

## **Health and Safety Committee Meeting**

### **Health and Safety Officers Report**

Thursday 12<sup>th</sup> February 2009

1. Health and Safety Policy – the following Policies have been placed on the staff intranet
  - Section 2 -Policy statement on Health Safety and Welfare has been reviewed
  - Section 3 – Organisational arrangements for implementing H&S Policy
  - Section 9 – Recording, Investigating and Reporting Accidents and other Incidents
  - Section 10 - Visitors Policy

In addition the following forms have been placed on the staff intranet

- First Aid treatment form
- First Aid request for supplies
- Fire Marshal Duties
- Fire Marshal Report Form

#### 2. Work Experience Working Party

Task Group met on 11<sup>th</sup> February to undertake a review of the vetting and monitoring requirements of the DCELLS Health and Safety Code of Practice for Contracted Provision.

The group members

Keith Booker

Adele Ottiley Jones

Jacky Williams

Barbara Davies Faculty Office

Gail Dubec Learner Services Neath

Claire Richardson - Hair & Beauty

Eifion Hughes Pathways

Apologies were received from

Andrea Davies

Gwen Davies

Carol Evans

Many of the problems experienced were shared and solutions put forward how to overcome them so the meeting was very positive.  
The next meeting will be held on Tuesday 10<sup>th</sup> March in NA011.

### **3.First Aid Working Party**

This Working Party will need to discuss and resolve issues with the lack of suitably qualified first aiders in some areas such as

- Engineering
- HHB
- Evening Cover in general
- Saturday Morning Clubs
- The New Theatre- Performing Arts
- Coleg Pontardawe

The group has not yet been set up but staff have been approached Judith Williams ( for Catering) and Sundeep Bamra ( Sat morning Club) Zoe Harding ( New Theatre) have volunteered to be on the working party. I have spoken with Steve Prosser who will discuss this with Paul Clay and James Dean

### **4. Fire Safety**

Afan Campus and Unit Two - Training in resetting the fire panels has been carried at both campuses.

Staff trained at Afan were

- Jane Morgan
- Lynn Evans
- Julianna Thomas
- Jayne Grimes
- Jonathon Miller

Fran Green informed us that she already knew how to set the panel.

Staff Trained at Unit Two staff were

- Craig Harrendence
- Mike Morgan
- Anthony Edmunds
- Gareth Hornsby

After Half term training will take place at all the buildings on the Neath Campus.

Plumbing/ Plastering/ Motor Vehicle/ Painting & Decorating Workshops ( Construction Workshops)

The new fire panel that has been installed in these workshops ( the old engineering block) is just for that block alone.

It is a stand alone system similar to G Block and ELC and A&B Block.

People in that area will only need to evacuate if the alarms sound in that area.

If the alarms go off in A&B Block they will not affect the construction/motor vehicle areas any more, in the same way that if the alarms go off in G Block they do not affect the rest of the college.

However at the moment, T&T haven't completed the work so it is not linked up to the monitoring station. This means that at this present time if the alarms do go off staff will need to inform Estates as until the monitoring station is linked up they cannot phone us to tell us the alarms are sounding. Also if you do discover a fire you will need to dial 9999 to get the fire brigade out.

Work is being carried out so that this is remedied as soon as possible. An email has been sent to Ian Lumsdaine and staff occupying those areas. The Brick workshops is a stand alone system also and like Construction workshops is waiting to be linked up

Coleg Pontardawe

I have spoken to Tawe Coach builders about fire drills but need to speak to Creighton himself, however he 's very difficult to speak to and does not seem to be returning my calls. I have rung again this morning but again he was not available.

David Price and myself have discussed going up to carry out the drill but we cannot do a drill without Creighton as we need access to their panel. When I rang two weeks ago Claire the secretary informed me that Creighton was aware that he needed to include CP in the fire as apparently the local authority had called there.

## 5. Training

Minibus training has been ongoing since November. The following email has now been sent to Heads and deputy Heads

Minibus driver training has been taking place since November 08 and I have attached the list of staff that have been trained, or due to be trained to drive the college minibus. Please could all Heads of School check the list so that everyone that they require to drive a minibus has had their name put forward to undertake the training.

In addition, please could all Heads ensure that if any other members of staff require training that they inform Caroline Harris or myself so that further training can be arranged.

**I must make you aware that as from the new academic year September 2009 only staff that have received minibus driver training will be allowed to drive the college minibuses. The register of trained minibus drivers will be held at Goods Inwards.**

First aid training is currently being arranged by Caroline Harris for those staff that have completed an SD1 form so anyone who would like to train as a first aider will need to complete the SD1 have it

signed by their manager and then sent to SD Caroline Harris.  
Caroline can be emailed to request an SD1.

Evac chair training has taken place at Coleg Pontardawe  
Further fire marshal training and Evac chair training will be  
arranged after the half term break

## **6. Driving for Work**

Eversheds held a training event entitled Driving for Work which was presented by a lawyer and a trainer for the AA. So you not only heard about the legal aspect but also the practical hands on side also. Even though we all think we know the law relating to driving it was very informative.

If anyone has an accident where someone is injured police will check phone masts to see if your phone was being used.

It is also a criminal offence to drive for the purposes of work without business class insurance. Driving to a course is driving for the purposes of work as you are not driving to your usual place of work. Driving to your place of work and back is commuting, therefore the Health and Safety at Work act does not apply but driving other than that during the course of the day is classed as driving for the purposes of work and the H&SAWA will apply.

Under the Management of Health and Safety at Work Regulations 1999 reg 3 required employers to carry out an assessment of the risks to the H&S of their employees. This will include a risk assessment where driving is expected to be carried out. Staff need to ensure that they are properly licensed for the type of vehicle they are driving eg minibus's require a D1. The HSE and Dept of Transport have produced a free booklet 'Driving At Work' Managing work related road safety which contains all the information required.