

# **Health and Safety Committee Meeting**

## **Health and Safety Report**

**18<sup>th</sup> December 2008**

1. The annual Health and Safety report has been compiled for the Corporation Board and delivered Wednesday 17<sup>th</sup> December by Keith Booker. A copy will be emailed to all safety representatives and committee members.

### **2. Health and Safety Policy**

The Statement of Intent and the Organisational Arrangements section of the H&S policy have been completed and emailed to Sam Thomas for SMT approval. The following policies have been emailed to the H&S committee for their comments prior to replacing the existing Policies

- The Risk Assessment policy,
- Accident Reporting and Investigation Policy and Procedures
- The Visitors Policy

Changes need to be made to the Visitors policy The Paragon is now called Blasus.

The smoking Policy is to be put on the intranet

The work experience policy will need reviewing again after the working party has made its recommendations in the new year

### **3. Health and Safety Code of Practice**

I am still waiting for 6 to be returned. Two of which have made no contact at all

### **4. First Aider Provision**

As decided last month a working Party will be set up in the New Year to discuss lack of provision in some areas, evening cover and first aid rooms. A recommendation will be made to SMT. Some staff will need fobs issued to them. A request will be made to Tech Support for a First aider email group be set up so that it is easier to send group emails to them.,

In addition a first aid treatment form has been developed so that first aid provision can be monitored. This form must be completed by the first aider each time treatment is administered / person is dealt with. Forms must be returned to me either at the end of the week or month whichever seems preferable. This will enable first aid provision to be monitored

## **5. Fire Safety**

Nominations were received for staff to be trained in the resetting of the fire panels and acting as the responsible person in the absence of a caretaker. Training has been discussed with Morris Churchfield and will be provided for these members of staff in the New Year Dates and times will need to be sorted with the various staff

An email has been sent out to staff requesting that they do not cover up the vision panels in doors. The vision panel is provided for people's safety and its obscuration is an offence under the Fire Safety Order. The Fire Safety Order is very specific in that "every employee must.....take reasonable care of the safety of themselves and others who may be affected by their acts or omissions at work.

Please could all staff ensure that where vision panels are installed in a door that they are not obscured in any way as they are there for a purpose. It is also a requirement of the Disability Discrimination Act to provide vision panels: It is to ensure that people on each side of the door can see each other either in a standing or seated position (wheelchair users).

If privacy is an issue and there is a need to obscure the vision panel then it will need to be discussed with your line manager and a request be made to the Facilities and Estates manager, as additional fire detection may be necessary.

### **Fire Marshal Paging system / walkie talkies**

It was mentioned last month that pagers or walkie talkies would be a way of overcoming the lack of fire marshals in another building

Morris Churchfield have provided three types of pagers for the college to use on approval. A decision can then be made on the best ones to order

## **6. Security**

Security issues at Coleg Pontardawe - the sliding automatic doors cannot be locked therefore it was agreed that staff at the college would switch the internal door over from automatic to manually operated. This would allow them to control who could enter the building.

In addition an intercom system has been installed in three areas, main reception, nursery, and the corridor leading to learn direct classrooms. The intercom in the nursery and learn direct areas have visual aids, which will allow staff to identify those who are requesting access. A guard has been on site from 5 pm – 9 pm for the last two weeks however will be finishing on Friday 19<sup>th</sup> December.

## **7. Training**

A further 9 staff have undertaken the MIDAS minibus training this week. Additional training has been arranged for January

## **8. FFORWM Health and Safety Managers Group**

Below are some brief notes of the meeting held on Friday.

Annual H&S reports were discussed. It would appear that all colleges report on similar issues. VD agreed to provide a brief note on the topics that DCELL's would look for when requesting a copy of the annual report as part of their review process.

Accident statistics – it was agreed that for the year 08-09 the student numbers would be individual students ( i.e. head count). Not enrolment figures as some colleges had provided

IR to arrange costs and provisional dates for audit training for all interested members of the cluster group.

This audit training will allow me to audit the areas of the college

Gorseinon College would like to volunteer to be the first college to participate in the college H&S compliance audit.

A discussion took place on snow / adverse weather policies/procedures. Members of the group agreed to forward copies for comparison / information. Swansea College sent theirs so NPTC can adapt that one if it is suitable. Colin can take a look at it with me

