

Health and Safety Committee Meeting

Health and Safety Officers Report 25th September 2008

1. DCELLS audit

Feedback from the audit was quite pleasing. The overall standard achieved was GOOD ie performance is good in at least 50% of the criteria and satisfactory in the remainder. The report stated

'The provider continues to place a positive emphasis on health and safety and this is reflected in the development which has occurred since the last review'.

There were no weaknesses identified.

Where there were recommendations made based on the findings of the review, a development plan has been developed which outlines the proposed action/ desired outcomes and the timescales for the actions. This was submitted to WAG at the end of August.

The college needs to ensure that this priority attention is maintained especially where work experience is concerned.

- Vetting and Monitoring

The wk exp procedures have been updated but still require further updating when the procedures for monitoring of work placements has been sorted out. There needs to be a tracking system in place so that monitoring can be undertaken within the correct timescales as determined by the risk banding of the placement. Gorseinon have advertised for a Health and Safety assistant to undertake the task of monitoring.

2. Health and Safety Policy

Review of the H&S policy is ongoing. Several policies need ratifying before replacing the existing ones on the staff intranet.

- The Minibus policy is currently being rewritten, followed by
- Fire policy
- Policy and procedure for the approval monitoring and auditing of sub contractors

- Staff Health Surveillance policy. Managers will need to review the risk assessments for the activities that staff carry out to identify what areas of health monitoring will be required

3. The Departmental H&S Code of Practice is being reviewed and will be issued to all areas at the end of the month. A member of staff has informed me that she has never seen the document nor has she been informed that she has been nominated for a number of responsibilities. All managers need to discuss this document with members of staff before they actually nominate those members of staff for the responsibilities

4. Accident Statistics

Total reported Accident figures remain the same, however staff accidents have reduced and learner accidents have risen. Prevoc, Catering and Construction have the highest accidents.

Engineering have been excellent this year with no accidents to report so well done to them, however this is just as well because there is only one first aider and he is in Motor Vehicle on the Neath Campus.

5. First Aid Provision

First Aid provision needs addressing, especially in higher risk areas. There is no first aid provision in the Construction area in Afan nor motor vehicle area. Engineering in ELC Neath has no first aider as the first aider there did not renew his certificate. Another Technician in CVP has not renewed, and another has informed me that she will not be renewing her certificate. This is due to the unfair burden placed on them.

Health Forms – First aiders have informed me that they have no knowledge of learners health problems unless the learner tells them. They cannot gain access to the information as no-one has it readily available. I have spoken with Suzanne Handbury and asked her to explain what actually happens to this information

6. Fire Marshals

There was an issue in Afan campus this week where the fire alarms were activated however staff/learners were slow and reluctant in leaving the building. They also tried to get back into the building before they were told it was safe to do so. Hence the reminder email was sent out to all staff

Training

Training has been requested and arranged for

- Pontardawe – Evac chair
- MIDAS Minibus Training has been arranged for Prevoc and Sports, with further MIDAS training being arranged for all staff who drive college minibuses, (provided that have D1 on their licence.) Staff with licences after 1997 (no D1 entitlement) will require the full PCV training.
- CVP theatre staff - Specialist Manual Handling and PASMA

Performing Arts Building – Management and out of hours use of building

A Preliminary meeting has taken place with Vicky Burroughs Head of School CVP and Zoe Harding the technician to discuss Estates concerns regarding the operational issues.