

# Minutes Part I

<b>Health and Safety Committee</b>
<b>Part I minutes</b>

<b>Meeting Time and Date</b>	<b>0900 on 10 March 2020</b>
<b>Meeting Location</b>	<b>Room H2, Enfield</b>
<b>Members</b>	Paul Campbell (Chair) Beryl de Souza (Acting Chair) Malcolm Goodwin (Principal) Sarah Seery (Staff Governor) Carl Butler (Student Governor) Jarryd Russell (Student Governor)
<b>Observers</b>	Christine Bianchin (Academic) Susanne Datta (HR) Damien Fallon (Finance) Steven Girling (Estates) Cara Glynn (Student)
<b>Minute Taker</b>	Joanne Coffey (Clerk)
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	<b>Action</b>
<p><b>1. Apologies</b></p> <p>1.1. Apologies were given for Paul Campbell and Jarryd Russell.</p> <p>1.2. Beryl de Souza chaired the meeting.</p>	
<p><b>2. Declaration of Interests</b></p> <p>2.1. None.</p>	
<p><b>3. Minutes</b></p> <p><b>Resolved to</b></p> <p>3.1. <b>Approve the minutes of the Health and Safety Committee meeting held on 11 November 2019 as a correct record and authorise the Chair to sign them.</b></p>	
<p><b>4. Matters Arising</b></p> <p style="text-align: center;"><b><u>Allergen risk from non-College prepared foods</u></b></p> <p>4.1. The College is unable to accurately provide allergy signage to foods brought onto the premises, such as during charity cake sales, due to unknown ingredients.</p>	

<p>4.2. To protect the public, students and staff, a statement is being prepared to inform on the unknown potential allergens in all non-College prepared foods, which will be displayed around the campuses and on the website.</p> <p>4.3. Furthermore, students have been proactive in making their own allergy signs to display on any at-risk foods they are involved with distributing.</p>	
<p><b>5. Review of Health and Safety Risk (Decision)</b></p> <p><b><u>Coronavirus (COVID-19)</u></b></p> <p>5.1. The high-level action plan for the Coronavirus outbreak in the College follows Government advice and containment strategy.</p> <p>5.2. Current actions include:</p> <ul style="list-style-type: none"> <li>a) Checking daily updates from NHS / Public Health England.</li> <li>b) Frequent staff and student updates to ensure awareness and compliance with precautionary measures.</li> <li>c) Poster campaign across all campuses to remind on hand washing and to 'Catch it, Bin it, Kill it'.</li> <li>d) Strategically placed hand-sanitisers and more frequent cleaning of door handles and high traffic areas.</li> <li>e) Gathering information on staff and students who are self-isolating and assimilating data to identify hotspots or routes of infection.</li> <li>f) Preparing contingency plans for an enforced College or individual campus closures. The Christmas cover plans for looking after animals and premises as forming the basis for continued delivery of essential operations.</li> <li>g) Preparing procurement contingency plan for goods and services that could be affected.</li> <li>h) Utilising the Moodle online and blended learning for remote study and chat functions to provide live updates to staff and students remotely.</li> <li>i) Modifying current distance learning structures to address larger scale remote studying needs.</li> <li>j) Applying flexibility to sickness and absence policies to support staff self-isolating using some guidance from the Association of Colleges (AOC).</li> </ul>	<p><b>Estates</b></p>

