Minutes of the Health & Safety Assurance Committee held on Wednesday 4th June 2014 in the Principal’s Meeting Room

Present: Ms Chris Shoukry (Chair), Mr Gurpreet Dehal, Mr Mark Newlands (via conference call)

In attendance: Professor Paul Layzell, Professor Bob O’Keefe, Professor Katie Normington, Mr Matt Purcell, Professor Rob Kemp (Item 5)

Apologies: Professor Paul Hogg, Mr Simon Higman

With: Mrs Hilary Baker

1. APOLOGIES

Apologies were received from Professor Paul Hogg and Mr Simon Higman. 14/30

2. MINUTES

The Committee approved the minutes of the meeting held on 20th February 2014 (M14/01-14/29) 14/31

3. MEMBERSHIP AND TERMS OF REFERENCE

NOTED that a representative from a local company had agreed to advise the Committee. It was hoped that he would be available to attend the next meeting. 14/32

4. MATTERS ARISING

M14/18 Noted that the incident would be closed shortly once it had been confirmed that remedial action had been taken. 14/33

AGREED that future reports should include a date of when incidents would be expected to be closed by. 14/34

M14/24 Statutory Inspections

NOTED that work had been done with Zurich insurance to improve the process of inspections taking place. The Compliance Manager would continue to work with Zurich to ensure that all inspections were completed in time. 14/35

M14/26 Severe weather conditions

DISCUSSED that as flooding was likely to occur again it might be useful to have specific plans in place. It was noted that there was a broad major incident plan and that to have a specific plan for each type of incident would be difficult. 14/36

NOTED that a meeting to review the response to the floods was due to take place. 14/37

M14/28 Pedestrian Crossing at St Jude’s Road Junction

NOTED that work on the crossing was continuing and that it was expected to be
completed in time for the next academic year.

5. **PLANNED BUILDING WORKS HEALTH & SAFETY RISKS**

**RECEIVED** an oral report from Professor Kemp regarding overview of health & safety of multiple projects on campus 14/39

**NOTED** that there with the planned building works on campus it was important that there should be overall oversight of health and safety issues. Contractors employed on each project had responsibility for health and safety issues relating to individual projects. In addition each project had a project board with a chair and representatives from appropriate academic and professional services department. The Chair of each Project Board was on the Major Projects Board chaired by Professor Rob Kemp which would ensure the interaction between projects. Responsibility for an oversight of Health & Safety issues therefore sat with the Project Board and operatinally with the Director of Estates and the Registrar and Secretary.

**AGREED** that once multiple major projects were underway it would be helpful for there to be a regular report to this Committee from the Major Projects Board. 14/41

6. **REPORT FROM DIRECTOR OF HEALTH & SAFETY**

**RECEIVED** the report from the Director of Health & Safety. 14/42

**Accident/Incident Statistics**

**NOTED** that there appeared to be no specific trend particularly as the numbers were small. However, the Director of Health & Safety would ask the Strategic Development Unit to look at the figures to see if a more detailed analysis would be possible/helpful. 14/43

**NOTED** that Health & Safety Director in conjunction with IT was in the final stages of developing an on line system for reporting accidents which would ensure that notification of accidents was much quicker than a paper based system. 14/44

**Audit Programme**

**DISCUSSED** that although two audits had taken place in November 2013 the reports had only recently been finalised. This had been due to a staff vacancy from January to April. However, this was not ideal and should be avoided. The Health & Safety Director confirmed that the aim was for final reports to be submitted 6 weeks after the audit depending on whether it had been possible to meet with the relevant Head of Department for approval of the draft.

**NOTED** that action plans were taken forward by departments and were on a risk based approach. Departments were given support and assistance but unless there was a serious risk these would not normally be followed up on an individual basis. If it was clear that Heads of Department were not going to meet a deadline they were responsible for notifying Health & Safety. Low risk departments were audited every 3 years and high risk departments every 18 months to 2 years.

**NOTED** that it would be helpful to have an indication of compliance with the actions required from audit reports. 14/47
7. SUMMARY OF HAZARDOUS ACTIVITIES BY DEPARTMENTS

RECEIVED and NOTED the summary of hazardous activities by departments. 14/48

8. HEALTH & SAFETY COMPLIANCE BY FACULTY

DISCUSSED that it would be helpful for the report to be in a tabular format with a summary of ongoing issues, how they were being progressed and each issue given a risk rating. 14/49

DISCUSSED that there seemed to be a generic issue regarding the induction of new staff. Given the importance of health & safety non-completion could be a disciplinary issue. New training was being developed for new Heads of Department and the importance of health & safety induction should be included in this. 14/50

9. ANY OTHER BUSINESS

External Audits

NOTED that it would be useful for the Committee to be informed about the cycle of external audits such as those carried out by Environment Agency. 14/51

Dates of Future Meetings

DISCUSSED the timings of meetings during the year. 14/52

AGREED that it would be advantageous for the dates to be more evenly spaced throughout the year. Although the date of the next meeting was currently 19th March 2015 it should be re-arranged to take place in October 2014.

10. DATE OF NEXT MEETING

To be confirmed. 14/53