



Meeting Notes

Meeting	Health and Safety Committee
Date of Meeting	Wednesday 11, October 2023
Venue	T708, Conference Room 1, City Campus

Present		Apologies
Beth Smith (BS)- Notes	Mark Jones (MJ)	Alison Shillito (AS)
Dawn Aston (DA)	Mark Pearson (MP)- Chair	Paul Simpson (PS)- Chair
Donna Vincent (DV)	Michelle Twigg (MT)	Phil Wymer (PW)
James Smythe (JS)	Paul Senior (PSe)	Richard Burton (RB)
Jennifer Chaggar (JC)	Rikki McCann (RM)- Shadow Notes	Tina Harrison (TH)
John Bacon (JB)	Saleem Rashid (SR)	Vicky Stoneman (VS)
Laura Jenkinson (LJ)- Shadow Notes	Shaun Cook (SC)	
Mark Farmsworth (MF)		

Agenda Items	
1. Apologies	5. Health and Welfare Update.
2. Review of draft meeting notes and action points from the Health and Safety Committee meeting held on 7 th June 2023.	6. Health and Safety Standdown 2024.
3. Health and Safety Statistical information- Totals 2022/23 & YTD.	7. Any other business.
4. Strategy & Targets.	8. Date and time of next meeting.

Meeting Notes	Action Owner	Action Tracker Log Ref
1. Apologies 1:1: Apologies were received from Alison Shillito, Paul Simpson, Phil Wymer, Richard Burton, Tina Harrison and Vicky Stoneman.		
2. Draft meeting notes and action points from the previous meeting: 2:1: The draft meeting notes from the previous meeting held on 7 th June were noted as a true record and signed off accordingly. 2:2: All previous recorded actions have been actioned and completed.		
3. Health and Safety Statistical information- Totals 2022/23 & Year to date.		

<p>John Bacon, Director of Health, Safety and Business Continuity presented the Health and Safety performance data for 2022/23. The key points are listed below:</p> <ul style="list-style-type: none"> - 85 injury causing events. - of the above 21 were staff, 53 students and 11 relate to others (Contractors, Members of the Public, Nursery) - 104 near- misses which is a significant improvement and reflects the cultural improvements made and greater health & safety awareness. - 9 RIDDOR injuries. <p>JB noted that staff/student injury causing events by curriculum for 2023/24 cannot be compared to 2021/22 due to the curriculum restructures.</p> <p>MT queried if the staff to student ratio had been considered in high-risk areas. JB noted this should be included in the risk assessment managed by the curriculum area.</p> <p>SR questioned why there is not a fixed staff to student ratio like schools. JB stated the risk assessment includes the visibility to supervise students in the area and dependant on the tasks being undertaken.</p> <p>ACTION: Feedback to be brought back to the committee on bench marking risk assessments.</p>		
<p>4. Strategy & Targets.</p> <p>John Bacon presented the strategic improvement plan for 2023-24 and noted that the plan is separated into five sections:</p> <ul style="list-style-type: none"> - Leadership and Culture - Capable & Competent People - Risk Management - Integrating Health & Safety - Communications. <p>The SWOT Analysis was shared and it was noted that it was broken down into four areas:</p> <ul style="list-style-type: none"> - Weakness - Strengths - Threats - Opportunities <p>The key points noted were:</p> <ul style="list-style-type: none"> - There is a lack of volunteers in respect of first aid across college. - There is a lack of engagement in respect the new COSHH system across college and it is the intention to introduce more training sessions to staff. - The scheduled working groups are working well with colleagues who are bringing concerns and ideas for discussion. <p>ACTION: PowerPoint Presentations from the working groups to be shared via team meetings.</p>		

<p>5. Health and Welfare Update.</p> <p>Maxine Emmens, Health and Welfare Officer, updated the committee on the professional services structure which means the Health and Safety team now sit under Paul Simpson, Executive Director of People, and alongside the People Team.</p> <p>It was reported following the Wellbeing Survey sent to all staff, a new Wellbeing Strategy is currently being developed between the Health and Safety Team and People Team which will include a holistic approach to wellbeing.</p> <p>JB noted no dates had been confirmed but the first draft of the strategy is to be brought back to the committee for comment.</p>		
<p>6. Health and Safety Standdown 2024.</p> <p>John Bacon updated on the Health and Safety standdown for 2023/24, the event is to be organised for the members of the Health and Safety working group.</p> <p>MP queried from the walk rounds where any issues escalated too. JB commented any issues are sent to the academy directors.</p> <p>Any further developments to be brought back to the committee.</p>		
<p>7. Any Other Business</p> <p>DV queried why medical risk assessments had been included on Pro Monitor for Personal Tutors to complete. ME stated that medical risk assessments are not the responsibility of the Personal Tutors.</p> <p>ACTION: Clarify the process of medical risk assessments and include on the next SLT agenda.</p> <p>JB provided an update on the fire behind Hillsborough campus in the adjacent industrial estate which resulted in smoke directly over the campus building. A controlled evacuation was undertaken of all students, staff and the Nursery, a major incident was declared at Hillsborough Campus enacting the Business Continuity & Incident Management Policy, the Deputy Chief Executive convened and led an Incident Management Team (IMT). During the incident the college IMT followed instructions provided by the South Yorkshire Fire Brigade and enacted these as information became available, all information was reviewed, considered, and enacted via the college IMT. The review is to be brought back to the committee as an update.</p> <p>SR raised a query on staff disciplinaries and supporting the wellbeing of staff, it was suggested if there was a specific issue, that a conversation outside of the meeting should take place.</p>		

<p>JB reported following the recent fire drill, the Health and Safety team are reviewing the assemble points at the front of the building. It was noted that a complaint had been received from a parent regarding the fire drill testing on a Wednesday morning. JB noted that the timings cannot be changed due to everyone needing to hear the alarm, induction documents have been updated to include a message for staff to prepare students if needed. Communication of the next planned fire drill will be sent to staff needing to prepare.</p> <p>JC noted the fire alarm is currently being tested out of hours and work will be completed over half term to fix and update the system.</p>		
<p>8. Date and time of next meeting</p> <p>8:1: The next meeting will be held on 13th March 2024 in New Boardroom, City Campus at 15:00pm- 16:30pm.</p>		