

CAPEL MANOR COLLEGE

MINUTES OF THE HEALTH AND SAFETY COMMITTEE MEETING HELD ON TUESDAY 17TH JUNE 2008

Members:	Mr. Donald Gratton	Chairman, Health & Safety Committee
	Miss Phyllis Oborn, OBE	Chairman, Governing Body
	Miss Irene Byard	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. Tony Monaghan	Centre Head, Gunnersbury Park
	Mr. Ian Heaphy	Resources Co-ordinator (Horticulture)
	Vacancy	Health & Safety Coordinator

The Chairman welcomed Wendy Gaines, PA to the Director of Estates and Buildings and Safety Officer to her first meeting.

The Chairman also welcomed Lady Lesley Stuttard (Governor) who was in attendance as an observer.

1. APOLOGIES FOR ABSENCE

Apologies were received from Madeline Hall, Simon O'Hear, Susan Gorman, Louis Merhemitch, Tony Monaghan and Ian Heaphy.

2. MINUTES OF THE MEETING HELD ON THE 26TH FEBRUARY 2008

RECEIVED the minutes of the meeting held on the 26th February 2008.

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 26TH FEBRUARY 2008 AND ACTION POINTS.

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

4. ACCIDENT AND HEALTH INCIDENT REPORTS FOR THE PERIOD 1ST FEBRUARY 2008 TO 31ST MAY 2008

RECEIVED paper 4, report of the Safety Officer for information.

NOTED that:

- i. an accident was reported under the RIDDOR regulations in February 2008 (Appendix 1, Enfield, No. 199) involving a cleaner who had been carrying rubbish bags downstairs. The Chairman questioned whether the cleaner had received manual handling training and sought assurance that investigation of the incident had sought to identify the college's gaps in manual handling training and if these were identified that they would be addressed;
- ii. the newly appointed Health and Safety Consultant would be running training sessions on manual handling (as well as other areas) during the year to further reinforce this area of training;
- iii. an accident was reported under the RIDDOR regulations in May 2008 (Appendix 1, Enfield, No. 63) as a result of an accident to a student whilst they were cycling on a Woodland Recreational Practical. Subsequent to the reported injuries, it was discovered that the student had also sustained broken ribs;
- iv. concern was expressed regarding the organisation and dissemination of information amongst staff and first-aiders, in cases where there are mental health issues (Appendix 1, Enfield, No. 60). The Safety Officer would identify the student involved and ascertain who was in possession of information regarding the student's mental health and whether any counselling had been offered;
- v. there was a need to develop a protocol for sharing information where a disability is declared which is fit for purpose and does not breach confidentiality. The Safety Officer will seek guidance from the College Counsellor on mental health issues and the extent to which the Counsellor liaises with course tutors;
- vi. in May 2008 (Appendix 1, Crystal Palace, No 2) regarding cleaning of a wound, it was not clear from the report how the wound had been cleaned and whether only water was used.
- vii. the Safety Officer will look into arranging the inclusion of a small cleaning spray in First Aid Kits.

5. HEALTH AND SAFETY COMMITTEE

- a. Inauguration of H&S Working Group and Membership**
- b. Minutes of the first meeting**

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

NOTED that:

- i. the inaugural meeting of the H&S Working Group had been held on 4th June 2008;

- ii. the draft terms of reference for the H&S Working Group were discussed at the first meeting of the group and considered to be appropriate and achievable;
- iii. further members of the H&S Working Group would be appointed to represent Customer Services, Administration and Learning Support;
- iv. the concept of a H&S Working Group had been well received;
- v. the link between the two committees will be examined. The terms of reference for the Strategic Health and Safety Committee will need to be reviewed and recommendations relating to proposed amendments made to the full governing body;
- vi. the current Health and Safety Committee wished to continue to monitor how effective the working group was in embedding health and safety across all college centres before making recommendations to change the constitution and terms of reference of the current committee;
- vii. it was anticipated that the location of meetings of the working group will be rotated to include the centres on a regular cycle;
- viii. it was anticipated the number of members on any strategic committee continuing after the next phase of reorganising Health and Safety Committees will be reduced. Members felt it would be important to retain the Staff Governor and Student Governors as members of the strategic group;
- ix. the positive contribution of representatives of the centres in identifying health and safety issues. Members felt it would be beneficial for the strategic group to receive reports from the centres;
- x. there would be two further meetings of the working group before the current Health and Safety Committee met again in November.

RESOLVED that the Chairman, Safety Officer and Miss Irene Byard (Governor) meet on September 8th 2008 to formulate a report to be put to the November meeting of the current Health and Safety Committee in respect of its future membership and Terms of Reference.

6. FIRE RISK ASSESSMENT PROGRAMME UPDATE

RECEIVED paper 6, the report of the Safety Officer, for information.

NOTED that:

- i. the Safety Officer reported that progress is being made with the updating of fire risk assessments, since the recent appointment of Consultant, Tom Bassett. The Facilities Co-ordinator is collating the necessary data;

- ii. Members felt it important to give the Consultant a deadline for completion. The Safety Officer would impose, on behalf of the Committee, a 1st September deadline for work to be completed.

7. RISK ASSESSMENT UPDATE

RECEIVED the report of the Safety Officer, for information.

NOTED that:

- i. the Safety Officer reported that due to the restructure of the Estates Department, the updating of risk assessments needed rephrasing and prioritising. The Health & Safety Working Group is seeking commonality for the grading of risks as low, medium or high;
- ii. the Operational Committee saw it as a priority to ensure risk assessments were up-to-date and would be meeting on 11th July to formulate a unified risk assessment procedure which would be used in the next departmental review of risk assessments.

8. NEW ACCIDENT REPORTING AND INCIDENT INVESTIGATION FORM UPDATE ON TRIALS AND PROGRESS

RECEIVED paper 8, the report of the Safety Officer.

NOTED that:

- i. the Safety Officer has received approval for the new accident reporting and incident investigation form from the Department for Work and Pensions; with the proviso that the College includes the occupation of the reported person;

RESOLVED that the new form be adopted, with the above addition; to be put into practice with effect from 1st August 2008.

9. REPORT ON LSC LEARNER REVIEW

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

NOTED that:

- i. the recent LSC rating for the college, which took place after the Ofsted inspection, was deemed “good”. There were no further development points arising from the audit;
- ii. the Committee congratulated the Safety Officer and his staff on the improvements made since the last inspection;
- iii. self-auditing and monitoring will also be undertaken by the Health & Safety Working Group and Strategic Group to ensure a strong health and safety culture is embedded across the College.

10. HEALTH & SAFETY TRAINING UPDATE

RECEIVED paper 10, the report of the Safety Officer, for information.

NOTED that manual training, referred to in Item 6, paper 10, should include cleaning and catering staff but that this should be specifically stated.

11. ANNUAL REVIEW OF THE HEALTH & SAFETY RISK MANAGEMENT REVIEW AND CONTRIBUTION TO THE COLLEGE'S RISK MANAGEMENT ACTION PLAN

RECEIVED paper 11, the report of the Safety Officer, for decision.

NOTED that:

- i. there were no changes from last year;

RECOMMENDED TO THE GOVERNING BODY THAT:

- i. the general risk areas covering operational areas HA1 and HA2 have been reviewed by the committee and remain appropriately assessed;**
- ii. the risk review areas are endorsed for the period 2007/08.**

12. ANY OTHER BUSINESS

There were no items of any other business.

13. DATE OF NEXT MEETING

Wednesday 12th November 2008 at 12.30pm.