



HEALTH AND SAFETY COMMITTEE

The third ordinary meeting of the Health and Safety Committee for the 2017/18 session, was held on Wednesday 16th January 2019 in Meeting Room 3, Beit Quad at 3pm.

Unconfirmed minutes

Present:	Claudia Caravello (CC) – Chair	Deputy President (Finance & Services)
	Jessica Harrison (JH)	Events & Conferences Manager
	Sean Fanning (SF)	Chief Fire Officer, Estates Division
	Surrinder Johal (SJ)	Director of Safety – Safety Department
	Iain Pullar (IP)	Student Activities Manager
	Tim Flint (TF)	Assistant Building Manager, Estates Division
	Tom Willis (TW)	Student Representative from CSPB
In Attendance:	Angela D’Souza (ADS) <i>Clerking</i>	Administration Support Manager
Apologies:	Martin Benson (MB)	Building Manager, Estates Division
	James Medler (JM)	Deputy President (Clubs & Societies)
	Emelie Helsen (EH)	Interim Head of Student Experience
	Rob Smith (RS)	Retail Manager
	Jomana Al Ahmad (JA) <i>Clerking</i>	Administration Support Officer
	Malcom Martin	Department Safety Officer
	Asher Forrester	Bar Manager

<p><u>Item 01 – Welcome and Chairs Business</u></p> <p>1. The Chair welcomed the group to the third H&S Committee meeting of the 2018/2019 year.</p> <p><u>Item 02 – Declaration of conflict of interest</u></p> <p>1. None declared</p> <p><u>Item 03 – Apologies</u></p> <p>1. Martin Benson 2. James Medler 3. Emelie Helsen</p>	<p><u>Actions</u></p>
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4. Rob Smith
5. Jomana Al Ahmad (*Clerking*)
6. Malcom Martin (DSO)
7. Asher Forrester

Item 4 – Minutes 14th November 2018

1. Comments noted:
 - Item 11.12 fire drill not alarm
 - Item 14.7 Important to have local provision as well as security aware of their responsibilities
2. Subject to above amendments the minutes were confirmed as an accurate record of the meeting held on 14th November 2018.

Item 5 – Action Tracker

1. **Security Representation on H&S Committee**
MM not available to update the Committee during this meeting. MM to update at the June 2019 meeting on how security should be represented on this Committee.
2. **Sound Management in Union Spaces**
Sound in Union spaces is an agenda item within the Space Strategy. Updates on the progress will be presented during June 2019 meeting.
3. **Evacuation procedures in the Union**
 - Re-assigned to JH to liaise with DramSoc regarding the concert hall evacuation plans.
4. **Contacting Emergency Services when in the Union**
MM to report back to Committee on this action point in more detail during June 2019 meeting.
5. **Canoe Club Safety**
Action complete as agreed that the Canoe Club risk assessment addresses all major issues. However such commentary should feature in the annual report.
6. **SALUS Training**
Re-assigned to EH to send out email to all staff to remind them to undergo SALUS training before next meeting.
7. **CSP Risk assessments**
Suggestion that there should be more monitoring of H&S in clubs. Re-assigned to IP to address action and provide feedback at the next meeting.
8. **Online H&S training for students**
SJ has already sent the videos to MM. CC will follow this up with MM offline.
9. **Union equipment PAT testing**
Assigned to EH. Suggestion to ask RS for the names of the company he uses for PAT testing in the Union Shop.
10. **Membership of H&S**
Membership was decided in September 2018. However recently questions have been raised as to whether it is

JA to amend minutes accordingly

JA to update the Action Tracker

the most appropriate and effective membership for the committee. CC will lead on this. Action to be re-opened and will be brought back to the next meeting.

11. Terms of Reference updates

JA to remove License Trade & Venues Manager from ToR membership.

12. CSP Audit list

To be removed from Action Tracker. Discussion with Chair agreed that CSPs do not need to come to the H&S Committee but, instead, DPCS and Student Activities team will present a report on concerning clubs and remedies when necessary.

13. How to log issues on PlanOn.

Communication has been sent out by the Administration Support Coordinator reminding all staff of the process.

14. Union Action Plan for Fire Evacuation

SF will send action plan created by the Fire team to CC.

15. Training minibus drivers/ motor club members to use fire extinguishers

This action has been completed and the training has been offered to the clubs.

16. Full capacity Union alarm

Following the second fire drill that took place today at 3.05pm SF to prepare a one page report of recommendations for the next meeting. One clear action is to have clearly identifiable fire wardens assigned from the Union.

17. H&S roles creation

MM to prepare job descriptions for volunteer positions of: Fire Warden, Manual Handling Coordinator, First Aid Coordinator and Fire Coordinator. Agreed that CC and MM to be involved in the hiring process.

