

CAPEL MANOR COLLEGE

MINUTES OF THE HEALTH AND SAFETY COMMITTEE MEETING HELD ON TUESDAY 26TH FEBRUARY 2008

Members:	Mr. Donald Gratton	Chairman, Health & Safety Committee
	Miss Phyllis Oborn, OBE	Chairman, Governing Body
	Vacancy	Governor
	Ms. Madeline Hall	Head of College and Associate Chief Executive
	Mr. Nick Evans	Director of Estates and Buildings and Safety Officer
	Mr. Simon O'Hear	Personnel Manager
	Mrs. Susan Adams	Clerk of Governing Body
	Ms. Julie Ryan	Customer Services Manager
	Mrs Susan Gorman	Staff Governor
	Mr. Louis Merhemitch	Student Governor
	Mr. Geoffrey Bylett	Capel Manor Representative
	Mr. Robert Gray	Centre Head, Gunnersbury Park
	Mr. Ian Heaphy	Resources Co-ordinator (Horticulture)
	Vacancy	Health & Safety and Gardens Coordinator

1. APOLOGIES FOR ABSENCE

Apologies were received from Ian Heaphy and Louis Merhemitch. Irene Byard was in attendance as an observer.

2. MINUTES OF THE MEETING HELD ON THE 19TH JUNE 2007

RECEIVED the minutes of the meeting held on the 19th June 2007 for decision.

The minutes were approved by the Committee and signed by the Chairman as a true record of the meeting.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE 19TH JUNE 2007 AND ACTION POINTS.

There were no matters arising not covered elsewhere in the Agenda.

4. ACCIDENT AND HEALTH INCIDENT REPORTS FOR THE PERIOD 1ST JUNE 2007 TO 31ST OCTOBER 2007

RECEIVED paper 4, report of the Safety Officer for information

NOTED that:

- i. the November 2007 meeting of the Health and Safety Committee had been cancelled;

- ii. a record of all health and safety incidents between the 1st June and 31st October 2007 had been circulated to members for comment;
- iii. the high number of incidents at the Enfield campus due to Enfield having a larger student body and a high cohort of 16-18 year old students;
- iv. a number of incidents were sports related involving football and ball games, rather than work related accidents;
- v. the Safety Officer advised that committee had tried to identify patterns and trends over the years but none had been apparent;
- vi. it might be useful to undertake an analysis by age and student cohort for all centres once the Health and Safety and Gardens Coordinator had been appointed;
- vii. information provided as part of the accident reporting process was being followed up and remedial action taken as appropriate;

5. ACCIDENT AND HEALTH INCIDENT REPORTS FOR THE PERIOD 1ST NOVEMBER 2007 TO 31ST JANUARY 2008

RECEIVED paper 5, the report of the Safety Officer for information

NOTED:

- i. the importance of recording whether first-aid is given. It was felt this was an inadequacy with the current accident reporting form. The Safety Officer advised that the introduction of new accident reporting forms would be considered at agenda item 9. It was hoped the new forms would further improve both the reporting and follow up of accidents;
- ii. there were a number of accidents where “no further information” was received. Members felt this was not good practice. Again the Safety Officer advised that the proposed new accident recording forms required more explicit information;
- iii. a student had burnt their right hand when making a cup of tea in the Restaurant (incident number 182). Members queried if the student had legitimately been making tea. The Customer Services Manager advised that the hot water dispenser in the Restaurant is used by both students and staff for making hot drinks;
- iv. the higher incidences of minor nicks and cuts in the floristry and saddlery departments which were due to the type and nature of work undertaken;

6. REVIEW OF THE HEALTH AND SAFETY COMMITTEE

RECEIVED paper 6, report of the Safety Officer for decision

NOTED:

