

**Minutes of the meeting of the  
Policy & Resources Committee held on Thursday 25 February 2021, 4.45pm via  
Microsoft Teams**

**Present** Evelyn Carpenter (Chair)  
Stuart Fraser (Vice-Chair)  
Carole Ditty (CD)  
Yvonne Kelly (Principal/CEO)  
Forhad Altafi (Staff Governor) (FA)

**In attendance:** Wijay Pitumpe (Chief Finance & Enterprise Officer)  
Victoria Eastwood (Chief Governance Officer)  
Maxine Deslandes (Director of Finance & Estates)  
Steve Brown (Health & Safety and Sustainability Manager)

**1. Welcome and apologies for absence**

The Chair opened the meeting and welcomed all present. There were no apologies for absence.

**2. Declarations of Interest**

Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. None were anticipated.

**3. Review of Health & Safety Policies**

The Director of Finance & Estates (DOFE) reported that the policy review was normally undertaken in July but due to the pandemic and advice from the internal audit the policies and procedures were being presented at this meeting. All existing policies had previously been reviewed in 2018 but the recommendation from the auditors was for arrangements to be in place for policies to be presented annually.

The DOFE stated that that all comments received from the Chair and Vice-Chair prior to the meeting would be addressed at the relevant points within the agenda. It was noted that the Health & Safety (H&S) policies were split into three parts (A, B and C) and comments to increase the statement of intent and characteristics had been taken on board.

The Vice-Chair advised that his comments regarding Part A were around the structure rather than the content. He suggested that Part A could develop the characteristics of the College and express the importance of H&S (a high level mission statement which needed to be short and sharp with required content from the HSE). The College was an important establishment in the community and needed to be protected. The DOFE agreed that Part A would be revised and included in the policy for 2022.

**Action: Part A to be revised to consider the Vice-Chairs comments and amended for 2022.**

CD made an observation in terms of the approach and the link between the area of wellbeing and how this fed into physical concerns. It was questioned how the emotional and particularly mental health aspects fit into this and whether these needed to be included in the statement of intent. The DOFE advised that this would be addressed later in the agenda.

The Principal/CEO advised that a lot of work had taken place but there was a need to capture the changes and developments under the remit of H&S as the remit was much wider than the college buildings, particularly since Covid. The DOFE replied that there was a lot of overlap between health and wellbeing and H&S. Adaptations would be made going forward to present health and wellbeing aspects as well as H&S and the growing need to develop the health and wellbeing aspect was noted. The DOFE stated that health and wellbeing sat under HR and H&S under Estates which caused the separation. The Chair added that more integration was required and it would be beneficial to see a suite of documents in

place. The Vice Chair agreed that health and wellbeing was important and there was a need to be able to identify this quickly in the documents.

The DOFE referred to Part B - organisation responsibility for H&S adding that this had been based on current practice in FE. IT was noted that comments from the Chair and Vice-Chair to simplify this part had been taken on board.

The Principal/CEO stated that the presentation made this part quite daunting and advised that other mechanisms could be used e.g the review of job descriptions, reference to the code of conduct. Part B needed to be very specific in terms of overall responsibility and a link to process mapping was suggested.

The Chair questioned whether the revised document could refer to the Code of Conduct and job descriptions to maintain transparency but reduce the level of detail. The DOFE replied that the roles listed were those that sat on the H&S Committee and therefore staff that led on a particular area. The intention had been to demonstrate that the responsibility of H&S was the responsibility of all the Executive and SLT but agreed to consider process mapping and review. The Principal/CEO stated that where there were specific roles these needed to be formally trained.

The Vice-Chair agreed that all staff and students were responsible for H&S but questioned how many roles needed to be set out in the document. Currently too many roles were mentioned and it was suggested that perhaps the level of detail for meeting arrangements etc would be better placed elsewhere. This was accepted by the DOFE.

CD advised that she was pleased to see how Part B was set out as from a corporate background it was important to remember that H&S was a collective responsibility. The statement of that responsibility and delegation was helpful as a salient reminder. FA added that he agreed with CD - Part B was good in a way of transparency and how it flowed down the chain. He endorsed the idea of process mapping within the document.

