



MINUTES of Health and Safety Committee meeting on November 23, 2017 at 16:30

DISCUSSION		CONCLUSION	FOLLOW-UP	WHO	DEADLINE
1.	Approval of the agenda /	The agenda was approved.			
2.	Approval of the minutes of the previous meeting	Many projects are nearing completion.			
		This year's budget is used up as many works from last year are being continued this year.			
3.	Update safety and security	We are still awaiting the installation of the fiber ring. Once this is completed we will be in a position to continue with installation of further items such as cameras, speakers etc.			
	Evacuation	1. Bus evacuation drills will take place (this includes an informative video and physical practice).			
		2. School evacuation drill is to be planned. Everyone will be notified beforehand, the idea is to test whether such an evacuation would be feasible.			
	Magnetic doors	Due to problems with magnets, completion date has been extended.			
		Green button present inside buildings, allows magnets to disengage and will open the door.			
		Button made of glass will also disengage magnets and open to door however is only to be used in case of emergency and will be accompanied by a buzzer which is yet to be installed.			
		Not all doors have been equipped with this security as the budget ran out however next year the remainder of doors will be equipped.			
		Visitors will receive visitor passes which will allow them entry to the building in which their appointment is taking place.			

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Parents					
Agenda points parents	Outdated/broken gym supplies	Items contain a red sticker will be disposed of, however this costs money and the school currently cannot afford this. Some items are set to be replaced.			
	Air is not properly ventilated and mold/fungus is growing	This will be looked into.			
	Installation of blinds/curtains	"Stickers" are set to be applied which will allow people inside to look outside however not vice versa. This is also safer as curtains can be ripped down and will avoid loss of light.			
	Smartphones are used too often by students	Ban on cellphones is not implementable however teachers will be reminded to ensure that cell phones are not used during class times unless authorised (although they already tackle this problem well).			
	Wifi in nursery	There is no wifi in the nursery.			
	Lice	If parents report their own children having lice, Yoke sends out e-mails asking parents to check their own children and will sometimes check children herself.			
		However it is impossible to check everyone and while children suffering from lice can be sent home they cannot be suspended as this is illegal.			
	Traffic situation	Students do not use the zebra crossing.			
		Bike lanes would be helpful.			
		De Lijn busses drive too fast and could potentially endanger students.			
	Defibrillator training	Has yet to be organised.			



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<u>Teachers and PAS</u>					
Agenda points staff	Access policy	Prior to completing installation of magnetic lock system, the primary school building will open the Main Hall's door at 8:10 and lock it at 8:25. Children will be lead to the playground by teachers while parents are disallowed entry and forced to leave. This policy's aim is to eliminate problem concerning strangers wandering the hallways. Similarly doors will be opened at 12:30, 13:30 and 16:15 and locked again within 15 minutes.		Primary teachers	
		Children who are late will need to go to Marinas' office and collect a "late pass".			
-		Appointment will need to be made to visit the lost and found while Yoke will return items marked with names. Again a reminder to mark all items with the students name.			
		Secondary teachers who wish to gain entry to the primary building will also need to take an appointment.			
		Parents whose children have forgotten items, can drop these off in the primary office and these will be passed on to their children.			
<u>Students</u>					
Agenda points students	Bathrooms	New bins for the girl's bathrooms have been ordered and should arrive soon. The broken toilet lids will be thrown away and the broken seats will be repaired.			
B. GOGGINS					