

HEALTH AND SAFETY COMMITTEE

The fourth ordinary meeting of the Health and Safety Committee for the 2017/18 session, was held on Wednesday 20th 2018 in Meeting Room 3, Beit Quad at 3pm.

Unconfirmed minutes

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| Present: | Matthew Blackett – Chair (MB) | Deputy President (Finance & Services) |
|  | Paul Buckley (PB) | Head of Student Experience & Services |
|  | Emelie Helsen (EH) | Student Development Manager |
|  | Jessica Harrison (JH)Paul Gallagher | Events & Conferences ManagerSocial Enterprise Manager |
|  | Rob Smith (RS)Michael King | Retail ManagerAssistant Retail Manager  |
|  | Surrinder Johal | Director of Safety – Safety Department |
|  | Iain Pullar (IP)Peter Bridgeman (PBR) | Student Activities ManagerCouncil Representative |
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| In Attendance: | Zonya Christian – Clerk (ZC) | Administration Support Coordinator |
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| Apologies: | Tom Bacarese-Hamilton (TBH) | Deputy President (Clubs & Societies) |
|  | Jarlath O’Hara | Managing DirectorFire Department |
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| **Item 1 – Welcome**1. The chairperson MB welcomed the Group to the fourth meeting of the 2017/2018 year.

**Item 2 – Declaration of conflict of interest**1. None declared

**Item 3 – Apologies**1. Tom Bacarese-Hamilton, Jarlath O’Hara, Fire Department

**Item 4 – Minutes** 10th April 20181. Minutes from 14th November 2017 approved

**Item 5 – Action Tracker**1. Sound in Union Spaces - Ongoing
2. Health & Safety webpage has now been created – Link will be circulated along with links to the new Training Hub and minutes for this meeting. PB commented an email was sent to all staff today containing the link.
3. PBR asked for clarification on where the link was on the website. PB responded: go to about us, drop down box right hand side then safety management.
4. Evacuation Procedures – PB has tried to get Sean and George in however there has been clashes in their diaries.
5. AED Location & Training – MB commented that the AED has now been installed on the ground floor main foyer. ADS circulated an email regarding training for all union staff containing a video link however training is not required. SJ asked whether the first aiders are trained through the college first aid courses. PG advised full time staff do, student staff (bar managers) don’t. PB advised they are in the process of appointing a manual handling, work place assessment and first aid champion.
6. Usability of Risk Assessment - MB asked IP for an update on usability of risk assessment on eActivities. IP responded this is on systems radar however unsure when this will be done. IP also added the annual and event risk assessment templates will be added to the training hub. PBR suggested further discussions be made with systems to clarify what is expected.
7. Scenario Test Update – PB would like to get security more engaged in the H & S committee meeting as there was an incident in the past and the response from security was not ideal which is a risk in any given situation.
8. Risk Assessment of Canoe Club – PB advised he has sought advice in relation to the loading of the canoes to the minibuses. Canoe club has not been specific in their risk assessment, loading needs to be done in an appropriate/safe manner. PB added this is a challenge however an observation exercise will be carried out soon. MB responded the Canoe Club must complete an annual risk assessment which may result in the club liaising with next years H & S committee to get this changed before the committees next meeting. PBR queried whether it would be appropriate to install a work positioning system on top of the minibus. SJ responded whatever process is adopted should be as safe as possible to minimise the risk. JH asked whether the CSP’s have manually handling training. PBR responded the agency publishes a very comprehensive code of practice for manual handling which is as good as any training course. PBR asked whether we need to start thinking of how we are transporting large objects to mitigate risks for all clubs and societies and whether we need to reinstate a few loading vans. SJ suggested this be flagged to management.
9. Terms of Reference – MB added all terms of reference was discussed in this meeting
10. SALUS Training – MB added the best person to provide an update would be Malcolm as this is apart of the induction pack. EH enquired whether it would be best to advise ADS this is an action for her. MB responded he would change it to Malcolm’s responsibility to ensure this is included in the induction pack
11. Committee Evaluation – MB added this will be done half way through the meeting

