

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of the meeting of the **ESTATES COMMITTEE** of the Corporation held on Wednesday 5th February 2020 at 5.30pm in the Principalship Meeting Room

Present:

S Salvin [Chair]
D Hankey

In attendance:

A Theakston
K Dales
M Roberts
R Davison
G Nicholson
C Menzies [Minute Clerk]

1 APOLOGIES FOR ABSENCE

Apologies were received from N Godfrey. MR, RD and GN in attendance as officers.

2 DECLARATIONS OF INTEREST RELEVANT TO THE BUSINESS OF THE MEETING

There were no interests to declare.

3 MINUTES OF THE PREVIOUS MEETING HELD ON 17 OCTOBER 2019

The minutes were approved and signed by the Chairman.

4 MATTERS ARISING AND ACTION POINTS

No actions outstanding.

5 LATEST ACCIDENT AND INCIDENT STATISTICS [RD]

RD stated there have been no RIDDOR incidents and all matters reported have been minor linked to illnesses and figures can fluctuate depending on the time of the academic year and volume of learners onsite. RD has noticed a high instance of first aid calls of learners becoming unwell due to not eating or drinking enough which triggers underlying health issues. A high number of injuries happen outside of College but are reported whilst in College and dealt with by First Aiders.

RD is in the process of reviewing 193 risk assessment and 353 COSHH assessments.

RD/DH have carried out 5S and Health & Safety inspections during October half term, a report summarising findings will be brought to the next meeting. There are some very good standards but not all areas are consistent.

SS asked why there were no 5S statistics for the meeting. DH said this will be presented at the next meeting

There are no changes to fire safety to report since the last meeting.

Training

[Verbal report in addition to the paper included agenda item 10]. RD has completed 88 separate Health & Safety inductions sessions with learners covering items such as first aid, PPE and fire safety.

Safe worker on-line training has been rolled out to all staff which has 11 modules which are mandatory. The deadline for completion has been set as 14th February.

6 2018/19 RSM AUDIT – ACTIONS UPDATE [VERBAL RD]

This audit related to machinery and equipment in 2018 prior to RD's appointment. RD stated there were 15 actions, 4 are fully closed, 1 will always be ongoing and the others are in progress. KD asked if these actions will be closed by May 2020, RD confirmed 90% should be. SS stated that we needed to have full compliance with this and asked DH to ensure this was delivered.

7 2018/19 WOOLLEY FIRE RISK ASSESSMENT – ACTIONS UPDATE [VERBAL MR]

MR informed that specific works were needed by Galliford Try which were resolved two weeks ago along with replacement fire doors in the Offshore Centre. MR will organise inspection with HE Woolley once happy that all actions are complete. SS asked for the next report to come to this committee

8 2019/20 ZURICH REPORT [MR]

MR informed this was a re-assessment of the building last completed in 2011. There were four actions:

- Advisory for the sauna to install fire protection – MR advised the sauna is not in use and a mist based system is being priced
- Battery and forklift truck charging – MR confirmed the forklifts have a designated area
- Tumble dryers – a log book to evidence emptying of the lint trays has been put in place
- Pallets in yards – MR advised of a system in place to rotate wood and plastic trays. MR explained this is guidance based on arson risk.

9 2019/20 RSM ESTATES AUDIT [MR]

There were four actions relating to maintenance. The permit to work has been amended to include a section to evidence if satisfactory with work completed or whether further works are needed. The other three actions, due the end of March, are [1] maintenance schedule of in-house jobs completed during the holidays to include a timescale/timeline, [2 and 3] Service level agreements and KPI's which MR is trying to obtain information of industry standards.

10 HEALTH & SAFETY CPD UPDATE [RD]

As reported in agenda item 5.

11 FACILITIES MANAGEMENT UPDATE [MR]

Roof

A detailed image report of the roof structure is included in the papers. The College has a 25-year guarantee with Chemplas on the weatherproof membrane of the roof which requires ongoing maintenance in order to meet the guarantee. Other parts of the roof come with a 12 year maintenance plan from Galliford Try and a large number of leaks have been identified during the past 10 years which often occur in one part but run and appear in different parts of the College needing dye tests to try and determine the source of the leak.

NG Bailey installed plant on the roof with internal cabling which has perished. They have accepted this as their mistake and will rewire next week at their own cost.

Fire evacuation

Reports for two evacuations are included in the papers for information purposes, one due to cooking in an area not used for this purpose and the other a fault with an air sampler. MR reported 8 air samplers now need replacing at a cost of £800-£1000 each, work on this will start during February half term.

12 IT SERVICES UPDATE [VERBAL GN]

GN gave a presentation on the usage of the new Canvas system including statistics on usage by staff and learners. KD asked if usage has improved since transferring from Blackboard – GN confirmed this was the case. A questionnaire is to be produced by the IT department to ask staff and learners for their feedback on the new system.

New whiteboards with interactive pens have been installed and there will be a cost saving on pens and batteries.

There are only a few PC's which need changing over to Windows 10 and these machines are in low use areas, other areas were prioritised.

A new spam filter system, Barracuda, is in use and is very good at identifying phishing e-mails. The system is working well and also means that IT can carry out their own tailored testing. GN stated that companies can be whitelisted if required as sometimes items which are usually received as being OK can be filtered as potential spam due to the content of the message.

Cyber Essentials has been renewed for the third time, less than 10% of other colleges have this in place at all so we are well ahead of other providers.

GN is to be interviewed by JISC next week as they are doing a case study in relation to the incident response training JISC delivered last year.

Sunderland College visited last week for advise and help on safeguarding as we are doing very well in this area of work. They wish to return to view the new Canvas system.

RSM visited last week and the report has minor recommendations only. GN will circulate a copy of the report once received.

Summer projects are to replace the photocopiers as the existing 5-year lease has ended and it is thought cost savings can be made whilst retaining or improving the same level of machine. The network and service tills will also be looked at to determine any upgrades.

13 ANY H&S/IT SYSTEMS/SECURITY RISKS TO REPORT TO THE AUDIT COMMITTEE [VERBAL KD]

There are no new risks to report, all known risks are on the risk register.

14 ANY OTHER BUSINESS

AT highlighted the terms of reference for the committee as part of a review for each committee. It was agreed there are no amendments needed.

DH thanked MR, RD and GN for their hard work in maintaining the building, facilities and resources.

AT thanked the IT department for their helpfulness.

15 DATE OF NEXT MEETING

Wednesday 3rd June 2020 at 5.30pm in room 2.35b

Chairman:

ACTION POINTS

Item	Action	Responsible	By
5	Report summarising findings of 5S and Health & Safety inspections done October half term to be brought to the June meeting	D Hankey	3 rd June 2020
6	Full compliance for the RSM machinery and equipment audit	D Hankey	By RSM deadline
7	Updated HE Woolley fire risk assessment report to be brought to Estates	D Hankey	Once complete and received