

# HUNTINGDONSHIRE REGIONAL COLLEGE FURTHER EDUCATION COLLEGE

## Minutes of the Health and Safety Committee Meeting held on Thursday 13 March 2008 at 12.30

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Minutes of the Health and Safety Committee		Action
<b>Attendees:</b>	Anne Constantine, Tom Berry, Angela Sanderson, Wendy Vigor, Vic Johnson, Mark Davenport, Paul Woods, Laura Kerry and Jill Peagram	
<b>1. Apologies for Absence</b>	Tom Gallagher, Kate Pope, Philip Pickering	
<b>Absent</b>	Karen Charlton	
<b>2. Minutes of the last meeting held on 11 October 2007</b>	Approved.	
<b>3. Matters Arising</b>	<u>PAT testing</u> – TB confirmed that there was no requirement for personal laptops to be PAT tested.	
	<u>Learners and prescribed medication</u> – TB confirmed that the College cannot legally require learners to take their prescribed medication. However, if the learner poses a threat, they may be escorted off College premises	TG / TB
	<u>Restraint and Screen &amp; Search policies</u> – TB / TG will arrange appropriate staff training through Cambs Constabulary.	TB
	<u>Minibus driving</u> – TB noted that drivers who do not have section D1 on their driving licence will need to undertake County Council approved training.	
	<u>Unauthorised visitors / escorting visitor to destination</u> – TB will remind Reception staff of College procedure	
<b>4. Safety Representatives' Reports</b>	WV reported that she had recently tested the system for contacting the Evening Duty Manager: the mobile had not been answered and Reception were unsure if it had been collected by the EDM. TB will remind EDMs of the procedure. WV suggested that the Duty Manager's mobile number be included on the telephone list.	TB LK
	AS had no issues to report following the recent H&S audits.	
<b>5. St Neots Report</b>	<b>Review of Safety Audits</b> These were completed by 22 February	
	<ul style="list-style-type: none"><li>• CoSHH Risk Assessments have been carried out by Kate Pope.</li><li>• Paint / fire store not suitable and requires correct signage.</li><li>• Safe systems of work and risk assessments carried out, a safety log to be created of risk assessments and SSW, signage to be produced and fixed close to</li></ul>	

- machinery.
- DSE Assessments: all staff given DSE questionnaire, very few returns.
- Two members of staff trained on mini bus driving,
- Air sampling completed and general air extraction systems fitted in Brick and Carpentry workshops.
- Safety signage is adequate, however there is room for improvement.

### **Security**

The alarm systems had been inoperative for 3 weeks until new contract approved. One complaint regarding the klaxon alarm regularly going off in the night, alarm now not switched on.

### **Lone working arrangements**

VJ reported that this may be an issue during holiday periods when only a few staff are on premises. Radio communication is available.

### **Risk assessments**

The audit had indicated that 'high risk' assessments are in place.

### **Learner additionality**

- First aid
- Fire Fighting
- COSHH
- Manual Handling
- Working at Heights
- OCNW Health and Safety level one certification.

As part of the Construction provision all learners have specific training on the listed areas. Most of these are supported and delivered by Tom Berry. College certification is awarded for inclusion in the learners' evidence portfolio. Still waiting for certification of the OCNW award.

### **Site work**

Ventilation heating and lighting in the H&V workshop, fire lights not connected, hot water heater for site, hot water heaters in workshops not working, lighting and storage in the staff room, waste disposal recycling, 110 Volt supply in room 19, water supply in brick workshop, outside lighting, compound hard standing, roofing rigs and plastering rigs.

### **Issues**

Management of student behaviour training (ADHD / Aspergers) – training was provided for Pathfinder staff and it would be agreed that it could be run again.

Cost of supplying staff PPE – AC suggested that NV raise this as part of non-pay budget setting.

