1. **MINUTES**

The minutes of the last Health & Safety Consultative Committee held on 7th October 2017 (17/135 – 17/194), previously circulated, were confirmed.

2. **MATTERS ARISING FROM THE MINUTES**

2.1. Review of Terms of Reference and Membership

The Director of Health and Safety reported that the new members include Dr Tony Stead (UCU), Helen Groenendaal (Head and Student Well-being and Safeguarding (Academic Services), Simon Davis (Security Manager (Estates)), and Matt Dickson (Health & Safety Officer (Estates)).

The re-structure of the Group was approved by the PRC in January 2018. An overview of the new committee structure and the reporting arrangements was presented.

Noted that reporting between this Management Committee and the Consultative Group is two-way and the minutes of former would also be published on the health and safety webpages.

3. **FIRE SAFETY**

The Director of Health and Safety presented a Fire Safety Report covering the following fire safety issues (HSC18/01).

- Training – Fire Marshals
- Online Fire Safety Refresher
- Evacuation Lift Operation
- Fire Alarm Activations
- Fire Risk Assessment Works

An additional 15 Fire Marshals have been trained. Two courses were held in March 2018.
Regarding the online Fire Safety Refresher training, the final completion rate, across all departments, was recorded as 97% of the established staff head count.

With regard to concerns raised over the accuracy of established staff numbers used to calculate percentage completion rates for each Department, it was noted that an interphase between Moodle and Resourcelink was currently being developed which should significantly improve the accuracy and reporting of this information.

A question was raised by the Environmental Health Supervisor regarding extending the online fire safety training until November 2018. Confirmed that training would be available until then.

As of end of February 2018 the number of fire alarm activations stood at 140, which is 2 fewer than at the same point last year. There has been a high number of activations in the kitchens of the George Eliot building. The settings on the detectors have been reduced so that they are less sensitive to smoke. This seems to have addressed the problem. This adjustment has only been applied in areas where there have been high numbers of activations.

The minor works programme, which resulted from the findings of the most recent Fire Risk Assessment review, has now been completed, with the exception of one item in Founder’s kitchen area, which requires additional funding.

Arising from M17/146 to provide an update on the display of information on the fire plan for the Queens Building, it was confirmed that this has been completed.

4. ENVIROMENTAL HEALTH

The Environmental Health Supervisor (Campus Services) presented an Environmental Health Report for the period September to December 2017 (HSC/18/02).

The start of term fire drills were completed without incident and no repeat drills were required.

Regarding food safety, Runnymede Borough Council requested the completion of a self-assessment form for Imagine (the Hub); this is a low risk catering operation selling pre-packed food. This was completed by the Catering Services team and the franchisee which runs it, Pearls Tea, and submitted in October 2017 and has been approved.

There has been two food safety complaints. One involved a foreign body in a pasta pot ketchup sachet; the source was identified as Crosslands. The other was a foreign body in mince (bone). The production team took this up with the manufacturer in terms of quality and their methods to extract small pieces of bone, which appears to have gone through the mincing machine.

No new food suppliers were vetted in this period.

There was one report of respiratory infection relating to mould in wall surfaces of bedroom Penrose 21/01. A leaking water pipe was identified as the cause. Repairs have been undertaken by Estates and the situation appears to have been resolved. There are continuing problems with some of these accommodation blocks because of the height of the vegetation around the perimeter walls of the buildings. This is restricting sunlight. The
Head of Residences has some longer term plans regarding the height of trees next to residential buildings.

Regarding pest control, one report was received; the resident from Butler Halls made a report of bites, but no evidence of bed bugs was found.

Regarding pest control issues it was reported that 12 call outs were made to the contractor to deal with pest control issues. This compares with 34 call outs for the same period last year; 20 of these concerned wasp nests.

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

- Food Hygiene Awareness – online course: 44 attendees
- Allergen Awareness: 16 attendees
- CIEH Level 2 award in Food Safety: 5 attendees
- Lifting Awareness: 45 attendees
- Ladder or Step Tool box Talk: 7 attendees
- COSHH awareness: 13 attendees.

Noted that all catering staff must complete a Food Hygiene Awareness online course, unless they have another food safety qualification, before they are permitted to work a shift in a food outlet.

A question was raised regarding cleaning of the work surfaces of the recently introduced food servery area in Huntersdale staff common room. Reported that catering staff are responsible for cleaning what they have generated. The HAZOP Risk Assessment has been completed for Founders Kitchen area, where the food has been prepared; there is not a requirement to have a separate assessment for Huntersdale.

5 AUDIT PROGRAMME

The Health & Safety Officer (Auditor) presented a report on the audit programme (HSC/18/03).