**Item 6 – Forward Agenda**1. SJ queried whether this is the forward agenda for every year
2. MB responded this will be used in the upcoming year
3. MB asked whether they would like to make any changes to the forward agenda.
4. In response PB asked whether this would be replicated in 2018/19. MB responded he believes so
5. EH added Staff Wellbeing should be more than once a year
6. MB responded he believes it should be more than once a year however for the context of the committee once a year is enough. He added the focus of the Appointments and Renumeration committee has changed and this would be a reporting factor for them
7. PBR added from previous discussions in renumeration meetings it is not clear the Union does a good job when it comes to reviewing performance with respect to Health and Safety. He asked whether we need someone to lead on this.
8. SJ added a lot more is being done as all the changes to risk assessment have been proactive instead of reactive
9. PBR asked whether it would be worth clarifying what all the forward indicators should be under act.
10. SJ responded this would be a good proactive approach. She advised we would need to allow ourselves margins to determine what is achievable and the level of risk we would be prepared to accept.
11. MB added this is a good point and more clarification is needed as its very vague. MB further added several audits have been carried out this year for various clubs and societies.
12. PB responded this can be factored into reporting
13. MB queried whether an audit of the CSP should be added to the forward agenda and whether this should be brought to every H & S committee meeting.
14. PB responded this can be done
15. SJ asked whether there was a planned auditing program
16. PB responded not for clubs and societies however they have set a target to ensure an audit is done for all high-risk clubs.
17. SJ asked PB whether a self-assessment and self-audit would be beneficial as this way the clubs and societies will be thinking about the risks
18. MB asked if there was a way of communicating self-audits and self-inspections to staff and clubs and societies
19. PB responded a simple process was used in the past which can be circulated to all staff
20. SJ advised we need to ensure people take ownership of the audits
21. MB asked whether there was anything that needed to be added to the forward agenda
22. JH responded inspections for office spaces
23. PB added this can be do as this was the intention
24. PBR responded it would be worth checking whether inspections can be added for office spaces rather than just the commercial areas
25. MB advised this can be a reporting factor in the H & S committee meetings

**Item 7 – CSP Training**IP noted the following:1. The new training hub was launched on 19th June 2018.
* It is made up of a new online system which makes it easier for clubs and societies to locate the necessary training
* It also contains a whole section for Health and Safety
1. The training hub is in Phase 1 however they are working to build more content for different sides of the Union
2. PBR asked how the process of delivering feedback on training works
3. IP responded there is a feedback column at the bottom of every page which allows users to comment on what was wrong/right with the training, information presented etc. This is then sent to a central account where they will work out where the content should be, who’s responsible for the content for changes to be made and what needs to be fixed.
4. IP also added it is easier for staff to make changes as well as for students to question the training being presented.
5. SJ asked whether the training provided is interactive or just information based
6. IP responded there are training sessions and quizzes and though it is mostly information based there are several ways people can interact with quizzes and in person training
7. SJ advised there are 2 safety videos IP might find helpful targeting post grads and under grads. There is also a video on risk assessment which is very simple. SJ is also in the process of launching 3 other videos of real incidents from college users which are lab based however IP can decide how he would like to use them
8. IP responded the more content the better it is for everyone
9. PG asked why there would be anything wrong with the training in terms of students giving feedback
10. IP responded this could be in the event the content is out of date, or the process/content has changed from their perspective. This is just their opportunity to give feedback
11. PG commented this seems odd to put information on the training hub to then ask students to check our work
12. PBR gave an example where a student in his management grouped said he emailed student activities but no one got back to him. The student had emailed an old email address which was given in the training and would have only been active 5-6 years ago. PBR added it is important to give people the opportunity to flag this up so changes can be made effectively.
13. MB added the intention of Phase 1 was to get the information out there instead of using PDF’s. This required a lot of work from systems and now it is up and running the next phase will be to ensure the information is correct.
14. IP added the content will grow from there as we have the basics but allowing students to give feedback is the opportunity to grow as much content
15. PG asked whether any of the training is mandatory
16. IP responded there are 3 things clubs & societies are required to do: financial responsibility forms, risk assessment and a GDPR, everything else is optional
17. MB added CSP’s do not like mandatory training
18. PBR responded getting students more engaged by adding training sessions and improving the quality of quizzes and allowing students to engage their brain would be more beneficial
19. EH: It is the role of CSP committee members to be responsible for challenging the ways of quizzing
20. PBR: From a CSP’s point of view they are thinking how the training can be delivered in the most effective way possible given the limited set of resources. Would it be to develop more quizzes when we know the existing quizzes aren’t very effective or is there any other ways of delivering training? More mandatory quizzes would be more effective in the long run.
21. EH added they are trialling the training hub for the HelloICU crew. They have stopped doing a lot of face to face training and have now started to go with a blended group where people are able to train in their own way and there is an element of H & S. All information is available to everyone however they are starting to look at how they can accommodate other parts of the SU
22. MB asked whether this would be on the training hub
23. EH answered yes
24. MB added we can use the articles from HelloICU to link them to training. He also asked whether quizzes would be used.
25. EH responded she will need to check and confirm this.

