

**Health and Safety Committee Meeting  
Health and Safety Report  
23rd October 2008**

**1. Vetting and Monitoring of Work Placements**

At the last meeting it was suggested that I attend the Heads meeting to explain the changes to the work experience policy and the proposed new monitoring document. I subsequently attended SMT to explain the requirements of the contract and procedure so that it could be discussed and a decision made how the college proceeds.

I have sent out an email to Heads requesting information relating to the numbers of learners that undertake mandatory wk exp and those that do voluntary wk exp. I have not had all the information back yet. However H&SC will have the largest workload. The timing of the monitoring is important so I spoke to Vince Doyle of WAG regarding the size of the task. The monitoring form is not difficult its just the scale of it is so onerous. After a discussion with Vince where I explained the situation, his advice was that provided the college has a realistic management plan in place and we could show that the monitoring was being carried out to this plan for example 'x' mount of employers per week as being a reasonable amount then that would be accepted.

A mod app will be taken on to set up and maintain the data base required to track the dates for the monitoring.

**2 The Departmental H&S Code of Practice** is being reviewed to include information relating to wk exp and will be issued to all areas at the end of the month. A member of staff has informed me that she has never seen the document nor has she been informed that she has been nominated for a number of responsibilities. All managers need to discuss this document with members of staff before they actually nominate those members of staff for the responsibilities.

**3. Health and Safety Policy**

The new policies and reviewed policies are to be sent to Sam Thomas to be placed within the H&S Policy on the intranet. Other policies will need to be reviewed and may be assigned to relevant members of staff

#### **4. First Aid Provision**

As reported previously First Aid provision needs addressing, especially in higher risk areas. There is no first aid provision in the Construction area in Afan nor motor vehicle area. Engineering in ELC Neath has no first aider as the first aider there did not renew his certificate. Another Technician in CVP has not renewed, and another has informed me that she will not be renewing her certificate. This is due to the unfair burden placed on them. An email was sent to Eleanor Glew requesting that a requirement to train as a first aider be put into job descriptions,

However I do have some concerns about forcing staff to become first aiders as some staff may not have the qualities required of a first aider however may be perfectly capable of doing the job for which they have been employed.

In the First Aid regulations it states that the selection of first aiders depends on a number of factors including an individual's

- reliability, disposition and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties. Can they be left to go immediately to an emergency ?

I have emailed the colleges within the Fforwm group to find out how they manage and out of the seven that have replied, all except one pay the first aiders a monthly amount of between £10 and £20.

#### **5a. First Aid room at Afan**

Allan James and I met to agree the contents and layout of the first aid room. It is almost completed just requires snagging.

#### **5b First Aid room at Neath**

Has been moved to the meeting room ND006. I need to check its contents

**6.** A Fire inspection of A&B block was carried out by the Fire Safety Officer of the M & WW fire Brigade last Friday 10<sup>th</sup> October. Everything was fine except for some fire doors which had been wedged open. We were informed that in the event of a fire, the fire brigade would investigate the cause and where doors were found wedged open the person who wedged it and the college would be fined £2000 per door with a possible prison sentence. The Fire

Safety Officer Mr Simon Hawkes returned to college in the afternoon with information relating to Door Hold Opens which can be fitted to doors so that they can remain open but in the event of a fire they will automatically close. In the meantime where it was absolutely essential to have an open door, it was recommended to use common sense and wedge if it is really necessary ensuring that the wedge is removed when leaving the room as it would be vitally important in the event of a fire.

## **7. Screening and Searching Course**

Debra Bennet myself and three of Estates staff attended a course Screening and Searching Students for weapons arranged by Gorseinon college. It was a Skills for Security accredited course which dealt with the legalities relating to the searching of students, and was extremely beneficial just to see the display of weapons that are out there. I have contacted them and received information on another course 'Confrontation Management and Personal Safety course which I feel would be beneficial to Estates and to other members of staff

## **8.Coleg Pontardawe**

There has been an incident in Coleg Pontardawe which concerns me regarding personal safety of staff and Learners. There has been two visits made there by a homeless person which were dealt with by staff. One evening a member of the Estates team at Neath went up which left Neath with just one Estates person on duty. It has come to light that this homeless person was arrested for trying to abduct a child in the village and on that very same day he was seen lurking in the corridor there. Colin is looking at ways of improving security of staff and students either by a locked door system or security staff. All the college panic buttons go through to the monitoring company and then to the police.