
Date: 24 February 2016 Directorate
Tel: 2620
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Venue: Heather Smith's Office, City Campus Email val.struggles@sheffcol.ac.uk

Present: Paul Corcoran- Chief Executive and Chair
Sangat Bans - UCU
Trevor Fox - Estates
Lance Nortcliffe - UCU
Heather Phillipson - Health and Safety Manager
Heather Smith - College Principal and Executive Director
Darren Tidmarsh - Executive Director, HR and SRIS

In attendance: Val Struggles (Secretary)

Action

16/1/1 Apologies for absence
Apologies for absence were received from Ken Williams.

16/1/2 Minutes of the Previous Meeting held 25 November 2015
The minutes were accepted as an accurate record.

16/1/3 Matters Arising

1 Minute 15/3/4.2: Educational visits

It was reported that the decision was taken to revise the in-house process, based on the adoption of a single pack of documentation, rather than acquire a commercial system.

Some concern was expressed regarding the late submission of completed forms, which provided insufficient or no notice of trips which had been organised, some involving overseas travel. Consequently there was a risk that issues needing to be checked with or brought to the attention of the College insurers could not be processed in advance of the trips taking place. Individual issues were being picked up by the Senior Administrator in addition to which the Health and Safety Manager is issuing reminders to staff.

**Senior
Admin./ H&S
Manager**

2 Minute 15/3/6v): Driver Awareness Training

It was reported that the on-line module (based on the British Safety Council's) was available for relevant staff (which now included TAFs).

H&S Manager

The Health and Safety Manager will monitor completion of the module and report back to the Committee.

3 Minute 15/3/6vi): Accident Rate

As requested at the last meeting a report was circulated summarising the trend in accident rates for staff and students over the period November 2014 to January 2016. It was noted that the accident rate (i.e. per 1000) for staff had varied (from 0 to 9.31) whilst the one for students had remained relatively constant (0 to 1.67).

4 Minute 15/3/6ix): Induction Programme

It was confirmed that details of the Employee Assistance Programme (Health Assured) is included in the induction programme for all new staff.

5 Minute 15/3/9.2: Health and Safety Representatives report

External stairs - City campus

In response to a concern raised at the last meeting, it was confirmed that the external stairs have been cleaned recently and signs erected warning that they may be slippery when wet. It was suggested that an additional sign be erected advising use of the handrail.

**Estates
Manager**

Reporting incidents

Staff are being encouraged to report incidents, but views have been expressed that the form is not 'user friendly'.

**Estates
Manager**

It was agreed that the Estates Manager should convene a small group (membership to include Sangat Bans) to review the form including the possibility of amalgamating it with the accident report form. Once revised a hyper link to the new form will be included in the College Principal's newsletter.

**College
Principal**

Fire drills - Hillsborough campus

Two drills have been arranged recently and although there were no issues relating to the evacuation of the building, staff and students were not encouraged to move to the designated assembly points. The view was expressed also that the assembly point at the rear of the building may not be large enough for the volume of people exiting by that route.

It was reported that the Senior Centre Services Manager and Business Operations Manager are reviewing the possibility of re-introducing named Fire Marshalls at all sites and ensuring that they fully understand the requirements of the role. In addition, all staff will be reminded that they are responsible for students' safety regardless of whether they are a designated Fire Marshall. Further drills are planned following which further reminders will be issued.

H&S Manager

16/1/4 Standing item - Health and Safety non-compliance report

During the presentation of the report, which summarised progress as at

5 February 2016, the following outstanding actions / issues were highlighted:

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

Revisions to the risk assessment procedures were covered under agenda item 7.

ii) Display Screen Equipment Regulations

Staff have been notified of the availability of on-line training and a further reminder will be issued. Line managers will receive reports on the take up rate as well as staff who have not completed the training.

H&S Manager

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

A number of issues have been resolved and the Estates department is monitoring the maintenance of large items of equipment.

Action - This will be followed up as part of the ongoing health and safety team audits

H&S Manager

iv) Regularity Reform (fire safety) order

As reported under ii) above.

v) Asbestos management

The Estates department is continuing to liaise with contractors regarding the need to sign in when on site. It was confirmed that Hillsborough, Olive Grove and Peaks buildings are all asbestos-free. At City campus there is some electrical equipment in the workshops which contain some asbestos.

Action - Whilst replacing the equipment in its entirety would be costly, the Estates Manager was requested to look into the cost of replacing the relevant parts of the machinery concerned.

