Minutes of the Health & Safety Consultative Committee held on Tuesday 31 October 2017 in FE 139

Present: Mr M Purcell (Chair), Mr A Alway, Dr C Mayers, Miss E Turton, Mr S Brennan, Mr D House, Miss C Langston, Mrs K Burnett, Mr D Parsonage, Mr Max Ross, Mr J Main, Mr Simon Davis, Miss M Anderson, Mr A Oakes and Miss Kay Toms.

Apologies: Mrs Vanessa Law, Mr D Bezants and Dr Tony Stead.

With Miss E Cassidy (Secretary).

1. MINUTES
The minutes of the last Health & Safety Consultative Committee held on 6th June 2017 (17/78 – 17/134), previously circulated, were confirmed.

2. MATTERS ARISING FROM THE MINUTES

2.1. Health and Safety Officer (Estates)

Arising from M17/79, Matt Dickson has been appointed and started work on 24 July. He is working primarily within the Estates function; he will also be involved in assisting Estates in completing their H & S report for the committee.

2.2. Issues with the water flow system in the Students’ Union Building

Arising from M 17/81 the Students’ Union representative gave an update on the issues with the water flow system in the Students’ Union building. The issue has been partially rectified, however, Tommy’s is still running out of hot water by 9.00pm; there is not enough capacity in the water system for the building for use in Tommy’s, the wash rooms, and for all sinks. The water frequently runs cold and this is an on-going issue. It was agreed that this matter would be escalated by the Chair outside the meeting.

2.3. Review of Terms of Reference and membership of the Committee

Arising from M 17/82 the Director of Health and Safety reported that he was currently reviewing the terms of reference and membership of the Committee. This includes the proposal to introduce a new Health and Safety Management Committee (as a sub-committee of the Executive Board). The revised terms of reference and proposed new committee structure would be circulated to members within the next few weeks.

Action: Director of Health and Safety
3. **FIRE SAFETY**

The Fire Safety Officer presented a Fire Safety Report covering the following fire safety issues (HSC17/18).

- Training – Fire Marshals
- Fire safety training for staff
- Fire Alarm Activations
- Fire Risk Assessment Reviews
- Projects
- Start of Year Fire Drills

An additional 38 Fire Marshals were trained in May and August 2017, bringing the total to 266. Two courses are being run in November.

The new on-line Fire Safety Refresher Course was launched on 12th June and given an initial deadline for completion of three months. Two interim reports were sent out at departmental level, with the final reports having been sent between the 10th and 16th October. The final reports that were issued to departments indicated their completion rates compared to their Employee Count, as supplied by the HR department. At that time the percentage of staff who had completed the course, across all departments, stood at 84%. In order to allow the remaining staff the opportunity to complete the course, the deadline has been extended to the end of term: Friday 8th December.

For fire alarm activations, the end of year total stood at 216, which was 46 fewer activations than the previous year. The main reduction were 25% decrease in cooking, and a 38% decrease in contractor related incidents.

The current programme of Fire Risk Assessment reviews was completed in June and a programme of minor works, resulting from the findings, is now about to be implemented. The next round of reviews will commence in October 2018.

The task of procuring and installing 125 extinguishers in the George Eliot Halls complex, and 86 in the Emily Wilding Davison building was completed by the Compliance Team before student occupation.

The Fire Safety Officer with assistance from the Compliance Officers and from Commercial Services staff, conducted 13 fire drills for the student Halls of Residence, over a 4 week period at the start of year. The response from students this current year was generally good.

A question was raised from the representative from the Department of Geography (Dr Claire Mayers) regarding the display of information on the fire plan (including the maximum occupancy levels) for the Queens Building; this information was removed in the summer, during the completion of works and has not been replaced.

**Action: Fire Safety Officer**

4. **ENVIRONMENTAL HEALTH**

The Environmental Health Supervisor (Commercial Services) presented an Environmental Health Report for the period April to August 2017 (HSC/17/30). Fire drills were undertaken for resident
PELPs in Runnymede and Gowar E; the general response was good. A couple of drills were conducted in Kingswood during commercial visitors stay; the response could be improved.

Runnymede Borough Council completed a routine inspection of Kingswood kitchen and bar. The outlet food safety rating remained as 5. The Café on the Square in the Davison Building has been registered with the local authority but no visit has yet taken place.

There were three food complaints. One involved an allegation of illness from food by eleven Oxford International guests. Runnymede Borough Council were contacted; no samples were submitted by the complainants. No common source could be identified for the cause of the alleged illness and the complainants were unable to give full food consumption details for the time of the start of the illness.

Two new suppliers were vetted; these are new street food suppliers which have been introduced as an initiative to introduce additional cultural menus.

Thirty call outs were made to the contractor to deal with pest control issues.

The following training was delivered to Commercial Services staff during this period:

- Food Hygiene Awareness – online course: 24 attendees
- Allergen Awareness: 8 attendees
- RHUL Level 2 award in Food Safety: 14 attendees
- COSHH Awareness: 10 attendees
- Lifting Awareness: 20 attendees

5 AUDIT PROGRAMME

The Health & Safety Officer (Auditor) presented a report on the audit programme (HSC/17/31).

