Minutes of the Health & Safety Consultative Committee held on Tuesday 6 June 2017
in FE 139

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

Apologies: Miss Kay Toms

With Miss E Cassidy (Secretary).

1. **MINUTES**
   The minutes of the last Health & Safety Consultative Committee held on 7th February 2017 (17/01 – 17/77), previously circulated, were confirmed.

2. **MATTERS ARISING FROM THE MINUTES**

   2.1. Health and Safety Officer (Estates)

   Arising from M17/03 there had been a good response to the second advert for the new post of Health and Safety Officer (Estates). It was anticipated that the successful candidate would be starting in July 2017.

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

   Arising from M 17/32 the Students’ Union representative gave an update on the issues with the water flow system in the Students’ Union building. Ongoing issues with the main boiler had resulted in there frequently being no hot water in the kitchen, but hot water was running through the urinals. It was agreed that this was a health and welfare issue.

   The Estates representative reported that arrangements would be made for a service engineer to attend to this issue and that it would be addressed before the next committee meeting.

   **Action:** Estates Representative

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

   Arising from M 17/76 the Director of Health and Safety reported that he was currently reviewing the terms of reference and membership of the Committee. Professor Paul Hogg was standing down as Chair, with Professor Katie Normington the proposed replacement.

   A draft would be presented to the next meeting.

   **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 Alarm Activations
- Fire safety training for staff
- Fire Risk Assessment Reviews

An additional 9 Fire Marshals were trained in April 2017, bringing the total to 243. Two courses are being run for the SU, to train their student employees in preparation for the move into the EWD building.

As of 23rd May the number of fire alarm activations stood at 196, which is 36 fewer than at the same point last year. No significant trends have been observed.

Filming for the new on-line Periodic Fire Safety Training course for staff took place in March 2017. Some technical difficulties had delayed the launch. However, these had been overcome, with a planned launch by the end of June 2017.

An update on the fire risk assessment review schedule 2015-2017 was provided by the Fire Safety Officer. The following FRA reviews have been completed since the last meeting: Huntersdale; McCrea; Woodlands; Bedford Library; Sports Centre; New Sports Centre Office; EMU; SU Shop; John Bowyer.

The fire risk assessment schedule is to be completed by the end of June 2017 and the Fire Safety Officer was currently working with Estates to tender for a range of building related works arising from these reviews.

4. **ENVIRONMENTAL HEALTH**

The Environmental Health Supervisor (Commercial Services) presented an Environmental Health Report for the period January to March 2017 (HSC/17/19).

For fire safety, it was reported that Penrose Court had been missed from the PAT testing schedule and none of the portable electrical equipment had been tested during the contractor’s visits in autumn 2016. PAT testing for Penrose Court is scheduled to be completed in summer 2017.

There were two food complaints, one involving a piece of metal in a take away meal in Kingswood Kitchen and the other involving a paperclip in tagine in Founders kitchen.

Four new food suppliers were vetted in the period January to March 2017.

A serious near miss incident was reported for a member of catering staff at Kingswood involving a deep fat fryer. The staff member sustained no permanent injury, but singed their hair when igniting the pilot light and a flame came out of the machine aperture towards their face. The equipment manufacturer confirmed that leaving the equipment thermostat in an open or on position could result in this type of incident. Ignition procedures have been reviewed to prevent re-occurrence and circulated to all catering teams.
Regarding pest control, it was reported that it had been a quiet winter with respect to pests. During January to March 2017, there were 8 call outs made to the contractor to deal with pest control issues.

The Chair raised a question regarding how the effectiveness of rat control pest call outs could be monitored. The Environmental Health Supervisor reported that there are fluctuations in incidences of rats. Reported incidences are highest for Tolansky, Horton and Tuke buildings. Reactive measures are taken including increasing the numbers of baiting stations. People visiting food stalls should take greater care in their disposal of food waste.

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

- Food Hygiene Awareness – online course: 16 attendees
- Allergen Awareness: 4 attendees
- CIEH Level 2 award in Food Safety: 5 attendees
- Lifting Awareness: 11 attendees
- Ladder or Step Tool box Talk: 8 attendee

5 AUDIT PROGRAMME

The Health & Safety Officer (Auditor) presented a report on the audit programme (HSC/17/20).

