Minutes of the Health and Safety Consultative Group held on Thursday 7th June 2018 in Founders Large Boardroom

Present: Mr M Purcell (Chair), Mr A Alway, Dr C Mayers, Dr T Stead, Mr S Brennan, Mr Daren Bezants, Mrs K Burnett, Mr Matt Dickson, Mrs Helen Groenendaal, Miss M Anderson, and Mrs Eliza Bailey.

In attendance Mr Mark Smith

Apologies: Mr Max Ross, Miss Willow Wong, Mr Simon Davis and Miss Kay Toms.

With Miss E Cassidy (Secretary).

1. MINUTES

The minutes of the last Health and Safety Consultative Group held on 20th March 2018 (18/01 – 18/66), previously circulated, were confirmed.

The Environmental Health Supervisor requested a minor change to the wording regarding M18/24; the third sentence should read 'The food safety risk assessment completed for catering, covers the activities at Huntersdale and as such a separate risk assessment is not required for this service area'.

Eliza Bailey was welcomed as a new member of the Group.

Noted that the inaugural meeting of new Health and Safety Management Committee took place on Monday 26th March. This meeting was primarily used to agree a number of formalities including the terms of reference, membership and format of future meetings. The next meeting is scheduled for Tuesday 26th June, following which, this Committee can start reporting on its work.

Noted that in order to formalise and recognise the positive work carried out by various Groups as well as improve reporting within the new governance structure, each Chair will be required to produce an annual report summarising his/her Group’s work. Currently this will include:

- Genetic Modification and Biological Safety Group
- Radiation Safety Group
- Fire Safety Working Group
- Asbestos Management Working Group
- Legionella Management Review Group

Activity reports will be presented to both this Group and the Health and Safety Management Committee at the October and September meetings, respectively.

A question was asked by the UCU representative regarding how members can raise questions and/or concerns in relation to the work of the Health and Safety Management Committee. Confirmed that the Director of Health and Safety as Chair to this Group and member of the Management Committee would provide the communication link.
2. **MATTERS ARISING FROM THE MINUTES**

**Asbestos Survey and Remedial Works Conducted in Stumble Inn and Medicine in Compliance Report HSC/18/05**

Arising from M 18/30, confirmed that all works arising for Stumble Inn and Medicine have been completed, and these were confirmed in a different reporting period.

**Procedure for calling an ambulance**

Arising from M 18/47, confirmed that the College First Aid Policy is to be reviewed to include the procedure for calling an ambulance. New proposal was to empower any member of staff to call an ambulance followed by a call to Security. This change would be subject to wider consultation.

A question was raised by the Environmental Health Supervisor regarding including better information to staff and students regarding medical drop in centres and information on posters. Agreed that this would form part of the First Aid Policy review.

**Action: Director of Health and Safety**

**Mental Health First Aid Training**

Arising from M 18/49, reported that Organisational Development are in the process of procuring a training provider and it was anticipated that training would commence during the autumn term. An update will be provided at the next meeting.

**Action: Director of Health and Safety**

**Unmanned Aerial Vehicles (UAVs)**

Arising from M 18/65, reported that this Policy will be progressed over the summer, and discussions were currently taking place over requirements. The Emergency Planning Officer reported that Security should also be involved in these discussions.

**Action: Director of Health and Safety**

3. **FIRE SAFETY**

The Director of Health and Safety presented an oral report on fire safety.

Noted that Alan Oakes left the College on 31st May. Following one round of shortlisting, we have unfortunately been unable to recruit to this post. Currently pursuing alternative recruitment options. Interim arrangements are in place which will cover us in the short-term, however, the priority is to replace this essential post as soon as possible.

On Thursday 22nd March, a Business Fire Safety Inspector from Surrey Fire & Rescue Service visited the College in order to undertake an audit of the Davison Building. Reported that the Inspector was satisfied with our fire safety arrangements for this building.
The third quarter total for fire alarm activations was 181. This compares with 167 at the same point last year (2016/17). Apart from the George Eliot Halls issue reported at the last meeting, no other specific trends have been identified.

