

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

FINANCE, ASSETS & GENERAL PURPOSES COMMITTEE

Minutes of the Finance, Assets & General Purposes Committee held
on Thursday 9 December 2010 at 2.00 pm in the Board Room

Present	Mr B H Whitfield	Chairman	College Governor
	Mrs M Britton		College Governor
	Mr A Hanif		College Governor
	Mrs A V Haskins		College Governor
	Mr M Hopkins		Principal / Chief Executive
	Mrs A McLaren		External Member
	Mr D Whitaker		College Governor

Officers	Mr R Atkinson	Assistant Principal - Registry, Estates & Governor Services
	Ms M Bulman	Assistant Principal - Finance
	Mrs Z Lewis	Vice Principal - Resources

10/025 **ITEM 1 ELECTION OF CHAIRMAN OF THE FINANCE, ASSETS & GENERAL PURPOSES COMMITTEE FOR THE ACADEMIC YEARS 2010 / 2011 & 2011 / 2012**

The Assistant Principal - Registry, Estates & Governor Services introduced this item and following discussion, Mr Brian Whitfield was nominated and elected Chairman of the Finance, Assets & General Purposes Committee for the Academic Years 2010 / 2011 and 2011 / 2012.

During further discussions, it was also **agreed** that:

- Mr David Whitaker would be elected as the Vice Chairman of the Finance, Assets & General Purposes Committee for the Academic Years 2010 / 2011 and 2011 / 2012.

10/026 **ITEM 2 APOLOGIES**

Mr R Brady	College Governor
Mr G Rogers	Staff Governor (Business Support)

The Chairman of the Finance, Assets & General Purposes Committee welcomed Mrs Moira Britton and Mr David Whitaker to their first meeting. It was also reported that Mr John Bate has resigned from the Governing Body as of the 23 November 2010.

10/027 **ITEM 3 MINUTES – 8 JULY 2010**

These were approved as a true record and duly signed by the Chairman.

10/028 **ITEM 4 MATTERS ARISING**

Mrs Haskins requested an up-date with regards to the survey that had been carried out on learners in the summer, as this had not been recorded in the minutes of the last meeting.

The Vice Principal - Resources apologised for this oversight and would look into this issue, especially in relation to how learners with disabilities had been involved with the survey. Mrs Haskins would be informed of its outcome in due course.

10/029 **ITEM 5 FINANCE MATTERS 2009 / 2010**

5.1 Bad Debts 2009 / 2010

The Assistant Principal - Finance presented the Bad Debts Report for 2009 / 2010, which highlighted the bad and doubtful debts to the year ending 31 July 2010.

After discussion regarding the volume of bad debt, the reasons for the debt along with efforts being made to recover the debt and an up-date on the debts owed by Corus, which was still under review, it was **agreed to recommend** that:

- the Governing Body approves 29 individual debts of greater than £100, totalling £15,829.37 to be written off.

5.2 Overseas Trips 2009 / 2010

The Overseas Trips Report was considered and received for information.

5.3 Financial Procedures & Financial Regulations Annual Report 2009 / 2010

The Vice Principal - Resources presented the information item which highlighted that no changes have been made to the Financial Procedures and Financial Regulations during the 2009 / 2010 Academic Year.

The report was considered and received.

5.4 Utilities Consumption & Cost Annual Report 2009 / 2010

The Assistant Principal - Registry, Estates & Governor Services presented the 2009 / 2010 Utilities Consumption & Cost Annual Report, which highlighted overall utility costs reducing by 37%, from £766,034 to £483,282.

This has been achieved through commissioning of the Building Management System as well as the Estates Department making some key alterations to the programming during the last year. This will be further developed this year as some additional capital expenditure agreed by the Senior Management Team will start to payback its investment.

The Finance, Assets & General Purposes Committee was then informed that the projection for 2010 / 2011 highlights that the College estimates its utility running costs could rise by £21,409 (4.4%) and this is mainly due to a more expensive rate on the electricity. Actions are being taken to reduce to consumption by 5%, and this is a key objective for the Estates Department in 2010 / 2011. This coupled with Tenet, the College's Procurement Team, trying to ascertain a lower rate may negate the possible increases.

It was further noted that the College's Display Energy Certificate had improved from an E to D and the Energy Performance Certificate, which is ascertained at the point of the new build is a B.

