

Date: 6 June 2019
Venue: Boardroom
 City Campus

Directorate

Email
healthandsafety@sheffcol.ac.uk

Present: Kathryn Atkin – Unison
 Sangat Bans – UCU
 Lance Nortcliffe – UCU
 Rosheen Hodgkiss-Bernard – Human Resources
 Shaun Cook – AP Landbased, Sport and Protective Services
 Scott McKeown – AP Health and Science
 Celia Robotham – AP Business and Enterprise
 Heather Phillipson – Health and Safety Manager
 Kate Platts – Executive Director, Finance and Resources – Chair

In attendance: Sue McHale - (Minutes)

1 Apologies for Absence

Mark Thomason – UCU
 Elaine Evans – Head of Safeguarding and EDI
 Robin Webber-Jones – VP Higher Education and Academic Studies
 Steve Elliott – AP Engineering, Construction and Technology

2 Minutes of the Previous Meeting held 14/03/19

The minutes were accepted as an accurate record.

3 Matters Arising / Action Tracker

		Action
3.1	HP to add minutes to staff hub.	HP
3.2	Fire warden guidance has been produced and now the health and safety team will be issued to all fire wardens initially by email, face to face training will also be offered.	HP
3.3	A list of fire wardens to be kept at Reception.	HP
3.4	AP's to include time during student inductions for students to develop health and safety posters/information in format and language that they can relate to. Also make use of TV screens around campus to display key health and safety messages.	HP/AP's
3.5	The link to online incident form was sent and is also available on the staff hub, however concerns were still raised by union representatives that staff did not know how to access the link and complete the form. HP to produce guidance for staff. Also HP is available to attend team meetings to deliver training on completing the incident form.	HP
3.6	HP to draft information on Run, Hide, Tell for sustainability newsletter in order to start delivering the message to staff.	HP

The Action Tracker is attached.

4	Health & Safety Accident Statistics	
4.1	Statistics: HP reported a slight increase in the number of student accidents at City, nothing major but it is unusual at this time of year. They are mainly sport related accidents happening during break times, a student bitten by a dog whilst on work placement which is being followed up by the health and safety team. There were also and a couple of burns.	
4.2	Risk Assessments: CR suggested the Risk Assessments in the faculty should be reviewed to ensure the students are as safe as can be.	CR
4.3	Hillsborough Car Park Barrier: Following a number of incidents involving the car park barrier Estates are looking into adding an arm barrier (same as City) so it can be seen better by drivers, the current barrier would not be removed, it would be left permanently down so it can be driven over. KP to ask Estates for an update.	KP
4.4	Challenging Behaviour: HP to work with SM to clarify what is acceptable/not acceptable behavior. This will then be cascade into initial teaching session. James Smythe has re-written the Student Engagement Policy and is delivering it to team meetings.	HP/SM
5	Health and Safety Audits 2018/19	
	A graph showing the number of outstanding audit actions was tabled and discussed. HP to re-send to all Assistant Principals.	HP
6	Work Related Stress	
	HP reported that there will be amendments to the policy since Human Resources gave their feedback. KA raised some specific concerns about accessing the Employee Assistance Programme (EAP) that had been sent to her, it was noted that staff could contact the EAP anonymously but there were some instances where a management/HR referral was required to access additional services from the EAP, the college only receive general usage data from the EAP. KA to forward information to RHB.	KA
7	First Aid	
7.1	It was confirmed that any requirements for First Aid Training should go through Staff Development who can provide a list of local providers.	
7.2	First Aid training is being delivered to Assistant Principals on 16 th July 2019. HP to follow up.	HP
7.3	First aid to be discussed at a future SLT meeting in order to generate more ideas on how to increase the number of first aiders across the college.	HP
8	Health and Safety Representatives' Reports	
8.1	KA reported that the main issues raised were stress and the lack of support around it and some bullying behavior by Line Managers. KA to forward the information to KP who will speak to Human Resources.	KA / KP
8.2	SB was concerned that some issues were not fully resolved in Brickwork/Joinery workshops. SB and HP to discuss away from this meeting.	HP / SB
8.3	LN raised concerns that the skip at Hillsborough was dangerous due to a broken door and has been liaising with Estates for a replacement. KP to follow this up with Estates.	KP
9	Best Practice Examples	

9.1	HP asked that any examples of best practice to be shared with her.	All
9.2	HP informed the group that a PPE matrix template had been created and the information was now being collated ready to display in the workshops. CR mentioned that it would be useful to create the template in different colours to help students with dyslexia. HP to take advice from SEND.	HP
10	Insurance Claims	
	No issues were raised.	
11	Policy Review for Improvement	
	HP reported that there were no policies to table but the next one to be reviewed will be Stress.	HP
12	Training/Members Qualifications	
	This has been covered previously with members asked to send training records to HP.	
13	Any Other Business	
	SC reported that there are ongoing safeguarding issues around students when they leave site to smoke/vape outside Hillsborough College. He is discussing with James Moylan. It was agreed that there is a need to push the No Smoking agenda as a college wide issue to address. HP will try to resurrect the 'smoking committee' to help progress resolution to the problem.	HP
14	Date of Next Meeting	
	TBC	

Distribution

All present