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

Action plans have been completed for:

- Conference & Catering
- Drama & Theatre
- Premises Department; (Residential and Bedford Square)
- Noise Dosimetry Specialist Audit: ELSW, Compliance Monitors and Media Arts.

Progress reports were provided for all the remaining audits which have been completed (see information paper HSC/17/20).

The Executive Summary reports for the H & S Audits conducted in The Library and in the Sports Centre and Sports Grounds, were also presented (HSC/17/21 and HSC/17/22 respectively).

6 COMPLIANCE TEAM REPORT

The Director of Health and Safety presented the report HSC/17/23. 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 would be drafting a strategy paper for the Planning and Resources Committee outlining options for this area.

A new Asbestos Working Group is being set up at which representatives from the Health and Safety Department and the Estates Department will meet monthly to deliver improvements in our management procedures and processes. This Group would report to the Asbestos Management Review Group, which meets 6-monthly and will be Chaired by the Director of Health and Safety.
With regard to Lifting Equipment and Pressure Systems, the contract with Zurich Engineering is due for renewal in July 2017 and the Health and Safety Office are awaiting an update from the Finance Department on who has been awarded the new contract. There had been noticeable improvement in the service delivery of this contract, however, work was still ongoing to improve this further.

7 ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS

The Director of Health and Safety presented the report HSC/17/24. Disappointingly, the on-line accident reporting system has been suspended and it would be reviewed again in 2018. This was due to the necessary delivery of other IT projects and a decision had been made to prioritise a small number of critical projects.

There had been one RIDDOR reportable incident since the last meeting, when a chef working in Founder’s kitchen entered an area where floor cleaning was taking place and slipped landing on his upper arm (shoulder). Cleaning procedures had been subsequently reviewed.

8 CAMPUS SAFETY AND SECURITY

The Security Manager presented the Campus Safety and Security Report for the period January to April 2017 (HSC 17/25).

It was reported that during this period the Security team responded to 339 security incidents that required a formal incident report. This represents an increase of 41 incidents in comparison with the same period last year.

Theft (personal), noise complaints and suspects on campus incidents have risen comparatively since last year.

For the number of reported incidents for the period January to April 2017 compared with the same period in 2016, there has been an increase in violence related cases by 7. A problem solving approach is being adopted by the Security team; the Security Manager has been working with the Head of Student Experience on this issue. There has been a reduction in campus restriction orders.

It was reported that there has been a spike in theft (personal); this is dealt with through crime management with the College.

Noise complaints increased by 11; there has been an increase in Security teams patrolling general areas of the College site. The prevalent days and time are 9.30pm on a Tuesday and a Thursday. It was mentioned that the desire is for an improvement in “quick time” incident reporting to help manage incidents as they arise.

There was an increase in “other” incidents by 14. This includes student self-harm and potential suicide attempts. These incidents require time to manage students’ well-being and to sign-post students to other services.

There was an increase in suspects on campus (including residences) by 13. There has also been an increase in vehicles coming onto campus.

With regard to Emergency Planning, the Security Manager reported that there is to be a new silver rota for Silver Responders. This will ensure that at any point in time there will be a designated member of the Senior Management Team to step into the Silver Responder role in
the event of a major incident; training was also being arranged for these individuals. A new post of Emergency Planning Officer had also been created and the recruitment process was underway for a planned start by November 2017.

Arising from M 17/48, the Director of Health and Safety reported that during May, representatives from the Southeast Coast Ambulance Service (SECAMB) were invited to meet with various College stakeholders. The ambulance service provided an overview of their emergency planning arrangements, including the resources that are available to them in the event of a major incident. The session was also an opportunity to discuss the College’s current use of the ‘999’ emergency response and how the College might assist with reducing the demand placed on this service through educating those who perhaps were not aware of the implications of using this service for non-urgent purposes instead of other more appropriate facilities (e.g. using the 111 service).

9 HEALTH AND WELL-BEING

The Director of Health and Safety presented the Health and Well-being report (HSC 17/26). The contract for the current Occupational Health provider, OH Works, would be coming to an end on 31st July. Arrangements for a replacement provider were currently being finalised.

