

***Meeting Notes***

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| **Meeting** | Health and Safety Committee Meeting |
| **Date of Meeting** | 31st March 2022 |
| **Venue** | TG04, City Campus |

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| **Attendance** | **Apologies** |
| Angela Foulkes (AF) - Chair | Andrew Hartley (AH) |
| Ian Falconer (AF) | Rosheen HodgkissBernard (RHB) |
| Angela Bradley (AB) | Saleem Rashid (SR) |
| Darren Foden (DF) | Shaun Cook (SC) |
| James Smythe (JS) | Mark Thomason (MT) |
| Lance Nortcliffe (LN) | Adam Clark (AC) |
| John Bacon (JB) | Stewart Alexander (SA) |
| Paul Simpson (PS) | Sally Ann Tuner (ST) |
| Mark Jones (MJ) | Jo Hardy (JH) |

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| **Agenda Items** | |
| 1. Apologies | 1. Health & Safety KPI 2021/22 Performance |
| 2. Draft meeting notes from the previous meeting held on 4th November 2021 | 6. Health and Safety Strategy 21-25 |
| 1. Action tracker log update | 1. Policy and Procedure Update |
| 1. Health and Safety Committee / Working Groups Governance Frameworks | 8. Any other business |

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| **Meeting Notes** | **Action Owner** | **Action Tracker Log Ref** |
| 1. **Apologies** were received from Andrew Hartley (AH), Rosheen HodgkissBernard (RHB), Saleem Rashid (SR), Shaun Cook (SC), Mark Thomason (MT), Adam Clark (AC), Jo Hardy (JO), Sally Ann Turner (ST), Stewart Alexander (SA). |  |  |
| 1. **Draft meeting notes from the previous meeting: 4th November 2021**   The draft meeting notes from the meeting of the H&S Committee held on 04 November 2021 were checked page by page for accuracy and subsequently approved by the committee. |  |  |
| 1. **Action Tracker Log Update**   Action Ref: HSC2122-001 - Run, Hide, Tell (Hide, Tell for Nurseries) document to be rolled out to staff. Update provided from JS noting the action as being progressed with work ongoing regarding the updating of the policy. Expected completion date Summer 2022.  Action Ref: HSC2122 - 010 - Students on site outside of college hours. Update provided by MJ noting that discussions are ongoing with the sports faculty where it is believed that the issue stands. |  |  |
| 1. **Health and Safety Committee/Working Groups Governance Frameworks**   The H&S Governance Framework Documents were shared for reference and comment.  The key purposes of the H&S Committee Governance Framework were noted as:   * Comment on legislative proposals & Corporate responsibility * Discuss the impact on legislation on TSC * Contribute to the development and maintenance of policies and systems for staff and students * To receive and review any reports from the Health and Safety Working Groups and other appropriate bodies and take such action as is necessary.   The key outputs of the H&S Committee were noted as:   * Communication of policies and standards * Consistent procedures, best practice, and resource * Assessment of business risk, highlight emerging concerns to the wider businesses/contractors and take appropriate action * Other key communication of Health, Safety and Welfare issues. * Results of internal or external audits or reports.   The Governance Frameworks follow a set format where other working groups can feed into the meeting.  AF noted that an effort is being made to reconstitute the committee as the meetings were previously not getting enough traction for doing things.  A monthly pack will be produced noting incidents and accidents which will be sent to ELT for reference.  The key purposes of the H&S Working Group Framework were noted as:   * Form the consultative body for Occupational Health, Safety and Welfare issues * Ensure effective communications are in place across the College * Comment and make recommendations to improve internal policy and procedure * Discuss and share the common interests in Health, Safety and Welfare good practice from the department, faculty representatives to represent all stakeholders. * Contribute to the development and maintenance of policies, process and systems. * Monitor Health & Safety performance, taking appropriate actions where necessary   The key outputs of the working group were noted as:   * Communication and feedback of internal policies and procedures. * Standard power point presentation for team meetings. * Consistent understanding of procedures, best practice, and resource * Assessment of business risk, highlight emerging concerns to the wider businesses/contractors * Other key communication of Health, Safety and Welfare issues   The Working Group follows a similar process to the committee but also consults with a wider body to lead the committee away from complaints and incidents to enable them to deal with the high-level key areas. JB noted that the process has proved to be successful with other organisations and is intended to be an improvement on the current structure.  It is the intention of the H&S Champions to take key points to their respective teams to ensure that key messages and updates are rolled out across sites.  Engagement with respect to H&S Champions has not been as expected and further work needs to be undertaken to improve the interest. An email was sent to department heads asking for nominations and with the escalation to ELT it is hoping that interest will be promoted.  JB will share with the committee the areas where representatives are needed and will bring an update to an ELT meeting in early May  No further comment was received relating to the Frameworks allowing for the documents and process to be formally rolled out. | **JB** | **ASAP** |
