

HEALTH AND SAFETY COMMITTEE

The second ordinary meeting of the Health and Safety Committee for the 2017/18 session, was held on Wednesday 14th November 2018 in Meeting Room 3, Beit Quad at 3pm.

Unconfirmed minutes

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| Present: | Claudia Caravello – Chair (MB) | Deputy President (Finance & Services) |
|   | Emelie Helsen (EH) | Interim Head of Student Experience & Services |
|   | Jessica Harrison (JH) | Events & Conferences Manager |
|   | Rob Smith (RS) | Retail Manager |
|   | Surrinder Johal | Director of Safety – Safety Department |
|   | Iain Pullar (IP) | Student Activities Manager  |
|   | Sean Fanning (SF) | Chief Fire Officer |
|  | Tim Flint | Assistant Building Manager |
| In Attendance: | Jomana Al Ahmad - Clerk | Administration Support Officer |
|   | Zonya Christian  |  Administration Support Coordinator  |
| Apologies: | James Medler (JM) | Deputy President (Clubs & Societies) |
|   | Martin Benson (MB) | Building Manager |

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|  **Item 01 – Welcome and Chairs Business** 1. The Chair welcomed the Group to the second H&S Committee meeting of the 2018/2019 year.

 **Item 02 – Declaration of conflict of interest** 1. None declared

**Item 03 – Apologies** 1. Martin Benson
2. James Medler

**Item 4 – Minutes 20th June 2018 and 24th Sept 2018** 1. The minutes were confirmed as an accurate record of the meetings held on 20th June and 24th Sept 2018.

 **Item 5 – Action Tracker**1. MM will update the Committee during the next meeting on how security should be represented in this Committee
2. Sound in Union spaces is an agenda item within the space strategy, updates on the progress will be presented during June’s meeting
3. Evacuation procedure: EH, IP and JH will liaise together to ensure that a process is outlined
4. Scenario update: Chair to report back to Committee on action point in more detail next meeting
5. IP updated the Committee that the Canoe club risk assessment addresses all major issues, however loading Canoes onto minibuses safely remains to be a challenge to resolve
6. EH updated the Committee that she will circulate a reminder for staff to undergo SALUS training
7. IP updated the Committee that interactive H&S training is yet to be added to the Union website
8. EH and MM will work on centralising PAT testing within the Union and update the Committee during the next meeting

**Item 06 - Terms of reference**1. The terms of reference are to be updated to remove the License trade and Venues manager and add Operations manager
2. The Committee accepted the terms of reference and the Chair updated the Committee that representatives from Council and CSPB will be joining next meeting

**Item 08 - CSP samples**1. The Chair updated the Committee that the DPFS and DPCS are currently brainstorming CSPs in terms of high, medium, and low risk events and the proposal for an audit rota will be presented by the DPCS next meeting

**Item 09 – Facilities site inspections**1. ZC updated the committee that she has carried out regular site inspections since the start of her role, and as of September, the inspections take place on a weekly basis. Any issues detected are logged on PlanOn
2. ZC also regularly liaises with the SPI team for updates on the progress of logged issues
3. ZC added that from July 2017 to August 2018, 708 issues logged on PlanOn have been administratively completed. Additionally, urgent requests are sometimes not logged on PlanOn and dealt with immediately
4. EH enquired about whether staff should log issues themselves or liaise with ZC to report them, AC responded that all staff have the responsibility to log issues on PlanOn themselves. A reminder to all staff will be circulated to ensure new staff are aware of this
5. TF commented that there is significant improvement on the logging of issues by the Union over the past 6 months and the Committee thanked ZC for the positive steps she has taken to ensure that the Union is a safe environment
6. TF pointed out that MB and TF have a good oversight of the issues logged on PlanOn and recommended that the Admin team receive some training on how to access more information on PlanOn, TF will liaise with ADS to arrange training

**Item 10 – CSP Training** 1. IP summarised the presented paper and mentioned that health and safety training CSPs has improved over the last few years and will continue to do so with the roll out of new initiatives and training modules

