

**GOLDSMITHS
University of London**

COUNCIL

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 17 May 2010

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

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

Apologies for absence: Ms Sheila Turley; Mr Chris Pearson; Ms Elaine Medley.
OPEN BUSINESS

1. MINUTES

Resolved:
that the Minutes of the meeting held on 15 February 2010 be approved.

2. MATTERS ARISING FROM THE MINUTES

**(i) Display screen equipment risk assessments
(Minute 2(i), 15 February 2010 refers)**

Noted:
that an on-line self-assessment tool has been introduced.

**(ii) Accident report forms and data protection
(Minute 3, 15 February 2010 refers)**

Noted:
that an expanded data collection notice had been added to Goldsmiths' accident report form.

**(iii) Improvement in air quality in teaching spaces
(Minute 8(1), 15 February 2010 refers)**

Noted:
that no-smoking signage had been posted near the air intake vent to the Ian Gulland Lecture Theatre.

(iv) Inadequate standards of cleaning
(Minute 8(3), 15 February 2010 refers)

Noted:

that the Estates Department was challenging poor standards in meetings with the cleaning contractor.

(v) Health, Wellbeing and Attendance policy
(Minute 9(1), 15 February 2010 refers)

Noted:

that the first draft of this policy had been written and circulated within the HR Department for comment.

3. WORKSTATION ASSESSMENT PROCEDURES

Received:

a report from the Head of Health and Safety on changes to DSE workstation assessment procedures and on-line resources for self-assessments (11/199).

Noted:

(i) that from May 2010, the Occupational Health Nurse Advisor will carry out workstation assessments for staff suffering from a medical condition that may be related to computer use. Line managers can refer staff via their HR business partner.

(ii) that a new on-line resource is available to staff and students, including a step by step guide to setting up workstations and an interactive self-assessment tool with advice on any changes that workstation users need to make. Called 'Safe Office Practice', this resource is available from <http://www.gold.ac.uk/health-safety/display-screen-equipment/>

Resolved:

that these new arrangements and resources should be publicised widely. IT Services should be consulted on the feasibility of arranging for automated emails to be sent when new staff first log on, informing them about the DSE resources and directing them to the relevant web pages.

4. OCCUPATIONAL HEALTH REPORT

Noted:

(i) that three-quarters of referrals to Occupational Health were due to stress at work. The main cause of this stress was breakdown of relationships at work, for example between manager and employee. This proportion of stress cases is typical of other HEIs and businesses.

(ii) that the Occupational Health Service helps staff to look at ways of coping with stress and also advises HR and managers on means of reducing the causes of stress.

(iii) that from May 2010, the Occupational Health Nurse Advisor will be carrying out work risk assessments for staff who are expectant or new mothers, in compliance with the Management of Health and Safety at Work Regulations.

(iv) that a full occupational health report for October 2009 to March 2010 will be presented to the meeting of the Human Resources Committee on 20 May 2010.

5. WELLBEING WORKING GROUP

Received:

notes of the Wellbeing Working Group meeting held on 27 April 2010 (11/200).

Noted:

(i) that a mediation service policy statement was being developed by HR and that some staff were now qualified as mediators to assist in solving work relationship problems outside the formal grievance process.

(ii) that a mapping exercise was being carried out to establish how sickness absence is currently monitored. A focus group meeting will be held on 24 May and the Head of Health and Safety will be attending.

(iii) that the body and brain holistic fitness training course was over-subscribed and further courses may be run later this year.

(iv) that an on-line staff wellbeing survey will be launched in June 2010, lead by an MSc Occupational Psychology student and supervised by the Head of Department or another Senior Academic.

6. PROPOSED ADDITIONS TO SMOKE-FREE AREAS ON CAMPUS

Received:

a paper proposing the designation of Loafer's café garden and Richard Hoggart Building Quadrangle as smoke-free areas (11/201).

Noted:

(i) that the proposal arose from discussions at the Wellbeing Working Group and at the Environment and Sustainability Sub-Committee.

(ii) that it is illegal to smoke in enclosed and substantially enclosed public places and workplaces (Health Act 2006).

(ii) that Goldsmiths' Smoke-Free Policy approved in 2007, prohibits smoking in all enclosed and substantially enclosed premises in the workplace. Loafer's garden and the Quadrangle are not enclosed or substantially enclosed, so an amendment to Goldsmiths' Smoke-Free Policy would be required to include them in smoke-free areas on campus.

Resolved:

that the Wellbeing Working group should consider what further consultation is needed with staff and students using these areas, the timescale for introducing any changes and how non-statutory prohibition of smoking could be enforced.

7. CONTROL OF ARTIFICIAL OPTICAL RADIATION REGULATIONS

Received:

a paper from the Head of Health and Safety, summarising new legislation and the likely impact on Goldsmiths' activities (11/202).

Noted:

(i) that these regulations came into force on 27 April 2010 and cover hazardous sources of light such as welding, ultraviolet curing of inks and paints, high power lasers and some professional projection systems.

(ii) that Goldsmiths' departments using these light sources must check existing protection and risk reduction measures and consider whether more is needed.

(iii) that information and advice about optical radiation will be displayed on Goldsmiths' health and safety web pages and brought to the attention of departments.

8. ANY OTHER BUSINESS

There was no other business.

9. DATE OF NEXT MEETING

Noted:

that Health and Safety Committee meetings during academic year 2010/11 will be held on Monday 25 October 2010; Monday 24 January 2010; and Monday 9 May 2010. The meetings will start at 1430 and will be held in Deptford Town Hall Building.