



# Meeting Notes

<b>Meeting</b>	Health and Safety Committee Meeting
<b>Date of Meeting</b>	7 June 2023
<b>Venue</b>	TG04, City Campus

Present		Apologies
Andrew Hartley (AH) - Chair	Saleem Rashid (SR)	Angela Foulkes (AF)
Donna Vincent (DV)	Juliana Ojinnaka (JO)	Richard Burton (RB)
Mark Jones (MJ)	Jean Harris Evans (JEV)	Paul Senior (PS)
Alison Shillito (AS)	Vicky Stoneman (VS)	Sallyann Turner (SA)
Shaun Cook (SC)	John Bacon (JB)	Daniele Palacios
James Smythe (JS)		Maxine Emmens (ME)
Nicola Smith (NS) - Notes		Robert Mayson (RM)
Jennifer Chaggar (JC)		Sarah Kriel (SK)
		Kathryn Atkin (KA)

Agenda Items	
1. Apologies for absence and introductions	6. Fire Risk Assessment
2. Draft Meeting Notes	7. Health and Welfare Update
3. Action Tracker Log Update	8. Any other Business
4. Health & Safety KPI 2022/23	
5. Incident Data/Proposed 2023/24 Report Format	

Meeting Notes	Action Owner	Action Tracker Log Ref
<p><b>1. Apologies for absence and introductions</b></p> <p>1.1: The Chair welcomed the H&amp;S members to the final committee meeting for 2022/23 and noted the members of the Committee who were absent/had sent apologies.</p> <p>1.2: The Head of H&amp;S will make contact with Paul Senior, who is absent from the meeting, to provide an overview.</p> <p>1.3: The Chair introduced the new Director of Estates and Environmental Sustainability, Jennifer Chaggar, to the committee.</p>	HoH&S	HSC2223-012

<p><b>2. Notes from the previous meeting</b></p> <p>2.1: The notes from previous meeting held on 8 February 2023 were agreed as accurate.</p>		
<p><b>3. Action Tracker Log Update</b></p> <p>3.1: The committee reviewed the latest version of the action tracker log and updates were provided.</p>		
<p><b>4. Health &amp; Safety KPI 2022/23 Performance YTD</b></p> <p>4.1: The Head of H&amp;S shared the performance data for the year to date and pointed out the peaks and troughs in the data.</p> <ul style="list-style-type: none"> <li>• The student incidents are noted as higher than staff incidents which is as expected. The figures indicated are higher than last year due to the current reporting system in place.</li> <li>• It was noted that there is a pattern of some injuries happening at certain times of year therefore specific training can be planned strategically. Trend analysis of accidents can be explored deeper using the analysis tools available however the predications made can only be as good as the data received.</li> <li>• The near miss data currently shows a relatively low amount of reported information.</li> </ul> <p>4.2: The Head of H&amp;S shared the Strategic Improvement Plan 2023/24 and noted that the plan is separated into five sections:</p> <p style="padding-left: 40px;">Leadership and Culture Capable &amp; Competent People Risk Management Integrating Health &amp; Safety Communications</p> <p>A request was made by the Clerk to the Governors for examples of any resolved incidents and positive improvements to be included within the plan.</p> <p>4.3: The Head of H&amp;S shared the Swot Analysis and noted that the breakdown into four areas:</p> <ul style="list-style-type: none"> <li>• Weakness</li> <li>• Strengths</li> <li>• Threats</li> <li>• Opportunities</li> </ul> <p>The key points noted were:</p>	<p>HoH&amp;S</p>	<p>HSC2223-013</p>

<ul style="list-style-type: none"> <li>• The H&amp;S team are working with the People Team regarding document control and local inductions.</li> <li>• The COSHH system is being pushed out through the H&amp;S working groups with the intention to push out further with the business units. COSHH training will be implemented through the college development dates during 2022/23.</li> <li>• There is a lack of training in respect of first aid across college and it is the intention to introduce more training sessions to staff.</li> <li>• The scheduled working groups are working well with colleagues who are bringing concerns and ideas for discussion.</li> </ul>		
<p><b>5. Incident Data/Proposed 2023/24 Report Format</b></p> <p>5.1: The Head of H&amp;S noted that the incident data previously provided has been of a basic nature however the team are now introducing more grandeur data.</p> <p>5.2: The collection of data in respect of H&amp;S incidents is done via a Google form with the intention to develop this further in the future to provide more in depth figures and a statistical analysis by automatically generating incident statistics.</p> <p>5.3: An Incident Dashboard is proposed which will allow managers to interrogate their academy / business unit incident data for presentation at performance review. The dashboard will feed into the monthly reports shared with CLT and allow for greater focus on significant incidents in the reports themselves.</p> <p>5.4: It was noted by the Head of H&amp;S that a comparison of data against this year's and last year's statistics is not available.</p>		
<p><b>6. Fire Risk Assessment</b></p> <p>6.1: The Head of H&amp;S noted that a fire risk assessment was undertaken across all sites in April/May 2023 and the outstanding actions from the 2022/23 risk assessment have been closed.</p> <p>6.2: It was noted that the actions identified through the 2023/24 assessment show a 60% reduction in the issues identified 2022/23.</p> <p>6.3: The Olive Grove Gas Assessment Centre has again been identified as an action after agreeing a process to allow this to operate until work could be completed. Resources have been allocated to bring this area into conformance during the 2023 summer period.</p> <p>6.4: Louvre doors in the Hillsborough Campus atrium server rooms have also been identified for works over summer. These doors conformed to building regulations at the time of construction, this work is being conducted to ensure best practice.</p>		

<p>6.5: The Fire Risk Assessment Report identified behavioural issues in relation to fire doors i.e. propping open. It is the intention to incorporate some awareness in the raising of issues in relation to fire doors into the fire warden training course.</p>		
<p><b>7. Health and Welfare Update</b></p> <p>7.1: The Head of H&amp;S noted the key health and welfare updates:</p> <ul style="list-style-type: none"> <li>• Medical Conditions – a new process is in place which will also support the trips and visits process</li> <li>• First Aid – Additional resource for delivery of first aid, P&amp;D managing a training schedule</li> <li>• In Case of Emergency (ICE) cards are being issued via receptions at all campuses</li> <li>• AED – additional AED's are being purchased (entry onto public register), additionally training on AED's is being planned</li> <li>• Epilepsy Training – this is ongoing and will be introduced to the college development days</li> </ul>		
<p><b>8. Any Other Business</b></p> <p>8.1: A H&amp;S committee member questioned the recording of staff medical issues. It was noted that risk assessments and health questionnaires are completed by all new starters with information and notes recorded via the People team. Information is also stored on the iTrent system.</p>		
<p>9. Information on the dates of the H&amp;S Committee Meetings will be shared once available.</p>		