

**GOLDSMITHS
University of London**

COUNCIL

**HEALTH AND SAFETY COMMITTEE
23 April 2007**

Present: Mr Dick Melly (in the Chair), Ms Bronwen Bernard, Ms Kelly Thompson, Ms Sheila Turley, Ms Eva Snell, Ms Raymond Kingsbury, Ms Anna Furse, Ms Elizabeth MacFarlane.

Apologies: Mr Des Freedman, Mr Barry Douglas, Ms Diane Gamble, Ms Mary Bright, Ms Lante Yan'Kyaa, Ms Joanne Ilse.

In Attendance: Mr James Hutchinson, Ms Patsy Carter, (Secretary).

OPEN BUSINESS

1 MINUTES

Noted:
that Mr Ian Turner would be recorded as present at the Committee meeting held on 29 January 2007.

Resolved:

to approve the minutes of the meeting held 29 January 2007.

2 ENVIROMENTAL INITATIVES

Received:

- (i) the minutes of the Environmental Policy Working Group, Sustainable Construction Good Practice Guide and an oral report from the College Environmental Adviser Erica Drew (07-148);
- (ii) an oral report of the Annual University Environmental Conference from the College Environmental Adviser Erica Drew.

Noted:

- (i) that the Environmental Policy Working Group had met on 13 April 2007 and that it would usually meet up to 3 times a year however this had not been possible recently due to unforeseen circumstance and the Environmental Policy Officer's long period of ill health;
- (ii) that there would be a need to raise the awareness of the Environmental Policy Working Group across the College;
- (iii) that it would be important to continue the communication with the Student's Union President and students to highlight Environmental initiatives;
- (iv) that planned maintenance works carried out should incorporate at all levels the College's environmental initiatives and that these initiatives should also be included in new buildings and in refurbishment projects from the design stage;
- (v) that the water usage within Warmington Tower would be monitored and that water saving initiatives would be introduced and that monitoring would then be extended to other buildings;
- (vi) that the level of composting would be monitored and food waste would be checked to ensure it was being composted;
- (vii) that Warmington Tower was the main building for the storage of redundant IT equipment, that the storage space would be racked out to accommodate this;
- (viii) that the Students Union would work more closely with the College to contribute in the improvement of the College's Environmental practices;
- (ix) that a proposal had been received from South East London Combined Heat & Power (SELCHP) company to run a pipeline from their Deptford Re-cycling plant to Goldsmiths to supply the College with hot water and that SELCHP would bear the cost of laying the pipes;
- (x) that a Sustainable Construction Good Practice Guide would be drafted by the Environmental Adviser to support the College Environmental Policy;
- (xi) that the Environmental Adviser would update the A-Z of Environment on the website.

The Environmental Officer gave an oral report of the key messages from the Annual University Environmental Conference:

- (i) that the environmental policy should be embedded within the Goldsmiths strategies and the awareness of environmental initiatives need to be raised;
- (ii) that there was a need to encourage people into an 'energy saving culture';
- (iii) that Committee Members could request copies of the notes made available at the conference.

3 HEALTH AND SAFETY POLICY

Received:

the Health and Safety Policy approved by Council on 22 March 2007 (07-06R1).

Noted:

- (i) that minor changes had been approved by the Chair and were now incorporated and that the policy would be available to download from the Health and Safety website;
- (ii) that departments would be responsible for inspecting all areas within their department including the stair cases;
- (iii) that when a Health and Safety problem was identified, it should be reported either to the appropriate department or to their departmental Health and Safety Coordinator if action was needed from their own department;
- (iv) that Health and Safety feedback following Departmental inspections and the problems identified would be discussed as part of Health & Safety Committee Policy reviews;
- (v) that the Committee was concerned about the current arrangement for personal emergency evacuation plans however, the new Fire Safety Officer would be looking at this area in detail.

