
Date: 9 November 2016 Directorate
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Venue: Room S2-217, Hillsborough Campus

Present: David Battell - Estates Manager
Paul Corcoran - Chief Executive Officer (Chair)
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)

Action

16/3/1 Apologies for absence
Apologies for absence were received from Sangat Bans and Amy Smith

16/3/2 Minutes of the Previous Meeting held 15 June 2016
The minutes were accepted as an accurate record.

16/3/3 Matters Arising

1 Minute 16/2/3.2: Driver Awareness Training
It was reported that currently 27/42 relevant staff have undertaken the training and the remainder. The H&S manager is continuing to encourage remaining staff to do so. **H&S Mgr**

2 Minute 16/2/3.3: External Stairs at City campus
It was noted that the additional sign, advising the use of the handrail, has been erected. **completed**

3 Minute 16/2/4: Fire drills
It was reported that a schedule of fire drills including at least one drill at each site and some early morning drills for cleaning staff had been run since the start of term. The problems reported at Hillsborough had not reoccurred, the drill had gone well. There had been congestion at the main exit during the City Campus drill due to most occupants using that exit. **Estates Mgr**

Action - a further drill would be held at City for occupants to practice following reminder to use nearest exit.

4 Minute 16/2/3.5: Risk Assessment Procedures
It was reported that the Health and Safety Team were trialling changes to risk assessment forms and processes. Generic risk assessments for common

activities such as classroom based activities had been made available. Teams were not required to produce local versions but were expected to familiarise themselves with the standard risk assessment and management arrangements.

6 Minute 16/2/3.6: Hillsborough campus - Land Based studies

In relation to the dust problems in the workshop and surrounding area, improvement works to the floor covering in the workshop area had been completed. The changes had made a positive difference and the curriculum area was working with Estates to phase similar work on other areas.

LN /
Estates
Mgr

Action - the curriculum area will continue to liaise with the Estates department to see if work on other areas could be completed in 2016/17 rather than phased into 2017/18.

16/3/4 Standing item - Health and Safety non-compliance report

During the presentation of the report, which summarised progress as at 2 November 2016, the following outstanding actions / issues were highlighted:

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

Changes to RA as reported above. Where risk assessments identified at audit as missing or out of date then managers should be made aware of this. Audit results and follow-up should be considered at team meetings.

H&S Mgr

Action - H&S Manager

ii) Health and Safety (Display Screen Equipment) Regulations

Use of pop-up messages seems to be working well resulting in a higher rate of completion.

Action - H&S Manager

iii) Regulatory Reform (Fire Safety) Order

Completion of fire awareness training has increased slightly following the activation of a pop-up log on message. Awareness of the requirement to refresh training and the refresh periods seem lower for Fire Safety training.

H&S Mgr

Action - H&S Manager to attend department meetings where completion rates are low to raise awareness of requirements and importance of regularly refreshing training.

H&S Mgr

iv) Asbestos Management

Following report at June meeting, Art curriculum workshop had been advised that asbestos inspection is required and they should clear the workshop in time for the inspection during the Christmas break. If it is not possible for curriculum area to complete this in the timescale, Estates staff will assist.

Action - Estates Manager

Estates
Mgr

v) *Control of Legionella*

Departments that have little used outlets requiring regular processes to control legionella should ensure that these tasks are allocated to staff and remind them of this. Planning for the spa to be decommissioned and removed is in progress.

H&S Mgr

Action - H&S Manager to liaise with Building Manager and CSMs to audit compliance

16/3/5 Health and Safety accident statistics for Summer term 2016 (1 April to 31 July 2016)

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

- i) the number of accidents had continued to decrease as compared with the same period in 2015.
- ii) There has been a small increase in reported accidents at Olive Grove and Peaks but the number of incidents at City had halved.
- iii) One of the accidents required reporting to RIDDOR - a member of staff slipped on water spillage at Hillsborough refectory.
- iv) Following a poster campaign to remind students of need for PPE and safe use of hand tools, there had been a decrease in accidents due to use of hand tools (1 in Summer term compared to 5 in Spring Term).
- v) The main cause of accidents in this period had been being hit by moving, falling or flying object (5).

Action: - H&S Manager to continue to monitor accidents at all centres to identify common themes and target campaigns and action.

