

**Health and Safety Committee Meeting**  
**Health and Safety Report**  
**20<sup>th</sup> November 2008**

## **1. Health & Safety Policy**

The review (of the review ) of the arrangements section has been completed and the organisational structure has been updated again. Other updates are still ongoing and will be sent to Sam ASAP

## **2. Vetting and Monitoring of Work Placements**

Vetting is still causing problems as the vetting paperwork provided by CWW is not up to the standard required by DCELLS. In a meeting yesterday with Hair and Beauty some of the paperwork they had been sent was completely blank in sections, other paperwork is still outstanding. Paperwork for Sports was half missing. Instead of a 10 page document, just 5 pages were sent. One of the contractual obligations of the college is to audit the quality of the paperwork of CWW. Having done this I have found the paperwork to be of poor quality so would appreciate guidance in deciding the next step

The Monitoring document is ready to be used but monitoring procedures still need to be finalised and can be completed as soon as the tracking system gets put in place. Training for monitoring can be undertaken with relevant staff once this is up and running.

A meeting has been set up with HR for next week to put a job description together so a mod app can be taken on to set up and maintain the data base required to track the dates for the monitoring. The work experience policy has been updated to reflect all changes but needs further updating with the monitoring procedures.

**3 The Departmental H&S Code of Practice** has been reviewed and has been issued to all areas. All managers need to discuss this document with members of staff before they actually nominate those members of staff for the responsibilities. An email has been sent to all HoS and FU Mgrs asking that the document be communicated to all staff as it concerns the Health and Safety arrangements for the area in which they work. It is also a legal requirement to consult with all staff any matters relating to their health and safety at work.

It has been requested that all completed documents be returned to me electronically by Friday 21<sup>st</sup> November

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

As reported previously First Aid provision needs addressing, especially in higher risk areas. The lack of first aiders has been reported on numerous occasions.

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.

I have received an email from one first aider who has asked

*"how many members of the committee are first aiders or how many of those trained as first aiders by the college have been consulted about the problems over the years?"*

#### **5. First Aid rooms**

The First Aid room at Neath has been moved to the meeting room ND006 in ELC. An email has been sent to all staff advising of this. Staff who had access to the First aid room in G block will have access to the new one and Salto fobs will be programmed so that all first aiders can gain access and LRC staff also.

A senior first aid person needs to be nominated to ensure that both Afan and Neath first aid rooms are kept in a clean condition and that the contents are always up to date. The request for telephones for both first aid rooms has been dealt with really promptly by Anthony and Tech Support. Neath Number is extension 8059. Not sure about the Afan number

- 6. Fire Procedures** notices are missing from some of the rooms in Afan, this is in the process of being remedied. Allan and Graham are dealing with it.

Costs are being obtained for installation of door hold backs, linked to the fire panel. The rep has been to college and we are just awaiting the actual cost before the go ahead.

Fire marshal Training – a further 25 members of staff have been trained as fire marshals throughout all campuses. ( List of fire marshals)

There was a issue with a lack of fire marshals when the fire alarm was activated in ELC on Friday 7<sup>th</sup> Nov. In addition staff and learners were coming back into the building as soon as the alarms were silenced. One member of staff refused to go out of the building. Fire Procedures are in process of being reviewed by Estates. One idea to address the lack of fire marshals in Neath ELC was to have a pager system / walkie talkie so that when the alarms go off fire marshals from other buildings can be alerted and come straight to the ELC or New theatre. Colin has had a meeting to look at what is available and

## **7. Security**

Security was discussed at the receptionists meeting held last week.

Colin and myself met with Martin from PES to review the main receptions security arrangements. He informed us that currently all panic button alarm activations go through to the monitoring station in the first instance and they then contact the following

- Queen street – Shield Security / the police who should then respond
- All other sites the monitoring station contacts the keyholder (the caretakers)

The monitoring company will not contact the police as there has to be three keyholders or a dedicated security company on board. In addition the police will take you off call out response if there has been three false alarms in a 12 month period. To conclude the college has the following options

- Appoint a Security company such as Shield
- Increase the number of Key holders
- Instruct staff to dial 9 999 police immediately

Procedures are being put in place to have an emergency password 'Can you bring the purple book' that staff can use to alert staff that there is a security issue and a rapid response is required.

There was an incident at Pontardawe on Tuesday evening where someone tried to gain entry by force when a member of the admin

staff went to the toilet. Estates have been made aware of the incident. Where external doors can be put in a locked position and controlled from inside they should be put back into a locked position if someone has to leave the room.

8. MIDAS Minibus Training takes place this week for 10 members of staff with further training arranged for December. The Evac chair training for Pontardawe was cancelled Further fire marshal training is being arranged.
9. Under the Health and Safety at Work Act 1974 employers have a general duty to ensure, 'so far as is reasonably practicable', the health of their employees. Though not specifically mentioned, this includes taking steps to make sure they do not suffer stress-related illness as a result of their work.

The college has sent out a questionnaire which was developed by the HSE and has analysed the results. The next step will be to set up focus groups to discuss the issues identified from the analysis of the questionnaires and to suggest ways to overcome any pressures / concerns/ issues identified.