



HEALTH AND SAFETY COMMITTEE

The third ordinary meeting of the Health and Safety Committee for the 2016/17 session, was held on Tuesday 11 April 2017 in Meeting Room 3, Beit Quad at 3pm.

Unconfirmed minutes

Present:	Rachel Blythe - Chair	Deputy President (Finance & Services)
	Malcolm Martin	Head of Finance
	Surrinder Johal	Director of Safety – Safety Department
	Paul Gallagher	Licensed Trade Manager
	Alex Compton	Council Representative
	Jack Steadman	Council Representative
In Attendance:	James McDonald - Clerk	Administration Support Coordinator
	Kristie Thacker	Student Activities Coordinator
Apologies:	Paul Buckley	Head of Student Experience & Services
	Matt Bowman	Social Enterprise Manager
	Sas Rhodes	Events & Conferences Manager
	Nick Snow	Student Development Manager
	Jonathan Ryan	Fire Officer
	Rob Smith	Retail Manager
	Richard Pasola	Building Manager
	<i>Awaiting Appointment</i>	Student Activities Manager
	James Cox	Deputy President (Clubs & Societies)
	Sean Fanning	Senior Fire Officer

	Action
Item 1 – Welcome	
1. The chairperson welcomed the Group to the third meeting of the 2016/2017 year.	
Item 2 – Conflict of declaration of interest	
1. JS states that he is the incumbent President of DramSoc	
Item 3 – Apologies	
1. Paul Buckley, Matt Bowman, Sas Rhodes, Nick Snow, Jonathan Ryan, Rob Smith, Richard Pasola, James Cox	
Item 4 – Minutes (14 th February 2017)	
1. Amend 1.1 to read 'second meeting'	
2. Minutes from 14 th February 2017 approved	
Item 5 – Action Tracker	
1. Sound in Union Spaces - Ongoing	
2. Health & Safety webpage on the Union website – RB states that this has been delayed due to elections and ongoing EPOS implementation.	
3. Creation of Evacuation Working Group – a new evacuation chair has been ordered and training session organised. Agreed by all that this committee is useful. To evaluate evacuation	
	<p>- MM to bring full paper to 12/10/2017</p> <p>- RB and incoming DPFS to have completed by 12/10/2017</p>

<p>procedure in the future. With signage, SJ suggests to feed the feeling that evacuation signage is not easily recognisable to Fire Department.</p> <ol style="list-style-type: none"> 4. Evacuation Procedures – ongoing 5. CSP First Aid Training – paper brought by KT to this committee 6. AED Location & Training – RB has contacted Occupational Health about AEDs with no response. There is an AED in Beit Security Lodge. <p>Item 6 – SALUS Report</p> <ol style="list-style-type: none"> 1. MM states that all incidents have been closed on SALUS except for one which PB is working with the respective CSP. 2. Discussion around the difficulties of being based in an old building, notably sewage issues. 3. SJ states that there is an Operation Excellence project on defect reporting and the priority system. <p>Item 7 – CSP First Aid Training Plan</p> <ol style="list-style-type: none"> 1. KT used minimum requirement for CSPs as a basis with a paper produced in 2014. Further research has been done since, including increasing the fee for Pitch side training to £35 and increasing General training to £20. 2. The timeline has been structured around fixtures and certain events to maximise budgets. 3. KT also wishes for an extra General First Aid session to be held for non-required students. 4. Committee believes that this is a first step but a second step could be to ask CSPs what they themselves what training they require. 5. This could be expanded by looking at whether their activity has an instructor and where activities are held as there may always be a first aid trained person on external sites. 6. RB states that ongoing training would no longer fit under Harlington requirements. 7. MM states that there will need to be a long term dimension to this to match expectations, especially if the number of CSPs is expected to grow. 8. AC states that Medicine students may already have some qualifications that would substitute as a First Aid qualification. <p>Item 8 – Health & Safety of Clubs Review</p> <ol style="list-style-type: none"> 1. Full paper to be brought to next Health & Safety meeting 2. Iain Pullar, the incoming Student Activities Manager and KT to attend an Offsite Safety Management Course. 3. MM states the timing of this review is good as it fits in with the Union's budgeting process, which allows the Union to have a longer term vision. 	<p>- MM to speak to Fire Department about clearer evacuation signage - PB to bring full paper to 12/10/17</p> <p>- MM to speak to Richard Pasola about preventing further sewage issues</p> <p>- KT and Iain Pullar to bring a full paper with recommendations to next Health & Safety Committee</p> <p>- AC to research, check with Occupation Health and feedback to KT</p> <p>- PB to bring full paper to next Health & Safety Committee</p>
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Health and Safety Committee

<p>Item 9 – Upcoming Audit</p> <ol style="list-style-type: none">1. MM states that this is a safety audit, with a scoping meeting in June and the full audit in September. <p>Item 10 – AOB</p> <ol style="list-style-type: none">1. MM – SMG are updating the safety risk assessment to develop a birdseye view of the organisation2. MM – SF walked around the Union building on 4th April.3. AC – unhappy with a long break between this meeting and the next. Decided to hold another meeting in summer term.	<p>- JM to distribute with minutes</p> <p>- JM to organise a further meeting to be held toward the end of summer term</p>
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