Some discussion then ensued with regards to the efforts being made to reduce consumption further, which included further re-programming, additional capital investment and some other initiatives such as switching off the Building Management System whilst the building is open, which could be controversial and would need to be well planned.

The report was considered and received.

5.5 Subsidiary Company Annual Review & Business Plan 2009 / 2010

The Subsidiary Companies Annual Review and Business Plan report was considered and received for information. The Finance, Assets & General Purposes Committee noted that, depending on discussions over the next few months, Middlesbrough College Management Services Limited may well increase its turnover to accommodate new working arrangements. As an alternative, another subsidiary company could set up.

The Finance, Assets & General Purposes Committee would be kept abreast of developments.

10/030 **ITEM 6 MIDDLESBROUGH COLLEGE FINANCIAL STATEMENTS 2009 / 2010**

The Vice Principal - Resources and Assistant Principal - Finance presented the draft Financial Statements for 2009 / 2010 and reported that the College had generated an operating surplus of £1,498,000 including some one-off credits and costs. This was in relation to a £90,000 net credit in respect of residual costs and credits associated with the relocation in 2008.

This meant that in 2009 / 2010, the overall operating position, stated after accounting for a net credit of £385,000 of exceptional grant releases and depreciation charges was £1,268,000.

As at the 31 July 2010, the College had Total Reserves of £26,375,000 (*including pension reserve*), and cash balances of £7,348,000.

The Finance, Assets & General Purposes Committee also received an explanation of the variations between the July 2010 management accounts and the audited Financial Statements, and these related to a number of issues, which were all documented on the report.

An overall clean audit opinion from KPMG was noted on pages 34 to 37 of the Financial Statements.

The Finance, Assets & General Purposes Committee welcomed the update received from the Vice Principal - Resources on the lessons learnt last year, which were mainly in relation to the use of application statistics to plan the curriculum – this had been problematic for a host of reasons. Changes have been made for 2010 / 2011, which is hoped will assist the curriculum planning and ensure that the College is better placed to recruit as per the funded target.

It was discussed that one of the key challenges this year would be to manage expectations from staff, who may find it hard that to understand some of the decisions made. This was in respect of the College being financially strong with cash in the bank, good examination results and planning to invest £7 million. This coupled with the College looking to make redundancies, voluntary and compulsory, was a source of mixed messages. The Principal / Chief Executive stated that this issue would be a key feature in a speech being delivered to staff on the 17 December 2010.

Following further discussion, it was **agreed to recommend** that:

- the Governing Body approves the 2009 / 2010 Financial Statements at its meeting on the 20 December 2010 prior to them being signed and returned to the Skills Funding Agency before the 31 December 2010 deadline.
- the Governing Body approves the Statement of Accounting Policies, as detailed on pages 43 to 46 of the 2009 / 2010 Financial Statements.

10/031 **ITEM 7 BUDGET MATTERS 2010 / 2011**

7.1 Management Accounts (*September 2010*)

The Assistant Principal - Finance presented the September 2010 management accounts and it was noted that the College is forecasting to outturn an operating surplus of £515,000 against a budgeted operating surplus of £640,000 for the year to 31 July 2011.

To the end of September 2010, there is an operating surplus of £489,000 against a budgeted surplus of £169,000 and the significant changes to the forecasted figures highlighted above relate mainly to the profiling of income and expenditure over the year.

The management accounts referred to a number of variances including income, payroll and non pay costs, which are summarised on pages 3 to 5 and were discussed by the Finance, Assets & General Purposes Committee.

Cash balances are forecasted to be £3.5 million by the end of the year.

The Finance, Assets & General Purposes Committee welcomed the addition to the management accounts of the departmental contribution rates. Some explanation as to why the monitoring of this data is taking place was noted for information.

It was also noted that some staff are at risk within the Train 2 Gain area but redeployment opportunities are being investigated at this moment in time.

The September 2010 management accounts were considered and received.

7.2 Recruitment & Progress Against Target 2010 / 2011

The Recruitment & Progress against Target 2009 / 2010 Report as at the 1 December 2010 was considered and received for information with the Finance, Assets & General Purposes Committee noting the financial risks as:

- the College's full time 16-18 learner numbers are up by 4%, compared to the same time last year, but the growth is not as great as the College (or YPLA) expected.
- the College must continue to recruit part-time learners throughout the remainder of this academic year who are not currently engaged in education or training to minimise the risk of a reduced allocation in 2011 / 2012 and beyond.
- the College will meet its combined Skills Funding Agency allocation and has bid for increased funds to deliver Apprenticeships.
- the 6 Month Unemployed Offer and Care First Careers projects remain challenging.

