

**GOLDSMITHS
University of London**

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 30 January 2012

- Present:** Mr Dick Melly (in the Chair); Ms Bronwen Bernard (Secretary); Mr Hugh Jones; Mr John Wadsworth; Mr Terry O'Rourke; Mr Des Freedman.
- In attendance:** Mrs Mary Bright; Mr Terry Weller; Mr Bruce Ormiston; Mr Ben MacPhee; Mrs Catriona Boulton.
- Apologies for absence:** Ms Sally Townsend; Mr Michael Dick; Mr Martin Conreen; Ms Amanda Kipling; Mr Graham Gaskell.

1. ATTENDANCE AT MEETINGS

The chairman expressed his dissatisfaction with the poor attendance at this meeting, especially by *de facto* Committee members who could be required to vote at meetings. He emphasised the importance of attending and hoped for full attendance, or representation, at the next meeting of the Committee.

2. MINUTES

Resolved:

that the Minutes of the meeting held on 17 October 2011 be approved.

3. MATTERS ARISING FROM THE MINUTES

(i) Health and Wellbeing Policy
(Minute 5(i), 17 October 2011 refers)

Noted:

that there had been slow progress, but that HR may be able to devote more staff time to completing this policy. The Secretary and Registrar reported that meetings with Unions to finalise this policy will be held by the end of April 2012.

(ii) Departmental Fire Wardens
(Minutes 6, 17 October 2012 refers)

Noted:

that a request for lists of nominated departmental fire wardens had been sent to all 37 Heads of Department and that replies had been received from 30 departments. Of these replies, three departments stated that they had no fire wardens. Fire warden briefings had been carried out by arrangement with 10 departments and more are planned.

Resolved:

that the Secretary and Registrar will contact Heads of Department who have not yet replied or nominated fire wardens, to ensure that they send a list of nominated fire wardens to the Head of Health and Safety, to ensure that all buildings are covered in an emergency;

and that the Secretary and Registrar will discuss with the Head of Estates and Facilities the possibility that his team will take on the task of ensuring that the required fire wardens are nominated and briefed.

(iii) Inspection of higher risk areas
(Minute 8, 17 October 2011 refers)

Noted:

that the working definition of "area of higher risk" was agreed to be an area where hazardous machinery and/or chemicals are routinely used. A list of such areas has been drawn up and an inspection schedule, starting on 2 February 2012, is being developed in consultation with the relevant departments. Areas of higher risk will be inspected every two years and reports will be presented to the Health and Safety Committee by the Head of Health and safety.

4. FIRE SAFETY REPORT 2011

Noted:

a report from the Fire Safety Adviser, summarising fire-related incidents reported between 1 January and 31 December 2011(12-19).

Resolved:

to endorse the following recommendations for actions to address issues of particular concern:

(i) That early steps be taken to reduce the unacceptably high incidence of fire alarm activations (110 fire alarm activations over the latest reporting period) caused by steam from en suite shower rooms in Loring Halls. The Estates Department will obtain cost of moving smoke detectors further away

from the shower room door in each study bedroom to overcome this long standing problem.

(ii) That in-house testing and maintenance schedules are implemented urgently for all buildings, carried out by specified members of Estates staff, and standard test records are kept by the Maintenance Manager. The schedules are to include weekly testing of fire alarm manual call points and safety devices linked to the fire alarm system, and monthly checks on all emergency lighting.

(iii) That a schedule of fire drills is drawn agreed between the Fire Safety Manager, Security manager, and Estates Maintenance manager and that a member of Estates staff attends who is able to reset the alarm and any associated systems when the building evacuation is completed.

The Committee will receive a report from the Estates Department on progress in implementing recommendations (i) to (iii) above.

(iv) That the Secretary and Registrar will request that the Disability Co-ordinator reviews the existing means of identifying staff and students with mobility or sensory impairments and integrating personal emergency evacuation plans (PEEPs) with other advice and assistance offered.

5. ACCIDENT REPORTS 2011

Noted:

a report from the Head of Health and Safety on accidents reported between 1 January and 31 December 2011 (12-20). There had been a total of 23 accidents reported, plus 21 non-work related accidents and ill-health requiring first aid assistance. There were no accidents reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

6. HEALTH AND SAFETY REPORT 2011

Noted:

a report received from the Head of Health and Safety summarising health and safety activity during 2011 (12-21).

Resolved:

to recommend the report to the Executive Council, with the following amendments:

(i) The addition of a brief summary of the latest Occupational Health Report (April to September 2011), and

(ii) Amendment of the final bullet point under 'Fire related incidents' to read 'Disability Co-ordinator' instead of 'Equality and Diversity Committee'.

7. CHANGES TO HEALTH AND SAFETY LEGISLATION

Noted:

a report from the Head of health and Safety on Government proposals for legislative change to be implemented between 2012 and 2014 (12-22).

Resolved:

that, although any major changes in legislation are unlikely to be finalised before the end of 2012, the Committee will review Goldsmiths Health and Safety Policy and procedures at the next meeting on 14 May 2012 to ensure that it is kept under regular review.

8. ANY OTHER BUSINESS

(i) Request from UCU for incident data relating to building security.

Noted:

that over the past three years, there has been a small increase in crime related incidents, which follows a London wide trend and which the police advise is to be expected during difficult economic times. However, there has been an improved detection rate due to the increase in CCTV locations. The Estates Committee is considering crime trends and security measures on campus, and is the appropriate forum for discussing crime and security related issues.

(ii) Appreciation

On behalf of the Committee, the Chair expressed his gratitude to Hugh Jones and to Mary Bright for their contributions to the work of the Committee.

9. DATE OF NEXT MEETING

Noted:

that the next meeting of the Committee will be held on Monday 14 May 2012.