



**MINUTES OF THE MEETING OF THE
HEALTH AND SAFETY COMMITTEE
TUESDAY 28 FEBRUARY 2017
AT 4.15PM IN ROOM D3**

Members: Stephen Dowbiggin OBE
Richard Prowse
Malcolm Goodwin
Damien Fallon
Simon O'Hear

Governors: Donald Gratton (Chairman)
Heather Barrett-Mold
Paul Campbell

Staff Governor: Andrew Smith

Student Governors: Mechelle Hemley-Francis
Polly Robson-Halil

1. APOLOGIES FOR ABSENCE

Apologies were received for Paul Campbell, Mechelle Hemley-Francis and Simon O'Hear.

2. DECLARATIONS OF INTEREST

There were no declarations of interests in relation to this meeting.

3. REPORT OF THE CLERK

RECEIVED: PAPER 3 – Report of the Clerk, for decision.

NOTED:

- i. As Don Gratton had expressed the wish to end his term as Chair, Search and Governance has appointed Paul Campbell as Chair of the Health and Safety Committee for a 3 year term of office.
- ii. For continuity, it was suggested that Don Gratton be elected Vice Chair of the Committee until December 2017, when a new election would take place
- iii. Don was thanked for his many years of commitment and chairmanship of the committee.

RECOMMENDED TO THE GOVERNING BODY that:

- i. Don Gratton be elected as Vice Chair of the Health and Safety Committee until December 2017.**

4. MINUTES OF THE HEALTH & SAFETY COMMITTEE HELD ON 7 NOVEMBER 2016

RECEIVED: PAPER 3 – Minutes of the Health and Safety Committee held on 7 November 2016, for information.

NOTED:

- i. The minutes were accepted by Governors as a true reflection of the meeting.

RESOLVED to:

- i. approve the minutes of the meeting of the Committee held on 7 November 2016 as a correct record and authorise the Chair to sign them.**

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2016

RECEIVED: PAPER 3 – Matters arising from the minutes of the meeting held on 7 November 2016, for information.

NOTED:

- i. The climbing tree and wall will be reassessed once its functional usage has been determined
- ii. The plans for the new visitors centre is being merged into the Enfield master plan to ensure all points are covered
- iii. Immediate security improvements have been made to the car parking areas and access points will be reviewed to cover pedestrian safety and cycle storage
- iv. Further review of the security arrangements at the reception and entrance were to be review by the Assistant Principal Facilities, Health and Safety and Deputy Principal
- v. A discussion took place regarding changing facilities for staff cycling to work but as there are only approximately 20 who cycle regularly at the Enfield site, dedicated showers (which previously had been removed due to lack of usage) were not deemed a priority for investment at this time
- vi. This would be reviewed in the future as:
 - a. more cycle routes are being established in London
 - b. more green routes are being incorporated into the master plans to encourage less vehicular use due to parking limitations
- vii. Governors requested that timescale information (or pending if appropriate) should be added to the 'Notes' column for all items
- viii. PAT testing had been completed across all sites.

6. ACCIDENT AND HEALTH INCIDENT REPORTS 15 OCTOBER 2016 TO 15 FEBRUARY 2017

RECEIVED: PAPER 3 – Accident and Health Incident Reports, for information.

NOTED:

- i. The summary sheet could not be used to make a simple comparison between sites due to the vast difference in student numbers
- ii. Forty Hall Farm's zero reporting is likely to be due to less students now using the facilities
- iii. The rise in accidents at Gunnersbury Park and Crystal Palace have been due to improved reporting

- iv. Following discussion regarding a diabetic seizure incident (Page4, EN586), it was explained that health risk assessments are made when a known condition is disclosed to ensure all reasonable precautions are taken
- v. A near-miss incident involving a chainsaw (Page 8, GP133) was of the most serious in nature and post-assessment showed that:
 - a. the cause was an unseen foreign-body lodged within a tree
 - b. the protective clothing and proper management of the situation was all correct
 - c. no other preventative measures could have averted the situation.

7. REPORT OF THE ASSISTANT PRINCIPAL FACILITIES, HEALTH & SAFETY – GENERAL UPDATE

RECEIVED: PAPER 3 – Report of the Assistant Principal Facilities, Health & Safety, for information.

NOTED:

- i. The Asbestos Register has been completed for all sites and just one external area at the Enfield site was recommended for removal within 6 months. Quotes are being sought
- ii. The Enfield restaurant received a 5 star hygiene rating by Enfield Council's Health Department which is an exceptional achievement
- iii. The Health and Safety Committee Annual Plan is being updated and will be produced at the June 2017 committee meeting.
- iv. Seven additional security lights have been installed at Forty Hall Farm which has improved both safety and security
- v. The onsite security and student monitor at Gunnersbury Park is providing both good safeguarding and additional security and the implementation of a 2-way radio system is performing effectively
- vi. A Senior Management visit to Brooks Farm is in place to develop a more comprehensive, longer term development plan which will be presented at the June 2017 committee meeting. It will incorporate safety, security, branding and future development
- vii. Energy saving LED lighting has been replaced, and installed at necessary points, across all sites and excessive lighting is being removed
- viii. The Assistant Principal Facilities, Health and Safety is reviewing and promoting the following:
 - a. compliance with Health and Safety regulations
 - b. monitoring of systems and ownership of items
 - c. departmental awareness of responsibilities.

8. ANY OTHER BUSINESS

NOTED:

- i. Ofsted had been extremely complementary regarding Health and Safety at the College where:
 - a. students were seen as taking responsibility for themselves and others
 - b. they stated that 'risk assessment had become a routine part of management'
- ii. That risk assessment had become a culture within the College
- iii. The Staff Governor, the Centre Manager at Crystal Palace, concurred that everything is reported and nothing had been identified as needing improvement.

Date of Next Meeting

Monday 12 June 2017, 4.15pm-6.15pm – Enfield.