Item 06 - Regulatory updates

1. None noted

Item 07 - CSP samples

1. Discussion with Chair agreed that CSPs do not need to come to the H&S committee but instead, DPCS and Student Activities team will present a report on concerning clubs and remedies when necessary.

Item 08 - Risk Assessments

1. CC proposed to split the risk assessments into building/ facilities and office.
3. SJ requested a glossary of abbreviations that can be used to provide clarity.
4. CC described the high allergic reaction to coconuts and nuts of one of the current staff members. Her line manager has contacted Operational Health and advice has been passed to MM. Individual risk assessment has

TW to share a rough draft and send to CC

JH to submit report to CC.

been written for the staff member. JH wants this to be a priority for SMG. CC commented that this committee is a good place to report on such matters and anyone with particular actions here will be invited to attend and present to the committee.

Item 09 - Commercial Services Report

1. Asher Forrester was not available to present this report.

Item 10 - Student Wellbeing update

1. Education & Welfare Manager was not aware that she had to present this report or what was needed in content. Committee agreed this report should include what student welfare provisions we have in place and whether they are being made use of, any safeguarding or issues that relate to H&S. CC to provide further clarification to her for report writing. This will come to the March meeting.

Item 11 - Health & Safety monthly report

1. IP discussed the SALUS reported incident figures in the absence of MM. Key message was that it was disappointing that the figures were not as high in minibuses/ CSPs as he would have liked. Surprising result as training has been given to staff and students. More needs to be done to increase on reporting.
2. SJ suggested having a separate set of figures for accidents and near misses. If the reporting is good it should show that the near misses figures increase and accident figures go down. Also important to see what the actual nature of the incidents are that are being reported.
3. SJ informed the committee that there will be a new SALUS reporting App available from March alongside an improved SALUS system of reporting. The app will only be for reporting near misses.
4. JH asked if there were any sample reports that could be used for guidance/ reference. SJ prepares similar reports for the other College H&S Committees that she sits on.
5. CC confirmed that this will be a quarterly report with the SALUs breakdown shown monthly.

6. MM to prepare report, with JH and IP feeding into it, of lists of events and details of whether RAs are being completed and followed. Committee would like to see details of the major incidents reported via SALUS, sharing learning outcomes, number of staff trained in H&S roles in bars/ catering areas, any H&S regulation

JA to invite AF to present at next meeting in March. Item moved to forward agenda

CC to provide clarification for report content to E&W Manager

JA to invite E&W to present report at next meeting

**JH to arrange meeting with SJ to go through samples
SJ to send CC a copy of her last report as a sample.**

MM to prepare quarterly H&S report for committee.

JA to add to Action Tracker

changes that would affect operations and any key responses to regulatory changes.

Item 12 - Events review Summer Ball

1. The planning for the Summer Ball only started this week. There is now a new Summer Ball Project Coordinator, who started on the 16th January, providing additional capacity in this area.
2. SJ enquired about RAG events. Request made that there should be a report to committee if there are any issues flagged.

Item 13 – Progress updates on audits

1. The actions have been checked by IP, EH and MM. It is an ongoing process in reality. Committee suggested that some of the actions that have been completed should be noted as such even if they are constantly being reviewed and refreshed.
2. There needs to be comments made as to why there are delays.
3. IP suggested that the responsibility to manage the action plan should be divided up amongst SMG to take the lead on specific areas and assign these leads to present a summary of their areas.

Item 14 - AOB

1. Reminder to committee members to submit reports on time before circulation date. If a member cannot attend then they must give as much prior notice as possible, especially if they are due to present a paper.
2. SJ suggested sending the Action Tracker out in advance so members could update their specific areas ahead of the meeting.
3. CC informed the committee that she has changed the format of the Action Tracker to provide more clarity for ease of use. She also introduced the committee to a new Historic Action Tracker to list issues that have come up in the past and to keep a record of how there were resolved. This is important to keep a record of to ensure the committee are efficient and do not repeat queries year-on-year. This could occur with the Chair (DPFS) changing each year. This record begins at this meeting.
4. CC also pointed out that there had been a need to re-assign some of the actions as there had been several role changes within the committee since the last meeting.
5. Additional agenda items to be added are:
 - **Fresher's Fair H&S.**

JH to provide update in the March meeting

IP to prepare a one page summary of any major changes/ progress against the audit action plan.

CC to liaise with IP to agree the appropriate split of the action plan

**JA to update Action Tracker and send out to committee in advance of meeting
JA to start updating the HAT**

JH to circulate to all members ahead of next meeting.

Debrief of Fresher's events H&S to be circulated to all members for discussion at the March meeting.

- **Metric Crowd control/ Access and flow issues.**

CC to pick up with MM as her degree specialises in this area. Update to be brought to March meeting.

JA to add to forward agenda

**CC to pick up with MM.
JA to add to forward agenda for March meeting**