7.3 Schedule of European Social Fund (ESF) & Other European Funded Projects

The Schedule of European Social Fund and Other European Funding Report was considered and received for information with one new contract being added since the last report. This was in relation to the "*Provision of Care Sector Training*" with contract volumes having to be reduced due to the poor recruitment by Job Centre Plus.

10/032 **ITEM 8 FINANCIAL UP-DATES**

8.1 Schedule of High Value Payments

The Vice Principal - Resources presented an up-date of the High Value Payments for the period from 1 November 2009 to 18 November 2010 inclusive and it was noted that twenty items were over the revised £50,000 threshold, since the information was last reported on the 10 December 2009.

The report was considered and received.

8.2 Budget Virements

The Vice Principal - Resources presented the 2009 / 2010 Budget Virements Report with no budget Virements of £50,000 or over since the approved budget was loaded into the finance system.

The report was considered and received.

8.3 Contracts Up-date

The Vice Principal - Resources presented an up-date in relation to the progress being made with the new Procurement Team, notably on areas such as collaborative procurement, annual capital budget IT tenders, mobile phones, marketing printing (*full-time and part-time prospectuses*), industrial gases, laundry, vehicle hire, stationery and contracts library.

It was further reported that in 2010 / 2011 the following areas will be tendered; catering supplies and marketing print-work.

It was noted College's total recorded savings for the financial year 2009 / 2010 were £94,000 with £66,000 having already been saved in 2010 / 2011.

During discussions, the Assistant Principal - Finance reported that following a EU compliant tender, the IT Hardware contract had been awarded to Dell for £230,270 plus VAT equating to £270,567 subject to approval by the Finance, Assets & General Purposes Committee. After discussion and the rationale for the award of the tender which was above the threshold, the contract was **approved**.

The report was considered and received.

10/033 **ITEM 9 CAPITAL BUILD & ACCOMMODATION UP-DATE**

9.1 Capital Build Up-date

The Vice Principal - Resources up-dated the Finance, Assets & General Purposes Committee on discussions being held with Deloitte to pursue a claim to recover the VAT incurred in the construction of the Middlehaven Campus.

The rationale of the VAT payments was discussed and in the context of work that Deloitte's are currently undertaking with other institutions, notably Wakefield College, having successfully won a case for Edinburgh's Telford College in Scotland.

The report highlights the stages to be completed by Deloitte's along with the proposed fee structure on page 3 of the report, the time-scales involved to submit claims, the information needed and the partnership working with Laing O'Rourke.

If successful, the College could claim up to £3.63 million of the £7.4 million, as 51% of the VAT claimed back (£3.77 million) would have to be paid back to the Skills Funding Agency to reflect the LSC's original proportion of funding the new building.

After discussion on the number of options proposed, the possible risks, the possible benefits and the audit trail of why the decision is to be made, it was **agreed** that:

- Deloitte's are appointed at a fixed fee of £100,000 to pursue the claim on the College's behalf.
- the Vice Principal - Resources would continue to up-date the Finance, Assets & General Purposes Committee with the progress being made.

The Finance, Assets & General Purposes Committee was also reminded of the Lennartz Principle, which has allowed the College to repay the VAT over a ten year period. Discussions are now being had with the various authorities as to what the implications of the VAT increase to 20% could mean to the College.

9.2 Environmental (Green) Issues Up-date

The Environmental (Green) Issues report was considered and received for information with update on the Climates Change Action Plan, Travel Plan, Water management, Energy & Water, Community Partnerships and One Planet Living

10/034 **ITEM 10 HEALTH & SAFETY**

10.1 Health & Safety Annual Report 2009 / 2010

The Vice Principal - Resources presented the 2009 / 2010 Health & Safety Annual Report and after discussion on the salient points within the summary section of the report, it was **agreed to recommend** that:

- the Governing Body approves the 2009 / 2010 Health & Safety Annual Report on the 20 December 2010, as detailed in **Appendix 1** of the Finance, Assets & General Purposes Committee minutes.

