

<b>Date:</b>	29 November 2017	Directorate
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**Present:** Kate Platts, Executive Director Finance and Resources (Chair)  
 Sangat Bans - UCU  
 David Battell - Estates Manager  
 Lance Nortcliffe - UCU  
 Heather Phillipson - Health and Safety Officer

**In attendance:** Alison Shillito (committee secretary)

- |               |  |                        |
|---------------|--|------------------------|
| <b>17/3/1</b> | <b>Apologies for absence</b><br>Apologies for absence were received from Angela Foulkes.   | <b>Action</b>          |
| <b>17/3/2</b> | <b>Minutes of the Previous Meeting held 24 May 2017</b><br>The minutes were accepted as an accurate record.  |                        |
| <b>17/3/3</b> | <b>Matters Arising</b>   |                        |
| 3.1           | <u>Minute 17/1/5.5 refers - Staff Development on student behaviour</u> - carry forward action to check plans for Assistant Principal Student Support Inclusion and Progression to continue to provide updated training   | <b>Secretary</b>       |
| 3.2           | <u>Minute 17/2/3.3 refers - out of hours operations</u> - Executive Leadership Team has agreed that buildings should be open from 7.00 am. Estates Manager to develop a plan and duty responsibility for managing risks of opening prior to security staff and reception team being on site.   | <b>Estates Manager</b> |
| 3.3           | <u>Minute 17/2/3.3 refers - sickness absence reporting</u> - Chair to request interim Head of HR to review process for reporting sickness absence.   |                        |
| 3.4           | <u>Minute 17/2/4.6 refers: online accident reporting</u> - noted that the previous CEO had requested that that an online accident reporting form be produced using Microsoft Forms. The HR Manager reported that this had not been possible as the application did not have the functionality required. The H&S team would continue with paper forms pending further investigation of a new H&S management system with reporting capability. |                        |
| 3.5           | <u>Minute 17/2/4.8 - Out of hours number for staff leading trips:</u> Estates manager to ensure that the correct College emergency numbers are included in Emergency Response plans and in documentation for trip leaders.   |                        |
| 3.6           | Secretary to collate outstanding actions from previous meeting into an action tracker.   | <b>AS</b>              |

## 17/3/4 First Aiders

- 4.1 The Estates Manager reported that he is monitoring attendance rates for first aiders. All requests for first aiders should be routed through campus reception. It was noted that most calls for first aid are to incidents that are not suitable for first aid - e.g. minor ailments. For incidents where first aid is genuinely required and there is no first aider available to attend then the College reception should call for an ambulance or paramedics.

**ACTION** - H&S Manager to ensure Reception staff have guidance on issues that are appropriate for first aid or where a call to emergency services is justified.

HP

- 4.2 Recruiting first aiders remains an issue. The Committee suggested:

- Make the role more attractive by developing a community of practitioners with biannual update sessions with refreshments
- Increase the honorarium
- Require those business departments and subject areas that draw most heavily on the first aid service to provide a certain proportion of first aiders for their campus.

**ACTION** - H&S Manager to raise with all Directors the need for additional first aiders and undertake a college-wide recruitment campaign. HP to report back to next meeting on active numbers of first aiders. First aiders who persistently are not available to attend, after a warning, to be removed from list.

HP

## 17/3/5 Fire Drills

The Fire Drill regime had been set at one drill per campus per term with the timing of drills to include one early morning drill and one evening drill. It had been proposed to drop the summer term drill as it occurs too late in the year to have a positive impact. The H&S and Estates Managers had considered this and recommended that the summer term drill be retained as the period from April to September would be too long without a drill and new staff and short course students joined the College throughout the year.

## 17/3/6 Standing Item - Non Compliance Report

- 6.1 During the presentation of the report, the following outstanding actions / issues were highlighted

- 6.2 **Health and Safety Training** - completion rates for mandatory staff training modules are continuing to improve. The Health and Safety team are in the process of changing the provider of the online modules. They will introduce the new modules in a phased way so not all staff have to complete them at the same time.

