

Huntingdonshire Regional College Further Education Corporation

Minutes of the Health and Safety Committee Meeting held on Friday 11 June 2009 at 12.30pm

Action

Attendees: T Berry, M Davenport, M Selley, L Megson, P Wood and J Peagram

1. **Apologies for Absence:** Anne Constantine, Laura Kerry, Wendy Vigor, Vic Johnson, Kate Pope, Philip Pickering and K Hick

TB chaired the meeting in AC's absence.

TB noted that, following Karen Charlton's departure from College, a representative from Work-Based Learning/Services to Business would be required.

Update: Breda Watson has agreed to take over this role.

2. **Minutes of the last meeting held on 13 March 2009**

Approved.

3. **Matters Arising**

Green Travel Plan – LM confirmed that the 50% target for respondents had been achieved and a full report on responses would be available at the Staff Development Day.

On-Line Fire Training – TB reported that the level of responses was still below 60%. It was agreed that it should be an annual event during October/November.

Ceiling Tiles – LM confirmed that the majority of ceiling tiles did not contain asbestos.

Hot Water Taps – issue with very hot water running from the hot water taps in the toilets at the foot of the Photography Tower had been resolved.

Student Representative's Report: School Students accessing gym – TB will clarify whether the students from St Peter's School are registered gym users as the minimum age for the Fitness Factory is 18.

First Aid: Ramadan and the effects of fasting – TB will confirm the dates for Ramadan this year and which courses will be running at this time.

Update: Ramadan commences Friday 21 August and finishes on Saturday 19 September 2009

TB

Union Representatives' Workplace Inspections – schedule prepared for 2009-10.

4. **Safety Representatives' Reports**

MS reported that some corridor lighting had not worked during the recent power outage [LM advised that emergency lighting is being reviewed] and that wheelchair access through the doors along the Library corridor was very difficult [LM confirmed that fire doors are to be reviewed].

PW raised the following issues: the handrail/handle is missing from the rear entrance for disabled users; 3 seatbelts on the College minibus are not functioning properly as they have defective catches; the exit by the HR office continues to be used as an entry point [TB is monitoring this issue and there was discussion on staff development requirements to alleviate this problem]

5. St Neots Report

VJ on annual leave, report not available.

6. Estate Manager's Report

Progress on identified risks:

- Category 1 electrical remedial works were completed over the Easter break, category 2 & 3 items have been ordered for the summer break.
- The roof of the motor vehicle workshop will be replaced in July; further asbestos removal works are planned for later in the year, and remaining asbestos containing materials will continue to be monitored in accordance with recommendations. An asbestos survey has been ordered for St Neots.
- Legionella monitoring has demonstrated that appropriate control temperatures are maintained with the exception of one outlet, which is to be further investigated. Improvements to the stored water system will be undertaken, subject to budgetary approval.

Further identified risks:

- Following a high level glass breakage, a full glazing risk assessment has been undertaken. Recommended remedial works will be prioritised and undertaken in order of urgency.
- Fire safety – The local fire brigade carried out a fire safety audit on Wednesday 10th June. There were identified areas of concern, which were discussed verbally. A report will follow, and a return visit to inspect remedial works is scheduled for 12 October. The majority of the items were matters of which we were aware, and for which provision has already been considered.
- Portable appliance testing will be undertaken in October.

The Estates / Health and Safety carousel for the Staff Development Day on Tuesday 7 July will have 4 x 10-15 minute sessions as follows:

- The local fire brigade on fire safety, including a video
- The police force on personal and property security
- Gary Armstrong from Travel for Work will feed back on the travel survey
- Tom Berry will give a refresher on Health & Safety at Work.

The broken operator chairs have been repaired, and returned where requested. The second sample student operator chair (from a local supplier) appears to have been better received – it has height adjustment, but not back tilt; this is not essential as student operators are not normally working continually for more than 4 hours.

Following a number of comments on room heat, thermometers have been fitted to rooms with high IT equipment content and southerly aspects. Staff are asked to report when the temperature exceeds 27°C, and fans will be provided. Two rooms have been identified as particularly vulnerable, and a portable chiller unit (one of two already in stock) has been fitted to one of these, when a temperature over 27°C was reported.

7. Student Representative's Report

MD will survey students for the views on alternative / additional uses for the Faith Room. Following discussions with students, MD raised the following issues: Hair & Beauty students need barrier cream / moisturisers [MD will follow up with course tutors]; the 'no-spitting' signage appeared to be working well; the protocol for students friends visiting College to look round [TB noted that if the students are interested in courses at HRC they should arrange a visit / tour through Student Services]; the attitude of some support staff to students [LM noted that she had investigate a complaint and the complaint had been unfounded].

H&S Committee agreed that a 'respect' campaign would be beneficial, TB will discuss a 'back to basics' campaign with AC.

TB

8. COSHH Update

Report not available.

9. Health and Safety Manager's Report

Audits

The current audit program is still behind schedule though it is intended to catch up over the remaining 3 weeks of term.

Accidents

There had been a reduction in accidents by 63% compared with last year.

Incidents/issues

Window broken by student. Due to a tutor leaving students unattended in classrooms, a window had been broken at the top of the tower block.

Student Behaviour. TB had spent a large amount of time investigating issues relating to student behaviour ranging from text bullying, to packets of unknown substances, All issues have been addressed and reported to the Principal.

Training

Both the Fire awareness and Fire warden training packages can now be undertaken remotely as the link on the website had been directed to the Internet website

Two Risk Assessor courses had been run over the past two months, attendance had been low but TB strongly recommend the course for anyone with responsibility for managing other people.

The First IOSH Managing Safely course will start on Monday 6 July, continuing each Monday for the following 3 weeks.

Legal Obligations

All legal obligations are being addressed by Liz Megson.

Litigation

There are 3 outstanding public liability claims against the College.

First aid

The number of qualified first-aiders is depleting and a solution is being sought. Once the business case is completed a proposal will go to SET for approval.

10. Policy – Driving on College Business

Deferred to next Health & Safety Committee meeting on 8 October 2009.

11. Any Other Business

No issues raised.

12. Date of Next Year's Meetings

Thursday 8 October 2009, 12.30pm
Thursday 21 January 2010, 12.30pm
Thursday 27 May 2010, 12.30pm
[venues to be confirmed]

Circulation:

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