

# Huntingdonshire Regional College Further Education Corporation

## Minutes of the Health and Safety Committee Meeting held on Wednesday 7 October 2009 at 12.30pm

*The minutes reflect the order of the agenda and not the order that the business was taken in.*

Action

**Attendees:** Anne Constantine, Tom Berry, Vic Johnson, Mark Davenport, Kim James, Philip Pickering, Malcolm Selley, Bred Watson and Jill Peagram

### 1. Apologies for Absence:

Liz Megson, Paul Woods.

#### Absent:

Wendy Vigor, Kate Pope, Keith Hick

AC asked JP to follow up absences and to canvas Committee members for best days / times for meetings.

JP

AC welcomed Breda Watson to her first Health and Safety Committee meeting representing Services to Business / Work-Based Learning.

### 2. Health and Safety Committee Remit

The H&S Committee Remit was read and noted.

### 3. Minutes of the last meeting held on 11 June 2009

Approved.

### 4. Matters Arising

Fire Safety Audit – TB reported that the Local Authority Fire Brigade would be carrying out a follow-up visit on 12 October to address the points raised from their audit in June, and this will be reported at the next H&S Committee Meeting, in January 2010.

Estates / Health and Safety Carousel on Staff Development Day – feedback had mostly been positive, except for the Police presentation. TB explained that the police officers who had attended had anticipated that they were to man a display stand rather than give a presentation. AC noted that the feedback forms from this event had not been discussed at Staff Development Committee, KJ will follow this up.

KJ

Room Thermometers – TB advised that this had not been a satisfactory exercise as the thermometers had been moved to inappropriate places by windows.

Litigation – TB advised that one of the cases had been settled and the others were still progressing through the legal system.

## 5. Safety Representatives' Reports

PW had asked TB to report on his behalf the compressor in room 17A is very loud. TB will arrange for an inspection.

TB

MS had no issues to raise and confirmed the intention to recommence the audit programme in December.

## 6. St Neots Report

VJ reported on areas of concern:

The fire exits through the compound were being compromised by the Brickwork Area and he proposed two fence panels to be replaced by push-bar exit gates. TB will investigate number of exits required and VJ will investigate the cost of new gates.

TB/VJ

There had been low level vandalism and theft from the compound at weekends, due partly to the fencing around the compound being incorrectly installed. AC asked TB and VJ to progress the repositioning of the fence posts, either with the original supplier or a new / different supplier.

TB/VJ

Reception, when it remains unmanned during the afternoons.

VJ reported that the building rig and scaffolding has the required safety certificate and will be checked daily. Tony Barnes will receive training this month.

## 7. Estate Manager's Report

TB reported on behalf of LM that the Local Authority Fire Brigade will be on-site on Monday 12 October to follow up their visit in June, the results of this visit will be discussed at the next H&S Committee Meeting in January 2010.

AC agreed that there was no longer a requirement for the Estates Manager to provide a written report for H&S Committee, Estates Health & Safety issues will be raised by TB and the Estates Manager will attend Committee meetings to address any issues raised.

## 8. Student Representative's Report

MD reported that there would be 40-45 student representatives and ten of these would attend Student Forum meetings which will be chaired and minuted, with the minutes being reported at SMG meetings. MD reported on the issues that had been raised:

The handrail on the Tower Block staircase is loose; motorcycles – involving the riding of motorcycles but also other people tampering with them. TB will follow up.

TB

ID cards have been issued and Student Services will commence spot-checks on these next week.

## 9. COSHH Update

Not available.

## 10. Health and Safety Manager's Report

### Audits

An audit programme is being drafted for the support service areas. Curriculum areas may be audited towards the end of the year, time permitting

### Accidents

For the period June to October last year there had been 24 recorded accidents, for the same period this year three accidents have been reported.

### Incidents / Issues

TB reported that he had spent considerable time investigating issues which related to the lack of vital information regarding a student's background, particularly from referral agencies. If this information had been available control measures could have been put in place, or a student excluded. TB is following this up with the referral agencies.

TB is awaiting confirmation of results of a substance given to the police which had been found in the College two weeks ago. All issues have been addressed and reported to the Principal.

### Training

Both the Fire Awareness and Fire Warden training packages can be accessed off-site as the link on the website has been directed to the internet website, TB will issue an all staff email to remind staff that this needs to be revisited.

The first IOSH Managing Safely Course started Monday 7 September and completed 28 September, the next one is scheduled for 5-26 November.

### Legal Obligations

All legal obligations are being addressed by Liz Megson, the most recent issue was to bring the College up to standard with the Fire Regulatory Order 2005.

### First Aid

The financial incentive for being a College first aider had been increased from £200pa to £400pa, three members of staff have been identified as potential first aiders and training is being organised. This will bring the number of First Aiders to 10.

### Safety on Campus at Start of the Day

TB had carried out a risk assessment which he circulated for information and discussion. TB confirmed that LM was costing additional signage to indicate footpaths to use through the campus. PP noted that the slope from Car Park A that runs along the side of the Estates Office is not suitable for wheelchair users as it is too steep, KJ confirmed that it is also very steep for people with pushchairs. TB will feedback to LM.

TB

MS suggested an all-staff and all-student email be sent reminding everyone of the need to be aware of traffic and pedestrians when walking around the outside of the campus.

TB

*Update: all-staff and all-student email issued 9 October 2009.*

### Review of College Safety Policy

Amended policy circulated for discussion and approval before being displayed on the Health and Safety notice board in Reception. H&S Committee approved the policy. TB confirmed that he is in the process of updating policies within the Health and Safety manual.

**11. Policy – Driving on College Business**

Deferred from last Health & Safety Committee meeting on 11 June 2009.

KJ circulated a draft policy and driver risk assessment for discussion. AC noted that the risk assessment needed to be simpler and asked if it could be incorporated into the travel expense claim form. It was agreed that it would be primarily for assessors and liaison officers as their work involved a lot of driving on College business. HR will need to set up a process of annual checks of driving licences, MoT certificates, insurance and vehicle details.

KJ

KJ and TB will look through contract for sub-contractor / self-employed assessors with a view to incorporating health and safety, driving and other appropriate policies.

KJ/TB

TB noted at this point that 90% of road accidents on UK roads are 'work journeys'.

**12. Any Other Business**

PP reported on the high volume of communal gathering near the automatic doors by the Art department which was causing difficulties for Pathfinder students, PP also said that this door had been left unlocked recently and that some students were smoking within 4 metre of the doors. It was agreed that students should be challenged if they were smoking too close to doors and that they should be asked not to block the access for other learners. TB will follow up door-locking with the Caretakers.

TB

PP reported on difficulties for wheelchair users to access to the Fitness Factory through the car park entrance. It was agreed that PP would be provided with a key to the internal door and that other Fitness Factory members needing assistance would ask staff to assist them as they had all received manual handling training.

**13. Date of Next Meetings**

Thursday 21 January 2010, 12.30pm

Thursday 27 May 2010, 12.30pm

[dates and venues to be confirmed]

**Circulation:**

Attendees

SET

Clerk to the Corporation

Faculty Directors

Library

ICT Manager

Finance Manager

Refectory Manager