



HEALTH AND SAFETY COMMITTEE

The third ordinary meeting of the Health and Safety Committee for the 2017/18 session, was held on Tuesday 10th April 2018 in Meeting Room 3, Beit Quad at 3pm.

Unconfirmed minutes

Present:	Matthew Blackett – Chair (MB) Malcolm Martin (MM) Martin Benson (MBE) Tom Bacarese-Hamilton (TBH) Owen Leech (OL) Claudia Caravello (CC) Surrinder Johal (SJ) Jack Mossom Jessica Harrison (JH) Paul Buckley (PB) Paul Gallagher (PG)	Deputy President (Finance & Services) Head of Finance Assistant Building Manager Deputy President (Clubs & Societies) Chairman (Vintage Vehicles MC) Council Representative Director of Safety – Safety Department Rifle and Pistol Club Captain Events & Conferences Manager Head of Student Experience & Services Social Enterprise Manager
In Attendance:	Jomana Al Ahmad – Clerk (JA)	Administration Support Officer
Apologies:	Peter Bridgman (PBR) Emelie Helsen (EH) Sean Fanning (SF) Iain Pullar (IP)	Council Representative Student Development Manager Senior Fire Officer Student Activities Manager

Item 1. – Welcome	Action
1. The chairperson MB welcomed the Group to the third meeting of the 2017/2018 year.	
Item 2. – Declaration of conflict of interest	
1. None declared	
Item 3. – Apologies	
1. Sean Fanning, Peter Bridgeman, Emelie Helsen, Iain Pullar	
Item 4. – Minutes (13 th February 2018)	
1. PB will clarify point 7.9 with IP/ADS regarding the compliance documents to be circulated	
2. 9.3: Scenario testing for contacting the emergency services following an injury is to be done, PB will set a date for testing and provide an update in June's meeting	

3. SJ expressed a concern regarding the loading of Canoe's by the Canoe Club and the potential lack of a thorough risk assessment process to ensure that this is done safely, she added that it is important to know if they have first aiders on their trips. MBE suggested that the safest way to transport the equipment could be via trailers. PB will revisit the risk assessment of the Canoe club as an action point, to ensure that minibus loading procedures are in place and adapt the necessary training.
4. Minutes from 13th February 2018 approved

Item 5. – Action Tracker

1. Sound in Union Spaces is on the Agenda for this meeting
2. Health & Safety webpage on the Union website – Charles from systems is putting together a template to what needs to be provided on webpage, MB confirmed that this will be complete by next meeting
3. Evacuation Procedures – PBR felt that procedures needed to be reviewed for certain spaces. MM/PB will schedule a walkthrough with George and the evacuation plan will be revisited following feedback. An update will be given next meeting
4. AED Location & Training – MB followed up on this and received no response, ADS has been on AED training and provided feedback that no training is needed to have an AED kit in the Union as instructions should be easy to follow

Item 6. – Forward Agenda

1. MM stated that all forward Agenda points are present in the current meeting's Agenda and will be discussed shortly, Committee members agreed to proceed to the meeting agenda points

Item 7. – Health and safety – Terms of Reference

1. MM shared the Terms of Reference with the Committee members for the first time, he added that the policy will be updated and will be circulated next meeting
MM added asked everyone to read the ToR and any feedback and comments/suggestions they have to JA/MM directly
2. TBH pointed out that the DPCS is not a member and he agrees with this, a discussion proceeded on whether an elected CSPB as well as a student member from council should be added as separate members. It was concluded that MM will change point 4.8 to elected by and from CSPB

