

<b>Open Government status: Open</b>	<b>Minutes Number: SEAC 03</b>
<b>Intranet embargo? No</b>	<b>Meeting Date: 23 May 2002</b>
	<b>Type of paper: Minutes</b>

## Minutes of the Schools Education Advisory Committee

**Minutes of the third meeting of the Schools Education Advisory Committee held on 23 May 2002**

<u><b>Present</b></u>	<u><b>Representing</b></u>	<u><b>Apologies</b></u>	<u><b>Observers</b></u>
John Cullen (Chair)	HSE	Tony Bird	
Daphne Griffiths	General Synod of the Church of England	Sarah Billington	
David Brierley	PAT	Ian Draper	
Michael Lloyd	NAHT	Eddie Knowles	
Louise Wilson	EIS	Gillian Ross-Pond	
Tom Mellish	TUC	Mick Balfour	
Andrew Morris	NUT	Norman Guffick	
Hope Daley	UNISON	Susan Murray	
Sharon Liburd	ATL	Graeme Stuart (Observer)	
Hylary Kingham	IAPS	Richard Painter (Observer)	
Maria Carlton	NCPTA	Robert Sanders (Observer)	
Jonathan Lloyd	WLGA	Brian Jones (Observer)	
Ruth Higham	SPTC		
Steve Sumner	LGE		
Robert Parkes	HSE		
Mike Gibb	HSE		
Lorraine Shephard	HSE		
Nikki Davis	HSE		

### **1. WELCOME/INTRODUCTION**

**1.1** John Cullen welcomed everybody to the 3<sup>rd</sup> SEAC meeting. Apologies were received from non-attendees. John advised members that Ian Draper, NASUWT, and Ken Wimbor, EIS, have tendered their resignation, and Michael Power, CES, has retired. The Committee wished to thank them for their valuable contribution and wished them every success for the future.

**1.2** He gave details of replacement nominees to join SEAC:-  
Hylary Kingham from IAPS (Incorporated Association of Preparatory Schools) will replace Michael Sant from the Independent Schools Bursars Association.  
Sarah Billington will replace Michael Power.  
Peter McLoughlin of NASUWT will be replacing Ian Draper.  
Susan Murray of TGWU will replace Sara Marsden.  
Louise Wilson of EIS to replace Ken Wimbor.

- 1.3 John advised members that although there had been some delays due to IACs passing from HSC to HSE the process of appointing nominees is underway.

*Secretary's Note*      *Members please note that when a representative body submits a nominee brief biographical details will be required.*

- 1.4 Tom Mellish called for a review to take place within a year to assess the effectiveness of having two education IACs. Members agreed this would be useful.

ACTION: HSE Secretariat

## 2. **MINUTES OF THE LAST MEETING AND ACTION SHEET**

The minutes and matters arising were discussed. The following were reported:-

- 2.1 Special Education Needs – The first meeting of the subgroup had taken place on 15 February 2002 and a draft plan of work had been devised. [refer to Secretary's Note reference 2.4]

- 2.2 Voice trauma problems – Members requested that this item stay on the agenda. John agreed to raise the issue with HSE's Health Directorate at his next liaison meeting and hoped to be able to report progress at the next SEAC Meeting.

ACTION: HSE Secretariat

Outstanding Action from previous minutes - Brian Jones to provide Secretariat with a copy of report on Northern Ireland Experiences.

ACTION: Brian Jones

Louise Wilson agreed to circulate a report on voice strain carried out by the General Teachers Council in Scotland.

ACTION: Louise Wilson

- 2.3 Evaluation of Workplan outcomes – Robert invited discussion on evaluating effectiveness of the work of the IACs. It was decided an evaluation of the impact of the information sheet on slips and trips would be a useful pilot exercise. Robert agreed to explore within HSE how best to take this forward.

ACTION: HSE Secretariat

## 2.4 Occupational Health Working Group

Members were advised of the progress of the Working Group which had met on 14 February 2002. Members were asked for their views on the preferred format for the proposed guidance. Members agreed that a priced publication, similar to the former ESAC guidance, supported if possible by a free leaflet(s), was most suitable. Even though the Working Group was primarily looking at higher education and further education, it was felt that the information could be used to benefit primary and secondary education too.

It was pointed out there was no representation from Scotland on the Working Group. Working group members to discuss this at their next meeting.

ACTION: OH Working Group

*Sec Note* *Members agreed that it would not be necessary for HIFEAC/SEAC members to see the minutes of subgroups.*

*HSE Secretariat have been advised that Les Fountain will be the Trade Union representative on the Occupational Health Working Group.*

Outstanding action from previous minutes – Jonathan Lloyd is producing guidance in Wales on Corporate OH provision and hoped to feedback to members at next meeting.

ACTION: Jonathan Lloyd

## 2.5 Violence – Tom Mellish advised members of a major conference on violence to staff being held on 30 November 2002, at which it was hoped SEAC members could attend and promote the work of the committee.