**Item 8 – Inspection reports** 1. The Bars try to track all training given to students – Included as Appendix is the induction pack for bar staff
2. Alongside the pack there is a tracker. Staff can do a certain number of shifts. Students must sign they have read the documents in advance
3. PG will then check that all training markers are completed as part of the checks including inspections
4. For fulltime staff (this includes every member of the Bar’s and Catering team i.e. Catering, Beit Venues etc), a training matrix is used however changes are likely to be made as the year progresses. This may be because a member of staff may complete a course which could in fact be beneficial to the entire team.
5. All training is then tracked by using a document which highlights which training has not been done. This document also provides information on when the training is due for renewal
6. Some training does not require a renewal however a refresher date would be inputted to ensure staff are up to date.
7. The same approach is also taken for agency staff - mainly the Catering staff.
8. Risk Assessments – Every venue has a risk assessment pack. This is split by equipment, procedures and spaces
9. Checks and audits – Checks and audits are carried out at least twice a day.
10. PG introduced venue audit back in 2015 – H & S is also an aspect of this.
11. The database was built to be audited, scores can be given per category. This helps the team to identify which supervisor manages an area of work. They will then be able to identify specific KPI’s and areas of improvement. A score over 6 flags as something that needs to be rectified, a score over 7 immediately falls into their remedial works which is a report that is automatically generated and inputted into a google drive tracker.
12. RS queried who was involved in the process when formulating risk assessments?
13. PG responded the process was line managed however this was a group effort – Each person had set objectives and was required to create their own Risk Assessments
14. RS added he needed to renew his risk assessment and was thinking he could do this as a session with the whole team, therefore allowing them to identify the risks that may arise in their day-to-day roles. He further queried whether this was the approach PG took with his team?
15. PG responded the risk assessments do not need to be supervised however this would be a good idea because there may be risks that aren’t identified. He also added this was not done in an office environment.
16. PG added risk assessments should be reviewed after every incident rather than signing them off once a year
17. SJ responded this can be reviewed however it would need to be hand signed with the new date. She also added this would be a good learning platform however she was interested in how the knowledge was shared with the team.
18. PG responded every staff member being trained is required to read the risk assessments, this is then signed by each manager
19. EH queried how the induction packs are delivered to student staff.
20. PG responded students are allowed to keep the induction packs.
21. PBR asked about the noise risk assessments as quite often there is reference to noise at an appropriate level however setting an appropriate level may prove to be difficult. He advised there are a number of clubs using an SPL system to monitor the level of noise which feeds more accurate information and wondered whether it would be useful installing this in the Metric Bar.
22. PG responded he is currently looking into this.
23. PBR commented one of the levels of risk assessment is managing the higher scale levels in the nightclub both for punters and for staff
24. PB added there is a reputational risk and an actual risk in regards to space
25. SJ added there are two levels to noise:
* Level of noise
* Time of exposure
1. PG responded he reduces the risk by rotating staff
2. PBR added this is a reason the SBL system would be great as it would give an average over the length of time members are exposed to the difficulty of noise.
3. SJ would like PG to consider the provision of first aid and kits
4. PG responded this is included in the area section of the risk assessments and is also included as part of the training matrix.
5. SJ also asked whether PAT testing is carried out
6. PG responded this is sometimes done by the college and other times the union
7. RS added the relationship between the college and the Union clouds this issue. As a separate entity the Union should include a budget for PAT testing all their equipment on a schedule over a 2 year period
8. PB added a solution needs to be found.
9. SJ remarked the Union has no choice but to make their own arrangements for PAT testing as there are no central arrangements with the college.
10. PG asked PBR how DramSoc tackles PAT testing
11. PBR responded they have their own PAT testing equipment as well as people who are currently being trained in PAT testing and is carried out on a higher than annual schedule. They currently take a risk based approach depending on the equipment and the frequency of use due to the nature of how the society is run as a hire organisation. This is further documented through a database.