**Action: DOFE to review Part B and consider process mapping, links to code of conduct and job descriptions and the level of detail for meeting arrangements.**

The DOFE presented Part C explaining that it had been anticipated that the best way for staff to find documents was to list these alphabetically but taking into consideration comments made prior to the meeting it was understood that it may be easier to split the documents into areas. The Committee considered each policy individually:

1. Accident reporting arrangements

No comments

**Approved**

2. Asbestos

The Vice-Chair questioned whether the policy should also cover dust or other airborne substances. SB replied that asbestos had its own set of regulations and therefore required a standalone policy. Dust/mist/gases and fumes were covered under COSHH (Control of Substances Hazardous to Health) which also included inhalation.

**Approved**

3. Bomb Threats

CD referred to the disaster plan in section 1.4 and asked if this already existed or needed to be prepared. The Chief Finance & Enterprise Officer (CFEO) responded that there was a comprehensive disaster recovery plan in place and a disaster recovery committee that met every term.

The Vice-Chair stated that there were other threats to students and staff and these arrangements should be embraced under the emergency plan. The disaster recovery plan was after the event but these arrangements focused on prevention instead of a follow up. The DOFE advised that this policy was introduced specifically after 9/11. The Principal/CEO stated that the 9/11 attacks had not specifically been bombs and there was a need to know which areas of the building students and staff would need to be directed to if a threat occurred. The Vice-Chair added that there had been other incidents in recent years where college students had been put under threat and the policy should be

focused on any incident affecting students. The DOFE noted the feedback and advised that this would be considered and the scope of the policy would broaden if required.

**Action: Feedback regarding broadening the scope of the policy to be considered.**

**Approved.**

4. Control of Substances Hazardous to Health (COSHH)

In response to a query from the Vice-Chair, it was confirmed that a review of dust in the context of hazard and specifically within workshop environments would be included going forward.

**Action: Review of dust in the context of workshop environments to be included.**

**Approved**

5. Control of Contractors

In response to a query from the Chair, SB clarified that control of contractors focused on how the College managed contractors in the premises which may not involve permit to work.

CD advised that there was a typo throughout the document and 'principle' needed to be amended to read 'principal.'

**Action: 'Principle' to be amended to read 'principal' throughout the document.**

**Approved**

6. Controlled Medication

The Principal/CEO stated that the policy only referred to parents and this needed to be widened. The Director role referred to no longer existed and this needed to be updated.

**Action: reference to parents to be widened and the Director role to be updated.**

**Approved**

7. Covid-19

**Approved**

8. Display Screen Equipment

FA questioned whether the policy also included remote working conditions or whether it was focused on working in the College. SB replied that the policy was aimed at anyone using DSE for a large proportion of the working day and therefore covered remote working. The policy also covered different types of screens and the College had two DSE assessments in place - one for in College and one for remote working.

CD advised that in her organisation there had been a lot more requests for eye tests due to the screen time at home. The policy referred to tests every two years but it was questioned whether this needed to be reassessed in the context of Covid. The DOFE replied that the College was in the process of changing the procedure for eye testing and this would be presented at the next SLT meeting for discussion. The policy would be revised going forward based on the outcome of these discussions.

**Approved.**

9. Driving at Work

The Chair advised that the end of the paragraph on page 114 of the overall document pack was incomplete: 'before you check the vehicle you should check the following.' SB advised that this had been amended.

CD noted that point 1.3 did not specify an age within the mini bus license restrictions and the text appeared to be missing.

The Principal/CEO suggested that there may need to be a link to the code of conduct re carrying students and non-authorised passengers.

**Action: point 1.3 to be amended to specify the age. Consideration to be given to linking to code of conduct.**

**Approved**

10. Green Travel Awareness

**Approved**

11. Heating and Cooling Policy

**Approved**

12. Educational Visits

**Approved**

13. Electrical Safety

The Vice-Chair questioned whether the policy covered the safeguards for a student training to be an electrician. SB replied that the policy covered generic work equipment arrangements but going forward this would be reviewed to make it clear about student electrical safety. The Principal/CEO added that some of the forms needed to be widened further than the remit e.g. son/daughter replaced by young person etc.

**Action: further detail clarifying students training an electrician to be included.**

**All forms to be reconsidered to include 'young person.'**

**Approved**

14. Fire Safety

**Approved**

15. First Aid Procedures

**Approved**

16. Food Allergy – new policy

The Principal/CEO stated that more detail was required to better understand who might have an allergy and whether it was significant. It was the responsibility of staff to understand food allergies of students and make the link to college operations and processes including KPIs. The College needed to promote awareness and reinforce the message and the policy also needed to include the process to follow if a member of staff or student had a reaction. The DOFE replied that the College had to display information on allergies and show food containing nuts in catering areas. SB advised that the document contained links to further information that areas could use.

