Minutes of the Health & Safety Assurance Committee held on Monday 2nd October 2017 at 10.00 am in the Principal's Meeting Room.

Present: Ms Chris Shoukry (Chair), Mr Gurpreet Dehal, Mr Simon Whitehead, Mr Gerry O'Hagan

In attendance: Professor Paul Layzell, Professor Paul Hogg, Mr Matt Purcell, Mr Tom Flynn, Ms Natasha Barrett, Ms Anna Sendall, Professor James Knowles, Dr David Ashton

Apologies: Professor Bob O'Keefe

Minutes: Mrs Rachael Pym

<table>
<thead>
<tr>
<th></th>
<th>CHAIR'S WELCOME AND APOLOGIES FOR ABSENCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Chair welcomed those present. Apologies were received as noted above. NOTED changes in the membership of the Committee.</td>
<td>17/52 17/53</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>MINUTES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>APPROVED the Minutes of the meeting held on 7th June 2017.</td>
<td>17/54</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>MATTERS ARISING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>None.</td>
<td>17/55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>PRESENTATION: BIOLOGICAL SAFETY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>This presentation is rescheduled to the next meeting of the Committee.</td>
<td>17/56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>TRAINING FOR MAJOR INCIDENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>RECEIVED an oral update on the training for major incidents. NOTED that training provided by the Emergency Planning College (Cabinet Office) will be undertaken for Silver responders in November, and that further development is planned for Bronze responders. NOTED that work is ongoing with regards to Bedford Square.</td>
<td>17/57 17/58 17/59</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>REVIEW TERMS OF REFERENCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>DISCUSSED the Terms of reference and the proposed changes. AGREED to also add reference to Wellbeing to the Purpose. APPROVED the amended Terms of Reference. NOTED that an amendment may be necessary during the year with regards to the Committees reporting to this Committee.</td>
<td>17/60 17/61</td>
</tr>
</tbody>
</table>
### 7. REPORT FROM HEALTH & SAFETY DIRECTOR

RECEIVED report from the Health & Safety Director.

NOTED highlights as follows:
- That one RIDDOR reportable incident occurred since the last meeting.
- ACTION: that the EWD Project Board be asked to report back to this Committee on learning points.
- That departments have taken ownership of Health & Safety matters and reporting has improved.
- ACTION: to feedback to CPAC that the interface between the new building and the campus is also important.
- The fire risk assessment and asbestos-related works are anticipated to be completed by March.
- That the College’s new Occupational Health Provider will be commencing clinics from 3rd October.

ACTION: that the new structure for the Health & Safety Team be circulated to the Committee.

ACTION: that an update on the installation of emergency lighting and the plans for evacuation of disabled staff during incidents be provided.

### 8. HEALTH & WELLBEING ASSURANCE

RECEIVED a report on student support and wellbeing. NOTED that in addition to structured support, ‘softer’ methods of support are also provided, such as through the revised Personal Tutor scheme. Further support is also provided by CEDAS and the Students’ Union, and it was noted that sports provision, the campus community and Faith Support play a positive role.

NOTED that the College has a positive reputation for looking after students. DISCUSSED the demand on the service versus the resources available, and the role of expectation management.

ACTION: that a further presentation on Student Wellbeing be provided at the next meeting.

### 9. HEALTH CENTRE

RECEIVED a verbal update regarding the Health Centre. ACTION: the Health Centre’s Annual Report to be provided to the next meeting.

NOTED that a review of the Health Centre provision is being conducted by the College and Students’ Union, with a report anticipated during this term. ACTION: that further update be provided to the Committee.

### 10. ANNUAL REPORT FROM HEALTH & SAFETY CONSULTATIVE COMMITTEE

RECEIVED the Annual Report from the Health & Safety Consultative Committee.

### 11. HEALTH & SAFETY POLICIES
### 11.1
RECEIVED the revised draft Health & Safety Policy, following previous feedback from the Committee. The Committee APPROVED the concept of the revisions, noting that further work is anticipated in relation to Committee re-structure, and subject to the approval of PRC.

### 11.2
RECEIVED the schedule of Health & Safety policies and procedures and cyclical review dates. NOTED that all policies are expected to have been reviewed by the end of 2017. ACTION: that a further update be provided at the next meeting

### 12. UPDATES

#### 12.1
NOTED that the Moodle-based Fire Safety Training initiative has been very successful. Staff engagement has been good and work to further improve completion rates continues following the extension of the deadline to the end of term.

#### 12.2
NOTED that an Appendix will be added to the existing Memorandum of Co-operation between the College and the Students' Union outlining responsibilities for Health & Safety.

#### 12.3
RECEIVED an update on the incorporation of Food Hygiene Assurance into the management oversight system. AGREED: that this would be incorporated into the Health & Safety Directors' report going forwards.

### 13. ANY OTHER BUSINESS

ACTION that an update regarding the reports from Estates as noted in 17/37 be circulated.

NOTED the positive opening of the new Emily Wilding Davison and George Eliot buildings.

### 14. DATES OF FUTURE MEETINGS

Wednesday 14th March 2018, 10am-12noon, Principals' Meeting Room
Tuesday 12th June 2018, 10am-12noon, Principals' Meeting Room

**SIGNED**

[Signature]

**DATE**

[Date]

Chris Shoukry
Chair of Health & Safety Assurance Committee