
Date: 15 February 2017
Venue: The Boardroom, City campus

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Present: David Battell - Estates Manager
Paul Corcoran - Chief Executive Officer (Chair)
Mazher Iqbal - Students' Union
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

In attendance: Alison Shillito (Secretary)

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| <p>17/1/1 Apologies for absence
Apologies for absence were received from Jayne Remington.</p> <p>17/1/2 Minutes of the Previous Meeting held 9 November 2016
The minutes were accepted as an accurate record.</p> <p>17/1/3 Matters Arising</p> <p> 3.1 <u>Minute 16/3/3.3: Fire drills</u>
It was reported that there has been a further practice at City campus, this has gone well with no evidence of over-congestion at particular exits. There have also been false alarms at Olive Grove and City and evacuation has gone to plan. Further drills will take place for other sites during the term.</p> <p> 3.2 <u>Minute 16/3/3.6: Hillsborough campus - Land Based studies</u>
Work to be continued with Estates Services on successful dust reduction works in summer 2017.</p> <p> 3.3 <u>Minute 16/3/4.iii: Asbestos Management</u>
The Estates Manager reported that the Hillsborough Art Store had been cleared for the asbestos inspection of two machines located in the store. The machines will be checked for presence of asbestos in fuse boxes.</p> <p> 3.5 <u>Minute 16/3/10.2: Hillsborough campus</u>
Action is continuing to address concerns about student behaviour in shared spaces. There has been focused management presence challenging students out of class, disciplinary action and liaison with local police about reports of potential criminal behaviour on the perimeter of the campus or nearby.</p> | <p>Action</p> |
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17/1/4 Standing Item - Non Compliance Report

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

- 4.1 The Management of Workplace (Health, Safety and Welfare) Regulations
The Health and Safety Manager is compiling a Risk Assessment index with each curriculum area, prioritising areas with a higher risk profile. This will identify audit follow-up actions that are still outstanding.
Action - H&S Manager to complete index H&S
Manager
- 4.2 Completion of mandatory training and refresher training
Refresher training for Display Screen Equipment users and Fire Safety has been re-scheduled to a tri-annual basis, which is appropriate for a low risk environment. Use of pop-up messages to remind staff is continuing.
Action - H&S Manager to confirm to departments outstanding training, recalculated on three year schedule. H&S
Manager
- 4.3 Control of Legionella
Control measures are being maintained. Two areas are giving high readings, both at City. The departments are following sector guidance to reduce levels. The sources concerned do not feed showers or other units that would pose a heightened risk to human health. Decommissioning of the spa is still at planning stage. Priority for this work will be assessed in relation to other capital priorities and depending on demand for re-use of the space.
Action - H&S Manager to produce a summary report of inspection and testing and issues that are still being addressed to assure the Committee that there is an appropriate level of scrutiny via regular testing. H&S
Manager

17/1/5 Health & Safety Accident Statistics for Autumn term 2016

- 5.1 The Committee noted that the number of accidents had continued to decrease as compared with the same period in 2015/16. The main matter for discussion was incidents of student aggression, discussed as follows.
- 5.2 Student behaviour is generally good. There are some reports of anti-social behaviour (such as swearing, shouting in public) and a smaller number of incidents of aggressive behaviour towards staff. These are being monitored and followed up through tutor and disciplinary processes as appropriate. Generally the aggression was verbal rather than physical and included reports of poor conduct generally rather than against specific staff.
- 5.3 Members commented that there had been a positive impact of the work done at the start of the year on Being Prepared, Ready and Respectful (the '3 Bes'). That behaviour remained a concern indicated that this work required continuing attention and re-enforcement. Maintaining a consistent and clear approach required all staff to be confident in appropriately challenging unacceptable behaviour. All poor attitudes and behaviours could be mapped to '3 Bes' as demonstrated by the Assistant Principal Student Support, Inclusion and Progression at a recent development session.

5.4 In considering new or different ways to address this issue, it was noted that the College should maintain its regular training for teaching and business support staff on how to tackle disrespectful or challenging behaviour and sessions for students on wearing lanyards.

5.5 The following additional actions were agreed:

i) at a development day, each team should use an hour to reflect on health and safety concerns most relevant to their area - e.g. student behaviour, the three Bes, staff training, or tackling particular local health and safety risks - and refresh and reflect on experience. Staff should pledge what they are going to do to manage, mitigate or remove the risk.

Staff
Developm
ent Unit

ii) AP SSIP and colleagues to prepare briefing to support teams under the banner of the '3 Be's' identifying what is not acceptable whether you meet it in the classroom or the corridor.

