

**CAPEL MANOR COLLEGE**

**MINUTES OF THE STRATEGIC HEALTH AND SAFETY COMMITTEE  
MEETING HELD ON MONDAY 9<sup>TH</sup> NOVEMBER 2009**

Members:	Mr. Donald Gratton	Chairman, Health & Safety Committee
	Miss Irene Byard	Governor
	Mr. Damien Fallon	Finance Director
	Mr. Nicholas Evans	Director of Estates and Buildings and Safety Officer
	Ms Madeline Hall	Head of College
	Mr. Simon O'Hear	Personnel Manager

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Dr. Stephen Dowbiggin and Bob Mallick.

**2. MINUTES OF MEETING OF HEALTH & SAFETY STRATEGIC  
GROUP HELD ON 22<sup>ND</sup> JUNE 2009**

RECEIVED the Minutes of the Meeting held on 22<sup>nd</sup> June 2009, for decision.

NOTED and AGREED as a true record of the meeting.

**3. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF  
THE 22<sup>NE</sup> JUNE 2009**

- i) It was recommended that the word "strategic" should be added to the title of the minutes in order to further distinguish them from those of the working group.

**4. MINUTES OF THE HEALTH & SAFETY WORKING GROUP  
MEETING HELD ON THE 30<sup>TH</sup> SEPTEMBER 2009**

RECEIVED and NOTED the minutes of the meeting held on the 10<sup>th</sup> November 2008.

**i) Attendance at Working Group Meetings**

It was recognised that the timing of the meeting had caused attendance problems for some members of the Committee and future dates for 2010 will be revised.

**ii) Item 6ii "Walk Through" Audits**

NE reported that this is now embedded in the Working Group remit and the possible use of HSE pro forma guides to assist the process is being explored.

iii) **Item 14vii Crystal Palace Community Police**

NE reported that following the problem with discarded needles near the gate/fence perimeter, there had been dialogue with Bromley Council who have supported proposals to reinforce the hedge planting to the woodland perimeter and locating a temporary 1.2m high fence to protect the planting. A ramp has been added to aid safer access to the manure heap (in case of hidden needles within it). A meeting is to take place with Sergeant Bascombe, head of the Safer Neighbourhood Team, with SRD and NE, to further attempt to resolve this issue.

iv) **Item 14iii Woodland Evacuation Protocol**

The Head of School of Arboriculture is undertaking training on how to care for crush victims in forest settings. He is also seeking guidance regarding transportation of casualties and emergency service protocol in remote woodland areas.

v) **Fire Detectors**

Smoke detectors have now been fitted in Rooms G14 and G15.

vi) **Staircase Safety**

NE reported that a vision panel will be located in the door by the staircase at the top of the house to improve visibility.

**5. WORKING GROUP AND STRATEGIC COMMITTEE PROGRAMME**

**5.1** RECEIVED paper 5, report of the Safety Officer, for information.

NOTED:

**5.2 Item Appendix I**

i) **College Risk Assessments**

NE reported that 80% of all generic risks assessments had now been reformatted into the new agreed style. Reformatting of the Estates sector assessments is in hand.

ii) **DDA/SENDA**

This regulation addresses the issues of disability access within the estate. Although Capel House currently has good ground floor access, there may be difficulties in adapting the Manor House (a Grade II listed building) to potentially provide lift access to upper floors; which has been looked at in the past.

MAH described ways in which the College had been able to facilitate physically disabled learners by local adjustments, such as adjusting the teaching location to accommodate individual needs. It was recognised that the College may, at some point, need to reconsider accessibility to the house. It was noted that the Duchess of Devonshire building incorporates a lift and evacuation chair and that any new buildings will have similar facilities incorporated.

### **5.3 Item Appendix II**

#### **i. WEP Forms**

The suitability of these forms is under review. It was noted that they need to adapt to the needs of work based learners and apprentices.

#### **ii. Disaster Recovery Policy**

This is due for review early next year. SO'H will liaise with NE to prepare the draft prior to the SMT meeting in March.

