



# MINUTES HEALT & SAFETY COMMITTEE

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**DATE:** 28 SEPTEMBER 2023

**TIME:** 16:30 – 17:30

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**LOCATION:** MICROSOFT TEAMS MEETING

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**ATTENDEES:**

<b>Management</b>	Mrs. Perez Blanco	Present
	Mrs. Van Opstal	Present
	Mrs. Thaler	Excused
	Mrs. Harthoorn	Present
	Mr. Luyten Jan	Present
<b>Teachers</b>	Mrs. Wolfs Anja	Present
	Mrs. Martel Guillaume	Present
	Mrs. Caers Tanja	Present
	Mrs. Gourou Fleur	Present
	Mrs. Mohan Sonja	Present
	Mrs. Oberson Marlene	Present
<b>PAS</b>	Mr. Jannis Jeroen	Present
	Ms. Meeus Joke	Excused
	Mrs. Moortgat Yoke	Present
	Mrs. Debaere Tinne	Present
<b>Parents</b>	Mrs. Ny Annellii	Present
	Mrs. Tresoldi Barbara	Present
	Mrs. Somers Eva	Present
	Mrs. Zsuzsa Nagy	Present
<b>Students</b>	Ms. Wight Savannah May	Present
	Ms. Sing Dhanishta	Present

## **Following the agenda:**

### **1+2. Approval of the agenda & Approval of the minutes of the previous meeting**

Mrs. Harthoorn approves the agenda and gives her approval to the minutes from the previous meeting.

### **3. Points presented by the school management**

- **Update fiber optic cable projects**  
Fiber has finally been installed this year and Mr. Jannis is pleased with the progress. Wi-Fi is operational on computers, but not yet available for students and external use; that's the next phase. Tubes between buildings are being created. Fiber completion is expected in November, possibly by the end of the year. Mr. Jannis aims to finish ICT work by the end of January 2024
- **New door locks secondary**  
In secondary school, the old door locks were replaced with new ones equipped with amok policy, a crucial safety adjustment. It's vital; doors cannot be left open, requiring a badge for access.
- **Access policy & traffic code of conduct**  
According to the new access policy for ES and OSG, parents, contractors, staff, and pupils are subject to updated, school-specific procedures. These rules are effective immediately.  
A pedestrian and cycling badge system has been implemented this year, requiring everyone to be identified. Teachers and students moving within the school can proceed straight ahead, ensuring their safety by avoiding the road.  
Bicycles must be parked in designated stands—four behind secondary and one in primary, accommodating a total of 100 bicycles. Wearing a fluorescent vest and helmet is strongly advised. The updated document is accessible on the website.
- **Test traffic circulation**  
A mandatory test is required to modify the regulations. Bus lanes, not designed for this direction, occasionally cause tire damage, resulting in additional expenses. We are requesting the Regie der Gebouwen to renovate the main entrance.  
Buses will now follow the standard route, park appropriately, and exit via the main entrance through the Primary route. Many people have experienced chaos resulting from the current setup. The change is set to take effect on the 11th of October.

Mrs. Perez Blanco mentioned that they will communicate this information in a weekly message to ensure parents are informed.

Mr. Jannis added that on Wednesday 11/10/2023, buses will be delayed by 5 to 10 minutes.

- **Gate secondary**

The gates will remain open until November. Since the beginning of this year, there has been an increase in the number of students, but it still represents only 3% of the population. To accommodate ongoing construction works, the gates will be open. This is a temporary solution, as the schools currently hasn't sufficient financial resources to leave the gates open permanently.

Ms. Gourou has a comment about the buses. She mentioned that there are individuals available to manage the space in front of the flags, as buses are not permitted to park there.

Ms. Ny has two questions:

- 1) regarding the traffic plan: There are concerns about children taking shortcuts, and she is wondering if an extra crosswalk is feasible.

Mr. Jannis understands the concern and suggests supervising the existing crosswalk in the morning and evening, emphasizing the importance of safety over adding more crosswalks without proper supervision. He will investigate the possibility.

- 2) the conflict between bikers and pedestrians near the garderie: she suggests creating a designated line.

