



## MINUTES of Health and Safety Committee meeting on 18th January 2016 at 16:30

Nomination of the person who will take the minutes: primary teaches were nominated.

	DISCUSSION	CONCLUSION	FOLLOW-UP	WHO	DEADLINE
1.	Approval of the agenda	The agenda was approved.			
2.	Approval of the minutes of the previous meeting	The minutes were approved.		All	
Follow-up previous meeting	<p><u>Fruit day:</u> Fruit day is Wednesday. Delivered to teachers on Tuesdays in primary/nursery with parent volunteers. Delivered on Wednesdays to Secondary but not enough parent volunteers. Request help from students with distribution in secondary.</p> <hr/> <p><u>First Aid Training:</u> Intended for teachers and older students. This now arranged, running from March-June. Arranged in English and Dutch. Not enough volunteers for French.</p> <p><u>Water fountains:</u></p> <p><u>Alcohol gel:</u></p> <p><u>Hairdryers:</u></p>	<p>See if any secondary pupils would like to volunteer.</p> <hr/> <p>Will be annually offered to allow 'top up' of training.</p> <p>Now cleaned.</p> <p>In canteen.</p> <p>Awaiting completion of new changing facilities.</p>		<p>Pupils.</p> <hr/> <p>Management</p>	

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3.	<p><u>Management:</u></p> <p>Safety and security update.</p>	<p><u>Prevention Plan</u></p> <p>Prepared and currently being presented to all staff (on going). As well as teachers, there has been / will be presentations for the day care, cleaning, admin, technical and security staff. All staff sign after familiarising themselves with it.</p>	<p>Legal requirement.</p> <p>Reviewed and presented to colleagues annually.</p> <p>Prevention committee will prepare sub level documents.</p>		<p>Prevention committee, management.</p>
	<p><u>Lock down</u></p> <p>Lockdown rehearsals postponed until effective method of communicating a lockdown is set up. A temporary solution will be to have a speaker on the canteen building broadcasting 'lockdown' to the whole school. This is expected to be soon.</p> <p>Notice of 'lock down' rehearsals will always be given and will be 2 or 3 times per year. Staff will be instructed in age appropriate script/language to use with pupils.</p>	<p>First drill with all pupils in classrooms. Logistics for drills with pupils in various other school locations and times still to be clarified.</p> <p>Method of communication will be later upgraded.</p>		<p>Management, prevention committee.</p>	
	<p><u>Other Security Measures</u></p> <p>There will be a new 2.4m high solid perimeter fence. This will have automated gates with cameras at the gates and car parks.</p>	<p>4 entry points with 'buzz' system.</p>		<p>Management.</p>	
	<p>'Securitas' proposal is being pursued. This comprises of static daytime guarding and an 'all hours' camera/movement sensor/speaker system monitored remotely. Mobile security staff and police can be called.</p>	<p>Tenders and costing responsibilities are under negotiation.</p> <p>Dates expected to be known by end of January.</p>		<p>Management.</p>	
	<p>New car stickers distributed which link car registration with owner. Allows for knowing who is parked where and also for reporting anything unusual.</p>	<p>In place.</p>			

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	<p>New 'intelligent' key system to be installed where individual's door access can be pre-programmed. Permissions can be reset and updated periodically as desired. Locks also on main entrances.</p>			Management.	
	<p>Suitable screening to obscure the view from the corridors to classrooms, in the event of a lockdown, being investigated.</p>			Management.	
	<p><u>Renovations</u></p> <p>The laboratories in the secondary will be renovated in the summer. There are also plans to renovate the nursery, playground, sports facilities and stairs in the secondary.</p>	Ongoing.		Management.	
4. <u>Parents:</u>	<p><u>Water fountains</u></p> <p>Following the class representative's meeting, parents request that the water fountain in the primary year 1-3 playground be removed.</p>			Management.	
	<p><u>Toilets and amenities</u></p> <p>Toilets in the primary smell and noted to lack paper towels and soap. Parents also asked about the canteen and forest toilets.</p>	<p>Management report smell is due to old plumbing, not lack of cleaning. Discussions have been held with the cleaning company. Pupils encouraged to report problems.</p>			

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	<p><u>Supervision</u></p> <p>Parents asked about an incident at the bus stop where an adult was treated disrespectfully by a pupil who was asked to stay on the paved area. They asked if there was supervision of secondary pupils.</p>	<p>Management reported that the pupil was spoken to and asked to apologise. Any such incidents will be followed up. Secondary supervision not considered necessary at the bus stop.</p>			
	<p><u>Vending machine in canteen</u></p> <p>Can it be removed?</p>	<p>Issue for canteen committee.</p>			
	<p><u>Swimming pool</u></p> <p>Should caps be worn for long hair /head lice?</p>	<p>Management state that lice cannot be caught from swimming pools.</p>			
	<p><u>Smartphones</u></p> <p>Is there a policy for using/not using smart phones out of lessons?</p>	<p>Management state that they should be used in an appropriate manner out of lessons. It is pupil's choice as it is their free time.</p>		Canteen committee.	
5.	<u>Teachers</u>	No remarks			
6.	<u>Pupils</u>	No remarks			