



**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Health & Safety Committee meeting held virtually using Zoom**  
**Wednesday 24 June 2020, 4.00pm**

**Govs present:** Abby Barraclough; Chantal Forrest (Chair); Lucy Giles; Ruth Baker; Simon Lett (Principal); Stuart Irving (to 4.45pm)

**In attendance:** John Blake; Julie Polzin (to 4.45pm); Sarah Whittle; Ian Leedham (Clerk)

**Apologies:** Jo Horsfall; Mark O'Connor

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>1. Welcome, apologies, declarations</b>	CFO welcomed participants. Apologies from JHO & MOC. No declarations of pecuniary/ prejudicial interest.	
<b>2. Minutes 14/11/19</b>	<p><b>2.1</b> Minutes 14/11/19, previously circulated, agreed by Committee, signed-off by Chair, to Clerk for filing.</p> <p><b>2.2</b> Matters arising not covered on agenda:</p> <ol style="list-style-type: none"><li>1. 14/11/19 min 5 (shop heated lamp larger sign): completed, John B</li><li>2. 14/11/19 min 6 (Rostron fire escape step power hose): completed &amp; will be done annually, John B</li><li>3. 14/11/19 min 6 (music practice room additional sockets): completed, John B</li><li>4. 14/11/19 min 6 (drive vehicle-pedestrian issues): appropriate demarcation railings to be installed over Summer Holiday, John B</li><li>5. 14/11/19 min 6 (student entrance steps, filling gaps): improved now; John B to check</li><li>6. 14/11/19 min 6 (new hygiene company): new company and new schedule in place, John B</li><li>7. 14/11/19 min 6 (hand dryers' repositioning): partially complete; John B to check</li><li>8. 14/11/19 min 7 (first aiders): cleaners not interested in becoming first aider, but upcoming Premises Manager and Site Assistants x 2 will be first aid trained, and first aid included in job description for new Cleaning Supervisor post</li><li>9. 14/11/19 min 8 (S.L.T. cover during holidays): not seen as a problem; usually S.L.T. member on site or certainly contactable.</li></ol>	<p>Clerk</p> <p>John B</p> <p>John B</p>
<b>3. COVID risks &amp; mitigation</b>	<p><b>3.1</b> CFO screen-shared and Committee discussed Risk Assessment for Re-opening College, previously circulated.</p> <p><b>3.2</b> Responses to Governor questions on key aspects of the</p>	

- risk assessment and mitigations included:
1. meeting organisers know how to risk assess meeting venues for suitability and to ensure social distancing can take place (SLE)
  2. good stocks of Personal Protective Equipment, soap, sanitiser (and caretakers monitor these), additional sanitising stations in corridors, cleaners supplied with additional P.P.E.
  3. College proposes to stick with 2m rule for week beginning 4/7/20 (last week of term); will review in September
  4. infrared temperature detector trialled and works well
  5. discussion of College responsibilities to individual student or staff member who tests positive for COVID alongside responsibilities to overall College community
  6. in event of positive case, aim would be for particular areas of College to be isolated rather than whole College close down, but this would be difficult given students' circulation around College – SLE to review, in September
  7. College mindful of increased risks facing BAME students and staff (a point reiterated by SIR), but keen on whole-community rather than BAME-specific measures
  8. awareness of overall measures and fire procedures specifically has been promoted amongst staff and will be reiterated in September when all staff return
  9. 2m distance rule is proving feasible, with different types of clearly specified arrangements in place; Room G17 will be made available to help with staff office distancing from September
  10. in most circumstances, it is possible to ensure that essential contractors visit College after 4pm or during holidays
  11. new Premises Manager and Site Assistants will help with the overall effort
  12. SLE pointed out that things are currently running smoothly with relatively small numbers of students (200-300), that measures are subject to ongoing review and refinement, and that measures will be reinforced with staff from September.

**3.3** ABA (Student Governor) reported feeling concerned coming into College but reassured by the measures in place including small numbers of students and associated ease of social distancing.