10.2 Health & Safety Periodic Report 2010 / 2011

The Health & Safety Periodic Report for 2010 / 2011 was considered and received for information.

10.3 Health & Safety Committee Minutes (23 April 2010)

The Health & Safety Committee minutes of the 23 April 2010 were received for information and the Finance, Assets & General Purposes Committee noted these for information.

It was further noted that Mr John Autherson was the appointed Governor and would report back any issues through the minutes at the Governing Body meeting on the 20 December 2010.

10/035 **ITEM 11 DATE OF NEXT MEETING**

The Finance, Assets & General Purposes Committee will meet as follows in 2010 / 2011.

- Tuesday 8 March 2011 at 2.00 pm.
- Thursday 7 July 2011 at 2.00 pm.

10/036 **ITEM 12 ANY OTHER URGENT BUSINESS**

There were two items of business.

Work Based Learning Report 2010 / 2011

The Vice Principal - Resources presented an up-date in relation to the Work Based Learning provision and requested that the Finance, Assets & General Purposes Committee considers the approval of two new contracts. The College wants to recruit as soon as possible so it was important to make a recommendation to the Governing Body.

After some discussion on why these arrangements were being put in place, some discussion on the minimum contract values being implemented by the Skills Funding Agency and the rationale for being involved with these companies, it was **agreed to recommend** that:

- Luis Michael Training and the Insulation and Environmental Training Agency are appointed as Sub Contractors.

Shaping the Future

The Finance, Assets & General Purposes Committee was given a brief overview by the Principal / Chief Executive and Vice Principal - Resources of the report to be discussed at the Special Governing Body meeting on Tuesday 14 December 2010.

The meeting closed at 3.20 p.m.

Committee Circulation

Mr B H Whitfield	College Governor
Mr R Brady	College Governor
Mrs M Britton	College Governor
Mr A Hanif	College Governor
Mrs A V Haskins	College Governor
Mr M Hopkins	Principal & Chief Executive
Miss A McLaren	College Governor
Mr G Rogers	Staff Governor (Business Support)
Mr D Whitaker	College Governor
Mrs Z Lewis	Vice Principal - Resources



Appendix 1

Health & Safety Annual Report 2009 / 2010



Health & Safety Annual Report 2009 & 2010

1 Purpose

The purpose of this report is to brief the Governors on progress over the August 2009 to July 2010 operating year with controlling risks to health, achievement of the objectives of the Health & Safety Policy and its effectiveness. Associated with this are the matters which require development for the current operating year.

A statistical overview is provided of accidents compared to the previous year.

2 Structure of the Report

The report provides comments against the Health, Safety and Welfare Policy objectives in the sequence in which they occur in the Policy. The Policy objectives are listed for reference in section 5.

The report endeavors to be consistent with assessments in the SAR.

The report does not repeat specific details which are featured in the periodic reports.

A statistical overview of accidents is provided in section 6.

3 Summary

- Implementation of the Strategy has progressed steadily.
- Advice is sought from the Committee on further developments to monitor the effectiveness of safeguarding following the inclusion of safeguarding to the Policy.
- The processes to identify Health & Safety related training matters needs improvement.

- The equipment database to ensure a clear audit path for the test and inspection data needs completing.
- The accidents were lower in number for the last operating year.

4 Report

- a)** Effectiveness of the strategy (Culture, strategy and control measures, H, S & W objectives 1,2,3)

Two changes this year were significant in developing the effectiveness of the Strategy:

- 1) Firstly, the monitoring of the implementation of the Policy was improved by the incorporation of an assessment proforma which would link into the SAR process.
- 2) Secondly, the Policy was revised to include safeguarding and became the Health, Safety and Welfare policy, in accordance with the 08/09 SAR.

Ref. 1

The first change was necessary to ensure the implementation of the policy had due importance and would also satisfy the Learning & Skills Council (Skills Funding Agency) comments to 'increase the rigour and scope of the health and safety element of the SAR submission'. In particular the Planning and Implementation files which address details of how a section of the college is managed with reference to (briefly):

- staff responsibilities, competence and training.
- relevance and effectiveness of risks assessments and adoption of College policies.
- arrangements by which staff are informed and involved.
- management of rooms and workshops.
- the safety of equipment.
- plans to develop learner awareness of safety and health.
- means by which the effectiveness of the systems are assessed.
- Compliance.