**Item 11 - Fire Evacuation** 1. SF gave an update on the annual fire evacuation of the Union building which took place in October 2019 by mentioning that the Union currently holds the record time for whole building evacuation at 2 minutes 50 seconds. He added that there are no issues in terms of evacuation from the Union building however, there were issues from the rest of the quad due to the position of the fencing, which was immediately resolved when it was brought to the Unions attention
2. SF added that one fire alarm exists in the Union building and the second alarm is for all 3 other buildings, west basement are also included in the second fire alarm
3. SF mentioned that an annual risk assessment took place in May 18 and the result from the Union was a normal risk rating. This means that no additional fire precautions are needed, additionally, an action plan is in place based on this review, this includes improving signage and the review of one fire door in the building
4. MM requested that the action plan is shared with the Union to ensure better visibility of the actions and SF confirmed that this can shared with the Committee Chair and MM
5. TF pointed out that updates on actions are communicated to ADS at the moment however they are happy to share it with the Committee
6. In terms of training available for staff, SF informed the committee that typing in ‘safety training’ into the Imperial College search engine displays a list of all courses available, the training is for staff and post grad only as student training is run by partners. Additionally, a fire e-learning course is compulosary for all staff
7. High risk environments such as certain laboratories receive extra training and a practical fire extinguisher course is also available to all staff
8. IP requested that minibus drivers and motor club receive training and SF requested liaising with him directly to organise a training session for them, however the Union needs to ensure that they keep a log of who received the training
9. IP raised a query about whether the fire evacuation would be as seamless when the Union building is at full capacity, SJ recommended running a test during a busy period with student activities
10. SF informed the committee that the building is safe in terms of the number of stair cases and exits and is confident it has a good fire alarm system, however it is difficult to predict people's behavior and a further test can be arranged
11. MM enquired about the spread of fire/intensity, SF responded that the materials are better than newer building and the compartmentation in building reduces risk of spread of fire
12. SF added that the fire department is able to detect the specific alarm triggered and will be able to investigate the issue speedily. It is also the responsibility of fire wardens to encourage people to evacuate, currently JH and JP and anyone in the commercial team are trained as a fire warden
13. EH recommended outlining the description of the fire warden role and asking more staff to volunteer
14. JH and IP together will look into this to ensure that a fire warden is available in all events and track who is trained and who is leaving
15. RS enquired about the fire alarm in the Union shop which isn't triggered when the Sherfield building alarm is triggered, AF recommended that all staff in the Union shop should continue to evacuate anyway

**Item 12 – Commercial services retail** 1. RS presented his paper and outlined the process for checking and resolving health and safety issues in retail, in addition to summarising updates about key wins and challenges
2. RS added that the number of unresolved issues are 14 currently, however the target is to resolve all outstanding items by the end of the year
3. The Committee thanked RS for a very comprehensive and impressive progress on health and safety in retail, in addition to the 5 star hygiene rating
4. MM requested sharing the cost of PAT testing and RS will share the names of companies which carried out the PAT testing

**Item 13 – H&S report**1. MM updated the Committee that the H&S report for Sept has been reviewed by Board and pointed out that a SALUS refresher training is to be organised
2. IP pointed out that the increase seen in the number of SALUS reports from CSPs compared to last year is due to an increase in training, this also showcases a positive increase in the H&S culture
3. The Chair requested a comparison of the data from last year to be presented next meeting as it would be useful for this Committee to analyse previous years SALUS reporting

**Item 14 – Events review**1. IP updated the Committee that risk assessments were carried out prior to Freshers Fair and an event plan was presented to staff which highlighted the health and safety officer on the day
2. IP added that Comms during the day were successful, however there were issues with contacting security from SAF
3. The lesson learnt for next year is to ensure that radio frequencies are set up in a better way
4. IP pointed out that there were issues in terms of pushing trolleys and this will be investigated to propose better ways of working for next year
5. IP added that a log of H&S events was compiled from feedback during the day and from staff feedback following the day, SJ commented that there is significant progress on health and safety planning this year which is very positive
6. MM pointed out that crowd control was concerning at certain times during the day in one part of College, IP responded that there was a process in place for crowd management, however an assessment of the boarder issue is needed
7. IP mentioned that another key lesson is to ensure that security are aware of their responsibilities in terms of evacuation and first aid emergency
8. IP added that discussions to expand the Freshers Fair region further, close more roads or split the event to two days are currently taking place, MM pointed out that the aim of increasing numbers by College should be taken into account in this discussion
9. JH updated the Committee that she is currently compiling a debrief on welcome week which includes health and safety issues, however, overall student behavior was very good and a safety campaign was running alongside freshers week which may have impacted this
10. Additionally, bar staff have been trained and the events team changed their working hours during the week to ensure they are present during the events
11. JH added that there were two fire alarms which were dealt with successfully and the temperature of metric was a cause for concern, however temperature sensors have been installed now
12. JH updated the Committee that the change of Metric doors project is currently on hold, therefore, an interim solution on how to regulate people entering metric and crowd control is needed. MM commented that this issue is currently being investigated with updates to come soon
13. JH concluded that SMG and the Committee chair will receive a comprehensive document of the debrief once it has been completed

**Item 15 – Progress update on audits** 1. IP Summarised the presented paper and highlighted the CSP training action point which is ongoing at this stage
2. IP mentioned that some action items are delayed as PB has been away and this will be followed up with EH
3. MM pointed out that there are currently 3 Volunteer roles to be filled by Union staff: a Manual Handling Coordinator, First Aid coordinators and Fire Wardens, MM will compile role descriptions and send a call to volunteer for all staff

**Item 16 - AOB**1. EH thanked JH for her work on updating the signage in the Union Building
 | **Actions** **JA to update the action tracker****JA to update the ToRs****DPCS to present CSP audit samples next meeting****ZC to send an all staff reminder on how to log PlanOn issues****ZC, ADS and TF to arrange PlanOn training for the Admin department****SF to share the action plan with MM and CC****IP and SF to organise training for minibus drivers and motor club****SF to arrange a second fire alarm in the Union building during busy periods****MM to outline role the description of fire warden and circulate a volunteer call to all staff** **RS to share the names of companies used for PAT testing****MM to present a comparison of last years SLAUS reporting data next meeting****JH to circulate H&S debrief of Freshers events****IP and EH to pick up outstanding actions****MM to outline role descriptions for all 3 roles and circulate a volunteer call to all staff**  |