

**GOLDSMITHS
University of London**

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 20 May 2013

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

OPEN BUSINESS

1 MINUTES

Resolved:

that the Minutes of the meeting held on 21 January 2013 be approved.

2 MATTERS ARISING FROM THE MINUTES

(i) Health and Wellbeing Policy
(Minute 2(i), 21 January 2013 refers)

Noted:

that good progress has been made towards an agreed Policy with a first draft submitted for discussion with Trade Unions at a meeting of the Joint Negotiating Committee.

(ii) Unison Stress Day
(Minute 2(v), 21 January 2013 refers)

Noted:

that the event was attended by fifty staff and that activities included yoga, legal advice and guidance on wellbeing and stress management.

Resolved:

- (i) that a report outlining the results of a Unison stress survey carried out at this event, will be presented to the Committee at the next meeting in October 2013.
- (ii) that all departments should be reminded of the need to carry out inspections and assessments of their own office work environments.

(iii) Fire activations in Halls of Residence.

Noted:

that the number of false fire alarms caused by steam from shower rooms had fallen from 113 to 49 during 2012, with only nine activations since the beginning of 2013. Self-closing mechanisms have been fitted to shower room doors and more effective extractor fans will be installed during June 2013. Halls residents will continue to be reminded to keep shower room doors closed to avoid false fire alarm activations.

3 HEALTH AND SAFETY REPORT 2012

Received:

a report from the Head of Health and safety summarising safety, fire safety and occupational health activities carried out during 2012 (13-199).

Resolved:

that the further reduction in false fire alarm activations in Halls since the beginning of 2013 should be added to the summary of fire-related incidents and that with this amendment, the report should be submitted to Council.

4 OVERSEAS TRAVEL POLICY

Received:

a report from the Head of Procurement on requirements for changes to approval arrangements for travel to high risk areas (13-200) and amendment to the Overseas Travel Assessment form (13-201).

Resolved:

that the following recommendations in the report are endorsed for consideration by the Senior Management Team:

- (a) Staff or students proposing to travel to a country or part of a country where the Foreign and Commonwealth Office advises against all travel must not go to that country or respective part.
- (b) Staff or students proposing to travel to a country or part of a country where the Foreign and Commonwealth Office advise against all but essential travel must obtain permission from the Deputy Warden. Staff and students must submit a clear rationale to include a detailed risk and insurance assessment from the College insurers, to the Deputy Warden for approval.
- (c) Risk, and consequently Foreign and Commonwealth Office advice, can change very quickly, so staff and students must monitor advice and risk mitigation arrangements for areas of intended travel.

5 REPORTING ACCIDENTS AND NEAR-MISS INCIDENTS

Noted:

a verbal report from the Head of Health and Safety on a campaign to remind all departments of the importance of reporting and learning from accidents and near miss incidents. Information has been included in the Staff Newsletter circulated on 22 April, on the Internal Communications web pages and during an induction day for new staff. Committee members suggested that essential fire and safety messages for students could be distributed on free memory sticks, added to the Visual Learning Environment, and appear 'on screen' when students first log on to the College network.

Resolved:

that these ideas for informing students should be passed to the Student Services Department for possible inclusion in student induction arrangements.

6 CHANGES TO HEALTH AND SAFETY LEGISLATION

Received:

A report from the Head of Health and Safety on recent and proposed changes to health and safety legislation and likely impact on College procedures (13-202).

Noted:

- (i) despite the revocation of Construction Head Protection Regulations, the wearing of head protection is still mandatory anywhere on campus that is designated a construction site, and in non-construction areas where there is a significant risk of head injury from falling objects or head-height obstructions.
- (i) that if the relevant Government proposals are passed, from 1 October 2013 the Health and Safety Executive will no longer monitor and approve First Aid training providers and courses. Instead, employers must carry out their own 'due diligence' checks before engaging training providers. The First Aid training providers currently used by the College are expected to be monitored under the Ofqual scheme for Health and Social Care training.

7 ANY OTHER BUSINESS

There was no other business.

8 DATE OF NEXT MEETING

Noted:

that the dates of Committee meetings in 2013-14 are:
Monday 28 October 2013-05-21
Monday 27 January 2014
Monday 12 May 2014

All meetings will start at the new time of 1400 and will be held in Deptford Town Hall room 110.