



## **Minutes of the Health and Safety Meeting Held on Thursday 14<sup>th</sup> November 2019 at 4.00pm in M42**

**Present:** Lucy Adeniji\*, Ruth Baker\*, John Blake (Director of Finance & Resources), Chantal Forrest\* (Chair), Richard Lyons, Julie Polzin, Zain Zainuddin\*  
\* *Governor*

Hilary Thomson (Clerk to the Corporation / Committees) was absent due to ill-health.

**Meeting began:** 16:10  
**Meeting closed:** 17:30  
**Quorum:** 3 Governors  
**Attendance:** 67%

### **1. Apologies for absence**

Apologies for absence were received from Simon Lett.

### **2. Declaration of pecuniary / prejudicial interest**

Committee members were invited to declare any direct, indirect, pecuniary, personal or prejudicial interest relating to any item on the agenda for the meeting. No interests were declared.

### **3. Items for discussion under any other urgent business**

No urgent additional items were identified for discussion under any other business at agenda 8 below.

### **4. Minutes of the previous meeting (20.6.19)**

#### **4.1 To approve minutes of the previous meeting**

Committee members considered the previously circulated minutes of the Health and Safety Committee held on 20<sup>th</sup> June 2019. No amendments were requested.

**Resolved:** that the above minutes (20.6.19) were approved as a correct record and authorised for publication.

#### **4.2 To consider matters arising**

- Lockdown – there will be a further practice early in the spring term.
- A notice has now been placed on G1 door to make users aware that it doesn't fully open.
- G1 camera – it was noted that whilst out of action today, Network staff would reconnect the following day.

### **5. Review of accidents and reported near misses and hazards since last meeting**

Committee members considered the previously circulated document which summarised reports since the previous meeting (20.6.19).

The following points were noted:

Reports of burns from the heated lamp in the shop were again reported (2 occasions). JBL explained that there was sufficient gap and that a guard would lower the gap and still get hot.

**Action: JBL to investigate if a larger sign was appropriate**

There was a report of a student falling from a stool during an epileptic attack. The committee was advised by JPO that students were assessed whenever they declared an illness.

## 6. Current Health and Safety Issues

- Rostron fire escape step reported slippery - JBL to ask caretakers to power hose them
- Disabled toilets – JBL confirmed that most are unlocked and can be used by anyone
- Parking outside College – JBL advised that the College could not influence what happened outside and was unable to put cones down.
- Music Practice room – JBL confirmed additional sockets would be put in shortly
- Conway treads – JBL advised that rubber treads up the Conway steps had been replaced
- There were still reports of conflict between vehicular traffic and pedestrian traffic on the drive going out of College - JBL to investigate signage / railings to separate traffic
- Student entrance steps – JBL to see if gaps beneath steps could be infilled to reduce trips.
- Girls' toilets – a new hygiene company was now being used which should avoid over spill of sanitary bins.
- Hand dryers – JBL will reposition hand dryers in main student toilets.

## 7. Annual Review of Health and Safety Policy

Point 5 – to be amended to read serious accidents to be referred to DFR – JPO to amend.

Point 3.3 – clarification to be made regarding annual College inspection. JBL to report on any major issues. There were none for the 2019 inspection.

JPO confirmed that the College has above the required number of 1<sup>st</sup> aiders as this is only measured against staff numbers. JBL to enquire if any cleaners are interested in being a 1<sup>st</sup> aider.

## 8. Any other business

RLY – asked why there are fewer SLT staff in College during the holidays. This was an observation and not a criticism.

**Action: JBL to mention this to SLT.**

JBL to ensure that main door is locked during holiday periods.

## 9. Confidentiality

None of the items discussed were deemed to be confidential.

**The date of the next meeting was confirmed as 27<sup>th</sup> February 2020 at 4pm venue tbc.**

There being no further business to discuss, the meeting was closed at 5:30pm.

**Minutes approved:** H&S Committee 24/6/20

**Signed off by Chantal Forrest, Chair, at H&S Committee 24/6/20**