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Minutes of the Schools Education Advisory Committee

Minutes of the fourth meeting of the Schools Education Advisory Committee held on 13 November 2002

<u>Present</u>	<u>Representing</u>	<u>Apologies</u>	<u>Observers</u>
Robert Parkes(Chair)	HSE	John Cullen	
Lorraine Shepherd	"		
Nikki Davis	"		
Tony Bird	LGA	Gillian Ross-Pond	Mikel Philipsz, DfES
Eddie Knowles	FASNA	Jonathan Lloyd	
Steve Sumner	Employers Organisation	Sarah Billington	
Hylary Kingham	Independent Preparatory Schools	Daphne Griffith	
Andrew Morris	NUT	Norman Guffick	
Mick Balfour	GMB	Ruth Higham	
Sharon Liburd	ATL	Richard Painter	
Hope Daley	UNISON	Tom Mellish	
Robert Sanders	NAW	Brian Jones	
Susan Murray	TGWU	Graeme Stuart	
Louise Wilson	EIS		
Peter McLoughlin	NASUWT		
David Brierley	PAT		
Michael Lloyd	NAHT		
Maria Carlton	NCPTA		

1. WELCOME/INTRODUCTION

- 1.1 Members were welcomed to the fourth meeting of SEAC and new members were introduced:
Peter McLoughlin,NASUWT; and
Susan Murray,TGWU

2. MINUTES OF THE LAST MEETING

Agreed

3. ACTIONS

- 3.1 Review of SEAC/HIFEAC. Chair explained that HSC's advisory

committee system was being reviewed. It was agreed to postpone the review of these two IACs until the outcome of the wider review was known.

Action: Secretariat

- 3.2** Voice Trauma – Members considered the work being undertaken on voice trauma in call centres. Whilst very helpful, it was not entirely appropriate to the school environment. It was agreed there was value in considering in more detail the publication already produced by the Voice Care Network ("More Care for your Voice"). HSE, on behalf of the Committee, to meet with the Network.

Action: Secretariat

Members considered the proposed Physical Agents (Noise) Directive as an opportunity to improve acoustic design within new educational establishments. DFES agreed to consider how this could be taken forward.

Action: DfES

- 3.3** OH Working Group have appointed a representative from Scotland, Alison Parkinson, an FE Lecturer in OH& Safety in Edinburgh.

Information to be provided on guidance produced in Wales on Corporate Occupational Health provision.

Action: Jonathan Lloyd

- 3.4** Violence – Members were informed that sales of publications on violence are about the same in Education and Health (about 300 each).

Details were given of the ICVS Conference on violence at work being held on 2 December 2002 . It was hoped Members would be able to attend.

Circulate papers produced by the Discipline Taskforce on violence.

Action: Ruth Higham

- 3.5 MSD – Members discussed the European studies on pupils' schools bags which DfES had very usefully provided. It was agreed more work was needed to assess the extent of the problem in Great Britain. DFES and HSE agreed to consider how to take this forward.

Action: DfES/ Secretariat

MSD – Members to continue to forward case studies/research on school bags to HSE.

Action: Members

- 3.6 Information Sheet on Slips and Trips – Members were thanked for all their valuable contributions. It was hoped that the Sheet could be launched to coincide with the new school term in Jan'03.

Action: Secretariat

Feedback from the one day seminar on slips management held on 18 October 2002 indicated it had been very successful. Another is due to take place in the North West region, further information to be circulated.

Action: Steve Sumner

- 3.7 Gatekeeping School Governors' Responsibilities – In view of the amount of generic guidance already available it was decided not to produce a separate information sheet on this subject. Instead, it was hoped that, where appropriate, publications specific to school governors would be incorporated within the Newsletter

Action: Secretariat

- 3.8 SEN – Oral update given on the draft guidance in preparation: the sub-group was due to meet on the 20 November '02.

4. (additional item)

Secretary's Report: items discussed

- 4.1 Safety Representative Charter – Working Group members were thanked for all the work they had done on this. It was hoped the revised version, incorporating comments from the most recent round of consultation, would be circulated soon. The committee agreed that an appropriate launch should be undertaken to secure maximum publicity for the widest adoption of the charter.

Action: Working Group/HSE

- 4.2 The New Control of Asbestos at Work Regulations – Whilst no specific guidance is proposed for the education sector, Secretariat

proposes to send an information sheet as a “ flyer” to education employers to raise their awareness. Secretariat to circulate a draft to members for comment.

Action: Secretariat/Members

- 4.3 European Health and Safety Week: - There was an increase in the number of action packs requested from HSE in comparison with last year. Members whose organisations ran events during the week have provided Secretariat with details which will be circulated.

Action: Secretariat

- 4.4 Backcare – It was agreed there were sufficient concerns being raised to warrant this issue being kept on the agenda. However, members accepted that further evidence would be needed to warrant specific guidance from HSE. They agreed to send details to Secretariat.

Action: Members

- 4.56 Local Education Authority Funding Systems – new regulations from DfES dealing with LEA and School Funding systems are out for consultation. It was agreed there was no need for a combined SEAC response, as members are likely to be aware of the consultation document through their own organisations. Individual responses may be emailed to school.funding@dfes.gsi.gov.uk.

5. **Update on the forthcoming Education Advisory Committees' Open Meeting**

- 5.1 Open Meeting – Members thanked the Steering group members for their work on this.

It was hoped the Meeting could will be held in March '03 in the Birmingham, Nottingham area [*Secretary's note: exact date and location subject to availability etc; details have now been circulated: !st April @ Loughboro' University*].

The aim of the Meeting will be to assist and equip the education sector to contribute to RHS targets. To achieve this aim four workshops are envisaged looking at the specific topics: stress, slips/trips(*and falls –Secretary's note*), MSD, and OH provision.

Action:Secretariat

6. **Evaluation proposal for the slips and trips guidance**

- 6.1 Paper SEAC/04/03 was circulated giving two proposed options for

evaluating the impact of the slips and trips information sheets: Questionnaire survey and Comparative Assessment. After discussion it was agreed that Sect would approach the IOSH Specialist Group to see if it was feasible for them to undertake a comparative assessment survey.

**7. Action: Secretariat/Tony Bird
Revitalising Health and Safety – Update on action plan**

7.1 Discussion took place on progress with the workplan. It was agreed good progress was being made and that the strategic approach was the right way forward, in particular engaging government departments e.g. DfES, Scottish Executive, as it was felt this offered optimum leverage .

Action: All

Members requested that the LA Forum minutes be circulated to members for information.

Action: Secretariat

Feedback to be given on the outcome of the meeting with the ODPM.

Action: Steve Sumner

Consider revising the document on violence produced by ESAC in line with the workplan.

Action Secretariat.

8. Any Other Business

8.1 Medium Pressure Ductile Iron(MPDI) Pipes – Members were referred to HSE Press Release E201:02 – 21 October 2002 entitled, “Replace, Ductile Iron Gas mains in non-transco networks, warns HSE”. They were advised that occupiers of specific sites as identified by Transco had already been notified; and that a letter to local authorities was soon to be sent from HSE on this issue.

9. Date of next meeting: 20 May 2003, Rose Court