PB to revisit risk assessment of Canoe Club

MB will give an update on the Union website pages in June's meeting

MM will give an update regarding evacuation procedures in June's meeting

MB to check with ADS on how to obtain AED for the Union

All to provide feedback on Terms of Reference by next meeting

MM to amend membership list of H&S committee

Item 8. – incident reporting/SALUS Report and H&S update

1. PB updated the committee that the highlights of the H&S update paper include the completion of H&S audits, the code of practice draft written, SALUS reports showing an improvement in terms of reporting, the greater uptake in first aid training, CSP risk assessment procedures introduced which means clubs cant access funds until complete: 80% of CSPs have done this so far, ICXP may be incorporated into Union awards, a health advisor will be assisting with the Union with the summer ball, Babour online Environmental H&S resource to be made available to Union staff. Five licences are now available.
2. PB asked for suggestions to improve the reporting on H&S updates, SJ suggested including pie charts to be able to point out easily the biggest problem areas and the number on incidents reported.
3. MB enquired about the higher figure in the SALUS report in Nov, PB responded that a detailed investigated would be needed to look at the types of activities undertaken by the Union during this period
4. JH mentioned that ADS will be adding SALUS training to the staff induction pack
5. SJ mentioned that her team is currently working on a re-launch for SALUS to ensure all aspects are well communicated
6. TBH added that it has been communicated to clubs that financial actions will be revoked by the Union if they do not complete a risk assessment, 60 clubs remain without a complete risk assessment
7. EH: Inspection of Union staff working area requested
8. EH: Add weight to point about further breakdown/categorisation of SALUS reports
9. EH: Rol measurement of SA training and safety lecture
10. EH: H&S training for non-commercial services staff?

ADS to add SALUS training to staff induction pack

Item 10. – HASMAP Audit

1. PB provided an update on the recommendations by the College safety team which were made after the health and safety audit (carried out in November last year) the general updates were: the code of practice is to be approved by the committee today, the student charts are in the process for room bookings, SALUS training will be factored in June, 6 club inspections have been done so far, H&S meetings are taking pace every

<p>term and the business continuity plan is upcoming in June.</p> <ol style="list-style-type: none"> 2. PB added that there is a meeting with the College and safety team in May to review the progress of the recommended actions on audit <p>Item 11. – Code of Practice</p> <ol style="list-style-type: none"> 1. PB asked for feedback on the code of practice which was drafted and circulated last month, a suggestion was made to have named individuals incorporated into the roles, or for roles to be allocated to different teams within the Union. 2. MB is to ensure that the CoP is visible on the Union webpages and ADS to incorporate this into new staff induction 3. The Committee members approved the code of practice. 4. Action for PB, incorporate previously mentioned comments from Emelie Helsen (EH) into draft before approval from all of committee <p>Item 12. – Rifle and Pistol Club presentation</p> <ol style="list-style-type: none"> 1. JM presented the considerations which are taken into account in the Rifle and Pistol Club in terms of Health and Safety 2. He clarified that the ICRPC has an identity as a Home Office approved shooting club, this approval is based on a safety criteria. He added that the Club includes all disciplines of shooting abroad and in UK. 3. The risk assessment carried out by the Club is activity based and covers the legal obligations set by the Home Office, every member has probation period and formal training. 4. He added that the National governing body (NRA) of the UK provides clubs with a risk assessment process which is Safe shooting system (SSS) – all clubs must offer training for this. 5. There are 4 elements to the SSS, these are safe person, safe place, safe equipment and safe practice. 6. For safe person, paperwork is completed and sent to the police who carry out background checks on the shooter, to assess whether they should have access to firearms and if a person wants to be a member there are more thorough background checks. A person can be denied membership if they don't pass the checks. Shooting is always under direct supervision. 7. For safe place, the location must be certified and maintained to a high standard. It must be cleaned and highly ventilated 	<p>PB to add named individuals in the different roles presented in the CoP</p> <p>MB is to ensure that the CoP is visible on the Union webpages</p>
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8. For safe equipment, it is known that rifle malfunctions is one of the highest risks. For firearms and shotguns a cleaning and maintenance log must be done and they must be serviced by qualified gunsmith every 2-5 years. Additionally, ammunition cannot be sold until its proofed
9. Personal firearms and personal ammunition are not risk assessed and should be taken care of by owner not by club
10. PPE – hearing protection and Safety specs must always be worn
11. For Safe practice there are rules and regulations, for example, the courses of fire must all be approved; this is issued by NRA. Range Conducting Officers or safety officers must have formal qualifications e.g. MoD certified to run MoD rifle range. The RCO decides if a member is no longer fit to being a club
12. JM concluded that the club ends up with an assessment form filled to cover all risks, this includes 4 main risks
13. The club may hold 12 guest days per year where invitations may be extended to those wishing to try the sport. New members themselves are not all entitled to 12 visitor days without police checks.
14. Existing firearm licence holders can bring their own arms, there is a storage facility in London Bridge for personal firearms. The shotguns certificates for the club are on the club captains personal certificates
15. MM thanked JM for the detailed and useful presentation and enquired about how the knowledge is maintained to ensure a good handover for the next club captain, JM clarified that the permanent secretary holds the firearms certificates and all the required information, they are also responsible for upholding the law and ensuring the culture and standards of the club are maintained.

