

Minutes

Part I

Health and Safety Committee - Minutes	
Meeting Time and Date	11am on 18 June 2018
Meeting Location	Room H2, Enfield
Present	Paul Campbell (Chair) Heather Barrett-Mold OBE Andrew Smith (Staff Governor) Niall O'Dea (Student Governor)
	Damien Fallon (Finance) Malcolm Goodwin (Principal) Richard Prowse (Facilities) Joanne Coffey (Clerk)
Apologies	Susanne Datta (HR) Lynn Hart (Academic) Michelle Bavage (Student Governor) Hazel Thomas (Student Governor)
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	Action
<p>1. Apologies</p> <p>1.1. Apologies were given for Susanne Datta, Lynn Hart, Michelle Bavage and Hazel Thomas.</p>	
<p>2. Declaration of Interests</p> <p>2.1. None.</p>	
<p>3. Minutes</p> <p>Resolved to</p> <p>3.1. Approve the minutes of the Health and Safety Committee meeting held on 5 March 2018 as a correct record and authorise the Chair to sign them.</p>	
<p>4. Matters Arising</p> <p>4.1. The College continues to encourage visitors with assistance dogs to its campuses and the website and signage need to clarify that <u>all</u> dogs must be kept on leads at all times.</p> <p>4.2. The Chair of the Committee to liaise with SLT on the development of the Major Incident Plan (MIP) to provide advice on graphical layering of timelines for potential eventualities.</p>	<p>Facilities</p> <p>SLT / Chair</p>

<p>4.3. The College's Sustainability Group continues to promote environmental awareness by considering the following:</p> <ul style="list-style-type: none"> a) a new fleet of electric vehicles b) paper and plastics reduction and recycling c) staffs' promotion of sustainability to students through practical solutions and feedback via Moodle. <p>4.4. To encourage more near-miss reporting, forms are being redesigned to highlight this important area of health and safety awareness.</p> <p>4.5. The Committee felt that regular retrospective reviews could also capture more near misses and establish a culture of reporting.</p> <p>Andrew Smith joined the meeting.</p>	<p>Facilities</p>
<p>5. Review of Health and Safety Risk (Decision)</p> <p>5.1. The Risk Register has been redrafted for sub-committees to assess their own risk.</p> <p>5.2. Items to be added to the register are:</p> <ul style="list-style-type: none"> a) Vehicle and Machinery to include chainsaw equipment b) Health Issues relating to long-term medical issues c) Behavioural occurrences that involve human conduct d) The outbreak of disease through plant, animal or pollution to be added as a risk to the College, both internally and externally. <p>5.3. The Committee felt that mitigating for road traffic accidents, particularly for sites that merge with public highways, was a challenge but that the more mitigation that can be put in place, the better to reduce the residual rating.</p> <p>Resolved to</p> <p>5.4. Enter the above revisions and additions to the Risk Register.</p>	<p>Principal</p>
<p>6. Accident and Incident Reports – 4 Months (Information)</p> <p>6.1. The Accident and Incident Reports to be revised as follows:</p> <ul style="list-style-type: none"> a) The summary to be moved to the beginning of the reports b) The 'Cause' column to be the only shaded area, to draw focus to the underlying factors and risk 	<p>Facilities</p>

<p>c) The Accidents and Incidents to be ordered in terms of 'Cause' within each site area</p> <p>d) All regular offsite field-trips under College supervision to be moved to the Site origination, e.g. 'Enfield'</p> <p>e) 'Exceptional Overseas Trips' to replace 'Offsite Trips' to ensure novel preparation is observed and mitigated against.</p> <p>6.2. As the majority of reports involve animal bites, Animal Management are continuing to strengthen the awareness of animal handling for new students.</p>	
<p>7. Minutes - Health and Safety Working Group</p> <p>7.1. Cross-site inspection assessments and cross-department audits ensure Health and Safety is reinforced across all sites.</p> <p>7.2. Further risk assurance methods may include exception testing, a mystery shopper exercise and an independent inspection.</p>	
<p>8. Report of the Health and Safety Officer</p> <p>8.1. The Enfield student common room has been refurbished.</p> <p>8.2. The Committee requested for higher level reporting on site maintenance, rather than day-to-day repairs, to inform on future plans and overall trends.</p>	Facilities
<p>9. Annual Plan</p> <p>9.1. The controls/checks for Construction Design Methodology, when applicable, have been added to the Annual Plan.</p> <p>9.2. The Health and Safety Working Group will assess the Annual Plan and record the dates when the items have been reviewed.</p>	Facilities / H&SWG
<p>10. AOB</p> <p>10.1. None.</p>	
<p>11. Date of next meeting</p> <p>11.1. The next Health and Safety Committee meeting will take place on Monday 20 November, 2018.</p>	