

## CAPEL MANOR COLLEGE

### MINUTES OF THE HEALTH AND SAFETY COMMITTEE MEETING HELD ON MONDAY 10<sup>th</sup> NOVEMBER 2008

Members:	Mr. Donald Gratton	Chairman, Health & Safety Committee
	Miss Irene Byard	Governor
	Mrs Susan Gorman	Staff Governor
	Mr. Nicholas Evans	Director of Estates and Buildings and Safety Officer
	Ms. Madeline Hall	Head of College and Associate Chief Executive
	Mr. Simon O'Hear	Personnel Manager
	Vacancy	Chairman, Governing Body
	Vacancy	Student Governor

The Chairman welcomed Malcolm Parkinson, Chairman Designate and Vice Chairman of the Corporation, who was in attendance as an observer.

#### 1. APOLOGIES FOR ABSENCE

Apologies were received from Tony Monaghan and Julie Ryan.

#### 2. MINUTES OF THE MEETING HELD ON THE 17<sup>TH</sup> JUNE 2008

RECEIVED the minutes of the meeting held on the 17<sup>th</sup> June 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 17<sup>TH</sup> JUNE 2008 AND ACTION POINTS

**Item 4 iv) in respect of Accident and Health Incident Reports, and the dissemination of information in the case of mental health issues.**

NOTED that:

- i) The Head of College reported that the Learning Support Team would increase links with Course Tutors on a “need to know basis”;
- ii) This is an on-going matter that will be dealt with through student support (rather than as a health and safety issue);
- iii) The subject has also been highlighted at the Disability Focus Group;
- iv) Learning Support and Animal Care have team meetings and deal with such cases by individual student review;

- v) In order to have a unified approach, the Head of College will liaise with the appropriate groups to formulate a Statement of Boundaries.

**4. HEALTH AND SAFETY WORKING GROUP  
MINUTES OF THE MEETING HELD ON THE 11<sup>TH</sup> JULY 2008 AND  
22<sup>ND</sup> OCTOBER 2008**

RECEIVED the minutes of the meeting held on 22<sup>nd</sup> October 2008.

*The Minutes of the meeting held on 11<sup>th</sup> July 2008 were omitted from the agenda by an oversight and will therefore be included as an agenda item at the next Committee meeting.*

**4.1 Item 5 e) Fire Logs:**

NOTED that:

- i) this relates to the record kept on site on procedures etc.;
- ii) concern was raised over the control the College had over procedure and record in the stadium (where rooms are rented);
- iii) Governors sought assurance that the College had external 'due care' to make sure the College was not reliant on third parties to judge the effectiveness of procedures or monitor them;
- iv) the College undertook to ensure the situation was formalised.

**4.2 Item 7 b) Staff H&S Training:**

NOTED that:

- i) that a series of manual handling training sessions had been well received;
- ii) the course were not compulsory;
- iii) the uptake of these course and their wide availability indicated that the College has established robust systems to support staff.

**4.3 Item 7 c) MEWP:**

NOTED that:

- i) many new staff have been trained to use MEWP, despite difficulties arranging training times;
- ii) more sessions are planned;
- iii) staff were clear that MEWP could not be used by untrained staff.

**4.4 Item 7 d) First Aid:**

NOTED that:

- i) the Head of College would like to encourage consistency in the College's procedures regarding requirements for tetanus immunisation, to ensure that protection is maintained;
- ii) a booklet is being compiled and the Head of College will liaise as appropriate regarding the wording.

**4.5 Item 7 e) Administering of Medication and Disclosure:**

NOTED that:

- i) training for use of epi-pens is available on-line and has been favourably received;
- ii) the high number of first aiders active at the College should mean that tutors may not need to be involved at this stage;
- iii) first aiders will be reminded to avail themselves of this facility.

**4.6 Item 8 a) Volunteers:**

NOTED that:

- i) as volunteers expand across the College, it is recognised that there is a need for a stronger Health & Safety Policy for volunteers.

