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Minutes of the Schools Education Advisory Committee

Minutes of the fifth meeting of the Schools Education Advisory Committee held on 22 May 2003

<u>Present</u>	<u>Representing</u>	<u>Apologies</u>	<u>Observers</u>
John Cullen (Chair)	HSE	Sarah Billington	Graeme Stuart, Scottish Executive
Robert Parkes	"		
Lorraine Shepherd	"		
Nikki Davis	"		
Tom Mellish	TUC	Tony Bird	Kevin O'Dell, DfES
Michael Lloyd	NAHT	Norman Guffick	Claire Savage, HSE for NI
Andrew Morris	NUT	Ruth Higham	
Peter McLoughlin	NASUWT	Richard Painter	
Hope Daley	UNISON	Hylary Kingham	
Louise Wilson	EIS	Mick Balfour	
Steve Sumner	Employers Organisation	Robert Sanders	
Jonathan Lloyd	WLGA	Maria Carlton	
Sharon Liburd	ATL	Gillian Ross-Pond	
Colin Hopkins	CoE		
Eddie Knowles	FASNA		
Susan Murray	TGWU		
David Brierley	PAT		

1. WELCOME/INTRODUCTION

1.1 Members were welcomed to the fifth meeting of SEAC.

Daphne Griffiths, General Synod of the Church of England and Peter McLoughlin, NASUWT have resigned. The Chair thanked them both for their valuable contributions to the work of the committee.

The Chair welcomed Colin Hopkins to the meeting, who was attending in place of Daphne Griffiths.

2. MINUTES OF THE LAST MEETING

2.1 Agreed.

ACTION SHEET

- 2.2 (1)** Voice Care – The Voice Care network publication titled, “More Care for your Voice” was circulated. It was agreed that SEAC should provide a letter of endorsement for the publication.

Action: HSE Secretariat

The Secretariat would liaise with DfES to ascertain the availability of specialist voice care training and guidance, its uptake by the teaching profession and its inclusion into teacher training courses. The use of the DfES teachernet website to disseminate information about voice care would be explored.

Action: HSE/DfES

The Secretariat would request an article from the voice care network to include in the next edition of the newsletter.

Action: HSE Secretariat

- 2.2 (2)** Physical Agents (Noise) Directive – DfES agreed to consider what opportunity this presented to improve acoustic design in new educational establishments. Draft DfES revised guidance on acoustics can be viewed on the following website <http://www.teachernet.gov.uk/management/resourcesfinanceandbuilding/schoolbuildings/>

It was suggested a representative of the DfES school buildings division be invited to a future meeting to discuss this issue.

Action: HSE Secretariat/DfES

- 2.3 (1)** Occupational Health – See Secretary’s Report.

- 2.3 (2)** Welsh guidance on Corporate Health provision – Jonathon Lloyd informed the meeting that this guidance was still in its early development phase and as such would not affect the revision of the HFE occupational health guidance. Members agreed to discharge this action.

- 2.4** Violence – Members agreed to discharge this item.

- 2.5** MSD and school bags – Members acknowledged that case studies on this issue were not forthcoming. As this was not a mainstream area for action, members agreed to discharge this item.

- 2.6** Gatekeeping School Governors’ Responsibilities – As the education newsletter would be used to promulgate important information, members agreed to discharge this item.

- 2.7 (1) Special Educational Needs – It was hoped that the first drafts of the information sheets would be available for consultation end of May/early June 2003. There would be a six week consultation period and responses should be sent to Debbie Thiara, Chair of the SEN WG; debbie.thiara@hse.gsi.gov.uk. Members were asked to identify any interested stakeholders for the consultation exercise by 16 May 2003.

Action: Members

- 2.7 (2) Members were informed that LEAs in Wales were using the current draft guidance as a working document in the absence of anything else. This would be circulated to members for information.

Action: Jonathan Lloyd

- 2.8 Safety Representatives Charter – The Charter was unveiled at the IAC Open Meeting on 1 April 2003 and has been placed on the workers webpages on HSE's website at <http://www.hse.gov.uk/workers/index.htm>.

This was still a work-in-progress. Proposals on its final format and promulgation were being developed by the WG and would be presented to members at the next SEAC meeting.

Action: Working Group

- 2.9 Backcare – Generic guidance on backcare is available from a variety of sources. There was little evidence to support specific sector guidance on this issue. Members agreed to discharge this item for the present.

Jonathon Lloyd informed members that LAs in Wales had developed a passport scheme for employees, which included details of any manual handling training undertaken. This was due to be finalised soon and details would be circulated to members for information.

