

HUNTINGDONSHIRE REGIONAL COLLEGE FURTHER EDUCATION COLLEGE

Minutes of the Health and Safety Committee Meeting held on Friday 26 September 2008 at 12.30pm

Minutes of the Health and Safety Committee

Action

Attendees: A Constantine, T Berry, W Vigor, L Kerry, P Woods, P Pickering, M Selley, K Hick and J Peagram

AC welcomed MS and KH to their first H&S Committee Meeting, they attended in their capacity as UCU Union Representatives.

1. **Apologies for Absence:** V Johnson, T Gallagher, K Pope, K Charlton

Absent: M Davenport

2. **Minutes of the last meeting held on 30 June 2008**

Approved.

3. **Matters Arising**

Induction Resource Pack – H&S element complete, resource packs and questionnaires are now being issued to new staff.

Fire Evacuation Exercise – TB will re-designate fire warden areas and notify staff. Fire drill to take place before October half-term.

TB

Green Travel Plan – AC will follow up with TG.

AC

COSSH – TB confirmed that metal flammable containers have been ordered.

On-line Fire Training – TB reported that the majority of full-time staff had completed the training and he will follow up with those who have not completed.

TB

Alleged Drug Incident – TB reported that the people involved in the alleged incident were no longer students at HRC.

Driving on College business: Policy – TB is preparing draft policy, LK will locate and email existing policy.

LK / TB

Asbestos Survey – completed and locations of asbestos labelled. TB will confirm if St Neots campus was included in the survey.

TB

Off-site Visit Forms – TB will issue a reminder to staff on the use of off-site visit forms and where to find them. It was noted that there was currently a problem with the search facility on the intranet.

TB

4. Safety Representatives' Reports

WV reported on several issues that had been raised by staff: some outside security lights are not working; some of the new fire extinguishers do not have signage; evening door locking is starting before classes have finished; poor ventilation and insufficient electricity sockets in Student Services office; staff smoking shelter; Print Room [TB will review risk assessments]; loose ceiling tiles. TB will follow up with TG

TB

5. St Neots Report

Report not available.

6. Estate Manager's Report

Huntingdon Site

The following minor new works were carried out over the period end July early September:

Safety/activity path completed in the Nursery garden

The spiral stair lift with re-designed support system including some structural steel work has been fitted and the stair well and lift area redecorated

Outside tap fitted to the football changing rooms

SmartBoards have been installed in the Counselling classroom and room 30.

Two concrete slabs have been laid for football dug-outs, improving professional image for the area

The construction of a staff only smoking shelter

Staff toilets re-floored

Floor repairs reception area

Installation of traffic calming speed bumps

Pothole repairs – all car-parks

Bitumen path repairs front of College

Replacement double doors in the Refectory area

Disabled hoist position agreed with company, ordered for disabled facility DT2

2008 archive shredded

Installation of chiller blinds in Refectory kitchen

Installation of energy saving motion sensors: all corridors and toilets (funded by Salix Grant)

Under stair store by Counselling classroom

Garden works

Construction of a meeting room in the Library

Extension of existing room BC1 into corridor (removing existing reception area) to facilitate Work-Based Learning move into BC1

Move of HR into former Work-Based Learning Office

Formation of additional classroom for ESOL Skills in former HR office

Office moves for Joe Greenway, Julia Kennedy and Richard Pleavin

Formation of a meeting room in SET office area

Provision of a double classroom (Portakabin) for Care (Due in 7 Weeks)

Legislation Compliance Works / Surveys: this work is expensive so this FY 08/09 has been targeted on the Huntingdon Site, with St Neots targeted for FY 09/10:

Full Type II Asbestos Survey by Richard Baker by Zones

Full in-depth Legionella survey and deep clean by HydroX of all storage tanks and

associated distribution pipe-work (Report Awaited) This report will also produce up-to-date pipework schematic drawings.

Full fire inspection and fire log initiation in partnership with Chubb
Inspection of all boilers and pressure vessels.

St Neots Site

Summer work at St Neots has been limited to improvements in teaching facilities and general tidy up projects to improve efficiency:

Laying of a large concrete slab and the construction of brick piers for enhanced outside training

Construction of disaster centre and server room air conditioning repair

Extension of existing paved patio rest area

Remodelling of existing student locker area and provision of new propriety brand lockers

Solution to soundproof folding door between classroom 2 and 2a has proved too expensive, £25,000 to £8,500 plus VAT. Doors will be removed and gap bricked up forming permanent separate classrooms

Summary

Despite the 10% reduction in Estates spend in financial year 2008/09 a large amount of works have been completed, specifically targeted into 4 areas:

- a. enhancing teaching facilities
- b. legislation (company protection)
- c. College restructuring
- d. general facilities (cosmetic)

The Estates Manager has been involved in the physical construction of works over a four week period which enabled costs to be reduced by £12,000.

7. Hazard Report and Action Desk

TB reported that he and TG now had access to the Hazard Report Action Desk and were prioritising requests to clear the backlog.

8. Student Representative's Report

Report not available.

9. COSHH Update

Report not available.

10. Health and Safety Manager's Report

TB reported on his confidence that a good safety culture is being practised in all areas where the College has a concern and that any weak areas identified either have been or would be addressed. The main weak area across all sites had been the Control of Substances Hazardous to Health (COSHH) but TB confirmed that all chemicals are now controlled and accounted for accordingly.

AC congratulated all areas of the College on their high standards of health and safety which is much appreciated by staff and students.

11. Any Other Business

College Security – AC reported on the breach of security and disturbance on Monday 22 September and noted that this had been the worst incident in her experience at HRC.

Increased security measures had already been put in place including the doors by the Art Dept and Beauty Salon being locked for entry and exit although they would still be available as fire exits; all staff and students to wear or carry ID badges, Student Services will carry out spot checks on students; the Police have been invited to use the Refectory on a casual basis to raise their profile in College.

The Peterborough Scholars were temporarily being taught at London Road, AC noted that this may become a permanent arrangement.

Additional CCTV cameras for Reception, Refectory, entrance by Beauty Salon and the disabled access by the Library are being costed. Operating issues with the current CCTV set-up are being reviewed by Chubb.

Hot Water Taps – temperature of water from the taps in the toilets by Reception and at the foot of the tower block needs to be adjusted, water is scalding hot.

TB

Room 17B – PW reported that the roof was leaking and that the compressor was very noisy. TB and PW to follow up.

TB/PW

First Aiders – TB has sourced an alternative supply of tuition if HRC cannot carry out in-house training. AC and TB will follow up.

TB/AC

12. Dates of Next Meetings

Friday 6 February 2009, 12.30pm – Meeting Room

Thursday 4 June 2009, 12.30pm – Meeting Room

Circulation:

Attendees
SET
Clerk to the Corporation
Faculty Directors
Library
David Busfield
Scott Cryer
David Williams