**ACTION** - Chair to suggest to Staff Development Unit that completing mandatory Health and Safety training and reviewing local health and safety risk assessments/issues is suggested as part of the team based activities during staff development days.

KP

6.3 **Index of risk assessments for higher risk areas** - this is a substantial task to check completion of local risk assessments for all areas and index all risks.

**ACTION** - Health and Safety Manager to concentrate on higher risk areas for checking and indexing local risk assessments.

6.4 **Reporting of Injuries, Diseases and Dangerous Occurrences** - during the period there had been two incidents reported under the *1993 Regulations*. These had been reportable because the injured persons had been taken to hospital for precautionary checks. There had been no follow-up by HSE. There were no apparent patterns in type or causes of incidents.

6.5 **Legionella** - it was noted that one area is continuing to report non-compliant results in weekly tests. The area is not being used and the College is continuing to monitor. DB

### 17/3/7 **Health & Safety Accident Report for Summer term 2017**

7.1 The Committee noted the report but there did not appear to be any no common themes or risks.

### 17/3/8 **Learner Involvement**

The Secretary agreed to contact the Student Union President for a new nominee.

Student  
representa  
tive

### 17/3/9 **Health & Safety Policies / Procedures**

#### 9.1 **PPE Policy**

The Committee noted the updates to the Policy

#### 9.2 **Storage of Medication**

The Committee received the new policy. It was noted that:

- This was a change to the College's previous policy, which had been that it did not store medication for learners. The change was because it was reasonable for some learners to have this arrangement to support their safe access to learning.
- The new policy sets out the process for deciding in what cases the College will store medication for a learner, what medications may be stored and arrangements for staff to administer medication, where necessary. Staff in the student's subject area would be asked to volunteer for training to administer the medication for a particular student and this would be recorded as part of the plan.
- the Nursery has an established procedure for this process and therefore they are not covered by the new procedure.

The Committee approved the policy.

## 17/3/10 Health & Safety Representatives' report

10.1 Hillsborough campus: the representative provided a verbal report, which was considered as follows.

- i) Fire evacuation - it was reported that there had been issues with staff not being aware of different fire exit routes. Too many groups were exiting to the rear of the building where there was insufficient space for them to muster safely. The Estates Manager said he was aware of this and fire marshals were considering how to address it. The Estates Manager would continue recruitment drive for new fire marshals at all sites.
- ii) Cold areas - some rooms at the site were particularly cold (e.g. C109). The Estates Manager said that the issue should be reported to the standard Estates email address with the temperature measurement and the time the measurement was taken.

Estates  
Manager

10.2 City campus: the representative provided a verbal report, which was considered as follows:

- i) Security staff at City campus - the reduction in staff seemed to have led to longer queues at Reception for students who had lost their pass cards. The Estates Manager responded that the queues during the Autumn term had been about students changing groups. Reception does issue temporary (yellow) cards and visitor (red) cards. The return of these cards is monitored and access automatically revoked at the end of the day.
- ii) Students sitting in corridors - the Chair said that the College needed to ensure it provided suitable places for students to congregate and eat their own food - packed lunches and food bought outside the College - this should be addressed by the Student Engagement Officers.
- iii) Lanyards - all staff should be wearing their lanyard and encouraging students to do likewise - this is a general safety message and the message will be emphasised during Ofsted preparation.
- iv) Staff timetabling - the representative said that some staff had long work days due to the pressure on accommodation at city campus and asked if thought could be given to moving provision to other sites e.g. Peaks where there are labs and IT rooms with lower utilisation. The Chair said that she would raise this as part of the accommodation strategy at the next Senior Leadership Team event.
- v) Parking policy and allocation of permits - the representative asked when this was due to be reviewed. The Chair ruled that this was outside the scope of the Committee and should be raised by other consultative routes.

## 17/3/11 Date of next meeting

14 February 2018 at 4.00 pm in the boardroom City campus