- i. the report had been produced to review the current arrangements of the Health and Safety Committee as part of the reporting mechanism to governors;
- ii. the achievements resulting from the formation of the Health and Safety Committee which was constituted in 1995 as a key sub committee of the governing body;
- iii. the growth and development of college centres and the need for all staff to have ownership of health and safety issues;
- iv. the need for robust health and safety systems cross-college to continue to be maintained and developed to ensure health and safety was being addressed across all centres. This would include information sharing and cross-college reporting;
- v. there was currently no specific operational Health and Safety Group although there was an ad hoc email Focus Group (which would be replaced by the Health and Safety Working Group). Health and safety issues were also dealt with by managers and at other college meetings;
- vi. the paper detailed proposed terms of reference for the Health and Safety Working Group (operational committee) for members' information;
- vii. some concern was expressed at the proposed size of the committee. It was suggested that there could be some "doubling up" with some members representing a cross section of schools and centres;
- viii. it was proposed that three meetings per year of the Health and Safety Working Group would be convened. The meetings could be rotated round centres and focus on centre issues which would be important if the Health and Safety Working Group was to be effective. It was recognised that this would involve travel to different centres. An alternative would be for representatives from centres to cascade information. Further exploration would be required to determine the most effective way of harnessing staff enthusiasm and expertise in Health and Safety;
- ix. the need for an explicit link between the Health and Safety Working Group and the Senior Management Team and that this needed to be stated in the terms of reference. There could also be links to Academic Board where minutes of meetings are received for information;

- x. a mechanism would be put in place to allow members to put items on the agenda. The Health and Safety Working Group would also receive reports from the Health and Safety Coordinator as well as the Safety Officer;
- xi. the college is currently developing a network of Health and Safety Champions. The duties of Health and Safety Champions are additional to job descriptions for individuals. The role of Health and Safety Champion links into the management structure;
- xii. members of the Health and Safety Working Group would need to take responsibility for ensuring any required action is carried out;
- xiii. the college did not require governing body approval to set up an operational working group;
- xiv. the Governors' Health and Safety Committee would need to be able to follow an audit trail to ensure appropriate discussion and action has taken place;
- xv. the Governors' Health and Safety Committee would receive reports and be responsible for the strategic direction of Health and Safety. The quality of information would be important;
- xvi. the number of meetings of the Governors' Health and Safety Committee could be reduced from three to two per year;
- xvii. the Governors' Health and Safety Committee would be advisory to the Governing Body;
- xviii. members felt the existing terms of reference of the Health and Safety Committee remained relevant to the proposed new governors' Health and Safety Committee;
- xix. Members felt they would wish to see the operational committee (Health and Safety Working Group) convened prior to their next meeting and before making a formal recommendation to the governing body for the reconstitution of the governors' Health and Safety Committee;

RESOLVED that:

- i. the first meeting of the Health and Safety Working Group should be convened prior to the next meeting of this committee. Membership and terms of reference would be discussed at the meeting;**
- ii. the Safety Officer would present a further report to the next meeting of the Health and Safety Committee. The Health and Safety Committee would then consider making a recommendation to the governing body in respect of reconstituting the Governors' Health and Safety Committee.**

7. APPOINTMENT OF SHORT TERM SUPPLEMENTARY HEALTH & SAFETY ADVISORS

RECEIVED paper 7, report of the Safety Officer for information.

NOTED:

- i. following a staff reorganisation of the staffing structure of the Estates section, a number of staff had yet to be appointed including the Health and Safety and Gardens Coordinator post;
- ii. the Safety Officer and the Personnel Manager had been looking at outsourcing health and safety to a specialist company in the short term;
- iii. Bassett Cooper, a Health & Safety consultancy company have been approached and interviews were in hand to secure some temporary health and safety support;
- iv. four priority areas have been identified for temporary Health and Safety consultant to focus on:
 - Setting up a series of staff induction training sessions
 - Advising staff and Health and Safety Champions in respect of reviewing and developing risk assessments
 - Assisting the Facilities Coordinator to update the Capel site fire risk assessment
 - Providing health and safety training across college centres
- v. risk assessments were specific to Capel Manor and the consultant would need staff input which could involve additional staff time;
- vi. the possible need in the future to acknowledge that the skills mix of health and safety and garden management may not be obtainable;

8. FIRE RISK ASSESSMENT PROGRAMME UPDATE

RECEIVED paper 8, report of the Safety Officer for information.