## **6. Estate Manager's Report**

### **Huntingdon**

- Summer refurbishment was completed in February
- The replacement programme for the disabled lifts is as follows:
  - Staff Room end 1 April 2008
  - Back entrance Art area 2 April 2008
  - Stair Lift to Business Studies corridor 28 April 2008
- Wheelchair toilet / bed hoist required in summer term for one of the disabled toilets will be addressed by a site visit and quote from Chiltern Invadex on the morning of 31 March 2008

- Art Room sump drain has been replaced with mesh gate added to sink.
- Current works to be carried out before the end of the year:
  - Fluorescent nose caps for external steps
  - Baby changing units for 2 x ladies toilets – Committee asked TB to query need to two units with TG.
  - Main potholes have been repaired at front of College with quotes now in to repair carparks A and C. This will include a traffic calming ramp near to the archiving container.
  - Revised upgraded CCTV by Chubb.
  - Concrete path repairs leading from main entrance to primary school.
  - Ceiling tile replacement programme.

TB / TG

### St Neots

- New electrically operated kitchen shutter installed.
- Air extraction fans have been fitted to Bricklayers and Plumbing workshops.
- New industrial Hoover has been identified and will be procured once secure store room has been modified.
- Roof repairs done above franking room.
- Kitchen equipment has been replaced and kitchen walls made good.
- New chairs provided in the refectory
- Business case has been submitted to HR for two additional staff: cleaner / caretaker

### 7. Hazard Report and Action Desk

There were 14 outstanding jobs on the Help Desk, most of which were relating to roof tiles or leaking ceilings. These would be addressed by the Estates Team when the weather improved.

TG

### 8. Student Representative's Report

MD raised two concerns arising from discussions with students:

1. There was a CCTV blind spot of coverage by the bike rack at the rear of the College and there had been incidents of tampering with scooters. It was agreed that the bike rack should be moved to be within the scope of the CCTV cameras.
2. Fitness Factory users access the gym through the College. AC asked for the connecting door to be locked and for access to be via gym staff. TB will convey this to gym staff and follow up with a review of security. TB noted that new toilets to be installed in the gym had been proposed.

TG

### 9. COSHH Update

Report not available.

### 10. Health and Safety Manager's Report

#### Audits

All areas of the curriculum providers have now been audited; the College is operating a good safety culture. The weakest area across the board has been COSHH and over the past few weeks, with the assistance from Kate Pope, the majority of these issues had been addressed.

The next phase will be to audit the partnerships of which Stageworks have already had a successful audit prior to OFSTED Inspection. The next will be Girton & St Johns College where LLDD staff and students work.

#### Accidents

Since the start of this academic year 77 accidents have been reported at Huntingdon, 7 at St Neots and 21 in the Teddy Bear Nursery, exceeding last year's total, however some

incidents had been reported as accidents. There had been four RIDDOR reports [ The average is one per month in Colleges]

**Training**

Induction training had been taken this week and there were two sessions scheduled next week although attendance has been poor. TB proposed that the first day of employment is strictly based on induction and LDs be encouraged to release existing staff who have not yet received training to attend these sessions. AC suggested that the induction training be provided as a resource pack with a test.

Risk Assessors training will be taking place in April, date to be confirmed

Fire warden training will be taking place in April or May – this had been delayed due to an impending audit of the Business Continuity and Emergency plan.

The next fire evacuation exercise will take place after the Easter break.

**Other Issues**

In December the EHO visited the catering facilities at St Neots Campus. A satisfactory result was achieved and any outstanding issues have been addressed by David Williams.

There had been two incidents with regards to traffic problems on site. More speed ramps will be established and the Estates Team will carry out random traffic monitoring days where offenders will be stopped and warnings issued.

The feedback from the last ACER Meeting had not been minuted at the time of the meeting, but the emphasis for next year will be the health rather than safety of staff and students.

**11. Any Other Business**

PW noted that not all staff who drive the College minibus report back on maintenance checks or faults.

PW requested 'no parking' signs be put on the gate at the rear entrance to keep clear for emergency access.

**12. Date of Next Meeting**

Thursday 12 June 2008 at 12:00 in the Room 40.

**Signed** ..... **Date** .....  
**Chairman**

**Circulation:**

Attendees  
Vice Principals  
Director of Finance and  
Systems  
Learning Directors  
Clerk to the Corporation  
Library

David Busfield  
Scott Cryer