

GOLDSMITHS
University of London

HEALTH AND SAFETY COMMITTEE
Minutes of the meeting held on 29 January 2007

Present: Dick Melly (in the Chair), Ms Bronwen Bernard, Mr Barry Douglas,
Ms Anna Furse, Mr Raymond Kingsbury, Dr Elizabeth McFarlane,
Mr Chris Pearson, Mrs Eva Snell, Ms Kelly Thompson, Mrs Sheila Turley,
Ms Diane Gamble, Ms Lante Yan'Kyaa

Apologies: Ms Erica Drew
Mr Des Freedman
Ms Joanne Ilse

In attendance: Mrs Mary Bright
Ms Patsy Carter (Secretary)
Mr James Hutchinson

OPEN BUSINESS

1. WELCOME TO NEW MEMBERS

The Chair welcomed new members of the Committee: Chris Pearson (Director of Human Resources), Patsy Carter (Head of Administration in Estates and Facilities Department) who would be the Committee Secretary, and James Hutchinson (Chief Executive of the Students' Union).

2. MINUTES

Minute 4(i) should have been recorded as Recommended, not Resolved.

Resolved:

To approve the minutes held on 23 October 2006

3. MATTERS ARISING FROM THE MINUTES

Noted:

- (i) that Minute 2(i) - Fire training had been carried out and further training and information is planned.
- (ii) Minute 2(v) - HASIG felt that health questionnaires and, where necessary, medical checks should be given to all new staff.

- (iii) Minute 5(ii) - The Personnel Department has confirmed that the Fire Safety Officer post would be advertised on 1 February.
- (iv) Minute 7 - The Head of Health and Safety circulated copies of the hot work procedure and permit form to all Estates managers in November 2006 and these are now in use.
- (v) Minute 8 - The new Accident Reporting Procedure and its associated report form are available on the college K drive/Health and Safety. Small stocks of forms have been delivered to building reception desks. The Head of Health and Safety notified all Department Heads and H&S Coordinators of these arrangements by email in November 2006. A GCInfo email was also sent to all Departments to inform staff about the changes in procedure.

4. COLLEGE HEALTH AND SAFETY POLICY

Received:

a revised and updated draft College Health and Safety Policy (07-06).

Recommended:

that subject to amendments in light of discussion at the meeting, including reference to HASIG the amended draft Health and Safety Policy be adopted as college policy, replacing earlier Health and Safety Policy (December 1998) and College Safety Manual (January 2000).

5. ENVIRONMENTAL INITIATIVES

Received:

a paper from the College Environmental Adviser on Environmental Initiatives (07-007).

as Erica Drew, College Environmental Adviser, was unable to attend the meeting, it was

Resolved:

to invite the College Environmental Adviser to attend the next meeting of the Committee on 23 April, to report on environmental initiatives within the College.

6. STATUTORY ISSUES

The head of Estates & Facilities gave an oral report including the following points:

- (i) Work was in progress in Richard Hoggart Building to upgrade emergency lighting, fire signage and fire doors. The Fire Authority Officer was monitoring this progress. In Surrey House, refurbishment works to the basement includes upgrading fire safety measures such as new fire doors.
- (ii) Legionella risk assessments had been completed and all relevant staff had attended training in Legionella risk awareness. The Legionella Consultants had drafted a policy and procedures for control of Legionella risks. This draft would be discussed by HASIG.

- (iii) The asbestos survey started in December 2006 as planned, and the first phase had been completed. The survey was due to be completed in March 2007 and would cover all buildings, including Halls of Residence. Survey reports would be held in the Estates Office and would be available to staff on request.

7. OCCUPATIONAL HEALTH WORKING GROUP

Received:

a report from the Head of Health and Safety on occupational health needs within the College (07-008).

Noted:

that proposals for meeting these needs had been put into the 2007-08 planning round for consideration together with reports from the review of Medical Services lead by Pro-Warden Philip Broadhead.

Resolved:

that the following actions proposed in the current planning round by the Head of Health & Safety be particularly endorsed:

- (i) that a full-time, experienced occupational health nurse be directly employed by the College
- (ii) that a qualified occupational health doctor be contracted, possibly shared with other London Colleges
- (iii) that a suitably equipped office and consulting room be provided on site.

8. HEALTH AND SAFETY IMPLEMENTATION GROUP

Received:

the notes of meetings held 8 and 15 January 2007 (07 – 09)

Noted:

that detailed objectives and target outcomes for implementing the Health and Safety Policy had been put into the 2007-08 planning round by the Head of Health and Safety.

9. CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS 2007

Received:

a paper from the Head of Health and Safety summarising the Construction, Design and Management Regulations 2007 (07-010).

Noted:

- (i) that new Regulations would come into force in April 2007, replacing previous CDM Regulations and putting new emphasis on the duties of clients commissioning any construction, maintenance or demolition work.
- (ii) that a copy of briefing paper 07-010 had been circulated to the Head of Capital Projects, for information.

10. ANY OTHER BUSINESS

The Committee discussed the need to update General Regulation 22: Health and Safety, in the light of a revised Health and Safety Policy.

Resolved:

that revised wording for General Regulation 22 would be circulated to members with the minutes, for their comments. The final draft would be recommended to Council by the Chair on behalf of the Committee.

11. NEXT MEETING

It was noted that the next meeting would be held on Monday 23 April 2007 at 2.30, in Deptford Town Hall Building room 110. Please note change from published start time.

Patsy Carter (Secretary)
January 2007