

Minutes of Greenhead College Corporation

Health and Safety Committee held on Tuesday, 23rd November 2010 at 4.00pm

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

Apologies : Mehboob Khan

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 Both John and Tina Watkins have now completed HSS8 (re work placement visits). John will approach Tina to join the committee.

4.1 The ventilation problem in the ladies toilet by Chemistry had now been resolved.

4.2 A cherry picker had been organised to improve the lighting at the back of C Block.

5.1 The revised Policy had been approved by the Policy Committee.

5.2 John confirmed that a COSHH training session would be held in the summer inset period for both caretakers and science technicians.

5.3 It was decided to keep the named individuals on the Annex to avoid confusion of responsibilities.

7.1 John advised that the cost of installing an extractor fan in the Main Hall wasn't feasible; it was agreed that the occasions when this was required were rare so no further action would be taken.

A barrier had been erected by the disabled toilet in C block and this had solved the problem of students congregating and blocking the entrance.

3. Review of Accidents Since Last Meeting

- 3.1 No accidents had been reported to RIDDOR since the last meeting. A small number of minor accidents had taken place in the Chemistry and Biology departments, but Christine advised that this was most likely due to the nature of the activities (ie use of scalpels, acids etc).
- 3.2 A cleaner had reported receiving an electric shock when leaning on a computer console. Following the incident, John checked the (low voltage) equipment and confirmed that it was in good working order, however, he did discover a dead wasp in the vicinity and concluded that this may have been the cause of the injury. The cleaner had reported the injury to his solicitor and was now in the hands of our insurer.

4. Current Health and Safety Issues

- 4.1 Items raised at the internal meeting included:
 - 4.1.1 Missing/loose toilet seats in the staff ladies toilet: John confirmed that these had been replaced with metal fixings and sturdier seats.
 - 4.1.2 Low ceilings on top floor of S Block: John will investigate and install foam padding where appropriate.
 - 4.1.3 Lack of first aid cover for after college Fencing activity: this activity has been moved to an earlier time and first aid cover arranged.
 - 4.1.4 Students congregating/smoking outside the main entrance: this matter is to be investigated by senior staff.

5. Annual Review of Accident Reports

- 5.1 Christine had conducted an annual review of accidents in college for both 2009/10 and 2008/9 for comparison. The table used for the comparison is to be checked to ensure it covers suitable categories before approval at the next meeting. It was agreed that this information was useful and Christine was thanked for her work.

6. Safeguarding Update

- 6.1 Debra confirmed that all new staff and enrichment providers had been CRB checked, and 70% of DOE providers.
- 6.2 Governors had requested that a rolling programme of CRB checks of existing staff should be instigated and Debra requested assistance in the administration of this process. John agreed to take on this task and an

announcement would be made at the next full staff meeting that this process was to commence.

- 6.3 It was reinforced that all visitors to college should sign in at reception and be given a visitor badge. John was to investigate if regular contractors had been CRB checked by their employers and if this was not the case, if this could be carried out.
- 6.4 Julie raised concerns of lone working in the college holidays. Christine was to bring this to the attention of senior staff in order to review the situation.

7. Review of Risk Assessments for College Trips

- 7.1 John to update and bring to the next meeting.

8. Any Other Business

- 8.1 Christine handed out a resume of Lord Young's report: Common Sense, Common Safety. It was recognised that these were only recommendations.
- 8.2 Debra handed out copies of the Terms of Reference for members to review. No changes were requested, so Debra would present to Governors for annual approval.

9. Date of Next Meeting

Tuesday, 8th March 2011 at 4.00pm in John Blake's office.

The meeting closed at 5.10pm