CD queried the extent to which the College could require staff and students to provide information around allergies. The Principal/CEO replied that students completed medical record forms but they did not have to disclose allergies. There was a need to close the loop and consider how accessible these records were in the case of an incident.

The Vice-Chair questioned whether as the College prepared food there ought to be a section on food hygiene. The DOFE replied that food hygiene training was conducted but there was not a policy. This would be considered.

**Action: Future policy to be reviewed to include link to college operations and KPI's. More detail required on who had allergies; promoting awareness; process to follow should a reaction occur and accessibility to records. Food hygiene policy to be considered.**

**Approved.**

17. Hand, Arm, Vibration Syndrome (HAVS) – statutory requirement

**Approved**

18. Ladders and Step Ladders

**Approved**

19. Legionella

**Approved**

20. Loan Working

FA asked whether the policy covered remote working. SB confirmed that guidance to managers to ensure good communications with all staff loan working and links to mental health guidance was included.

**Approved**

21. Manual Handling  
**Approved**

22. New and expectant mothers  
**Approved**

23. Noise

The Vice-Chair questioned whether the College was satisfied that the measures were effective against the control mechanisms. SB replied that this was all time weighted and an assessment would be implemented in the carpentry area.

**Approved**

24. Permit to Work

The Chair asked for the rationale behind the policy. SB responded that the rationale was looking at what took place in the College based around the HSE list and assessing what may occur. Permit to work was for any work that was classed as high risk. It was noted that this policy would develop over time.

The Vice-Chair clarified that in some cases it was not possible to take all the required precautions but the permit to work ensured the working arrangements were clearly set out.

The Principal/CEO stated that the manager role and responsibilities was duplicated with the role of the Head of Estates and overall responsibility should be the CFEO.

**Action: roles and responsibilities to be clarified.**

**Approved.**

25. Personal Emergency Evacuation Plan  
**Approved**

26. Personal Protective Equipment (PPE)

The Vice-Chair reported that this was an area that had changed and recognition of hazards had led to greater use of PPE. PPE was no longer just hats and high visibility clothing and there was a need to ensure that the College was comfortable with the prescribed responsibilities e.g. how was the suitability of clothing addressed for students when working with equipment. SB responded that students were asked to wear a high visibility jacket when required but in some instances this was not ideal when working with specific equipment and therefore the process was being reviewed.

The Principal/CEO advised that there had been situations where teams had thought that the right PPE was in place but this had been incorrect. The DOFE responded that PPE was now picked up as part of audit checks. In the past there had been issues but this had be tightened up.

**Approved**

27. Violence and Aggression

The Chair questioned whether incidents of violence and aggression should also be reported to carers and pastoral staff particularly when involving vulnerable students. SB responded that this was agreed and the policy would be amended to read that the Duty Manager would report the act of aggression to the appropriate person.

The DOFE reported that the policy had been benchmarked across other Colleges and discussed with the AoC. The policy may change over the next year as it was further being considered by the College's Safeguarding Team and HR. In response to a query from the Chair, the DOFE advised that the reporting for those under 16 would be checked and cross referenced with the behavior policy.

FA questioned whether any domestic incidents would fall within the remit of the policy. The Principal/CEO responded that this would sit under safeguarding. SB added that there was a small cross over in areas called pillars of stress. There was a stress risk assessment and one pillar was relationships and how these could cause issues in the workplace.

The Principal/CEO advised that the policy required further discussion.

**It was agreed that the policy would not be approved and would be represented to the Committee.**

28. Visitors  
**Approved**

29. Waste  
FA asked if there was any reference to recycling and green efficiency. The DOFE replied that this formed part of the sustainability strategy. The next step for SB was to develop sustainability arrangements and this was work in progress.  
**Approved**

30. Working at Height  
**Approved**

31. Work Equipment  
**Approved**

The DOFE clarified that out of the 31 policies presented, the one policy not approved was the Violence and Aggression Policy. All other policies would be reviewed, updated, amended etc for 2021/22. The Committee were asked to approve the policies on this basis.

