Minutes of a meeting of the
ESTATES AND FACILITIES COMMITTEE
held at 5.30pm on Tuesday, 9 November 2010 at Oakfield Lane, Dartford

Present: Ms E Birchenough (Chairman)
Mrs S Adams
Mr D Gleed

In attendance: Mr T Knight (Vice Principal, Estates)
Mr D Taffs (Estates Development Manager)
Mr J Mills (Risk Manager)
Mr J Doran (Facilities Manager)
Mrs C Hopkins (minuting secretary)

P-1 APOLOGIES

An apology for absence was received from the Clerk.

P-2 MINUTES

2.1 The minutes of the meeting held on 2 March 2010 were approved and signed as a correct record.

2.1.1 Matters Arising

2.1.1.1 (R-1) Health and Safety Policy

Members were advised that the suggested amendments had been made to the policy, which had been endorsed by the Board on 7 July 2010 and, subsequently, circulated to all staff.

2.1.1.2 (I-1) Proposed Leases

The Vice Principal, Estates, confirmed that agreement had been reached with the Port of London Authority to withdraw from the lease of premises.


The Facilities Manager advised that the College had not been eligible for monies from the Carbon Trust during 2009/2010
due to the capital project and, although the 2010/2011 monies had not yet been confirmed, the College would remain ineligible due to the project. However, a poster scheme was available and would be taken forward.

2.1.4 (I-3)  
**Report on Projects Under £100,000**

Referring to the discussion relating to a forward plan and a maintenance plan, the Vice Principal (Estates) agreed to prepare a programme of works in order to gain a clear picture of what could be carried out if funds were to become available. He believed such programme should include a new plumbing workshop in Block B at Gravesend and the replacement of windows and external refurbishment in Block G at Gravesend. Referring to a steel building, which was no longer required and was currently located at the City of Westminster College, the Estates Development Manager advised that, although there was no cost implication in obtaining the building, transportation and fit-out costs had to be taken into account. Both the Principal and Vice Principal (Estates) would discuss the matter further with the Director of Finance and Systems with a view to obtaining the building for use at the Gravesend campus.

As far as overall accommodation on both sites was concerned, the Vice Principal (Estates) advised that the Gravesend campus was well utilised and that the Dartford campus would have additional accommodation, following completion of the current capital project, although stressed that some existing accommodation was not fit for purpose. Members were satisfied that the College would have an “estates plan” and that it would be managed accordingly.

2.1.5 (I-4)  
**Energy Management**

The Facilities Manager reported no change since the last report. He advised that one of the Safety Media online training packages was suitable for staff and would be rolled out via email to all staff. He agreed to consider such training as an additional staff induction module.

The Facilities Manager advised that a poster scheme to raise awareness about energy management was being proposed. Also, as the software was now operating effectively at Dartford, computers would be switched off automatically at agreed times in the near future. Consideration was being given to a change in waste contractors in order to reduce landfill, and energy readings in respect of Gravesend, following completion of the new accommodation, would be available at the next meeting.
Members received and noted the Capital Project Status Report as at October 2010.

**Gravesend** - The Vice Principal, Estates, reported that most of the snagging items associated with the new accommodation had been resolved, however the main outstanding item related to the leak in the floor in Block R. Despite investigating the obvious possible causes, the source of the leak remains unidentified. Retention monies were still held by the College. It was hoped that a resolution could be found prior to inspection. Other snagging items to be carried out included repainting of the render, which appeared to be uneven, and replacement of dead trees, along with additional trees, at no cost to the College. Members were advised that a new planning application for the revised roadway had been lodged, although it was a formality and no difficulties were envisaged.

**Dartford** - Members were advised that the design of the refurbishment of Block H had now been agreed. It was expected that the theatre would be available earlier than expected, in March 2011, thereby allowing the current year’s students to take advantage of the refurbished premises. In the meantime, the ‘big top’ tent on the cricket pitch would be used over the next few months.

The Vice Principal, Estates, reported that he had met recently with the planners and minor changes to elevations and plans had been agreed. A new application to retain the current temporary road access would be made to the planners.

Members were advised that the budget for the Dartford capital project was on target, although fittings, fixtures and equipment would require a more cautious approach to be taken. Members noted that furniture was the largest expense and ICT installations amounted to £750,000. The Vice Principal (Estates) referred to the relocation of staff and students within the current accommodation, once the new accommodation had been occupied. He advised that there was the possibility of relocating furniture within the existing accommodation, although only new furniture would be fitted into the new accommodation. He would ensure that the furniture is appropriate in all accommodation.

The Vice Principal (Estates) advised that as soon as practicable, the leased temporary accommodation at the rear of the campus would be returned. As far as the temporary accommodation owned by the College was concerned, the Vice Principal (Estates) advised that it was likely that an application to retain such accommodation would be made to the Council in order to cater for the growing student numbers.
In summary, the Vice Principal (Estates) advised that Block B, at the front of the site, was on programme, Block S was ahead of programme, and the refurbishment of Block H was proceeding well and he was hopeful that it would complete ahead of schedule.

**Action**

1.2 **Review of the Development of the Gravesend Campus**

Members received and noted the Paper entitled “Review of the Development of the Gravesend Campus” (Paper No CB/EFC/09.11.10/D-1.2).

The Vice Principal (Estates) reported that the College had managed to achieve almost the entire proposed project at Gravesend without Phase 2 being forthcoming. He noted that The Maltings was a useful addition to the College, albeit the premises were subject to lease arrangements for seven years, and had enabled new premises for the motor vehicle workshop.