Arising from M17/58 to provide an update on how the staff survey results can be used to highlight stress risk factors, the Director of Health and Safety reported that the staff survey results pertaining to responses received on stress, are currently being reviewed.

The Health and Safety Co-ordinator from the Faculty of Science Andy Alway reported that this is an important area requiring to be addressed as 42% of staff had reported excessive working hours as an issue.

Action: HR Representative and the Director of Health and Safety

10 UPDATE ON HEALTH AND SAFETY RELATED MATTERS IN ESTATES

The Estates representative presented a report (HSC/17/27). He reported that following the departmental health and safety audit, work has begun to create a risk assessment register. There have been a number of risk assessments, manual handling risk assessments and “Do’s and Don’t’s” procedures completed. Fifty percent of the departmental health and safety audit actions have been completed.

Most of the actions in the audit action plans have been completed apart from the Estates Health and Safety Audit Action Plan. It was reported that a request would be made for an extension to the action plan deadline.

Action: Head of Maintenance Services

A new contractor has been approved for fixed wire testing.

A new water management contract is to be let. Work is continuing on moving the monitoring data management from Aqualog to Planet.

A new Head of Projects commenced post on the 15th May 2017. This role also includes outdoor spaces.
It was mentioned that Estates will explore the possibility of adding a contractor performance report into their committee report.

11 HEALTH AND SAFETY TRAINING

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

It was reported that Minibus Driver Awareness Scheme (MIDAS) training would be scheduled for July 2017 to include all staff who currently drive a minibus.

12 RADIATION SAFETY

The Director of Health and Safety reported that all radiation-related policies and procedures have been reviewed.

13 BIOLOGICAL SAFETY

The Director of Health and Safety presented a report “GMBSG Report to Health and Safety Consultative Committee” (HSC/17/28).

14 NEW AND EXISTING HEALTH AND SAFETY POLICIES AND PROCEDURES

The Director of Health and Safety reported the cyclical review of existing Policies and Procedures continues with the following being reviewed since the last meeting:

- Display Screen Equipment
- Laser Safety
- Ionising Radiation
- Environmental Permitting
- Departmental Health and Safety Induction
- Asbestos Management
- Legionella Management

The College Health and Safety Policy was also being reviewed and would be launched shortly.

The Health and Safety Officer (Auditor) has completed a review of the College’s Control of Substances Hazardous to Health Policy and the COSHH Assessment Form. A question was asked from a colleague of the Health and Safety Co-ordinator from the Faculty of Science Sue Wood regarding feedback on several areas of the form. The Health & Safety Officer (Auditor) agreed to meet with Sue Woods and the Health and Safety Co-ordinators from the Faculty of Science.

Action: Health & Safety Officer (Auditor)

15 ANY OTHER BUSINESS

Number of Representatives from each Department Attending Committee Meetings

A question was asked regarding permitted number of representatives from each Department attending committee meetings. Members were advised that that the membership would be looked at when the terms of reference were reviewed.
DATE OF NEXT MEETING

Tuesday 31 October 2017.

Miss Elaine Cassidy
Health and Safety Officer (Auditor)

4 September 2017
### Summary of Action Points of the Meeting of the Health and Safety Consultative Committee held on Tuesday 6th June 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>
</thead>
<tbody>
<tr>
<td>17/80</td>
<td>To provide an update on the issues with the water flow system in the Students’ Union building.</td>
<td>Estates Representative</td>
<td>Next meeting</td>
</tr>
<tr>
<td>17/82</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>
</tr>
<tr>
<td>17/119</td>
<td>To provide an update on how the staff survey results can be used to highlight stress risk factors</td>
<td>Director of Health and Safety and HR Representative</td>
<td>Next meeting</td>
</tr>
<tr>
<td>17/121</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>17/132</td>
<td>To provide an update on the review of the COSHH Assessment Form.</td>
<td>Health and Safety Officer (Auditor)</td>
<td>Next meeting</td>
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</tbody>
</table>

Miss Elaine Cassidy  
Health and Safety Officer (Auditor)  

4 September 2017