

**GOLDSMITHS
University of London**

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 14 May 2012

Present: Mr Dick Melly (in the Chair); Ms Bronwen Bernard (Secretary); Ms Catherine Swarbrick; Ms Sally Townsend; Mr Michael Dick; Ms Marcia Williams; Mr John Wadsworth; Ms Amanda Kipling; Mr Manoj Kerai.

In attendance: Mr Danny O'Sullivan; Ms Rody Bristow-Jones; Mr Terry Weller; Mr Bruce Ormiston.

Apologies for absence: Mr Des Freedman; Mr Graham Gaskell.

1. MINUTES

Resolved:

that the Minutes of the meeting held on 30 January 2012 be approved.

2. MATTERS ARISING FROM THE MINUTES

(i) Health and Wellbeing Policy
(Minute 3(i), 30 January 2012 refers)

Noted:

that this policy was being revised by HR and would be completed by the end of July 2012.

(ii) Department Fire Wardens
(Minute 3(ii), 30 January 2012 refers)

Resolved:

that the Interim Registrar and Secretary would receive an up to date list of department fire wardens and would write to Heads of Departments who have yet to nominate wardens for their areas.

(iii) Annual Report to Council
(Minute 6, 30 January 2012 refers)

Noted:

that the annual health and safety report, amended as agreed at the previous meeting of the Committee, had been sent to Council.

(iv) Fire Safety
(Minute 4(i) to (iii), 30 January 2012 refers)

Noted:

that the Estates Department is taking steps to reduce the number of fire alarm activations caused by steam from showers in Halls. These steps include increasing the run-time of extractor fans, fitting door closures, and shielding smoke detector heads from steam. A trial of these measures is on going in Halls and will be completed by the end of term.

3. INSPECTION OF HIGHER RISK AREAS

Noted:

that the Head of Health and Safety had carried out inspections of the Art Department Print and Dye Laboratory, Stitch and Fabric Laboratory, Constructed Textiles Laboratory, Photographic Darkrooms, Photographic Studios, Fine Art Printmaking Laboratory, and Design Department Textile Studio.

The low accident rates in these areas handling hazardous machinery and/or chemicals is a tribute to the technical staff providing practical instruction and close supervision of students. Limited space and popular equipment means that booking systems are in operation. Some older equipment requires additional guarding to bring it up to modern standards. All student inductions and 'on the task' instructions should be recorded for the safety of users, avoidance of damage to equipment, and proof of compliance.

Reports and recommendations have been sent to the relevant managers and will be discussed with Departments when student final shows have finished in July 2012.

4. REVIEW OF GOLDSMITHS HEALTH AND SAFETY POLICY

Received:

a report from the Head of Health and Safety proposing changes to the Health and Safety Policy (paper 12-162).

Resolved:

to recommend to Council that the Policy changes listed in this paper be approved, with the following amendments:

(i) The Fire Safety Adviser is to be notified by the Disabilities Co-ordinator in Student Services and by the HR Equality and Diversity Adviser, of students, staff and visitors who are unable to descend the stairs quickly or who cannot hear audible fire alarms, for the purpose of assisting in the preparation of personal emergency evacuation plans for these individuals.

[Post-meeting note: the Interim Director of HR confirmed that the Equality and Diversity Adviser is the appropriate post holder].

(ii) Contractors will be requested to provide appropriate method statements and risk assessments before work starts on campus.

[Post-meeting note: the Estates Department Maintenance Manager has agreed to incorporate this into his record keeping systems].

(iii) Retain Security statement, but remove out of date link.

An amended version of paper 12-162 will be sent to Council for approval.

5. REVIEW OF GOLDSMITHS SMOKE-FREE POLICY

Received:

a report from the Head of Health and Safety proposing changes to update the Smoke-free Policy (paper 12-163)

Resolved:

to recommend that the policy changes listed in this paper be approved.

6. CHANGES TO HEALTH AND SAFETY LEGISLATION

Received:

a report from the Head of health and safety on changes to legal requirements and on fees to be charged by the Health and Safety Executive (paper 12-164).

Noted:

(i) that from 6 April 2012, employers must report to the HSE any occupational injury resulting in an employee being incapacitated for more than seven days (previously more than three days). Employers must also keep a record of accidents resulting in less than seven days incapacity, so Goldsmiths existing Policy to record all occupational injuries will not change.

(ii) that in future, accident and fire safety data may be integrated with the Estates Management Statistics reported annually to the Higher Education Statistics Agency (HESA).

(iii) that under the Control of Asbestos Regulations 2012, some non-licensed asbestos work must be notified to the enforcing authority. Estates Department asbestos policy and procedures need to be updated to take account of this change.

(iv) that the introduction of fees to recover costs of investigating and enforcement action by HSE, has been delayed until October 2012. Details of fees and operation of the cost recovery scheme will be published on the HSE website.

7. UCU PROPOSAL FOR A HEALTH AND SAFETY DAY

Received:

a proposal from UCU for a day of events to encourage all staff to think about health and wellbeing at work.

Recommended:

the Committee supported the idea of a drop-in day on a wellbeing theme and suggested that UCU representatives should draw up proposals and arrange running of the day with Rody Bristow-Jones and the Staff Development team. The OH Nurse Adviser raised the issue of health checks being considered a taxable benefit to employees. HR was seeking clarification from Finance on this matter.

[Post-meeting note: the Finance Department has advised that employees can have one tax-free, employer-provided health test, such as blood pressure or cholesterol test, per year. Employer-provided health advice is tax-free].

8. ANY OTHER BUSINESS

There was no other business.

9. DATE OF NEXT MEETING

Noted:

that the dates of meetings in 2012/13 are:

Monday 15 October 2012

Monday 21 January 2012

Monday 20 May 2012

All meetings start at 14.30.