| 1. **Health & Safety KPI 2021/22 Performance**   JB shared the year to date summary as follows:   * 40 x Accidents reported (23 x students, 16 x staff, 1 x Nursery child) * 6 x Minor near miss events * 5 x significant neat miss events * 1 x RIDDOR event reported * 54 x medical incidents   It was noted that the pattern indicates the reporting of accidents to be lower.  JB noted that no comparison to previous years or benchmarking has been undertaken on the figures as the key focus has been on getting the reporting culture right. An incident panel is now in place which reports back essential information and highlights areas of concern. |  |  |
| 1. **Health and Safety Strategy 21-25**   The Health and Safety Strategy was shared which indicates the college’s vision for taking things forward and the key target areas for 2021.  The 5 key areas of focus are:   * Leadership and Culture * Capable and Competent People * Risk Management * Integrating Health and Safety * Effective Communication   Focus was made on the next steps for 2021/22  Training Matrix – Data will be shared noting the people who need to do the training.  Risk Management - The H&S team has sight of all the academies risk assessments which will allow for some desktop auditing.  A workshop has taken place, lead by MJ, on how to undertake a risk assessment.  Integrated H&S and communication – the working groups/committees will bring information together.  Key Business Proposals/Objectives for 22/23  The key proposals for the coming year were discussed, as follows:   * **Control of Substance Hazardous to Health (COSHH)** – COSHH software package sympathetic to a learning environment to maintain a robust management system for managing COSHH​ * **Driving for Work** – Policy and provision in place to manage grey fleet and business fleet (Licence Checks, MOT, Penalty Points, Medical/Physical Conditions, Risk Assessment)​ * **Embed the Health and Safety Working Groups** (Safety Champions)​ * **Embed an Audit System –**HASMAP criteria 'Leadership and Management of Health and Safety for Education Institutions' accepted by the Universities and Colleges Employers Association (UCEA) and safety management performance​ * **Development of an Annual Management Review of Health and Safety** as part of the overall Management System​ * **Raise the profile of Health and Safety** by entering the British Safety Council International Awards​ * **Improved data for Incidents and Accidents** (and drive-up reporting)​ * **Utilise the Mainteno System** to replace i-auditor   JB noted the importance of monitoring the Driving to Work Policy and the identification of staff that this policy covers. PS noted that a piece of work could be undertaken by the analyst to identify the people claiming this expense. The college does have a responsibility to ensure that the policy is being adhered to and further work is needed to ensure records are kept up to date. There is currently some uncertainty to how many staff are currently driving to work with a medical condition.  MJ noted the college’s intention to become more evidence based through audits of the system.  The key audit areas have been identified as follows:  ​   * Communal Area Inspections​ * Self-Assessment Audits​ * Operational Compliance Audits ​ * Management System Audit ​ (Quality/Compliance)​   All faculties/areas will be encouraged to take ownership of H&S for their area and a self-assessment will be distributed in the form on a checklist to provide the H&S team with a good idea of the areas for concern  The Management System Audit will ensure that all elements of H&S are effective and communicated well. The key aim is to build a working relationship with the faculties in relation to the H&S audits.  AF suggested that the reporting of the cycle of audits should be discussed via the committee to be reported back to FEGP. An up to date report of completed audits is to be brought back to the next committee meeting in June.  A formal H&S alert protocol is proposed which documents the actions that the H&S team are taking and can be identified using the following colour system.  Green - Information and Instruction  Amber – Potential  Red – Actual Hazard  Intended updates can be whole of college updates or departmental/faculty and will help with the provision of evidence for potential claims to keep a record of actions taken. | **JB** | **Next Committee** |
| 1. **Policy and Procedure Update**   Due to Covid there are many policies and procedures that have not been reviewed as they should have been. There are currently a number of additional policies which have been identified which are awaiting approval.  It was noted that as there are so many policies in circulation, whether it would be the expectation that a new employee to TSC would be required to read all of the H&S policies and statements as part of their induction. Not all policies would be deemed essential for a new recruit however it is important to highlight awareness of individual responsibilities. |  |  |
| 1. **Any Other Business**   It was asked if the college would still be providing LFT tests to staff and students as there is a cost implication if testing is still expected. AF has received a note from the DfE noting that as from 31/03/22 any remaining college test kit stocks are not to be distributed to staff and students. AF is to check the official process on this and will update all once the official guidance has been received. | **AF** |  |
| 1. Date and time of next meeting9th June 2022. 13:30 to 15:00 |  |  |