

**Goldsmiths**  
**University of London**

**COUNCIL**

**HEALTH AND SAFETY COMMITTEE**

Minutes of the meeting held on Monday 23 October 2006

Present: Mr Dick Melly (in the Chair)  
Ms Bronwen Bernard  
Mr Barry Douglas  
Ms Anna Furse  
Dr Elizabeth McFarlane  
Mrs Sheila Turley  
Mr Ian Turner  
Diane Gamble (Secretary)

Apologies: Dr Des Freedman  
Ms Joanne Ilse  
Ms Kelly Thompson  
Ms Lante Yan'Kyaa

Absent: Mr Raymond Kingsbury  
Mrs Eva Snell

In attendance: Mrs Mary Bright

OPEN BUSINESS

**1. MINUTES OF THE MEETING ON 24 APRIL 2006**

Note 181 should read: "made a full recovery and there were no further outbreaks". With this correction it was

**Resolved:**

to approve the minutes of the meeting on 24 April 2006.

**2. MATTERS ARISING FROM THE MINUTES**

**Noted:**

- (i) Staff will be notified of fire training and this training will be held during less busy periods where possible.
- (ii) Hearing protection is provided and worn by gardeners when using noisy equipment. The Music Department monitors noise levels in studios and provides hearing protection (ear plugs) for staff and students). Noise hazards and precautions in these and other Departments will be kept under review by the Head of Health and Safety.
- (iii) The handover strategy for new buildings has now been completed.
- (iv) Complaints about dust created by a lift installation project have been resolved.

- (v) HASIG will consider whether medicals should be required for all new staff before starting work, to reduce risks to the individual and College.

### **3. CONFLICT OF INTEREST**

**Received:**

College policy on conflicts of interest (SO6.133)

**Noted:**

That members should notify the committee of any current or future conflicts of interest.

### **4. NEW COMMITTEE SYSTEM**

**Received:**

The new committee system, and terms of reference, composition and membership (SO6.134)

**Resolved:**

- (i) That the composition of the Health and Safety Committee is revised to include the Head of Human Resources. This would compensate for the reduction in number of management representatives (voting) caused by the current vacancy for Secretary and Registrar and planned abolition of the post of Director of Resources and Planning in 2007.
- (ii) That the College Environmental Advisor be invited to give a report on environmental initiatives within the College, to the meeting of the Committee in January 2007.

### **5. NEW FIRE SAFETY LEGISLATION**

**Received:**

A presentation by the Head of Health and Safety, outlining the main duties under the Fire Safety (Regulatory Reform) Order 2005 which came into effect on 1 October 2006.

**Noted:**

- (i) That the proposed College Fire Emergency Plan includes arrangements to address these duties and that all staff, students and contractors had responsibilities to reduce fire risks.
- (ii) That preparations are in progress to recruit a part-time fire safety officer to assist the Head of Health and Safety.

### **6. COLLEGE FIRE SAFETY EMERGENCY PLAN**

**Received:**

College fire emergency plan (SO6.135)

**Resolved:**

- (i) That the plan should be put into immediate effect.
- (ii) That the plan should be integrated with the revised Health and Safety Policy and arrangements being drawn up by the Head of Health and Safety.

## **7. HOT WORK PROCEDURE AND PERMIT**

**Received:**

Hot work procedure and permit (SO6.136)

**Resolved:**

That the procedure and permit pro-forma should be put into immediate effect for all hot work in maintenance and construction operations on College premises.

## **8. ACCIDENT REPORTING PROCEDURE**

**Received:**

Accident reporting procedure and form (SO6.137)

**Resolved:**

That this revised and updated accident reporting procedure and form should be implemented with immediate effect and replace previous procedures. Copies of the new form should be made available to all staff and students in paper and electronic formats. Heads of Department should be informed of these changes.

## **9. FLOODING IN RICHARD HOGGART BUILDING**

**Received:**

A report from the Head of Estates on two recent incidents of flooding in the quad area due to very heavy rain.

**Noted:**

- (i) That there is a procedure for dealing with flooding, including closing corridors, removing surface water with purpose made equipment, and putting up warning and directional signage.
- (ii) That sewage drains are not affected, so there is no possibility of sewage contamination. Also, there are no electrical services in the areas prone to flooding.

## **10. STATUTORY ISSUES**

**Received:**

A report from the Head of Estates on compliance with statutory requirements.

**Noted:**

- (i) That after going out to tender, the College has appointed Alcontrol Ltd to undertake an asbestos survey and updating of building asbestos registers. This work will be carried out over the next three to four months.
- (ii) That the College had appointed Hydrop to undertake a survey of all water services and tanks and to make recommendations for minimising the risk of legionella growth. The survey has been completed and a meeting has been arranged to review reports and to formulate procedures to monitor and manage the risk.
- (iii) That fire risk assessments have been completed by Salvus Ltd and work has already started on upgrading fire doors and enclosures in

- the Richard Hoggart Building. Also, addressable fire alarm systems have been installed in the Education and Lockwood Buildings.
- (iv) That portable appliance testing (PAT) is being undertaken by EV Bullen throughout the College.

## **11. MEDICAL CENTRE REPORT**

### **Received:**

Medical Centre Report October 2006 (SO6.138)

### **Resolved:**

That the Director of Resources and Planning should meet with the Medical Officer to discuss proposals for relocating the Medical Centre to more suitable accommodation.

## **12. FIRST AID ARRANGEMENTS**

### **Noted:**

That a list of first aiders by building has been posted on Staff Gold and printed in the Staff Directory 2006/07.

## **13. HEALTH AND SAFETY IMPLEMENTATION GROUP**

### **Received:**

Notes of the HASIG meeting held on 28 June 2006 (SO6.139)

### **Resolved:**

That the Health and Safety Implementation Group should continue to meet and draw up proposals for health and safety funding priorities for the next budgetary year. The Group will be Chaired by Ian Turner (as acting College Secretary), and other members are Bronwen Bernard and Diane Gamble.

## **14. ANY OTHER BUSINESS**

### **Resolved:**

- (i) That Head of Health and Safety will present a draft updated College Health and Safety Policy for discussion at the Committee meeting in January 2007.
- (ii) That the timing of the next meeting in January 2007 will be reviewed, as some members have indicated that they cannot attend a Monday morning meeting. *[Post meeting note: following consultation with members, the next meeting will be held in the afternoon].*

## **15. NEXT MEETING**

The next meeting will be held on Monday 29 January at 1430, in Deptford Town Hall room 110.

**Note change from advertised time.**