

**GOLDSMITHS  
University of London**

**COUNCIL**

**HEALTH & SAFETY COMMITTEE**

**Minutes of the meeting held on 19 October 2009**

**Present:** Mr Dick Melly (in the Chair), Ms Bronwen Bernard, Dr Des Freedman, Mr Hugh Jones, Mr Nick Jones (vice Michael Dick), Mr Raymond Kingsbury, Mr David Mabb, Ms Elaine Medley, Ms Sheila Turley.

**Apologies for absence:** Mr Chris Pearson, Ms Sally Townsend, Mr John Wadsworth.

**In attendance:** Ms Mary Bright, Mr Steve Collins, Mr Graham Gaskell, Mr Bruce Ormiston, Mr Terry Weller, Mr Matthew Grew (Secretary).

**OPEN BUSINESS**

**1 CONFLICTS OF INTEREST POLICY**

Received:

the College's Conflict of Interests Policy, and its potential implications for the obligations of members of the Committee (09-319).

**2 STANDING ORDERS**

Received:

the Standing Orders in force for all Goldsmiths Committees from 1 September 2009 (09-320).

**3 MINUTES**

**Resolved:**

that the Minutes of the meeting held on 18 May 2009 be approved, with the amendment, under Minute 3 (Fire Safety Report 2008) as follows:

**“As rooms were refurbished, ~~detectors would be moved~~ consideration would be given to moving detectors ...”**

**4 MATTERS ARISING FROM THE MINUTES**

**(i) Legionella Risk Management Scheme  
(Minute 6(b), 18 May 2009 refers)**

Noted:

that the required management plan documentation was now completed.

**(ii) Revised Asbestos Management Plan**  
*(Minute 6(c), 18 May 2009 refers)*

Noted:

that following a full inspection in 2007, the labelling of all asbestos on site by contractors was due to proceed following an invitation to tender; the Committee agreed that identification labels to alert maintenance staff and contractors were preferable to general warning signs, which might cause unnecessary alarm.

**5 OCCUPATIONAL HEALTH**

Received:

An oral report from the Occupational Health Nurse Adviser, Mr Bruce Ormiston.

Noted:

- (i) that the occupational health (OH) advisory service began on 6 April 2009, provided by the Institute of Occupational Medicine;
- (ii) that under the terms of the contract with IOM, the OH adviser would spend 60 days at Goldsmiths each year, usually Mondays;
- (iii) that approximately 15 days could be booked for additional work, including health promotion events;
- (iv) that the OH adviser was based in a designated room in St James's Halls, separate from the HR Department;
- (v) that the adviser worked under the principles of medical confidentiality & informed consent: employees could not be referred to OH without providing written consent to attend OH and for any subsequent report to the employer;
- (vi) that all referrals were generated by managers via the HR Department, and self-referral was not possible;
- (vii) that health promotion activities concerning skin cancer awareness, breast cancer awareness, blood pressure and cardiovascular risk awareness had already been held;
- (viii) that health surveillance programmes were planned, related to noise exposure and hand-vibration;
- (ix) that the OH adviser did have capacity to deal with further referrals, and there was scope for further utilization of the service.

**6 DISPLAY SCREEN EQUIPMENT RISK ASSESSMENTS**

Received:

An oral report from the Head of Health & Safety, Ms Bronwen Bernard.

Noted:

- (i) that the Display Screen Equipment (DSE) Regulations 1992 required employers to assess workstations, and to ensure that environment, equipment & furniture met minimum requirements, according to the nature of the tasks undertaken and any special needs of individual employees;
- (ii) that a Health & Safety checklist was included in the pack given to new employees, and was intended to be completed by the employee with their manager before work began;
- (iii) that the Head of Health & Safety carried out individual workstation assessments at the request of managers, HR, OH or employees, where there were special needs resulting from injury, disability, pregnancy etc;
- (iv) that each assessment took 45 minutes to complete, as well as requiring follow-up action;
- (v) that the number of assessments undertaken was increasing each year, and adding significantly to the workload of the Head of Health & Safety;
- (vi) that online DSE self-assessment tools were now available commercially, and had significantly reduced in cost.

Recommended:

that the Head of Health & Safety invite providers to the College to demonstrate an online DSE self-assessment tool to prospective user groups with a view to subsequent purchase, with internal administration of the system undertaken by HR.

## **7 ANY OTHER BUSINESS**

### **1 Security Arrangements in the Laurie Grove Baths Building**

Noted:

- (i) that as part of the ongoing review of access & security, the deployment of porters, security guards & CCTV cameras was being reconsidered;
- (ii) that changes would not be made to access arrangements in the Laurie Grove Baths Building before further consultation with staff & students.

### **2 Update on Stress and Wellbeing Initiatives**

Received:

An oral report from the Deputy Director of HR, Mr Steve Collins.

Noted:

- (i) that various programmes were now running successfully, including coaching, conflict mediation, and those run in conjunction with OH;
- (ii) that a Health & Wellbeing working party on reducing stress in the workplace, including OH researchers from the Department of Psychology, would be launched in November.

### **3 Supervision of Constructors Working on Site**

Noted:

- (i) that staff working near small construction & maintenance projects, particularly in recent work in the Rutherford Building, were at risk from contractors' poor standards of Health & Safety compliance;
- (ii) that while the Estates & Facilities Department made every effort to ensure contractors complied with Health & Safety standards, it was necessary for local staff to contact Estates when lapses were observed;
- (iii) that contractors then failing to comply would be removed from the site.

### **8 DATE OF NEXT MEETING**

Noted:

that the next meeting would be held on Monday 15 February 2010, 1430 Deptford Town Hall room 110.

Matthew Grew  
October 2009