

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of the meeting of the ESTATES COMMITTEE of the Corporation held on Wednesday 5 June 2019 at 5.30pm in the Principalship Meeting Room

Present:

S Salvin [Chair]
D Hankey

Officers:

M Roberts

In attendance:

K Dales
C Menzies

1 APOLOGIES FOR ABSENCE

There were apologies for absence from Alan Theakston. MR in attendance as officer.

2 DECLARATIONS OF INTEREST RELEVANT TO THE BUSINESS OF THE MEETING

Other than MR role as Facilities Manager there were no interests to declare.

3 MINUTES OF THE PREVIOUS MEETING HELD ON 6 FEBRUARY 2019

The minutes were approved and signed by the Chairman.

4 MATTERS ARISING AND ACTION POINTS

No actions outstanding.

5 LATEST ACCIDENT/INCIDENT STATISTICS

MR gave an overview of the reports produced using statistics taken from the EVERY system. There have only been 9 incidents this year, 7 minor and 2 categorised major due to requiring hospital attendance and all classed as incidents rather than health and safety issues.

SS asked why there seems to be an upward trend in incidents. DH highlighted that there is a culture of raised awareness cross College so incidents are being reported and logged more. In the past it is believed that incidents were under reported which would explain the reason for medical consumables being used. S Vaughan records incidents in the Offshore Centre.

All information recorded is used to track trends in certain areas or days in the week.

6 LATEST 5S REPORT

Rachel Davison is to be invited to future meetings.

DH has completed a 5S check and all information is uploaded onto a shared area of the network which managers can access and view images taken of areas requiring improvement. SS asked why there seems to be a deterioration of scores across many areas. DH highlighted that this might be down to different raters – he said that he is quite harsh.

DH to try and complete another 5s check before the summer break.

7 UPDATE RE: AUDIT ACTIONS

Rachel Davison has produced a report compiling outcomes from various audits predominantly the internal audit last October. All COSHH documents are being reviewed with each area. Another visit by Conoco Phillips is likely who use 5S which is the industry standard.

8 HE WOOLLEY REPORT

It was noted that only one part of the report was included in the papers which was for the Offshore Centre and Exeter Street. There are some actions on the report which was graded overall as tolerable:

- there is no recent evacuation training
- fixed electrical testing is needed – SS questioned when this would be completed. MR advised this is being arranged as soon as possible likely over the summer when the building is empty to allow the required contractors safe and ease of access
- emergency lighting – some extra localised battery lighting may be needed
- fire extinguisher recommendations have been discussed with HE Woolley and the fact that the college advises staff to evacuate and wait for the Fire Brigade rather than fight a fire

The report for the College site is to be circulated to members for information after this meeting.

9 H&S/IT SYSTEMS SECURITY ISSUES TO REPORT TO AUDIT COMMITTEE [VERBAL UPDATE]

KD gave an update of a phising incident which has been fully documented and investigated. Office 365 was shut down immediately and NOCN were contacted to inform them that their system had been hacked.

10 ANY OTHER BUSINESS

There was no other business to discuss.

11 DATE OF NEXT MEETING

Tuesday 1 October 2019 at 5.30pm in room 2.35b

Chairman:

ACTION POINTS

6	R Davison to be invited to future meetings	D Hankey / C Menzies