

**GOLDSMITHS
University of London**

COUNCIL

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 25 October 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; Ms Sheila Turley; Mr Des Freedman; Mr Manoj Kerai.

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

Apologies for absence: Mr Michael Dick; Ms Mary Bright.

OPEN BUSINESS

1. CONFLICTS OF INTEREST POLICY

Noted:
the Conflicts of Interest Policy (10-339).

2. STANDING ORDERS

Noted:
that the Standing Orders approved by Council on 29 June 2010, with effect from 1 September 2010 (10-338).

3. MINUTES

Resolved:
that the Minutes of the meeting held on 17 May 2010 be approved.

4. MATTERS ARISING FROM THE MINUTES

**(i) Workstation assessment procedures
(Minute 3, 17 May 2010 refers)**

Noted:
that an All Staff email was sent out on 17 June 2010 to publicise new procedures and that briefing sessions were organised for Departmental Health and Safety Co-ordinators.

(ii) Proposed additions to smoke-free areas on campus
(Minute 6, 17 May 2010 refers)

Noted:

that, following consultation with the Students Union and the Wellbeing Working Group including Trade Union representatives, from 27 September 2010 Loafers Garden and the terrace of the New Academic Building have been made no-smoking areas.

5. OCCUPATIONAL HEALTH

Noted:

(i) that on-site 'stop smoking' sessions are offered every Monday in the Whitehead Building foyer. These sessions are run by Lewisham Health Trust and are available to staff and to students.

(ii) that 20 minute wellbeing assessments and advice will be offered to staff on one day per month. Appointments for assessments will be made through Staff Development.

(iii) that mental health issues, including stress, are the largest category of referrals to Occupational Health. However, the number of referrals for mental health issues at Goldsmiths has fallen over the past 18 months, from 11 to 6 referrals.

6. HEALTH AND WELLBEING WORKING GROUP

Noted:

(i) that the draft Health and Wellbeing Policy, incorporating sickness absence procedure, will be presented to the Wellbeing Working Group.

(ii) that analysis of the results of the survey of staff wellbeing carried out in summer 2010 will be presented to the Senior Management Team.

(iii) that a comprehensive report based on the Occupational Health Service report of past 18 months and results of the staff survey, will be presented to the Human Resources Committee by Steve Collins.

(iv) that the Chartered Institute of Personnel has reported an increase in mild anxiety and depression in the UK working population.

7. HEALTH AND SAFETY OBJECTIVES

Received:

a report from the Head of Health and Safety on key health and safety objectives for the next four years (10-392).

Noted:

(i) that the report had been endorsed by the Senior Management Team on 12 October 2010 and described three key health and safety objectives. Objective One is to provide all staff with the information and means to check the safety of their office workstations and to participate in solutions. Objective Two is to assess the management of health and safety risks in higher risk areas, such as workshops, science laboratories, darkrooms and some studios. Objective Three is to enable departments to manage health and safety risks to their staff and students.

(ii) that in order to achieve these objectives, support and assistance will be needed from Human Resources, Occupational Health, Staff Development, Senior Managers, Supervisors, TU Representatives and all staff.

8. ITEM REQUESTED BY TRADE UNIONS

Received:

a paper outlining concerns raised by UNISON and UCU about possible safety implications of changes to portering and security arrangements in buildings (10-393).

Noted:

(i) that UNISON urge the College to (a) consult with porters about the actual processes and hours involved in maintaining safe working practices; (b) consult with the various user groups throughout the Campus on their needs and concerns; and (c) ensure that all risk assessments are based on the reality of College life and not on an unachievable perfect situation.

(ii) following discussion of the above points, that the Senior Management Team are involved in consultations on points (a) and (b) which would lead to (c).

(iii) that there needs to be a balance between open access and the security of staff and students on Campus. Different solutions may be appropriate for different buildings and events.

Resolved:

To consider the Health and Safety Committee Terms of Reference at the next meeting on 24 January 2011 and to recommend changes if necessary to ensure that the Committee is consulted at an early stage on health and safety implications of proposed changes affecting staff and students.

9. ASBESTOS RE-INSPECTIONS AND MANAGEMENT OF LEGIONELLA RISKS

Received:

in the absence of the Director of Estates and Facilities, two short papers were tabled: an Update on Asbestos; and an Update on Legionella Contract.

Noted:

(i) that a full re-inspection and labelling program was completed in September 2010 by the Institute of Occupational Medicine and an electronic copy (CD) of the results passed to Estates to action the findings.

(ii) that the Institute of Occupational Medicine are checking and updating the College Asbestos policy and procedural documentation for completion in November 2010.

(iii) that the Head of Facilities proposes to extend the period between regular Legionella risk assessment reviews to every five years from the two years suggested in best practice guidance.

Resolved:

that the Director of Estates should provide as soon as is practicable:

(i) a report on action to address the Priority 1 findings of this re-inspection; the labelling policy now implemented by Estates; and the future asbestos removal program.

that the Director of Estates should provide for circulation in advance of the next meeting of the Committee on 24 January 2011:

ii) a copy of the updated College asbestos policy and procedural documentation.

(iii) the reasons for proposing a five year interval between regular reviews of the Legionella risk assessment, as opposed to, for example, the two years noted as being 'best practice'.

10. LORD YOUNG REPORT ON HEALTH AND SAFETY

Noted:

(i) the publication of 'Common Sense, Common Safety', a report by Lord Young to the Prime Minister following a Whitehall review of health and safety laws and the growth of the compensation culture.

(ii) that reports on any consequent changes to legislation would be given to the Committee by the Head of Health and Safety.

11. ANY OTHER BUSINESS

The Chair noted that Sheila Turley will be leaving the College and thanked her for her contribution as a member of the Health and Safety Committee.

12. DATE OF NEXT MEETING

Noted:

that the next meeting of the Committee will be held on Monday 24 January 2011. The meeting will start at 1430.