Mr. Jannis notes that the path is narrow, especially from the pool to the primary section. Parking behind the garderie leaves no space behind the bikes. It's a hard surface but not pavement, making it challenging to apply markings there."

Ms. Harthoorn and Ms. Perez Blanco will investigate the matter.

Maybe there is a possibility of installing a video surveillance system to operate the gate from a distance, ensuring it remains open.

Additionally, the Parents Association will explore the budgetary implications of keeping the gate open.

- **Medical update**

There is a new school nurse Tinne who is working with Yoke until her retirement.

For contact with the new doctor, Dr. Maenen, please reach out to Tinne.

- **First aid & accident policy**

We have written a policy with the goal of gathering as much information as possible. The aim is to collect extensive details, linked to an online form for efficient submission. The management can then follow up on this information.

On the next slide, guidelines are provided for actions to be taken when an accident occurs. Afterwards it's very important to follow up. This includes reporting to DDFA for insurance purposes and notifying parents. Registration can be completed online or on paper, and a structured workflow will be introduced.

Ms. Ny wants to know that when contacting the medical service, parents are notified simultaneously. Additionally, if the nurse must go to the hospital, are the parents contacted as well? In secondary, the pedagogical team can go together?

For severe cases, especially those involving an EpiPen, Mr. Jannis will create a procedure. Currently, only the nurse administers EpiPen, but there's a plan to train teachers and canteen staff.

In case of an accident, the school will contact parents for follow-up. Mr. Jannis notes that sometimes the management or deputy are not informed. To address this, an automatic email will be triggered to inform the management as part of the workflow.

- **Swimming pool update**

This is an update that has also been discussed in the Admin Board. The Regie has informed that no further repairs will be done. A study of surrounding pool availability and costs has been conducted.

As mentioned in the syllabus, the pool is considered an educational asset in primary, so there is currently an exploring to options to keep the pool operational. The current issues include the need to renew the liner, maintain the ventilation system for humidity control, and address the high cost of replacing the chlorine installation. there is a considering to various approaches to address these concerns. Mrs. Harthoorn emphasizes the importance of keeping everyone informed.

During a recent board meeting, Mrs. Ny mentioned that the Parents Association may assist and maybe will provide financial cost after seeing the financial costs. Mrs. Perez Blanco and Mrs. Harthoorn expresses their gratitude and are going to send the financial details.

- **Training update**

- Safety orientation: Those who started after September need to undergo training to stay updated.
- A fire drill is scheduled for the 5th of October. Fire training, in collaboration with JRC, is planned for the pedagogical day.
- First aid courses will take place on 15th November spread over four afternoons, including CPR training.
- Bus evacuation training can be planned in coordination with the parents' association.
- An AMOK training is scheduled for staff only.
- With the installation of the new fiber cable and locks, we aim to enhance the safety and security of all students in the school.

## **4. Questions from the teachers' representatives**

- Cycle path towards school and the possibility of a cycle lane (fietsstraat)

A request to Gemeente Mol for cycle path repairs and consideration of one-way traffic with a kiss & ride lane to ease school site traffic has been made, but the proposal was declined for several reasons but a resubmission is planned.

Exploring a cycle lane as an alternative to address traffic issues can be requested but the decision is beyond our control.

- 2 designated parking spaces for taxi vans opposite nursery are insufficient.

According to Mrs. Caers, there's a concern about insufficient parking spaces, raised by a teacher. She notes that there are taxis from Westerlo and Mol, but private taxis often occupy the spaces. She suggests it would be more logical to reserve these spaces for taxi drivers.

Mrs. Harthoorn and Mrs. Gourou support the idea, citing safety and efficiency. Mr. Jannis agrees to investigate it again.

Mrs. Caers raises the issue that there are only a few places, and teachers have to find alternative parking. Security should be informed about the taxi parking.

Mr. Jannis mentions that he has informed everyone and improved communication with security.

Mrs. Gourou raises a concern about the speed limit of 20 km/h, as radar tests showed cars exceeding the limit. Mr. Jannis mentions a sign at the main entrance indicating the speed limit, and Mrs. Harthoorn notes that warnings are given during unannounced checks.

