

**GOLDSMITHS
University of London**

COUNCIL

**HEALTH AND SAFETY COMMITTEE
18 May 2009**

Present: Mr Dick Melly (in the Chair), Ms Bronwen Bernard, Ms Holly Bott, Mrs Mary Bright, Mr Steve Collins, Mr Michael Dick, Ms Anna Furse, Mr Graham Gaskell, Mr Hugh Jones, Mr Raymond Kingsbury, Mr Bruce Ormiston, Ms Sheila Turley, Mr Terry Weller

Apologies: Mr Barry Benjamin, Dr Des Freedman, Mr David Mabb, Ms Elaine Medley, Mr Chris Pearson

OPEN BUSINESS

1. MINUTES

Received:

Minutes of the meeting held on 3 November 2008.

Resolved:

To approve as an accurate record the minutes of the meeting held on 3 November 2008.

2. MATTERS ARISING FROM THE MINUTES

Minute 5: Noted:

That the College's procedure for health and safety of students on placements was available on the web at www.gold.ac.uk/health-safety/placements

Minute 6: Noted:

That the air-conditioning for the library would not be in place for summer 2009 but would be installed soon thereafter.

Minute 9: Noted:

That the VDU eye test voucher scheme had been featured in Staff Hallmark in December 2008; each department had been directly notified in October 2008.

Minute 10: Noted:

That a briefing session on asbestos awareness and procedures for Departmental Health and Safety Co-ordinators, and Trades' Union Representatives, had been held on 26 November 2008.

3. FIRE SAFETY REPORT 2008

Received:

A report (09-230) from the Fire Safety Adviser providing information on fire safety issues in 2008. The report included statistics on fires, fire alarms and fire-brigade call-outs; on fire risk assessments; on fire safety training; on liaison with the London Fire and Emergency Planning Authority; on fire drills; on personal emergency evacuation plans; and on refuge points in buildings.

Noted:

That 173 false-alarms had been recorded in halls of residence. In many of the instances, this was caused by the fire detectors being positioned too close to shower cubicles in Loring Hall. As rooms were refurbished, detectors would be moved to obviate this problem.

That training for porters and security staff had revealed some disagreement about roles in relation to fire safety. The Head of Facilities would be asked to address this concern.

4. ACCIDENTS REPORTED 1 JANUARY TO 31 DECEMBER 2008

Received:

A report (09-231) from the Head of Health and Safety on accidents in 2008. The report detailed reported accidents during the year, by category of accident and by staff, student or contractor, and compared the data with 2007.

Noted:

The Head of health and Safety was concerned that the number of accidents in 2008 (20) seemed low compared with 2007 (44) and that a lack of reporting of accidents, particularly by contractors, may be occurring.

Resolved:

That commissioning departments, including RCCS, Estates and Facilities and IT Services, remind catering, cleaning, and building/maintenance contractors to report accidents on Goldsmiths' premises using Goldsmiths' accident report forms. This requirement supplemented, rather than replaced, contractors' own reporting procedures.

5. REVISIT BY HEALTH AND SAFETY EXECUTIVE INSPECTOR MARCH 2009

Received:

An oral report from the Head of Health and Safety on a follow-up inspection by the Health and Safety Executive.

Noted:

The visit, which took place on 6 March 2009, was a follow-up to the HSE's scheduled inspection which took place in December 2007. Three issues had been raised at that time: legionella, asbestos, and stress.

In respect of legionella, the inspector was pleased with the progress that had been made by the College. A written schedule for testing was required to complete all requirements.

In respect of asbestos, the HSE considered the asbestos management plan and advised the College that it would need to see the next steps taken: in particular what we do about asbestos which was present; and the labelling regime to alert people to asbestos.

In respect of stress, the HSE would wish to follow-up, in due course, implementation of plans in relation to stress in the workplace.

6. PROGRESS REPORT ON SPECIFIC HEALTH AND SAFETY ISSUES

Received:

An oral report on three health and safety issues: stress management initiatives; legionella risk management scheme; revised asbestos management plan.

Noted:

(a) stress management initiatives

The College was pursuing a number of initiatives which would contribute to stress management. Some focussed on the workplace: staff development were working with teams; offering support in time management; using mediation for conflict resolution; and providing coaching for staff. Some others focussed on the individual: well-being weeks; seated massage. A Health and Well-being Working Party was overseeing such initiatives. Additionally, policy frameworks were being updated, in discussion with Trades Unions, to ensure that the College continued to act in accordance with employment legislation.

In discussion it was noted that stress levels could be monitored by sickness rates. In relation to coaching, the support was voluntary, non-judgmental and confidential. The initiative had been a bottom-up development, and the staff development team were offering training to members of staff to achieve a coaching qualification – ILM level 5 – which would enable greater roll-out across the College.

(b) legionella risk management scheme

The management plan for legionella had been updated and was better aligned with management structures within the Estate and Facilities team. There remained a need to document this, in particular in supplying an organisation chart for the file.

(c) revised asbestos management plan

Whilst the procedures had been judged effective, there was a need to make the plans more specifically relevant to Goldsmiths. The Director of Estates would discuss this with the Head of Facilities and the Head of Health and Safety.

7. OCCUPATIONAL HEALTH SERVICES

Received:

An oral report on the new arrangements for occupational health at Goldsmiths.

Noted:

The College had contracted with the Institute of Occupational Medicine for the provision of occupational health services. Bruce Ormiston, a Registered Nurse, would be the College's occupational health nurse advisor. Bruce would be located in the old St James' Hall – near the HR offices, but with a separate entrance to ensure confidentiality. Referrals would be via the HR department, but Bruce would also have a role in working more widely to support good health on campus (he was, for instance, a member of the Health and Wellbeing Working Party).

8. CONSTRUCTION OF NEW ACADEMIC BUILDING

Received:

An oral report on health and safety issues relating to the construction of the New Academic Building.

Noted:

Arrangements were in place for managing vehicular access to the building site, managed by the contractors, Willmott Dixon. There was no parking for Goldsmiths staff or students at the top of the campus, but deliveries and collections could be made by arrangement.

9. SWINE FLU

Received:

An oral report on the College's preparations for Swine Flu, should it become pandemic. Full guidance was available on the College's website:

<http://www.gold.ac.uk/health-matters/swineflu/>

10. NEXT MEETING

Noted:

The dates of Health and Safety Committee meetings in 2009-10 were:

Monday 19 October 2009
Monday 15 February 2010
Monday 17 May 2010

These meetings will start at 1430; venues to be confirmed.

HJ
October 2009