

CAPEL MANOR COLLEGE

MINUTES OF THE HEALTH AND SAFETY COMMITTEE MONDAY 12 JUNE 2017 AT 4.15PM

- Members:** Stephen Dowbiggin OBE
Richard Prowse
Malcolm Goodwin
Damien Fallon
Simon O'Hear
- Governors:** Paul Campbell, Chair)
Donald Gratton, Vice Chair
Heather Barrett-Mold OBE
- 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 were given for Simon O'Hear.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF THE HEALTH & SAFETY COMMITTEE HELD ON 28 FEBRUARY 2017

RECEIVED: Paper 3 – Minutes of the Health and Safety Committee held on 28 February 2017, for information.

RESOLVED to:

- i. approve the minutes of the Health & Safety Committee meeting held on 28 February 2017 as a correct record and authorise the Chair to sign them.**

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING 28 2016 NOT ELSEWHERE ON THE AGENDA

RECEIVED: Paper 4 – Matters Arising from the Minutes of the Health and Safety Committee held on 29 February 2017, for information.

NOTED:

- i. The Climbing Tree is to be removed from the Bartlett Building with the possibility of re-siting it at Forty Hall Farm, if required. Additional welding of the support 'branches' would then be necessary
- ii. The option of replacing the tree with a vertical climbing system to be investigated
- iii. Two typos to be corrected: 'toolbox talks', 'and trip hazards' (8.xiii)
- iv. As reported by Ofsted, Students are well-informed in terms of Health and Safety and took ownership of risk assessment.

5. ANNUAL RISK MANAGEMENT REVIEW OF HEALTH AND SAFETY

RECEIVED: Paper 5 – Report of the Assistant Principal Facilities, Health and Safety, for decision.

NOTED:

- i. The College's risk policy identifies any areas of strategic concern and scores them appropriately.

RECOMMENDED TO THE GOVERNING BODY that:

- i. the attached schedules be included in the 2017-18 Risk Review Schedule (Appendix I).**

6a. HEALTH AND SAFETY WORKING GROUP MINUTES

RECEIVED: Paper 6a – Minutes of the Health and Safety Working Group held on 19 April 2017, for information.

NOTED:

- i. Governors discussed the importance of all departments' consistent representation at the Working Group
- ii. An overhaul of representatives, deputies and higher-level representation for each department is being conducted
- iii. Staff feedback of their involvement (and the enablement of the Working Group) has been positive.

6b. HEALTH AND SAFETY WORKING GROUP MINUTES

RECEIVED: Paper 6b – Minutes of the Health and Safety Working Group held on 24 May 2017, for information.

NOTED:

- i. Typo to be corrected to remove additional 'there is' (8.4.ii)
- ii. The Health & Safety Policy will be reviewed and submitted to this Committee at its next meeting
- iii. Tutorials and project work should, as appropriate, involve discussion around how they might deal with serious incidents.

7. ANNUAL REPORT OF STATISTICAL OVERVIEW OF ACCIDENT AND HEALTH INCIDENT REPORTS 21 MAY 2016 TO 20 MAY 2017

RECEIVED: Paper 7 - Report of the Assistant Principal Facilities, Health and Safety, for information.

NOTED:

- i. There has been an overall reduction in incidents, despite a higher number of animal handling practical's, improved reporting and follow-up
- ii. Gunnersbury Park has had an increase of biting incidents but this is thought to be due to the settling in period of the new exotic animals, and focus of improved reporting
- iii. For completeness, 'No follow-up required' to be added to GP136-8
- iv. The bulk of Health and Safety education incidents are in the Autumn term whilst Students become more safety aware
- v. Landex are working on producing benchmarks for incident targets, however, Governors suggested the College benchmarks should reflect:
 - a. lost time, as opposed to number of incidents
 - b. year by year internal comparisons.

8. HEALTH AND SAFETY AUDIT REPORT FOLLOW UP ON PREVIOUS RECOMMENDATIONS – MAY 2017

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

NOTED:

- i. The Health and Safety Audit Report recommended fire evacuation and emergency light testing on a regular basis to be logged
- ii. Fire evacuation drills will be carried out once per term at all sites. A rota for Enfield to be issued by 31 July 2017
- iii. Annual and monthly checks of the emergency lighting are being undertaken.

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

RECEIVED: Paper 9 - Report of the Assistant Principal Facilities, Health and Safety, for information.

NOTED:

- i. A 34% decrease in incidents and accidents across all sites
- ii. The Assistant Principal, Facilities, Health and Safety was thanked for the hard work that had resulted in this marked decrease.

10. ANNUAL PLAN 2017-2018

RECEIVED: Paper 10 - Report of the Assistant Principal Facilities, Health and Safety, for information.

NOTED:

- i. The colour system in the previous Annual Plan was removed as it was confusing and did not add value
- ii. The new format provides an aide memoir to cross-reference against.

11. ANY OTHER BUSINESS

No other business was discussed.

DATE OF NEXT MEETING: Monday 6 November 2017, 4.15pm - Enfield.