**Item 11 – Event reviews*** **Summer Ball (verbal update)**
1. PG noted Summer Ball is in 3 days and they are expected to be very busy as the event is sold out.
2. In anticipation of this a health consultant was employed for the event. Though the events team are awaiting the H and S documents from DramSoc the H & S consultant managed to draft an event safety plan and will also be present on the day to carry out walk arounds to ensure everything being done is documented and safe practices are in place. It was agreed DramSoc will send the documents through on Friday 22nd June.
3. PBR added there will be a full set of method statements and risk assessments for all activities being encountered before the event. This will be based on the standard documentation used by DramSoc for all operations throughout the year.
4. EH asked what happens if activities are not deemed safe?
5. PBR responded the core activities occurring will be accomplished in line with the industry standards method statements.
6. EH highlighted sending the details by Friday 22nd June does not allow staff/volunteers enough time to familiarise themselves with the documents. EH also added reputation wise if unexpected things happen are we ready to deal with it?
7. PG responded if an activity is not deemed safe they will change their approach to ensure the activity is done in a safe way.
8. PG also added there is no question in regards to the work by DramSoc however they just need the documentation to correlate the training and method statements
9. PBR started an establishment of the training matrix and defined training pathways in his year as Technical Director. Further discussions have continued with the incoming Technical Director and they are both in agreeance DramSoc’s training procedures need to be vigorous and informative.
10. PG asked whether DramSoc would be happy to do a presentation on codes of training.
11. PBR advised he is happy for this happen and it would be useful for them to do an overview of the risks involved, mitigation and management in the long term. This would however be dependent on the time the next meeting is established.
12. MB added he is happy they have assurance from external consultants around Health and Safety
13. SJ queried who the external suppliers were?
14. PG responded Event Safety Plan

**Item 12 – Terms of reference approval**1. MB noted the only problem is membership. EH needs to be added
2. EH responded she does not believe she needs to as she is mainly interested in changing young people however she raised this with Malcolm for further discussion.
3. MB asked whether there were any other comments in regards to membership.
4. PBR responded having student representation on the board specifically for CSP’s is very useful. He also believes it’s important that this representation is kept as this gives the reality of a CSP’s life as one of the larger risks activities of the Union
5. MB is happy for this to happen
6. MB also added RS needs to be added to the list of representatives.

**Item 13 – Any other business** 1. Provisional date for the next meeting is the 14th October.
 | **Action** **MB has asked for a verbal update in the next meeting****MB added this will be removed from the action tracker*** **PB to provide updated risk assessment for Canoe Club which will then be used as a template for other clubs and societies**
* **Malcolm to provide an update on SALUS training for staff**
* **MB will speak to MM to get this added to the forward agenda**
* **MB to get Site Inspection for Office Spaces added to the forward agenda**
* **SJ to send videos to IP and further discuss how he might want to use the videos**
* **PB to have a solution/answer to this for next H & S meeting after discussing the issue with Malcolm Martin**
* **PBR to provide a report on DramSoc’s approach to PAT testing**
* **EH to forward feedback to MB that she received from Malcolm**
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