

***Meeting Notes***

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| **Meeting** | **Health and Safety Committee** |
| **Date** | 03 December 2020 |

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| **Present** | | **Apologies** |
| Andrew Hartley (AH) | Lance Nortcliffe (LN) | Sallyann Turner (ST) |
| Angela Bradley (AB) | Mark Thomason (MT) | Shaun Cook (SC) |
| Angela Foulkes (AF) – Chair | Mathew Godber (MG) – Meeting Notes | Stephen Fletcher (SFl) |
| Darren Foden (DF) | Rosheen Hodgkiss Bernard (RHB) |  |
| James Smythe (JS) | Saleem Rashid (SR) |  |
| Jo McSherrie (JMcS) | Sangat Bans (SB) |  |
| Joanne Hardy (JH) | Senara Foster (SFo) |  |
| Kathryn Atkin (KA) | Stewart Alexander (SA) |  |
| Keeley Henderson (KH) |  |  |

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| **Agenda Items** | |
| 1. Apologies for absence | 1. H&S updates |
| 1. a) Draft meeting notes from the meeting of the H&S Committee held on 17 September 2020 2. Action tracker log update | 1. Review of building/capital works |
| 1. COVID-19 updates | 1. Any other business |
| 1. KPI updates | 1. Date and time of next meeting |

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| **Meeting Notes** | **Action by**  **Whom** | **Action Tracker Ref** |
| 1. **Apologies for absence**   1.1: Apologies were received from Sallyann Turner, Shaun Cook and Stephen Fletcher. |  |  |
| 1. **a) Draft meeting notes from the meeting of the H&S Committee held on 17 September 2020**   2:1: The draft meeting notes from the meeting of the H&S Committee held on 17 September 2020 were checked page by page for accuracy and subsequently approved by the committee.  **b) Action tracker log update**  2.2: The committee reviewed the latest version of the action tracker log and updates were provided as necessary. |  |  |
| 1. **COVID-19 updates**   a) College community data  3.1: The latest COVID-19 college community (staff and students) data had been shared with committee members. The data was as at 27 November 2020.  3.2: AH informed members that a weekly summary of the data is communicated through the weekly CEP all staff email. The data is also communicated to Governors and shared with the H&S Ops Group.  3.3: KH and RHB explained how the data is tracked and recorded. For staff, the COVID-19 inbox is used to report any staff COVID matters. For students, a Google Form was implemented to record student COVID matters. AB reported that the Google Form notification method does not allow for line-managers to be kept up to date as they do not receive a copy of the completed form. KH agreed to pick this up to see what can be done to allow line-managers to be notified.   1. COVID-19 Risk Assessment – College and Nurseries   3.4: The committee had been provided with a copy of the latest snapshot of the COVID-19 Risk Assessment, covering the college and nurseries. The snapshot was taken at 24 November 2020. AH said that any updates to the risk assessment are highlighted to signal a change since the last snapshot was taken.  3.5: The following updates to the risk assessment were noted:   * Risk 11: Vulnerable staff – update to the risk assessment will be added in readiness for the next snapshot to cover the latest position and government guidance on staff within the clinically and extremely vulnerable (CEV) category. It was noted that staff who are in the CEV category are receiving confirmation that they are able to return to a COVID-19 secure working environment. * Risk 32: Relevant training materials for any new processes are in place for staff and students and are completed prior to returning to campus – additional information and training materials are now in place, located centrally and maintained on the COVID-19 microsite. | **KH** | **HSC031** |
| 1. **KPI updates**   4.1: AH provided the committee with the following KPI updates:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **KPI** | **2018-19 Actual** | **2019-20 Actual** | **2020-21 Actual Q1** | **2020-21 FY Target** | | **Number of RIDDOR** | 7 | 2 | 0 | N/A | | **Number of accidents** | 89 | 52 | 9  (7 staff, 2 students) | 47 | | **% of H&S audit actions outstanding after 14 days** | Not measured | Not measured | No audits undertaken yet in 2020-21 due to COVID-19 | 5% |   ***4. KPI updates continued…***  4.2: In relation to the RIDDOR rate, RHB asked about the reporting of accidents that occur during home working, are we confident staff are aware of the need to report such accidents? The committee discussed how this message is communicated to ensure incidents are reported. KH said we need to keep reiterating the message via teams.  4.3: The committee then discussed the occupational, wellbeing and mental health of staff and students and that these important areas could form part of the KPIs to ensure oversight. It was noted that work will take place on implementing a broader set of KPI measures going forward.  4.4: Members of the committee then discussed the guidance for home working. SF said that staff should be encouraged to take regular breaks and think about workload.  4.5: SB mentioned work life balance and the sending of emails in an evening and at weekends. It was agreed that a message is included in the next CEP all staff email encouraging staff not to email outside normal office hours.  4.6: SR requested that guidance is issued to staff on how to manage a safeguarding issue outside of normal office hours. JS confirmed that such safeguarding guidance is available on the COVID-19 microsite. JS also stated that extra work on e-safety is being undertaken.  4.7: MT raised an issue of Duty Managers not able to make a record on ProMonitor of incidents due to system access issues. JS confirmed the issue is now resolved. |  |  |
| 1. **H&S updates**   8.1: KH provided the following H&S updates:   1. Incident update   X3 minor incidents reported so far in the academic year.   1. Internal Audit Report update (RSM Audit)   The draft report following the internal audit of H&S had been shared with the committee. Once the report is approved the management actions will be added to the internal audit action tracker.   1. H&S Audits – outstanding actions   The H&S team continue to work directly with the action owners. The H&S Ops Group are monitoring completion of the actions with all actions to be completed and closed off within 14 days.   1. Departmental Risk Assessments   The H&S team are working with teams to ensure risk assessments are in place The risk assessments are discussed at the H&S Ops Groups. We are not aware of any gaps at this time.  8.2: KH presented to members a PowerPoint Presentation on how we improve the H&S culture within the organisation. The main points to note from the presentation were:   * Increase the visible commitment of ELT and ELT+ team to H&S * Increase visibility of the H&S team * Increase the effectiveness of the H&S Committee * Proactively engage with all staff and students on H&S matters * Raise competency of all those involved in H&S matters * What do we need legally and morally? * Specialist roles – H&S department, H&S Trade Union reps, Governors and H&S Committee members * Defining requirements and the buy in required from who and the sources * Strengthen H&S leadership communications |  |  |
| 1. **Review of building works**   6.1: SA presented to the committee a PowerPoint presentation providing a snapshot of the estate investment works completed to date and the projects with work still ongoing. It was noted that the majority of the works have been funded by the ESFA FE capital funding allocation.  6.2: Some of the works include:   * Replacement of chillers at City Campus * Roof works at Olive Grove Campus * Works to the carpentry roof * Works to the brick works roof * Works to the Peaks Campus membrane roof * Heating and ventilation overhaul * Refurbishment of the Fir Vale site * Replacement of front and rear doors and the redecoration of the lobby space at Hillsborough Campus * Upgrade of various CCTV cameras around the college. It was agreed that SA liaises with EE to check specific locations of cameras to ensure any behavioural hotspots are covered   6.3: SA reported that no incidents have been reported to date during any of the scheduled works. | **SE** | **HSC032** |
| 1. **Any other business**   7.1: There was no other business raised. |  |  |
| 1. **Date and time of next meeting**   8.1: The next meeting of the H&S Committee is scheduled for 04 February 2021, 14:00-15:00. The meeting will be held remotely via Zoom. |  |  |