

**GOLDSMITHS
University of London**

COUNCIL

**HEALTH AND SAFETY COMMITTEE
9 June 2008**

Present: Mr Dick Melly (in the Chair), Mr Hugh Jones, Mr Barry Douglas, Ms Anna Furse, Ms Kelly Thompson, Mr Des Freedman, Ms Eva Snell, Mr Raymond Kingsbury, Ms Bronwen Bernard (Secretary).

Apologies: Dr Chris Pearson, Mrs Patsy Carter, Ms Sheila Turley.

In Attendance: Mrs Mary Bright, Ms Sarah Chowdry, Mr Steve Collins.

OPEN BUSINESS

1 MINUTES

Received:

Minutes of the meeting held on 11 February 2008.

Resolved:

to approve the minutes of the meeting held on 11 February 2008..

2 MATTERS ARISING FROM THE MINUTES

Minute 3

Noted:

that Council has approved the establishment of an Environmental Policy Sub-Committee of the Estates committee.

Minute 6

Noted:

that Council has approved new arrangements for free eye tests for Display screen equipment users. The Finance Department expect to purchase eyecare vouchers ready for start of the scheme by the end of June 2008. All departments will be notified as soon as arrangements are in place.

Minute 8(i)

Noted:

that Amphibia Ltd have been contracted to provide an annual water management programme, to assist in control of Legionella risk.

Minute 8(ii)

Noted:

that the Head of Health and Safety, with representatives of the Estates and IT Services Departments, will be meeting Alcontrol Ltd on 24 June 2008, to discuss transferring asbestos risk data to an electronic database. The asbestos risk register is currently held in paper format.

Minute 8(iii)

Noted:

that an analysis of sickness absence data by the HR Department had not identified any particular stress "hotspots". However, the HR Department plans to work closely with all departments to improve the reporting of sickness absence and this more robust data will subsequently be further analysed.

3 HEALTH AND SAFETY INITIATIVES SINCE 2006

Received:

a report from the Head of Health and Safety on health and safety initiatives since 2006 (08-275).

Resolved:

- (i) that additional information be provided by Chris Pearson and Hugh Jones, explaining how sickness absence data had been calculated and presenting this as a "lost opportunity" cost.**
- (ii) that the report be recommended to Council, to assist in monitoring the implementation of the Health and Safety Policy.**

4 FIRE SAFETY REMEDIAL WORKS IN HALLS OF RESIDENCE

Received:

a verbal report from the Head of Residences, Conference and Catering Services (RCCS) on remedial works completed and outstanding, following fire risk assessments carried out in Halls of residence during 2006 and 2007.

Noted:

- (i) that remedial actions by RCCS, such as regular testing and recording of magnetic door closures, have been implemented. The Head of RCCS was generally content with progress, but will liaise with the Estates Department on remaining remedial works.**
- (ii) that the Head of Estates and Head of RCCS will report on completed and outstanding fire remedial works in Halls at the next meeting of the Health and Safety Committee.**

5 OCCUPATIONAL HEALTH

Received:

a verbal report from Steve Collins and Bronwen Bernard.

Noted:

that HR, Health and Safety and the Head of Procurement are drawing up a specification for occupational health services, following discussion of OH needs by the Health and Safety Committee in January 2007. Invitations for expressions of interest will be published in July and it is expected that a contract will be awarded in September 2008. Suitable accommodation will be needed on site for an occupational health nurse to be based in College part of the time.

6 ANY OTHER BUSINESS

Received:

a verbal request from Des Freedman for clarification of Goldsmiths' asbestos management plan and the labelling of asbestos containing materials.

Resolved:

to recommend that the Head of Health and Safety arranges a briefing session for Departmental Health and Safety Co-ordinators and the TU representatives on the Health and Safety Committee. This was in addition to the planned asbestos awareness training for staff involved in maintenance, cabling and similar work that could accidentally disturb asbestos.

7 NEXT MEETING

Noted:

that the dates of the Health and Safety Committee meetings in academic year 2008/09 are:

Monday 3 November 2008
Monday 23 February 2009
Monday 18 May 2009

These meetings will start at 1430 and will be held in Deptford Town Hall Building.

BB
June 2008