

HEALTH AND SAFETY COMMITTEE MINUTES

Date Held	9 th June 2020	Start Time	11:30am
Location:	Guardian Angels – Meeting Room		
Present	Who	Role	
	Stephen Montgomery	Principal	
	Bernard Kearney	Assistant Principal	
	Stephen Sherlock	Grounds man	
	Craig Alexander	Teacher	
	Marissa Biermann	WHSO	
Apologies	Nil		
Distribution	Email to Staff and placed on Notice Board,		
Business arising from last meeting's minutes	<ul style="list-style-type: none"> • Plans to concrete Quad area are still in progress. Master plans to come from architect. • Resource Center roof leak is repaired and the mold is eradicated. 		

Agenda Item			
1. Safety Inspections of the school are being done as per the schedule in Guardian. Guardian is the BCE Health & Safety compliance database.			
Issue	Recommended action	By whom	By when
Senior Playground Inspection completed.	Slide needs replacing. Contact supplier and installer.	Bernard Kearney	Ongoing
Prep Playground Inspection completed.	Gate needs to be replaced so fencing is complete.	Stephen Sherlock	June 2020
Grounds Inspection completed.	Pavers in Quad remain an issue.	Ongoing	Ongoing
Shade Sail is being put over netball courts in school holidays.			
2. Chemicals			
Issue	Recommended action	By whom	By when
All chemicals in the school are being logged into ChemWatch.	If any staff member is going to purchase chemicals (sprays, paints etc.) they must inform the office / WHSO first so it can be logged into ChemWatch.	All Staff	Ongoing
3. Evacuation Signage and Maps			
Issue	Recommended action	By whom	By when
School Maps and Evacuation Signage are not compliant.	Get a quote to make all signage compliant.	Marissa Biermann	June 2020
4. Building Project			
Issue	Recommended action	By whom	By when
Planning for the Building Project is still underway. Traffic management will need to be taken into consideration. Preparations for some of the work will start to happen this term. Staff will be notified if the works effects them or the students.	Follow up with Builder and communicate to all staff.	Stephen Montgomery And Bernard Kearney	Ongoing

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5. Lockdown Procedure			
Issue	Recommended action	By whom	By when
Lockdown drill completed. No evacuation drill will be completed in Term 2 due to social distancing policies.	Lockdown Procedure will be reviewed, updated and distributed to all staff.	Marissa Biermann	June 2020
6. General			
Issue	Recommended action	By whom	By when
Staff walking around the school with cups of tea and coffee.	Notice / Email to be issued to all staff as a reminder of the policy to only walk with covered cups.	Stephen Montgomery	June 2020
Junior Boys Toilets issue with smell.	Stephen Sherlock to do an extra clean each day and a deep clean will be performed in school holidays.	Stephen Sherlock	Ongoing
Walking Bus.	Walking Bus will continue until the end of term. Risk Assessment completed.	Stephen Montgomery / Marissa Biermann	
Next Meeting	18 th August	1130am	
Next meeting agenda items	TBA		
Meeting close	12:30PM		