
Date:	25 November 2015	Directorate
Venue:	The Board Room, City College	Tel: 2620
		Fax: 2601
		Email val.struggles@sheffcol.ac.uk

Present:

- Paul Corcoran- Chief Executive and Chair
- Sangat Bans - UCU
- David Battell - Estates Manager
- Lance Nortcliffe - UCU
- Heather Phillipson - Health and Safety Officer
- Heather Smith - College Principal and Executive Director
- Darren Tidmarsh - Executive Director, HR and SRIS
- Mark Thomason - UCU
- Ken Williams - UCU

In attendance: Val Struggles (Secretary)

Action

- 15/3/1 Apologies for absence**
No apologies for absence were received.
- 15/3/2 Appointment of a Vice Chair**
Sangat Bans and Ken Williams offered to act as Vice Chair depending on their availability in the absence of the Chair.
- 15/3/3 Minutes of the Previous Meeting held 10 June 2015**
The minutes were accepted as an accurate record.
- 15/3/4 Matters Arising**
 - 1 Minute 15/2/3.1: Substance, Alcohol and drug abuse
The Estates Manager confirmed that the Search Policy has been revised and security staff briefed on the changes.
 - 3 Minute 15/2/3.2: Educational visits
The Health and Safety Officer reported that the existing paperwork has been revised and consideration is being given (in consultation with relevant colleagues) to the possibility of developing an in-house process rather than obtaining a commercial version which would require adapting for College use.

3 Minute 15/2/3.4: Health and Safety non-compliance report - control of legionella

Issues previously reported in relation to the Replicast building are no longer relevant due to the vacation of the property.

4 Minute 15/2/4v)

The water hygiene inspector has visited the Spa and a top-up of chemicals is required despite the facility not being used. It was confirmed that there are still no plans to open the facility in the future.

5 Minute 15/2/10: Role of the Committee

It was confirmed that the revised arrangements for dealing with health and safety related operational issues at the various campuses has commenced.

15/3/5 Standing item - Health and Safety non-compliance report

During the presentation of the report, which summarised progress as at 11 November 2015, the following outstanding actions / issues were highlighted:

i) The Management of Workplace (Health, Safety and Welfare) Regulations;

The H&S team are continuing to assist curriculum areas with the completion of risk assessments, particularly where there are specific requirements over and above what is covered in the generic risk assessments (available on the Hub). The existence of risk assessments will continue to be followed up during the annual inspection audit and the expectation is that curriculum areas will keep these under review at least annually. The H&SO is working with curriculum teams where risk assessments are outstanding or new ones are required due to changes to facilities/equipment.

In order to ensure compliance and a robust approach, all departments will be reminded of the need for risk assessments and for these to be scheduled / reviewed. Departments with good practice will be encouraged to share this with other departments, via the H&S representatives.

Action -

i) H&SO and LN to review the RA procedure, consult with the Chair and distribute this as a reminder to relevant staff. H&SO / LN

ii) H&SO to compile a list of risk assessments required, across the College, their status and their scheduled review date (assuming no changes to facilities / equipment). The schedule and its status will be included as a regular report to the Committee. H&SO

iii) Regularity Reform (fire safety) order

The H&S team continue to remind managers of on-line training requirements during H&S audits. Currently 115 out of 910 staff

have completed. Issues were discussed regarding the optimum timing for on-line training and a preference was expressed for the end of the academic year, as part of the development day activities. In addition to establishment staff, Sparks staff should be required to complete prior to commencing work in the College.

iv) Workplace (health, safety and welfare) regulations

The H&S team continue to remind managers of the on-line DSE assessment and training during the H&S audits. However despite emailing staff and bringing the suite of modules to the attention of new employees, the number who have completed (299 out of 726) is low.

Action -

H&SO to arrange a log-on pop-up message to remind staff of training requests for iii) and iv) above, in addition to providing line managers, (through the H&S audits), with a list of staff still to complete. If necessary this list should be escalated to relevant senior managers.

