

HEALTH AND SAFETY COMMITTEE MINUTES

Date Held	25 th August 2020	Start Time	11:45am
Location:	Guardian Angels - Meeting Room		
Present	Who	Role	
	Bernard Kearney	Assistant Principal	
	Stephen Sherlock	Grounds man	
	Marissa Biermann	WHSO	
Apologies	Stephen Montgomery, Craig Alexander		
Distribution	Email to Staff and placed on Notice Board,		
Business arising from last meeting's minutes	<ul style="list-style-type: none"> • Senior playground slide needs replacing – quotes still being received - remains ongoing • Prep Playground gate needs replacing – remains ongoing • Pavers in Quad – pavers fixed as needed but remain an issue - remains ongoing • Shade Sail netball courts – There has been a hold dup with the manufacture of the sail. Unsure when the sail will be available - remains ongoing • Chemicals used in the school logged in Chemwatch – this has been completed. Item can be closed. • School Maps and Evacuation Plans – These will be completed in the school holidays and ready to be displayed in term 4. • Building Project – Tenders will be out by end of term with a kick off scheduled for week 3 all going well. • Lockdown – Drill completed and procedure updated. Item can be closed. • Staff walking with hot coffee cups – Stephen sent email as reminder. Item can be closed. • Junior Boys toilets smell issue – Extra cleaning has been taking place – chlorine mopping after each break. When the senior classes move, there will be more students using the junior toilets. They may need to be cleaned more frequently. Cleaning contractor will be made aware. 		

Agenda Item			
1. Classroom Inspections			
Issue	Recommended action	By whom	By when
Classroom inspections have been completed. A number of specific issues were raised. Some have been able to be recited, some require follow up and have been added to the maintenance log. A number of common issues were raised (See below)			
Mats for the exterior of classrooms.	We are not going to purchase mats at this stage. There have been zero incidents of slipping directly outside the classroom doors. If staff believe they need an exterior mat, it will be looked at on a needs basis. Going forward with the inspections, under the exterior mat point, we can tick N/A.		

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Windows not opening easily	In the school holidays, those rooms that listed windows as being an issue, the windows will be taken out, cleaned and greased for easier use.	Stephen Sherlock	School Holidays
Carpet Fraying	In the school holidays, those rooms that listed fraying carpet as an issue, carpet will be fixed. Carpet will not be replaced, frayed section only will be replaced.	Stephen Sherlock	School Holidays
2. Pool			
Issue	Recommended action	By whom	By when
Pool step broken	Interim fix for the step has been completed so it is safe to use. A quote is needed for full replacement.	Stephen Sherlock / Anthony Heath	Ongoing
The brickwork on the edge of the pool needs replacing	Quote to be obtained for replacement.	Stephen Sherlock / Anthony Heath	Ongoing
Leak in Chlorine tank pipe found on 25 th August.	The valve was shut off to make safe and plumber called to fix immediately.	Plumber	25 th August
3. Medical Paperwork for Students			
Issue	Recommended action	By whom	By when
BCE have updated their templates for student medical paperwork.	GA will gradually update our documents to the new BCE templates. As changes are made there will be communicated to all staff.	Michelle McInally	Ongoing
4. Incident on Oval			
Issue	Recommended action	By whom	By when
A student was involved in an incident on the oval that resulted in injury. Incident occurred in the morning before there was a supervising teacher on duty.	The procedures around what is to occur on the senior oval before school starts will change. All staff and students will be addressed on the new procedures	Stephen Montgomery And Bernard Kearney	28 th August 2020
5. General			
Issue	Recommended action	By whom	By when
Next Meeting	TBA	1130am	
Next meeting agenda items	TBA		
Meeting close	12:30PM		