**3.4** Discussion, prompted by SIR, of potential satellite centres as a way of improving local accessibility and minimising travel-related COVID risks (Risk Assessment 1.12). Linked to this, SLE pointed out that University of Huddersfield laboratory space could be made available, and both Kirklees Council and Holy Trinity Church could help make space available (SIR pointed out that his church in Dewsbury could also offer space).

SLE

SLE note

	<p><b>3.5</b> SLE pointed out that College is preparing two sets of calendars and timetables for September: one on a 'normal operation' basis (he anticipates a strong Government push for this, with guidance due in the next couple of weeks); the other a modified timetable with blended delivery and each student attending for half-a-week.</p> <p><b>3.6</b> Committee complimented College on the overall risk assessment and mitigations, and endorsed the Risk Assessment document (which will clearly be a live document going forward).</p>	
<p><b>4. Review premises devts, accidents, reported near misses, hazards</b> [SIR &amp; Julie P departed 4.45]</p>	<p><b>4.1</b> Committee considered annual and termly accidents data, as previously circulated. June to November 2019 data were ignored, as these had been considered at previous meeting 14/11/19.</p> <p><b>4.2</b> CFO asked for two improvements in the data presented:</p> <ol style="list-style-type: none"> <li>1. year-on-year trends analysis – Julie P &amp; Sarah W to action</li> <li>2. reporting of near misses (only one near miss reported), to strengthen preventative action – John B to remind staff, in September, to report near misses.</li> </ol> <p><b>4.3</b> From her own analysis, CFO keen that Committee keep an eye on falls from height (increase), steps incidents (increase), sports accidents (increase), manual handling (increase), and contact accidents (static), to make sure appropriate action is being taken.</p> <p><b>4.4</b> John B pointed out that steps have been reviewed by builder, and he is not aware of step-related issues in the past few months.</p> <p><b>4.5</b> SLE to follow up sports/contact accidents with Physical Education team, to get more information.</p>	<p>Julie P, Sarah W</p> <p>John B</p> <p>SLE</p>
<p><b>5. Safeguarding, H&amp;S, wellbeing issues</b></p>	<p><b>5.1</b> Safeguarding work continues, with safeguarding team remaining fully operational. ABA (Student Governor) pointed out that communication of where students can access help and support regarding their wellbeing has been well managed.</p> <p><b>5.2</b> Emotional health impact of lockdown and, for some, pressures of remote learning, are significant concerns (SLE). Linked to this, catch-up/revision push will be needed in September (LGI) and students are not always sure what grades they are working at (ABA).</p> <p><b>5.3</b> To address the above, SLE pointed to two measures:</p> <ol style="list-style-type: none"> <li>1. progress assessments, which would have been done</li> </ol>	

	<p>after Easter, will be undertaken in/around October, arguing that this is preferable to a cycle of tests and exams</p> <p>2. time will be freed up for additional support with key transitions in Autumn term (Y11 to A1 and A2's in respect of March to July gap) by significantly reducing the enrichment offer – RBA emphasised that as long as staff are clear of what is expected of them, they are very amenable and flexible to changed ways of working.</p>	
<b>6. Deputy Chair position</b>	Agreed Clerk to ask an External Governor member of the Committee (JHO, MOC, MWH).	Clerk
<b>7. Policies to review</b>	No policies to review on this occasion.	
<b>8. Urgent AoB</b>	CFO pointed out that attendance is poorer on this Committee than on others – agreed Clerk to schedule next meeting as a one hour meeting (to make attendance easier) and to explicitly ask members in advance if they will attend.	Clerk
<b>9. Confidentiality</b>	No items identified as confidential.	
<b>10. Date next mtg</b>	To be arranged in new academic year.	

**Minutes prepared by Ian Leedham (Clerk to the Corporation) on 30/6/20**

**Signed off by Richard Armstrong, Corporation Chair, at Corporation 7/12/20 following decision at Corporation 5/10/20 for Corporation to deal directly with H&S business**