



Meeting Notes

Meeting	Health and Safety Committee
Date of Meeting	Wednesday 16, October 2024
Venue	TG04, Boardroom, City Campus

Present		Apologies
Paul Simpson (PS) – Chair	Paul Senior (PSe)	John Bacon (JB)
Buffy Carter (BC) – Notes	Michelle Twigg (MT)	Phil Wymer (PW)
Sallyann Turner (ST)	Dawn Aston (DA)	Tina Harrison (TH)
Nick Booth (NB)	Saleem Rashid (SR)	Maxine Emmens (ME)
Donna Vincent (DV)	Daniele Palacios (DP)	Jennifer Chaggar (JC)
Richard Collings (RC)		Sarah Kriel (SK)
Mark Farnsworth (MF)		
James Smythe (JS)		

Agenda Items	
1. Introduction and Apologies	2. Review of draft meeting notes and action points from the Health and Safety Committee meeting held on 19 th June 2024
3. Membership and Terms of Reference	4. H&S Performance 2023/2024
5. Student Census	6. Fire Risk Assessment Review
7. Corporate Priorities	8. AOB
9. Date and time of next meeting	

Meeting Notes	Action Owner	Action Tracker Log Ref
<p>1. Introduction and Apologies</p> <p>1:1: Buffy Carter was introduced to the Committee as the new Administrator from Executive Services.</p> <p>1:2: Apologies were received from John Bacon (JB), Phil Wymer (PW), Tina Harrison (TH), Maxine Emmens (ME), Jennifer Chaggar (JC), Richard Burton (RB) and Sarah Kriel (SK).</p>		
<p>2. Review of draft meeting notes and action points from the Health and Safety Committee meeting held on 19th June 2024</p> <p>2:1: The draft meeting notes from the previous meeting held on 19th June 2024 were noted as a true record and signed off accordingly.</p> <p>2:2: All previous recorded actions have been actioned and completed.</p>		

<p>3. Membership and Terms of Reference</p> <p>3:1: Attendance was noted by the Chair. ACTION: PS to remind colleagues to send Deputies when they are unable to attend.</p> <p>3:3: PS noted that quoracy was not mentioned in the Terms of Reference. There is no minimum number of attendees stated for the Committee to meet. ACTION: PS to discuss with the Director of Health, Safety and Business Continuity and consider an update to the Terms of Reference to cover quoracy.</p> <p>3:3: NB asked that in the Terms of Reference, Health & Safety training be clarified to include all external sites. ACTION: PS to discuss with the Director of Health, Safety and Business Continuity and consider an update to the Terms of Reference to include all external sites.</p>	<p>PS</p> <p>PS</p> <p>PS</p>	<p>HSC2425-001</p> <p>HSC2425-002</p> <p>HSC2425-003</p>
<p>• H&S Performance 2023/2024</p> <p>Nick Booth, Health and Safety Manager presented the Health and Safety performance data for 2023/2024. The graphs presented display the below:</p> <ul style="list-style-type: none"> • Total injury causing events (accidents) in the last 3 years • Accidents by person type in the last 5 years. (YTD- 23 staff, 63 students and 9 related to others- contractors, members of the public, nursery) • Injury type in 2023/24 (minor cuts have been the most reported injury type, followed by bruises/grazes) • Staff and student injury causing events by curriculum area (Building Technologies and Events, Hospitality and Food Technology have reported most incidents) • Staff injury causing events by professional service area (Estates have reported the most incidents). <p>NB noted the graph shows a trend with reporting accidents after holidays i.e. peak goes up after half terms.</p> <p>NB noted some increases in numbers were due to improved reporting systems.</p> <p>NB noted there was a reduction in near misses. This is due to First Aid incidents previously not dealt with being recorded as near misses, but the increased number of First Aiders has improved this system.</p> <p>NB presented the RIDDOR incidents to date and noted incidents were very similar to those in 2022/2023.</p>		
<p>4. Student Census</p> <p>NB provided an update on the Student Census.</p> <p>The system for recording the Assessment of Medical Needs has been used over the enrolment period. This determines whether a Risk Assessment and/or</p>		

