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Date:	18 April 2018	Directorate Tel: 2620 Fax: 2601 Email <a href="mailto:alison.shillito@sheffcol.ac.uk">alison.shillito@sheffcol.ac.uk</a>
Venue:	City campus	

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**Present:** Kate Platts, Executive Director Finance and Resources (Chair)  
David Battell - Estates Manager  
Lance Nortcliffe - UCU  
Heather Phillipson - Health and Safety Officer

**In attendance:** Alison Shillito (committee secretary)

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|--------|--|---|
| 18/1/1 | Apologies for absence<br>Apologies for absence were received from Sangat Bans.   | Action  |
| 18/1/2 | <p><b>Minutes of the Previous Meeting held 29 November 2017</b><br/>The minutes were accepted as an accurate record subject to an amendment as follows</p> <p>Matters arising - <u>out of hours operations</u> (Minute 17/3/3.2 refers) (the following to be added to the end of the minute) The Estates Manager wished it to be noted that the only way to make the buildings safe for students to be on the premises from 7.00 am would be to staff the building with appropriate security and reception staff.'</p> |   |
| 18/1/3 | <b>Matters Arising</b>   |   |
| 3.1    | <u>Minute 17/2/4.7 refers : Out of hours and Security contact procedure -</u> The Estates Manager confirmed every College handset has a sticker on it giving the 'out of hours' number. He agreed to arrange an all staff email to highlight this to staff -   | Estates Manager<br>deadline end of April 2018                           |
| 3.2    | <u>Minute 17/2/8.1 refers : Hillsborough Campus - Student behaviour -</u> - specific issue was resolved. There is still action required for more staff development on the College's expectations of student behaviour and how to challenge appropriately - e.g. hoodies, lanyards and swearing. This should be brought forward as part of Action 4 and a plan developed.   | Assistant Principal<br><br>July Cross<br>College<br>Development<br>Days |
| 3.3    | <u>Action 1b Minute 17/3/3.2 refers - Building opening from 7.00 am -</u> in order to make building opening safe there will need to be staffing at a cost. The Estates Manager to estimate cost of staffing this and send to Executive Team to consider.   | Estates Manager<br>deadline end of April 2018                           |
| 3.4    | <u>Action 5 Minute 17/3/3.3 refers: online accident reporting -</u> noted that the previous CEO had requested that that an online accident reporting form be produced using Microsoft Forms. The HR Manager reported that this had not been possible as the application did not have the functionality required. The H&S team would continue with paper forms pending further investigation of a new H&S management system with reporting capability.  |   |

- 3.5 Action 6 Minute 17/3/4.1 refers - Use of first aid - The H&S Manager reported that training had been provided for reception teams on the definitions of when it is appropriate to call for first aid and other action to take for other types of illness report.

**ACTION** - agreed to re-circulate the definitions from the back of the Policy to front line staff. **HP asap**

- 3.6 Action 7 Minute 17/3/4.1 refers - Use of first aid -it was reported that a request had been circulated for additional staff volunteer first aiders and this resulted in new First Aiders being recruited across all sites.
- 3.7 Action 8 - Minute 17/3/6.2 Completing mandatory Health & Safety training on new system - it was agreed that the deadline for all staff to complete any outstanding staff development on the new system should be end of July 2018. This would mean that some staff would be asked to re-do training that they had completed on the old system in Autumn 2017. Chair to pick this-up with Executive Leadership Team to explain the transition issues.

#### **18/1/4 Standing Item - Non Compliance Report**

- 4.1 During the presentation of the report, the following outstanding actions / issues were highlighted
- i) the H&S team is currently prioritising indexing and checking risk assessments through H&S Audits and the Business Review process.
  - ii) Staff mandatory training - it was not possible to migrate data from previous online training system. All new starters are expected to complete training within 28 days of start date. For existing staff, H&S have been phasing their requests to complete training but it will mean that some staff have only recently completed it on the old system. Agreed we should prioritise Fire Awareness even if people have done it relatively recently. Aim to get everyone to complete the new module by July 2018.
  - iii) Legionella - one non-compliance report, which is in the showers for rehearsal rooms at Hillsborough. H&S Manager has raised the issue with the new Director. There have been no incidences of non-compliance at City, since Estates implemented an automatic dosing systems. Estates are now investigating the cost/pricing for implementing this at Hillsborough.

#### **18/1/5 Health & Safety Accident Report for Autumn term 2017**

- 5.1 The Committee noted the report but there did not appear to be any common themes or risks.
- i) There were 3 RiDOR reported accidents in Autumn 2017- 2 slips and a chisel incident. There were no accidents for the same period last year but this is a more normal distribution of accidents.
  - ii) In Spring 2018 there have been two further reportable - one was a slip due to ice and one was a child in the nursery who tripped over a chair leg and got taken to hospital with a small cut.

