

**GOLDSMITHS
University of London**

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 28 October 2013

Present: Dick Melly (in the Chair); Bronwen Bernard (Secretary); Sally Townsend; Catriona Boulton; Kath Clarke; John Wadsworth.

In Attendance: Danny O'Sullivan; Terry Weller; Bruce Ormiston.

Apologies: Liz Bromley; Martin Conreen; Joe Killin; Amanda Kipling; Des Freedman; Terry O'Rourke.

OPEN BUSINESS

1 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP

Received and noted:
the Terms of reference, composition and membership of the Health and Safety Committee 2013-14 (13-381).

2 MINUTES

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

3 MATTERS ARISING FROM THE MINUTES

(i) Unison stress day
(Minute 2(ii), 20 May 2013 refers)

Resolved:
in the absence of Terry O'Rourke to speak to this item and give further information about the survey carried out at this stress day, the item would be deferred to the next meeting of the Committee, but that in the meantime Kath Clarke would meet with Terry O'Rourke to explore the issues raised.

(ii) Office inspections
(Minute 2(ii), 20 May 2013 refers)

Noted:
that training had been arranged to assist departments in carrying out health and safety inspections of their own office environments.

(iii) Overseas travel policy
(Minute 4, 20 May 2013 refers)

Noted:

that the travel overseas risk assessment and approval form includes new arrangements in respect of travel to areas where the Foreign and Commonwealth Office advises against all travel or all but essential travel. The new arrangements were recommended by the Committee at the meeting on 20 May 2013.

(iv) Reporting accidents and near-miss incidents
(Minute 5, 20 May 2013 refers)

Noted:

that the Committee members' ideas for informing students about essential fire and safety messages have been passed to the Director of Student, Alumni and Library Services. These ideas included distribution of information on free memory sticks, addition to the Visual Learning Environment and on screen when students first log on to the College network.

4 STATEMENT OF COMMITMENT TO STAFF WELLBEING

Received:

the Statement of Commitment to staff wellbeing that was noted by Council on 25 June 2013 (13-382).

Noted:

that this Statement can form the basis of actions to promote health and wellbeing at work. This wide-ranging Statement references health and safety, occupational health, dignity at work, staff development and work-life balance amongst other headings.

5 HEALTH AND SAFETY TRAINING COURSES

Received:

a verbal report from the Head of Health and Safety on training organised for November and December 2013.

Noted:

that training sessions have been organised on manual handling practice, manual handling risk assessment, office safety, fire safety, and first aid at work.

6 PROPOSAL FOR NO-SMOKING ZONES

Received:

a verbal report from the Director of Estates and Facilities proposing an extension of the existing no-smoking areas to include the Richard Hoggart Building Quad and the perimeters of all buildings on campus. Smoking shelters would be provided as alternative locations for smoking and clearer signage displayed. Detailed proposals would draw on the experience of other HE institutions that have introduced similar schemes. To be successful, schemes must have the support of staff and students, who will be consulted on proposals during the next six months.

Post-meeting note: this verbal report was presented in place of a written paper (allocated number 13-383 on the meeting Agenda).

Resolved:

to receive a progress report on consultation and implementation of proposals from the Director of Estates and Facilities at the Committee meeting on 27 January 2014.

7 CHANGES TO FIRST AID AND ACCIDENT REPORTING LEGISLATION

Received:

a report from the Head of Health and Safety on updated first aid and accident reporting arrangements to reflect recent changes in legislation (13-384).

Noted:

(i) that new categories of injuries, work-related illness and dangerous occurrences are required to be reported to the Health and Safety Executive and the Head of Health and Safety reports on behalf of the College. Staff, students, contractors and visitors should continue to report all accidents on the form, which includes updated guidance on the new categories.

(ii) that new national schemes for approval of first aid training providers have been introduced. Due diligence checks have shown that the two current training providers used by the College meet the new standards for training.

8 ANY OTHER BUSINESS

(i) it was noted that the remaining areas of higher risk (workshops and darkrooms) are scheduled to be inspected in December and a summary report will be presented at the Committee meeting on 27 January 2014.

(ii) it was noted that the Head of Health and Safety would be meeting the College Internal Auditor in November, to provide requested information about health and safety arrangements.

9 DATE OF NEXT MEETING

Noted:

That the dates of the next Committee meetings are:

Monday 27 January 2014

Monday 12 May 2014

The meetings start at 2pm.