Much process has been made, evident from the Planning & Implementation files held on the L Drive, but this is a constant process which needs to continue to ensure all elements of the safety systems are in place and reliable. The work has addressed organisation of the teaching support functions within directorates which, in some cases, were inadequately defined.

By addressing safety management, management of the taught environment has also improved to the overall benefit of the curriculum. By way of examples, arrangements for the welding workshop and the wood occupations workshop have improved significantly.

Service Level Agreements which existed for technical support staff were considered to be practically irrelevant and plans to replace these with a system to more accurately define the cyclic duties of the support staff were made.

Assistance has been provided by the Health and Safety Officer to put arrangements in place where weaknesses have been identified and to build the content of the Planning and Implementation files.

The Health & Safety officer has prioritised work with those curriculum departments where the risks are inherently higher. Monitoring of the arrangements in the service departments is an action for 10/11 with the priority associated with Estates.

Ref 2

The second change made the following key improvements to the policy to:

- Improve the format to clarify the structure of the document.
- Include the College safeguarding objectives.
- Include the lead role of the Assistant Principal - Student Services for Safeguarding.
- Include reference to the Operational and Strategic Committees.
- Change the lead for review of the Policy to be the Vice Principal - Resources.
- Include arrangements for safeguarding to achieve the objectives.
- Include the role of the Incident Manager team.

The changes expanded the relevance and application of the Policy to the safeguarding agenda and it has the potential to be the document from which our own systems for monitoring and assessment and review of safeguarding arrangements can be derived, the output of which would inform the SAR process and stakeholders enquiries.

Measurement of the implementation of the safeguarding arrangements can generally be made from collating existing data with the exception of the content of the tutorial programs.

- I. The Policy as a means of achieving HSG65, the recommendation of the Learning & Skills Council and now the Skills Funding Agency, is considered as a strength.
 - II. The higher risks in the Health and Safety Risk Register were addressed. That of the monitoring of the Planning & Implementation files, as explained, and the weaknesses in the procedures for staff driving for work. For the latter a policy for addressing the risks of this activity is for completion in the 2010 / 2011 operating year.
 - III. Work Related Stress matters were addressed both reactively and proactively by Personnel through following up all stress related absences and the carrying out of a staff wellbeing survey. Matters highlighted from the survey were followed up through the Section managers (DoPs).
 - IV. As a standing agenda item WRS matters were discussed at the Health & Safety Committee. However the role of the Health & Safety Officer and the Committee has not yet been successful in identifying College generic problems which are contributing to WRS and may be useful in also improving College efficiency. The role of the Health & Safety Committee in this context was incomplete and needs addressing in 10/11.
- b) Ensuring a healthy and safe working environment and one that protects an individual's mental, physical and emotional wellbeing. (H, S & W objective 4)**
- i) Regarding the addition to the objective which refers to safeguarding which is in italics please refer to section a) ref 2 of this report.
 - ii) Estates continued to pursue problems with the building and its services with the Principal Contractor into the second year of operation. The replacement of the external door sets removed safety problems associated with those originally provided.

The loss of natural gas stench odour was of concern and a number of remedial actions were carried out to resolve the problems. The risks associated with this were analysed and recorded in a risk assessment carried out by the Health and Safety Officer.

Actions derived from this were carried out and the more frequent testing of the system scheduled. One action involved significant work by Estates to recommission the extract and supply air systems in the kitchens. The assessment will be reviewed on a six monthly basis.

An investigation to premature spot light failures identified overheating and were a potential cause of fire in the ceiling voids. These were scheduled for replacement by the build sub contractor, EMCOR.

- iii) The comment in last years Health & Safety risk register that the Estates department lack any external auditing was acted upon by the Estates dept. and a consultant was contracted to audit the essential plant maintenance activity. The establishment of internal systems for Estates is important to avoid compromises from excessive workloads which give a higher probability of accidents occurring. Two accidents over this operating year could be attributed to the lack of diligent systems (see periodic report).
- iv) Work to establish the database for equipment inventory, test and servicing data continued. New procedures were introduced to ensure new equipment was recorded and to provide a College system for equipment disposal. The work on the database is not complete and remains as an action for 10/11.
- v) The external environment in the immediate vicinity of the College was made safer as a result of the demolition of derelict buildings.