Twenty-six reports had been written. Twenty-three audit reports have been agreed. Further details are included in the 5th column of the table.

Progress reports were provided for all the remaining audits which have been completed (see information paper HSC/31).

The Executive Summary reports for the H & S Audits conducted in the Department of Classics and the Department of Research and Enterprise, were also presented (HSC/17/32 and HSC/17/33 respectively).

A new risk rating has been added to the recommendations made in the audit reports, to facilitate the prioritisation of actions; high, medium and low.

Audits scheduled to take place over the next 6 months include the following departments:

- Department of Music: November 2017
- Department of Marketing and Communications: December 2017
- School of Management: January 2018
- Academic Services: February 2018
- Department of Politics and International Relations: March 2018
- Department of Mathematics: May 2018
6 COMPLIANCE TEAM REPORT

The Director of Health and Safety presented the report HSC/17/34. A summary of planned and asbestos related works was provided to members. This included remedial works to the Founder’s Tunnel and associated plant rooms. The Asbestos Manager has completed a strategy options paper seeking approval to carry out environmental cleaning of the three plant rooms; he is awaiting a decision from the PRC.

All remediation actions have been costed and quotes have been recently received for the 2016 re-inspection surveys. Lucion Environmental has been tasked to carry out/manage these works on behalf of the College. Awaiting a detailed programme from the contractor, which needs to be agreed with internal stakeholders.

The Asbestos Working Group has met twice and is currently reviewing a range of issues in relation to the management of asbestos. The group is establishing priorities and discussing possible solutions for improving services and asbestos data collection.

With regards to lifting equipment and pressure systems, the contract with Zurich Engineering has been renewed for another five years.

7 ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS

The Director of Health and Safety presented the report HSC/17/35. He reported that Matt Dickson has taken over the role of accident reporting, including the on-line reporting system; this includes a plan for the use, data collection and presentation of statistics.

There has been an increase in RIDDOR reportable accidents for the academic year 2016 – 2017 compared with the previous reporting periods; most recently an accident occurred where the injured party working in library before it was handed over, was struck on the hard hat by a piece of wood which was placed there by a contractor. There was a reduction in the total number of accidents compared with the previous reporting year. In contrast, there was an increase in the total number of accidents for the Students’ Union compared with the previous reporting period. There was an increase in accidents due to cuts and lacerations.

There has been no recent activity report received from the previous occupational health provider. Work of the new provider is currently focusing on a small number of outstanding, health surveillance appointments. An activity report will be presented to future meetings.

8 CAMPUS SAFETY AND SECURITY

The Security Manager presented the Campus Safety and Security Report for the period May to August 2017 (HSC 17/36).

During this period the Security team responded to 193 security incidents that required a formal incident report. This represents an increase of 38 incidents in comparison with the same period last year. Medical and ‘Other’ incidents on campus have risen comparatively since last year and injured persons taken to hospital have dropped considerably.

The prevalent month, day, time, and cause of incident are as follows: May, Thursday, between 22.00 – 2.00 hours and medical.
Violence, theft, noise complaints, medical, ‘Other Incident’, Estates/Maintenance, and suspects on campus incidents have risen comparatively since last year.

With regards to ‘Other Incident’ it was reported that there have been increases in student mental health and self harm incidents and the carrying of weapons. For example, a student was found carrying a 14 inch knife and another student was found carrying a replica gun. The latter incident involved a more complex response from the Security Team.

With regards to mental health incidents, it was reported that these incidents are demanding of Security and the Campus Watch teams, who are often over-stretched to meet the demand for a response. Security have not been trained in mental health needs, but it is planned that this training will be provided.

A question was raised by the representative from the Department of Geography (Dr Claire Mayers) regarding training for staff in Mental Health First Aid. The HR representative reported that training needs for staff including Mental Health First Aid are currently being reviewed by the Organisational Development Team.

The Environmental Health Supervisor requested that information on mental health training is circulated to all departments.

**Action: HR Representative**

### HEALTH AND WELL-BEING

The HR representative presented the Health and Well-being report (HSC 17/37). Several issues are being addressed in specific “hotspot” departments e.g. department restructures, review of working practices, procedures, resources, workloads. Arising from the staff survey, all departments were asked to review their results through a staff workshop and complete individual action plans to address the identified issues. The workshops were held over a course of several months in February – June 2017 and all action plans were submitted to the OD department. John Brannan who represents the JSC, is working in partnership with the College recognised trade unions.

The EAP provider predicts the annual staff uptake for 2017 as 8.33%; the HE sector norm benchmark for EAP usage is 2.98%. The EAP Scheme has been promoted across College since September 2016; there has been an increase in staff usage since then. EAP Briefing Sessions have been held in August and September 2017 on Main Campus and in Huntersdale; 15 people have attended to date. Several department briefings have been held covering approximately 70 staff in Finance, Strategic Planning and Change and the School of Biological Sciences.

A further 10 people are currently registered to attend on 14th December 2017. A further five briefing dates have been arranged for 2018; details of all EAP briefings are published under the events page of the staff intranet site.

