
Date:	10 June 2015	Directorate
Venue:	The Board Room, City College	Tel: 2620
		Fax: 2601
		Email val.struggles@sheffcol.ac.uk

Present: Heather MacDonald - Chief Executive and Chair
Trevor Fox, Buildings Manager (nominee for the Estates Manager)
Heather Phillipson - Health and Safety Officer
Heather Smith, College Principal
Keith Starr - Vice Chair / AMiE
Darren Tidmarsh, Executive Director, HR and SRIS

In attendance: Val Struggles (Secretary)

Action

15/2/1 Apologies for absence

Apologies were received from David Battell, Estates Manager and Ben Walters, Student Union President. **No apologies had been received from the Recognised Trades Unions (UCU and Unison).**

In order to be quorate representatives from two RTUs are required, but only AMIE was represented. In recognition of the work undertaken by the Health and Safety Officer in preparation for the meeting it was agreed to review the reports, although no items requiring approval could be transacted.

15/2/2 Minutes of the Previous Meeting held 25 February 2015

The minutes were accepted as an accurate record.

15/2/3 Matters Arising

1 Minute 15/1/3.1: Substance, alcohol and drug abuse

It was confirmed that an all staff email had been issued and that the policy has been added to the suite of H&S documents on the Hub. The Assistant Principal, Student Support, Inclusion and Progression was contacted on behalf of the Committee and requested to update the Duty Managers' guidelines.

In his absence, the Health and Safety Officer undertook to check with the Estates Manager whether he had revised the Search Policy and briefed Security staff on the changes.

H&S Officer

3 Minute 15/1/3.3: Educational trips and visits

The Health and Safety Officer reported that she had contacted N Notts

College regarding the electronic system and that on the whole that college was satisfied. Prior to contacting the external supplier, feedback will be obtained from other colleges. If a demonstration is arranged, a cross section of relevant staff will be invited.

H&S Officer

3 Minute 15/1/3.7 Domestic Homicide Review

It was reported that the action plan continues to be monitored.

4 Minute 15/1/4: Health and Safety non-compliance report

Confirmation will be sought at the next meeting whether Ken Williams checked that staff had been informed of the results of air tests at Replicast.

K Williams

(Post meeting note - an email was circulated to all staff at Olive Grove on 10 March 2015 confirming that air tests had been undertaken and no areas of concern recorded)

The Committee was informed that food labelling is now in place across the College.

5 Minute 15/1/7.2: Hillsborough H&S Forum

The Committee was informed that as part of the organisational changes, an MPS1 post has been created across the single college and that the postholder will act as the single point of contact for the H&S team.

6 Minute 15/1/7.3:Norton and Peaks H&S Forum

The Committee was informed that a final meeting had taken place to prioritise actions arising from the violent incident and that some of the actions were ongoing. The College Principal offered to provide any assistance required by the Health and Safety team to ensure these are followed through to completion.

College
Principal

It was reported also that an extra security guard has been allocated to Norton to keep the campus as safe as possible as occupancy levels reduce during the transitional period prior to its closure this summer.

15/2/4 Standing item - Health and Safety non-compliance report

During the presentation of the report, which summarised progress as at 28 May 2015, the following outstanding actions / issues were highlighted:

i) The Management of Workplace (Health, Safety and Welfare) Regulations;

The majority of departments have risk assessments in place and the H&S team is reviewing the quality of these.

ii) Regularity Reform (fire safety) order

Fire procedures continue to be monitored particularly in relation to the

capital projects and fire risk assessments will be undertaken following the handover of new facilities at Hillsborough College and Olive Grove campus.

iii) Workplace (health, safety and welfare) regulations

Nine audits and 13 inspections have been completed and any outstanding ones will be prioritised next year under the new departmental structure. Staff will be encouraged to do on line training and opportunities will be provided for this in the LRC as part of the development day activities. Compliance will be monitored and possibly used as a performance measure.

iv) Asbestos management

A statement is being drafted for inclusion in the contractors' book and they will be informed in writing of the procedures.

v) Control of Legionella

Assistant Principals have been notified of areas not completing the necessary paperwork for them to follow up. City Spa remains in situ and water samples are being taken by external contractor. The Chair requested that the estimate for its removal is revisited.

T Fox

vi) EPA/Hazardous Waste Regulations/WEEE Regulations

A few items have been found during the clear out of Olive Grove which have been secured pending handover. The situation will continue to be monitored as the building is re-commissioned.

A general comment was made that as teams relocate to different or new buildings, risk assessments will need to be reviewed and redone.