<p>Personal Emergency Evacuation Plan are required. Points to note are:</p> <ul style="list-style-type: none"> • The risk assessment is not an evaluation of the health condition, but a risk assessment of the controls required in specific vocational areas, as such risk assessment can be completed using the information on the assessment of needs • Where the Health condition is significant support will be provided. <p>NB noted that this year more students have been able to be identified early by utilising the enrolment period, but a plan is in place to improve this further by including it during application and interview. NB noted this would be especially useful when planning trips and visits early in the term as the information will already be in place.</p> <p>JS commented that there is also a plan in place to make this process and the consent form electronic. All agreed this would streamline the system.</p> <p>DV raised concerns from staff that they didn't always feel confident to complete the risk assessments where complicated medical conditions were being discussed. NB and PS reassured DV that the H&S team would work with staff wherever necessary to upskill and improve confidence amongst staff. NB noted that it was important for there to be a balance of expertise and support when completing the risk assessments and that it should be the most appropriate person to do so.</p> <p>ACTION: PS to follow up with ME around supporting staff with training around the Assessments of Medical Need.</p> <p>ACTION: JS to update the Health and Safety Committee when the consent form is electronic.</p> <p>DV raised concerns over the epilepsy training and staff availability. JS noted that conditions like epilepsy are becoming more prevalent in college and queried whether we could have a rolling programme of staff training.</p> <p>SR raised a concern over staff confidence in using epipens. He requested more training for staff.</p> <p>ACTION: PS to follow up about epipen training with ME.</p> <p>JS clarified that epipens are only used for the level of risk necessary. The college takes a risk-based approach and the First Aid Response procedure is followed at all times.</p> <p>DV noted that next of kin information for staff is not up to date on iTrent. PS confirmed that staff can auto update this at any time, however a prompt will be sent out to all staff next month to update their details (including next of kin and qualifications).</p>	<p>PS</p> <p>JS</p> <p>PS</p>	<p>HSC2425-004</p> <p>HSC2425-005</p> <p>HSC2425-006</p>
<p>5. Fire Risk Assessment Review</p> <p>NB shared that 1-month actions have been completed with 1 exception, relating to cylinder storage at Olive Grove. Gas storage cages have been ordered and delivery is awaited.</p>		

<p>Other actions are on schedule for or before the expected target dates. 94% of Actions have been completed. NB noted that progression in completing actions has been much quicker than previous years.</p> <p>NB commented that the audits had helped to pick up issues quickly and had a positive effect on reducing numbers. Common issues across all sites were:</p> <ul style="list-style-type: none"> • estates: faulty fire doors, emergency lighting, fire alarms • housekeeping: items stored in fire escape routes, around electrical distribution equipment or in riser cupboards • obstructed fire extinguishers • fire doors wedged open • CoSHH cabinets unlocked. <p>Actions for 2024:</p> <ul style="list-style-type: none"> • Fire Warden list to be updated • email group set up for Fire Wardens • information from Fire Risk Assessments and H&S Audits to be shared • refresher training provided where necessary. <p>PS queried how the list is currently kept up to date when staff leave/join and whether the iTrent HR system could support this. NB hopes the new email group would help with this but will investigate further.</p> <p>ACTION: NB to follow up on how the Fire Warden list is kept up to date.</p> <p>JS confirmed that the instruction to make H&S a formal agenda item in all meetings has been cascaded to staff following the ELT meeting.</p>												
<p>6. Corporate Priorities</p> <p>PS shared the 2024/2025 Health & Safety Objectives:</p> <table border="1"> <tr> <td data-bbox="92 1368 363 1458">Leadership and Culture</td> <td data-bbox="363 1368 1198 1458"> <ol style="list-style-type: none"> 1. Continue to develop a just culture of H&S across the college 2. All leaders and managers are clear on their expectations through H&S training and support 3. Ongoing assurance is provided to ELT and Governors through reporting and through the H&S Committee </td> </tr> <tr> <td data-bbox="92 1458 363 1559">Capable and Competent People</td> <td data-bbox="363 1458 1198 1559"> <ol style="list-style-type: none"> 2.1 Continue improving the H&S training matrix in collaboration with people development through appropriate information, training and instruction. </td> </tr> <tr> <td data-bbox="92 1559 363 1648">Risk Management</td> <td data-bbox="363 1559 1198 1648"> <ol style="list-style-type: none"> 1. Enact and measure compliance against H&S legal risk register 2. Ensure individual medical risk assessment processes and procedures are effective 3. Identify business risks via audits (ongoing) of all teams </td> </tr> <tr> <td data-bbox="92 1648 363 1765">Integrating Health and Safety</td> <td data-bbox="363 1648 1198 1765"> <ol style="list-style-type: none"> 1. Grow cultural awareness/collaboration via H&S consultation at H&S working groups 2. Inter-departmental collaboration to share best practice 3. Face to face H&S inductions delivered monthly </td> </tr> <tr> <td data-bbox="92 1765 363 1872">Communications</td> <td data-bbox="363 1765 1198 1872"> <ol style="list-style-type: none"> 1. Continue to use various communication platforms to ensure that H&S remains prominent as a cross college strategic objective 2. Ensure that urgent issues are communicated in a timely and effective fashion </td> </tr> </table>	Leadership and Culture	<ol style="list-style-type: none"> 1. Continue to develop a just culture of H&S across the college 2. All leaders and managers are clear on their expectations through H&S training and support 3. Ongoing assurance is provided to ELT and Governors through reporting and through the H&S Committee 	Capable and Competent People	<ol style="list-style-type: none"> 2.1 Continue improving the H&S training matrix in collaboration with people development through appropriate information, training and instruction. 	Risk Management	<ol style="list-style-type: none"> 1. Enact and measure compliance against H&S legal risk register 2. Ensure individual medical risk assessment processes and procedures are effective 3. Identify business risks via audits (ongoing) of all teams 	Integrating Health and Safety	<ol style="list-style-type: none"> 1. Grow cultural awareness/collaboration via H&S consultation at H&S working groups 2. Inter-departmental collaboration to share best practice 3. Face to face H&S inductions delivered monthly 	Communications	<ol style="list-style-type: none"> 1. Continue to use various communication platforms to ensure that H&S remains prominent as a cross college strategic objective 2. Ensure that urgent issues are communicated in a timely and effective fashion 		
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PS shared the impact of 2023/2024 Service Performance:

