

Health and safety Committee
Health and Safety Officers Report

Thursday 25th June 2009

1. Work Experience

Paula Clearly and myself have had a meeting and are now going to meet with Pathways Thursday 25th June to look at their database and method of monitoring.

CWW have sent email stating that they will be unable to carry out any vetting requests until at least Aug because of their workload with the schools. Email has been forwarded to KB and AOJ.

The college needs someone to take control of work experience and of the database.

2. The Risk Management & Control register for Health and safety was approved by the Audit committee on 10th June 2009.

The activity: To ensure that the college complies with all current relevant Health and safety legislation, best practice and the Welsh Assembly Government DCELLS Health and Safety Code of Practice for Contracted Provision

The areas with the highest risk scores were

Where I may not be made aware of work practices, events or changes to the curriculum.

Further Control measures introduced will be

- an email to be sent to HoS and FU Managers at the beginning of the academic year reminding them of their responsibilities especially in respect of risk assessments and new activities
- Emails sent to safety representatives reminding them of the communication link to the H&S committee
- Auditing of each school will be undertaken in the next academic year. Fforwm group of H&S managers are in process of finalising the audit documentation. Audit Training is being arranged for the Fforwm group of H&S managers.

The audit documents and the software system have just been piloted in Gorseinon, the college has being audited by three members of the Fforwm group

Insufficient number of qualified / experienced H&S Officers within the college

- Heads of School and Functional Unit managers would benefit from attending a 4 day IOSH Managing Safely course. I have information relating to the course
- In addition the subscription to the Barbour Health and Safety information package includes 10 licences and these have been offered to Heads of school and deputy heads so staff can access health and safety information themselves. Construction has already been using this service for a few months.

The second principle activity is

To ensure that all staff have access to advice guidance and training in relevant health and safety areas.

There is a risk that staff may not attend the training.

- Emails are sent to HoS informing them of times of the training well in advance so that arrangements can be made for cover for lecturing staff
- Staff will not be allowed to carry on an activity if they haven't received training. Eg Heads of School have been made aware that as from the new academic year September 2009 staff who have not received the MIDAS training (minibus driver awareness scheme) will not be allowed to drive the college minibus.

Sometimes even after these controls training is not always attended at the arranged time because there are sometimes difficulties in arranging staff cover. Lecturing staff sometimes have to provide unexpected cover for an absent colleague.

The situation will be monitored and action determined on the statistics. Training is a legal requirement and vitally important as you will see from the case below

Following the tragic death of a young father from Hertfordshire, the Health and Safety Executive (HSE) has urged companies to ensure they carry out appropriate risk assessments and provide their employees with suitable training.

The incident which prompted this warning concerned Ricky Cronin, an engineer working for SF (UK) Ltd, trading as British Gas. Mr Cronin was called out to Cuffley, near Waltham Cross, to repair a fault on a washing machine motor. Whilst working on the machine after removing the back panel, he made contact with 'live' components and was electrocuted. The power had been left on.

Although he had some previous job experience, Mr Cronin had only been employed by the company for five weeks. He was accompanied on his work by more experienced colleague as part of his induction programme.

A HSE investigation found that SF (UK) Ltd's induction training was insufficient. There was also a failure to carry out an adequate risk assessment for the task in question. The company admitted breaching section 2(1) of the [Health and Safety at Work etc Act 1974](#) and regulation 5(1) of the [Management of Health and Safety at Work Regulations 1999](#). It was fined £35,000 at St Albans Crown Court and ordered to pay costs amounting to £65,000.

HSE Inspector, Rauf Ahmed, expressed the hope that the incident would serve as a warning to employers that they should take positive action to manage risks and ensure staff are given adequate training when starting in a new job.

3. Legislation As from 6 April 2009, HSE has published new versions of its approved health and safety poster and leaflet. The new versions are modern, eye-catching and easy to read. They set out in simple terms, using numbered lists of basic points, what employers and workers must do, and tell you what to do if there is a problem.

Employers can, if they wish, continue to use their existing versions of poster and leaflet until 5 April 2014, as long as they are readable and the addresses of the enforcing authority and the Employment Medical Advisory Service up to date.

The layout of the HSE website has also changed. It is more user friendly. www.hse.gov.uk. The site provides many free publications, advice guidance, examples of risk assessments and much more.

HSE Direct to close at the end of the year: Following the decision, announced by the HSE Board on 3rd June 2009, to make some of the priced publications of HSE freely available via its website from 1st September 2009, the HSE Direct service will close on 31st December 2009.

4. Examination period

Staff and learners have complained about the heat in some of the exam rooms during the warm spell. There should be blinds fitted to exam rooms. Drinking water should also be readily available. The college should be ensuring that everything is done to support the learner through what is a very stressful time.

We are all aware that The Workplace Health Safety And Welfare Regs 1992 (reg 22) state that an adequate supply of wholesome drinking water shall be provided for all persons at the workplace, ... should not where reasonably practicable be installed in sanitary accommodation. Other colleges have installed mains fed drinking water fountains in their buildings. Would it be possible for NPTC to do the same.

5. Training

Evac chair training for Afan fire marshals is being arranged for September. Further training will be arranged for Neath campus.

MIDAS training is being delivered next week and further training is now being arranged for September. Staff with post 1997 licences will need to

apply for a provisional licence to take a D1 driving test. Full details can be obtained by emailing H&SO for the information

Briefly, the first step is for you to arrange a medical with a doctor who will complete the DVLA form D4 (doctors medical report). Then complete the DVLA form D2 (application for a photocard driving licence with a provisional category D1 entitlement). When all the forms are complete they should be posted off to the DVLA in Swansea

When you receive your new licence back from the DVLA you then need to book your category D theory test by telephoning the DSA on the following number: 0300 200 1122. The first part of the theory test are 100 multiple choice questions (cost £35.00) and the second part is the hazard perception test which includes 19 interactive moving clips (cost £15.00). After passing the theory test your practical training can be started.

Most car drivers require an average of four to five days PCV category D1 training in order to reach test standard.