**c) Compliance with Legislation
(H, S & W objective 5)**

- i) Ensuring compliance with legislation is ongoing work (in accordance with implementation of the Strategy) to ensure reasonable controls are in place in all aspects of the College operation.

Techniques to control noise levels in the performing arts through monitoring need to be developed and are outstanding.

**d) Arrangements for imminent danger and first aid
(H, S & W objective 6)**

- i) First aid provision was successful during the operating year and the recording of accidents was more reliable. Revision of the First Aid arrangements under the Health and Safety Officer were part complete. This revision was to provide first aid to accidents through the front of house estates team (caretakers) and to sicknesses through first aiders in the curriculum. Delays in the provision of a working paging system resulted in the piloting of the system in Health & Care and A Levels being delayed until into the Summer term. The pilot was successful in these departments.
- ii) The Incident Manager team was established as a reliable system for ensuring management cover for incidents and evacuation.

**e) Involving and consulting staff
(H, S & W objective 7)**

- i) The monitoring of the arrangements in departments is ensuring that Health & Safety is discussed regularly with Staff.

**f) Corrective measures following health affects
(H, S & W objective 8)**

- i) Specific occupational health matters continued to be addressed through the actions of Personnel and the Health & Safety Officer.

**g) Information and training of staff
(H, S & W objective 9)**

- i) An outcome from the meetings with managers is that training needs for Health & Safety are generally not well identified from the appraisal processes. Therefore there are actions noted with departments to resolve this matter. The need for training is more apparent as responsibilities defined in the Planning & Implementation files are understood. Tasks asked of staff relating to Health & Safety could be carried out to a higher standard.

The Health & Safety Officer is keen that Health & Safety training is appropriate to the vocational area and is at an appropriate level. A review is required of the current resources available and bids made for further investment at an appropriate time.

- ii) Following the success of the Fire safety induction DVD an investment of capital was approved (July 2010) to update the introduction to Health & Safety DVD which is now out of date. An opportunity to include an introduction to the Colleges safeguarding measures within this DVD would enable a full reflection of the Policy of the college. This will be ready for the September 11 intake.
- iii) Training in safeguarding is more specific and data shows that this has been comprehensive.

h) Instilling into learners an understanding of risk management in Health & Safety (H, S & W objective 10)

Initiatives in this regard are monitored and recorded in the Planning & Implementation files.

i) Instilling into learners an understanding of how the learner may look after their own wellbeing (H, S & W Objective 11)

Regarding this new objective, which refers to safeguarding, please refer to section a) ref 1 of this report.

j) Accommodating those with special requirements (H, S & W Objective 12)

The College has been responsive to those matters brought to the attention of the Health & Safety Officer / Estates by staff on behalf of Learners and the College continues to be proactive in this regard. The new build, for instance will include an evacuation lift, as is the standard in the main building.

5 Health, Safety and Welfare Policy Objectives (for reference)

1	To form a positive health and safety culture within all College business undertakings.
2	To be proactive by strategies of management to prevent injury or decay of health as a result of the business of the college.
3	To introduce control measures to minimise or eliminate risks to health.
4	To ensure a healthy and safe working environment <i>and one that protects an individual's mental, physical and emotional wellbeing.</i>
5	To comply with legislation.
6	To provide arrangements for safety of persons in situations of imminent danger and provide First Aid arrangements.
7	To involve and consult staff on health and safety matters.
8	Where health is affected to provide prompt corrective measures to remedy and control re-occurrences.
9	To inform, train and educate staff in health, safety <i>and welfare</i> matters.
10	To maximise the opportunity of education to instill an understanding of risk management and health and safety into learners for benefit of present and future working lives, involving learners in college Health & Safety matters when appropriate.
11	<i>To maximise the opportunity of education to instill an understanding of how the learner may keep themselves safe from emotional, physical and mental neglect or abuse and adopt healthy lifestyles.</i>
12	To accommodate as far as reasonably practical those with special requirements to ensure equality in an approach to health and safety for all persons.

6 Accident data comparisons

The accident statistics are based on the accident records received together with data received from the first aider hired to be resident during the first term at Middlehaven, Autumn 2008, and compiled into a histogram to illustrate the accident occurrence compared to the previous year and in accordance the categories of injury types.

