Minutes of the Health and Safety Management Committee inaugural meeting, held on Monday 26 March 2018 at 3:30pm in the Large Boardroom.

Present: Ms Anna Sendall (chair) (Director of Governance and Legal Services), Mr Matthew Purcell (Director of Health and Safety), Ms Gayle Monaghan (Deputy Director of Estates), Ms Elaine Turton (Technical Operations Manager), Mr Dipo Olagundoye (Head of Employee Relations and Business Partnership), Ms Michelle Anderson (on behalf of Mr Jonathan Main, Head of Residences)

In attendance: Ms Vanessa Law (Senior Department Manager), Miss Chloe Spencer (Administration Assistant)

1. CHAIR'S WELCOME AND APOLOGIES FOR ABSENCE

RECEIVED apologies from Vanessa Law and from Jonathan Main, who was represented by Michelle Anderson.

DISCUSSED the purpose of the committee with reference to the new structure and the interaction with other Committees such as Assurance (Council) and Consultative Group.

AGREED that the exploratory nature of this committee should be higher than the Health and Safety Assurance Committee as its responsibility was to, on behalf of Planning and Resources Committee, develop and manage the College's health and safety policy and strategy, and maintain an overall assessment of the management of key risks.

2. MEMBERSHIP AND TERMS OF REFERENCE (H&SMC/18/01)

DISCUSSED the Terms of Reference which have been approved by the Planning and Resources Committee.

DISCUSSED the inclusion of two senior academics, in order to represent staff and student issues. It was proposed that one would be sufficient, depending on who. However there was some disagreement that one senior academic would not be representative of the whole College.

Ex-Heads of Department were suggested and it was AGREED that this would be a good compromise, and preferable to current heads of department in order to ensure continuity (as heads of department are only in office for three years).

It was felt that including a student presence was unnecessary as the student concerns are well represented at the Health and Safety Consultative Group, and, where necessary, could be fed into this Committee by the Group Chair (Director of Health and Safety).
a. NEW HEALTH AND SAFETY COMMITTEE STRUCTURE (H&SMC/18/01)

The Health and Safety Consultative Group (renamed from the Health and Safety Consultative Committee) will continue to operate as the statutory forum for consulting with employees on health and safety-related issues, including the recognised trade unions. The Health and Safety Assurance Committee will retain its role of oversight on behalf of Council. This Committee is designed to plug a gap in our existing arrangements by providing a forum to develop and manage the College's health and safety policy and strategy.

AGREED that the committee understood the new structure and agreed that it made sense. 18/09

It was made clear that the structure is two-way, so that committees communicate with each other and do not only report upwards

3. FUTURE WORK OF THIS COMMITTEE

a. HEALTH AND SAFETY POLICY (H&SMC/18/02)

AGREED that the Policy is comprehensive. 18/10

DISCUSSED the inclusion of Wellbeing – both staff and student. This is a very big area and would need expert input, possibly the involvement of the Head of Student Wellbeing & Safeguarding. It is unclear if a student wellbeing committee already exists but the Wellbeing team within Student Services would be best placed to advise.

ACTION: clarify whether a committee exists to address staff/student wellbeing. 18/12

The Welfare and Diversity sabbatical officer, along with representatives from UCU, Unite and the GMB are already included in the membership of the Health and Safety Consultative Group and it was agreed that any major decisions regarding wellbeing of both staff and students could be escalated to this Committee or the above well-being forum.

AGREED that the policy is in place to provide oversight and assurance. However, the practical implementation of the policy presents challenges given the devolved structure of the College.

AGREED that the next meeting will start to look at solutions to this challenge, including the cohesion and streamlining of processes.

4. ANY OTHER BUSINESS

DISCUSSED that there is currently no consistent management for contractors, as they work for different departments. There is also no central storage facility for contracts. This should be raised at the next meeting.

DISCUSSED the issue of staff training and how compliant departments are in ensuring all staff are completing training, especially where categorised as mandatory. The fire safety training has a 97% completion rate – attributed to it being relatable, as it is filmed on campus, and short, but still requiring significant human intervention to obtain such as high completion rate. Noted that there were cultural issues around completion of this training, which were not exclusive to health and safety.
5. DATE OF NEXT MEETING, INCLUDING SCHEDULING OF FUTURE MEETINGS

AGREED that there should be four meetings per year, with the next meeting scheduled for 18/18 June, and that future meetings would be 1.5 hours long.

AGREED that membership would be a topic for future meetings. 18/19

SIGNED

Anna Sendall
Chair of Health & Safety Management Committee

DATE

11/3/18