



Meeting Notes

Meeting	Health and Safety Committee Meeting
Date of Meeting	8, February 2023
Venue	TG04, City Campus

Present		Apologies
Andrew Hartley (AH) - Chair	Paul Senior (PS)	Angela Foulkes
Maxine Emmens (ME)	Sallyann Turner (SA)	Richard Burton
Mark Jones (MJ)	Jean Harris Evans (JEV)	Shaun Cook
Alison Shillito (AS)	Vicky Stoneman (VS)	James Smythe
Stewart Alexander (SA)	John Bacon (JB)	Daniele Palacios
	Kerry Prest (KP) – Note taker	

Agenda Items	
1. Apologies for absence and introductions	6. Policy, Procedure and Legislative Proposals
2. Draft Meeting Notes	7. Health and Safety Stand Down - Feedback
3. Action Tracker Log Update	8. Any Other Business
4. Health & Safety KPI 2022/23	9. Date and Time of Next Meeting
5. Audit	

Meeting Notes	Action Owner	Action Tracker Log Ref
<p>1. Apologies for absence and introductions</p> <p>1.1: Apologies received from Angela Foulkes, Richard Burton, Shaun Cook, James Smythe and Daniele Palacios.</p> <p>Note: Chair to write to respective trade unions to clarify current representative contact names and to iterate invitations to attend the Health & Safety Committee meetings.</p>	AH	HSC2223-003
<p>2. Notes from the previous meeting</p> <p>2.1: The notes from previous meeting held on 19 October 2022 were agreed as accurate.</p>		

<p><u>Fire Risk Assessments Comment</u></p> <p>Fire stopping work is due during February half term during student absence due to ladder works needed. There are 27 fire stopping issues being resolved and works have all been planned with Senior Centre Services Manager - James Moylan.</p> <p>Assurance can be given to committee and FEGP that the majority of the works are being actioned during February half term and all other works have been planned in. AH requested that these are reported on as a separate item at next meeting in June to include details of fire risk assessment review and confirming details of the competence/certifications of the nominated contractor undertaking the fire stopping works.</p>		
<p>3. Action Tracker Log Update</p> <p>3.1: The committee reviewed the latest version of the action tracker log and updates provided.</p> <p><u>Outstanding Actions</u></p> <p>HSOP2223-003 - Work ongoing with Rob Shaw and reception team. Cards are to be supplied at enrolment.</p> <p>HSOP2223-007 - ME has provided Epilepsy awareness training to approximately 50 people so far and programme is ongoing.</p>		
<p>4. Health & Safety KPI 2022/23 Performance YTD</p> <p>4.1: The committee was advised that there has been an increase in reported incidents during January 2023 which shows that the reporting system is more visible. It was noted that significant incidents will be reviewed and that more near misses are now being reported indicating a cultural improvement.</p> <p><u>Risk Register</u></p> <p>JB requested to consult with AS regarding updating the H&S risk register. AH requested risk details be brought to committee to discuss risk recording accuracy.</p> <p><u>Audiebant</u></p> <p>System has now been installed and testing is due to take place at City Campus during half term.</p> <p><u>Welfare</u></p> <p>New welfare platform through Champion Health goes live to all staff 20th February.</p> <p><u>Mental Health / Welfare</u></p>		

<p>Feedback received that staff in Nurseries have found the mental health first aider training to be extremely useful. ME commented on an increase in students declaring a health condition and that there are currently over 3,000 enrolled students with a general health condition (including mental health). There has been an increase nationally of approximately 50% of mental health and emotional conditions.</p> <p>ME also commented of a relatively newly recognised condition called NFD which are non-epileptic seizures caused by mental health and emotional issues and they will be developing training to support that area.</p>																										
<p>5. Audit</p> <p>5.1: Following the Health & Safety Standdown, a revised audit schedule has been agreed:</p> <table border="1" data-bbox="97 831 1099 1368"> <thead> <tr> <th>Academy</th> <th>Audit Due</th> </tr> </thead> <tbody> <tr> <td>Advanced Vehicle, Engineering & Digital Technologies</td> <td>November 2022</td> </tr> <tr> <td>Arts & Creative Industries</td> <td>February 2023</td> </tr> <tr> <td>Building Technologies</td> <td>March 2023</td> </tr> <tr> <td>Service Industries</td> <td>April 2023</td> </tr> <tr> <td>Health Care & Health Technologies</td> <td>May 2023</td> </tr> <tr> <td>Fitness & Life Sciences</td> <td>June 2023</td> </tr> <tr> <td>Events, Hospitality & Food Technologies</td> <td>July 2023</td> </tr> <tr> <td>Estates</td> <td>August 2023</td> </tr> <tr> <td>Nursery</td> <td>September 2023</td> </tr> <tr> <td>Catering Services</td> <td>October 2023</td> </tr> <tr> <td>IT & Development</td> <td>November 2023</td> </tr> </tbody> </table> <p>JB confirmed meetings are scheduled (Health and Safety Working Groups) within curriculum areas and will provide discussion around risk assessments to understand current issues of standards. Request to make risk assessment training a mandatory event in order to ensure compliance.</p> <p>JB to work with People Development and VS to produce training materials and staff attendance lists ready for summer development days.</p> <p>Note to work with JHE to capture audit actions relevant to HE staff members.</p> <p>Chair requested a summary of actions completed at next meeting on 7 June 2023.</p>	Academy	Audit Due	Advanced Vehicle, Engineering & Digital Technologies	November 2022	Arts & Creative Industries	February 2023	Building Technologies	March 2023	Service Industries	April 2023	Health Care & Health Technologies	May 2023	Fitness & Life Sciences	June 2023	Events, Hospitality & Food Technologies	July 2023	Estates	August 2023	Nursery	September 2023	Catering Services	October 2023	IT & Development	November 2023	<p>JB</p>	<p>HSC2223-004</p>
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<p>6. Policy, Procedure and Legislative Proposals</p> <p>6.1: JB shared updated list of new policies and reviewed policies within Health & Safety.</p>																										

<p>Three new/revised policies are being developed:</p> <ul style="list-style-type: none"> • HSP020 Legionella Management Policy • HSP028 Vulnerable Person’s Policy • HSP041 Use and Storage of Compressed Gas Cylinders <p>It was recommended that JB discuss Vulnerable Person’s Policy with Vice Principal Student Experience due to potential overlap with other Safeguarding and SEND policies.</p> <p>It was reported that no new legislation has emerged relevant to college H&S.</p>		
<p>7. Health and Safety Stand Down - Feedback</p> <p>7.1: Verbal feedback provided from the event which was well attended and well received.</p> <p>JB agreed to develop a feedback form or survey to send to attendees to capture feedback and suggestions of how to maintain the momentum of keeping Health & Safety at the forefront of consideration for every college area. There was scope to plan further events during development days.</p>	JB	HSC2223-005
<p>8. Any Other Business</p> <p>Discussion regarding priority of planned fire drills over multiple calendars including during exam periods and corporate meetings. Members expressed a preference to not interrupt known exam sessions but that corporate meetings should not be a barrier.</p> <p>AS requested out of hours planned evacuations to ensure all staff are competent regardless of working pattern.</p>		
<p>9. Date and Time of Next Meeting:</p> <p>Wednesday 7th June, 15:30 - City Campus - T7.08 Conference Room 2</p>		