Noted the introduction of a Fire Assistant training video. The Evacuation Assistant was introduced to supplement the already well-established role of Fire Marshal; essentially it is the latter without the fire-fighting responsibility. As this role is not given to a specific person, but instead is taken on by staff occupying the designated area of a building at the time of an evacuation, we have produced a brief training video to inform these personnel of what is required. The introduction of this format should also simplify and expedite the process of rolling out Assistants to cover all our buildings.

4. ENVIRONMENTAL HEALTH

The Environmental Health Supervisor (Commercial Services) presented an Environmental Health Report for the period January to April 2018 (HSC/18/11).

No fire drills were run for the Spring starters moving into residences; all residential students were sent an email reminding them of good fire safety practices.

Regarding food safety, no inspections of the commercial services operations were undertaken during this term.

There has been five food safety complaints. One involved a foreign body in a nut roast; the source was identified as most likely from the nuts and the product was returned to the supplier. Another was mould in salad; the investigation found the Chef had made an error in the dating procedure and the employee has been retrained.

One new food supplier was vetted and approved in this period for the Science Open Day, Sussex Spit Roast; the supplies received a food hygiene rating score of 5.

There was one report of Campylobacter infection in a Kingswood resident which was reported to the Environmental Health Supervisor by Runnymede Borough Council. The Local Authority received the notification via the public health authority and they contacted the resident to investigate the matter, but did not receive any response from them.

The pest control contract was awarded to Mitie Pest Control and the new contract is to run for three years; the percentage of the contract allocated to external or grounds work has increased, which constitutes the majority of the contract.

It was reported that 18 call outs were made to the contractor to deal with pest control issues. This compares with 8 call outs for the same period last year; 15 of these concerned rodent activity.

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

Food Hygiene Awareness – online course: 23 attendees
Allergen Awareness: 3 attendees
RHUL award in Food Safety: 2 attendees
Lifting Awareness: 4 attendees
COSHH awareness: 6 attendees.
Risk Assessment Review – tool box talk: 17 attendees
5 AUDIT PROGRAMME

The Health and Safety Officer (Auditor) presented a report on the audit programme (HSC/18/12).

Thirty-one audit reports have been agreed and finalised. 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/18/12).

The Executive Summary report for the H and S Audit conducted in The Department of Finance, was also presented (HSC/18/13).

6 COMPLIANCE TEAM REPORT

The Health and Safety Officer (Estates) presented the report HSC/18/14. The Asbestos re-inspection works for 2017 have now been concluded; most of the reports have been received but some still need to be finalised by the contractor. Remedial actions resulting from the surveys are currently being costed and are to be submitted to Cyclical Maintenance and Small Works Project Board for approval.

Planned Asbestos works include External service cupboards and meter / plant buildings.

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

In total, there were 249 lifting items and 29 Pressure Safety items due/inspected during the reporting period.

7 ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS

The Health and Safety Officer (Estates) presented the report HSC/18/15. More accidents and incidents (near misses) are being reported, compared with the previous periods. The Students’ Union use a tablet based online reporting system and there have been increases in accidents and incidents (near misses) being reported, compared with the previous periods.

He reported that it is anticipated that there may be more incidents being reported with the increase in new buildings on site.

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

The Director of Health and Safety gave an oral report on Occupational Health (OH) activity. An activity report had been received by the College, but not in time to present to this meeting. This would be presented to the next meeting.

The College has still been experiencing issues with the online OH system for booking appointments. However, occupational health surveillance programmes have proceeded for audiometry, hand arm vibration, spirometry and for night workers. It is planned for OH surveillance to be conducted for catering staff; this is to include dermatology and health promotion activities.
8 CAMPUS SAFETY AND SECURITY

The Emergency Planning Officer presented the Campus Safety and Security Report for the period January to April 2018 (HSC 18/16).

It was reported that during this period the Security team responded to 361 security incidents that required a formal incident report. In comparison with the same period last year, this represents an increase of 22 incidents.

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

Drug involvement incidents on campus have risen comparatively, and medical incidents have also increased in comparison with the same period last year, whereas incidents involving injured persons taken to hospital have decreased.

It was reported that there has been an increase in reports of harassment, sexual offence, drug involvement, medical and other incident.

Injured persons taken to hospital have dropped considerably since the same reporting period in the previous year.