18/1/6	<b>Learner Involvement</b>	The Chair agreed to contact the Student Union President to discuss different ways of engaging with students about Health and Safety.	Chair June 2018
18/1/7	<b>Health &amp; Safety Policies / Procedures</b>		
7.1	<b>Statement of Intent, Responsibilities and Arrangements</b>	The Committee noted the updates to the Statement and <u>endorsed</u> that the Chief Executive & Principal to sign off the Statement for next meeting to commence 1 August 2018	CE&P by end of July 2018
		The new policies will be placed on the hub, pending the development of a new staff intranet solution. Information is provided for students via a subject-specific module on their course or as part of their training.	
		ACTIONS - Chair to liaise with Executive Leadership Team to secure ratification of new and revised Policies and will ask for a standing item on Executive in the weekly meeting agenda.	Chair by end of April
7.2	<b>Fire Precautions and Emergency Evacuation Procedure</b>	The Committee noted that this policy did not include bomb threats and acts of terror, which are covered by a separate policy. The Committee <b>AGREED</b> that we should other types of emergency may require a different response and therefore to remove the procedure for evacuation in the event of a flood.	H&S Manager June 2018
		<b>AGREED</b> to maintain the current number of fire drills per campus - i.e. one daytime drill per term per site each year plus one evening and one early morning (for benefit of facilities staff). Committee to monitor data on an annual basis via a short summary update to the final meeting of the year.	H&S Manager June 2018
		The Committee recommended Executive approval of the revised Policy.	
7.3	<b>Fire Evacuation Procedure for City Campus</b>	It was noted that this was presented as an example. There is a Fire Evacuation Procedure for each campus drafted on the same template but containing site specific information.	
7.4	<b>Lone Working Procedure-</b>	The Committee noted that there are College staff working in relatively isolated locations but it is rare for someone to be working in a building completely alone.	
		<b>AGREED</b> to ensure that the recent measures to communicate the Security Control Room number is brought to the attention of staff in email about out of hours contact procedure	H&S Manager June 2018
		The Committee recommended Executive approval of the revised Policy.	

## 7.5 Ionising Radiation Procedure

The Committee requested that the Policy include the names as well as roles of relevant staff within and outside the College. The H&S Manager reported that the College has registered the sources of ionising radiation with the HSE and checked with an adviser commissioned from the NHS, that our procedures are compliant.

The Committee recommended Executive approval of the revised Policy.

## 7.6 Lifting Operations and Lifting Equipment Procedure

The Committee noted that the policy relates to equipment and hoists that are maintained by Estates. It was recommended that the Policy should include a section on awareness training and technical training on operating equipment. Subject to this addition, the Committee recommended Executive approval of the revised Policy.

## 7.7 Legionella Management Policy

The Committee noted that further changes had been proposed to this Policy and therefore consideration was deferred to the next meeting.

## 7.8 Working at Heights Procedure

The Committee noted that this is for staff who need to work on ladders etc. The College has an online module for providing the basic awareness training and for Estates/facilities staff face to face training is provided for regular users. The Committee recommended Executive approval of the revised Policy.

## 7.9 Assessing the Health and Safety Standards of Sub-Contractors

The Committee recommended Executive approval of the revised Policy and requested an update for the next meeting on

- what checks the College carries out on H&S compliance of new sub-contractors;
- frequency of re-checking for existing sub-contractors;
- the current position in terms of the outcomes of the checks.

Sub-  
contracting  
Business  
Development  
Manager  
June 2018

## 18/1/8 Health & Safety Representatives' report

- 8.1 Hillsborough campus: the representative provided a verbal report, which was considered as follows.

A violent incident in reception at Hillsborough Campus reception, in which a security officer had been physically assaulted and Police had to be called, had raised concerns

- (i) Reception staff had asked about a panic alarm
- (ii) there is no longer a Senior Duty Manager on site at Hillsborough
- (iii) Hillsborough Campus does not have a Student Engagement Officer although the Security Control Room is based at Hillsborough so an additional security officer was able to attend the incident relatively quickly.

**ACTION** - The Estates Manager agreed to prepare a report on what has been done in response to the incident and any lessons learned.

Estates  
Manager  
June 2018

The Committee noted that at all times one member of the Executive Leadership Team is the Duty Manager for whole College and can direct other senior staff who are nearby to attend an incident to support the local staff.

## 18/1/9 Date of next meeting

13 June 2018 at 4.00 pm in S213 Hillsborough Campus