



Meeting Notes

Meeting	Health and Safety Committee Meeting
Date of Meeting	19, October 2022
Venue	TG04, City Campus

Present		Apologies
Andrew Hartley (AH) - Chair	Paul Senior (PS)	Lance Nortcliffe
Angela Foulkes (AF)	Sallyann Turner (SA)	Saleem Rashid
Richard Burton (RB)	Jean Harris Evans (JEV)	Vicky Stoneman
Shaun Cook (SC)	Mark Thomason (MT)	Adam Clark
Mark Jones (MJ)	John Bacon (JB)	James Smythe
Daniele Palacios (DP)	Kerry Prest (KP) – Note taker	
Stewart Alexander (SA)		
Alison Shillito (AS)		

Agenda Items	
1. Apologies for absence and introductions	5. Year to Date Performance Report
2. Action Tracker Log Update	6. Any Other Business
3. Review of H&S Management 2021/22	7. Date and Time of Next Meeting
4. Priorities for 2022/23	

Meeting Notes	Action Owner	Action Tracker Log Ref
<p>1. Apologies for absence and introductions</p> <p>1.1: Apologies received from Lance Nortcliffe, Saleem Rashid and Vicky Stoneman.</p> <p>Note: To discuss with VS appointing a deputy for any missed meetings for representation from People.</p>	AH	HSC2223-001
<p>2. Action Tracker Log Update</p> <p>3.1: The committee reviewed the latest version of the action tracker log and update to be provided by JS for outstanding action on Ride, Hide, Tell.</p>	JS	HSC2122-001

3. Review of H&S Management 2021/22

3.1: JB shared Health & Safety Quality Management system presentation with H&S Committee members.

Overview of management review findings provided, findings have been circulated and will be checked through the audit process. Full audit programme to start from October 2022.

Update to be provided at next scheduled meeting.

Risk Matrix - it was noted that audits will identify risks to be included in the Health & Safety risk matrix.

Risk Assessments - JB commented on need for these to be formalised within each curriculum area and department as there are legal requirements for staff. Potential to set up a risk assessment library for staff access to be included in induction process.

Incident Statistics 2021/22

CAMPUS	INJURY CAUSING INCIDENTS (Accidents)	MEDICAL INCIDENTS	Total
CITY	42	24	67
HILLSBOROUGH	16	19	35
PEAKS	2	0	2
OLIVE GROVE	2	0	2
FIR VALE	0	0	0
PENNINE 5	0	0	0
OFF SITE	0	1	1
Total	62	44	107

Discussion around accident timeline spikes throughout the academic year with agreement that JB will work with curriculum areas affected to reinforce safety reminders at start of each new term.

Fire Risk Assessment Update

Update provided on progress of outstanding actions from Fire Risk Assessment which was undertaken in May 2022. Comments provided around completion rates with agreement to provide more in depth narrative for next update. Further discussion around risk management for

All

HSC2223-002

actions that have exceeded the agreed timeframe and mitigation to be provided for any such circumstances.	JB	
<p>4. Priorities for 2022/23</p> <p>4.1: JB shared presentation with objectives overview for 2022/23. Discussion regarding attendance from staff at nominated working groups, JB to ensure diary invites are sent out in advance.</p> <p><u>First Aid</u></p> <p>JB discussed new processes that have been implemented to ensure adequate first aid provision in all areas including updating of first aid rooms access at each campus. First aid triage system is being implemented.</p> <p><u>ISO 19011 Standards</u></p> <p>JB discussed the implementation of the audit process and provided an overview of the specific criteria that would be applied. Confirmation received that all policies are correct.</p>	JB	
<p>5. Year to date performance report</p> <p>5.1: JB shared statistics for year to date:</p> <p><u>YTD Accidents/Incidents</u></p> <p>6 x accidents report (3 x students / 1 x staff / 2 x MOP) 11 x Minor Near Miss Events 0 x Significant Near Miss Events 1 x RIDDOR Event 9 x Medical Incidents (2 x required hospital / 7 x minor)</p> <p>Confirmation received that RIDDOR event related to hospital walk in treatment required for a student due to a knife slip in catering.</p> <p>Apprentices: JB confirmed that injury during employment would be reported through the employer, and students are classified as members of the public under RIDDOR.</p> <p><u>Policy & Procedure Update</u></p> <p>All policies are confirmed up to date and agreed other than Driving for Work which is under review by the People Team.</p>		

<p>6. Any Other Business</p> <p>6.1: Covid Guidance: Query received regarding procedures in place for vulnerable staff members during ongoing pandemic. MJ provided confirmation that an assessment is undertaken, and any critical control points reviewed with extra measures put in place where possible.</p> <p>AF confirmed recent staff update commented on keeping people safe.</p>		
<p>7. Date and Time of Next Meeting</p> <p>Wednesday 8th February, 15:30 - City Campus - TG04.</p>		