
Date: 13 June 2018 Directorate
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Venue: Hillsborough campus **Fax:** 2601
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Present: Kate Platts, Executive Director Finance and Resources (Chair)
David Battell - Estates Manager
Lance Nortcliffe - UCU
Heather Phillipson – Health and Safety Officer
Mark Thomason, UCU

In attendance: Alison Shillito (committee secretary)

- 18/2/1 Apologies for absence** Apologies for absence were received from Sangat Bans, UCU, and Anita Traffon, Deputy Principal, Curriculum. Action
- 18/2/2 Minutes of the Previous Meeting held 18 April 2018**
The minutes were accepted as an accurate record.
- 18/2/3 Matters Arising**
- 3.1 Minutes 17/2/4.7 and 18/1/3.3 refers– out of hours operations Estates Manager to resend costings for reception/security cover from 7.00 am. **Estates Manager**
- 3.2 Minute 17/3/4.1 refers: First aiders – action to recruit additional first aiders completed.
- 3.3 Minute 18/1/6 refers: Learner involvement – Chair to pursue with Deputy Principal. EDFR
- 3.4 Minute 18/1/7.2 refers: Fire Precautions and Emergency Evacuation Procedure – the changes to the policy to remove references to other emergencies has been completed.
- 3.5 Minute 18/1/7.1 refers: Statement of Intent - the action was completed and the statement will be published with the launch of new H&S Policy in September 2018.
- 3.6 Minute 18/1/8 refers: incidents of violence against staff –this issue is still a concern to staff. Stickers with emergency numbers have been put on telephone handsets but most classrooms do not have a phone. A lot of teaching staff don't carry a phone in the classroom. It was suggested that the emergency phone number stickers should be put on monitors. Staff should be encouraged to carry their mobile phone.
- 3.7 Minute 18/1/7.9 refers: Subcontracting it was noted that the subcontracting officer had been away so this report was rescheduled to Autumn 2018.

18/2/5 Standing Item – Non Compliance Report

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

Training - There had been a good response to the requests for people to complete mandatory College online health and safety training.

ACTION Year end position - % completed and name the departments who haven't completed.

Health &
Safety
Manager

Control of Legionella – concerns that Performing Arts were not carrying out control procedures to the shower/changing area as it was being used as a storeroom.. It was noted that the spa, sauna and steam room all de-commissioned so did not present a risk.

ACTION: Invite AP/Head of Department to come to the Committee

Secretary

18/2/6 Health and Safety Accident statistics – 1/1/18-31/3/18

- 6.1 The statistics included 4 incidents of violence or aggression towards staff (mainly verbally abusive) and 1 incident involving a collision with the Hillsborough Barrier.

ACTION: use incident reporting tool to analyse the number of incidents of violence towards staff and compare year on year to identify any trends.

Health &
Safety
Manager

- 6.2 Insurance claims – the Clerk provided a verbal update on claims in progress – three employer liability and one public liability – all but one of which pre-dates 2017.

ACTION it was suggested it would be helpful if there was signage at the Hillsborough barrier to say only proceed when green light is showing.

18/2/7 Learner involvement –

It was noted that Amy Smith was about to step down and elections were in progress for a new president. The new Deputy Principal is keen to get students involved in H&S and has some ideas on increasing student voice and representation.

ACTION Invite new SU President to next meeting.

18/2/8 Health & Safety Representatives' Reports:

8.1 Peaks Campus - no issues from Peaks

8.2 Hillsborough Campus - no issues reported

8.3 City Campus – Sangat had sent a list of issues which were considered as follows.

i) **wearing of ID badges and lanyards** - suggest that we deal with this through 'Meet and Greet' so that students are reminded on their way into college first thing in the morning. Best to start in September with new cohorts, new lanyards, new colours then the key messages will have been given to everyone. It was commented that Meet and Greet had been largely well received and the focus on making it a welcoming experience meant it was more friendly to pull up students about other issues.

ACTION ensure that there is a consistent message given to SLT on meet and greet duty about what things they should be picking up and training to challenge

constructively.

ii) **Fire Evacuation** – reports about students using their mobile phones to film evacuation causing a safety hazard to themselves. This seems to be about all staff supporting active positive discipline - encouraging students to do what they are supposed to be doing in a positive and reasonable manner.

iii) **Over-crowding in staff rooms** - the recommended space is 11 cubic metres per person without furniture and virtually none of the rooms comply with this guideline. There was some discussion about whether the staff room was for office space or communal space as this requires different furnishing and layout. The Estates Manager said that the practice of shared for staff appointed on fractional contracts had worked in some circumstances but most people seemed to prefer a smaller personal desk rather than more shared space or access to a hot desk.

Keeping things tidy is also an issue would improve the general comfort.

ACTION – Estates Manager and Chair to pick this up and visit some of the most crowded staff rooms to look at improvements – suggested examples were. B107 HSC staff room and C109 which staff had agreed to re-arrange as a team. Maybe we can share good practice using some of the rooms that are well-organised.

18/2/09 **AoB** - Incident in City of the fire alarm being set-off in a storeroom with lots of paper. When H&S manager went to check reason for alarm being activated found room full of paper and a toaster, smoke from the toaster had set off the fire alarm. The Health and Safety Manager had removed toaster. Member of staff used it without thinking about the positioning of the toaster. Member of staff who put all paper into the storeroom has sorted out all the

ACTION Staff awareness about kettles, toasters and similar appliances - there are brew rooms available. Encourage all staff to be fire aware and use H&S audits to spot check spaces for poor positioning or inappropriate use of appliances.

H&S
Manager

18/2/10 **Date of next meeting**

Meeting schedule still to be set.

ACTION Members asked if the Committee could try an online meeting to encourage participation. Include a skype meeting in next year's schedule