

# Minutes Part I

<b>Health and Safety Committee - Minutes</b>	
Meeting Time and Date	<b>Monday 5 March, 2018 at 1100</b>
Meeting Location	<b>Room H2, Enfield</b>
Present	Paul Campbell (Chair) Heather Barrett-Mold OBE Niall O'Dea (Student Governor)
	Susanne Datta (HR) Damien Fallon (Finance) Malcolm Goodwin (Principal) Lynn Hart (Academic) Richard Prowse (Facilities) Joanne Coffey (Clerk)
Apologies	Andrew Smith (Staff Governor) Michelle Bavage (Student Governor) Hazel Thomas (Student Governor)
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<p><b>1. Apologies</b></p> <p>1.1. Apologies were given for Andrew Smith, Michelle Bavage and Hazel Thomas. It was noted that Heather Barrett-Mold would arrive late.</p>
<p><b>2. Declaration of Interests</b></p> <p>2.1. None.</p>
<p><b>3. Minutes (Decision)</b></p> <p><b>Resolved to</b></p> <p>3.1. <b>Approve the minutes of the Health and Safety Committee meeting held on 21 November 2017 as a correct record and authorise the Chair to sign them.</b></p>
<p><b>4. Matters Arising</b></p> <p>4.1. A new treatment room and multi-purpose room will form part of the rebuild of the Enfield visitor centre plans (Minute 8.4, 21 November 2017).</p>



<p><b>7. Report of the Health and Safety Officer</b></p> <p>7.1. The Committee discussed the importance of encourage a near-miss reporting culture, to serve as valuable pre-emptive information.</p> <p>7.2. The Working Group to ensure all departments are represented to create more active discussion on near-miss reporting.</p> <p>7.3. Positive feedback was received by DisabledGo.Com, who conducted an anonymous visit to the Enfield campus in February 2018 to review accessibility to publish on their website (<b>Appendix I</b>).</p> <p>7.4. The College has installed emergency pull cords and accessible taps following DisabledGo.Com's recommendation.</p>	<p><b>Facilities</b></p>
<p><b>8. AOB</b></p> <p>8.1. Hand-arm vibration awareness training is being rolled out to students who use chainsaws, due to the high risk nature of the vibration mechanics.</p>	
<p><b>9. Date of next meeting</b></p> <p>9.1. The next Health and Safety Committee meeting will take place on Monday 18 June, 2018 at 1100.</p>	