

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of the meeting of the **ESTATES COMMITTEE** of the Corporation held on **Wednesday 6 February 2019** at 5.30pm in the **Principalship Meeting Room**

Present:

S Salvin [Chair]
D Hankey
M Roberts

In attendance:

K Dales
A Theakston

1 APOLOGIES FOR ABSENCE

There were apologies for absence from Neil Godfrey who was teaching.

2 DECLARATIONS OF INTEREST RELEVANT TO THE BUSINESS OF THE MEETING

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

3 MINUTES OF THE PREVIOUS MEETING HELD ON 6 JUNE 2018

The minutes were approved and signed by the Chairman.

4 MATTERS ARISING AND ACTION POINTS

All matters arising were agenda items. There were no action points to follow up.

5 H&S INCIDENTS, ACCIDENTS AND NEAR MISSES

The H&S Statistics, a copy of which is attached, were considered and noted by the committee.

It was explained that following the departure of David Burns, Health and Safety Manager, who had left to care for his wife, his replacement had just started this week and therefore the usual detailed statistics were not available and had been replaced by the attached schedules produced from the Every system where all incidents are recorded on line. It was agreed that provided the major issues were described more fully in future then there was no need, as far as this committee was concerned, to revert to the previous schedules which gave details of all incidents, the vast majority of which were minor. The Chairman thanked MR for all of the additional work which she had had to cope with since the departure of Dave Burns.

6 RSM- AUDIT REPORT

The Final Health and Safety – Machinery and Equipment Report, a copy of which is attached, was considered by the committee.

It was noted that there were 6 Agreed Actions (1 Low: 4 Medium: 1 High). The High was in respect of the college not maintaining an asset list which would enable it to monitor and record the frequency of internal and external machinery checks. MR advised that all of the recommendations had been accepted and would be actioned. She did note however that in general most of the actions required were already being done but not recorded and it was difficult to find the evidence to support this.

RSM would revisit this Audit area in the next academic year.

7 ACTION REPORT ACTION PLAN AND UPDATE

An Action Plan which would address the issues in the RSM Report above had been drawn up and a copy is attached. The Plan was noted by the committee.

8 FIRE EVACUATION REPORT

Three Fire Evacuation Reports had been circulated and MR gave further details. Copies are attached

It was noted that the extreme sensitivity of the sensors had been partially the cause and therefore their sensitivity had been marginally reduced although they would remain fully functional. The incident on 13 December had been

as a result of experiments in the Science Lab which were not known to be taking place and action had been taken to ensure this would not reoccur.

9 NOISE RISK ASSESSMENT

A Noise Survey and Risk Assessment prepared by Dr Stephen Ross had been circulated and a copy is attached. The Survey Results, Conclusions and Recommendations were noted and MR advised that all Recommendations had been accepted and addressed.

10 OPENED AND CLOSED ESTATES ISSUES

The Chart showing open and closed issues on a monthly basis reported in Every was noted by the committee. A copy is attached.

11 FIRE INSPECTION REPORT –VERBAL UPDATE

MR advised that following H E Woolley's report they had returned a few days ago and it was noted that any outstanding issues were very slight and were largely due to aging. A lot of combustible items laying around the college had been got rid of.

12 RIFT HOUSE DILAPIDATION WORKS

Commercially sensitive.

13 OTHER VERBAL UPDATES

There was nothing to report.

14 ANY OTHER BUSINESS

There was no other business.

15 DATE OF NEXT MEETING

Wednesday 5 June 2019 at 5.30pm in room 2.35b

Chairman:

ACTION POINTS

	NONE		