

**FURTHER EDUCATION SAFETY AND HEALTH FORUM (FESH)
EIGHTEENTH MEETING
28 FEBRUARY 2013
AoC LONDON**

Present:

Kathy Bow (H&S Development Network, Colleges Scotland)
Steve Cooper (UNISON)
David Green (AMIE)
Stephen Green (AoC)
Phil Mackie (ColegauCymru/CollegesWales)
Ian Rowe (ColegauCymru/CollegesWales)

Apologies:

Ruth Sleigh (HSE)
Dave McGinty (EIS)

1. Welcome and election of officers

DG, as chair, welcomed members. All thanked AoC for hosting the meeting. There were no other nominations so DG and SG were re-elected as Chair and Secretary.

2. Sixteenth Meeting 24 May 2012 – matters arising

The notes of the sixteenth meeting were considered and agreed as accurate.

Matters arising:

SG has contacted UCU and a representative has been nominated. It is hoped that UCU will take part in future meetings.

SC recently ran two UNISON workshops on the Assessment Tool. The audiences consisted of Trades Union Representatives and some College senior managers.

3. Work on implementing FESH Assessment Tool

DG reminded the meeting about the aim of 50% take-up and requested updates on actions taken and recent developments.

KB has delivered a workshop at an event for Scottish Colleges. Most delegates were aware of the Assessment Tool and were hoping to put the Assessment Tool to their respective Safety Committees. The workshop looked at practical measures that could satisfy the Assessment Tool's requirements. Further correspondence, following the workshop, has been positive.

PM pointed out that Colleges may be producing entries for RoSPA or BSC awards, which generally involve the same information as needed for the Assessment Tool, so it should be easy to transfer the information.

IR and PM spoke about developments in Wales – IR has updated the Network Wales group; 11 of the 12 Welsh Colleges have responded.

Since several College mergers have taken place, IR has requested new submissions in June 2013.

IR has emailed the Chair of the Principals group, asking that Welsh College Principals are made aware of the Assessment Tool.

KB added that the same could be done in Scotland, since mergers were taking place there, too.

DG reported that ATL has publicised the tool, however AMIE does not have many members who are Safety Representatives. He will continue to push take up of the Assessment Tool and it will be mentioned in future magazines. SC, for UNISON, stated that every national and regional meeting has the Assessment Tool as a standing agenda item. He has also briefed UNISON officers. He has carried out training, recently, at which he asked managers to complete the Assessment Tool. This has led to a useful identification of training needs.

DG responded that the Assessment Tool could be added, easily, as a standing item for AMIE meetings.

PM pointed out that having an active UCU presence on FESH would help to promote the Assessment Tool.

SC also requested that SG continue to mention the Assessment Tool at AoC regional H&S meetings.

SG reported back to the group on AoC's promotion of the Assessment Tool. He continues to mention it at AoC's regional H&S group meetings. He also offered to mention it in his presentation at the AoC national H&S Conference on 27 June 2013 and to add copies of the Assessment Tool to the delegate packs.

SG will request that mention of FESH is added to one of AoC's Chief Executive Letters, which are sent to all College Principals.

IR mentioned the forthcoming Welsh Colleges' Conference. He would ensure that copies of the Assessment Tool are in the delegate packs.

Other discussion on the Assessment Tool then took place. KB wondered if webinars could be set up to follow the one she is organising in Scotland, for May.

SC mentioned a shared services project carried out at a College in the South of England – the Assessment Tool was used in the assessment of the impact of a merger.

SG suggested that FESH could produce a Powerpoint presentation, highlighting the benefits of using the Assessment Tool. This could be used in training/publicity.

ACTIONS

DG: Prepare a Powerpoint presentation on benefits of the Assessment Tool

ALL: send ideas to SG on how the Assessment Tool can be useful to Colleges (for example: use during College mergers, to aid with gap analysis). SG can then mention these at the AoC Conference.

4. What next for FESH?

All agreed that:

- FESH needs to remain strategic,
- FESH should be consulted on major H&S issues affecting the FE sector
- FESH should contact stakeholders and request involvement in future consultations,
- Awarding bodies should consult with FESH when setting new qualification standards.

ACTION (ALL): Pass names of external bodies to DG. He will send an introductory letter to them.

5. AOB

Items for next meeting:

- FESH terms of reference
- Continue discussion on promoting FESH nationally

6. Date of next meeting

Friday 7 June 2013, at Isle of Wight College