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

Apologies: Professor Paul Hogg, Dr T Flynn, Miss N Cheema and Mr S Glover.

With Miss E Cassidy (Secretary).

1. **MINUTES**

The minutes of the last Health & Safety Consultative Committee held on 20th October 2016 (16/138 – 16/222), previously circulated, were confirmed.

2. **MATTERS ARISING FROM THE MINUTES**

2.1 **Lock on Disabled Access Door Queens Building**

Arising from M 16/191 the Health and Safety Co-ordinator from the Department of Geography reported that the main entrance to the Queens Building is to be replaced in April 2017. It was agreed that this matter could be closed.

2.2 **Health and Safety Officer (Estates)**

Arising from M16/221 the Director of Health and Safety reported that there had been a good response to the advert for the new post of Health and Safety Officer (Estates). It had not been possible to appoint following interviews so the post would now be re-advertised.

3. **FIRE SAFETY**

The Fire Safety Officer presented a Fire Safety Report covering the following fire safety issues (HSC17/01).

- Training – Fire Marshals
- Fire Alarm Activations/Fire Incidents
- Fire safety training for staff

An additional 21 Fire Marshals were trained in November 2016, bringing the total to 237.

The number of fire alarm activations was 124 (at 26.1.2017) which was reported to be 26 fewer activations compared with at the same point last year.

The fire incident in the Founder’s building on 1st December 2016 was reported; a student set several fires, in the under-croft area and the East wing accommodation area.
A total of 14 separate fire locations were recorded, on 5 floor levels. 3 rooms suffered significant damage. A full report was submitted to the Fire Safety Working Group, with a number of recommendations, which are in the process of being implemented. Some changes have been made to the existing fire safety arrangements and it was mentioned that there have been some quick fixes completed. Some fire extinguishers have been put into boxes.

The Head of Premises reported that it should be noted that the damages and costs involved in the fire incident were in the order of £100,000.

It was reported that a replacement on-line fire safety training course for staff is being prepared, in conjunction with Outtakes Ltd, (filming company specialising in training videos). Filming is to take place in February and it is planned that the new course will be available for staff to access at the end of March.

An update on the fire risk assessment review schedule 2015-2017 was provided by the Fire Safety Officer (HSC/17/02).

4. ENVIRONMENTAL HEALTH

The Environmental Health Supervisor (Campus Services) presented an Environmental Health Report for the period September to December 2016 (HSC/17/03).

For fire safety, it was reported that there had been an incident involving staff where two pizzas caught fire in Crosslands, one of which resulted in the use of a CO2 extinguisher and the other activated the fire alarm, and resulted in the evacuation of the building.

It was mentioned that there were two food complaints. One involved a report of a cockroach found in a take away box. It was mentioned that the source may have been salad leaves. The other involved a report of a hair found in a sandwich.

Four new suppliers were vetted in the period September to December 2016. This included a new supplier for Bedford Square. Feedback received from staff has suggested the supplier Waitrose; food can also be ordered on-line and delivered at lunch-time.

Regarding the Legionella Action Plan for Campus Services, specifically in relation to flushing of infrequently used outlets, the residency teams completed flushing of the following residences over the Christmas break: Founders, Reid and Tuke F.

This programme has provided more data to allow the department to calculate the resources needed to maintain the required flushing regime during the summer vacation.

It was mentioned that there had been an increase in wasp reports; 20 call outs made to the pest control contractor to deal with wasp nests, during September to December 2016.

The following training was delivered to Campus/Estates Services staff during this period:

Food Hygiene Awareness – online course: 41 attendees
Allergen Awareness: 17 attendees
CIEH Level 2 award in Food Safety: 3 attendees
Fire Awareness: 4 attendees
Lifting Awareness: 17 attendees
5 AUDIT PROGRAMME

The Health & Safety Officer (Auditor) presented a report on the audit programme (HSC/17/4).

Twenty-two H & S audits have been completed: this included 8 specialist audits carried out in the Maintenance Services Department (5), Sports Grounds (2), ELSW, Media Arts, and for the Compliance Monitors, and fourteen general audits carried out in Conference & Catering, Computer Centre IT, Computer Science, Drama & Theatre, Media and Arts, the Students’ Union, Premises, Estates, Premises Department; (Residential and Bedford Square), the Library, Social Work, the Sports Centre and Sports Grounds, Economics and Classics.

Twenty-two reports had been written. Eighteen 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/17/04).

The Executive Summary reports for the H & S Audits conducted in the Estates Department and Premises (Residential and Bedford Square), were also presented (HSC/17/5 and HSC/17/6 respectively).

Arising from M16/169, members were provided with details of the audits which are scheduled to take place over the next 6 months. These included the following departments: Research and Enterprise, Finance, English, and History.

