

**REPORT OF THE MEETING OF THE HEALTH & SAFETY COMMITTEE HELD AT 1.00PM ON
2ND SEPTEMBER 2014 IN THE CFEE CONFERENCE ROOM, THURSO MAIN CAMPUS**

Present: Alan Ogg, Chair
Ann Dods
Helen Campbell
Francois Muller
Donald MacBeath
Jackie Manderson
David Shaw
Margaret Train
Alistair Simpson

1. Preliminaries

The Chairman welcomed members to the meeting.

1.1 Apologies

Apologies for absence had been received from Russell Rekhy and David Bertram.

1.2 Minute of the previous meeting

The minute of the previous meeting was approved as an accurate record being proposed by Ann Dods and seconded by Alistair Simpson.

1.3 Actions Arising

Members discussed each of the actions:

Action 1 – No action to date, carry forward to the next meeting.

2. Committee Business

2.1 Quarterly Accidents/Incidents/Hazards

Members discussed the 2 minor accidents which had been reported in the last quarter.

A brief discussion took place regarding the previous proposal to re-mark the car park on the Thurso campus and also the possibility of asking the Council to move the bus stop away from the main gate.

2.2 Quarterly Fire evacuations/drills

Members discussed the fire alarm tests to date. It was noted that Dornoch did not always report in the the fire alarm had been tested and it was agreed that Margaret would contact Howard to ask that this is done in the future. Members were advised that a schedule for fire drills had been created, with the first set of drills taking place next week across all sites. Alan advised that, to date, no section had asked for H&S induction training for its students and it was felt that there had been a significant breakdown in communications between the A.D. H&S and sections. It is expected that all students will know the procedure for the fire drill, so this will be monitored closely during this first set of drills.

2.4 H&S Training for Staff - Review

Members were advised that Risk Assessment and DSE Assessment training had taken place during staff development week. A number of managers and staff had attended and verbal feedback to date had been positive. The training had taken the form of a practical session in identifying risks and undertaking a DSE assessment. Some attended had suggested that Risk Assessments were time consuming and the form was a bit complex for some instances. Members discussed Risk Assessments for

Work placements and it was noted that although there were procedures in place, however there was some concern that the assessments were not always being undertaken as required.

Members were advised that Margaret had completed a DSE Assessor training course and was now able to assist staff in the completion of the assessments, once they had received suitable induction training.

The Principal reminded members that there was a contractual obligation on the College from SDS that all work placements needed to be vetted prior to students beginning their placements. A short discussion took place regarding work place assessments and Alistair Simpson described the process undertaken for the construction section. David Shaw also described the process for the gamekeeping section. It was agreed that there needed to be a single database for all workplace assessments and members were advised that previously Jim Kelly had been responsible for this. It was he who had advised that there did not appear to be any assessments being submitted to him.

After further discussion it was agreed that the current procedure and forms would be updated and a database holder would be identified. The Principal stated that it was unreasonable to expect that no evaluation of a workplace was being carried out. It was agreed that the onus was on the A.D.s and programme leaders to show that the College is complying with requirements prior to students going on placement.

3. Estates & Facilities

3.1 E&F Manager H&S Report

The E&F Manager advised members that there was an estates review being undertaken for the Thurso campus and therefore a number of planned works were on hold. She updated members on the works undertaken over the Summer, primarily decoration and necessary H&S works. She advised that an energy audit had been undertaken at the BHH along with a review by the conservation officer. There were some H&S issues with the boundary wall around the BHH and there could be a significant cost in remedying the situation.

Members were advised that works to the drainage system in the ETEC building had been undertaken and the College had been assured that this should resolve the outstanding problems. If it did not, there were further works that could be done at no cost to the College.

The ER&F Manager advised that a review of 1st aiders had recently taken place and currently there was little or no cover in the ETEC building, due to one staff member being on long-term sick leave, on who has left and a third who is pregnant. Alan Ogg advised that he had raised this at the team meeting and a number of staff had put their names forward to undertake first aid training. It was also noted that the Refectory and training kitchens were also short of trained first aiders. The Principal confirmed that cover to release staff to attend first aid training would be made available.

4 Policies & Procedures

4.1 H&S Policy – Annual Review

Members were advised that H&S Committee must review the H&S Policy annually prior to it being submitted to Finance & General Purposes Committee for consideration and approval by the Board. A number of minor comments were made and the Principal stated that it was a comprehensive document and staff needed to have their attention drawn to the policy. It was agreed that comments would be forwarded to Margaret by Friday for inclusion/amendment to the policy. Subject to amendments the policy was approved.

4.2

Update on the review of H&S policies & procedures: COSHH, Unwell Students and Provision of Eye Tests and Spectacles

Members were advised that the H&S Compliance Officer was continuing to review H&S policies and procedures. Once complete they are being circulated to members for consideration outwith the Committee cycle, however ratification would be made at the H&S Committee meeting following circulation. Once approved the policies and procedures will be uploaded to the H&S area of SharePoint.

Members went through each of the procedures and it was agreed that any comments for amendment would be forwarded to Margaret by Friday 5th September. Subject to amendments the procedures were approved.

A short discussion took place regarding 2 students who need to take medication and the requirements that needed to be put into place.

4.3 Workplace RA database and the Grey Fleet

Jim Kelly was asked to come along to the meeting to speak to members about the work placement forms and database and also the concerns regarding the 'grey fleet'.

Jim advised members that he had not received any work placement risk assessments for inclusion in the database in recent times, which led him to believe that these were not always being undertaken or not updated as required by SDS. The College was audited on this and, at the last audit; the auditor had been content that we had procedures in place. He had not asked to specifically see any risk assessments, however this would not always be the case. It was felt that the College was currently not compliant in this area. The Principal advised that Committee had briefly discussed this situation and informed Jim on the outcome of the discussions.

Jim informed members that insurers were now beginning to tighten up on the use of private cars for business purposes and where they could, would not pay out in the event of an accident if it could be shown that the person was working when the accident happened. It was felt that an awareness raising exercise needed to be undertaken with staff.

5 **Date of next meeting: 4th November 2014**

The Chairman thanked members for their attendance and closed the meeting at 3.05pm