4 GENERAL REGULATIONS 22: HEALTH AND SAFETY (IN FORCE FROM 1 APRIL 2007) (07-149)

Received:

the text of General Regulation 22 as revised by Council 22 March 2007 on the recommendation of the Committee.

5 FIRE SAFETY OFFICER

Noted:

that Terry Weller had been appointed to the new post of Fire Safety Officer from 16 April 2007.

6 MEDICAL CENTRE REPORT

Received:

the Medical Centre Review Report (07-150).

Noted:

- (i) that the review of the medical centre would be raised by the Chairman for discussion at the next Finance and Resources Committee;
- (ii) that the Pro-Warden Phillip Broadhead would meet with the Medical Centre staff in early June 2007;
- (iii) that Occupational Health Services were seen as a priority by the College and that resources had been committed in the 2006-07 planning round.

7 HEALTH AND SAFETY IMPLEMENTATION GROUP

Received:

the notes of the Health and Safety Implementation Group meeting held 26 February 2007. (07-158).

Noted:

- (i) that two Enforcement Notices had been served on the College by the Fire Authority, in respect of 308 New Cross Road and that a Prohibition Notice would prohibit the use of any part of the building above or below the ground floor and would continue indefinitely;
- (ii) that an Improvement Notice had also been issued, and would have to be complied with by 23 August 2007;
- (iii) that fire risk assessments would be carried out for 308 New Cross Road and adjacent shops owned by the College;
- (iv) that the College would need to make long term decisions about the short and long term use of the buildings and would take legal advice;
- (v) that the building was used by College students and that the Student Union should be involved in further decisions.

8 HEALTH AND SAFETY WEBSITE

Noted:

- (i) that Health and Safety Policy and information was available to staff and students at the website address www.gold.ac.uk/health-safety/;
- (ii) that the complete Health and Safety Policy could be downloaded from <http://www.gold.ac.uk/governance/policies/health-safety.php>;
- (iii) that the Committee would view the website and feedback comments to the Head of Health and Safety.

9 HEALTH AND SAFETY TRAINING

Noted:

- (i) that three training courses for Departmental Health and Safety Coordinators were held during February and March 2007 and that successful completion of the training would lead to a Certificate in Health and Safety and would be accredited by the Chartered Institute Of Environmental Health;
- (ii) that all except two Health and Safety coordinators had been trained and to date there had been a 100% pass rate;
- (iii) that refresher courses would be offered after three years;
- (iv) that a number of other Health and Safety short courses would be made available to staff other than Health & Safety Coordinators.

10 REGULATIONS, EVALUATION AND AUTHORISATION OF CHEMICALS REGULATION (REACH) (07-159).

Received:

a summary paper of the REACH Regulations and an oral report from the Head of Health and Safety.

Noted:

- (i) That the new European regulations came into force 1 June 2007 and would be implemented in the UK gradually between 2008 and 2018;
- (ii) that users of chemicals in the College would be required to check with the supplier companies to ensure that the chemical would be registered for future supply;
- (iii) that although it would be the manufacturers responsibility to ensure that chemicals were registered, users within the College would still be required to carryout risk assessments of intended use.

11 MEETING DATES

- (i) that meetings of the HEALTH AND SAFETY Committee in the coming academic year would be held on the following dates:

Thursday 1 November 2007;
Thursday 14 February 2008;
Thursday 29 May 2008;

- (ii) that a number of Committee members raised their concerns that the meetings were to fall on a Thursday and this would be unsuitable.

*[Secretary's note: following the meeting the 2007- 08 published HEALTH AND SAFETY Committee dates were changed by Chairs action and approved by the Head of Secretariat. The 2007- 08 Committee dates were changed to:
Monday 12 November 2007 - 2.30pm, Monday 11 February 2008- 2.30pm, Monday 9 June 2008 2.30pm]*

12 VOTE OF THANKS

The Chair thanked Ian Turner for his work on behalf of the Health and Safety Committee and wished him all of the very best for his forthcoming retirement from the College.

*PLC
April 2007*