Progress reports were provided for all the remaining audits which have been completed (see information paper HSC/18/03).

The Executive Summary report for the H & S Audit conducted in The Department of Economics, was also presented (HSC/18/04).

6 COMPLIANCE TEAM REPORT

The Health and Safety Officer (Estates) presented the report HSC/18/05. The Asbestos re-inspection works for 2017 started in December and finished in January 2018. Noted that the remedial works arising from the previous re-inspections were nearly complete.

It was noted that several asbestos management works had been undertaken and some works are currently being investigated, including Founders plant rooms and the associated tunnel to the Old Boiler House.

Noted the absence of reference to asbestos survey and remedial works conducted in Stumble Inn and Medicine as reported by the Deputy CEO (Head of Trading Services).
(Students’ Union). Believed that this work had been completed outside the reporting period covered by the report, however, this would be confirmed.

**Action: Director of Health and Safety**

During the reporting period, the Compliance Team has dealt with/closed approximately 1238 ‘defects’ reported on the Aqualog system.

### 7 ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS

The Health and Safety Officer (Estates) presented reports HSC/18/06 and HSC/18/07. Accidents and incidents (near misses) are now being recorded in the AMS database as we move towards full implementation of the online reporting system. The Students’ Union also use an online reporting system; reports from this system are also sent to the College Health and Safety Office.

There has been an increase in the total number of accidents compared with the same period last year. A number of reasons for this have been hypothesised, with the online system permitting much easier data manipulation. Improvements in the data we report will be provided at future meetings.

There were two RIDDOR reports for the current reporting period. There had been an increase for the following causes: manual handling, hot substances, slips and struck by.

It was reported that the College has been experiencing some operational issues concerning the health surveillance module of the online occupational health system. Our Occupational Health provider is working with the online software provider in order to get this resolved as soon as possible. However, following a meeting on 21st March, it would appear that this will take longer than expected, so alternative arrangements have been put in place to ensure our health surveillance programmes can continue. OH surveillance programmes for audiometry and for night workers will be scheduled over the next couple of months.

An OH activity report would be available for the next meeting.

### 8 CAMPUS SAFETY AND SECURITY

The Security Manager presented the Campus Safety and Security Report for the period September to December 2017 (HSC 18/08).

It was reported that during this period the Security team responded to 359 security incidents that required a formal incident report. In comparison with the same period last year, this represents an increase of 44 incidents (10% increase).

The prevalent month, day, time, and cause of incident are as follows: October, Thursday, between 22.00 – 2.00 hours and medical.

Theft (personal), drug involvement and noise complaint incidents have risen comparatively since the same period last year.

It was reported that there has been an increase in reports of theft (personal); a significant number of these relate to theft from contractor vehicles being targeted by thieves, in particular contractor vehicles parked at Car Park 4.
However in some cases it was mentioned that some cases are unsubstantiated e.g. a toolbox was reported as missing and was found in the workshop. Also another case concerning the EWD Building which was found are returned.

Incidents of drug use has increased by 33 compared to the same period last year; the majority relate to cannabis use. Ongoing pro-active interventions to tackle this are being targeted in locations in particular north of the A30, (e.g. George Eliot). Security (and other staff e.g. housekeepers) are being more proactive in finding drugs and information is shared with the Police.

The Head and Student Well-being and Safeguarding (Academic Services) reported that there is a growing divide between students who think it is acceptable to use drugs and those who don’t; some are unaware of the possible consequences, under the Drugs Misuse Act.

Noise complaints increased by 15; there has been an increase in Security teams patrolling general areas of the College site.

Injured persons taken to hospital have dropped considerably since the same reporting period in the previous year. The effects of pressure on the ambulance service resulting in them not attending to all emergency calls is one factor which has contributed to this decrease.

It was noted that the procedure for calling an ambulance would form part of the current review of College First Aid Policy to ensure everyone in the College was clear on this procedure.

**Action:** Director of Health and Safety

9  **HEALTH AND WELL-BEING**

The Director of Health and Safety presented an oral report on Health and Well-being.

Arising from M17/173, he reported that one Mental Health First Aid (MHFA) training course has been provided to a number of Security staff. In view of the recognised need for this training for other staff groups, Organisational Development (Human Resource) were currently exploring possible training providers. An update would be provided to the next meeting.

**Action:** Director of Health and Safety

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

The Estates representative presented a report (HSC/18/09). Outstanding actions from the health and safety audits were now being reviewed and progressed.

Thirteen Estates staff involved in managing asbestos works have recently completed UKATA Category A training for asbestos.

Estates are currently looking to improve the availability of their Contractor Signing in System outside of normal working hours by having the facility based in Security in Founders, this includes the use of an App which is available for the system to improve the overall use.
He reported on the current status of planned preventative maintenance and certifications and related contracts.

