

# Minutes Part I

<b>Health and Safety Committee - Minutes</b>	
Meeting Time and Date	<b>11am on 21 November 2017</b>
Meeting Location	<b>Room H2, Enfield</b>
Present	Paul Campbell (Chair) Don Gratton (Vice Chair) Michelle Bavage (Student Governor) Niall O'Dea (Student Governor) Damien Fallon (Finance) Malcolm Goodwin (Principal) Lynn Hart (Academic) Richard Prowse (Facilities) Joanne Coffey (Clerk)
Apologies	Heather Barrett-Mold OBE Andrew Smith (Staff Governor) Hazel Thomas (Student Governor)
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<p><b>1. Apologies</b></p> <p>1.1. Apologies were given for Heather Barrett-Mold, Andrew Smith and Hazel Thomas.</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 12 June 2017 as a correct record and authorise the Chair to sign them.</b></p>
<p><b>4. Matters Arising</b></p> <p>4.1. All matters were completed.</p> <p>4.2. As part of the Education Skills Funding Agency (ESFA) fire safety survey, cladding safety was explored and as the College has no residential buildings of over four stories or with cladding, no risk was observed.</p>

## **5. Review of Terms of Reference (Decision)**

- 5.1. A proposal was made to focus the Committee documentation on higher level reporting of summaries, rather than full Health and Safety Board minutes and accidents and incidents.
- 5.2. Until examples of this type of reporting can be provided, to reassure the Committee they have all the necessary information, the Terms of Reference to remain unchanged apart from some minor terminology revisions.

### **Resolved to**

- 5.3. **Adopt the revised Health and Safety Committee Terms of Reference and recommend them to the Governing Body for approval.**

## **6. Accident and Health Incident Reports (Decision)**

- 6.1. The timescale of accidents and incidents to be amended to it covering a **four** month period.
- 6.2. The recommendation to adopt higher level reporting via summaries, rather than a full breakdown, as discussed in the Terms of Reference paper, was not approved by the Committee at this time.
- 6.3. The Accident Summary page to have dates added to column headings, for clarity, and to add further dates to demonstrate trends.
- 6.4. The Committee requested the template be reviewed to clarify types of incidents and those that occur outside of the College, to better inform necessary follow-up procedures, and the current status if ongoing or resolved.
- 6.5. A review is taking place to determine the appropriate animal collections for individual sites, to improve risk management of animal-related accidents and incidents.
- 6.6. Reporting of animal incidents to include a broader classification of animal type for clarity as to the nature of the incident, e.g. A Degu to be listed as a Rodent.
- 6.7. Any practical near miss reporting to be encouraged for prevention of future accidents and incidents. This to be clarified at staff and student inductions on Health and Safety and via Moodle (the College's intranet) and visual reminders throughout the College.
- 6.8. The Committee suggested the encouragement of students to perform warm-up exercises prior to any physical activity to prevent muscular strains and any consequential incidents.
- 6.9. A review of equipment to include encouragement of students to wear suitable gloves when handling animals

- 6.10. The provision of defibrillators and the addition of cold packs for appropriate First Aid boxes at all centres to be checked .

**Resolved to**

- 6.11. **Retain full Accident and Health Incident Reports as currently presented at this time.**

**7. Health and Safety Working Group (Information)**

- 7.1. The Run, Hide, Tell video had been considered along with other information and flow charts demonstrating more specifically how this can be applied within the College.
- 7.2. Keeping unaccompanied children safe was discussed in relation to Run, Hide, Tell and lock down procedures.
- 7.3. To ensure better safety of children, the College continues to reinforce to visitors the importance of parental supervision in its public information. This also applies to the external school staff accompanying their pupils.
- 7.4. The College's commitment to keeping centres well maintained significantly reduces the likelihood of accidents and incidents occurring.

**8. Report of the Health and Safety Officer (Information)**

- 8.1. To raise awareness, Health and Safety posters have been displayed in offices at the College centres and via Moodle.
- 8.2. A centralised Fire Wardens' system is in place to ensure full coverage of all centres.
- 8.3. The First Aid treatment room at Enfield has had a mechanical bed installed to assist students with any necessary physical therapy.
- 8.4. The new Enfield plans are examining relocation of the treatment room to a more centralised area and the inclusion of an allocated room for multi-use purposes.
- 8.5. The College's Horticulture team have significantly improved the appearance and accessibility of Brooks Farm.
- 8.6. The Snack Box, the café at Brooks Farm, is continuing successfully and further monitoring will determine any further developments required.

**9. AOB**

- 9.1. None.

**10. Date of next meeting**

- 10.1. The next Health and Safety Committee meeting will take place on Monday 5 March, 2018.