Arising from M16/170, a progress report was presented by the Head of Trading Services (Students’ Union) on the audit action plan for the Students’ Union. It was reported that from the initial 93 actions recommended by the report, 83 have been completed (90%), with 10 remaining outstanding. Of this, two are “dependent on the College and largely out of the control of the Students’ Union”. These include an improved traffic management, vehicle parking and pedestrian access system at Medicine area. A business case has been completed, discussed with Estates and presented to PRC for approval.

Arising from M16/174 papers were presented from the Health and Safety Co-ordinator (Media Arts) on a noise control procedure for setting up and using media sound recording equipment “The Safe Use of Headphones” and for “The Safe Use of Talk-back Sets”. It was agreed that this action could be closed.

The Health & Safety Officer (Auditor) reported that all outstanding actions from the Noise Dosimetry Specialist Audit have been completed.
Arising from M 16/178 the Director of Health and Safety gave an oral update on the progress of departmental action plans for Legionella Risk Assessments for department owned equipment which contains water (temporarily or permanently connected to the domestic water system). It was reported that there were 3 main areas to manage which included the flushing regime, physical compliance elements of the water management system to be addressed (including tanks, “dead-legs”, bacteriological sampling, new schematics commissioned for this site), and departments’ arrangements for their own equipment (flushing, cleaning of equipment, de-scaling).

Certain elements of the action plans in particular the physical aspects were currently being addressed through Estates and the Water Hygiene Service Provider. A meeting has been held with the Service Contract Coordinator (Estates) regarding planning and scheduling the works to be completed.

The Head of Trading Services reported that the Students’ Union have had serious issues with the water flow system in the Students’ Union building; in particular this has included the hot water system and the water supply to the urinals in the male toilet areas.

Action: Estates Representative

6 COMPLIANCE TEAM REPORT

The Director of Health and Safety presented the report HSC/17/9. It was noted that a significant amount of asbestos management works had been undertaken co-ordinated by the College’s Asbestos Manager. A summary was provided of these works.

With regard to Lifting Equipment and Pressure Systems it was reported that a formal scheduling procedure for inspections, including a date matrix for improving the notification of completion dates, had been agreed between the Director of Health and Safety and the Compliance Manager.

The procedure would improve the inspection process and provide appropriate warning of those items which were at risk of exceeding their statutory inspection due date.

A tagging system of lifting equipment had also been introduced and was working effectively. The tags show the equipment’s inspection due date, and was designed to prevent end users continuing to use equipment that was overdue. A formal quarantine procedure for overdue items would now be developed by the Compliance Manager.

With the exception of some equipment that is either currently not being used/out of service or not located, all inspections are up to date.

7 ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS

The Director of Health and Safety presented the reports HSC/17/10 and HSC/17/11. There had been no further RIDDOR reportable incidents since the last meeting.

There was a reduction in the number of RIDDOR reportable incidents for the period 2015/16 compared to 2014/15.
Referring to HSC/17/11 it was reported that extrapolating the data for total College accidents (for the first quarter reporting period) it is unlikely that the number of accidents for 2016/17 will exceed the numbers reported in the previous year 2015/16.

8  CAMPUS SAFETY AND SECURITY

The Security Manager presented the Campus Safety and Security Report for the period September to December 2016 (HSC 17/12).

It was reported that during this period the Security team responded to 315 security incidents that required a formal incident report.

It was mentioned that there had been a major incident involving a fire in Founders building on 1 December 2016, which had required the support of the police. There had also been two demonstrations including an anti-racial and an anti-Trump demonstration.

A number of restriction orders have been put in place for a small number of individuals regarding inappropriate behaviour.

For the number of reported incidents for the period September to December 2016 compared with the previous quarter May to August 2016, there has been a reduction in the number of criminal damage incidents, building found open, and suspects on Campus. There has been an increase in particular in the following types of incidents: violence, harassment, noise complaints, medical, "other" incident, vehicle incident, and ambulance called person taken to hospital.

It was reported that incidents involving intoxication and alcohol related and medical, can tie up Security resources, particularly during the second part of the Security staff night shift and potentially affect the quality of the staffs’ response. In particular the team providing first aid and calling an ambulance.

The Head of Trading Services (Students’ Union) suggested that it may be appropriate to approach the Director of Student Life regarding support required.

The Head of Residences suggested getting feedback from staff on elements of support from specialist health professionals and from e.g. Residential Support Ambassadors. In particular instead of pulling resources from the NHS in calling an ambulance; if the incident can be addressed on site, apart from in a life and death situation where an ambulance would be called. In particular where individuals refuse to go off site with a paramedic and repeated 999 calls are made to the NHS. It was mentioned that students are expected to have independent living capability before they start studying at the College. The College provides a “triage” medical service but that this should not be abused.

Action: Director of Health and Safety

9  HEALTH AND WELL-BEING

The HR representative presented the Health and Well-being report (HSC 17/13). It was reported that the Staff Survey was completed in October/November 2016. Every department is to receive a report with the survey findings.

