

**GOLDSMITHS
University of London**

COUNCIL

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 17 October 2011

Present: Mr Dick Melly (in the Chair); Ms Bronwen Bernard (Secretary); Mr Hugh Jones; Mr John Wadsworth; Mr Martin Conreen; Mr Terry O'Rourke; Mr Des Freedman; Ms Amanda Kipling;

In attendance: Mr Steve Collins; Mr Terry Weller; Mr Manoj Kerai; Ms Marcia Williams (for Item 6(i)); Mrs Patsy Carter (for Item 6(ii))

Apologies for absence: Ms Sally Townsend; Mr Michael Dick; Mrs Mary Bright; Mr Graham Gaskell; Mr Bruce Ormiston.

1. CONFLICTS OF INTEREST POLICY

Noted:

that the revised version of the Conflicts of Interest Policy had been updated by Council in June 2011 and that items relating specifically to committees are unaffected by the minor changes of recent years (11-308).

2. STANDING ORDERS

Noted:

the Standing Orders in force for 2011-12 (11-307)

3. TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP

Noted:

the Terms of Reference, Composition and Membership of the Health and Safety Committee 2011-12 (11-365).

4. MINUTES

Resolved:

that the minutes of the meeting held on 9 May 2011 be approved, with the following corrections:

Apologies for absence were also received from Mr Des Freedman and Ms Amanda Kipling.

Paragraph 2(ii) Fire Wardens is renumbered 2(iii) and paragraph 2(iii) Condition of Building 288 New Cross Road is renumbered 2(iv).

5. MATTERS ARISING FROM THE MINUTES

(i) Health and Wellbeing Policy
(Minute 2(i), 9 May 2011 refers)

Noted:

that the existing draft policy will be separated into two documents; one covering health and wellbeing and the other sickness absence procedures. These draft Policies will go to a Policy meeting between HR and Trades Unions at a date to be agreed. Also, a Leadership Training programme including a 360 degree review for senior managers is now expected to be launched in November 2011.

(ii) Building repairs at 286 and 288 New Cross Road
(Minute 2(iv), 9 May 2011 refers).

Noted:

that new fire alarm systems have been installed in both buildings. In no 288, a leaking roof and lobby flooring have been repaired. Projects are planned to upgrade the toilet facilities, improve the supply of drinking water and carry out additional flooring works. This work is expected to be completed during summer 2012.

6. FIRE AND SAFETY TRAINING

Noted:

that a programme of first aid, fire safety, manual handling and office safety training has been organised for all staff. Details have been sent to all staff and all departments and can be downloaded from <http://www.gold.ac.uk/health-safety/training/> Committee members were requested to encourage colleagues to attend relevant training sessions.

Resolved:

that the Head of Health and Safety will contact all Heads of Department to request nominations for Fire Wardens, then notify the Secretary and Registrar of any areas not covered by Fire Wardens. Departments will be warned in advance when fire drills are carried out this term.

7. COMMON SENSE, COMMON SAFETY

Received:

a report from the Head of Health and Safety on changes to Accident Reporting Regulations, Asbestos Regulations, and charges for enforcement action and advice (11-364).

Resolved:

that Goldsmiths Health and Safety Policy and procedures will be reviewed at the Committee meeting on 30 January 2012, when Government plans for wider health and safety legislative changes are known.

8. INSPECTION OF HIGHER RISK AREAS

Noted:

that the working definition of “area of higher risk” was an area where hazardous machinery and/or chemicals are routinely used. These are science laboratories, workshops, photographic darkrooms, and ceramics and textiles studios.

Resolved:

that a list of higher risk areas in buildings will be circulated to Committee members by the Committee Secretary. Members will consult within their own departments and reply with any corrections and additions by 28 October. The final list of locations will be sent to the Secretary and registrar, for presentation to SMT.

that once SMT had approved the list of locations, a programme of inspections by the Head of Health & Safety would be initiated with each location being visited at least once every two years.

9. ANY OTHER BUSINESS

There was no other business.

10. DATE OF NEXT MEETING

Noted:

that the date of the next meeting is Monday 30 January 2011, starting at 14.30.