

**HUNTINGDONSHIRE REGIONAL COLLEGE  
FURTHER EDUCATION COLLEGE**

**Minutes of the Health and Safety Committee Meeting  
held on Monday 30 June 2008 at 12.30pm**

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**Minutes of the Health and Safety Committee**

**Action**

**Attendees:**

Anne Constantine, Tom Berry, Tom Gallagher, Kate Pope, Philip Pickering,  
Angela Sanderson, Vic Johnson, Paul Woods and Jill Peagram

**1. Apologies for Absence**

Wendy Vigor, Laura Kerry

**Absent**

Karen Charlton, Mark Davenport

**2. Minutes of the last meeting held on 13 March 2008**

Approved.

**3. Matters Arising**

St Neots – Paint Store – VJ noted that correct signage would be installed during the summer. Alarm system – TG confirmed that this was now with Chubb. Lone working – TG reported that new radios would be available soon; VJ confirmed that St Neots campus must have at least two members of staff on site at any time.

Estates Manager's Report – CCTV – TG reported that he is considering putting the lease with Chubb and that a review of camera locations would be undertaken over the summer. Fitness Factory door – TG reported that the access door is now lockable. Air extraction: Bricklayers and Plumbing workshops – TG reported that air-sampling results were ok.

Health & Safety - Induction resource pack – TB confirmed that this had been issued to part-time staff and will ask LK to provide an update at the next Committee meeting. Fire evacuation exercise – TB reported on the recent exercise and confirmed he would follow up with individual fire wardens and report back at the next Committee meeting.

**LK**

**TB**

**4. Safety Representatives' Reports**

AS had no issues to report.

**5. St Neots Report**

VJ is working on lone worker arrangements.

## 6. Estate Manager's Report

### Last Half-Term Completed Works

#### Huntingdon

1. Redecoration of ladies toilet by Art area
2. 2 radiators replaced by Care and ladies toilet
3. Improved classroom lighting fitted in rooms 44 and 46
4. Anti-vandal spurs fitted to the new disabled lifts
5. Wash hand basin fitted in Quad Bar
6. 15 classroom ceilings repaired
7. 3 roof repairs carried out
8. PAT testing commenced
9. Wheel chair toilet hoist fitted to toilet next to Staff Room

#### St Neots

1. Hot water boiler replaced

### Planned Summer Works

1. Installation of 2 floor link stair lifts
2. Type 2 asbestos survey
3. Legionella survey and implementation of management system
4. Fire management plan and implementation of contractors full system checks
5. Repairs to a further 21 room ceilings
6. Traffic calming measure (5 speed ramps)
7. Front entrance and tennis court path repairs
8. Pot hole repairs in car park C
9. Site energy certification survey
10. Air flow production in Student Services
11. Replacement doors by Refectory to Quad (2 pairs)
12. Proposed staff smoking area – by exit across from Library corridor
13. Production of a storeroom next to the Print Room, near Gym
14. Fluorescent nose caps for external steps
15. Motion sensor lights corridors and toilets (Salix grant funding)
16. 3 x structures at St Neots
17. Clean air Bricklayers Shop St Neots
18. Flam vaults St Neots/Huntingdon
19. Bicycle security St Neots
20. Provision of safety training pathway Nursery

#### Green Travel Plan

Phase One of the Green Travel Plan will commence in October with a staff survey and the production of detailed mapping. The survey will be electronic with simple to answer questions. The survey is for staff and students.

#### Speeding Cars

One student had been subjected to formal Police action in May. A further five calming ramps will be installed on site: two on the roundabout; two beside Motor Vehicle and Engineering and one in car park C.

## 7. Hazard Report and Action Desk

TB reported that there were three outstanding jobs on the action desk. TG noted that he monitors the action desk response times as part of Key Performance Indicator monitoring and intends to review the action desk in order to prioritise requests.

## 8. Student Representative's Report

No reports received.

## 9. COSHH Update

KP confirmed that she had now completed a COSHH audit of Motor Vehicle. Hair and Beauty need two metal flammable boxes to store new and used aerosols.

TG

## 10. Health and Safety Manager's Report

### Audits

A program for next year's audit of the curriculum areas, including Sport, is being formulated and will be published at the start of the new academic year. The partnerships will be audited over the Summer.

### Accidents

There had been very few accidents since the last meeting which was typical for this time of year, but was an improvement over the past couple of years.

### Training

Induction training had taken place during the previous week and attendance had been much better. Risk assessor training is ongoing. The new on-line fire training package is proving to be very successful, though there had been teething problems, and most members of staff thought it was a good idea.

Fire warden training is still outstanding and will be scheduled in at a later date.

### Other Issues

TB reported on a recent incident involving a misuse of drugs. The College policy is clear: anyone found to be abusing substances will be counselled by the appropriate people; there is no tolerance for the supplying of illegal drugs and dealers will be reported to the police.

Following the AoC Health and Safety Conference TB will be preparing a 'driving on company business' policy for approval by SET.

TB had liaised with the NHS regional EPO regarding flu pandemic planning and will prepare a plan.

TB reported on a licence and training to allow the College to teach IOSH Managing Safety Course.

## 11. Any Other Business

TG advised Committee that an Asbestos Survey would be undertaken this week and that approximately 200 samples would be taken for analysis. TG will report back to next Health and Safety Committee.

TG

VJ reported on two students who had taken a College First Aid course and who had been able to put their new skills into practice and saved lives within two weeks of completing.

AS queried if one cover-all off-site visit form and parental consent form could be completed at the start of each academic year to include all day trips and visits to allow more flexibility. AC asked TB to review the off-site visit form.

TB

On behalf of the Committee, AC thanked AS for all her help and contributions to the Health and Safety Committee over the years and wished her a happy retirement.

## 12. Dates of Next Year's Meetings

Friday 26 September, 12.30pm

Friday 6 February, 12.30pm

Thursday 4 June, 12.30pm

- venues to be advised

### Circulation:

Attendees

Vice Principals

Director of Finance and  
Systems

Learning Directors

Clerk to the Corporation

Library

David Busfield

Scott Cryer