

## **Health and Safety Committee Meeting**

### **Health and Safety Officers Report**

Thursday 19<sup>th</sup> March 2009

1. Health and Safety Policy – There hasn't been any changes to the H&S Policy this month
2. Work Experience Working Party

Task Group met again on 10<sup>th</sup> March. Claire from Hairdressing had positive feedback about information received from CWW. The data base needs to be developed and a meeting needs to be arranged with CWW to discuss what they can offer and put a service level agreement in place

### **3. First Aid Working Party**

This Working Party will need to discuss and resolve issues with the lack of suitably qualified first aiders in some areas such as

- Engineering
- HHB
- Evening Cover in general
- Saturday Morning Clubs
- The New Theatre- Performing Arts
- Coleg Pontardawe

The group has still not been set up but staff have been approached Judith Williams (Catering) and Sundeep Bamra (Sat morning Club) Zoe Harding (New Theatre) have volunteered to be on the working party.

### **4. Fire Safety**

The fire panels in Plumbing/ Plastering/ Motor Vehicle/ Painting & Decorating Workshops (the old engineering workshops now called construction workshops) have now been finally linked up to the main panel in A&B Block.

The fire alarms for that block have been configured in the same way as they were before, which means that if the alarms sound in A&B Block the

alarms will also sound in the construction workshops. So **everyone** will now evacuate just like they used to do before when the alarms sounded in any of these areas

The only building that will not evacuate is the Brick workshops as that is now a stand alone panel. That panel has been wired so that if the alarms sound in A&B Block or construction workshops, they will **not sound** in the brick workshops so they will not have to evacuate.

Brick workshops will **only** evacuate if the alarms sound in **their** building. It is a stand alone system similar to G Block and ELC

There has been a new fire panel installed in G block to replace the radio linked system that was always misbehaving.

Fire drills

Coleg Pontardawe - Still no response from Tawe coachbuilders

Afan Campus – Estates has been short staffed so will need to re arrange a fire drill for Afan Campus.

## 5. Training

MIDAS Minibus driver training has been taking place since November 2008 and is almost completed. The next course on 27<sup>th</sup> April is already full

Please would all Heads ensure that if any more members of staff are required to drive the college minibus that they inform Caroline Harris or myself so that further training can be arranged.

I must make you aware that as from the new academic year September 2009 only staff that have received minibus driver training will be allowed to drive the college minibuses. The register of trained minibus drivers will be held at Goods Inwards.

First aid training is currently being arranged by Caroline Harris for those staff that have completed an SD1 form so anyone who would like to train as a first aider will need to complete the SD1 have it signed by their manager and then sent to SD Caroline Harris. Caroline can be emailed to request an SD1.

## 6. Twyn yr Hydd

Environment Health visited the kitchen at Twyn yr Hydd two weeks ago and highlighted several issues. An action plan has been implemented in accordance with the recommendations and a contractor is on site today to carry out the following

- Washing down the walls prior to repainting
- Deep cleaning of kitchen equipment
- Sanitising the room ( fogging system)
- Installation of fly screens on windows

A management plan has also been put in place to ensure the kitchen is properly controlled and Warren Huxford is meeting with Ross Evans to advice on various issues.

#### 7 Work Equipment in Engineering and Carpentry Workshops

A survey of all the equipment in the carpentry and engineering workshops is being arranged to ensure that all the equipment is compliant with the PUWER regs. In addition copies of the PUWER regs and PUWER regs as applied to Carpentry machinery have been issued to those areas. As required by PUWER regs and LOLER regs the lifting equipment has just undergone its annual and 6 monthly inspections

8 Swansea and West Wales Occupational Safety Group ROSPA has adjudged NPTC safety performance for 2008 as outstanding.

9 Following a discussion with a member of staff I was rather concerned to hear that this person thought that it was not his responsibility to ensure that machinery or equipment within the area was compliant / safe etc. This person felt he did not have any health and Safety training/ knowledge.

In view of this I would recommend that all managers undertake the 4 day course IOSH managing safely which is held on one day a week for four consecutive weeks. Employees should attend the IOSH working Safely which is a one course. Both courses are held at Twyn yr Hydd at Margam.