

GOLDSMITHS
University of London

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 15 October 2012

- Present:** Dick Melly (in the Chair); Bronwen Bernard (Secretary); Liz Bromley; Susan Carran (substitute for the Director of Finance); Catriona Boulton; Rody Bristow-Jones (substitute for the Director of HR); Terry O'Rourke; Amanda Kipling; Tama White.
- In attendance:** Danny O'Sullivan; Graham Gaskell; Terry Weller; Bruce Ormiston.
- Apologies:** Sally Townsend; John Wadsworth; Martin Conreen; Des Freedman.

OPEN BUSINESS

1 CONFLICTS OF INTEREST

- Noted:
that the Conflicts of Interest Policy was updated by Council in November 2011 to include HEFCE charity regulation requirements.

2 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP

- Noted:
the Terms of reference, composition and membership of the Health and Safety Committee 2012-13.

3 MINUTES

- Resolved:
that Rody Bristow-Jones was not in attendance at the previous meeting and, with this correction, the Minutes of the meeting held on 14 May 2012 be approved.

4 MATTERS ARISING FROM THE MINUTES

- (i) Health and Wellbeing Policy
(Minute 2(i), 14 May 2012 refers)

- Noted:
that this Policy was awaiting a new staff appointment in HR to complete the drafting. A progress report will be given at the next Committee meeting.

(ii) Department Fire Wardens
(Minute 2(ii), 14 May 2012 refers)

Noted:

that all departments have now nominated fire wardens. Attendance at some training sessions has been poor however a training date for the remaining department's wardens has been agreed for November.

(iii) Inspection of higher risk areas
(Minute 3, 14 May 2012 refers)

Noted:

that inspections by the Head of Health and Safety of workshops, darkrooms and laboratories will continue from November 2013 to April 2013.

(iv) Review of Health and Safety Policy
(Minute 4, 14 May 2012 refers)

Noted:

That the Committee's recommendations for Health and Safety Policy changes will be put before Council for approval in November 2012.

(v) Review of Smoke-free Policy
(Minute 5, 14 May 2012 refers)

Noted:

that the Committee's recommendations for minor changes to the Policy and updating of guidance had been approved by the Chair of Council in August 2012.

(vi) Health and safety awareness
(Minute 7, 14 May 2012 refers)

Noted:

that there are various initiatives planned for 2012-13, including another new staff induction event, the Student Union's mental health awareness day, occupational health information and health checks for staff. These initiatives could form a rolling programme of events for staff and students to raise awareness of workplace health and safety and healthy lifestyles.

5 FIRE ALARM ACTIVATIONS IN HALLS

Noted:

that door closures had been fitted to en suite shower room doors in Halls of Residence in July and that between early July and 23 September, there were only two fire alarm activations due to steam from shower rooms. This is a considerable reduction from the 113 activations caused by steam in the year prior to door closures being fitted. More efficient extractor fans will also be installed in all the shower rooms by Easter 2013.

6 TRAVEL INSURANCE AND INFORMATION

Noted:

that details of Goldsmiths Travel Insurance Policy had been sent to all Departmental Administrators in August for circulation to staff and students. A new travel website is being developed with a target date of February 2013. This will be a one-stop shop for staff and students planning travel and work overseas on Goldsmiths business, and will include policy cover details, emergency numbers for assistance and claims, and answers to Frequently Asked Questions.

7 UNISON STRESS DAY

Noted:

that Goldsmiths Unison Branch are holding a Stress Day on 29 November in Richard Hoggart Building Great Hall, between 10am and 2pm. The event will include taster sessions in yoga and positive thinking, and stress advice. Further details will be published on Goldsmiths website.

8 MAINTENANCE REQUEST PRIORITIES

Noted:

That the Estates Department Numara maintenance request system has 5 categories of reports, with Category 1 the most urgent. Maintenance requests are reviewed by the Estates Office and allocated a priority. Requests are reviewed again when received by the maintenance team and a different priority allocated if necessary. Users should flag as urgent any requests to address health and safety risks. If there is a delay in responding to an urgent request, users should send a chase-up enquiry to the Estates Office. The Estates Office undertook to ensure that timely feedback was provided to individuals reporting problems.

9 HEALTH AND SAFETY (FEES) REGULATIONS 2012

Noted:

That Fee for Intervention is effective from 1 October 2012 and allows the Health and Safety Executive to recover costs of enforcement from employers in material breach of health and safety law.

10 ANY OTHER BUSINESS

(i) Fire drill in New Academic Building

Noted:

that a building evacuation practice (fire drill) was carried out in the New Academic Building on Monday 8 October. The drill was organised by the Fire Safety Adviser, assisted by Security and Estates staff. The building was cleared in good time (four minutes) despite the cold, wet weather. Faults were reported with some refuge communications and magnetic door locks in the building. These have been reported to Estates for urgent rectification.

It is recommended that fire wardens are issued with high visibility tabards to make them more visible and possibly give more authority if staff or students are reluctant

to leave the building. Further fire warden training will be arranged to increase staff confidence in carrying out this role.

(ii) First aider coverage out of normal hours

Noted:

that, with the exception of Resident Assistants and Library night staff, most Goldsmiths staff who are first aid trained are on campus weekdays between 9am and 5pm. To ensure adequate cover at other times, some Security staff are also qualified in first aid. The Head of Health and Safety will liaise with the Procurement Manager who is drawing up a new Security contract to ensure that aspect remains covered. A report will be given at the next meeting of the Committee.

11 DATE OF NEXT MEETING

Noted:

That the dates of the next Committee meetings are:

Monday 21 January 2013

Monday 20 May 2013

All meetings start at 14.30.