



HEALTH AND SAFETY COMMITTEE

The second ordinary meeting of the Health and Safety Committee for the 2017/18 session, was held on Tuesday 13th November 2018 in Meeting Room 3, Beit Quad at 3pm.

Unconfirmed minutes

Present:	Matthew Blackett – Chair (MB)	Deputy President (Finance & Services)
	Malcolm Martin (MM)	Head of Finance
	Martin Benson (MBE)	Assistant Building Manager
	Tom Bacarese-Hamilton (TBH)	Deputy President (Clubs & Societies)
	Jon Avery (JA)	Fire Safety Officer
	Owen Leech (OL)	Chairman (Vintage Vehicles MC)
	Edward Stow (ES)	Junior Treasurer (Vintage Vehicles MC)
	Peter Bridgman (PBR)	Council Representative
	Claudia Caravello (CC)	Council Representative
	Surrinder Johal (SJ)	Director of Safety – Safety Department
	Emilie Helsen (EH)	Student Development Manager
	Jessica Harrison (JH)	Events & Conferences Manager
	Rob Smith (RS)	Retail Manager
	Tim Flint (TF)	Acting Assistant Building Manager
	Iain Pullar (IP)	Student Activities Manager
In Attendance:	Phil Brown – Clerk (PGB)	Administration Support Coordinator
Apologies:	Andrew Keenan (AK)	Head of Student Voice & Communications
	Paul Gallagher (PG)	Social Enterprise Manager
	Sean Fanning (SF)	Senior Fire Officer
	Paul Buckley (PB)	Head of Student Experience & Services

Item 1 – Welcome	Action
1. The chairperson MB welcomed the Group to the second meeting of the 2017/2018 year.	
Item 2 – Declaration of conflict of interest	
1. None declared	
Item 3 – Apologies	
1. Sean Fanning, Paul Gallagher, Paul Buckley, Andrew Keenan	
Item 4 – Minutes (14 th November 2017)	
1. Minutes from 14 th November 2017 approved	
Item 5 – Action Tracker	
1. Sound in Union Spaces - Ongoing	
2. Health & Safety webpage on the Union website – ongoing	
3. PBR requested clarification on mental health issues. MB responded – further discussions to follow.	
4. Evacuation Procedures – PBR felt that procedures needed to be reviewed for certain spaces. CC commented that students do not always know fire	
	MM to give verbal update to April 10th 2018 meeting

<p>evacuation procedures, and as such, this could cause panic in an emergency.</p> <ol style="list-style-type: none"> 5. AED Location & Training – MB commented that there will need to be a follow-up on this. 6. Creation of Evacuation Working Group – SJ suggested further discussions should be held with Alistair Lee from Crisis Management team. 7. SALUS Report RE Sewage – MM noted that a User Group is to be constituted in due course. MBE commented that he was aware of 2 incidents of sewage leaks – although these had now been resolved. CC mentioned that there were some unpleasant smells emanating from some parts of the ICU Building. MB responded that issues have to be reported in order for action to be taken. MBE mentioned that persons can contact #48000 directly for reporting issues. 8. Health & Safety Review – for further review. 9. Medical Students Delivering First Aid – No further updates. 10. Security Representation - MM stated to be discussed at next meeting. CC commented that some actions previously noted keep being pushed back for later discussions. SJ responded that priorities need to be addressed, and that papers should be brought forward and dealt with. <p>Item 6 – Forward Agenda</p> <ol style="list-style-type: none"> 1. MM stated there are imminent plans to shorten papers and become more engaging within committee meetings. Comments are welcome from members. 2. MBE noted there is a Building User Group and feedback/comments can be brought there also. 3. JA – Explained an annual evacuation procedure occurs every year as part of a legal requirement. Therefore with this being the case, he is unsure why the subject re: evacuation continuously is raised. 4. PBR stated he was unsure how effective were systems in place re: fire evacuation to take into account the different users in building spaces eg. children. 5. SJ recommended “table-top” exercises to be carried out duly. 6. PBR asked what was the meaning of the <i>Event Reviews (Volunteer Fair, Freshers, Summer Ball)</i> – Various definition i.e. what would be looked at. 7. MM in response stated he was developing an agenda around this topic and was appreciative for any feedback re: risk activity. 8. PBR expressed his wish for risk assessments to be looked at with more detail and scrutiny for the future. MM responded that changes will in fact be made in the near future. 	<p>MM and PB to be involved with evacuation process discussions</p>
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9. PBR asked how is the issue of mental health being managed as it pertains to students.
10. MM admitted that an official definition at this moment was not available.

