

# Minutes

## Part I

### Health and Safety Committee – Part I minutes

Meeting Time and Date	<b>1100 on Monday 11 March, 2019</b>
Meeting Location	<b>Room H2, Enfield</b>
Present	Paul Campbell (Chair) Malcolm Goodwin (Principal) Christine Bianchin (Academic) Damien Fallon (Finance) Steven Girling (Estates)
Minute Taker	Joanne Coffey (Clerk)
Apologies	Heather Barrett-Mold OBE Andrew Smith (Staff Governor) Sarah Fray (Student Governor) Keerat Grewal (Student Governor) Deniz Yazgan (Student Governor) Susanne Datta (HR)
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	<b>Action</b>
<b>1. Apologies</b>  1.1. Apologies were given for Heather Barrett-Mold, Andrew Smith, Sarah Fray, Keerat Grewal, Deniz Yazgan and Susanne Datta.	
<b>2. Declaration of Interests</b>  2.1. None.	
<b>3. Minutes</b>  <b>Resolved to</b>  3.1. <b>Approve the minutes of the Health and Safety Committee meeting held on 20 November 2018 as a correct record and authorise the Chair to sign them.</b>	
<b>4. Matters Arising</b>  4.1. The Major Incident Plan (MIP) will be reviewed once risk assessments have been completed. The Chair of the Committee kindly agreed to provide guidance for testing of the plan once completed.  4.2. The structure of the Health and Safety Working Group is being reviewed in order to improve the quality of decision making.	

<p><b>5. Review of Health and Safety Risk (Decision)</b></p> <p>5.1. Risk Appetite descriptions were added to the Health and Safety Risk paper for clarity.</p> <p>5.2. A potential new risk around building compliance was proposed which covers gas safety, asbestos management, fire risk assessment, fixed electrical testing and water management (legionella).</p> <p>5.3. This was accepted to add to the risk register by the Committee once cause and effect had been established. A proposal for the working methods of mitigating for the building compliance risk to be presented to the summer 2019 Committee.</p> <p>5.4. Amendments to the risk register were agreed as follows:</p> <ul style="list-style-type: none"> <li>a) 'Bites or attacks by animals (73)' to be reduced from 4 to 2, which lowers inherent risk from 12 to 6 as: <ul style="list-style-type: none"> <li>i. safety precautions are strictly adhered to by staff and students</li> <li>ii. any permitted dogs are kept on leads.</li> </ul> </li> <li>b) The effects of 'Chemical leaks or spillages (72)' to be extended to include environmental damage.</li> <li>c) Mental health support to be added as a mitigating action for 'Violent behaviour (03)' and probability reduced to 'Possible'.</li> </ul> <p><b>Resolved to</b></p> <p>5.5. <b>Enter the revisions and addition to the Risk Register.</b></p>	<b>Estates</b>
<p><b>6. Accident and Incident Reports</b></p> <p>6.1. Governors requested that empty data cells in the summary tables were shaded grey, to highlight the significant downward trend in accidents and incidents in 2018-19 to date.</p> <p>6.2. The following revisions were requested to the filtering of data and completed following the meeting:</p> <ul style="list-style-type: none"> <li>a) 'Other' and 'Something else' to be removed to ensure that all types of incidents are specified in order to analyse trends and mitigate appropriately</li> <li>b) 'Electrocution' to be revised to 'Electric shocks'</li> <li>c) 'Stings' to be divided into 'Insect sting' and 'Plant sting'.</li> </ul>	

<p>6.3. As the incident forms are being redesigned for ease of completion, the Committee suggested that they are transferred to an online form via Moodle, the College's intranet which would also generate reports on demand.</p> <p>6.4. The near-miss reporting of incidents is becoming more frequent, and staff and students are being educated as to what constitutes a near-miss and the relevance that such reporting impacts on their future safety.</p> <p>6.5. Governors requested that the tree inspections programme is formally recorded by arboriculture staff and students, to demonstrate that a robust system remains in place.</p>	<p><b>Estates</b></p> <p><b>Estates</b></p>
<p><b>7. Report of the Executive Director of Estates and Commercial Operations</b></p> <p>7.1. The new Head of Centre for Enfield, Patrick Mason, has been in post since 25 February 2019.</p> <p>7.2. All centre managers are completing the National Examination Board in Occupational Safety and Health (NEBOSH) which will provide them with the skills to ensure that the College is legally compliant in its operational safety.</p> <p>7.3. Governors requested to see the most recent Health and Safety audit report as the audits for this area are approximately every 4-5 years. This was circulated to the Committee by email.</p>	
<p><b>8. Report of Health and Safety Working Group</b></p> <p>8.1. Fire risk assessments are in process to create an action plan to dictate the number of wardens required, frequency of fire alarms and strengthen the evacuation plan.</p> <p>8.2. The National Farmers' Union (NFU) are providing the College with free days of consultancy on fire risk assessments, consequently two sites will have risk assessments completed by the end of May 2019.</p>	
<p><b>9. AOB</b></p> <p>9.1. None.</p>	
<p><b>10. Date of next meeting</b></p> <p>10.1. The next Health and Safety Committee meeting will take place on Monday 24 June, 2019 at 1100.</p>	