

**GOLDSMITHS
University of London**

COUNCIL

**HEALTH AND SAFETY COMMITTEE
3 November 2008**

Present: Mr Dick Melly (in the Chair), Mr Hugh Jones, Mr Barry Douglas, Mr Michael Dick, Mr Chris Pearson, Ms Anna Furse, Dr David Mabb, Mr Raymond Kingsbury, Mr Des Freedman, Ms Ruth Bibby, Mrs Mary Bright, Ms Bronwen Bernard (Secretary).

Apologies: Mr Graham Gaskell, Mr Steve Collins, Ms Sheila Turley.

OPEN BUSINESS

1. COLLEGE POLICY ON CONFLICTS OF INTEREST

Noted:

College Policy on Conflict of Interest (ESSC01 08-303).

2. AMENDMENTS TO STANDING ORDERS

Noted:

Amendments to Standing Orders (ESSC01 08-304).

3. MINUTES

Received:

Minutes of the meeting held on 9 June 2008.

Resolved:

That Dr Chris Pearson should have been recorded as Mr Chris Pearson and with this correction, to approve the minutes of the meeting held on 9 June 2008.

4. MATTERS ARISING FROM THE MINUTES

Minute 8(ii)

Noted:

That discussions have continued with Alcontrol Ltd about transferring the asbestos register from paper records to an electronic database. The asbestos register is maintained by the Estates and facilities Department and kept in the Estates Office for any staff or contractors who need to access it.

5. HEALTH AND SAFETY OF STUDENTS ON PLACEMENTS

Received:

A proposed procedure from the Head of Health and Safety, to assist placement organisers in checking basic health and safety provisions before placements are approved (08-347).

Resolved:

That this procedure is made available on Goldsmiths health and safety webpages and publicised to all relevant departments.

6. AIR CONDITIONING IN LIBRARY BUILDING

Received:

A verbal report from Unison representative, Mr Raymond Kingsbury, about poor working and studying conditions in the Library due to ineffective ventilation and the recent relocation of the library issue desk to the middle of the building.

Noted:

A report from the Director of Estates and Facilities Management that three large chiller units located on the roof are defunct and will be replaced at a cost to the Estates budget of £300K. The new chiller units will be located outside the building at ground level, to assist regular maintenance, and will be in place before summer 2009.

7. FIRE SAFETY REMEDIAL WORKS IN HALLS OF RESIDENCE

Received:

A verbal report from the Head of Residences, Conferences and Catering about procedures introduced to improve fire safety in Halls of Residence, including regular checking of fire doors and escape routes, improved signage and emergency lighting, reporting of all fire alarm activations and evacuations.

Noted:

That some further works had been identified by fire risk assessments, such as installation of fireproof plasterboard above some doors and under escape stairs. These works will be undertaken by the Estates and Facilities Department.

8. OCCUPATIONAL HEALTH SERVICES

Received:

A verbal report from the Director of Human Resources on progress in appointing a provider of occupational health services for staff.

Noted:

That ten tenders had been received and analysed by representatives of Finance, HR and Health and Safety Departments. Recommendations regarding budget and suitable accommodation on site will be presented to the SMT meeting on 10 November 2008.

9. HEALTH AND SAFETY AND FIRE SAFETY UPDATE

Received:

A report from the Head of Health and Safety on new and updated risk assessment procedures, fire training and other fire safety activities (08-348).

Noted:

that all departments have been notified of new and updated procedures. The new VDU eye test voucher scheme will also be publicised in staff newsletters.

10. ASBESTOS AWARENESS AND PROCEDURES

Received:

A verbal report from the Head of Health and Safety on training given to Estates Managers and a planned briefing session for Departmental Safety Co-ordinators and TU reps on the Health and Safety Committee.

Noted:

That training had been given to Estates Managers on 26 September 2008 and further training will be arranged with the Director of Estates for trades staff. A briefing session has also been arranged by the Head of Health and Safety for Departmental H&S Co-ordinators and TU reps on the Committee, to be held on 28 November 2008.

11. ANY OTHER BUSINESS

Noted:

That the Health and Safety Offences Act increases maximum fines and terms of imprisonment for health and safety offences. This Act comes into force in January 2009.

12. NEXT MEETING

Noted:

The dates of next Health and Safety Committee meetings are:
Monday 23 February 2008
Monday 18 May 2008

These meetings will start at 1430 and take place in Deptford Town Hall Building.

BB
November 2008