



# Meeting Notes

<b>Meeting</b>	Health and Safety Committee
<b>Date of Meeting</b>	Wednesday 19, June 2024
<b>Venue</b>	TG04, Boardroom, City Campus

Present		Apologies
Beth Smith (BS)- Notes	Nick Booth (NB)	Daniele Palacios (DP)
Dawn Aston (DA)	Paul Senior (PSe)	James Smythe (JS)
Donna Vincent (DV)	Paul Simpson (PS)- Chair	Jennifer Chaggar (JC)
James Moylan (JM)- Deputising for JC	Richard Burton (RB)	Tina Harrison (TH)
John Bacon (JB)	Richard Collings (RC)	
Julie Barker (JBar)- Deputising for TH	Richard Sanders (RS)- Deputising for DP	
Mark Farmsworth (MF)	Saleem Rashid (SR)	
Maxine Emmens (ME)	Sallyann Turner (ST)	
Michelle Twigg (MT)		

Agenda Items	
1. Apologies	5. Health Conditions Update.
2. Review of draft meeting notes and action points from the Health and Safety Committee meeting held on 20 March 2024.	6. Wellbeing Update.
3. Health and Safety Statistical information- 2023/24 YTD.	7. Any other business.
4. Health and Safety Audit Progress Review and Feedback.	8. Date and time of next meeting.

Meeting Notes	Action Owner	Action Tracker Log Ref
<p><b>1. Apologies</b></p> <p>1:1: Apologies were received from Daniele Palacios (DP), James Smythe (JS), Jennifer Chaggar (JC) and Tina Harrison (TH).</p>		
<p><b>2. Draft meeting notes and action points from the previous meeting:</b></p> <p>2:1: The draft meeting notes from the previous meeting held on 20<sup>th</sup> March 2024 were noted as a true record and signed off accordingly.</p> <p>2:2: All previous recorded actions have been actioned and completed.</p>		

<p><b>3. Health and Safety Statistical information- 2023/24 Year to date.</b></p> <p>John Bacon, Director of Health, Safety and Business Continuity presented the Health and Safety performance data for 2023/24. The graphs presented display the below:</p> <ul style="list-style-type: none"> <li>- Total injury causing events (accidents) in the last 3 years.</li> <li>- Accidents by person type in the last 4 years. (YTD- 21 staff, 60 students and 9 related to others- contractors, members of the public, nursery)</li> <li>- Injury type in 2023/24 (minor cuts have been the most reported injury type, followed by burn/scold).</li> <li>- Staff and student injury causing events by curriculum area (Building Technologies and Events, Hospitality and Food Technology have reported most incidents).</li> <li>- Staff injury causing events by professional service area (Estates have reported the most incidents).</li> </ul> <p>JB noted the graph shows a trend with reporting accidents after holidays i.e. peak goes up after half terms.</p> <p>Following an action taken in the last meeting the reports now display the curriculum areas by name, not by code, for the benefit of members.</p> <p>JB noted near miss reports are lower in this period than last year and this may be down to the improvements in departmental first aiders being available.</p> <p>JB presented the RIDDOR incidents to date and noted incidents were slightly lower compared to 2022/23. PS asked for reassurance that a lesson had been learnt on the RIDDOR incidents that involved a repeat of an incident. JB confirmed preventative measures had been put in place but some are just accidents, mistakes or errors.</p> <p>PS suggested a need to remind staff and students of best practices following the spikes after holidays.</p> <p>John Bacon presented the strategic improvement plan for 2023-24 and noted that the plan is separated into five sections but now included wellbeing in every section:</p> <ul style="list-style-type: none"> <li>- Leadership and Culture</li> <li>- Capable &amp; Competent People</li> <li>- Risk Management</li> <li>- Integrating Health &amp; Safety</li> <li>- Communications.</li> </ul> <p>PS reminded members for context that when looking at figures over the years we have increased the number of staff and students.</p>		
<p><b>4. Health and Safety Audit Progress Review and Feedback.</b></p> <p>Nick Booth, Health and Safety Manager, who is leading on the audits, presented an update to members. The audit ratings were provided in the presentation.</p>		

These had been graded gold, silver or bronze.

Action- PS requested that some information on the components that make up the audit score be provided for the benefit of members.

NB also presented the remaining audit schedule to members.

18/06/24	Media, Games & Graphics	19/11/24	Creative Industries Pathways
25/06/24	Sport & Fitness	26/11/24	Health Pathways
24/09/24	Vocational Science	03/12/24	Professional Services Pathways
01/10/24	Wellbeing & Life Sciences	10/12/24	Computing & Digital Industries
08/10/24	Computing & IT	17/12/24	Construction, Engineering & Advanced Technologies
15/10/24	Business & Professional Studies	14/01/25	Creative Industries
22/10/24	Protective Services	21/01/25	Health, Wellbeing & Science
12/11/24	Health & Social Care	28/01/25	Professional Services

NB noted the areas for improvement that were found during the audits:

- Is the Health & Safety Working Group information being communicated and have staff had an opportunity to feedback any issues.
- Do staff know who their HSWG representative is.
- Are there sufficient departmental staff trained in first aid to ensure that cover is always available.
- Are DSE Assessments in place for all staff.
- Are all staff aware of how to report a safety event.
- Are staff aware of the procedure for managing students with medical conditions.
- Do the staff questioned on the day know where to find Sheffield College H&S Policy documents and understand their responsibilities in regard to these.

