

## MEETINGS RECORD

### MEETING

**HEALTH & SAFETY COMMITTEE**

### DATE

**22nd Sept 2009  
2.30pm**

### VENUE

**Room No: NA013**

**Campus: Neath**

### LIST OF PARTICIPANTS

**K Booker – Chair  
Jacky Williams  
Colin Heffey  
Carl James  
Ian Ravenscroft  
Dave Cunliffe  
Fran Green**

### APOLOGIES FOR ABSENCE

**N.Thornton Scott  
Jane Morgan  
Judith Williams**

**This is a true and accurate account of the meeting's proceedings**

**Signed:**

**Dated:**

# AGENDA

Health and Safety Committee Meeting

Tuesday 22nd September 2009

2.30 pm in Room NA013

## AGENDA

1. Minutes of last meeting and matters arising
2. Terms of Reference
3. Management of Health and Safety –
  - Vetting of placements
  - Monitoring of placements
4. Health and Safety Code of Practice
  - First Aid risk Assessment proforma
- 5 . Regulatory Reform (Fire Safety) Order 2005
  - Named staff members for all buildings/campuses
  - Fire drills
6. Numbers of learners
  - Class sizes
  - Transport issues
7. Swine Flu update
8. Training
9. AOB

**PART I – NON CONFIDENTIAL ITEMS**

| <b>AGENDA ITEM: 1 Matters Arising</b>   |                 | <b>MINUTE REF/HSC 09/09:001</b>   |   |                |
|---|-----------------|---|---|----------------|
| <b>NOTED</b>  | <b>RESOLVED</b> | <b>ACTION REQUIRED</b>  | <b>BY WHOM</b>  | <b>BY WHEN</b> |
| <p><b><u>H&amp;S Committee 09/09 :001 Matters Arising</u></b></p> <p>Quotes for electronic door hold backs have been received</p> <p>Initial quotes been received for fire alarms to be positioned on walls outside buildings to provide a warning to those approaching.</p> <p>Blinds ordered for windows in gym</p> <p>Feasibility of mains fed drinking water fountains being investigated. The new theatre will be provided with one first. – CH</p> <p>Eye wash station for Afan Chem lab</p> <p>First Aid Working Party<br/>The group will be set up as soon as FA assessments have been completed.</p> <p>IOSH Managing Safely – course information provided. FG already undertaken course. Would be excellent course for managers</p> |                 | <p>Quotes being evaluated work not yet scheduled</p> <p>further quotes being obtained.- CH</p> <p>CH to confirm with JG</p> <p>work is in progress</p> <p>Group Meeting to be set up and recommendations to be presented to SMT</p> <p>I R expressed interest</p> | <p>EFM</p> <p>EFM/H&amp;SO</p> <p>H&amp;SO<br/>/H&amp;Scomittee</p> |                |

**PART I – NON CONFIDENTIAL ITEMS**

| <b>AGENDA ITEM: 2 Terms of Reference</b>   |                 | <b>MINUTE REF/HSC 09/09:002</b>                                    |                 |                |
|--|-----------------|--|-----------------|----------------|
| <b>NOTED</b>   | <b>RESOLVED</b> | <b>ACTION REQUIRED</b>   | <b>BY WHOM</b>  | <b>BY WHEN</b> |
| <p>Reviewed and accepted subject to change of membership.</p> <p>It was suggested to invite representatives from:</p> <p>CVP</p> <p>Sport</p> <p>Head of Building Services Peter Snoball</p> <p>UCU &amp; ACM representatives – Unison already represented</p> <p>Student Union representative</p> <p>In addition Engineering Dept rep is required.</p> <p>Queen Street / Coleg Pontardawe Centre manager.</p> |                 | <p>H&amp;SO to email invites to the suggested members of staff</p> | <p>H&amp;SO</p> |                |