Leadership and Culture	IMPACT – Leadership - Culture is becoming more engrained evidenced by Health and Safety being a documented Key Strategic Priority.
Capable and Competent People	IMPACT – Training has been identified which was not previously highlighted as mandatory (Scaffold Tower Training PASMA, and Welding). Service delivery implications of not having certification in place.
Risk Management	IMPACT – Medical risk assessment process has Identification of Students Health conditions via face-to-face support has identified risk which may have been hidden / Audits have improved the cultural awareness of risk for all staff specifically plumbing who have now significantly improved their safe operating practices. Possible funding Opportunity.
Integrating Health and Safety	IMPACT – Collaboration between departments has been evidenced (Science sharing COSHH information / Catering and Refectory sharing risk assessment, in general consultation at H&S working groups has been proactive. IMPACT - Face to face H&S inductions delivered monthly as a visible process has demonstrated to new staff the importance of H&S at TSC.
Communications	IMPACT – Business Continuity communications have been timely and precise; reviews of incidents have justified the decisions made to mitigate operational delivery, security and safety.

NB shared that the intention is for First Aiders to also have the Mental Health First Aid training as this is something that is becoming more useful during First Aid situations. JS commented that we also have students with Mental Health First Aid training that can be utilised and it is important to do so.

JS updated the committee that Governor Emergency training had taken place on 09.10.2024. There has been positive feedback from the Governors on this.

7. AOB

MT queried whether there was an update on the incident with the City Campus roof and the subsequent actions. PS confirmed that a piece of MDF on the inside of the roof had become water damaged and fallen to the Health and Beauty reception area. Nobody was injured. The incident was reported promptly, and all procedures were followed. Exclusion zones and temporary fixes were put in place while the situation was investigated. Subsequently netting and scaffolding have been put in place to protect areas where a piece of MDF might land, should it fall, meaning exclusion zones were no longer required. There is a plan to complete a permanent fix during the half term break when numbers on campus are limited.

JS praised the way in which this was dealt with and confirmed that an incident group was set up quickly that had a broad representation of senior staff.

SR queried whether any padding was required around the scaffolding. NB to investigate this.

8. Date and time of next meeting

8:1: Wednesday 12th February 2025, 13:00 – 15:00