APSSIP

17/1/6 Learner Involvement

The Chair welcomed Mazher Iqbal to his first meeting as Student Union representative.

Action: Mazher agreed to take the issue of student behaviour to the Union Executive Committee to consider how the Students' Union could be involved in promoting safe and respectful behaviour.

MI

17/1/7 Health & Safety Policies / Procedures

Risk assessment for "Out of normal hours" operations

7.1 In response to a concern raised at the previous meeting, the Estates Manager and Health and Safety Manager had reviewed the issue of 'out of hours' campus safety. They had found that there were no formal procedures for opening premises for general access by staff and students. To address the risks of having unsupervised access by students and visitors, the assessment proposed:

- published opening times for the college, aligned to reception and duty manager cover times to ensure appropriate levels of staffing,
- designated swipe access door at each site for early access by staff.
- external doors to open 15 minutes before turn styles so students who arrive slightly earlier (e.g. because of transport) can wait inside.

7.2 The Committee discussed the proposals as follows:

- the designated doors for early morning access need to be accessible for staff with mobility issues - access and exit.
- there will need to be extensive and thorough communication of the changes to staff, students and governors. Communication should include that changes are being made in response to staff concerns for student and visitor safety.
- procedures to be available for staff to request early opening for particular student activities.

- 7.3 **Actions:** (i) Estates Manager to work on the issues identified for further action and the Communication Plan. **Estates Manager**
- (ii) Clerk to brief governors about the change and send a list of meeting dates to the Estates Manager to consider slightly earlier opening for meetings. **Clerk**

Investigation and implications to the assessment of risk to staff of reported incidents of staff abuse

- 7.4 The Committee considered the draft. The Health and Safety Manager agreed to incorporate comments made earlier in the meeting about the responsibilities of all staff to challenge unacceptable behaviour and support colleagues when tackling incidents in corridors and general spaces. It was suggested that there might be classroom situations where staff might need to call for help.

- 7.5 **Action:** Executive Director HR and Health and Safety Manager to explore mechanisms for a mobile alert that might be used by staff to a call for security assistance in a high risk situation. **EDHR and H&S Manager**

17/1/8 Health & Safety Representatives' report

- 8.1 City campus: the representative tabled a paper with a number of queries and issues which had been raised with him. The matters were considered as follows.
- i) 'Behaviour rules' - this had been discussed earlier in the meeting
 - ii) Bicycle tampering - the representative asked why there was no CCTV of the cycle parking area. The Estates Manager responded that CCTV capacity was used on a risk basis, not all areas can be surveilled. The College provides secure cycle parking in the basement.
 - iii) Wearing of lanyards by students - as above, there are regular sessions on this for students and a concerted effort as part of 'meet and greet' to promote lanyard wearing and understanding of the reasons for this.
 - iv) Toilets suitable for access by people with disabilities - in response to a request for clarification about the policy on use of facilities by non-disabled people, the Estates Manager responded that the term 'Disabled toilets' indicates that facilities are accessible. There has been no demand from disabled people for restricting use or locking facilities.

8.2 Peaks campus:

- i) Early morning access door at Peaks -concerns were raised about the accessibility of the entrance proposed as the staff early access door. The Estates Manager agreed to review this.
- ii) Staff stress during UCAS submission period - the representative commented that a number of staff had reported eye stress and headaches caused by long hours preparing UCAS references due to completion of forms close to UCAS deadline. The Principal commented that she would be arranging a meeting to discuss this and how to use the capacity on Pro-Monitor to hold student references so that the work can be spread more evenly.

8.3 Hillsborough campus:

- i) Refectory opening times - there had been some early closures of the refectory due to disruptive behaviour by some student groups but there was no intention to make early closure a permanent arrangement.
- ii) Staff well-being - the representative asked for more Committee time to consider well-being issues and initiatives. The Health and Safety Manager reported that she is convenor for a welfare group and participation by recognised Trade Unions would be welcomed to raise awareness of the group and extend its reach.
- ii) Staff sickness absence reporting - staff had reported issues in getting through to switchboard to report absence. Some teaching staff found they needed to call their line manager to discuss cover arrangements. The Executive Director HR agreed to review the reporting procedure to ensure that switchboard is the correct route, that absence reporting is accurately recorded, and the procedures for managers to liaise with staff about teaching arrangements and return to work are clear.

EDHR

17/1/9 Any other Business

Student First Aid training - the Hillsborough representative reported that a student who had recently completed first aid training had been commended by paramedics for providing prompt and appropriate life saving care to someone having a heart attack.

17/1/10 Date of next meeting

24 May 2017 at 4.00 pm , Room S201 Hillsborough