

***Meeting Notes***

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| **Meeting** | **Health and Safety Committee** |
| **Date** | 10 June 2021 |
| **Venue** | Meeting held via Zoom |

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| **Present** | **Apologies** |
| Adam Clark (AC) | Mark Thomason (MT) | Andrew Hartley (AH) |
| Angela Bradley (AB) | Mathew Godber (MG) – Meeting Notes | Saleem Rashid (SR) |
| Angela Foulkes (AF) – Chair | Rosheen Hodgkiss Bernard (RHB) | Sangat Bans (SB) |
| Darren Foden (DF) | Shaun Cook (SC) |  |
| Lance Nortcliffe (LN) | Stewart Alexander (SA) |  |
| John Bacon (JB) |  |  |

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| **Agenda Items** |
| 1. Apologies for absence and introductions
 | 1. H&S update
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| 1. a) Draft meeting notes from the meeting of the H&S Committee held on 04 February 2021
2. Action tracker log update
 | 1. Review of building/capital works
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| 1. COVID-19 update:
2. Colleges & Nurseries Risk Assessment
3. Test, Track and Trace
 | 1. Any other business
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| 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 Andrew Hartley, Saleem Rashid and Sangat Bans.1.2: John Bacon, the newly appointed Interim Health & Safety and Business Continuity Manager was welcomed to their first meeting of the Health and Safety Committee.  |  |  |
| 1. **a) Draft meeting notes from the meeting of the H&S Committee held on 04 February 2021**

2:1: The draft meeting notes from the meeting of the H&S Committee held on 04 February 2021 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.  |  |  |

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| 1. **COVID-19 update**
2. 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 on 03 June 2021. AF asked members if they had any comments or questions in relation to the risk assessment.
* RHB raised the current national issue with the Delta variant of COVID-19 and how this is more likely to impact the younger population (student age) due to much of this age group not being offered a vaccine at this time. RHB asked how the college is going to push communications to students 18+, to encourage them to accept the vaccine when this is made available to them. AF said the that the Marketing team continue to promote via social media the benefits of accepting the vaccine when this is offered. It was agreed that the H&S Operations Group continue to monitor such comms as appropriate going forward.
* DF asked if consideration can be given to the return of the ‘COVID-19 Marshals’ in communal areas to ensure social distancing and the wearing of a face covering. The committee discussed the need and how a return of the marshal role can be resourced adequately. Members agreed for the H&S Operations Group to consider this request and to continue to monitor the need.
* Committee members discussed the re-opening of the communal water fountains and agreed that the fountains remain closed off at this time. Discussions then took place on how people access drinking water after the refectories close. Members agreed for the H&S Operations Group to resolve this at their next meeting.
1. Test, Track and Trace
* AH had produced a detailed paper, shared with members in advance of the meeting, providing an update on COVID-19 matters including test, track and trace. The main points detailed in the update paper were:
* The number of new COVID-19 cases has significantly reduced in line with the drop in cases nationally. The data to 04 June 2021 is as follows:

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| *(Since 14/09/2020)* | 04 June 2021 | Increase from last report (data to 05 March 2021) |
| Number of students who have tested positive for COVID-19  | 241 | +43 |
| Number of staff who have tested positive for COVID-19 | 51 | +4 |

* Lateral Flow Testing – the college has now closed its on-site test centres and students and staff are being strongly encouraged to home test in line with Government guidance.

***3. COVID-19 update continued…***1. *Test, Track and Trace continued…*
* The College has a Track and Trace team (2 staff) who monitor reports submitted by students and staff of positive cases and self-isolations. The Track & Trace Team Leader is in regular contact with Public Health England in Sheffield.
* Update provided on the wider re-opening of the college, specifically Phase 5 (for the period 19 April to 31 July 2021).
 | **H&S Ops****H&S Ops****H&S Ops** | **HSC036****HSC037****HSC038** |
| 1. **KPI 2020-21 update**

4.1: The committee were provided with the following written update on the health and safety KPI performance for the period August 2020 to May 2021 against the 2020/21 targets.