Individual department Staff Survey Action Planning Workshops are being held throughout February and the first week of March.
It was mentioned that there have been concerns regarding the administration of the OH service by the service provider; the activity data for occupational health (OH) usage in the previous quarter and for the full calendar year remains outstanding. The current contract is due to expire in August 2017. HR are in the process of procuring a new OH service provider.

For 2016 (calendar year), the usage of the EAP was higher compared with previous years; this is due to raising staff awareness and the promotion of the EAP to staff. Usage of EAP was 2.82%, an increase from 2.49% in 2015.

A new complementary therapist service has been arranged and is held on alternate Fridays in Huntersdale.

A review of the Health & Wellbeing pages on the staff intranet site has been carried out. The web pages will be updated over the coming months.

A question was raised by the UCU representative regarding staff access to OH, the difficulties in getting an appointment and also waiting for a follow-up appointment.

The HR representative reported that any issues regarding staff waiting for OH appointments should be raised with the HOD/line manager with support of their HR Business Partner.

The UCU representative mentioned that staff are not willing to talk to the HOD regarding e.g. stress and mental health cases but wish to speak to a health care professional.

The HR representative mentioned that staff are advised to contact the HR Business Partner who has knowledge of the individual’s work environment. The staff survey results could also be used to highlight stress risk factors, as this data had also been requested from the survey provider.

**Action: HR Representative and the Director of Health and Safety**

**UPDATE ON HEALTH AND SAFETY RELATED MATTERS IN ESTATES**

The Director of Health & Safety introduced the members to the new Quality and Performance Manager and interim Head of Maintenance Services, Robin Young. It was mentioned that a report should be completed and submitted to the committee by the representative of Estates at future meetings.

**Action: Director of Health and Safety**

**HEALTH AND SAFETY TRAINING**

The Director of Health and Safety presented the Health and Safety Training Reports (HSC 17/14 and HSC 17/15).

It was reported that four new training courses had been introduced in 2016, including Cryogenics Gases Refresher, Cylinder Gases Refresher, Pressure System Safety Regulations, PUWER and LOLER Awareness, and Ladder and Steps training.

The Environmental Health Supervisor reported that the Emergency First Aid at Work course had been well received by the Customer Services Team.
12 RADIATION SAFETY

Following the Environment Agency (EA) inspection in 2016, it was confirmed that there were no significant issues identified, and the 2 recommendations had been completed. These inspections would continue to occur annually.

A report had now been received following the audit completed by the College’s Radiation Protection Adviser (RPA) in August 2016. No significant issues were identified and the completion of the required actions was being monitored by the Radiation Protection Group.

13 BIOLOGICAL SAFETY

The Director of Health and Safety presented a report “GMBSG Report to Health and Safety Consultative Committee” (HSC/17/16).

14 NEW AND EXISTING HEALTH AND SAFETY POLICIES AND PROCEDURES

The Director of Health and Safety presented a report “Legal/Regulatory Update” (HSC/17/17). This information paper provided an update on:

- Fees for Intervention (FFI)
- The Sentencing Council Guidelines since their introduction in February 2016.

A similar information paper would be presented to the Planning & Resources Committee and Health & Safety Assurance Committee.

The Health and Safety Officer (Auditor) has completed a review of the College’s Control of Substances Hazardous to Health Policy and for the Display Screen Equipment Policy.

These draft policies have been circulated to members for consultation. A one page document has been completed highlighting the proposed key changes to the existing policies. A deadline for all feedback has been set for 26 February.

15 ANY OTHER BUSINESS

Staff Emergency Contact Details

The Health and Safety Co-ordinator from the Department of Physics raised a question regarding emergency contact details and numbers for staff in the case of illness and emergencies and who is allowed to hold this information.

The Director of Health and Safety reported that this information would be held by the HR Department (on My View). However for field trips and trips abroad, this information would be retained by the department.

Mobility Disabled Staff and Diversion Routes during Estates Works

The HR representative raised a question regarding mobility disabled staff and diversion routes during Estates works. It was agreed that this matter should be referred initially to the relevant Estates Project Manager.
The Health and Safety Co-ordinator representing the Faculty of Arts & Social Sciences raised a question regarding Parking over the A30 Katherine Worth Building during the building works.

The Director of Health and Safety reported that this would be discussed outside of the meeting with representatives of the Estates Department.

**Review of Terms of Reference for membership of the Health & Safety Consultative Committee**

The Director of Health and Safety reported that a review of the terms of reference for membership of the Health & Safety Consultative Committee was required and this would be completed over the coming months and a draft presented to members.

**Action: Director of Health & Safety**

**DATE OF NEXT MEETING**

Tuesday 6th June 2017 at 10.00 in FE139.

Miss Elaine Cassidy
Health and Safety Officer (Auditor)

11 May 2017