

**Huntingdonshire Regional College
Further Education Corporation**

Minutes of the Health and Safety Committee Meeting held on Friday 13 March 2009 at 12.30pm

Action

Attendees: A Constantine, T Berry, W Vigor, K Pope, V Johnson, K Charlton, M Davenport, P Pickering, M Selley, L Megson and J Peagram

1. **Apologies for Absence:** Laura Kerry, Paul Woods, Keith Hick
2. **Minutes of the last meeting held on 26 September 2008**

Approved.

3. **Matters Arising**

Fire Drill – TB confirmed that there would be a fire drill this term.

Green Travel Plan – LM reported that a map showing where staff live was to be prepared, using the first 6 digits of their postcode, and a staff survey would be carried out so that Green Travel information / car-share options could be targeted appropriately. LM also reported that the guided bus route had been changed and it would go by the College.

On-line Fire Training – TB noted that some staff had not completed the training, the details would be picked up by his audit programme.

Driving on College Business – AC noted that LK would be attending an Acer meeting when this would be discussed. It was agreed that LK should feedback at the next H&S Committee Meeting.

LK

Asbestos Survey – LM Confirmed that the survey had not been undertaken at the St Neots campus and that the points raised in the survey of the Huntingdon campus were being addressed. LM will address staff on this issue at the next Staff Development Day.

TB

Off-Site Visit Form – TB will attend Curriculum Team Meeting on 26 March to discuss and amend.

Ceiling Tiles – LM noted that there was an ongoing programme of replacing damaged or missing ceiling tiles.

LM

Hot Water Taps – AC noted that the hot water taps in the toilets at the foot of the Photography Tower were still running very hot and asked LM to follow up.

Room 17b – the compressor has now been replaced, the roof is still leaking and this will be addressed.

4. Safety Representatives' Reports

WV raised the following issues: access for disabled users on corridor to BC rooms not working [TB noted that the engineer had been called for this]; Print Room cold water tap runs warm [LM will follow up]; not all fire extinguishers have the new style signage [TB noted that this was acceptable]; movement sensitive lighting along the lab corridor is too slow to activate [TB will ask engineer to check]; broken chairs left along business corridor [LM will arrange removal]; large box of sheet music left at the foot of the Photography Tower stairs [TB will follow up].

TB/LM

KC reported that the doors by the Art Department had been obstructed by black bin bags [LM will follow up].

LM

5. St Neots Report

Report not available.

6. Estate Manager's Report

LM reported that identified risks were being tackled: priority electrical remedial works are scheduled for Easter and Summer breaks; asbestos containing materials are being monitored and a management programme, including removal where indicated, is now in place; Legionella – water supplies are now being monitored, and measures to reduce risks of contamination in stored water will be undertaken over the Summer.

It is intended to have an Estates / Health and Safety Awareness carousel at the next Staff Development Day covering fire, security, energy and asbestos.

Barriers have been installed near the student exit / cycle sheds to slow down the departing moped users.

Site security and traffic management will require further review following recent incidents.

Existing operator chairs are to be repaired which should provide sufficient stock for the rest of the year. More durable operator chairs are being researched before restocking these items and a sample chair has been on trial in the Library.

7. Hazard Report and Action Desk

TB reported that all hazards and actions were being dealt with and there were no outstanding issues. It was noted that this item would be covered by the Health & Safety Manager's report at future meetings.

8. Student Representative's Report

MD reported on concerns and issues raised by students: student ID cards not checked frequently; the Refectory is often noisy and messy; the Library is often noisy [WV to consider alternative locations of PCs and discuss with MIS]; a request for the Faith Room to also be used as a Common Room [MD will follow up use of the Faith Room through a student focus group]; opening times of the doors by the Art Dept are not clear [AC to write to students to follow up on security issues]; students spitting [AC will email all staff to ask for incidents of spitting, litter, bad language to be dealt with and not ignored].

MD

AC

MD also reported an incident of school children accessing the gym without permission. TB will follow up.

TB

9. COSHH Update

KP reported that she was not always notified when items were being put in the hazardous chemical store. It was agreed that she would keep a logbook with the store room key so that the details could be logged at the time of collecting the key [which is held in the Print Room].

KP also noted that a small amount of radio-active material, originally held for A-Level Chemistry / Physics, needed to be removed. It was suggested that CRC or local schools may consider taking it for their studies.

10. Health and Safety Manager's Report

TB noted that the number of accidents in the workplace had reduced, partly due to improved methods of reporting.

TB circulated report on the burst water pipe in Lesley Martin's office and confirmed that the repairs had complied with regulations.

Random speed checks had been carried out and had highlighted that some users of the College campus were not complying with the College speed limit. It had been identified that the speed limit sign was not displayed prominently and this issue was being addressed by the Estates Manager and signage had been ordered.

Audit

The current audit program was behind schedule as a result of TB temporarily covering the Estates Manager's role and a new Audit program will be issued prior to Easter.

Training

Fire Warden Training package is now on-line and all fire wardens should complete this training by the end of February. Practical training for fire wardens will take place in May.

The planned Fire drill did not take place last term therefore a suitable date will be organised with the Principal for this term

A Risk assessor's course is being scheduled for March

Legal Obligations

As a result of both the Asbestos and Legionella surveys, all immediate works had been undertaken including carrying out an environmental clean in the boiler house and the fitting of thermostatic mixing valves to 6 areas of the College which will enable the hot water temperature to be increased safely and allow the hot water to return to the boilers at the minimum temperature of 65°C.

It had come to light that, as a result of the hardwire testing in 2007, the immediate rectifications were not carried out; this is being prioritised by the Estates Department.

Litigation

Following an incident which had taken place in January 2007, TB had been due to attend court in December 2009 to represent the College, however, the Claimant had withdrawn their claim at no cost to the College.

TB noted that there were four outstanding public liability claims against the College.

First aid

TB recorded that, due to changes of circumstances, the number of qualified first-aiders was depleting, and confirmed that a solution was being sought which would go to SET for approval.

11. Any Other Business

AC reported that tools had been left unattended during recent IT maintenance work and asked TB to follow up with David Busfield.

TB

The need for First Aiders to be aware of the dates for Ramadan and the effects of fasting during the hours of daylight was noted.

MS reported that the union H&S representatives would be re-implementing the system of workplace inspections in April, focussing on one area at a time. MS and TB will discuss separately.

KC reported an incident of poor parking in the rear car park resulting in the entrance being blocked. LM will investigate to consider whether 'yellow hatching' would be appropriate.

LM

TB noted that parents from the local schools were parking at the front of the College and will contact the schools direct to remind them of the procedure.

12. Date of Next Meeting

Thursday 4 June 2009, 12.30pm – Room BC2

Circulation:

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