**Health & Safety Sub-Committee – Initial feedback**

The sub-committee met on 21st September 2017 with AW, SR and VW (site manager) in attendance.

It was agreed that the sub-committee will meet termly and feedback to Resources annually (unless there is a major risk or incident in which case it will be more frequently).

It was agreed that the sub-committee would review all significant policies, risks and upcoming changes as well as all incidents that may have occurred.

The sub-committee will need additional staff to ensure it is delivering a balanced service and proving valuable. VW has sent an invite to all staff since the meeting and we will assess the feedback and appoint to the committee based on the response.

We discussed the recent Annual Health and Safety site audit with particular focus on:

* Vehicle and pedestrian separation including issues around the car parks at pick up and drop off times. The possibility of barriers on the car parks and the possible need for marshalling on the Alexander Lane gates to stop drop offs there.
* PAT testing regulations. VW provides departments with guidance on the required visual checks on equipment and methods of reporting concerns. VW will review the material to ensure he is happy with it.
* 5 Year fixed electrical test certificate. There was uncertainty over when this expired and when it needed doing again. We have since found the certification and it expires April 2019 so we are ok for this year.

We also discussed staff training and induction procedures. VW is happy with the induction and releases updates and refresher material to departments each year. He will review the material and implement any changes that may be identified.

VW raised the issue of dogs on site noting that a member of staff had brought their dog into work during the school holidays. SR felt this was the owners’ responsibility and during the time in question, no student were in school and certainly not in contact with the dog.

AW said he would speak to a friend who trains dogs and would know a bit more. AW subsequently forwarded some advice from a contact at Essex Dog Training Centre about dogs coming into contact with students. SR also checked the advice from Essex Insurance Team which again centred on dogs coming into contact with students. The advice and guidance will be discussed at the next meeting.

The next meeting will be scheduled for later this term.