

**FURTHER EDUCATION SAFETY AND HEALTH FORUM (FESH)
NINETEENTH MEETING
7 JUNE 2013
ISLE OF WIGHT COLLEGE**

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)
Ruth Sleigh (HSE)

Apologies:

Dave McGinty (EIS)

1. Welcome and representation

DG, as chair, welcomed members. All thanked IoW College for hosting the meeting.

SG, as secretary, informed the group that the invitation to UCU was unanswered and there was, again, no UCU representation.

KB stated that Scotland's Colleges wished to be represented on FESH

**Actions: SG to contact UCU and request that their representative attend.
KB to forward contact details of Scotland's Colleges rep.**

2. Eighteenth Meeting 28 February 2013 – matters arising

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

Matters arising:

- The group considered the FESH introductory letter to be sent to external bodies. No additional bodies were added to the existing list.
- There was some discussion on the format of the letter. It was agreed that organisations represented on FESH should be listed.
- DG requested help regarding specific contact details of external bodies.
- RS commented that, if the letter is posted on AoC's website, HSE can provide a link on its website.

Action: DG to send the letter to the organisations identified. KB offered to assist.

3. Work on implementing FESH Assessment Tool

DG's Powerpoint presentation has been circulated.

SC remarked that the Tool is useful as a SAR aid – this is a good “selling point” for the Tool, and may persuade College senior managers to take up its use.

IR added that the Tool is useful during College mergers – to establish a baseline position.

RS asked if Colleges can be identified that would be willing to provide case study information on how they have used the Tool to advantage and, hopefully, to identify practical changes resulting from its use.

DG offered to visit any College that is identified, to interview them and gather this information.

IR offered to provide case study information from Coleg Gwent.

SC will contact two Colleges that he knows have used the Tool to formulate action plans.

IR/PM commented that there is continuing pressure in Wales to keep the Tool in use.

KB mentioned that, in Scotland, similar pressure is being applied via the Sharednet website. About 50% of Scottish Colleges are using the Tool, or are about to use it.

SG reported that the issue is kept live at AoC's regional H&S group meetings, mentioned in AoC H&S Briefings, and the Tool will be part of a presentation at AoC's 2013 H&S Conference on June 27.

SC added that he has been pushing use of the Tool during all his visits to Colleges and has been running workshops. UNISON H&S representatives are now well-exposed to the tool.

KB mentioned that there should be a strong message, from HSE, to FE, about the main hazards that Colleges should be dealing with, rather than trivial ones.

SG suggested that FESH should comment on new Work Experience guidance once it is published in autumn 2013.

RS referred to an article *Busting the Myths of 'Elf and Safety* which describes how the HSE Challenge Panel analysed 100 cases and produced tips on sensible risk management. She also mentioned that this information was available in an article published by the Association of Public Service Excellence.

Action: All to forward to DG any comments, plus those from Colleges, on use of the Tool

4. Welfare Regulations consultation

PM/KB/SK agreed that the consultation held nothing contentious – no substantive changes, just some simplifications as recommended by the Lofstedt Review.

Actions: All to send comments to SG to be inserted in the FESH response

SG to complete the response and submit on behalf of FESH

5. HSE Report

RS informed the group of current HSE developments:

- consultations (CoSHH, DSEAR, Legionella)
- presence at the 2103 AoC H&S Conference. Geoff Cox will be presenting on the topic: *Changing Times, Managing Real Risks in Education*
- Review of work placement guidance has been delayed, pending agreement of the Secretary of State
- Updated HSG65 – two parts already online; parts 3 and 4 should be online by end of July; printed version should be available in August 2013
- It is proposed that HSG257 *Occupational health services in higher and further education* will be removed from the HSE website
- An IOSH Public Services event will take place on 15 June. It will examine health & safety in procurement for public services. A downloadable H&S checklist is available here:
http://www.iosh.co.uk/groups/public_services_group/ps_procurement.aspx

Actions:

All to look at the CoSHH consultation and share any views.

Agenda for next meeting to include discussion of HSG257, all to circulate any comments on the document before the next meeting.

6. AOB

KB asked if members are in favour of producing a FESH Assessment Tool webinar. All agreed that this would be useful

7. Date of next meeting

Friday 25 October 2013, at Clydebank College