

Health and Safety Committee Report

Health and Safety Officers Report

Thursday 21st May 2009

1. **Health and Safety Policy** – The H&S policy under college policies will be deleted and a link put to the Estates > H&S site. This is to ensure that which ever site is accessed it will lead to the up to date policy.

2. **The Work Experience Policy** has been reviewed and can be accessed via College Policies – Learners. An email has been sent to managers and staff informing them of the update and requesting that they use this updated version of the policy in future. Training will be required for the monitoring section of the policy.

3. **Legislation** As from 6 April 2009, HSE is publishing new versions of its approved health and safety poster and leaflet.

The new versions are modern, eye-catching and easy to read. They set out in simple terms, using numbered lists of basic points, what employers and workers must do, and tell you what to do if there is a problem.

Employers can, if they wish, continue to use their existing versions of poster and leaflet until 5 April 2014, as long as they are readable and the addresses of the enforcing authority and the Employment Medical Advisory Service up to date.

4. Fire Audit

Station Manager S. L. Hawkes of Mid & West Wales Fire & Rescue Service has been in Neath campus last week and this week carrying out audits of college buildings. He will be in college next week to continue with the audit of the remaining buildings.

He also spoke to Paul Clay in engineering as Engineering staff had expressed concern regarding the position of assembly point 9. He confirmed that the position was safe and explained that if there was a fire in that area that staff / learners would move around to another assembly point in the same manner that people would move from any assembly point if there was a fire in that area

It is a legal requirement for all members of staff to be provided with adequate training on induction, when transferred to new roles, and

when new equipment/new technology/systems of work are introduced

All new members of staff are given fire information and training on induction however not all new staff turn up for induction. Fire Evacuation Procedures are on the staff intranet. Fire training should now also include the location and use of fire fighting equipment. Familiarisation with fire fighting equipment is not something which we have provided to every member of staff only to the fire marshals. So in order to address this shortfall in training I have contacted a company who has provided me with a trial package – Fire awareness. Every member of staff will need to complete this training on line and on successful completion of the training will be able to record the training and print out a Certificate. There is an admin section to the package which will enable the manager to check that the member of staff has indeed completed the training.

The Estates and Facilities manager has been made aware of the measures required to be carried out in order to comply with the legislation. These are mainly maintenance issues such as fire doors having too large a gap between them and doors not closing properly. In addition some doors need self closers on them and the doors that did have self closers should not be propped/wedged open. This work will be scheduled for the summer shutdown. There was also an issue with the new printers being in corridors and vending machines being placed in escape routes. Warren Huxford and Anthony Humpfreys have been made aware of these issues.

An email has been sent to the owner of a filing cabinet which had been placed in the top floor of ELC to remove it immediately as it is a source of fuel in an escape corridor.

The fire alarm call point boxes need to be tested regularly every week on a rolling programme.

The 3 year contract for the inspection and maintenance of the fire extinguishers has been tendered and has again been awarded to Hartson.

5. Afan Campus A Meeting was held on 14th May 2009 at Afan Campus to discuss the issues highlighted in the fire marshal reports after the fire drill held on 28th April 2009. Present : Jane Morgan, Colin Heffey and Jacky Williams. A tour of the campus was also undertaken which highlighted a lack of signage so a bulk order of running men have been ordered and the work will be done in the summer shutdown.

Lack of means of communication was a big issue so Christine Jenkins Purchasing Officer and Anthony Humphreys have made further enquiries into purchasing walkie talkies. The ones trialled at Neath will be trialled at Afan campus.

Fire assembly point 7 was another major concern because the grass bank at the back of Afan was steep and slippery in wet weather. CH will have the area ramped and handrailed during the summer shutdown.

The fire marshals themselves met with Jane Morgan and Colin Heffey on Tuesday 19th May and the marshals felt it would be beneficial to meet up each term. Fire marshals also expressed interest in being trained to use the Evac chairs so training will be arranged asap for staff on Afan campus. Fire marshals would also be shown ALL the fire exits on the Afan campus.

6. Coleg Pontardawe

CH and JVW met with Creighton Director of Tawe Coachbuilders to discuss ongoing problems with the fire alarms and drills etc. Tawe has had problems with the fire system resulting in false alarms. It was decided that the fire alarms would be tested on a Friday morning at 7am and therefore our caretaker would test the college side at the same time. We would also liaise with each other in order to carry out the fire drills so the college remains compliant with legislation.

7. 14– 19 network

A meeting has been arranged with myself, Sian Davies, Geraint Jones and Catrin Verrall for Thursday 11th June to discuss several issues relating to the health and safety of the school pupils when they come to the college to have lessons in the workshops. There is a need to have clear written guidelines outlining the responsibilities of all parties concerned.

8 Accidents

There has been one reportable accident this month in the Plastering Workshops in Unit Two. A learner whilst plastering the ceiling had a blob of plaster mix in his eye. Carl James is looking into getting a different type of safety glasses that wont mist up when using and be more comfortable to wear.

9 Training

- Evac chair training will be arranged for Afan Campus.
- One more session of MIDAS minibus training is being arranged hopefully to 'gather up' all those that haven't made it to the sessions that have been ongoing over the last 6 months. In the next academic year training may be required for those staff with a post 1997 licence. This group of drivers is bound to increase as the years go by.
- Fire marshal Training will be arranged for admin week or thereabouts for anyone who would like fire marshal training. Apparently the Brigade is going to start up the training sessions at the Fire Station again instead of coming out to the college.
- First Aid Training is arranged by Caroline Harris. Anyone wanting to train as a first aider needs to send a completed SD1 form to Caroline before a course can be booked.

First Aid at Work - From October 2009 there will be three main changes.

1. This course will be changing from a four day course to a three day course with recommended annual updates of half a day. On the third year Refresher training is necessary to maintain the qualification. This will take place over a two day period.
2. Emergency First Aider at Work - This a completely new course which will last one day and is suitable for low risk environments.
3. Risk Assessment – Employers are required to carry out an assessment of first Aid needs which involves consideration of
 - Hazards and risks in your workplace
 - The number of employees
 - Accident history
 - Distribution of the workforce
 - Employees who are lone workers or need to travel as part of their role
 - Annual leave – we recommend you appoint an additional first aider to cover absences