**PART I – NON CONFIDENTIAL ITEMS**

| <b>AGENDA ITEM: 3. Management of Health and safety</b>   |                 | <b>MINUTE REF/HSC 09/09:003</b>  |                      |                |
|--|-----------------|--|----------------------|----------------|
| <b>NOTED</b>   | <b>RESOLVED</b> | <b>ACTION REQUIRED</b>   | <b>BY WHOM</b>       | <b>BY WHEN</b> |
| <p>Health and Safety policy has been updated on the Estates &gt;Health and Safety site.</p> <p>Vetting of Placements<br/>Sports Foundation degree students go out on work experience in November. Concern expressed over the vetting of placements as CWW require 12 weeks notice. KB informed group that foundation degree are not funded by WAG so CWW do not carry out vetting.</p> <p>Administration of Work Experience within College is under review.</p> <p>Monitoring of Placements – The monitoring paperwork recommended by WAG for both wk exp and wk based has been introduced at NPTC for work experience placements. WAG has stated that there should not be duplication of paperwork within a college. All other colleges within the FForwm group use the WAG monitoring doc for both WK exp and Wk based learning..<br/>It is proposed to develop a central database of wk experience placements managed by a wk exp assistant</p> |                 | <p>Carl James will make enquiries with Donna Mead Uni – Glam to what the requirements are for HE.</p> <p>AOJ is in process of reporting about wk experience and system to be used. WAG Monitoring Documents to be used for wk based learning to avoid duplication.</p> | <p>CJ</p> <p>AOJ</p> |                |

**PART I – NON CONFIDENTIAL ITEMS**

| <b>AGENDA ITEM: 4. H &amp; S Code of Practice</b>  |                 | <b>MINUTE REF/HSC09/09:004</b>   |                 |                |
|--|-----------------|--|-----------------|----------------|
| <b>NOTED</b>   | <b>RESOLVED</b> | <b>ACTION REQUIRED</b>   | <b>BY WHOM</b>  | <b>BY WHEN</b> |
| <p>The Health and Safety Code of practice will be reviewed and first aid section updated after the first aid assessments have been completed by all depts.</p> <p>The new training regime for first aiders in the workplace was implemented on 1 October 2009. It requires employers to assess their F.A. requirements prior to deciding whether they require a full First aider or an Emergency First Aider. The first aid assessment document was discussed and approved by H&amp;S committee prior to issuing to the Heads of School and Faculty Unit Managers.</p> |                 | <p>H&amp;SO to email First Aid assessment document to all heads of school and Faculty Unit managers.</p> | <p>H&amp;SO</p> |                |

| <b>AGENDA ITEM: 5. R.R. Fire Safety Order</b>   |                 | <b>MINUTE REF/HSC09/09:005</b>   |  |                |
|---|-----------------|--|--|----------------|
| <b>NOTED</b>  | <b>RESOLVED</b> | <b>ACTION REQUIRED</b>   | <b>BY WHOM</b>                                       | <b>BY WHEN</b> |
| <p>R.R.Fire Safety Order.</p> <ul style="list-style-type: none"> <li>• List of nominated staff responsible for fire panels required updating to take into account staff who retired last term. Carl James and Ian Ravenscroft volunteered to be trained in the panel at A&amp;B Block.</li> <li>• Discussion on whether the fire marshals in the campus's without caretakers could carry out the fire drills so as to be familiar with the panels in the case of an activation.</li> <li>• Fire Risk Assessments required for new Music rooms in D25 and Bungalow /HR.</li> <li>• Walkie talkies required for Afan fire marshals to enable them to communicate with caretaker/person in charge. The walkie talkies trialled were much too expensive and required an expensive licence.</li> </ul> |                 | <p>H&amp;SO to complete list with nominated staff.</p> <p>Training to be arranged</p> <p>CH to email plans to monitor</p> <p>Check out availability at Maplins</p> | <p>H&amp;SO</p> <p>EFM</p> <p>EFM</p> <p>EFM/HSO</p> |                |

