Royal Holloway  
University of London  

Health & Safety Assurance Committee  

Minutes of meeting held on 16th April 2013

Present: Mrs Margaret Jack (Chair), Mrs Chris Shoukry (via conference call)

Apologies: Mr Mark Newlands

In Attendance Professor Paul Layzell, Mr Simon Higman, Mr Matt Purcell

With: Mrs Hilary Baker

1. **MEMBERSHIP AND TERMS OF REFERENCE**

The Committee considered whether it would be helpful to have access to some Health & Safety expertise from an external organisation such as another university or local company that RHUL already had links with. It was agreed that the Registrar & College Secretary would contact a local company the College had links with to ask whether a suitably qualified person would be prepared to attend depending on what was required by items on the agenda.

The Committee agreed the Membership and Terms of Reference.

2. **INFORMATION SETS**

The Committee received a paper regarding information sets to be provided to the Committee. The Committee felt that it would be helpful to see how the statistics compared to targets for improvement together with an action plan. It was suggested that a rating system could be used e.g. red, amber, green. The statistics should also be broken down by faculty. The Committee noted that a Health & Safety Strategy would be developed. It was agreed
3. **UPDATE ON RECENT INCIDENT**

The Committee received an oral update on the recent fire at Wettons Terrace. It was noted that the fire alarms and evacuation systems had worked well.

4. **MINUTES OF HEALTH & SAFETY CONSULTATIVE COMMITTEE**

The Committee noted the minutes of the Health & Safety Consultative Committee.

5. **ANY OTHER BUSINESS**

A question was raised about how proactive the College was in promoting awareness of health and safety. It was noted that all new members of staff attended a health & safety induction and in addition there were department specific health & safety inductions. Each department was also represented on the Health & Safety Consultative Committee. Visitors to the College were given appropriate instructions about health & safety.

6. **DATE OF NEXT MEETING**

24th June 2013 at 11.00 in Room E139