<p>k) Setting up an information point and Q and A area on Moodle to staff.</p> <p>5.3. Governors suggested that older adult learners should have further mitigating actions, which will be taken into account in the individual campus risk assessments.</p> <p>5.4. The College are ensuring that offsite work experience students receive the same consistency in Coronavirus alerts as in-house students and this would follow through to any student or staff member who needs to self-isolate.</p> <p>5.5. Students who self-isolate will be able to continue their non-practical studies from home, either electronically or papers can be delivered to them.</p> <p>5.6. The College recognises the importance of clear lines of communication so that each case can be assessed individually.</p> <p>5.7. Animals are not currently affected by COVID-19, however, if Capel's animals did become vulnerable to a different strain of the virus, then the College's standard practices to contain zoonoses would be actioned.</p> <p><b>Resolved to</b></p> <p>5.8. <b>Make no further changes or recommendations to the College risk management based on the review and discussion of the standing Principal Risks.</b></p>	<p><b>Governing Body (Appendix I)</b></p>
<p><b>6. Report of the Health and Safety Officer (Information)</b></p> <p><b><u>Health and Safety audit</u></b></p> <p>6.1. The College's Auditors, Scrutton Bland, carried out an audit of Health and safety in early December 2019 and gave an overall assurance opinion of Significant for the College's health and safety arrangements.</p> <p>6.2. The auditors found two low risk items for improvement:</p> <ul style="list-style-type: none"> <li>i. The first item was to ensure that sufficient fire marshals are in place, This is currently being done through the monitoring of termly fire evacuation drills.</li> <li>ii. In-house health and safety training for staff, on induction and refresher training, was also recommended. This is now in place and incorporated into the College's CPD days, excluding first-aid training which requires an external contractor for validation purposes.</li> </ul>	

<p>6.3. The Estates team were congratulated on the significant opinion.</p> <p><b><u>Business Continuity Plan (BCP)</u></b></p> <p>6.4. A draft of the College's Business Continuity Plan for Enfield, which establishes how the campus would operate during a disruptive incident, was presented to Governors for insight into this way the College mitigates for exceptional circumstances.</p> <p>6.5. Governors requested that:</p> <ul style="list-style-type: none"> <li>a) Abbreviations are minimised in the plan to facilitate such urgent situations when simple language is vital.</li> <li>b) A decision-tree is added for all internal and external communication spokespeople.</li> <li>c) The BCP is stored in an externally accessible confidential area, or password protected.</li> </ul>	<p><b>Estates</b></p>
<p><b>7. Health and Safety Working Group Meeting minutes (Information)</b></p> <p>7.1. Governors noted the lower than usual attendance at the last meeting.</p> <p>7.2. The College is improving its remote access (including phone and video conference) facilities, which will facilitate higher attendance rates for the Working Group.</p> <p>7.3. Although meetings could occasionally be held at other campuses, this may instead reduce numbers as the majority of the Working Group is based at Enfield.</p> <p>7.4. The total number of trees in the high risk zones for each campus is to be recorded during the initial tree surveys, so that progress of tree hazard risk assessment can be assessed.</p> <p>7.5. Additional lockable storage areas are being provided at Mottingham to ensure that all chemicals are safely locked away.</p>	<p><b>Estates</b></p>
<p><b>8. Accident and Health Incident Reports (Information)</b></p> <p>8.1. To date, incidents have fallen at the College, due to vigilance and training, with the most prevalent type of injury being cuts.</p> <p>8.2. As the level of equine related incidents is rising, the Vice Principal to investigate any patterns that can be mitigated against.</p>	<p><b>Academic</b></p>

<p>8.3. The 'Coping with Stress' handbook and related information provided by Governor, Beryl de Souza, has now been distributed to all staff.</p>	
<p><b>9. Moving to the new Estates Committee (Information)</b></p> <p>9.1. It was agreed at the autumn 2019 Governing Body that the Health and Safety Committee would be incorporated into the new Estates Committee from summer 2020.</p> <p>9.2. The Search, Governance and Remuneration Committee will be assessing membership of the Estates Committee at their meeting on 16 March 2020, which is expected to include, as a minimum, all current members of the Health and Safety Committee. Recommendations will be made at the Governing Body on 2 April 2020.</p>	
<p><b>10. AOB</b></p> <p>10.1. None.</p>	
<p><b>11. Date of next meeting</b></p> <p>11.1. The next meeting, to be incorporated into the Estates Committee, will take place on Monday 22 June, 2020 at 0900.</p>	

APPROVED MINUTES			
<b>CHAIR:</b>	Roger McClure, Chair of ES / Paul Campbell, prev. Chair of HS	<b>DATE:</b>	22 June 2020
<b>APPROVAL:</b>	Remote confirmation: <b>CONFIRMED</b>  Or signed:		