

**GOLDSMITHS
University of London**

COUNCIL

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 24 January 2011

Present: Mr Dick Melly (in the Chair); Ms Bronwen Bernard (Secretary); Mr Michael Dick; Mr David Mabb; Mr Des Freedman; Ms Amanda Kipling; Mr Manoj Kerai.

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

Apologies for absence: Mr John Wadsworth.

OPEN BUSINESS

1. MINUTES

Noted:

that Michael Dick had sent apologies for absence and should not have been recorded as present at the meeting on 25 October 2010.

Resolved:

that with this correction, the Minutes of the meeting held on 25 October 2010 be approved.

2. MATTERS ARISING FROM THE MINUTES

**(i) Draft Health and Wellbeing Policy
(Minute 6(i), 25 October 2010 refers)**

Noted:

that the Wellbeing Working Group, including Trade Union representatives, will be consulted on the draft Health and Wellbeing Policy shortly.

**(ii) Survey of staff Wellbeing
(Minute 6(ii), 25 October 2010 refers)**

Noted:

that analysis of survey results had shown the most significant need to be leadership development and that HR are developing measures to meet this need.

**(iii) Occupation Health Service Report
(Minute 6(iii), 25 October 2010 refers)**

Noted:

that Steve Collins presented a report from Occupational Health and Counselling Services to the Human Resources committee in November 2010. Stress at work was the most pressing issue identified.

3. HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

Received:

a copy of the Committee Terms of Reference approved by Council in 2007, with amendments approved in 2008 (11-01).

Resolved:

that changes to the existing Terms of Reference were not necessary to ensure that the Committee is consulted at an early stage on health and safety implications of proposed changes affecting staff and students, as paragraph 3 of the Terms of Reference covered what is required.

4. GENERAL REGULATION 22: HEALTH AND SAFETY

Noted:

that following consultation with Committee members by email in December 2010, there were no proposed amendments to Goldsmiths' General Regulation 22.

5. ACCIDENT REPORTS 2010

Received:

a report from the Head of Health and Safety on accident report statistics for 1 January to 31 December 2010 (11-02).

Noted:

that there had been a reduction both in total reported accidents and also in trip and slip accidents compared with 2009 and 2008.

6. FIRE SAFETY REPORT 2010

Received:

a report from the Fire Safety Adviser on fire safety activities and fire-related incidents during 2010 (11-03).

Noted:

there was still a shortage of fire wardens in some buildings and Heads of Department will be requested to nominate suitable staff for this role.

Fire alarm activations (false alarms) have increased in Halls of Residence and residents' inductions will put more emphasis on the dangers and penalties of smoking, vandalism and covering smoke detectors in rooms.

7. HEALTH AND SAFETY REPORT 2010

Received:

a report on health and safety activities during 2010, for submission to Council in March 2011 (11-04).

Resolved:

that this annual report to Council should be put in context by the addition of an extract from the Committee Terms of Reference [*Post-meeting note: this has been added*].

8. PROGRESS ON HEALTH AND SAFETY OBJECTIVES

Received:

a verbal update from the Head of Health and Safety on furthering the health and safety objectives presented to the Committee in October 2010 (*paper 10-392 refers*).

Noted:

that staff and students now have an on-line resource for information and the means to check the safety of their workstations; that briefing sessions had been held to inform departments about this resource; and that science laboratory inspections were carried out in early January 2011, with further actions recommended to the department concerned.

9. ASBESTOS RE-INSPECTIONS AND MANAGEMENT OF LEGIONELLA

Received:

a report from the Director of Estates on action to address the Priority 1 findings of the asbestos re-inspection, the labelling policy now being implemented and future asbestos removal programme; the updated college asbestos policy; and the reasons for proposing a five year interval between regular reviews of the Legionella risk assessment (11-05).

Noted:

that items classified as risk priority 1 were dealt with immediately as part of the asbestos survey and risk priority 2 items are required to be encapsulated or removed within a year. However there is no College asbestos removal program as all areas will be inspected by Estates annually and asbestos will be removed if damaged or area is due to be refurbished. The Legionella testing and inspection regime followed is

at the highest standard. All new appliances or adaptations are risk assessed when fitted or commissioned. Legionella risk assessments are being updated by an external contractor and assessments will be checked annually by Estates staff.

Resolved:

that in view of these assurances from the Director of Estates, a five year interval between full Legionella risk re-assessments is reasonable.

10. ITEMS REQUESTED BY TRADE UNIONS

There were no items requested by Trade Unions.

11. ANY OTHER BUSINESS

Noted:

that there had been complaints about the condition of the building at 228 New Cross Road and that SMT would be considering a case for refurbishment during 2011. In the absence of the Committee member who requested this item, it was agreed that he should speak at the next meeting if the issue had not been resolved.

12. DATE OF NEXT MEETING

Noted:

that the date of the next meeting of the Health and Safety committee is Monday 9 May 2011.