

Minutes of Greenhead College Corporation

Health and Safety Committee held on Tuesday, 22nd June 2010 at 4.00pm

Present: Christine Milsom (Chair)
John Blake
Jeannine King
Ros Moors
Abbie Parkin
Julie Polzin
Adam Qadir

Apologies : Kate Martindale

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 has now completed but Tina is still awaiting evidence. It was suggested that with her involvement in health and safety, Tina should be invited to join the committee.

4.2.1 The new beacon alert system had drastically reduced the amount of fire evacuations due to false alarms. Further improvements had been made to link the fire alarm to the intruder alarm for 'out of hours'.

3. Review of Accidents Since Last Meeting

3.1 A cleaner had suffered a leg injury whilst cleaning in the Theatre Studies department: she had knocked the buffer into some props which were stored behind a curtain and they had subsequently fallen onto her leg. She had missed one shift as a result of the injury. Following the incident, John had secured the items, risked assessed the area and spoken to staff in the department to avoid any further occurrences. It was noted that there was a delay in reporting this incident, but the caretaker has now been refreshed of the correct reporting procedure.

4. Current Health and Safety Issues

4.1 The ongoing problem with lack of ventilation in the ladies toilet by Chemistry was raised. John would investigate the installation of a fan in the skylight.

4.2 Concern was expressed at the lack of lighting near the exit and steps by C Block. John would see if a light fitted with a sensor could be installed near the steps.

5. **Review of Health and Safety Policy and Annex**

5.1 A discussion took place as to whether the findings of the annual review needed to go to full Governors, or whether they could be sent to the Policy Committee who would then make a recommendation to Governors. It was agreed that this was acceptable and would save the full Corporation being required to review the whole policy on an annual basis.

5.2 John had prepared a statement on COSHH and CRB for inclusion in the Annex, which was approved by all present. He also confirmed that he would arrange COSHH training for the caretakers.

5.3 John had also prepared a sheet listing the individuals with specific responsibilities for health and safety. It was agreed to substitute this for the current list, which was purely a list of heads of departments. The Annex does already state that supervisory staff had a responsibility for their area and the committee felt it wasn't necessary to individually name them.

At this point, Abbie Parkin and Adam Qadir joined the meeting.

6. **Safeguarding Update**

6.1 Debra circulated an Update handout which was discussed in detail. The College had now fulfilled all its legal obligations regarding safeguarding. As the new coalition government is currently reviewing the vetting and barring scheme, it was decided to await their recommendations before pursuing any further. Debra was thanked for her work to-date.

7. **Any Other Business**

7.1 The Senior Student representatives wished to highlight two issues:

7.1.1 On occasions when the Main Hall was full to capacity, the temperature rose to uncomfortable levels and became stuffy. Jeannine advised that the hall was risked assessed for planned events such as Charity Day and the windows and doors were opened accordingly. However, John would look into the cost implications of installing an extractor fan to eliminate this problem at other times.

7.1.2 Concern was expressed at students who congregated outside the disabled toilet in C Block, both because of access and embarrassment for those wishing to use the facilities. It was agreed that notices be displayed in this area urging students to keep the area clear.

- 7.2 Debra suggested that the committee might like to consider producing an Annual Report to produce to Governors. The idea was considered but members felt that the termly report to the full Governors meeting was sufficient.
- 7.3 It was agreed that risk assessments for GVS, projects and work placement visits should be reviewed after PaWS Week.
- 7.4 John confirmed that he had completed and achieved the NEBOSH qualification. Congratulations were expressed.

8. **Date of Next Meeting**

Tuesday, 24th November 2010 at 4.00pm in John Blake's office.

The meeting closed at 5.00pm