- Alternative options are currently being finalised for the contract for the testing and inspection of fume cupboards. All units are within their statutory examination dates.
- Regarding Legionella, a new water management contract was placed with Clearwater, commencing 1st February 2018.
- The project to potentially move monitoring into the Planet system from Aqualog has been abandoned in favour of transferring to a Qube Connect Partner product: ZetaSafe; this product links directly to Planet.
- A Legionella Review Group meeting was held in November 2017; the group have agreed that an application should be made via Cyclical Works to obtain a recurrent annual capital allocation to continue to address Risk Assessment items on an ongoing basis.
- Regarding the Fixed Wire Testing FXPower online management system, it was reported that there is no long term future for the product, as contractors were not using it, and that the project is to be closed. Estates have developed an alternative approach using an excel spreadsheet and will be storing all test information on Planet and on the Estates Shared Drive.

Members of the Gardening Team have attended 'Emergency First Aid at Work for Horticulture'.

A review of training needs in the team has been carried out. As a result, members of the Gardening Team have attended training on high-risk equipment including chainsaws, chipper, tractor, ride-on mower and excavator.

11 HEALTH AND SAFETY TRAINING

The Health and Safety Officer (Estates) gave an oral update on the College health and safety training calendar, up to June 2018.

He is currently developing a shorter version of the COSHH Assessment course e.g. for Catering staff, to include relevant information in the form of a toolbox talk.

The Estates representative raised the subject of IOSH Managing Safety training for staff in Estates. He said that Estates are to run this course in June/July 2018 for 16 staff, and another course in the next financial year; the cost is approximately £77 per delegate. If anyone from another department wishes to attend they should contact him.

The UCU representative reported that previous versions of the COSHH assessment forms are no longer accessible to staff in the School of Biological Sciences. It was agreed that this matter would be followed up outside the meeting.

12 RADIATION SAFETY

Inspectors of the Environment Agency (EA) visited the College on Monday 30th October 2017. This was the usual annual visit to establish whether we are managing the keeping, use and disposal of radioactive material in accordance with the College’s permits. The inspector assessed compliance with both our Permits, and no breaches or non-
compliances were identified and, as with last year, they remain satisfied with our existing management arrangements.

Based on the level of risk for the work we undertake using ionising radiation we have re-registered with the Health and Safety Executive (HSE). This is a requirement of the Ionising Radiations Regulations 2017 (IRR2017). The registration certificate has been issued by the HSE. The registration remains in place until there is a significant change to the information provided, at which point, we will need to renew our registration. The Director of Health and Safety is the nominated site contact.

13 BIOLOGICAL SAFETY

The Director of Health and Safety presented a report “GMBSG Report to Health and Safety Consultative Committee” (HSC/18/10).

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 was approved and launched in February 2018.

The Maternity and Risk Assessment policies and the General Risk Assessment Guidance, have also recently been revised. The cyclical review of existing policies and procedures is ongoing.

15 ANY OTHER BUSINESS

Unmanned Aerial Vehicles (UAVs)

The Estates Representative raised a question regarding the College’s policy on the use of UAVs, e.g. students using drones, Commercial Services requesting the use of drones for wedding photographs; he has received questions from several other departments requesting advice on the use of drones on College campus, including who and where drones can be used, the insurance requirements, permissions from the CAA, and the licensing system.

Action: Director of Health and Safety

16 DATE OF NEXT MEETING

7 June 2018.

Miss Elaine Cassidy
Health and Safety Officer (Auditor)

27 April 2018
Summary of Action Points of the Meeting of the Health and Safety Consultative Group held on Tuesday 20th March 2018 at 2.00pm 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>18/30</td>
<td>Confirm reason for the absence of reference to asbestos survey and works carried out in Stumble Inn and Medicine Building (which were not included in the report HSC/18/05).</td>
<td>Director of Health and Safety</td>
<td>Next meeting</td>
</tr>
<tr>
<td>18/47</td>
<td>Procedure for calling an ambulance to form part of the current review of College First Aid Policy to ensure everyone in the College was clear on this procedure.</td>
<td>Director of Health and Safety</td>
<td>Next meeting</td>
</tr>
<tr>
<td>M18/49</td>
<td>To provide an update on the procurement of a MHFA training provider.</td>
<td>HR Representative</td>
<td>Next meeting</td>
</tr>
<tr>
<td>M18/65</td>
<td>To provide an update on the College’s policy on the use of drones.</td>
<td>Director of Health and Safety</td>
<td>Next meeting</td>
</tr>
</tbody>
</table>

Miss Elaine Cassidy  
Health and Safety Officer (Auditor)  

27 April 2018