**NON CONFIDENTIAL ITEMS**

| <b>AGENDA ITEM: 6. Numbers of Learners</b>   |                 | <b>MINUTE REF/HSC09/09:06</b>  |   |                |
|--|-----------------|--|---|----------------|
| <b>NOTED</b>   | <b>RESOLVED</b> | <b>ACTION REQUIRED</b>   | <b>BY WHOM</b>  | <b>BY WHEN</b> |
| <p><b>Class sizes</b> – Concerns have been expressed over class sizes and learner numbers in some areas. 1 Eng class had 38 bodies and was designed for 20 max. Science classes are very large There is also concern over learner well being.</p> <p><b>Transport issues</b> – Parents have complained that buses are way overcrowded and that students are 4 to a seat. Other complaints are that as buses are too full, they are not able to pick up on route thus learners are left stranded.</p> <p><b>HHB</b> - FG raised concern that students bags left lying around are causing problems so she has asked for them to be left in an area.</p> <p><b>Catering facilities</b> at Afan are not meeting the seating requirements for the numbers of students. FG is allowing students back into the salons to make room for others in the canteen</p> <p><b>Car Parking</b> – Lack of car parking at Afan is causing problems. There is a need to look at car sharing options and possibly restricting cars onto campus if the person has a bus pass etc Green initiatives need to be looked at.</p> |                 | <p>The situation will need to be monitored. Perhaps splitting classes.</p> <p>KB is meeting with the Transport companies.</p> <p>Meeting to be arranged to discuss issues with Catering Manager</p> <p>Investigating the proposals for a controlled car park to ease the cross college lecturer issues</p> | <p>KB</p> <p>E&amp;FM/<br/>campus<br/>manager</p> <p>E&amp;FM/<br/>campus<br/>manager</p> |                |

| <b>AGENDA ITEM: 7. Swine Flu Update</b>   |                 | <b>MINUTE REF/HSC09/09:007</b>   |                |                |
|---|-----------------|--|----------------|----------------|
| <b>NOTED</b>  | <b>RESOLVED</b> | <b>ACTION REQUIRED</b>   | <b>BY WHOM</b> | <b>BY WHEN</b> |
| <p>Swine flu task group has been established. Information has been provided to HR and Learner Services. A simplified swine flu leaflet has been produced. Antiseptic hand/surface wipes and hand gel have been purchased.</p> <p>Swine flu task group have identified that the Risk Management/ disaster document for the college needs to be reviewed. Cascade /snowball communication system is being developed to advise staff and learners of crisis situations in case college needs to close whether for swine flu pandemic or in cases of extreme weather.</p> |                 | Meetings ongoing. H&SO in contact with public health for regular updates |                |                |

| <b>AGENDA ITEM: 8. Training</b>   |                 | <b>MINUTE REF/HSC09/09:008</b>  |                                  |                |
|---|-----------------|---|----------------------------------|----------------|
| <b>NOTED</b>  | <b>RESOLVED</b> | <b>ACTION REQUIRED</b>  | <b>BY WHOM</b>                   | <b>BY WHEN</b> |
| <p>Work experience monitoring training carried out for H&amp;Sc</p> <p>Midas Training arranged fro beginning of November</p> <p>Evac chair training to be arranged for Afan campus and for Neath. Names to be requested</p> |                 | <p>H&amp;SO to arrange further training.<br/>HHB – liaise with FG.<br/>Catering and business wk exp monitoring – liaise withJW</p> <p>Liaise with CH. staff Dev</p> <p>Names required for evac chair training</p> | <p>H&amp;SO</p> <p>CH-SD/HSO</p> |                |



| <b>AGENDA ITEM: 9. A.O.B.</b>   |                 | <b>MINUTE REF/HSC09/09:009</b>  |                |                |
|---|-----------------|---|----------------|----------------|
| <b>NOTED</b>  | <b>RESOLVED</b> | <b>ACTION REQUIRED</b>  | <b>BY WHOM</b> | <b>BY WHEN</b> |
| <p>Security Patrols taking place checking learner ID</p> <p>Anchem have carried out a survey of the bungalow after receiving a complaint that a member Of staff was suffering from asthma attacks.</p> <p>Taxis have a new drop off /pick up point in the new carpark</p> |                 | <p>Staff from LR and Estates to do regular checks</p> <p>Their recommendations have been implemented Carpet has been shampooed. Situation will be monitored</p> |                |                |

**AGENDA ITEMS FOR INCLUSION AT NEXT MEETING:**

**DATE OF NEXT MEETING:- New Schedule for academic year 2009 / 2010**

**DATE: 13th Oct**

**VENUE: NA013**

**TIME: 2.30**