Members agreed with the Vice Principal (Estates) that the Facilities Department staff and the Construction Department staff should be congratulated for providing assistance to enable the campus to be fully operational and with the desire facilities, despite the absence of the Phase 2 capital project, at a cost of only £202,000.

**D-2 HEALTH & SAFETY:**

2.1 **Risk Manager's Report**

Members received and noted the Risk Manager’s Report (Paper No CB/EFC/09.11.10/D-2.1).

*Accidents and Incident Statistics* - Members noted that the total number of accidents was lower than the previous term and the same period of the last academic year. Also, the ratio of reported ‘near misses’ to accidents was lower than expected. The Risk Manager reported that the student representative at the recent meeting of the Health and Safety Committee had made some intelligent suggestions regarding ‘near miss’ reporting. As a result, he would be working with the student and the Head of School to enable a pilot scheme to be undertaken within the Construction Department.

*Safety Inspections* - Members were advised that safety inspections were continuing. It was noted that Facilities staff were involved in litter picking on a regular basis, which assisted with the inspections of external areas. The inspections, usually undertaken during the summer period, would recommence at the end of this academic year. The Facilities Manager reported that the reporting culture had improved following the formal reporting facility being available online, such facility being brought to the attention of the Facilities Helpdesk upon submission online.

**VP (Estates)**
Fire Drills - The Risk Manager reported that announced fire drills had taken place on both campuses on 21 October 2010 and had been carried out well. Unannounced drills would be carried out in future.

Control of Substances Hazardous to Health (COSHH) - Members noted that a paper register had been maintained to date, whereas the Risk Manager had now developed an online register. Responsibility under COSHH remained with the Heads of School but the Risk Manager believed that the online register would assist in tightening up on procedures.

Local Exhaust Ventilation - The Risk Manager advised that the exhaust from the welding bays within the School of Engineering at Gravesend had been re-routed and air monitoring would be carried out to ensure a satisfactory outcome. It was highlighted that the responsibility for routine cleaning rested with the School, although Facilities would remind the School through the programme of maintenance management.

Risk Assessment – Mock Inspection - Following the mock inspection, the Risk Manager would meet with the Head of School, Construction, together with the Health and Safety Committee student representative from the same school, with a view to making risk assessments more user friendly for students, which would also assist in their training. Members believed this an ideal opportunity to further students’ knowledge of this important aspect of their trade.

Referring to the itemised action list on page 2 of the Risk Manager’s report, members requested a complete annotation of the list in order to gain a clearer picture, particularly if there were difficulties in completing the items.

Members thanked the Risk Manager for his report.

2.2 Accident Statistics

Members received and noted the Accident Statistics for the Summer Term 2010 (Paper No CB/EFC/09.11.10/D-2.2).

The Chairman requested a précis of the types of ‘near misses’ which were being reported.

The Risk Manager circulated, for information only, examples of the type of data which could be provided to members to provide historical information relating to incidents by department. He stressed that the information before them related only to students but, if requested, he would seek to obtain the historic information from the Director of Finance and Systems in relation to staffing numbers. Members agreed that it would be helpful to separate out the information as being proposed.
Members thanked the Risk Manager for the statistics provided.

2.3 Health & Safety Committee Minutes

2.3.1 The minutes of the Health & Safety Committee meeting held on 13 October 2010 were received and noted (Paper No CB/EFC/09.11.10/D-2.3).

Smoking Zones - The Vice Principal (Estates) highlighted one issue regarding the new smoking zones, particularly that some students were occupying the footpath outside the main entrance on Lower Higham Road, rather than utilising the smoking areas. The Vice Principal (Estates) advised that an additional location for a smoking zone was now being considered.

First Aid – Members were advised that the internal advertisement for five support staff volunteers on each campus to become providers of first aiders had been unsuccessful and, as a result, further action would be required to ensure the proposed new system could take effect.

D-3 DRAFT ANNUAL REPORT ON HEALTH AND SAFETY

Members received and noted the draft Annual Report on Health and Safety (Paper No CB/EFC/09.11.10/D-3).

The Vice Principal (Estates) asked members whether the report was sufficient for their purposes. He advised that the bar charts had been considered more appropriate than, for example, line graphs.

Referring to the graphs on pages 6 and 7, members agreed that, in future, five years’ data would be sufficient for the report.

The Principal referred to the table on page 5 of the report, specifically the asterisk next to the AoC average for 2008/2009, and questioned whether the asterisk was required. The Risk Manager explained that the potential inaccuracies in the AoC data had been explained within the narrative of his report. However, for ease of reference, he would provide a footnote to the table.

Subject to the above amendment, members believed the report to be sufficient for submission to the Board and it was

RESOLVED to recommend to Corporate Board endorsement of the Annual Health and Safety Report to Governors for the Academic Year 2009/2010, as set out in Paper No CB/EFC/09.11.10/D-3.
I-1 PROPOSED LEASES

Members noted that no new leases were being considered at this time (Paper No CB/EFC/09.11.10/I-1).

Action

I-2 ENVIRONMENT AGENCY, SUMMARY AND REGISTRATION

Members received and noted the Information Disclosure Summary and the Nominated Contacts for CRC Registry (Paper No CB/EFC/09.11.10/I-2). The Vice Principal (Estates) advised that registration had been effected prior to the expiry of the deadline.

C-1 ANY OTHER BUSINESS

None was raised.

C-2 DATE AND TIME OF NEXT MEETING

5.30pm, Tuesday, 1 March 2011 in the Boardroom at Dartford.