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| **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 | 21(10 staff,11 students) | 47 |
| **% of H&S audit actions outstanding after 14 days** | *Not measured* | *Not measured* | 0% | 5% |

4.2: It was noted there has been a small increase in the number of accidents (up from 11 to the end of February 2021) from March 2021 to the end of May 2021 as the college as re-opened.  |  |  |
| 1. **H&S update**

5.1: The committee were provided with a written report providing updates on various H&S related matters. 1. Appointment of an Interim Head of Health & Safety and Business Continuity
* Following the resignation of the Head of Health & Safety and Business Continuity, the college moved quickly to appoint an interim who started on 07 June 2021.
* Prior to departure, the Head of Health & Safety and Business Continuity produced a Heath & Safety “Gap Analysis” report which highlighted a number of areas that the college needed to address. This report is being reviewed.
1. Fire Risk Assessments
* On the recommendation of the former Head of Health & Safety and Business Continuity, the college commissioned an external consultant to undertake a fire risk assessment of the college sites.
1. ***H&S update continued…***

 *b) Fire Risk Assessments continued…** The fire risk assessments that have been undertaken to date are as follows:
* City (4-5 May 2021)
* Hillsborough (11 May 2021)
* Olive Grove (30 Apr 2021)
* Peaks (30 Apr 2021)
* Eyre Street (27 Apr 2021)
* Fir Vale (27 Apr 2021)
* Fire risk assessments have also been scheduled for the land-based activity at Hillsborough campus and the two nurseries and will be undertaken shortly.
* The report detailed the summary results of the fire risk assessments undertaken to date and the actions required. It was noted that a specific working group is now in place to ensure completion of the required actions.
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| 1. **Review of building works**

6.1: SA presented to the committee a snapshot update of the estate investment works completed to date. The projects undertaken included:* New carpark barriers installed at Hillsborough campus
* New chillers installed at City campus
* Traffic yellow lines painted at Peaks campus
* Installation of a new membrane on the roof at Peaks campus
* Installation of electrical booths at City campus

6.2: Members thanked SA and the Estates team for all their hard work on the projects. It was requested that the meeting notes make a formal note of thanks to the Estates team.  |  |  |
| 1. **Any other business**

7.1: First Aid Cover* AB reported that Duty Managers, even when not on duty are being asked to be part of the wider first aid cover rota. It was noted that this was recently discussed at the H&S Operations Group. There was previously a need for additional staff to cover the rota, but this should not happen going forward. It was agreed that the Interim Head of Health & Safety and Business Continuity communicate the current expectation in relation to first aid cover and who from, also detailing the plan going forward in relation to first aid.

7.2: H&S Culture* AF asked members what we need to be doing to improve the H&S culture within the organisation. We need a routine interest in H&S and several people who are keen to be involved in championing H&S.
* SA suggested the idea of convening a ‘Safety Risk Management Committee’. The purpose of the committee would be to monitor departmental risk assessments and share good practice.

***7. Any other business continued…****7.2: H&S Culture continued…*The committee should be chaired by a member of the Executive Leadership Team, likely to be the Executive Director of Commercial & Operations. Members discussed this idea and specifically who is best placed to join the committee membership i.e. Technicians. It was agreed that further discussions are required to plan how this committee will operate and confirm the membership etc. The Head of Estates and the Interim Head of Health & Safety and Continuity are to discuss further. * RHB said that communication is key. Do we need more communications that are H&S led? H&S specific communications need to be pushed through different arenas and audiences. Should H&S be a standing item on team meeting agendas?
* JB said there is a need for an open culture where people are not scared of reporting H&S issues. Introduce some ‘Golden’ rules specific to H&S matters.
* Members discussed celebrating successes and how H&S is routinely promoted. It was agreed that a section of the all staff presentation in September is used to launch H&S culture.
* MT stated that it is important that all staff are involved and work in a ‘team’ ethos.
* Members agreed that H&S culture is to be a standing agenda item at future H&S Committee meetings.
 | **H&S Manager****H&S Manager / Head of Estates****Admin** | **HSC039****HSC040****HSC041** |
| 1. **Date and time of next meeting**

8.1: This was the last H&S Committee scheduled in the 2020-21 academic year. The schedule of meetings for the academic year 2021-22 is being finalised.  |  |  |