

GOLDSMITHS
University of London

HEALTH AND SAFETY COMMITTEE

Minutes of the meeting on 12 May 2014

- Present:** Dick Melly (in the Chair); Bronwen Bernard (Secretary); Sally Townsend; Catriona Boulton; Kath Clarke; John Wadsworth; Elaine Medley
- In Attendance:** Graham Gaskell; Danny O'Sullivan; Terry Weller
- Apologies:** Liz Bromley; Terry O'Rourke; Des Freedman; Amanda Kipling; Joe killin

OPEN BUSINESS

1 MINUTES

Resolved:

That the Minutes of the meeting held on 27 January 2014 be approved.

2 MATTERS ARISING FROM THE MINUTES

(i) Wellbeing surveys

(Minute 2(i), 27 January 2014 refers)

Noted:

That the HR Department intends to run a Staff Engagement Survey in the next academic year, which will use a survey package common to the HE Sector to enable comparison with peer organisations.

(ii) Health and safety information for students

(Minute 3, 27 January 2014 refers)

Noted:

That Sue Dixon will remind personal tutors to include relevant health and safety information in advice to students. It was also noted that Claire MacLean, Director of Student, Alumni and Library Services, is planning broader initiatives to address student wellbeing and mental health issues.

(iii) False alarms in Halls of Residence

(Minute 5, 27 January 2014 refers)

Noted:

That the number of false fire alarm activations in Halls had been greatly reduced compared to previous years. Causes include steam from shower rooms, smoking, use of aerosols, and burnt cooking. To further reduce false alarms, Halls management are reviewing the level of fines for smoking, targeting information for students in different Halls, and collaborating with Chartwells caterers to offer cookery classes for students.

3 REVIEW OF HEALTH AND SAFETY ARRANGEMENTS

Received:

A report from the Head of Health and Safety on progress in implementation of recommendations following an internal audit of health and safety arrangements published in January 2014 (14-152).

Noted:

That good progress had been made, with seven out of ten actions completed, one action due for completion in August 2014 and the remaining two actions to be considered in 2014-15. A new webpage has been created which summarises the health and safety role of Head of Department and provides links to further guidance <http://www.gold.ac.uk/health-safety/headofdepartment/>. The Communications team will be consulted on means to bring this to the attention of Heads of Department.

4 ZURICH INSURANCE PROPERTY SURVEY

Received:

A report from the Director of Estates and facilities on the property survey carried out by Zurich Insurance, including recommended action relating to fire safety (14-154).

Noted:

That this was the first such inspection since 2003, and generally the findings were satisfactory. Twelve recommendations were made, all of which have now been addressed. In particular, a rolling program of fixed electrical wiring testing has been scheduled to cover all buildings and a contractor is due to be appointed shortly to start this work. The installation of an automatic fire extinguishing system for deep fat frying is being discussed with the catering contractors and automatic fire detection is to be installed in St James Hatcham Church as part of current refurbishment works.

5 FIRE WARDEN NOMINATIONS AND TRAINING

Received:

A report from the Head of Health and Safety on the appointment and training of departmental fire wardens (14-153).

Noted:

That all departments have now nominated fire wardens, with the exception of IT Services. Sally Townsend has contacted the Department Business Manager to

request nominations urgently to cover IT Services rooms in Warmington Tower and Richard Hoggart Building. Four one-hour fire warden training sessions have been arranged in March and May 2014, and details were emailed to all Heads and Administrators in February. In addition, training has been arranged on request specifically for staff in the Students Union, Finance Department and Estates and Facilities Department.

6 ANY OTHER BUSINESS

(i) In March 2014, RCCS was audited in relation to the UK Code of Practice for the Management of Student Housing. The Code's requirements cover the following specific areas: health and safety; repairs and maintenance; environmental quality; landlord and tenant relationship; health and wellbeing; antisocial behaviour and disciplinary procedures. The audit report was issued in April and stated that "it found that the College is generally compliant with the UUK Code of Practice requirements". 17 areas of good practice were highlighted. One recommendation was raised in relation to specific aspects of the College's residential services that would assist in further embedding aspects of the Code within the College's residential operations and this has been acted upon.

(ii) Bronwen Bernard, the Head of Health and Safety, will be taking retirement in August. The Chairman thanked her, on behalf of the Committee, for her very considerable contribution over the past eight years; significant progress had been made over this period in successfully addressing a number of intractable issues. He wished her well in her forthcoming retirement.

7 DATE OF NEXT MEETING

The dates of Committee meetings in 2014-15 will be notified to members as soon as these are known.