A table is also provided which gives the breakdown for accidents and illnesses attributable to a department. The data received from the hired first aider is generally not attributable to a department.

Commentary

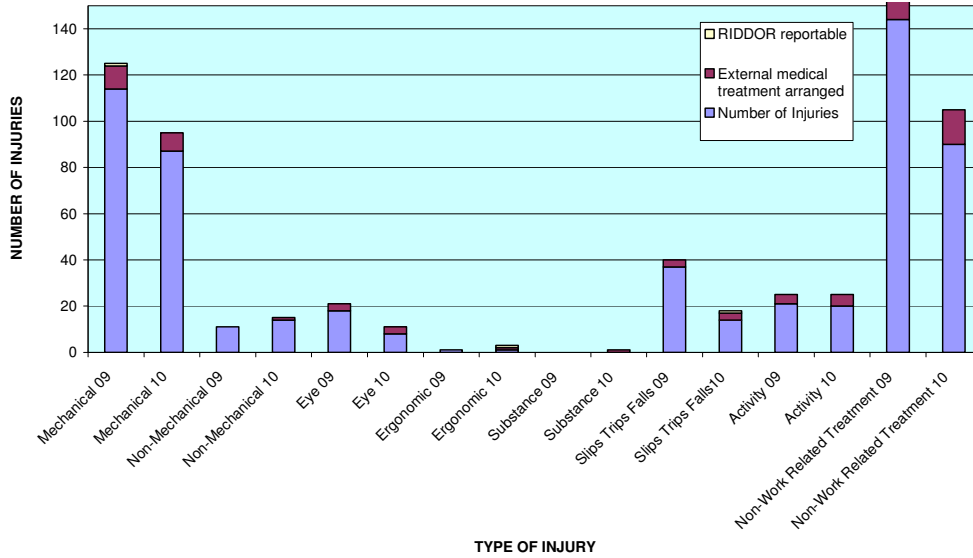
Accident data is recorded for analysis as either minor, whether the injury required external medical treatment, or whether it was RIDDOR reportable. Minor accidents can be of a very low severity and some caution is required by placing too much emphasis on their occurrence. They are not usually investigated unless the frequency from a working area is high, or rising, indicating that a more serious injury is an increasing probability or it appears that the injury had the potential for being more serious - a 'near miss'. Accidents involving external medical treatment and those RIDDOR reported are investigated and the outcome may be indicators of other root problems.

The comparisons show a healthy reduction in mechanical injuries, eye injuries and slips and falls. Many of the slips and falls in the first operating year were from the poor paths and roads immediately outside the college.

Although the data is broken down to departments the incomplete data from the first part of the first operating year does not enable allocation of the accidents to a department. With reference to the table, therefore, there are more accidents in the section of 'Other' than there would have been with full data available. The first period for reliable data comparisons is the summer term which is illustrated in the periodic report.

The details of accidents which raised concern have been reported in the periodic reports.

REPORTED INJURIES AT MIDDLEHAVEN
A comparison between Aug 2008 to July 2009 and Aug 2009 to July 2010



7 Financial / Risk Implications

Together with the periodic report the contents of this report are represented on the Health and Safety Risk Register considered on the 19 November 2010 by the Risk Management Group

Mike Hopkins
 Principal / Chief Executive
 1 December 2010

(Prepared by Malcolm Honeysett, Health & Safety Manager)



Appendix 1

Explanation of categories used for injury types in graphical form

Mechanical Injuries

These are those physical injuries caused by objects: tools, machinery or other items. Injury types are abrasion, cutting, shearing, crushing, puncture, impact, entanglement or drawing in.

Non-Mechanical Injuries

These are those physical injuries, which include heat and radiation, noise and vibration or electric shock.

Eye

Eye injuries have been separated from the above 2 categories.

Ergonomics

These physical injuries have been separated from the non-mechanical category and include muscular/skeletal from manual handling or poor ergonomics.

Substances

These are physical injuries from the effect of chemical or biological substances.

Slips & Trips & Falls

These are physical injuries as a result of slips, trips and falls.

Activity

These are physical injuries as a result of activity in the curriculum such as sports, visits, outdoor pursuits etc.

Non-work related treatment

Based on accident book entries this category is where treatment has been provided when the sickness is not as a consequence of college curriculum activity or a deficiency in college provision or standards