ACTION: Members

The issue of access to price publications was discussed. Secretariat agreed to compare the number of HSE publications on violence sold in the Health Sector with those in the Education Sector.

ACTION: HSE Secretariat

Outstanding Action from previous minutes - Ruth Higham to circulate to members papers produced by the Discipline Taskforce on violence.

ACTION: Ruth Higham

- 2.6** MSD – Members were advised that HSE’s Risk Education Team (based in Rose Court) would be leading on this issue in relation to pupils. Members were requested to send existing studies on MSD to secretariat who would forward them.

ACTION: Members/HSE Secretariat

**3. REVIEW OF OPEN MEETING – OPEN DISCUSSION**

- 3.1** A summary of the Open Meeting was circulated to members, who agreed it had been a successful event. There was discussion on how it could be improved for the next time. Members agreed that a steering group, to take over planning for the next one, made up of two employer representatives and two employees representatives was a sensible way forward. Secretariat agreed to sound out nominees.

ACTION: HSE Secretariat.

Ideas for the steering group to consider include:-

- a) A variety of representatives speaking; unions, employers, HSE;
- b) Workshops based on key themes from the plan of work;
- c) Further organisations to be identified by members.

It was envisaged the next Open Meeting will take place in March 2003.

**4. UPDATE ON RHS**

- 4.1** John Cullen brought members up-to-date on the government initiatives underway to encourage industry sectors to sign to RHS targets.

Members heard of the progress being made in Higher Education and Further Education and also within LA Forum.

## **5. PROGRESS WITH WORKPLAN**

### **5.1 Safety Representative Charter**

Members were informed that HIFEAC members were close to agreeing the final text. SEAC members had additional comments to make, for example, supportive text on funding for time off for safety representatives. After discussion it was agreed the working group would consider these additional comments and that a further round of consultation would be needed before it could be launched.

ACTION: Working Group

Andrew Morris circulated a paper to members giving an example of good practice in relation to Safety Representatives in Bradford.

### **5.2 Information Sheet on Slips and Trips**

Members had additional comments e.g. reference to lighting in stairs/corridors, which secretariat noted. It was hoped that this document would be published in time for the start of the new academic year.

ACTION: HSE Secretariat

Steve Sumner requested help and support in raising awareness of a one day seminar on slips management. He hoped to circulate further information to members.

ACTION: Steve Sumner

## **6. GATEKEEPING SCHOOL GOVERNORS' RESPONSIBILITIES**

**6.1** Members were advised of the new "gatekeeping" system being implemented by DfES, as a way of monitoring the impact of new policy on school governors. Members agreed to take this into consideration when producing guidance.

**6.2** It was felt it would be useful to produce formal guidance for LAs on training for school governors on health and safety matters. Secretariat agreed to consider preparing an information sheet on this topic.

ACTION: HSE Secretariat

## **7. ANY OTHER BUSINESS**

**7.1** RACE Relations (Amendment) Act 2000  
John advised members of this Act and that HSE was currently

awaiting further guidance on how to comply with this legislation. He sought members' views on how to take this issue forward, based on their own organisations' experiences. Members to forward information to Secretariat.

ACTION: Members

**7.2**

**Managing Asbestos**

Members considered whether there was the need for further guidance for schools in view of the forthcoming regulations. Members were asked to let secretariat know the areas where they felt specific guidance and advice were needed. Issue to be raised as an agenda item at the next SEAC meeting.

ACTION: Members/HSE Secretariat

**7.3**

**Stress and the European Health and Safety Week**

Members were advised of the Road Shows in October where it was hoped the stress guidance developed by AoC and the Unions would be launched.

In respect of schools, members agreed to forward details of good preventative practice to Secretariat, which hopefully would be included in the next edition of Education Safety News.

ACTION: Members

**7.4**

**School Trips**

In the previous minutes members were asked to provide examples of good practice on school visits to DfES via SEAC. Members were advised of a document on School Trips produced by Eddie Knowles which will be forwarded to DfES. Members to approach Secretariat if they wish to obtain a copy.

**7.5**

**Woodworking machines in education**

Robert drew attention to the Provision and Use of Work Equipment Regulations (PUWER) 1998 and the implications for woodworking machines used in schools and colleges, and that he would be writing to members to advise them.

ACTION: HSE Secretariat

**7.6**

**Statistical Report**

Report circulated to members which summaries recently available HSE data for 2000/2001 on accidents in the education sector and includes information on enforcement by field inspectors.

**7.7**

**Newsletter**

Members agreed with the decision made at HIFEAC to produce the newsletter in September, after the summer break. Members to

submit articles by the end of August.

ACTION: Members

8.

**DATE AND VENUE OF NEXT MEETING**

13 November 2002, Hope Room, Rose Court.

**Close**