Mrs. Gourou underscores the difficulty of communicating parking rules to parents without encountering rudeness, a concern Mrs. Harthoorn agrees with.

## **5. Questions from the students' representatives**

No questions from the students.

## **6. Questions from the parents' representatives**

### **Nursery**

The regulations have been reviewed to align with the standards of Flanders and the European Commission. The confirmed regulations stipulate the requirement for regular seatbelts.

## Primary

The monkey bars are perceived as potentially dangerous, and the school is aware of this concern. At the beginning of the school year, teachers provide instructions to students on the proper use of the monkey bars, and an additional supervisor is present. This measure is deemed sufficient for safety.

Mrs. Ny is inquiring about the number of children who have broken their arms and whether there are statistics available. She notes that two years ago, three children broke their arms consecutively, unrelated to the equipment. P3 is considered too young, and the age limit is set at 6 years. Mr. Jannis will check this again.

## P1 English

### Classroom

The school don't have information on the recommendations. Currently, they are following the regulations of the European schools. Mrs. Harthoorn is curious about the source of these questions and the information on which they are based.

Mrs. Nagy clarifies that the question originates from parents concerning reading corners that have to go now to make space. She emphasizes the need to address it promptly, as there are instances with three additional teachers, and parents are unaware of the space allocated per pupil. The concern is framed as a health and safety question from the parents.

## Canteen

Mrs. Harthoorn provides an explanation regarding the noise and chaos. The class teachers of P1 and P2 eat together for several reasons, and this arrangement has proven to work effectively. Two teachers supervise to ensure there is no chaos. During her recent visit to take a picture, she observed no additional chaos. Everything appeared normal and similar to other schools. Mrs. Harthoorn suggests that the perception of noise might be influenced by the fact that in some schools, students may not talk during lunch, creating a quieter environment.

Mrs. Nagu expresses that parents are concerned about the lack of supervision, worrying that it might be too crowded and noisy. Mrs. Gourou notes the complexity when secondary students have an early lunch without continuous supervision, leading to high noise levels and active behavior like playing around and sitting on the tables. Mrs. Van Opstal emphasizes the need for clear communication about supervisor presence, urging students to inform if there's an issue. Mrs. Gourou suggests that supervisors wear jackets for identification, distinguishing them from others who are just there to eat.

Mrs. Ny adds that making the canteen a mobile-free zone might be beneficial as secondary students are using their phones. Mrs. Van Opstal suggests sticking to one free zone and notes that she hasn't observed many cellphones, emphasizing the importance of awareness among supervisors.

## Air Quality

Mr. Jannis mentioned this concern already a few years ago during the COVID period. Air quality is regularly measured, and there is a policy in place for ventilation. The recommendation is to open windows three minutes before entering the class, and if the air quality is still not satisfactory, open again for three minutes without losing too much energy. This practice ensures good air quality during the winter.

Mrs. Nagy echoes the importance of ventilation, suggesting that opening windows is the most logical approach. She refers to a case last year where students were sitting in 15 degrees with jackets, emphasizing the need to ventilate without causing discomfort. Mr. Jannis reassures that to maintain air quality, opening both doors and windows is not a problem for temperature control, as radiators are in place.

## Secondary

Mrs. Perez Blanco emphasizes the importance of the whole school committee focusing on the health of the entire community.

Mrs. Gourou suggests that teachers could have identification on their badges to indicate first aid training. Mr. Jannis expresses interest in exploring this idea, mentioning the availability of a list and room numbers. Mrs. Harthoorn notes the existence of a list in the teachers' room.

Mrs. Ny mentions an app for reporting incidents. Mrs. Perez Blanco asks for details to check its compatibility with data protection regulations.

## General questions

On the topic of checking for lice and protocols, parents are responsible for informing teachers and otherwise without mention the child's name and without checking the head daily. The cultural differences in head-checking practices are acknowledged, but adherence to the school's procedure is emphasized.

Mrs. Perez Blanco expresses gratitude to everybody for their efforts in improving health and safety in the school