

**GOLDSMITHS  
University of London**

**HEALTH AND SAFETY COMMITTEE**

**Minutes of the meeting on 27 January 2014**

**Present:** Dick Melly (in the Chair); Bronwen Bernard (Secretary);  
Sally Townsend; Catriona Boulton; John Wadsworth;  
Amanda Kipling; Terry O'Rourke; Joe Killin

**In Attendance:** Daniel Tanswell (representing HR at this meeting);  
Graham Gaskell; Terry Weller

**Apologies:** Liz Bromley; Kath Clarke; Des Freedman; Danny  
O'Sullivan

**OPEN BUSINESS**

**1 MINUTES**

Resolved:

That the Minutes of the meeting held on 28 October 2013 be approved.

**2 MATTERS ARISING FROM THE MINUTES**

**(i) Unison Stress Day**

(Minute 3(i), 28 October 2013 refers)

Received:

a report from the Unison representative on results of a survey of 49 staff carried out during a stress awareness event organised by the Unison branch on campus. The main issues of concern were stress, bullying, job security and overwork. A majority of respondents were not sure when risk assessments had been carried out in their areas. It was acknowledged that this was a very small and self-selected sample and that further investigations would be needed to clarify the nature and extent of wellbeing concerns. It was noted that wellbeing may be included in a wide-ranging staff survey currently being considered by the Secretary and Registrar.

Resolved:

that Daniel Tanswell will investigate previous wellbeing surveys carried out by Human Resources, which could contribute to a wider staff survey.

**(ii) Proposal for no-smoking zones**

(Minute 6(28 October 2013 refers)

Noted:

that the Director of Estates and Facilities will be meeting with the Secretary and Registrar during week commencing 3 February to discuss

plans for no-smoking zones near windows and doorways, and the installation of shelters for smokers' use.

**(ii) Inspection of areas of higher risk**  
(Minute 89i), 28 October 2013 refers)

Noted:

That during December 2013, the Head of Health and Safety inspected the Estates Maintenance workshop, Media and Communications Department photographic darkrooms, Art Department metalworking and woodworking workshops. Reports and recommendations had been sent to managers of those areas and follow-up meetings planned to be held in February 2014. It was noted that the Art Department are introducing a new system for recording practical training given to students and that the Estates Department provide an induction pack for new maintenance staff and contractors, plus monthly toolbox talks for staff. A more in-depth specialist inspection of Art Department metalworking machinery has been recommended, to examine the feasibility of updating or replacing old equipment.

### **3 INTERNAL AUDIT OF HEALTH AND SAFETY ARRANGEMENTS**

Received:

A report from the Head of Health and Safety on the review of Goldsmiths health and safety arrangements carried out by College internal auditors in November 2013 (14/001).

Noted:

That the auditors concluded that the College has generally effective arrangements for the management of health and safety in place, and that the control framework for health and safety at the College provides satisfactory assurance that associated risks material to the achievement of the College's objectives are adequately managed and controlled. Areas of good practice were noted together with some areas where improvements could be made. The Committee discussed the importance of disseminating health and safety information to Heads of Department, and to new staff and students via web pages, staff and student portals and e-learning.

Resolved:

(i) that where applicable, a list of action points for members will be included in Minutes of meetings of the Committee.

(ii) that Graham Gaskell will speak to Sue Dixon about the role that Senior Tutors can play in disseminating essential health and safety information to students.

*Post-meeting note: actions to address the auditor's recommendations within achievable timescales have been agreed between the Head of Health and Safety and the Director of Organisational and Strategic Services, who has delegated responsibility for health and safety. These action points and progress reports will be given at the next Committee meeting in May.*

#### **4 ACCIDENT REPORTS 1 AUGUST 2012 TO JULY 2013**

Received:

a report from the Head of Health and Safety on accident data collected between 1 August 2012 and 31 July 2013 (14/002).

Noted:

that a total of 39 accidents were reported during this period, including five accidents that were reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Due to the change in reporting period, a direct comparison with previous statistics is not possible; however ten more accidents were reported during this twelve month period than in the 2012 calendar year. This follows a campaign to encourage staff and first aiders to complete accident report forms. Relevant accident data for 2012 -13 has been provided for inclusion in the Estates statistics return to HESA.

#### **5 FIRE RELATED INCIDENTS 1 AUGUST 2012 TO 31 JULY 2013**

Received:

a report from the Fire Safety Adviser on fire-related incidents reported between 1 August 2012 and 31 July 2013.

Noted:

that there were two minor fires in Halls of Residence, plus 34 incidents caused by unattended cooking or smoking and involving smoke but not flames. In addition there were 67 false fire alarm activations with various causes including system faults, steam from showers and use of aerosol sprays close to detectors (a considerably smaller number than in recent years).

Resolved:

that the Fire Safety Adviser and Head of RCCS examine the causes of the 67 false alarms and propose measures to reduce this total further if possible.

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

(i) It was noted that Zurich Insurance inspectors had carried out a property insurance survey including estates management, fire safety, electrical and plant maintenance, and security arrangements. The survey report will be sent to the Director of Estates and Facilities, who will give a summary report to the next meeting of the Committee in May.

#### **7 DATE OF NEXT MEETING**

Noted:

that the date of the next meeting is Monday 12 May 2014 at 14.00.

## 8 ACTION POINTS FROM MEETING

Minute	Action	Person
2(i)	Investigate previous wellbeing surveys carried out by Human Resources	Daniel Tanswell
3	Speak to Sue Dixon about the role that Senior Tutors can play in disseminating essential health and safety information to students	Graham Gaskell
3	Report on actions to address auditor's recommendations, to Committee in May	Bronwen Bernard
5	Examine the causes of the 67 false alarms and propose measures to reduce this total further if possible	Terry Weller and Danny O'Sullivan
6	Give summary report on property insurance survey carried out by Zurich Insurance, to Committee meeting in May	Catriona Boulton