JM queried if the information for staff to report safety events is available.

PS reassured members that the Exec team ask the question about the HSWG representative in performance reviews. The H&S annex is now included in business planning, which includes teams H&S priorities.

MT questioned what happened next regarding areas for improvement. NB commented that each audit results in an action plan for each area. JB noted this was a supportive tool for departments. There is a review after three months.

Any questions to be sent to NB.

### 5. Health Conditions Update.

Maxine Emmens, Health and Welfare Officer, updated the committee on the health and wellbeing achievements. The following points were listed:

<ul style="list-style-type: none"> <li>• A new system for recording medical conditions will be used during enrolment.</li> <li>• Bespoke training completed such as buccal/EpiPen/defib/top up training to First Aid (Stroke, Heart Attack, Fainting, Asthma) Mini-medics training at the nurseries, Paediatric first aid delivery to nursery staff.</li> <li>• Collaboration with colleagues in the People Team working to share best practice to deliver improvement in Wellbeing.</li> <li>• Ongoing collaboration with Academy colleagues with trips and visits across TSC.</li> </ul> <p>ME noted the new trips and visits process that has been implemented by Dave Trounce, Deputy Principal, brought the importance of medical conditions so the H&amp;S team have been working with Thomas Davies on a new system for recording medical conditions on the student census platform. The system will flag if a medical assessment of needed is needed and will also be able to provide a data report on who had a PEP which can be used for fire alarms and to see who is onsite. ME offered training sessions and asked members to contact to set up if needed.</p> <p>JB stated the plan is to rolled out at enrolment but will start at the application stage next year, as such reviewing medical conditions will be prioritised according to risk as the process may take longer this year.</p> <p>PS commented this would support staff with trips and visits and also make sure we are supporting students early on.</p> <p>RC noted in his area one student refuses to engage in the medical assessment process so queried what would happen if more students refused. ME commented that each case would need reviewing but the fitness to study policy would be followed.</p> <p>Action- ME to share the link to the fitness to study policy.</p> <p>SR questioned what are the H&amp;S procedures for staff that are put in a position to take on extra duties. JB noted this would be an individual case basis. PS commented staff should discuss with line manager or if they don't feel confident a union rep or business partner, but the first step is a conversation.</p>	<p>ME</p>	
<p><b>6. Wellbeing Strategy.</b></p> <p>John Bacon updated on the Wellbeing Strategy that is currently being developed between the Health and Safety Team and People Team which will include a holistic approach to wellbeing.</p> <p>PS presented a Venn diagram to members that included the proposed overarching areas that will outline the wellbeing strategy:</p> <ul style="list-style-type: none"> <li>• Individual wellbeing.</li> <li>• Organisational support.</li> <li>• Individual job role.</li> </ul>		

<p>DV requested a formal recognition to TOIL as issues are arising with managers and staff attending trips. An example of managers attending Turing trips was given. PS commented that this will be followed up.</p> <p>DV also mentioned a conversation with another two staff members on not being able to attend the menopause training on the development days instead having to attend mandatory training. PS to take comments back to the People Development team and will look to offer further opportunities.</p> <p>ME commented that wellbeing was not just the organisation's responsibility but was a collective responsibility that included the individual, line managers and colleagues.</p> <p>PS added that some upskilling in the future may be needed.</p> <p>JB asked for further comments on the wellbeing strategy to be forwarded for consideration.</p>		
<p><b>7. Any Other Business</b></p> <p>MT queried if there was any update on policies and procedures following the incident at Birley Academy, where the school went into a lockdown following a student incident. JB noted James Smythe, Vice Principal for Student Experience, had been leading on this and would be communicated to staff when ready.</p> <p>PS stated that the risk level had not increased across the region after discussing this at SLT with feedback from some members sitting on external boards.</p> <p>SR questioned if the college have a lockdown procedure. JB confirmed the Audiebant system and procedure was in place, this allows areas to be locked down. JB noted more training will be released for staff using the system.</p> <p>DV noted concerns over the lack of SLT presence at Hillsborough Campus. JB stated the duty manager rota is in place so someone should be there. PS commented the duty manager rota is important and is currently being reviewed for September.</p> <p>JBar queried for the people who are hard of hearing are any visual clues displayed. An example of the NHS using isolated flashers and pagers was given. JB noted the option of having silent messages (alerts on your phone) is currently being looked at.</p>		
<p><b>8. Date and time of next meeting</b></p> <p>8:1: TBC</p>		