

***Meeting Notes***

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| **Meeting** | Health and Safety Committee Meeting |
| **Date of Meeting** | 23, June 2022 |
| **Venue** | TG04, City Campus |

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| **Present** | | **Apologies** |
| Andrew Hartley (AH) -TSC - Chair | Angela Bradley (AB) - TSC | Lance Nortcliffe - TSC |
| John Bacon (JB) - TSC | Saleem Rashid (SR) - TSC | James Smythe - TSC |
| Shaun Cook (SC) - TSC | Adam Clarke (AC) – TSC, UCU | Paul Simpson - TSC |
| Susan Booth (SB) - TSC |  | Angela Foulkes - TSC |
| Stewart Alexander (SA) - TSC |  | Ian Falconer- TSC |
| Sally Ann Turner (AT) - TSC |  | Darren Foden - TSC |
| Stewart Alexander (SA) - TSC |  | Kathy Atkin (KA) – TSC, Unison |
|  |  | Mark Thomason (MT) – TSC, UCU |

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| **Agenda Items** | |
| 1. Apologies for absence and introductions | 1. Management System |
| 2. Draft Notes from the previous meeting held on 31 March 2022 | 7. Policy, Procedure and Legislative Proposals |
| 1. Action Tracker Log Update | 8. Fire |
| 1. Health and Safety KPI 2021/22 Performance | 9. Any Other Business |
| 1. Audit |  |

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| **Meeting Notes** | **Action Owner** | **Action Tracker Log Ref** |
| 1. **Apologies for absence and introductions**   1.1: Apologies received from Paul Simpson, Angela Foulkes Ian Falconer, Darren Foden, Lance Nortcliffe, James Smythe, Mark Thomason. |  |  |
| 1. **Draft meeting notes from the previous meeting: 31 March 2022**   2.1: The draft meeting notes from the meeting of the H&S Committee held on 31, March 2021 were checked and subsequently approved by the committee. |  |  |
| 1. **Action Tracker Log Update**   3.1: The committee reviewed the latest version of the action tracker log and updates were provided as necessary.  Action Reference 001 – Run, Hide, Tell (Hide, Tell for Nurseries) document to be rolled out to staff. This point is to be progressed by JB following a discussion with JS.  Action Reference 009 – HS Champions and actions from Health and Safety Working Group. JB to issue a reminder to all faculties.  Action Reference 016 – H&S Strategy - An up to date report of completed audits is to be brought back to the next committee meeting in June. This action to be deferred to July 2022. |  |  |
| 1. **Health and Safety KPI 2021/22 Performance**   4.1: JB shared the KPI 2021/22 Performance presentation with H&S Committee members.  Key Points from the presentation are:   * YTD Accidents/Incidents   55x Accidents reported (34x students, 19 x staff, 2 x nursery)  12 x minor near miss events  7 x significant near miss events  2 x RIDDOR events reported  61 x medical incidents (11 x requiring hospital, 50 x minor)  A check will be made on whether there is any overlap with the reporting of figures.  It was noted that it is the intention to provide a more concise update of the medical accidents/incidents prior to next year.  The accident reporting process has been improved with the introduction of a desktop feature for the ease of reporting. JB will provide an update via a communication to all staff to make them aware of the new application. | **JB**  **JB** |  |
| 1. **Audit**   5.1: Following discussion between H&S Committee members at the meeting of 21 March 2022 regarding audits, JB shared his presentation with H&S committee members.  Key points of the presentation are:   * Communal Area Inspections – to be completed at all sites on a monthly basis with non-conformances identified and actions shared with relevant stakeholders. monthly. * Self Assessment Audits – The templates have been shared with the business units/academies with the recommendation to undertake a self assessment on a monthly basis. * Operational Compliance Audits – linked to TSC internal H&S policies and processes and to be completed by members of the H&S team in an effort to correct any non-conformances found. * OCA Schedule – to be prioritised based on TSC risk register with the staggering of faculties on a monthly basis. High and Medium risk audits will take priority over the low risk areas.   It was noted that an element of flexibility could be applied to the order of the audits and further discussion is to take place.   * OCA criteria – based on TSC policies and processes with the most operational requirements. | **JB/SC** | **ASAP** |
| 1. **Management System**   6.1: The Health and Safety Quality Management System Manual has been completed and shared with H&S members.  The policy sets out objectives for health and safety responsibilities and the performance required throughout the college. The policy demonstrates TSC formal commitment to health and safety from top level management.  Pending any further comment/question sent to the Health and Safety Manager, this policy is formally approved by H&S Committee members. |  |  |
| 1. **Policy, Procedure and Legislative Proposals**   7.1: There have been no recent legal updates which impact upon the college.  7.2: The policies and procedures have been updated with the intention that relevant key staff are made aware.  7.3: The responsibilities section of the policies will need to be updated following the completion of the college restructures.  7.4: SR asked H&S colleagues if there was update with regards to Long Covid being declared as a disability. It was noted by SB that the People team are following Government guidance and possibly reviewing the long term absence policy to incorporate Covid. |  |  |
| 1. **Fire**   8.1: An annual review was completed of the fire risk assessments in April 2022. All sites which the college is responsible for fire safety were inspected. Leasehold properties including Fir Vale and Pennine 5 were not inspected as this is the responsibility of the landlord. The site reports have noted the overall fire safety risk as Moderate.  8.2: The FRA findings were shared with H&S members and it was noted that the actions are being worked on and progressing. There were significant findings with an urgent action relating to the plumbing and gas assessment area in the ground floor workshop of the Olive Grove campus.  Other actions include:   * Fire doors being propped open. Colleagues are continuing to prop open fire doors following the guidelines issued around Covid and keeping the doors open for air circulation. It is the intention to get a message out to colleagues noting the new guidelines. * Waste material stored in risers. * Items in corridors and on evacuation routes * Fire cupboards required in engineering departments * Flame resistant coverings on notice boards * Fire doors to be inspected regularly   8.3: AH noted a query from the FEGP meeting of 22, July 2022, regarding the Nursery and the ask that assurances could be provided that the urgent actions are being dealt with. JB has had discussions with the Nursery Manager to progress and rectify and noted that most have been completed. | **JB** |  |
| 1. **Any Other Business**   9.1: SR commented that he had observed an issue in Refectory of students being rude and aggressive when asked to stop vaping. SC to discuss this outside of the meeting.  9.2: AH noted that a discussion took place with the Governors recently regarding the PHE guidance around a potential flu outbreak expected in the Autumn of this year. TSC are working in collaboration with the Sheffield City Council to arrange some pop ups around enrolments regarding inoculations. As further information is received from the PHE it will be cascaded.  9.3: Olive Grove has had an Environmental Health visit today receiving a positive outcome and obtaining five stars. |  |  |
| 1. **Date of Next Meeting: TBC** |  |  |