Item 7 – CSP Audit & Inspections (Update)

IP noted the following:

1.
 - Health & Safety audit carried out September 2017.
 - Inspections – new programmes introduced
 - Monthly inspections carried out
 - Code of Practice – 1st draft being circulated
 - SALUS reports – have increased during 2017 which is good
2. PBR queried obtaining financial responsibilities as his concern was that clubs/societies do not necessarily have a full understanding of risk assessments particularly at the beginning of the academic year.
3. IP responded that committee members typically understand that risk assessments must take place and what takes place. Also he said, most clubs and societies will use previous years' risk assessment.
4. SJ commented that a risk assessment is a working document; therefore it can be reviewed to see if it is still fit for purpose. She is concerned however what training has been given re: risk assessments for clubs/societies.
5. IP stated it is about making sure that clubs/societies are abiding by their risk assessments.
6. TBH commented there is a specific aim to reach as many clubs/societies as possible throughout the year re: risk assessments.
7. IP responding, said that an external organisation had been recruited to aid in this regard with the aim of clubs/societies:
 - i) having a risk assessment
 - ii) having a good risk assessment
 - iii) Sticking to the risk assessment judgements
8. OL noted that one of his key issues with risk assessments was having to upload several pages of information online which was proving to be a laborious process.
9. Additional compliance documents required.

- IP to provide update on usability of eActivities to April 10th committee

- PB to circulate documentation

Item 8 – SALUS Report

1. MM noted that management has reviewed this report, and it will be circulated to Imperial College also.
2. SJ remarked that an app being developed will be able to identify issues etc.
3. CC offered feedback on SALUS usage i.e. most clubs/societies experience difficulties i.e.
 - i) Too complicated
 - ii) Difficulties logging in
 - iii) Cannot identify where clubs are listed
4. SJ responded that there will be an upcoming app launch campaign which will hopefully make things easier to report.
5. OL – Felt some requests for information seemed repetitive at different stages.
6. CC asked why access was limited to VPN or via College facilities only.
7. SJ responded that this essentially an ICT issue, and not due to SALUS itself.

Item 9 – Motor Club (Safety Management)

1. OL commented that he found suggestions for a training manual for VVMC very helpful, and that currently, the one in use is being updated.
2. OL also stated that he has recently introduced a 20-30 minute meeting period for members to discuss, make suggestions etc.
3. OL expressed concern i.e. in the event of a scenario whereby emergency services may need to be contacted due to an injury suffered, campus security are unclear and/or uncertain in their response.
4. ES was unsure which campus building does the VVMC come under.
5. TBH commented that a Health & Safety Fund Allocation for all clubs and societies has been set up and that they all will be able to apply. Notification of this will be forwarded over the next week.
6. ES highlighted that club information e.g. updates, risk assessments, etc. are all located on a single location; this makes it very useful for good practice and continuity for future member access.

- PB and MM to raise issue with Security

Item 10 – Fire Safety (Risk Assessment Overview)

JA apologised for SF's absence – away on annual leave.

1. He noted aspects of his role involved:
 - Monthly inspection of buildings
 - Fire extinguisher testing
 - Staff and warden training
 - Ensuring evacuation procedures carried out
 - Fire alarm systems tested monthly
 - Training hands-on sessions

- Noting e-learning information on the Imperial College Website

JA noted that in some building spaces, there some fire escapes are blocked, or in some instances are used as changing areas. MB asked JA whether fire safety inspection reports could be circulated. JA agreed, however he would need to raise this with his superiors. MM queried why some fire inspection reports could not be made generally available, as it gave the impression of certain details being hidden. JA responded that following the Grenfell Tower tragedy in 2017, report details are examined thoroughly before being disseminated.

2. RS commented that he did not have access to any safety reports for certain locations eg. in the Sheffield Building and that those reports would be good to view.
3. JA agreed this could be organised.
4. JA mentioned the availability of fire extinguisher training for students occurs every Wednesday; can be booked via Learning Development online.
5. PBR raise the issue of voice alarms i.e. appear to be better than the standard alarm siren.
6. JA said not all buildings are the same, therefore implementation would not be the same for all.
7. JH asked for fire safety reports to be forwarded to her also.

Item 11 – Retail (Safety Management)

1. RS highlighted and commented on his monthly retail checklist document.
2. He mentioned that this specially adapted document was very useful i.e. for logging issues, updating records; identifying areas for training for FT and student staff etc.
3. CC queried why *Food Hygiene* on the document was indicated lower down the order. RS said this was not deliberately so. He said food hygiene is taken seriously and spot-checks are done regularly to assess items etc.
4. PBR queried whether PAT testing occurred every 2 years.
5. RS said he had been informed this was a yearly expectation, so the documentation could be changed to reflect this.
6. EH said she was very impressed by the Retail Health and Safety checklist document and thought it was a great example of good practice.

<p>Item 12 – Any other business</p> <ol style="list-style-type: none">1. MM mentioned that a College-wide forum was being established to focus on building services.2. There is also consideration for a Balance Scorecard being developed for Fire Safety. Ideas are appreciated and can be forwarded.3. SJ noted recent incident re: Canoe Club and subsequent issues arising.	<p>- TBH and PB to discuss further</p>
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Next meeting – 10th April 2018