

**FURTHER EDUCATION SAFETY AND HEALTH FORUM (FESH)  
TWENTY FOURTH MEETING  
27 FEBRUARY 2015  
AoC, LONDON**

Present:

Kathy Bow (H&S Development Network, Colleges Scotland)  
David Green (AMIE)  
Stephen Green (AoC)  
Jane Holt (Totton College)  
Ian Rowe (ColegauCymru/CollegesWales)  
Ruth Sleigh (HSE)  
John Walls (Salford City Colleges)  
Gerald Williams (UNISON)

Apologies:

Dave McGinty (EIS)

**1. Welcome and representation**

DG, as chair, welcomed members. All thanked AoC for hosting the meeting. The group welcomed new members, representing English colleges: Jane Holt of Totton College and John Walls of Salford City College

**2. Twenty Third Meeting 10 October 2014 – matters arising**

The notes of the twenty-second meeting were considered and agreed as accurate.

Matters arising:

Some general issues were discussed, others were included in later agenda items.

GW shared a UNISON newsletter, containing a “Sensible Risk” article. All made positive comments on the document and there was discussion on the circulation of the newsletter

JH added that HSE’s “Myth Buster” examples, relating to FE, are useful

**Action: GW will circulate electronic copy of the UNISON newsletter to FESH members**

**3. Work on implementing FESH Assessment Tool**

IR confirmed that Coleg Gwent will support the Assessment Tool App development.

GW pointed out that the original developer was under other pressures and that, possibly, another Coleg Gwent student could complete the App as part of a project.

All thanked Coleg Gwent for its support.

RS asked whether the Assessment Tool should have an occupational health section so that use of the Assessment Tool leads to reference to the FESH occupational health guidance.

JH suggested that question(s) could be added on occupational health referrals and support.

SG commented that re-launching the Assessment Tool would bring added publicity and, hopefully, attract more buy-in.

JH suggested that the Assessment Tool scoring system could be changed to match OFSTED's ordinal rating system (i.e. 1 is best)

RS pointed out that there is no requirement to score, anyway – the aim is to produce an action plan.

JW and JH responded that it is hard to ignore scoring since colleges are focussed on scoring systems because of OFSTED's effect.

KB cautioned against changing the Assessment Tool too much.

All agreed that scoring is an option and this could be reversed to mirror OFSTED scales

KB suggested adding "guidance for completion" to the Assessment Tool, that included these points.

IR offered to contact ESTYN to make it aware of the Assessment Tool.

**Action: All to review the Assessment Tool to identify suitable occupational health question(s) and review scoring system**

#### **4. Occupational Health Guidance**

KB explained the background to the development of the occupational health guidance. RS restated the HSE position re HSG257

Both requested case study resources to add to the new guidance.

IR is looking at unique hazards that need occupational health surveillance.

KB and JH asked for comments on the latest version plus any information on effective occupational health strategies, claims made and case studies.

RS underlined the importance of case studies to show that improvements can be implemented.

JH commented on the need to separate the health surveillance function from, for example, return to work, which is a human resources function.

All agreed that correct terminology is important since occupational health surveillance is a legal requirement, unlike other support or promotion measures.

There is a possible need for the occupational health guidance to have appendices giving additional guidance in different areas.

SG suggested that all members invite input from colleges on their experience and best practice in occupational health.

IR has added some flowcharts for certain occupational health risk areas. All agreed that this will be useful for colleges.

All concluded that FESH should aim for the occupational health guidance to be completed over the summer, for publication in the new academic year 2015/6

## 5. Mental Health

All agreed that there are two distinct aspects:

- Students with mental health issues eg self-harm
- Staff with mental health issues eg those related to stress

GW pointed out that he has completed a Mental Health First Aid course, which gave a good overview of mental health issues

IR and KB each have experience of Mental Health First Aid in their colleges.

JH referred the group to the Mental Health in FE website [mhfe.org.uk](http://mhfe.org.uk)

This website links to many other useful sites.

## 6. HSE Update

RS mentioned the following:

- HSE's "Sensible Risk" article – which has been circulated via AoC Briefing and to Welsh colleges.
- The Electromagnetic Frequency Directive is being revisited by GB. HSE guidance is being produced. This will be circulated to the group
- HSE's 2020 Strategy – the direction to be taken by the HSE. Further information is available on the HSE website.
- The IOSH "No time to lose" campaign

## 7. AOB

It was agreed that a letter be sent to all Principals, promoting FESH

The FESH meeting note-taking duty should be circulated to allow members more opportunity to participate fully.

### **Actions:**

**DG and RS to consult and produce a final version of the letter to principals – to be copied to Trades Union officers and AoC health and safety groups**

**Note taking rota to be decided at next meeting**

## 8. Date of next meeting

Friday 19 June 2015, in Cardiff