

**MINUTES OF THE  
HEALTH AND SAFETY COMMITTEE  
HELD ON MONDAY 7 NOVEMBER 2016  
AT CAPEL MANOR COLLEGE**

- Governors:** Donald Gratton (Chair)  
Heather Barrett-Mold  
Paul Campbell  
Stephen Dowbiggin OBE (Principal)
- Staff Governor:** Andrew Smith
- Student Governors:** Mechelle Hemley-Francis  
Polly Robson-Halil
- In attendance:** Malcolm Goodwin, Deputy Principal  
Joanne Coffey, Clerk to the Governing Body  
Damien Fallon, Director of Finance  
Simon O’Hear, Director of Human Resources  
Richard Prowse, Assistant Principal Facilities, Health and Safety

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Paul Campbell, Simon O’Hear, Andrew Smith, Polly Robson-Halil and Mechelle Hemley-Francis.

**2. DECLARATIONS OF INTEREST**

There were no new declarations of interest.

**3. MINUTES OF THE HEALTH & SAFETY COMMITTEE HELD ON 13 JUNE 2016**

RECEIVED: Paper 3 - Minutes of the Health and Safety Committee of 13 June 2016 for decision.

Agreed as a true record and signed by the Chair.

**4. HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE – AUTUMN REVIEW**

RECEIVED: Paper 4 - Health and Safety Committee Terms of Reference, for decision.

Noted:

- i. The abbreviation ‘MIP’ is to replace ‘DRP’ (Point 7)

**RECOMMENDED TO THE GOVERNING BODY that:**

- i. **they adopt the Terms of Reference for the Health and Safety Committee (as attached to the minutes).**

**5. MATTERS ARISING FROM THE MINUTES OF THE MEETING 13 JUNE 2016**

RECEIVED: Paper 5 - Matters Arising from the minutes of the meeting held on 13 June 2016, for information.

Noted:

- i. The College has strengthened its provision of first aid trained staff in Crystal Palace and Gunnersbury Park, and this has benefitted both parks.
- ii. The College is hoping this will be recognised by both Authorities.
- iii. Additional recruitment and training of Fire Wardens at Brooks Farm and Crystal Palace will be incorporated into the next round of college training
- iv. Upgrading IT systems at the Enfield campus was prioritised due to the spate of thefts from the car park and CCTV is now monitoring this area
- v. A review of Health and Safety in the Animal Care facility is being carried out in December 2016.

**6. HEALTH AND SAFETY WORKING GROUP MINUTES 19 OCTOBER 2016**

RECEIVED: Paper 6 - Minutes of the Health and Safety Working Group 19 October 2016, for information.

Noted:

- i. Amendments to be made:
  - a. 'An assimilated' corrected to '**A simulated**' (Minute 3.5);
  - b. 'stone placed on top of hutch which **hit** Student on the head' (Minute 3.9ii); and
  - c. 'Centre Manager' amended to 'Centre **Co-ordinator**' (Minute 8.3i)
- ii. Need to ensure adequate Group Representation by nomination and attendance of a deputy when the main representative cannot attend due to sickness and holiday cover
- iii. That substitutes should be different each time to ensure broader input (Minute 8.1)
- iv. New measures are planned to ensure the Working Party is identifying and resolving issues before they become a Governance concern, through a tighter degree of ownership, reporting and resolution
- v. Benchmarking of minimal legal safety requirements provides guidance which allows an informed judgement which reduces the risk of any unnecessary overspend
- vi. Management systems now include the monitoring of First Aid kit expiration dates to ensure Health and Safety standards are adhered to.

**7. ACCIDENT AND HEALTH INCIDENT REPORTS, 14 JUNE 2016 TO 14 OCTOBER 2016**

RECEIVED: Paper 7 - Accident and Health Incident Reports, 14 June 2016 to 14 October 2016, for information.

Noted:

- i. A significant improvement in First Aiders' use of and detail included on forms (which are legal documents)
- ii. A discussion on the language used in the reports and the need to:
  - a. keep it precise and without embellishment; and
  - b. add a degree of qualification to the reporting
- iii. The Climbing Tree in the Bartlett Building is currently out of bounds until it is repaired, reinforced and risk assessed
- iv. Regular annual inspection and daily visual checks of the tree will ensure stability and safety to avoid accidents (EN565)
- v. The low ceiling on the landing outside P14 may benefit from padding to reduce the risk of accidents
- vi. that the Student had a pre-existing neurological condition which may have added to the injury (EN570)
- vii. The College is to ensure pre-existing conditions are documented to try to avoid future problems for the individuals. Any incidents stemming from these conditions should still be recorded (EN574).

**8. GENERAL UPDATE**

RECEIVED: Paper 8 - Report of the Assistant Principal Facilities, Health and Safety, for information.

Noted:

- i. The General Overview does not include the Annual Plan as the format of this is being reviewed by the new Assistant Principal who is seeking to develop and introduce a more meaningful and SMART system
- ii. A revised format Annual Plan will be presented at the next Health and Safety Committee meeting
- iii. Key interim short term targets are already identified and are being addressed and some (such as disabled access), are to be explored and brought back to the Committee as appropriate
- iv. The Enfield campus has had several thefts from vans parked in the grounds and has, therefore, been working with the Police to review and improve security with CCTV and reduced tree coverage for improved visibility and Police and CCTV signage
- v. Staff and students have been asked to be more vigilant in reporting anything suspicious
- vi. A longer term review of security and the production of a site plan is in progress. This will include a review of the security of the general perimeter at Enfield and a similar review will take place at other sites. The review will address external lighting improvements and identify needs for any additional security required

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- vii. The decision to accommodate the SIA security person living on site has already proved effective
- viii. The proposed Visitors Centre should incorporate:
  - a. Access to site and teaching facilities being security pass restricted;
  - b. robust security gates;
  - c. Lodge Security access to all cameras; and
  - d. limited entry points
- ix. A further Health and Safety Committee meeting is to be scheduled in March for a more timely identification of needs and reporting of processes
- x. The College has trained, or re-trained, 39 Fire Wardens and 24 First Aiders (2.1)
- xi. The Asbestos Register for Enfield is being re-surveyed and other leased sites will require the landlord to carry out this exercise
- xii. The Risk Assessment Review is underway and will be actioned
- xiii. The main objective over the next year is to encourage more Health and Safety ownership from bottom up, (rather than top down) using toolbox tools via newsletters, Moodle and email to report on unexpected safety topics, reviews of working environments and trip hazards etc.
- xiv. The virulent virus that sadly led to a high number of rabbit deaths has triggered a review of the vaccination policy for all animals on all sites
- xv. A highly qualified animal collections manager is now performing high level control measures across the College's animal collection
- xvi. Forty Hall Farm has reinstalled the hand railings on the concrete bridge, this no longer facilitates large farm machinery which are, instead, diverted to the main road access.
- xvii. PAT testing is being undertaken in Dec 2016 across all sites.

## **9. ANY OTHER BUSINESS**

- i. No other business was discussed.

**DATE OF NEXT MEETING: Monday 12 June 2017, 4.15-6.15pm – Enfield.**