and ready for the start of school. The SBM would check the catering takings for the Outback service area ready for the PremisesCatering meeting on 1 st October.	
	4.4 The HT and SM confirmed that all staff had been briefed on the procedure for dealing with intruders. The site team are now keeping a record of dates and times.	
5	Accident report -	
	5.1 Students - The SBM will circulate a summary of the accidents to be circulated with the minutes. There was nothing of significance to report.	MBr

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	5.2	Staff - again nothing of significance to report. In respect of a hot water burn by one of the kitchen staff Governors asked anything to be done to minimise these risks but the Catering Manager explained that all safety equipment was in place, all training had been delivered and there was nothing more that could be done.	
6	School Trips approved		
	6.1	The SBM explained that the Chair of Governors signed off any residential trips after the core leadership had approved the request. The HT advised there was a working party reviewing how the school could maintain opportunities for students but reduce the impact on staff capacity. Chair requested that the Clerk report back on the statutory requirement for governors to review school trips	Clerk
7	Fire Evacuation		
	7.1	See 4.1	
8	Site Improvements Report by Site Manager with H&S implications		
	8.1	The SM advised that the foundations had been laid for the new block. There would be some noise disruption after half term.	
	8.2	The SM expressed his concern about how little space there was between the new fitness equipment in the sports hall. The situation would be monitored.	SM
	8.3	The SM flagged the safety issue with all the students' bags on the floor in the quad and what would happen if an evacuation occurred at lunchtime. There was sufficient racking available and the current situation presented a considerable trip hazard. The HT would raise the issue with teaching staff.	ATM
	8.4	The SM explained several students were staying behind after school and in various places on the site. With the homework club at capacity there was no space for students if they wished to remain at school to study. He ask for clarification of the school's policy regarding lone students. Governors discussed and agreed that a letter should be sent to parents explaining that children should only remain after school if they were in a supervised activity otherwise they should not remain on site. If there were regular students remaining, their details should be passed to D Barton or Heads of Year to deal with.	ATM
	8.5	Finally the SM raised the issue of children coming into school too early. Cleaning and site staff were uncomfortable going into toilets or classrooms to clean when students were there. The HT agreed teachers would remind all students they should not be in school before the agreed time.	ATM
	8.6	CCTV had been installed near the new Outback catering unit, D Floor and potentially another in the Pupil Referral Unit (PRU).	
9	Policies for review		
	9.1	RMET educational visits - The SBM advised that there were no proposed changes to the policy and asked the Clerk to distribute the policies by email for governors to approve.	MBr/ Clerk
	9.2	RMET health & safety - as above	MBr/ Clerk
10	Confidentiality - none noted		

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11	AOB	
	11.1	The HT advised that the national union of teachers had asked union reps to ensure that schools were managing asbestos risks properly. He had directed the union reps to speak with the SBM and SM. The Chair asked to attend the meeting and the SBM advised it was scheduled for 11am on Monday but would confirm.
		MBr
12	The meeting closed at 5.10pm.	
	Date of next meeting: 29 April 19.	

Actions		
5.1	Circulate summary of accident report	MBr
6.1	Clerk to clarify statutory requirement for governors reviewing school trips	Clerk
8.2	Monitoring of sports equipment placement to ensure it's not too close	SM
8.3	Students backs not to be left on the floor of quad. Teachers to remind students	ATM
8.4	Letter to parents reminding them children should not remain on site after school hours	ATM
8.5	Teachers to remind students they cannot enter the school before the agreed time	ATM
9.1/2	RMET educational visits and Health and safety policies to be circulated electronically to governors for comment	MBr/ Clerk
11.1	Meeting with union reps for 11am 1 st October to be confirmed with Chair and all attending	MBr