

Health and Safety Committee Meeting

Health and Safety Officers Report

Tuesday 13th October 2009

1. Health and Safety Committee - The terms of reference have been updated and emails sent to

- Vicky Burroughs who has agreed to attend with Zoe representing her on alternate months
- Peter Snowball is starting on 2nd Nov
- Union representatives – Marianne David, Sundeep Bamra of ACM. Chris Jones, Bev Wilson and Nick Duncan of UCU.

A representative is required from Engineering, Sport and Queen Street/Pontardawe. But there is no-one in place at the present to email the invite to.

2. Management of Health and Safety

The following policies have been amended and been placed on the Estates > Health and safety website.

Risk Assessment

Accident Reporting

Fire Procedures

Work Experience

H&SC staff and HHB staff have received monitoring training and are actively carrying out the monitoring of placements. BTH staff will need to be trained in monitoring next.

Progress on having a work experience assistant is progressing slowly. A study of Work Experience, Vetting and Monitoring is being undertaken by AOJ which needs to be completed first. AOJ has met with NTS to discuss wk exp and monitoring.

A Working Group chaired by DCELLS is looking into standardising wk placement and work exp documentation and met in July. The aims of making the vetting and monitoring documents compulsory were explained. In the current climate of collaborative working amongst Providers, the principle of reducing needless bureaucracy, and the issues connected to Providers' attainment of Vetting and Monitoring at review, the need for common documents was required. The common denominator of this would naturally be DCELLS, who could assist in Provider development through contract compliance. Notes of meeting available if required.

Fire Safety

Afan Campus –

- The fire doors on the first floor Language lab are being replaced during half term.
- Work is underway building a pathway /ramp across the grassed area to assembly point 7.
- New assembly point signs have been ordered.
- Assembly point maps are being printed with the new construction block sited

Neath Campus

- Assembly point maps are being printed with the new theatre and car park sited on it.
- New fire detection system at Ty dwr y Felen.

Maplins have a range of walkie talkies that are cheaper than the one that required a licence. Details have been printed off but they will need to be tested by purchasing just two.

The new list of staff that will be responsible for the fire panel in their building has been compiled and will need training as soon as possible.

Work Equipment and Machinery

The woodworking machinery at Neath and Unit Two is in process of being upgraded and rewired to ensure compliance with regulations.

Class room sizes

Concern over the number of learners and class room sizes. Apart from not being conducive to learner well being, it is potentially unsafe to not be able to move freely out of a classroom. There must be at least one aisle of approx 1 metre between the wall/ desks to get in and out of classrooms. H&SO and F&ES manager have looked at some rooms and made suggestions to staff however further meetings may need to take place.

Accident/Incident Reporting Form and First Aid treatment form will be combined back to back. (the benefits of the dalek printers !)
The accident/incident form will need to be completed and if any first aid is administered it can be completed over the page. The new forms will be updated on the staff intranet.