

Minutes of Greenhead College Corporation

Health and Safety Committee held on Tuesday, 9th March 2010 at 4.00pm

Present: Christine Milsom (Chair)
John Blake
Jeannine King
Kate Martindale
Ros Moors
Julie Polzin

Apologies : Abbie Parkin
Calvert Prentis

In attendance : Debra Todd

1. Minutes of the Previous Meeting

It was agreed that the minutes were a true record.

2. Matters Arising

2.7.5 HSS8: John and Tina Watkins had attended the course but were awaiting evidence.

4.2.1 To reduce the high number of fire evacuations currently being experienced due to false alarms, a beacon was to be installed in the front office which would give senior staff five minutes to investigate the cause of the fire. If a false alarm, the alarm could then be muted avoiding the necessity to evacuate. Hopefully, this would reduce evacuations to the termly practice ones.

4.2.2 Concern had been raised at HODs meeting regarding movement at busy times (ie lunchtime) when evacuating. This was to be reviewed by senior staff.

3. Review of Accidents Since Last Meeting

3.1 Christine raised awareness of three accidents, two of which had been reported to RIDDOR.

3.1.1 On the 2.12.09 a student had fractured an ankle whilst playing rugby as part of the enrichment programme. This had been reported to RIDDOR and the LSC, but the latter had informed the College that they only wished to be notified of accidents involving students on learner programmes, not enrichment activities.

- 3.1.2 On the 27.1.10 a member of staff had slipped on a dropped chip. Sterling efforts are made by the cleaning team to clean up after the lunchtime session but this is an ongoing problem.
- 3.1.3 On the 1.2.10 a student had splashed sodium hydroxide in her eye whilst clearing away after a chemistry practical lesson. She had been wearing goggles during the exercise but had removed them when tidying away. This had been reported to RIDDOR and the LSC, and the latter's recommendations had been passed to the Head of Chemistry to convey to colleagues.

4. Current Health and Safety Issues

- 4.1 The drainage from the water coolers, situated by the Reading Room, had been improved to avoid danger of slippage on spilled water. However, students still carelessly emptied their bottles, so a bucket had been returned alongside for them to use. A notice had been put up reminding them to empty bottles with care and the situation would continue to be monitored.
- 4.2 It had been reported that the first Open Evening had been so busy that movement in and out of the car park had been hazardous. Whilst the popularity of the evening could be explained by the fact that we had had to cancel earlier evenings due to the inclement weather, it was recognised that measures should be in place to rectify this problem arising again in the future. The caretakers already 'man' the car park at after-college events, and do a very good job, but John would instruct them to divert traffic accordingly if bottlenecks arose (ie by using both gates as exits), employing commonsense as to the best means.
- 4.3 It was noted that the caretaking and cleaning staff had done an excellent job keeping the college grounds and walkways (inside and outside) safe during the recent snow and ice conditions.

5. Review of Annex to Health and Safety Policy

- 5.1 It was recognised that Part 1: General Policy Statement formed the Statement of Intent, and this was reviewed annually by the Corporation at its December meeting. The annex at Parts 2 and 3 would be reviewed annually by this Committee. It was agreed that the best time to carry out this review would be at the June meeting in readiness for it to be recommended to the Policy Committee in November and the Corporation in December.
- 5.2 Two additions were required to the annex: a statement on COSHH which John would write and a list of named individuals with responsibilities.

6. Annual Review of Terms of Reference

- 6.1 It was an audit requirement that the terms of reference be reviewed annually and it was agreed that this would be placed on the March agenda each year.
- 6.2 The Chair read through the terms of reference, which had been circulated to members prior to the meeting. Amendments were made to the wording and references to safeguarding were added. Once these changes had been made this document would be presented to the Corporation for approval.

7. Safeguarding Update

- 7.1 Debra Todd attended the meeting to discuss the Annual Report to the Health and Safety Committee and Governing Body on Safeguarding, which had been circulated prior to the meeting.
- 7.2 Governors had asked for reassurance that this committee would ensure that the criteria for safeguarding was met, as this area was rated as a 'Fundamental Risk'.
- 7.3 Debra advised that with the exception of 40 members of staff (made up of the cleaning and caretaking team and enrichment providers) who still needed to be CRB checked, the college was on target. The committee felt that it should be a key priority to complete the CRB checks and set an Easter deadline. John would write to the cleaning and caretaking staff who were still outstanding and arrange for them to bring the appropriate documents to a planned session in the next couple of weeks. The enrichment providers would no longer be working at the college after Easter so it was agreed that this requirement would be built in to the Enrichment programme so that the checks were completed in readiness for the start of the new programme in September. Debra would liaise with the Enrichment Coordinator.

8. Any Other Business

- 8.1 No other business was raised.

9. Date of Next Meeting

Tuesday, 22nd June 2010 at 4.00pm.

The meeting closed at 5.05pm