

Minutes

Part I

Health and Safety Committee
Part I minutes

Meeting Time and Date	1100 on 11 November 2019
Meeting Location	Room H2, Enfield
Members	Paul Campbell (Chair) Beryl de Souza Malcolm Goodwin (Principal) Sarah Seery (Staff Governor) Carl Butler (Student Governor) Cecily Eltringham (Student Governor) Jarryd Russell (Student Governor)
Observers	Christine Bianchin (Academic) Susanne Datta (HR) Damien Fallon (Finance) Steven Girling (Estates)
Minute Taker	Joanne Coffey (Clerk)
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	Action
<p>1. Apologies</p> <p>1.1. Apologies were given for Susanne Datta and Jarryd Russell.</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 24 June 2019 as a correct record and authorise the Chair to sign them.</p>	
<p>4. Matters Arising</p> <p>4.1. New near miss electronic forms are now in use by the College and a review will follow the initial assessment period before being reported back to the Committee.</p>	

<p>5. Review of Terms of Reference (Decision)</p> <p>5.1. Governors requested that the Committee should be able to co-opt other members and that this should be clarified in the Terms of Reference.</p> <p>5.2. As the Committee agreed that co-opted members could be of value at all sub-committees, the Clerk to refer this to the Search, Governance and Remuneration Committee and to ensure consistency on all appropriate documentation.</p> <p>Resolved to</p> <p>5.3. Accept their amended Terms of Reference and recommend them to the Governing Body for adoption.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Governing Body (Appendix I)</p>
<p>6. Review of Health and Safety Risk (Decision)</p> <p>6.1. The Committee discussed the inability to mitigate against those risks that are not in the College's control, such as the speed of traffic on public College access roads, which is reflected in its high risk appetite.</p> <p>6.2. As awareness of new food allergies continues to grow, and other forms of risk could include charity cake sales held on the College's premises, it was agreed to:</p> <ul style="list-style-type: none"> a) reassess the unidentified allergens risk (20181017-001) to ensure it is fit for purpose across all sites b) for additional signage to be displayed in all College restaurants to ensure that all food allergens are highlighted. <p>Resolved to</p> <p>6.3. Amend the unidentified allergens risk on the Risk Register.</p>	<p style="text-align: center;">Estates</p> <p style="text-align: center;">Estates</p>
<p>7. Report of the Health and Safety Officer (Decision)</p> <p>7.1. The College's Health and Safety policy has been revised to include a change of site opening hours for the Enfield site (page 21) and revised information on DBS checks (page 27).</p> <p>7.2. The Committee requested the following amendments:</p> <ul style="list-style-type: none"> a) Speed limits revised to not stipulate mph as this varies across sites (Item 11 of the Part II Guidance, page 31) b) Fitness for work testing to include Hand Arm Vibration Syndrome (HAVS) due to the extensive use of heavy duty equipment such as chainsaws and hedge cutters. 	<p style="text-align: center;">Estates</p>

<p>7.3. As the report presented at the meeting did not include the recommendation, members in attendance confirmed their approval by email to the Clerk following the meeting.</p> <p>Resolved to</p> <p>7.4. Approve the revised Health and Safety Policy and recommend it to the Governing Body for adoption.</p> <p>7.5. The Annual Plan now includes full monthly inspections of all College sites to ensure they are operating safely.</p> <p>7.6. The College’s internal auditors, Scrutton Bland, will be auditing health and safety procedures in December 2019, to ensure all processes meet criteria.</p> <p>7.7. The new Business Continuity Plan is under review by the College’s Centre Managers and will be presented to the Committee in spring 2020.</p> <p>7.8. The College risk rates employee’s health and safety certification requirements according to their level of exposure to risk. Both risk assessors and work experience co-ordinators now require higher level IOSH (Institution of Occupational Safety and Health) certification.</p> <p>7.9. Student Governor, Cecily Eltringham, an apprentice at Regent’s Park, stated that she had been very impressed with her work placement health and safety procedures.</p> <p>7.10. The Committee fully discussed fire warden training strategies and concluded to ensure that the ‘lead and sweep’ policy includes active checks rather than passive assumption. This is imperative for the fire services to ascertain that all buildings are clear.</p> <p>Carl Butler joined the meeting.</p>	<p>Governing Body (Appendix II)</p>
<p>8. Audit Report – Follow-up on recommendations (Information)</p> <p>8.1. The maintenance of records for fire evacuation drills and emergency lighting tests have been completed.</p>	
<p>9. Health and Safety Working Group Meeting minutes (Information)</p> <p>9.1. The Committee discussed the continuing challenges of near-miss reporting.</p> <p>9.2. Course representatives are now aware of the importance of recording these types of risk but the culture is still in its infancy to be able to follow up on any trends.</p>	

<p>9.3. As Student Governors were not aware of the requirement of near-miss reporting, they were encouraged to report any instances, such as a recent issue where glass was found in soil that could have cut them if they had not been wearing the appropriate gloves. Despite their own mitigation, others may not have considered such a hazard.</p> <p>9.4. Schools that have higher risk assessments, due to more hazardous environments, were more likely to adhere to near-miss reporting due to higher health and safety awareness, by comparison to lower risk schools that receive only dynamic, site-specific training.</p> <p>9.5. The Committee agreed that all schools should consistently embed health and safety into all practical lessons and record them to demonstrate the College's commitment in this area.</p> <p>9.6. Governors suggested that near-miss reporting could take the form of a group discussion, where students consider all near-misses and potential hazards that they have experienced or noticed. Alternatively, it could be approached in a fun way via a competition to spot the most risks.</p> <p>9.7. Governors were pleased that the working group minutes demonstrated improved attendance with either the Head of School or another representatives being present.</p>	<p>Academic</p> <p>Academic</p>
<p>10. Accident and Incident Reports (Information)</p> <p>10.1. The College reported 96 accidents and incidents for the 2018-19 period and 21 for the first 3 months of 2019-20. This is significantly lower than the Landex benchmark of 196.</p> <p>10.2. Injuries from animals remains the highest cause, followed by behavioural and health issues.</p> <p>10.3. Student are prompted to declare any existing health issues on application and for the duration of their course, and prior conditions are also captured by Student Services documentation. Adult students are less likely to declare medical needs.</p> <p>10.4. To ensure that health declarations are communicated clearly and timely to students, the declaration wording to be checked to ensure they are declaring themselves fit to study.</p> <p>10.5. Governors suggested that handouts could be produced to improve student awareness of common misjudgements, such as:</p>	<p>Estates / Academic</p>

<p>a) Gauntlet gloves' lack of flexibility being there to protect against painful animal bites</p> <p>b) Not to feel nervous when handling Capel's constrictor snakes, as they are small enough not to pose any danger</p> <p>c) Key side effects that students should act on post-injury.</p> <p>10.6. Governors agreed to organise a talk for students and staff on rare infections.</p>	<p>Academic / Chair of HS</p>
<p>11. AOB</p> <p>11.1. None.</p>	
<p>12. Date of next meeting</p> <p>12.1. The next Health and Safety Committee meeting will take place on 10 March, 2020.</p>	