16/3/6 Annual Health and Safety Report 2015-16

The Health and Safety Manager presented a concise and engaging report and the following points were noted:

- i) Over the year there had been a significant drop in accidents as compared to the previous year.
- ii) The safety campaigns run in curriculum areas using hand tools had had a positive impact with significant reduction in injuries due to hand tools.
- iii) Audit findings of non-compliance were noted. Following audit all areas receive an action plan and in 2016/17 H&S team will focus on checking completion of actions resulting from 15/116 audits.
- iv) All work experience health and safety visit requests had been completed including a visit where required. H&S team were training job coaches to complete health and safety assessments for low risk work experience providers. This may be extended to care homes and nurseries subject to work load of job coaches. Desk-based assessments were being considered for low risk settings with good quality information on health and safety.
- v) Olive Grove, as a high risk area, had been the focus of informal and formal activities to help raise health and safety awareness

and standards of compliance. Improvements had been noted in students wearing PPE.

- vi) There had been no interactions with HSE during the period. Visits by Environmental Health to refectories at City, Olive Grove and Peaks refectories had resulted in 5 star ratings for food hygiene.
- vii) Workplace wellbeing activities - there had been positive feedback on the activities and the H&S manager continued to look for sources of cost effective activities.
- viii) The Committee appreciated the improvements made to the Health and Safety information on the Staff Hub. There had been significant improvements during the year, with new and refreshed guidance on particular health and safety topics.

The Committee noted the report and commended the improvements made.

16/3/7 Standing Item - Learner involvement

The Committee commented on the continued absence of learner representation and involvement in health and safety.

Secretary

Action: Secretary to liaise with the SU President to identify appropriate student representation at health and Safety Committee meetings.

16/3/8 Health and Safety Policies

The Committee approved the following policies:

- i. Work Experience Procedure
- ii. Risk Assessment Procedure
- iii. Educational Visits Procedure
- iv. Statement of Intent
- v. Personal Emergency Evacuation Plan (PEEP) Procedure
- vi. Audit Procedure

The Committee thanked the Health and Safety Manager for her work in making sure that the College's suite of Health and Safety policies and guidance are up to date and accessible.

Action: revised policies to be published on Staff hub and where relevant disseminated to students.

H&S Mgr

16/3/9 Monitoring and responding to incidents of unacceptable behaviour

The Estates Manager confirmed there is a process in place for recording and tracking incidents of unacceptable student behaviour including aggression or violence towards staff.

Actions:

Clerk

(i) summary reports on the incidents to be a standard agenda item on future H&S Committee agenda and considered by Local Centre Operations Group;

**College
Principal**

(ii) Estates Manager to develop a process for appropriate action to be taken on incident reports and that action to be tracked and reported.

**Estates
Mgr**

16/3/10 Health and Safety Representatives' report

1 Peaks campus

No incidents had been reported at Peaks. Staff had expressed concern about safety of students who arrive before reception or security staff. This had been raised in the context of a change to the hours of security staff. It was recognised that Duty Managers were responsible for front of house cover and the difference between the opening times of buildings and reception cover applied to all sites.

Action: Estates Manager to complete a risk assessment for staff and student safety when students are on site outside the hours when reception/security staff provide duty cover.

**Estates
Mgr**

2 Hillsborough campus

Issues were raised about student behaviour at Hillsborough campus and the representative circulated a short note about an incident involving an external person that had resulted in significant disquiet. The College Principal reported that senior staff were aware of the issues and a series of actions were taking place to address this:

- (i) There had been issues with groups of students waiting for other students at the beginning or end of day. Activities such as breakfast club and badminton had been arranged to offer students something positive to do. The breakfast club had proved attractive as well as giving students a good start to the day.
- (ii) Increased staff presence at key places and times of the day - such as additional meet and greet presence.
- (iii) Wearing of college lanyards - it appeared that fewer staff and students at Hillsborough complied with requirement to wear college lanyards on site. This was part of being ready and being safe as it enabled visitors to be identified more quickly and may have been helpful in the incident quoted.

The College Principal would be continuing to monitor impact of these additional actions and would report to a future meeting further incidents.

**College
Principal**

Cold Weather - staff had reported that E-block had been chilly. Estates Manager advised that reports of any heating or other facilities issues should be emailed to Estates as soon as possible to be resolved.

16/3/11 Any other business

There were no further items

16/3/12 Schedule of meetings for 2016/17

Wednesday 15 February 2017 at 4.00 pm

~~Wednesday 7 June 2016 at 4.00 pm meeting to be re-arranged~~

The venue for all meetings will be Room TG02 (Heather Smith's office) City campus