Minutes of the Health & Safety Assurance Committee held on Thursday 20 February 2014 in the Principal’s Meeting Room

Present: Ms Chris Shoukry (Chair), Mr Gurpreet Dehal,

In attendance: Professor Paul Layzell, Mr Simon Higman, Mr Matt Purcell, Professor Paul Hogg

With Mrs Hilary Baker

1. APOLOGIES
Apologies were received from Mr Mark Newlands, Professor Katie Normington, Professor Bob O’Keefe

2. MINUTES
The Committee approved the minutes of the meeting held on 24th June 2013 (M13/9 to 13/28) 14/01

3. MEMBERSHIP AND TERMS OF REFERENCE
APPROVED the revised membership and terms of reference. 14/02
NOTED that these had been referred to Council Executive who had indicated that sustainability issues would be reported via the Director of Estates to Audit & Compliance Committee

4. MATTERS ARISING FROM THE MINUTES
M13/14 Contact from local company to provide advice to the Committee. 14/03
NOTED that contact had been made with a local company however this was ongoing. There was also the possibility of expertise being sought from another company in the area.

M13/11 Consider whether it was possible for reporting on health & safety issues to be aligned with system used for risk management. 14/04
NOTED that a system had been developed on how to present audit findings. This was being trialled within the Science faculty and could be used for Health & Safety Assurance Committee.
AGREED this would be included in the report from the Health & Safety Director for the June meeting.

DISCUSSED that it would be helpful for the report to include information on trends and comparison of current performance with past performance. 14/07

DISCUSSED that there would be health & safety risks associated with the planned building work on campus including issues about traffic flows. 14/08

AGREED that Deputy Principal should be invited to next meeting to give in his capacity as chair of major projects board an overview of potential problems. 14/09
DISCUSSED that it would be helpful for lay members of the Committee to be provided with a guide of where on campus there were health & safety risks e.g. Physics department, Drama together with an indication of what the concerns would be.

AGREED that this would be provided at the next meeting.

M13/22 Work Placements

NOTED that a cyclical audit of placements would be developed which would feed into the revision of instructions and advice given to students. A podcast on Moodle was being developed.

M13 /23 Driving Policy

DISCUSSED the need to highlight issues with students should they need to drive under College instruction. Some work had been carried out with departments where students were likely to drive.

NOTED that it would be helpful to produce a leaflet similar to the one provided for staff about driving while on College business. This would include advice about ensuring that student’s insurance was valid, the need to have duty of care for themselves and their passengers and the importance of taking regular breaks.

4. REPORT FROM THE DIRECTOR OF HEALTH & SAFETY

RECEIVED the report from the Director of Health & Safety

NOTED The Accident/Incident Statistics.

NOTED that since the report had been written there had been two reported incidents. One was a case where a member of staff had slipped on a wet floor. Although this had taken place in November it had only recently been reported to the Health & Safety Director. An IT based accident reporting system was being considered to reduce the likelihood of late reporting in the future.

The second related to a driving incident at one of exits from the campus. Remedial action was being taken to prevent further accidents. Planning & Resources committee now received regular reports and updates on incidents.

DISCUSSED that the trend was line with previous years. There were no specific problem areas.

NOTED the number of fire alarm activations.

NOTED that the escalation procedures which had been developed for actions following a health and safety audit were positive in ensuring that issues were progressed.

NOTED that the Annual Environment Agency inspection had resulted in a clean bill of health.
5. **STATUTORY INSPECTIONS**

**RECEIVED** a verbal update on statutory inspections from the Health & Safety Director.  

**NOTED** that the audit process had highlighted current deficiencies in the College’s statutory inspection arrangements for pressure systems and lifting equipment. Health & Safety Director had provided a report to College Executive. The Compliance Manager (Campus Services) would now oversee future inspections to ensure this did not happen again. All inspections would be completed by the end of March.

**REPORT ON THE IMPACT OF THE SEVERE WEATHER CONDITIONS ON THE COLLEGE**

6. **RECEIVED** an oral update from the Registrar and College Secretary.  

**NOTED** that although the College itself had been unaffected contingency plans had been put in place to ensure that the College could stay open and students could remain in residences. Overall the response had worked well although some difficulties had been highlighted for example problems in getting information from external agencies such as the local authority and utility providers.

Students had been keen to volunteer help which had been appreciated in the local community but had raised issues about ensuring they were properly equipped and advised about the dangers of wading through sewage. The Health & Safety Director would be working with the Community Action Volunteer Manager to ensure that students were able volunteer safely.

7. **ANY OTHER BUSINESS**

**NOTED** that work had begun on the pedestrian crossing at the St Judes’s road junction. This should be finished by the summer.

8. **DATE OF NEXT MEETING**

4th June 2014 at 10.00 in the Principal’s Meeting Room