

Health and Safety Committee Meeting

Health and Safety Officers Report

10th November 2009

1. Management of Health and Safety.

Health and Safety Code of Practice will be sent to all HoS and FU mgrs's out this week. A reminder will be sent out regarding induction and further training for staff.

Just a reminder that there are Hazard Reporting forms NPTC102 and Near Miss/ Dangerous Occurrence Report forms NPTC108 on the intranet.

Work Experience

A meeting took place with CWW this week to agree the Service Level Agreement between the college and CWW. The requirements of the college and how CWW could meet them were discussed, a further meeting will take place to finalise the agreement.

Standardised documentation was also discussed and the meeting that was held by DCELLS where it explained the rationale for making the WAG vetting and monitoring documents mandatory for all colleges and Wk based learning providers. The DCELLS meeting was chaired by Steve Jones and attended by representatives from WK based Learning providers, Careers Wales and representatives from the FForwm group of Health and Safety Managers. The documents were 'closed on' on 6th November after a final revision was made to the documents.

An agenda item on The FForwm H&S Managers meeting on 9th December is the DFCELLS update so the final version of the documents and guidance will probably be provided

A study of work experience and work based learning and resources required etc is presently being undertaken by AOJ. Hopefully this will all be rolled in together.

The vetting of placements is still causing concern especially for Hair and Beauty learners. The salons used for wk exp are in Bridgend /Porthcawl area and CWW do not cover that area. Bridgend College are willing to share their vetting documents but they do not have paperwork for the ones the college are using because they haven't been there. There is the added problem that the college could find that it may lose places to another college.

2. Fire Safety

A Fire drill was carried out in G Block last week. It went really well considering the numbers of learners. However staff and learners aren't moving away from the building to the assembly points.

One learner in a wheel chair wasn't too sure of what to do when the alarms went off. He had been provided with A PEEP's (Personal Emergency Evacuation Plan) but had probably forgotten what was discussed. I have reviewed the PEEPS documents and it has been sent to Suzanne Handbuy Learning Support Co-ordinator for distribution to tutors who have learners with additional needs.

Every learner (and member of staff) should have a PEEPs completed if they might need support to get out of a building quickly in an emergency. It is important that staff inform the IES manager Dawn Truman of those learners within their schools that have a disability, e.g. in a wheelchair or using crutches walking sticks. So that a PEEP can be put into place

3. Construction Concerns brought to the attention of the H&S Committee

The repositioning of the paint stores has caused a blind spot on the corner of Brickworks which is causing a danger to the forklift and its driver also anyone walking at that point, especially as many cars fly around that corner. To ensure everyone's safety the contractor has been contacted and will reposition the store and in addition speed humps will be placed there as soon the work can be carried out.

The spiral staircase outside Painting workshops will have strengthening work carried out on it, the intention is to fix a steel support column to the underside of the top platform that will also be bolted to a pad foundation, this will provide additional support, however there will still be a certain amount of movement. A contractor has already been to site to survey the works and we are waiting for the estimate.

4. Swine Flu - Hygiene

There is a small supply of Wet Wipes and Hand Sanitizing Gel ready for distribution. If anyone requires more supplies could they email Phil Lawrence please.

5. Training

The following training events will be arranged for the New Year.

Midas mini bus

Evac Chair training

First aid Training

Fire Marshal Training

Risk Assessment

Manual Handling- operative

Manual Handling Risk Assessment training

COSHH awareness

COSHH Risk Assessment training

Safe Ladder Use