H&SO

v) Asbestos management

It was noted that Hillsborough and Peaks campuses are asbestos-free sites. A register will be established at City campus where there is a low risk of disturbance in relation to woodwork machinery (in G block). Contractors will be made aware of this.

vi) Control of Legionella

The list of 'little used outlets' will be updated following building work. The H&S team with Estates department will undertake an audit.

vii) Provision and Use of Work Equipment Regulations (PUWER)

The H&S team will monitor progress through audits and inspections. In particular a routine will be re-established at Olive Grove, where staff are working on an asset register. Estates department will provide support on the technical issues. Statutory inspections will continue to be done by the College insurers (Zurich Municipal) whilst other inspections/ maintenance will need to be carried out regularly by technicians.

The H&SO confirmed that training is offered as part of the audit and inspection process, including any which is specific to individual departments. However there has been some inconsistency in terms of staff accessing training which is available.

H&SO

Action -

H&SO to report back if training is recommended / required but not followed through. Non-compliance will continue to be

followed up with the HoL and reported to senior managers if necessary. Committee to receive details in future reports.

As a general point, training will be prioritised and again the preference was expressed for including required training (on-line) as part of the July development days. In the interim reminders will be issued (via the log on pop ups) and managers informed of staff who have yet to complete training.

H&SO

15/3/5 Health and Safety accident statistics for Summer term 2015 (1 April to 31 July 2015)

During the presentation of the report the following points were noted:

- i) Members were encouraged that overall there had been a slight decrease in the number of accidents compared with the same period last year (from 31 to 29), although the number at Hillsborough campus increased from 7 to 11 compared with Summer term 2014.
- ii) There were 3 accidents involving students reported to RIDDOR due to them attending hospital after the incident. However none of the injuries were serious.
- iii) Three near misses were reported during the period.
- iv) The main cause of accidents involving students continued to be due to the use of hand tools (5) and the main cause of accidents involving staff was slips trips or falls on the same level (7). A proactive approach has been taken during the current term to remind students of the need to be vigilant when using hand tools.

15/3/6 Annual Health and Safety Report for the period 1 August 2014 to 31 July 2015

During the presentation and discussion of the report the following issues were highlighted:

- i) Audits and inspections - departmental performance compared with the target of 80% with no red flag status was noted. Non completion of on-line training was one of the main reasons why departments received a red flag.
- ii) Fire Risk Assessments - these are reviewed every 2 years and during the period only 3 were required, which included all the new facilities at Hillsborough and Olive Grove.
- iii) There were no visits by HSE or the Council Health Protection Services during the year. Issues identified during the one Fire Service audit at Peaks were resolved and no further contact has been made by the Service.
- iv) In total 210 work placements assessment checks were made from the requests submitted. Some employers had already been

visited and the assessment was still current (depending on the nature of the work place). It was noted that the arrangements for apprentices are different.

- v) Staff training - as discussed under previous items, there is a need to encourage staff to comply with requirements. In relation to the driver awareness training, the number of staff who evidence high mileage will need to be reassessed due to staff changes.

Action - H&SO to reassess on the basis of job roles, high mileage claims together with staff who regularly drive College vehicles. The Driver Safety Policy will be recirculated.

H&SO

- vi) The total number of accidents reported in 2014/15 was 145 compared with 174 the previous year, with the number reportable under RIDDOR remaining the same (9). The accident rate for the year was 44.16 for staff and 10.10 for students.

Action - H&SO to report on the accident rate trend at the next meeting and include in future annual report

H&SO

- vii) The highest number of accidents occurred at City campus in both years (76 and 67 respectively). The main cause of accidents involving staff was 'slip trip or fall on the same level' (16 in total) and for students it was 'injuries caused whilst using hand tools' (26).

- viii) Details were provided of staff health and wellbeing activities and the College working towards accreditation to the Workplace Wellbeing Charter. Further health check sessions are being arranged for staff, details of which will be circulated to later this term together with a calendar of health and wellbeing activities.

