

**GOLDSMITHS
University of London**

COUNCIL

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 15 February 2010

Present: Mr Dick Melly (in the Chair); Ms Bronwen Bernard (Secretary); Mr Hugh Jones; Mr Michael Dick; Mr John Wadsworth; Mr David Mabb; Mr Raymond Kingsbury; Ms Sheila Turley.

Apologies for absence: Mr Chris Pearson; Ms Sally Townsend; Ms Elaine Medley; Mr Des Freedman.

In attendance: Ms Mary Bright; Mr Steve Collins; Mr Graham Gaskell; Mr Bruce Ormiston; Mr Terry Weller.

OPEN BUSINESS

1. MINUTES

Resolved:

that the Minutes of the meeting held on 19 October 2009 be approved.

2. MATTERS ARISING FROM THE MINUTES

- (i) **Display screen equipment risk assessments**
(Minute 6, 19 October 2009 refers)

Noted:

that a demonstration of on-line DSE self-assessment tools will be arranged in March for prospective user groups.

3. ACCIDENT REPORTS FORMS AND DATA PROTECTION

Noted:

that an expanded data collection notice will be added to Goldsmiths' accident report form, specifying the Data Controller, purpose of data collection and retention time of accident records.

4. HEALTH AND WELLBEING WORKING PARTY

Received:

notes of the Health and Wellbeing Working Party meeting held on 8 December 2009 (10/45).

Noted:

that the Working Party is chaired by Steve Collins and is a sub-committee of the Human Resources Committee. Working Party membership and Terms of Reference have been agreed and Professor Frank Bond has offered help with questionnaires to identify areas of concern.

5. FIRE SAFETY REPORT 2009

Received:

a report of fire safety activities and fire related incidents during 2009 (10/46).

Noted:

- (i) that there had been one reported fire in a workshop which was quickly extinguished by a trained member of staff. The cause was identified as poor housekeeping and incorrectly installed machinery. The machine installation is being redesigned to improve cleaning and heat resistance.
- (ii) that the number of automatic alarm activations in Halls of Residence was less than in the previous year, although there are still problems with alarm activations due to steam from en suite showers and to unattended cooking in kitchens.
- (iii) that fire training had been provided for all Resident Assistants, security staff and porters; also fire warden training for staff in Whitehead, Lockwood, Education, Warmington and other buildings.
- (iv) that the London Fire and Emergency Planning Authority had inspected Loring Halls of Residence and the Students Union Building and were satisfied with the arrangements in these buildings.
- (v) that Personal Emergency Evacuation Plans had been prepared for a student with severe mobility impairment, to assist in access and egress from Halls of Residence and other buildings used by the students for study and leisure on campus.

- (vi) that a new evacuation lift and refuge areas had been installed in the Students Union Building, which can be used to assist disabled people to exit the building in an emergency. Specifications for the New Academic Building include the installation of a disabled evacuation lift, as well as designated refuge areas.

6. ACCIDENT REPORTS 2009

Received:

an analysis of accidents reported in 2009 and recommendations for actions to reduce accidents due to slips and trips (10/47).

Noted:

- (i) that a total of thirty accidents were reported between 1 January and 31 December 2009, including three that were reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous occurrences Regulations (RIDDOR).
- (ii) that this is an increase on the twenty accidents reported in 2008, but less than the forty-four accidents reported in 2007. Following an information campaign, an increased awareness of the accident reporting procedure is likely to have resulted in at least part of the increase in reports during 2009.
- (iii) that one third (10) of the accidents reported had been caused by slips or trips and that this number had not decreased over the past three years.

Recommended:

- (i) that areas and activities identified in accident reports and inspections as high risk for slips and trips, should be given priority for remedial works such as repairs, cleaning, resurfacing, improved lighting, removal of obstructions.
- (ii) that plans for new and refurbished buildings should include suitably slip-resistant floor finishes, appropriate for the intended use.
- (iii) that where changes of floor level (steps, slopes, bumps) are unavoidable, these should be clearly indicated by colour and texture, to assist people with visual and other impairments.

7. HEALTH AND SAFETY REPORT 2009

Received:

a report on health and safety activities during 2009 (10/48).

Noted:

- (i) that health and safety training had been carried out for staff of the College and Students Union, and for Resident Assistants. Training included events planning, accident reporting, fire safety, first aid and departmental health and safety co-ordinators.
- (ii) that there are now twenty-seven Goldsmiths' staff qualified in first aid. In addition first aid trained porters and security staff and Resident Assistants provide 24 hour cover for Halls of Residence and other parts of the campus.
- (iii) that forty display screen equipment workstation assessments were carried out for staff with special needs, for example because of illness, disability, injury or pregnancy. Assessments were carried out by the Head of Health and Safety, at the request of Occupational Health, Human Resources, line managers or sometimes the member of staff themselves.
- (iv) that ten maternity work risk assessments were carried out by the Head of Health and Safety, at the request of Human Resources. This is a substantial increase on the two assessments in 2008 and may reflect the national increase in pregnancy rate.
- (v) that a project was carried out with Estates Department Grounds staff and Occupational Health, to assess and minimise risk of hand and arm injury due to use of vibrating equipment such as hedge trimmers, mowers and tractors. An action plan has been implemented and includes task sharing, equipment maintenance, training, and annual health reviews.

8. ITEMS REQUESTED BY UCU

1. Improvement in air quality in teaching spaces

Noted:

that smoking near to the air intake vent had caused smoke to be drawn into the air circulation in the Ian Gulland Lecture Theatre. The air vent was in an enclosed space where smoking was not allowed and appropriate signage would be displayed there.

2. Refurbishment of Lewisham Way properties

Noted:

that repairs to prevent leaks and damp in 32 to 40 Lewisham Way were being undertaken by the Estates Department.

3. Inadequate standards of cleaning

Noted:

that the dissatisfaction with cleaning standards in some buildings had been noted by the Estates Department and that the cleaning contract was under review.

9. ANY OTHER BUSINESS

1. Health, Wellbeing and Attendance Policy

Noted:

that from 1 April 2010, sickness certificates issued by GPs can specify "may be fit for work with the following considerations ...". Goldsmiths' proposed sickness absence policy will be replaced by a Health, Wellbeing and Attendance Policy to reflect the change of emphasis from sick note to fit note.

2. Healthy weight/healthy life session

Noted:

that a lunchtime drop-in session has been organised between 12noon and 2pm on Friday 26 February 2010 in the Senior Common Room. All staff have been invited to attend for advice on healthy eating, exercise, slimming and maintaining a healthy weight.

10. DATE OF NEXT MEETING

Noted:

that the next meeting would be held on Monday 17 May 2010, at 2.30pm in Deptford Town Hall Building room 110.

Bronwen Bernard
February 2010