

***Meeting Notes***

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| **Meeting** | **Health and Safety Committee** |
| **Date** | 04 February 2021 |

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| **Present** | | **Apologies** |
| Adam Clark (AC) | Mark Thomason (MT) | Saleem Rashid (SR) |
| Amanda Gill (AG) | Mathew Godber (MGo) – Meeting Notes | Stephen Fletcher (SF) |
| Andrew Hartley (AH) | Monique Galloway (MGa) – Observer |  |
| Angela Bradley (AB) | Rob Skinner (RS) |  |
| Angela Foulkes (AF) – Chair | Rosheen Hodgkiss Bernard (RHB) |  |
| Darren Foden (DF) | Sallyann Turner (ST) |  |
| James Smythe (JS) | Sangat Bans (SB) |  |
| Jo McSherrie (JMcS) | Shaun Cook (SC) |  |
| Joanne Hardy (JH) | Stewart Alexander (SA) |  |
| Lance Nortcliffe (LN) |  |  |

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| **Agenda Items** | |
| 1. Apologies for absence and introductions | 1. H&S update: 2. Policy/Guidance review update 3. External update 4. Incident update 5. Internal Audit (RSM Auditors) update 6. H&S (College) audits |
| 1. a) Draft meeting notes from the meeting of the H&S Committee held on 03 December 2020 2. Action tracker log update | 1. Review of building/capital works |
| 1. COVID-19 update: 2. College community data 3. Colleges & Nurseries Risk Assessment 4. Lateral Flow Testing | 1. Any other business |
| 1. KPI 2020-21 update | 1. Date and time of next meeting |

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| **Meeting Notes** | **Action by**  **Whom** | **Action Tracker Ref** |
| 1. **Apologies for absence and introductions**   1.1: Apologies were received from Saleem Rashid and Stephen Fletcher.  1.2: Amanda Gill, the newly appointed Health, Safety & Business Continuity Manager was welcomed to their first meeting of the Health and Safety Committee. Introductions were made by each committee member. |  |  |

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| 1. **a) Draft meeting notes from the meeting of the H&S Committee held on 03 December 2020**   2:1: The draft meeting notes from the meeting of the H&S Committee held on 03 December 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   * The latest COVID-19 college community (staff and students) data had been shared with committee members. The data was up to date as at 29 January 2021.  1. COVID-19 Risk Assessment (RA) – College and Nurseries  * 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 19 January 2021. AH informed members that the nurseries RA had been updated following the outbreak at the Hillsborough Nursery. Updates to the college RA cover the current national lockdown and the introduction of the lateral flow testing offer to staff and learners.  1. Lateral Flow Testing  * AH informed members that since the last committee meeting the college has now introduced a lateral flow testing offer. To facilitate the testing programme a specific task and finish group was convened and meets weekly. The current testing facility is operated from the Sports Hall at City Campus but further testing capacity may be required at additional sites as and when the attendance on campus increases. * AH stated that following the Department for Education guidance, the college is currently offering x2 tests a week to staff who are required to attend campus. Testing for vulnerable learners who are attending campus is also available. * AH said that following a request from the Sheffield UTC Multi Academy Trust the college is supporting the Sheffield UTC sites with the testing of their staff. * The efforts of the staff who have been and continue to be involved with the testing programme were recognised and noted. |  |  |

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| 1. **KPI 2020-21 update**   4.1: AH provided the committee with the following KPI update as at the end of January 2021.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **KPI** | **2018/19 Actual** | **2019/20 Actual** | **2020/21 Actual to January 2021** | **2020/21 FY Target** | | **Number of RIDDOR** | 7 | 2 | 0 | N/A | | **Number of accidents** | 89 | 52 | 13  (10 staff, 3 students) | 47 | | **% of H&S audit actions outstanding after 14 days** | *Not measured* | *Not measured* | 0% | 5% |   4.2: AH stated that the low numbers are expected due to low occupancy on campus during the national lockdown. |  |  |
| 1. **H&S update**   5.1: AH provided the following H&S update:   1. Policy/Guidance review update  * The Health and Safety Policy 2020/21 had been shared with the H&S Committee for information following final approval given by the Governing Body. The policy document is now live on the college website. * The newly in post Health, Safety & Business Continuity Manager will soon start to review the policy document and approval process in readiness for the 2021/22 version. * RHB asked what process will be undertaken to launch the policy so staff are aware of the most up to date version of the document. It was agreed that a ‘launch’ is also a good opportunity to promote H&S culture in general. It was agreed that AG gives some thought to how the H&S Policy is communicated/promoted to staff going forward. AG is to liaise with the Head of Marketing & Communications. * Discussions took place on the COVID-19 H&S related messages that appear on screen when you logon to the college network. The H&S Committee agreed that the messages need to be refreshed quite frequently to keep interest. It was agreed that AG works with the Head of Marketing & Communication to have some new pop-ups designed.  1. External update  * No external update to report.  1. Incident update  * No incidents to report.  1. Internal Audit (RSM Auditors) update  * The final report following the internal audit of H&S had been shared with members of the committee. The actions from the report are to be progressed. The report will next go to the Audit & Risk Assurance Committee on 03 March 2021  1. ***H&S update continued…*** 2. H&S Audits (College) update  * Some audits have been carried out remotely via Zoom in December 2020. Some of the actions resulting from the audits can be progressed and will be completed by the end of February 2021. | **AG**  **AG**  **AG** | **HSC33**  **HSC34**  **HSC35** |
| 1. **Review of building works**   6.1: SA presented to the committee a snapshot update, as at Period 6, of the estate investment works completed to date and the projects with work still ongoing.  6.2: The projects now complete include:   * Recycling bins for Matilda Street, Fir Vale Campus and Peaks Campus. * Upgrade lighting to LED at City Campus and Hillsborough Campus. * Replace of doors at Olive Grove Campus. * Replacement of car park lights at Hillsborough Campus. * Refurbishment of Fir Vale Campus. |  |  |
| 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 10 June 2021, 16:00-17:00. |  |  |