### **6. ACCIDENT AND HEALTH INCIDENT REPORT FOR THE PERIOD 01.06.09 – 31.10.09**

RECEIVED Paper 6, Report of the Safety Officer, for information.

NOTED:

There were no RIDDOR's reported for the period, but it should be noted that this period is considered to be in line with former patterns (as it covers the College's summer holiday time).

Attention was drawn to the following reports:

#### **i. EN97**

Clarification was required from the Facilities Co-ordinator as to whether further action occurred regarding lack of information from the injured party (IP) and whether any training issues regarding the use of the post rammer are applicable.

#### **ii. EN110**

Clarification to be sought from the Facilities Co-ordinator as to what follow up action was required regarding a foot injury (from a nail in the car park) and whether the matter can now be considered closed.

**7. INTERNAL AUDIT REVIEW OF THE COLLEGE'S POSITION RELATED TO CORPORATE MANSLAUGHTER & CORPORATE HOMICIDE ACT 2007**

RECEIVED, Paper 7, Report of the Safety Officer, for information.

NOTED:

- i. Auditors are assured that appropriate systems are in place to effectively mitigate the risk of gross negligence and resulting penalties suggested under this Act.
- ii. MacIntyre Hudson LLP's report was submitted to the Audit Committee in June 2009 and therefore included reference to Castle Green. The floristry activities have subsequently relocated to the Rush Green Campus of Barking College, where our staff are being inducted into Barking College's health and safety system. NE has provided examples of Capel Manor College's generic risk assessments to Barking College to assist this process and is actively pursuing the follow through of our staff's induction.

**8. REVIEW OF THE HEALTH & SAFETY POLICY & GUIDANCE**

RECEIVED Paper 8, Report of the Safety Officer, for decision.

NOTED and RECOMMENDED to the Governing Body, subject to incorporation of the changes set out below:

i. **Page 3 "About This Document"**

Mention that the document is available electronically and a hard copy kept in the Library and on Reception (with notification that it is available to be viewed by the public).

ii. **Part II Item 6 "Safety with Chemicals (COSHH)"**

Information from this section relating to matters such as e-coli, Weils disease, tetanus etc. will be extrapolated to form a new section entitled "Biohazards".

iii. **Part II Item 16 "Animals on College Premises"**

Include information about maintaining a register of animals brought on site and identification of estate areas/buildings where they are allowed/not allowed (N.B. possible flea infestation risk). Ensure that prior approval is sought and protocol enforced.

- iv. That the document would be e-mailed to all staff for a two week consultation period.

- v. It was suggested that the next review should seek to truncate the document and make it more “user friendly”.

## 9. **HEALTH & SAFETY LEGAL UPDATE**

RECEIVED Paper 9, the Report of the Safety Officer, for information.

NOTED:

### i. **Swine Flu**

The College has issued a leaflet giving advice, based on government guidelines, regarding good hygiene practices and procedures to follow if symptoms are identified. The expected pandemic has so far only resulted in one confirmed case of swine flu, one suspected and one being investigated. However, general seasonal levels of sickness absence had increased.

### ii. **EU Minibus Driving Licence Regulations**

Despite seeking guidance from the AoC and the DVLA, it has proved difficult to discern clear cut legal advice regarding interpretation of the regulations and the attainment of a higher licence category. It appears that drivers are expected to undertake thirty five hours of training over the next five years, including a one day on-line test and have to be passed medically fit. The College is therefore taking reasonable and practical steps to put a plan of action in place.

## 10. **ANY OTHER BUSINESS**

### i. **Governor Vacancies**

It was noted that a vacancy remains for one Governor to join the Strategic Committee. The Student Governor is in the process of being nominated and is expected to be announced within the next two weeks.

### ii. **Timing of Meetings**

It is important that the Staff Governor attends Strategic meetings and an enquiry will be made as to whether it would be more appropriate to hold the meeting at a later time to facilitate this. If so, the next meeting may be held at 4.15pm instead of 12.30pm.

## 11. **DATE OF NEXT MEETING**

Monday 21<sup>st</sup> June 2010.