**5. ACCIDENT AND HEALTH INCIDENT REPORTS**

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

NOTED that:

- i) it was decided (due to the generally low risk) it was not necessary to have warning signs on all plants which could possibly cause allergic reactions (ie euphorbia) since the number of people who might react is minimal and any persons with known allergies would already be aware and know to avoid touching/ingesting plant parts etc.;
- ii) analysis of the accident and health incident report is now carried out by the Working Group Committee. However, the Committee confirmed that they still require to see this information but in a different format;
- iii) the Committee requested that the report should concentrate on RIDDORs and be analysed centre by centre.

## **6. FIRE RISK ASSESSMENT PROGRAMME**

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

NOTED that:

- i) complete reviews of the current situation have been undertaken for all Centres, with the exception of Gunnersbury Park, Horsenden Farm and Brent Park Lodge (where completion is expected before Christmas).

## **7. RISK ASSESSMENT UPDATE**

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

NOTED that:

- i) the new form has been well received, having speeded up the process and increased efficiency. The first batch should be available for report at the February meeting of the Working Group;
- ii) the Chairman reiterated the importance of good risk assessment practices and that these must be properly documented and embedded as part of the culture;
- iii) to aid the new process, staff will receive on the job training about how to correctly fill in the new risk assessments via information provided to the Heads of School and H&S Champions;
- iv) each department has its own set of risk assessments, a copy of which is kept in the library (and will be made available on Capella). There is a need for a hard copy to be available in each Centre and for these to be included in the induction process;
- v) students undertake risk assessments as part of their course;
- vi) the Head of College requested that a master copy be made available for the February meeting.

## **8. ACCIDENT REPORT FORM**

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

NOTED that:

- i) the new system is now in place.

- ii) the importance of sending the forms to the Facilities Coordinator was stressed, so that the information can be logged on one system and a report number allocated;
- iii) the Committee requested a centre by centre analysis of the information.

## **9. NEW COMMITTEE STRUCTURE AND TERMS OF REFERENCE**

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

NOTED that:

- i) a recommendation to the Governing Body had been deferred to give the new Working Group Committee a chance to establish procedures;
- ii) the Chairman, the Safety Officer and Irene Byard, Governor, met in September to formulate the proposed changes to the Terms of Reference;
- iii) the newly constituted Health & Safety Working Group has successfully encouraged staff to engage in sound health and safety practices and to provide evidence of this.

### **RECOMMENDED TO THE GOVERNING BODY THAT:**

- i they agree the proposed new structure for the Governor's Health & Safety Committee;**
- ii. the existing Governor members of the Health and Safety Committee continue to serve on the new Health and Safety Committee;**
- iii. the Chairman of the current Health & Safety Committee continues to serve as Chairman of the new Health & Safety Committee;**
- iv. they endorse the new Membership and Terms of Reference, as set out in Appendix I attached.**

## **10. HEALTH AND SAFETY TRAINING**

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

NOTED that:

- i) the Committee noted that the College's Facilities Coordinator has completed the NEBOSH course, which leads to a General Certificate in Occupational Health and Safety. The results will be known in January;

- ii) the Committee felt that successful professional development through training should be formally acknowledged by a letter from the Chairman of Governors to recognise and praise key achievements;
- iii) a training register is being compiled, electronically prompting staff when renewal of certificates is due;
- iv) the Head of College suggested that wherever possible, untrained members of staff should be discouraged from “having a go” in health and safety situations (for example, in the use of fire extinguishers).

**11. ANY OTHER BUSINESS**

NOTED that:

- i) the Personnel Manager requested that Nicky Haw, the Centre Coordinator at Crystal Palace, be invited to become member of the working group.

**12. DATE OF NEXT MEETING**

The next meeting is set for Thursday 12<sup>th</sup> March 2009. However, should Governors adopt the new Terms of Reference recommendations, the next meeting will be held on Monday 22<sup>nd</sup> June 2008.

Irene Byard gave apologies in advance for being unable to attend the June meeting.