Weekly meetings are held with Security, the Head of Student Advisory and Wellbeing and the Students Union on a weekly basis to discuss incidents and risk areas on Campus.

It was noted that the report would benefit from information on how incident trends are being addressed.

Action: Security Manager

9 HEALTH AND WELL-BEING

Noted that a paper was not submitted and that a paper would be presented at the next meeting.

10 UPDATE ON HEALTH AND SAFETY RELATED MATTERS IN ESTATES

The Estates representative presented a report (HSC/18/18). He reported that UKATA Category A training for asbestos has been completed for all Estates Department managers. The Trade Team are to be trained to the same standard within the next six months to enable the department to complete low risk non licensed removals of ACM’s such as floor tiling and some asbestos cement items.

He reported on the current status of planned preventative maintenance and certifications and related contracts.

11 HEALTH AND SAFETY TRAINING

Reported that the training calendar is to be issued in mid-July.

Noted that Health and Safety Office is currently working with ‘Outtakes’ to complete staff training videos for manual handling and asbestos.
A question was raised by the Health and Safety Co-ordinator representing the Faculty of Science, regarding the inclusion of Gas Safety and Cryogenics Safety training on the programme and when this would next take place; note that these would be on the programme and are likely to be scheduled for September.

12 RADIATION SAFETY

Reported that College has recently received notification from the Environment Agency that they need to change the conditions of one of our permits, following amendments to the Environmental Permitting (England and Wales) Regulations 2016. These conditions are effective from 2nd May. No immediate action is required and our existing policies and procedures remain current. There may, however, be an opportunity for discussion with the Environment Agency later this year to see whether our existing permit can be downgraded following these changes.

13 BIOLOGICAL SAFETY

Received a report from the College Biological Safety Officer (HSC/18/19).

14 NEW AND EXISTING HEALTH AND SAFETY POLICIES AND PROCEDURES

The Director of Health and Safety reported that the cyclical review of existing policies and procedures is ongoing.

15 ANY OTHER BUSINESS

Clarification regarding Pressure Systems Statutory Inspections Programme

A question was raised by the Health and Safety Co-ordinator representing the Faculty of Science, for clarification regarding responsibilities of the Compliance Team and Departments with regard to pressure system statutory examinations.

Action: Director of Health and Safety

Medical Assistance Provided by the College Health Centre

A question was raised by the Health and Safety Officer (Auditor) regarding clarification on the medical assistance provided by the College Health Centre. Noted that in view of the current contracted services of the Health Centre, assistance in an emergency could no longer be relied on and further work was required to educate students and staff on medical services available in situations where an ambulance was not required. This work would form part of the review of the First Aid Policy referred to earlier.

Traffic Management and Issue with New Speed Bumps

A question was raised by the Health and Safety Co-ordinator representing the Faculty of Science regarding the new speed bumps and the issue of cyclists moving onto pavement areas to avoid speed bumps. It was agreed that this matter would be followed up outside the meeting.
DATE OF NEXT MEETING

9 October 2018 10.00 – 12.00 FE139.

Ms Elaine Cassidy
Health and Safety Officer (Auditor)

14 June 2018
# Summary of Action Points of the Meeting of the Health and Safety Consultative Group held on Thursday 7th June 2018 in Founders Large Boardroom

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>By Whom</th>
<th>By Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/76</td>
<td>To provide an update on providing information to staff and students regarding medical drop in centres and information on posters.</td>
<td>Director of Health and Safety</td>
<td>Next meeting</td>
</tr>
<tr>
<td>18/77</td>
<td>To provide an update on Mental Health First Aid training.</td>
<td>Director of Health and Safety</td>
<td>Next meeting</td>
</tr>
<tr>
<td>18/78</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>
<tr>
<td>18/113</td>
<td>To provide information on how incident trends are being addressed.</td>
<td>Security Manager</td>
<td>Next meeting</td>
</tr>
<tr>
<td>18/123</td>
<td>To provide an update on clarification regarding the responsibilities of the Compliance Team and Departments with regard to the statutory examination of Pressure Systems.</td>
<td>Director of Health and Safety</td>
<td>Next meeting</td>
</tr>
</tbody>
</table>

Ms Elaine Cassidy  
Health and Safety Officer (Auditor)  
14 June 2018