The Principal/CEO questioned how it was monitored whether the policies were effective and there was a need to understand the controls and report against the KPI's. The Chair responded that the Committee received regular H&S reports which monitored the position. The DOFE added that each policy included a section for training and communication and SB was tasked to make sure these policies were embedded through posters, toolbox tools, demonstrations etc. Videos and how to guides were being explored. It was agreed that performance and effectiveness of the policies would be discussed at the H&S Committee. The Chair suggested that the next H&S report could address the issue of how the arrangements were being monitored against the KPI's.

In response to a query from FA, the DOFE advised that the how to guides would be available through the CGO when completed.

The Vice-Chair advised that the policies needed to be more user friendly and be grouped into headings to make communication clearer. The Chair added that it would be preferable to keep the alphabetical index but it would be useful to see a generic set of policies that apply to a particular area. The DOFE agreed that both measures would be implemented.

The DOFE reported that H&S had come a long way and all arrangements were work in progress. The comments and direction from this meeting were appreciated. In relation to health and wellbeing a section in each of these arrangements would be introduced to be able to see the connection between H&S and health and wellbeing and reinforce that link.

After discussion it was agreed that the amended policies would be updated and uploaded to the Boardpacks portal for the Committee to review.

**Actions:**

**Future H&S reports to address how H&S arrangements are being monitored against KPI's.**

**H&S how to guides to be made available when completed**

**Policies to be grouped into headings and remain in an alphabetical index**

**Health and wellbeing section to be introduced into each arrangement going forward**

**Approved:** It was noted that due to the pandemic the policies were delayed in being presented and should have been approved in 2020. It was agreed that the policies would be approved at this point other than the Violence & Aggression Policy.

**All the suggested amendments from the Committee would be incorporated into the policies and the policies would be re-presented at the June Committee meeting for approval for 2021.**

The Chair thanked the Committee for their comments and thanked the DOFE, SB and Principal/CEO for guiding the Committee through the reports. CD noted that it was a clear a lot of work had been undertaken and recorded her thanks to all involved. The Principal/CEO added her thanks to DOFE, SB and the team.

**4. AoB**

There was no further business.

**5. Date and time of next meeting – Monday 8 March 2021, 4pm**

The Chair thanked all those in attendance for their contributions. The meeting concluded at 6.18pm.

Signed.....  
Evelyn Carpenter (Chair)

Date.....

**POLICY & RESOURCES COMMITTEE  
ACTIONS**

<b>Agenda Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>By (deadline)</b>	<b>Update</b>
3.	Part A to be revised to consider the Vice-Chairs comments and amended for 2022.	DOFE	June 2021	
3.	Part B to be reviewed and process mapping, links to code of conduct, job descriptions and the level of detail for meeting arrangements to be considered.	DOFE	June 2021	
3.	<b>Bomb Threats</b> Feedback regarding broadening the scope of the policy to be considered.	DOFE	June 2021	
4.	<b>COSH</b> Review of dust in the context of workshop environments to be included.	DOFE	June 2021	
5.	<b>Control of Contractors</b> 'Principle' to be amended to read 'principal' throughout the document.	DOFE	June 2021	
6.	<b>Controlled Medication</b> Reference to parents to be widened and the Director role to be updated.	DOFE	June 2021	
9.	<b>Driving at Work</b> Point 1.3 to be amended to specify the age. Consideration to be given to linking to code of conduct.	DOFE	June 2021	
13.	<b>Electrical Safety</b> Further detail clarifying students training an electrician to be included.	DOFE	June 2021	
All	<b>All Policies with Forms</b> All forms to be reconsidered to include 'young person.'	DOFE	June 2021	
16.	<b>Food Allergies</b>	DOFE	June 2021	

	Future policy to be reviewed to include link to college operations and KPI's. More detail required on who had allergies; promoting awareness; process to follow should a reaction occur and accessibility to records. Food hygiene policy to be considered.			
24.	<b>Permit to Work</b> Roles and responsibilities to be clarified.	DOFE	June 2021	
27.	<b>Violence and Aggression</b> Further discussion required – policy to be re-presented.	DOFE	June 2021	
3.	Future H&S reports to address how H&S arrangements are being	DOFE	June 2021	
3.	H&S how to guides to be made available when completed.	DOFE	ASAP	
3.	Policies to be grouped into headings and remain in an alphabetical index.	DOFE	June 2021	
3.	Health and wellbeing section to be introduced into each arrangement going forward.	DOFE	June 2021	
3.	Revised policies to be uploaded to the Boardpacks portal for the Committee to review.	DOFE	June 2021	