15/2/5 Health and Safety accident statistics for Spring term 2015 (1 January to 31 March 2015)

During the presentation of the report the following points were noted:

- i) Overall there was a decrease in the number of accidents compared with the same period last year (from 49 to 43), with the largest decrease at Norton College (from 18 to 7) and an increase at City (from 18 to 27).
- ii) There were 3 accidents involving a member of staff (relating to the violent incident) and 2 students which were reportable to RIDDOR.
- iii) Reference was made to an incident which occurred on a coach during a College visit. The company has been informed and agreement reached that the driver concerned will not be allocated to the College again. Also staff have been reminded about controlling students on the coach.
- iv) The main cause of accidents, involving students continued to be related to the use of hand tools. The Health and Safety team will continue to work with departments prior to the start of

the next academic year on health and safety induction including the use of PPE.

The Committee was pleased with the overall reduction in the number of accidents and noted that during the period there had been no issues of concern.

15/2/6 Standing item - learner involvement

In the absence of the student representative there were no items to report.

15/2/7 Reports from the Local College Health and Safety Forums

The Committee received the minutes of the following Local College meetings and noted specific issues brought to their attention.

1. *Sheffield City College / SCoAE Health & Safety Committee*
(meeting held on 18 May 2015)

The minutes were circulated in advance of the meeting. **It was noted that no RTU representatives were present.** Issues raised included: -

- i) Evacuation chair training will be organised by the H&S Officer now that the names of relevant staff have been provided.
- ii) The need to review fire evacuation procedures was discussed and this will be actioned by the Centre Manager
- iii) Incident reporting will be reviewed at COG in relation to the appropriate distribution of forms.

2. *Hillsborough H&S Forum* (meeting held on 12 May 2015)

A verbal report was provided and it was confirmed that there were no other issues to report.

3. *Norton and Peaks H&S Forum* (meeting held on 21 May 2015)

The minutes were tabled at the meeting. The main issue at the time of the meeting related to site work being undertaken at Graves Leisure Centre but the amount of construction traffic has reduced and contractors were on site daily to clean the area. Consequently many of the concerns expressed were not realised as the contractors worked around the College's requirements.

An additional security guard is now in place to mitigate risks due to low occupancy of the campus

General information has been issued advising staff regarding the decommissioning of the building. The science laboratory skeleton has been returned.

The issue relating to water flushing has been resolved and assurance given that a record has been kept.

15/2/8 Health and Safety Policies/procedures

1 Prevention of Violence and Aggression to staff - policy

Due to the meeting being inquorate, approval of the policy will be deferred to the next meeting. The policy had been reviewed following incident at Norton, as a result of which, some sections have been supplemented including those relating to incident reporting and following up.

As a member of staff who was on Norton campus at the time of the incident, the Vice Chair expressed the view that there appeared to be some uncertainty amongst staff present (including security) regarding the stage at which they should intervene or what action should be taken in this type of situation.

The Health and Safety Officer reported that having spoken to team and line manager, the member of staff was experienced and should have left the situation as the student was directing aggression only towards her. This issue will be followed up as part of the 'team teach' training.

On behalf of the Executive team, the Chair and Executive Directors present that this issue needs consideration by the RTU H&S representative

2 Briefing Note - Workplace Wellbeing Charter

This will provide a framework to work towards, based on a national charter, in addition to useful contacts. The initial aim is to achieve the 'commitment' level by working through the standards to identify areas to develop before seeking accreditation.

Members of the Committee were very encouraged by this development and confirmed support for the approach.

15/2/9 Health and Safety Representatives' report

The Vice Chair referred to the issue raised at the last meeting regarding the need to be vigilant in terms of the potential stress for staff and to avoid 'information vacuums' which could add to stress levels during the period of re-organisation. In this connection, disappointment was expressed that there had been several inaccuracies in letters; communications etc. The Vice Chair agreed to provide the Executive Director, HR and SRIS with details, which he has verified, outside of the meeting.

Vice Chair

15/2/10 Role of the Committee

Members noted the intention to discontinue with the campus based H&S fora, subject to any immediate health and safety related operational issues being dealt with by the local campus operations groups and the inclusion of a standing item for health and safety matters on the agenda of each of their meetings.

The College Principal undertook to engage the RTU representatives in the process.

**College
Principal**

15/2/11 Any other business

The Vice Chair confirmed his resignation from the Committee and undertook to liaise with Mick Merchant on behalf of AMiE and ATL to identify a successor.

The Chair thanked Keith Starr for his work on the Committee, in particular the occasions when he had chaired meetings in her absence.

Members of the Committee thanked the Chair for her work and contribution during her time as Chief Executive of the Sheffield College.

15/2/12 Schedule of meetings for 2015/16

Wednesday 18 November 2015 at 4.00 pm in the Boardroom, Sheffield City College

Wednesday 24 February 2016 at 4.00 pm in Room TG02 (Heather Smith's office) Sheffield City College

Wednesday 15 June 2016 at 4.00 pm in Room TG02 (Heather Smith's office) Sheffield City College