



Meeting Notes

Meeting	Health and Safety Committee
Date of Meeting	Wednesday 20, March 2024
Venue	TG04, Conference Room 1, City Campus

Present		Apologies
Beth Smith (BS)- Notes	Michelle Twigg (MT)	Saleem Rashid (SR)
Daniele Palacios (DP)	Nick Booth (NB)	
Dawn Aston (DA)	Paul Senior (PSe)	
James Smythe (JS)	Paul Simpson (PS)- Chair	
Jennifer Chaggar (JC)	Richard Burton (RB)	
John Bacon (JB)	Sallyann Turner (ST)	
Mark Farmsworth (MF)	Vanessa Martin (VM)	
Maxine Emmens (ME)		

Agenda Items	
1. Apologies	5. Health and Safety Stand Down 2024- Feedback.
2. Review of draft meeting notes and action points from the Health and Safety Committee meeting held on 11 Oct 2023.	6. Wellbeing Update.
3. Health and Safety Statistical information- 2023/24 & YTD.	7. Any other business.
4. Health and Safety Audit Review and Feedback.	8. Date and time of next meeting.

Meeting Notes	Action Owner	Action Tracker Log Ref
1. Apologies 1:1: Apologies were received from Saleem Rashid.		
2. Draft meeting notes and action points from the previous meeting: 2:1: The draft meeting notes from the previous meeting held on 11 th October 2023 were noted as a true record and signed off accordingly. 2:2: All previous recorded actions have been actioned and completed.		
3. Health and Safety Statistical information- Totals 2022/23 & Year to date.		

<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"> - Total injury causing events (accidents) in the last 3 years. - Accidents by person type in the last 4 years. - Injury type in 2023/24. - Staff and student injury causing events by curriculum area. - Staff injury causing events by professional service area. <p>JB noted the graph shows a trend with reporting accidents after holidays i.e. peak goes up after October half term.</p> <p>Action- PS requested that the reports display the curriculum areas by name, not by code, for the benefit of members.</p> <p>JB noted although accidents are higher compared to last year, RIDDOR is lower and this may be down to the change in reporting.</p> <p>No comments or queries were received on the performance data.</p> <p>John Bacon presented the strategic improvement plan for 2023-24 and noted that the plan is separated into five sections:</p> <ul style="list-style-type: none"> - Leadership and Culture - Capable & Competent People - Risk Management - Integrating Health & Safety - Communications. <p>The SWOT Analysis was shared and it was noted that it was broken down into four areas:</p> <ul style="list-style-type: none"> - Weakness - Threats - Strengths - Opportunities <p>The key points noted were:</p> <ul style="list-style-type: none"> - There is a volume of medical condition's that are not risk assessed or not declared across the college, this is being addressed in preparation for the start of the next academic year. - There is an increase in late submission of information for curriculum trips and visits, this is being addressed in trip approval boards and meetings with curriculum teams. - There is an increase in funding opportunity via medical assessments/ IHCP. <p>ME noted the updated trips and visits process that has been implemented by the Deputy Principal, alongside the H&S team. MT stated from a curriculum point of view, changing in-year has affected curriculum staff running trips. ME commented that the paperwork or process has not changed but it has been reaffirmed across the curriculum. Training is being planned to be delivered in</p>	<p>JB</p>	<p>Next Meeting</p>
--	------------------	----------------------------

July. PS noted the CAST team were planning drop in sessions to support curriculum with the paperwork.

4. Health and Safety Audit Review and Feedback.

Nick Booth, Health and Safety Manager, who is leading on the audits, presented an update to members. The findings below were provided:

- COSHH system not being used as widely.
- Business compliance.
- Housekeeping issues.

NB also presented the audit schedule to members.

23/01/24	Early Years, Childcare	18/06/24	Media, Games & Graphics
20/02/24	Hair & Beauty	25/06/24	Sport & Fitness
05/03/24	Animal Care	24/09/24	Vocational Science
14/03/24	Liberty Steel	01/10/24	Wellbeing & Life Sciences
26/03/24	Horticulture	08/10/24	Computing & IT
	Brickworks	15/10/24	Business & Professional Studies
23/04/24	Carpentry & Joinery	22/10/24	Protective Services
	Plumbing	12/11/24	Health & Social Care
30/04/24-01/05/24	P&D	19/11/24	Creative Industries Pathways
	Electrical	26/11/24	Health Pathways
	Engineering & Digital	03/12/24	Professional Services Pathways
14/05/24-15/05/24	Motor Vehicle	10/12/24	Computing & Digital Industries
	Robotics	17/12/24	Construction, Engineering & Advanced Technologies
21/05/24-22/05/24	Catering & Food Technology	14/01/25	Creative Industries
	Travel & Tourism	21/01/25	Health, Wellbeing & Science
11/06/24-12/06/24	Art, Music & Graphics	28/01/25	Professional Services

DP queried if the data can be displayed as a split between full-time learners and apprentices, as for example, an apprentice carpentry and joinery student might not need to wear goggles in the workshop, but a full-time learner does. JB requested a conversation outside of the room to explore this further.

PS questioned at what point do the individual actions and trends get reviewed. NB noted that some trends had already been discussed at the H&S standdown.

5. Health and Safety Stand Down 2024- Feedback.

John Bacon updated on the Health and Safety standdown for 2024. The event was organised for the members of the Health and Safety working group, as an established process in which organisations can act to prevent work-related fatalities, injuries and ill health.

The next steps following findings from the standdown were noted:

- To ensure the groups continue with consistent representation as members will now be asked to send a deputy if they cannot attend.

<ul style="list-style-type: none"> - To ensure information from the standdowns are cascaded to all academy and professional service areas following a lack of communication being cascaded through teams. <p>No questions or queries were received. Any further developments to be brought back to the committee.</p>		
<p>6. Wellbeing Update.</p> <p>Maxine Emmens, Health and Welfare Officer, updated the committee on the wellbeing strategy development and noted the objective was to develop a holistic approach to wellbeing. The current short-term activity was listed:</p> <ul style="list-style-type: none"> - A Better You app is being reviewed. - Monthly collaboration meetings with the People Team. - Analysis of data is taking place. - Wellbeing updates were being shared. <p>ME noted the current well-being projects:</p> <ul style="list-style-type: none"> - Training is currently being delivered with Andy Fuller, Health & Welfare Co-Ordinator, delivering specialist first aid training to parents in the nursery. - Trips/Visits process is being rolled out in the curriculum. - Collaboration with the SEND team. <p>JS commented that currently good work with staff and good work with students is taking place but a whole college approach needs to be worked on.</p> <p>JB noted meetings had taken place with Ellena Street, Head of Safeguarding & Student Wellbeing, to discuss the AoC charter and other work.</p> <p>MT queried if the analysis of the data that is being done will be shared with members of the committee. JB commented that the H&S standdown data can be shared.</p>		
<p>7. Any Other Business</p> <p>PSe queried if a college training matrix was available and if this was included in the audit. JB noted a H&S training matrix which includes mandatory training is collated and stored by the People Development team. The matrix is to be included in the management review along with paperwork and policies.</p> <p>JB noted the H&S team had been awarded a distinction from the British Safety Council International Safety Awards 2024.</p> <p>PS congratulated the team and noted this emphasises the work the team have put in.</p>		
<p>8. Date and time of next meeting</p> <p>8:1: The next meeting will be held on 19th June 2024 in New Boardroom, City Campus at 15:00pm- 16:30pm.</p>		