- ix) Additional promotional details have been requested for dissemination to staff about the confidential/ anonymous employee assistance programme. Details are included in both the H&S and HR induction programme.

Action - ED HR&SRIS to circulate details of the induction programme for new staff/ 'total reward' package which is being compiled.

ED HR&SRIS

- x) Only one policy was updated - Personal Safety Policy - agenda item 8 refers.

15/3/7 Standing item - learner involvement

In the absence of the student representative there were no items to report.

Action - Chair to raise with the Student Involvement Facilitator

Chair

15/3/8 Health and Safety Policies/procedures

1 Prevention of Violence and Aggression to staff - policy

(This policy was previously entitled Personal Safety._

A copy had been circulated to UCU Regional office but no comments have been received. The policy had been reviewed to clarify both responsibilities and timescales following an incident which occurred at Norton campus last academic year.

Action - H&SO requested to include a flow chart and liaise with the Chair regarding standardisation of policy documents.

H&SO

15/3/9 Health and Safety Representatives' report

1 Olive Grove campus

- i) A number of issues (mostly relating to the capital project work) have been resolved and a further check will be carried out during the inspection planned for 27 November. If appropriate / necessary issues will be reported back to the Committee, although it was acknowledged that the Project Management Board is also monitoring the situation.
- ii) In response to concerns raised regarding the restricted circulation in the area around the LRC / canteen it was reported that improvements have been made and the area will continue to be monitored.
- iii) It was confirmed that two full fire evacuations have taken place and a further one will be planned for early spring term.

2 City campus

A list was tabled of concerns notified to the H&S representative:-

- i) The Estates Manager undertook to look at possible remedies for the external stairs.
- ii) The apparent increase in students' aggressive behaviour towards staff and staffs' lack of awareness regarding follow up procedures/action. It was confirmed that issues were raised and discussed at the LMT meeting earlier today. It was acknowledged that staff need to be assured that they will be supported when tackling students' inappropriate behaviour and that regular training is offered on dealing with behaviour management. Through the H&S representatives, staff were encouraged to report poor behaviour so that appropriate action can be taken to discipline the student if appropriate or seek an apology.
- iii) In relation to the issues concerning the barriers at the car park entrance and in reception, through the H&S representatives, the Estates Manager requested that staff are encouraged to complete an incident form so that the circumstances can be

**Estates
Manager**

H&S Reps.

H&S Reps.

tracked. It was acknowledged that one incident was due to a cyclist not staying within the cycle lane. Also the barrier in reception area was reported, CCTV footage viewed and the problem appears to be due to user error.

- iv) ID badges - Green lanyards for students have been introduced this year but they are required to carry (not necessarily display) their badges. However wearing ID badges will be a requirement next year. Students who forget to carry their ID more than twice are sanctioned and the barrier swipe system is designed to avoid a 'pass back' between students.
- v) Joint inspection of curriculum areas - this suggestion was welcomed either as an independent exercise or involving the H&SO if required.

3 Hillsborough campus

- i) Now that contractors are mostly off site it was agreed that now would be a good time to arrange a fire drill to ensure everything is functioning correctly. **Estates Manager**
- ii) The position of toilet rolls in the disabled toilets was clarified - LN agreed to feedback. **LN**
- iii) It was reported that most of the issues in E block have now been resolved, (e.g. lack of proper signage, ventilation, contractors blocking access) having been raised with Estates and the Project Management Board so that action was taken by the contractor as appropriate.

4 Peaks campus

No issues were referred to the Committee.

15/3/10 Any other business

There were no further items

15/3/11 Schedule of meetings for 2015/16

Wednesday 24 February 2016 at 4.00 pm in Room TG02 (Heather Smith's office) Sheffield City College

Wednesday 15 June 2016 at 4.00 pm in Room TG02 (Heather Smith's office) Sheffield City College