Item 13. – Food Hygiene update

1. JM presented the food hygiene update by highlighting that a positive food safety culture is the main target of the food safety strategy for the Union
2. JM provided papers which show the future plan for food safety organisation, where a set of standards has been outlined with a key emphasis on communication and reporting.
3. Internal monthly audits will be carried out according to the plan, and the main aim is to develop a culture of continuous improvement across the retail services

<ol style="list-style-type: none"> 4. PB suggested regular updates from JM on food health and safety going forward, this includes team training and the progress of the H&S strategy 5. JM clarified that the strategy is ongoing, and some actions are being implemented already in terms of staff training with a target of providing all staff with the required training, the papers outline the next actions for the near future. 6. Incentives and rewards such as praise and positive feedback will be given to ensure job satisfaction as well as disciplinary actions for bad practice 7. JM added that the end target is to reach the 5 star hygiene awards 8. A suggestion was made by CC to add small posters with messages to encourage good hygiene across the Union 	
<p>Item 14. – Sound in Union spaces</p> <ol style="list-style-type: none"> 1. MM presented the paper briefly by mentioning that currently there is no approach to sound safety within the Union and in CSPs, he added that there is a need to understand the tolerance of the Union floors to vibration and ensure that the legal obligations to the Union's members are upheld 2. The aim of the Sound in Union spaces paper is to initiate a consultation around the issue of noise, MM mentioned that IP is currently looking into the need of sound proofing installation 3. It was clarified that currently, there are no spot checks carried out. Additionally it is important to take into account the effect of noise inside the space as well as noise pollution 4. Commercial areas have a good system for noise management, however CSPs do not have good noise management control and PB will be looking at reviewing risk assessments to incorporate this 5. A suggestion was made to involved the CSPB in this and ensure that there is a plan to tackle noise management in the Union 6. All Staff to be notified of working with high levels of noise in training and induction 	<p>MM to involve CSPB in discussions regarding noise management in the Union</p>
<p>Item 15. - Display equipment</p> <ol style="list-style-type: none"> 1. MM presented a paper which discusses the main H&S issues in terms of computer use, the paper also includes the legal obligations on the Union to ensure that staff are aware and compliant to safe practices during the use of computers 2. It was pointed out that a person needs to be identified for this role in the Code of Practice 	<p>JA to send out electronic evaluation forms, All to</p>

<p>3. A suggestion was made to conduct a compulsory self-assessment questionnaire in the Union in line with a College policy and to enable access to a computer health assessor</p> <p>4. SJ pointed out that this there is a KPI for College on this and they are currently requesting feedback</p> <p>5. Can we state where the information is found - one for the H&S website probably so action for MB</p> <p>6. EH: Comment on H&S training and information in the use of their workstations, has not been provided to some staff and needs to be streamlined in the way it is provide/requested.</p> <p>7. EH: Suggestion for SMG to regularly share communications on health impacts and put initiatives in place for people to take place, use free eye tests, using hotdesks/laptops to move around. Highlight on standing work stations provision or lack of</p> <p>Item 16. – Committee Evaluation</p> <p>1. JA handed out draft evaluation forms to all present members and explained that this evaluation forms aims to gather feedback about the organisation of H&S Committee meetings, MM added that any suggestions to change the structure and questions of the evaluation form are welcome. Committee members suggested to send an electronic version to all members to allow everyone to participate</p> <p>Item 17. – Any other business</p> <p>1. An update will be given by PG in October on how H&S was managed in the summer ball</p>	<p>complete them within one week and return to JA via email</p>
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