Estates
Manager

vi) Control of Legionella

It was reported that documentation has not been completed for 3 areas (Hillsborough and City) confirming that outlets have been flushed out.

Action - Health and Safety Manager to ensure relevant documentation is completed.

H&S Manager

16/1/5 Health and Safety accident statistics for Autumn term 2015 (1 August to 31 December 2015)

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

- i) Members were encouraged that overall there had been a decrease in the number of accidents compared with the same period last year (from 61 to 52), although the number at Olive Grove campus increased from 3 to 6 compared with the Autumn term 2014.

- ii) There were 2 accidents (one staff and one student) reportable under RIDDOR due to both individuals attending hospital after the incident. Both have been investigated.
- iii) Five near misses were reported during the period.
- iv) The main cause of accidents involving students was 'other' (10) with 9 attributed to 'hit by moving, falling, flying object. The fall in the number of student accidents involving the use of hand tools (previously the main cause in the first term of the academic year) was attributed to the increase in information and posters which have been provided to relevant departments.
- v) The main cause of accidents involving staff was 'injured whilst handling, lifting or carrying' (2).

16/1/6 Standing item - learner involvement

In the absence of the student representative there were no items to report. The Chair informed members that he had contacted the Student Union President who confirmed that he will attend the next meeting.

Secretary - add to circulation

16/1/7 Health and Safety Policies/procedures

Risk Assessment Procedures

A review had been undertaken with the aim of simplifying and streamlining the procedures. Rather than produce multiple procedures the intention is to list documents relating to specific risks and the associated guidance available to staff.

A full review of all policies and procedures is planned for the summer.

H&S Manager

Clarification was sought whether the science related COSHH forms are fit for purpose and consistently used across the college. It was reported that currently differences do exist and the revised procedures are designed to simplify the process by using one form as the standard. The health and safety team has a target date for replacing current varying practices with the standard procedure, focusing on high risk areas as a priority. A report was requested for the next meeting on the progress being made in implementing the new procedures across the College.

H&S Manager

Referring to the earlier discussion relating to fire drills, it was suggested that a general reminder is issued to staff about their responsibility for Health and Safety, signposting where they can access further information and training. The H&S Manager will liaise with the Marketing Manager regarding the display of posters within the College.

H&S Manager

The Executive Director HR&SRIS and H&S Manager will consider the arrangements for more specific messages to be issued as and when appropriate.

ED HR&SRIS / H&S Manager

16/1/8 Health and Safety Representatives' report

It was reported that over the next couple of weeks the UCU will be

undertaking a survey of College staff to gather their views on student behaviour and how incidents of unacceptable behaviour are dealt with. There was some uncertainty amongst staff that students understand what constitutes acceptable behaviour or the consequences of inappropriate behaviour. Also some staff do not feel confident or comfortable challenging inappropriate behaviour and also that they are not aware of how unacceptable behaviour is dealt with.

The difficulty of identifying a definitive list of different types of unacceptable behaviour and the associated consequences was acknowledged. However the need to provide staff with feedback when action has been taken following reported incidents was recognised. It was agreed that the form for reporting unacceptable behaviour should be reviewed to ensure that this is accessible for staff and that staff should receive assurance that they will be supported when challenging unacceptable behaviour. It was reported that the Assistant Principal, Student Support, Inclusion and Progression is currently working with teams to introduce a 'restorative justice' approach. The College Principal undertook to check what progress is being made.

Action - The outcome of the survey findings will be reviewed at the next meeting. Depending on when the outcome of the survey is available, a joint message will be issued regarding any action which will be taken as a consequence either after the next meeting or in the interim. Potential actions included reviewing the Student Charter, reviewing the student appeals procedure, and including a greater emphasis on acceptable behaviour during student induction at the outset of the next academic year. (If the latter, the communication will be jointly prepared by the Chair, Assistant Principal Student Support, Inclusion and Progression, Sangat Bans and an Executive Director.)

College
Principal
Agenda for
June
Chair, AP
SSI&P,
S Bans plus
an ED

Hillsborough campus

Concern was expressed regarding the amount of dust in the Land Based studies workshops, despite the action which has been taken in an attempt to address the problem

Action - Estates department will arrange for dust tests to be carried out in an attempt to find the cause of the problem and in the short term alternative cleaning methods will be applied.

16/1/9 Any other business

There were no further items

16/1/10 Date of next meetings for 2015/16

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