Action: Jonathan Lloyd

- 2.10 Evaluating the Slips and Trips Guidance – this information sheet formed the basis of the workshop on slips and trips at the recent IAC Open Meeting, where delegates agreed to evaluate it within their institutions and provide feedback to HSE within a 12 month time period.

Action: HSE Secretariat to follow up

Discussions with IOSH and UCEA on ways to contribute to the

evaluation of the guidance needed to be set in train.

Action: HSE Secretariat to make contact with IOSH and UCEA

2.11 Office of the Deputy Prime Minister (ODPM) Meeting – the agreed action points from this meeting were:

- consideration of input into best value performance indicators;
- consideration of the effect that a letter from the Minister would have;
- consideration to be given to an event for Local Authorities at which the Minister would speak.

The outcome of the meeting was recorded in the Local Authority Forum Secretary's Report. This was made available to SEAC members.

3. SECRETARY'S REPORT: items discussed

3.1 Asbestos – new duty to manage.

Members had received a revised draft of the 'flyer' alerting the education sector to the new duty. This incorporated earlier comments on clarification of the duty holder. The flyer would be specific to schools as HIFEAC had requested a scaled down version for HFE. Members were asked to send any further comments to the secretariat.

Action: Members

3.2 Violence in the education sector

It was agreed that it would be appropriate to review this guidance in line with the work plan, given that violence was considered to be a significant stressor in education. A working group would be set up to progress this.

Action: HSE Secretariat

3.3 Occupational Health

Members heard that further discussion at WG level was needed on the draft of the 'Occupational Health Services in Higher Education' guidance document before it would be ready to go out for consultation. The timetable for consultation had been put back to September 2003.

Action: OHWG

3.4 Education Safety News

A summer edition of this newsletter was planned. Members were asked to send articles for inclusion to the Secretariat by Friday 23 May 2003.

Action: Members

4. FEEDBACK FROM THE EDUCATION ADVISORY COMMITTEES' OPEN MEETING

- 4.1 A draft report of this meeting was out for consultation with the chairs of the workshops and would be circulated to members shortly. The final report would be placed on HSE's website.

Overall a positive response to the meeting had been received and the Chair thanked all members who had contributed to making it a success.

A call for arrangements to be put in hand for the next open meeting was made. It was agreed that this would need to dovetail with the proposals from the IAC review WG. (See item 6.) A working group would be set up to progress this in close liaison with the IAC review WG. The Secretariat would seek nominations from both HIFEAC and SEAC.

Action: HSE Secretariat

5. REVIEW OF EDUCATION IACs

- 5.1 Members had received a letter from Bill Callaghan, Chair of HSC about a fundamental re-think about the role of IACs. All IACs would be measured against a set of criteria, which would have to be satisfied before reconstitution was approved. Members were issued with the Hamid-Tudor criteria for Advisory Committees and with other indicators taken from the draft HSE document GAP 2.

Action: HSE Secretariat to circulate GAP 2 to members when finalised.

A proposal for a joint HIFEAC/SEAC working group to look at these issues and report back to the main meeting was agreed. The WG would consist of one employer and one employee representative from each committee.

Action: HSE Secretariat to seek nominations and arrange first meeting.

6. ANY OTHER BUSINESS

- 6.1 European Health and Safety Week (EHSW)
This years EHSW was focusing on chemicals. Packs have been published and would be launched on Monday 26 May 2003.

Information promoting the packs in education would be included in the newsletter.

Action: HSE Secretariat

6.2 Electronic circulation of papers

When sending agendas out via email, members asked the Secretariat to give a reminder about relevant papers. This would help members to keep track of Committee papers that were sent out separately from agendas.

Action: HSE Secretariat

6.3 Review of Workplace Regulations and PPE

Members were reminded that the closing date for responses was 30 May 2003.

6.4 Slips Roadshow Seminar and Workshop

The agenda for the next roadshow on 3 July at the South Ribble Council Offices had been circulated to members. Members were asked to give this initiative their full support.

6.5 Lost Radioactive Sources

Members were informed that there had been a number of cases where radioactive materials in schools had been lost. A school had recently been fined £1500 plus costs. Members were asked to remind schools to check that (a) they were following guidance agreed by their Radiation Protection Adviser (RPA) who will have been appointed by the education employer, and (b) that details of the RPA are included in the science department health and safety policy. All staff involved with radioactive materials should be familiar with the CLEAPSS guide L93 '*Managing Ionising Radiations and Radioactive Substances*' in England and its equivalent in Scotland and Wales.

Action: Members

It was agreed to include this issue in the next edition of the education newsletter.

Action: HSE Secretariat

7. DATE OF NEXT MEETING

7.1 December 2003. Date to be confirmed.