The College has appointed a new OH Provider, the Robens Centre. The contract started on 1st October 2017 for a two year period. The services will be delivered by an OH Specialist Nurse/Adviser using telephone and face to face appointments. They will be supported by a wider team including an occupational health physician. The service will be delivered from the Huntersdale site.

Contract Review meetings are held every six weeks with the provider.
An ‘Active Autumn October 2017 Walking Challenge’, a four week initiative, ran from 2nd to 29th October 2017 and has proved successful with College staff (Academic and Professional Services). There are currently 26 teams and 5 individuals participating (a total of 138 staff at the start of the Challenge). It is anticipated that this initiative will run again in Spring 2018.

The Health and Safety Co-ordinator from the Faculty of Science Elaine Turton, raised a question regarding the arrangements for booking an occupational health appointment which currently involves contacting the Administrative Assistant/Secretary in the Health and Safety Office and whether there would be a referral system set up in future. The HR representative reported that the module for the referral system was not operating and that this matter would be discussed with the service provider at the contract review meeting in November.

**Action:** HR Representative

### 10 UPDATE ON HEALTH AND SAFETY RELATED MATTERS IN ESTATES

The Director of Health and Safety referred members to the report (HSC/17/38), as the Estates representative was not present at the meeting.

The Auditor has contacted the Estates representative regarding outstanding actions from the Estates Health and Safety Audit Action Plan and making a request for an extension to the action plan deadline.

**Action:** Head of Maintenance Services

### 11 HEALTH AND SAFETY TRAINING

The Director of Health and Safety gave an oral update on health and safety training.

It was reported that the training calendar for January to June 2018 would be published shortly.

### 12 RADIATION SAFETY

The Director of Health and Safety reported that all radiation policies and procedures had been reviewed recently; the revised policies are on the College H & S web-site.

It was reported that the Environment Agency visited the College on 30 October, to conduct a formal inspection. The visit had gone well and there were no significant issues; some minor points have been noted for action.

### 13 BIOLOGICAL SAFETY

The Director of Health and Safety referred to the report “GMBSG Report to Health and Safety Consultative Committee” (HSC/17/39).

### 14 NEW AND EXISTING HEALTH AND SAFETY POLICIES AND PROCEDURES

The Director of Health and Safety reported that the revised College Health and Safety Policy has been endorsed by the College Council; a further consultation seeking feedback specifically in relation to any operational issues/concerns will end on Tuesday 7th November. It is anticipated that the Policy will be launched in January 2018.

The cyclical review of existing policies and procedures is ongoing.
Arising from M17/132, the Health and Safety Officer (Auditor) met with the Coordinators and technical laboratory staff from the Faculty of Science on 15 June and on 13 September, to discuss the draft COSHH Assessment Form and the COSHH Procedural Form. In response to these discussions, these forms have been amended and updated.

Agreement has also been reached on the use of the COSHH Assessment Form for use of single substances and on the COSHH procedure form, for procedures involving the use of several substances.

**ANY OTHER BUSINESS**

15 **Dates for COSHH Assessment training**

A question was asked by the representative from the Faculty of Arts & Social Sciences regarding future dates for COSHH Assessment training.

A question was asked by the Environmental Health Supervisor regarding whether COSHH Assessment training could be shortened, particularly for catering staff.

**Action: Director of Health and Safety**

16 **DATE OF NEXT MEETING**

7th June 10.00 – 12.00 Founders Large Boardroom.

Miss Elaine Cassidy
Health and Safety Officer (Auditor)

2nd March 2018
Summary of Action Points of the Meeting of the Health and Safety Consultative Committee held on Tuesday 31st October 2017 at 10.00 am in FE 139

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>By Whom</th>
<th>By Date</th>
</tr>
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<tbody>
<tr>
<td>17/138</td>
<td>To provide an update on the terms of reference and membership of the Committee.</td>
<td>Director of Health and Safety</td>
<td>Next meeting</td>
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<tr>
<td>17/146</td>
<td>To provide an update on the display of information on maximum occupancy levels for the Queens Building.</td>
<td>Fire Safety Officer</td>
<td>Next meeting</td>
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<tr>
<td>17/173</td>
<td>To provide an update on training needs for staff including Mental Health First Aid.</td>
<td>HR Representative</td>
<td>Next meeting</td>
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<tr>
<td>M17/180</td>
<td>To provide an update on the arrangements for booking an occupational health appointment and the module for the referral system.</td>
<td>HR Representative</td>
<td>Next meeting</td>
</tr>
<tr>
<td>17/182</td>
<td>To provide an update on the completion of the Estates Department audit action plan and a request for an extension to the action plan deadline.</td>
<td>Estates Representative</td>
<td>Next meeting</td>
</tr>
<tr>
<td>17/193</td>
<td>To provide an update on dates for COSHH Assessment training.</td>
<td>Director of Health and Safety</td>
<td>Next meeting</td>
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Miss Elaine Cassidy  
Health and Safety Officer (Auditor)  

2nd March 2018