

**FURTHER EDUCATION SAFETY AND HEALTH FORUM (FESH)
FIFTEENTH MEETING
09 February 2012
ASSOCIATION OF COLLEGES, LONDON**

Present:

Kathy Bow (Scotland's Colleges H&S Communities of Practice)
Steve Cooper (UNISON)
David Green (AMIE)
Stephen Green (AoC)

Ian Rowe (ColegauCymru/CollegesWales)
Ruth Sleigh (HSE)

Apologies:

John Bamford (UCU)
Phil Mackie (ColegauCymru/CollegesWales)
Dave McGinty (EIS)
Penny Neish (Scotland's Colleges)

1. Welcome and introductions

DG, as chair, welcomed members. All thanked SG and AoC for hosting the meeting.

2. Election of Chair and Secretary

DG and SG were re-elected, unopposed, as Chair and Secretary.

3. Fourteenth Meeting 27 October 2011 – matters arising

The notes of the fourteenth meeting were considered and agreed as accurate. There were no substantive matters arising.

4. FESH Workplan (now Assessment Tool)

The group discussed the amendments and suggestions that had been circulated via email.

RS suggested, and all agreed, that the Workplan should be re-titled "Assessment Tool".

DG had replied to EIS on matters of concern: regarding terminology, that used in the Assessment Tool corresponds to terminology used in the HSE strategy documents.

All agreed that the FESH Tool should include both Trade Union and non-union workers.

EIS have invited KB to launch the Tool at a forthcoming EIS seminar on 24 February 2012. KB responded that the plan needed to be finalised first.

All agreed that, subject to typographical changes, the Assessment Tool is now formally agreed by FESH.

SC has presented the Tool to the Board of Isle of Wight College. It received a generally positive response. SC has also begun informing the South Regional College group about the Tool and has discussed it with UNISON.

The Tool has been adopted and endorsed by UNISON

SC will deliver a presentation at a UNISON event, in Bolton, on 24-26 April 2012.

IR has presented the Tool to Welsh Colleges (with positive responses) and will follow up at their next group meeting.

CB and PN aim to present the Tool to Scottish College Principals in a couple of months.

CB has suggested to Scotland's Colleges H&S Communities of Practice that they adopt the Tool's appendices into their own workplan.

SG will update all English Regional groups on the Tool and seek to identify Champions to lead in each Region.

SG will inform all AoC member Colleges about the Tool, via an AoC Briefing.

SG offered to host the final Tool on the AoC website.

ColegauCymru and Scotland's Colleges H&S Communities of Practice should be approached to host the Tool, also.

RS pointed out that the Tool is FESH's not HSE's but HSE will host link to the Tool (on the AoC, and other, websites) and try to provide some publicity.

DG said that AMIE will brief its representatives in England, Scotland and Wales. It is hoped that the information will be cascaded to ATL reps.

DG will present the Tool to the AMIE council later in Spring 2012 and it will be placed on the AMIE website.

KB recommended that Colleges are asked to add the Tool as a standing item on their H&S Committee meetings.

Other "publicity streams" were discussed:

SG mentioned a potential presentation at the AOC H&S Conference in Summer 2012 plus dissemination via AoC Governors network

IR will ask ColegauCymru for a slot at their Principal's event.

RS suggested that Colleges should be encouraged to inform FESH if they have good examples that can be used as case studies, particularly where these also show efficiencies or cost-savings. (This request should be added to the websites mentioned above).

No information was available on what steps UCU had taken.

RS mentioned IOSH – their Education Group should be informed about the Tool and offered a link to it.

All agreed that Colleges should be encouraged to feed back results to FESH, which will pull together the findings.

All agreed that our websites should include advice:

- Put the Tool on Safety Committee Agenda
- Nominate a person to Champion the Tool's adoption and use
- Start using the Tool immediately (feedback by September 2012)
- Anonymity should be assured!

Actions:

DG will write to DM/EIS to ask for clarification on the EIS position before the Tool is launched

SG will distribute finalised versions (both A3 and A4) of the Tool.

SG will contact JB, of UCU, for an update on their position.

RS will contact IOSH Education group, passing them information about the Tool.

5. AOB

RIDDOR has now moved to electronic reporting.

SG had pointed out that Colleges find the SIC classification confusing. They would prefer the dropdown boxes in the electronic report form to contain more meaningful titles, such as "General FE College"

The group discussed the issue and RS promised to take Colleges' concerns to HSE and ask for a change in the wording in these boxes.

RS gave various HSE updates:

- the HSE's new "Fee for Intervention" approach, which is currently being trialled. Charges are currently set at £124 per hour if a "material breach" is identified that requires HSE to provide a form of written advice to the dutyholder.
- the change from 3 days to seven (in incapacitation for work before a report must be made) starts on 6 April 2012. The reporting deadline is increased from ten to fifteen days.
- An independent Regulatory Challenge panel is being set up. This will provide a mechanism for challenging any regulatory advice.
- HSG65 is still being discussed/revised

6. Date of next meeting

Thursday 24 May, at Cardiff & Vale College