NOTED that:

- i. the Safety Officer gave a short overview of the current position of the College Fire Risk Assessment Programme;
- ii. the Safety Officer and Facilities Co-ordinator were being proactive in reviewing existing fire risk assessments and incorporating/adding new ones for recent developments at the Crystal Palace centre farm, the new Floristry IT building at Enfield and the placement of a new modular building at Regent' Park Queen Mary's Yard;

- iii. the Safety Officer advised that the fire assessments were in an advanced stage for the opening of the Crystal Palace Farm Site. It was confirmed all principal buildings on the farm had fire alarms;
- iv. the new fire risk assessment software would enable a straightforward process to be completed for the Crystal Palace Farm prior to opening, which would generate the logbook for the site.

9. NEW ACCIDENT REPORTING FORM – 2ND DRAFT AND NEW INCIDENT INVESTIGATION REPORT

RECEIVED paper 9, report of the Safety Officer for decision.

NOTED:

- i. the official accident reporting form currently in use was considered to be in need of updating even though it was produced by the Health and Safety Executive
- ii. the Facilities Coordinator has undertaken a consultation process with college first-aiders who had provided commentary and suggestions for improvement. The proposed revised forms were attached as Appendices to the report:
 - Accident and Incident Report Form
 - Incident Investigation Report
 - Accident Summary Form
- iii. Horsenden Farm Arboricultural Centre should be included in the list of other centres. Brent Park Lodge to be included later in the year once it is occupied;
- iv. to help with accident monitoring a further box should be included to differentiate between students under 19 and students over 19;
- v. Equality Impact Assessments would need to be undertaken on the forms. One immediate addition to the Incident Investigation Report to secure information about factors which could have contributed to an accident e.g. disability;
- vi. the Accident Summary Form would be used to present collated information to the Health and Safety Committee;
- vii. the need to monitor incidents and referrals to a General Practitioner (GP) to ensure appropriate RIDDOR reporting;
- viii. the Incident Investigation column in the accident summary form was small. It was suggested that the columns were reformatted to enable more detail to be included;

- ix. should the trial of the new forms prove successful they would need to be presented to the Department of Work and Pensions (DWP) for approval to use them as stand alone forms.

RESOLVED to endorse the trial of the Incident Investigation Report (with minor amendment as detailed above) with the results being presented to the next committee meeting in June 2008

Irene Byard left the meeting.

10. COSHH RISK ASSESSMENTS

RECEIVED paper 10, report of the Safety Officer for information

NOTED that:

- i. The Practical Instructors in the Horticultural Department have recently completed COSHH Risk Assessments on the college's held chemicals;
- ii. Paraquat products will be removed from the approved list in July 08. Remaining stocks of this product are being used up;
- iii. A sample of a completed COSHH sheet was attached to the report for members' information to demonstrated the level of assessment.

11. HEALTH & SAFETY TRAINING UPDATE AND HEALTH & SAFETY NEWS

RECEIVED paper 11, report of the Safety Officer for information

NOTED:

First Aid

- i. the list of the college's first-aiders (a "live" spreadsheet) which includes details of when First Aid Certificates are due for renewal;
- ii. college first-aiders would be requested to provide their mobile phone numbers to make contacting them easier in an emergency;
- iii. to meet the needs of the centres it would be helpful if the list of first-aiders was sorted by centre as well as department;
- iv. the Safety Officer confirmed the College more than the required statutory level of first-aiders across all the centres;
- v. St John's Ambulance provides first-aid cover at shows and events. St John's Ambulance use their own accident forms. Because of Data Protection, only relevant information can be passed back to the college to be noted in the College's Accident Book;

- vi. some colleges have appointed a nurse. A future consideration for the Senior Management Team may be the appointment of a nurse at the Enfield site and providing peripatetic support at centres.

IOSH

- i. the college's Facilities Coordinator has recently passed the IOSH Managing Safety Certificate. It was hoped that she will undertake the NEBOSH course during the latter part of this year.

MEWP

- i. the college now has enough delegates to arrange further training in the use of the college's MEWP (Cherry Picker).

Fire Wardens

- i. the importance of ensuring the college has fire warden cover across all centres;

12. ANY OTHER BUSINESS

There were no items of any other business

