

# Minutes

## Part I

<b>Health and Safety Committee - Minutes</b>	
Meeting Time and Date	<b>1100 on 20 November 2018</b>
Meeting Location	<b>Room H2, Enfield</b>
Present	Paul Campbell (Chair) Heather Barrett-Mold OBE Andrew Smith (Staff Governor) Sarah Fray (Student Governor) Keerat Grewal (Student Governor) Deniz Yazgan (Student Governor) Malcolm Goodwin (Principal) Christine Bianchin (Academic) Susanne Datta (HR) Damien Fallon (Finance) Joanne Coffey (Clerk)
Apologies	Richard Prowse (Facilities)
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	<b>Action</b>
<b>1. Apologies</b>  1.1. Apologies were given for Paul Campbell and Richard Prowse. 1.2. Heather Barrett-Mold acted as Chair for this meeting. 1.3. The Student Governors were welcomed.	
<b>2. Declaration of Interests</b>  2.1. None.	
<b>3. Minutes</b>  3.1. The Major Incident Plan was corrected from Major Accident Plan (Page 1).  <b>Resolved to</b>  3.2. <b>Approve the minutes of the Health and Safety Committee meeting held on 18 June 2018 as a correct record and authorise the Chair to sign them.</b>	
<b>4. Matters Arising</b>  4.1. New signage at Brooks Farm is being installed to ensure that dogs are kept on leads at all times.	

<p><b>5. Review of Terms of Reference (Decision)</b></p> <p>5.1. No changes to the Health and Safety Committee Terms of Reference were deemed necessary.</p> <p><b>Resolved to</b></p> <p>5.2. <b>Accept their standing Terms of Reference and recommend them to the Governing Body for adoption.</b></p>	<p><b>Governing Body (Appendix I)</b></p>
<p><b>6. Review of Health and Safety Risk (Decision)</b></p> <p>6.1. The risk pertaining to unidentified allergens in food to be moved from the responsibility of the Finance and General Purposes Committee to the Health and Safety Committee. This was amended following confirmation with F&amp;GP and this Committee.</p> <p>6.2. Governors challenged how the College addresses food allergens and it was confirmed that they are clearly indicated on either signage or individual food labels.</p> <p>6.3. The poor hygiene risk (20180509-002) to provide fuller mitigation actions with regards to cleaning.</p> <p>6.4. The Committee agreed for Centre Managers to also receive the College's new training in food hygiene and health and safety.</p> <p>6.5. As the risk of bites or attacks by animals (20180331-073) does not differentiate between dogs, zoo and farm animals who may be static or mobile, mitigating actions to also clarify that 'Individual risk assessments are in place'.</p> <p>6.6. It was agreed to amend any risks of death, to 'intentional or unintentional death' to cover all causes of death.</p> <p>6.7. The Committee discussed the College's plans in place to improve road safety at all Centres including signage and traffic calming measures.</p> <p>6.8. The Student Governors advised the Committee of the unnecessary method of burning natural waste materials at Gunnersbury Park, as ash can affect the animal collection due to its close proximity. The Committee noted that this also created a reputational risk from the local residents and could damage soil. The Centre Manager will be advised to use more appropriate methods of disposal.</p> <p><b>Resolved to</b></p> <p>6.9. <b>Enter any revisions or additions to the Risk Register.</b></p>	<p><b>HR</b></p> <p><b>Principal</b></p>

<p><b>7. Accident and Incident Reports June to September 2018</b></p> <p>7.1. Higher level reporting was conducted over the four-month period up to September 2018.</p> <p>7.2. There were 32 incidents reported, including one that was subject to Reporting on Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) which resulted in a broken bone.</p> <p>7.3. Crystal Palace had the highest number of accident or incidents which the Centre Manager believed was due to increased reporting which the College is actively encouraging at all Centres.</p> <p>7.4. For all categories of the Accident Summary, 'Other' and 'Something Else' to be removed and replaced with each nonconforming heading, as they occur, to ensure that context is retained. The report was amended following the meeting.</p> <p>7.5. Governors requested appropriate land-based FE comparative benchmarking data and suggested that Landex be approached to provide this data.</p>	<p><b>Estates</b></p>
<p><b>8. Audit Report – Follow-up on recommendations</b></p> <p>8.1. The Risk and Assurance Report on the follow-up of previous recommendations found that the lack of administrative documentation for fire evacuation drills and emergency lighting posed a medium risk.</p> <p>8.2. The newly appointed estates management will restructure the administration of all Health and Safety checks to ensure all drills and checks are executed and logged.</p>	<p><b>Estates</b></p>
<p><b>9. Health and Safety Working Group Meeting minutes</b></p> <p>9.1. Governors felt that as some students with disabilities require Personal Emergency Evacuation Plans (PEEP), accessibility of rooms should be factored into future building and curriculum plans where possible.</p> <p>9.2. The arboriculture climbing tree at Enfield has been made safe by removing the arms.</p> <p>9.3. Cross-department site visual audits are being encouraged to broaden critique.</p> <p>9.4. A new low loader trailer has been purchased by the College to facilitate usage and to mitigate the risk of accidents.</p>	

<p><b>10. Report of Health and Safety</b></p> <p>10.1. The College has now appointed for the following key estates roles who will be trained to the highest level of Health and Safety through the National Examination Board in Occupational Safety and Health (NEBOSH):</p> <ul style="list-style-type: none"> <li>a) Executive Director of Estates and Commercial Operations (Steven Girling)</li> <li>b) Head of Enterprise and Commercial Operations (Alex Dixon)</li> <li>c) Head of Centre, Enfield (Patrick Mason).</li> </ul> <p>10.2. An animal management staff member was suspected of contracting Leptospirosis, a zoonotic infection. Symptoms can be difficult to differentiate from other viruses and infections and blood tests fortunately discounted Leptospirosis, and the staff member has now fully recovered.</p> <p>10.3. The College formed an emergency action plan which included the following:</p> <ul style="list-style-type: none"> <li>a) Temporary closure of the zoo at Enfield to staff, students and public</li> <li>b) A total cleansing of litter and waste to remove food supplies and nesting opportunities</li> <li>c) A professional pest control company provided a review of rats at the College and the methods of control</li> <li>d) Removal of all rats, using traps, along with all litter and waste that could attract further infestations</li> <li>e) Re-affirmation of the importance of safe and clean working practices to all staff and the importance of the use of protective equipment</li> <li>f) These actions were replicated at all Centres.</li> </ul> <p>10.4. Risk assessments are being reviewed to ensure:</p> <ul style="list-style-type: none"> <li>a) Risks are appropriate to the activity</li> <li>b) Bespoke codes of working practice and external guidelines are used alongside risk assessments</li> <li>c) Appropriate signage to warn against potential dangers</li> <li>d) Separate evaluation and communication of risks to visitors and cross-department staff.</li> </ul> <p>10.5. Governors requested that all risk assessments were dated for clarity.</p>	<p><b>Estates</b></p>

<p>10.6. The Committee agreed to research multi-purpose protective gloves which can be worn at all times and to reserve the stronger, more restrictive gloves, for higher risk tasks.</p> <p>10.7. The Health and Safety Working Group are to have a wider membership to expand on specialist knowledge and experience.</p>	<b>Academic</b>
<p><b>11. AOB</b></p> <p>11.1. None.</p>	
<p><b>12. Date of next meeting</b></p> <p>12.1. The next Health and Safety Committee meeting will take place on Monday 11 March, 2019 at 1100.</p>	