

**GOLDSMITHS  
University of London**

**HEALTH AND SAFETY COMMITTEE**

**Minutes of the meeting on 21 January 2013**

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

**OPEN BUSINESS**

**1 MINUTES**

Resolved:  
that the Minutes of the meeting held on 15 October 2012 be approved.

**2 MATTERS ARISING FROM THE MINUTES**

(I) Health and Wellbeing Policy  
(Minute 4(i), 15 October refers)

Noted:

that this Policy has not yet been completed and that a progress report will be given by the HR Department representative at the next meeting.

(ii) Department Fire Wardens  
(Minute 4(ii), 15 October 2012 refers)

Noted:

that all nominated fire wardens have received fire safety briefings and that further training will be arranged for new and replacement fire wardens during 2013.

(iii) Inspection of higher risk areas  
(Minute 4(iii), 15 October 2012 refers)

Noted:

that the Design Department workshops in Lockwood Building and Estates Department woodworking shop in Dixon Road were inspected by the Head of Health and Safety in December, as part of the inspection programme of higher risk areas. Encouraging progress had been made.

(iv) Review of Health and Safety Policy  
(Minute 4(iv), 15 October 2012 refers)

Noted:

that Council approved all proposed changes in November 2012.

(v) Unison Branch Stress Day  
(Minute 7, 15 October 2012 refers)

Noted:

that due to the absence of Unison representatives, a report on the Stress Day will be given at the next meeting.

(vi) Fire drill in New Academic Building  
(Minute 10(i), 15 October 2012 refers)

Noted:

that most of the faults identified during the fire drill had now been rectified. The alarm sounder next to the emergency phone will be moved and two more fire doors will be repaired.

(vii) First aid cover out of normal hours  
(Minute 10(iii), 15 October 2012 refers)

Noted:

that the Security contract in place since 1 December 2012 specifies that all security guards will attend at least a one-day Emergency First Aid course and that at least one guard per shift will hold a current First Aid at Work certificate. The contractor is reviewing current qualifications and arranging training for guards who need it. The Head of Health and Safety has provided fully stocked first aid boxes in RHB, Library and DTHB for use by security first aiders. This is in addition to departmental first aid boxes.

Standard wording for fire action notices displayed in shared teaching rooms will be agreed between the Estates Department and the Fire Safety Adviser.

### **3 ACCIDENT REPORTS JANUARY TO DECEMBER 2012**

Received:

a report from the Head of Health and Safety on accidents reported between 1 January and 31 December 2012 (13-8).

Noted:

that there were a total of 29 accidents reported, six more than during the preceding year. Slips, trips and being hit by falling or moving objects, such as opening doors, were the most common causes of injury. In future, accident data from HE institutions will be collected by HESA with a reporting period based on the academic year. Data for 2012/13 will be collected by HESA in early 2014.

Resolved:

that there should be a campaign to remind all departments of the importance of reporting and learning from accidents and near-misses. This could include posters and articles in newsletters.

#### **4 FIRE SAFETY INCIDENTS JANUARY TO DECEMBER 2012**

Received:

a report from the Fire Safety Adviser, on fire related incidents reported between 1 January and 31 December 2012 (13-9).

Noted:

that there had been a dramatic decrease in the number of false alarm activations in Halls of Residence caused by steam from shower rooms. This was attributed to self-closing mechanisms being fitted to shower room doors in spring 2012. There was only one actual fire, which appeared to have been started deliberately in a waste paper bin. The building was safely evacuated and the fire was quickly extinguished by a trained Security guard. Fire risk assessments for all buildings have been reviewed and a list of priority works given to the Estates Department for inclusion in capital projects and maintenance schedules. In future, fire safety data from HE institutions will be collected by HESA with a reporting period based on the academic year. Data for 2012/13 will be collected by HESA in early 2014.

#### **5 FIRE EVACUATION PLANS AND EQUIPMENT**

Noted:

that accessibility issues are being addressed during refurbishment of buildings, especially the installation of refuges and communications. The Estates Department will be purchasing evacuation chairs used to transport disabled people downstairs in an emergency. The department is gathering information about the number and cost of chairs and maintenance contracts, accessories such as anti-tamper alarms, operator training, and how to ensure cover by trained operators at all times that the equipment might be needed.

#### **6 ANY OTHER BUSINESS**

(i) Attitude is Everything

Noted:

that the Students Union recommends that Goldsmiths works with the organisation Attitude is Everything to improve accessibility particularly in relation to music and performance. This recommendation will be followed up by the Equality and Diversity Committee.

(ii) Gritting of paths and steps

Noted:

that during periods of icy weather, Janet Sellar or Jimmy Harris should be notified of any crucial areas that have not been gritted.

(iii) 31 St James Road

Noted:

that new toilets are being installed in the St James houses and that facilities in No 29 are accessible to staff while the toilet in No 31 is being replaced. Boiler maintenance is in hand to address problems of repeated tripping of the heating system.

## **7 DATE OF NEXT MEETING**

Noted:

that the next meeting will be held on Monday 20 May 2013, at 1430.