

# Minutes

## Part I

Health and Safety Committee
Part I minutes

Meeting Time and Date	1100 on 24 June 2019
Meeting Location	Room H2, Enfield
Present	Paul Campbell (Chair) Heather Barrett-Mold OBE Keerat Grewal (Student Governor) Christine Bianchin (Academic) Susanne Datta (HR) Damien Fallon (Finance) Steven Girling (Estates) Malcolm Goodwin (Principal)
Minute Taker	Joanne Coffey (Clerk)
Apologies	Andrew Smith (Staff Governor) Sarah Fray (Student Governor) Deniz Yazgan (Student Governor)
z:\governance\health & safety committee (hs)\hs mins + ma\mins 2017\121.docx	

	Action
<b>1. Apologies</b>  1.1. Apologies were given for Andrew Smith, Sarah Fray and Deniz Yazgan.	
<b>2. Declarations 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 11 March 2019 as a correct record and authorise the Chair to sign them.</b>	
<b>4. Matters Arising</b>  4.1. No matters were discussed.	

<p><b>5. Overview of Health and Safety Risk (Decision)</b></p> <p>5.1. A new risk to ensure that all buildings meet statutory building compliance to mitigate against injury or death was agreed to be added.</p> <p><b>Resolved to</b></p> <p>5.2. <b>The addition to ensure that all buildings meet statutory building compliance was added to the Risk Register.</b></p>	
<p><b>6. Tree Management</b></p> <p>6.1. The College has established the risk-based, tree management guidelines to codify the existing approach to tree management. Centres/land holdings are risk assessed and zoned to ensure that all key trees are surveyed and monitored within specified timeframes.</p> <p>6.2. The tree management guidelines should be used to protect trees whenever possible and it is the College's strategy to increase, rather than decrease, the number of trees.</p> <p>6.3. Arboriculture equipment is separately risk-assessed as part of the periodic Lifting Operations and Lifting Equipment Regulations (LOLER) inspection guidelines.</p>	
<p><b>7. Accident and Incident Reports</b></p> <p>7.1. The College logged 96 incidents from June 2018 to May 2019.</p> <p>7.2. This included one RIDDOR animal incident which was mainly due to a new member of staff's unfamiliarity with the animal's temperament.</p> <p>7.3. The incident rate for students has improved compared to the previous year and is lower than the Landex benchmark data.</p> <p>7.4. Animal management students are progressively given access to more challenging animals which can be more difficult to manage as a standard part of their training. This prepares them for working in such environments post-graduation. There is an inherent risk of handling these animals until students have acquired the appropriate skills.</p> <p>7.5. Protective gloves (gauntlets) are used although reduce dexterity when handling smaller animals. This is another skill that students develop as part of their learning process, and help to reduce the likelihood of injury.</p> <p>7.6. The Student Governor reported that all bites are documented by the First Aiders.</p>	

<p>7.7. The Committee discussed the challenge of near-miss reporting, which has been actively encouraged over the last year, but may be inhibited by its subjective nature.</p> <p>7.8. Estates Management will continue to monitor all incident reporting systems to encourage a culture of near-miss reporting and appropriate outcomes will be reported to students in a new Health and Safety section in the 'You Said, We Did' communications.</p>	<b>Academic</b>
<p><b>8. Minutes of the Health and Safety Working Group meetings</b></p> <p>8.1. Risk assessments are split between generic (team-specific) and dynamic (task-specific). All generic risk assessments have been reviewed to ensure that they are suitable. A percentage of dynamic risk assessments will be audited/reviewed.</p> <p>8.2. As H&amp;SWG members cannot always attend Working Group meetings, it was agreed that they should provide a substitute/deputy to ensure that all centres/curriculum areas/teams are represented.</p> <p>8.3. The Committee discussed fire drills at smaller centres, such as Gunnersbury Park, being tested at the same time and once each term. This means only some students will be 'captured' and potentially it affects some lessons more than others. Given that we have a range of students, some of whom are part time it was agreed to continue with current practice.</p> <p>8.4. It was agreed not to increase the fire evacuation drill beyond once per term in order to minimise disruption, and as this is in line with common practice across the sector.</p>	<p><b>Estates</b></p> <p><b>Estates</b></p>
<p><b>9. Report of the Health and Safety Officer</b></p> <p>9.1. The incident data for the College has been compared with the Landex benchmark data, notably in terms of animal, health and machinery. Behavioural and small equipment injuries are slightly higher at the College.</p> <p>9.2. The Accident/near-miss reporting forms are now restructured as a tick-box format, to ensure ease of use.</p> <p>9.3. The incident categories in the incident-log will be adjusted to match the categories in the accident and near-miss form to ensure consistent recording and reporting.</p> <p>9.4. The Committee delegated to the Working Group to consider a separate, simpler near-miss reporting form to encourage pre-emptive reporting.</p> <p>9.5. The College has established new monthly statutory compliance reporting, which monitors completion of gas safety; asbestos</p>	<b>Estates</b>

<p>management; water management; fire risk assessment; and fixed electrical checks across all sites.</p> <p>9.6. The Major Incident Plan (MIP) is evolving into a new Business Continuity Plan (BCP) and covers major and minor incidents as well as utilising a gold, silver and bronze system for incident management.</p> <p>9.7. The draft plans for each site will be reported back to the Committee once they have been data populated and reviewed by SLT.</p> <p>9.8. A tree diagram of 'immediate steps' in case of an emergency from the original MIP to be added to the BCP as the Committee agreed that it was a useful visual aid.</p> <p>9.9. Governors congratulated the Estates Department on the improvements made to the Health and Safety systems for the College, which were deemed robust and heading in the right direction.</p>	<b>Estates</b>
<p><b>10. Annual Plan</b></p> <p>10.1. The Annual Plan has been updated to reflect progress and dates when each subject was reviewed.</p>	
<p><b>11. AOB</b></p> <p>11.1. None.</p>	
<p><b>12. Date of next meeting</b></p> <p>12.1. The next Health and Safety Committee meeting will take place on Monday 11 November, 2019 at 1100.</p>	