Minutes of the Health & Safety Assurance Committee be held on Wednesday 8th June 2016 at 10.00 am in the Principal's Meeting Room.

Present:       Ms Chris Shoukry (Chair), Mr Gurpreet Dehal (via conference call from 10.20), Mr Mark Newlands (via conference call) Mr Simon Whitehead, Mr Gerry O’Hagan

In attendance: Ms Gayle Monaghan, Mr Simon Higman, Mr Matt Purcell,

Apologies:     Professor Paul Layzell

Minutes:       Hilary Baker

1. MINUTES

Minutes of the meeting held on 23rd February 2016 were approved. 16/41

2. MEMBERSHIP AND TERMS OF REFERENCE

DISCUSSED whether it would be appropriate to have a student representative on the Committee. Although the SU was a registered charity and a separate organisation the College was in effect landlord to the Students Union and provided them with funding therefore the College needed to be assured that the SU had adequate health and safety policies and procedures in place. Both the Students Union and the College had responsibility for health and safety particularly in relation to large events such as the Summer Ball.

AGREED that monitoring the SU’s health and safety arrangements was the responsibility of College management. However it was felt that it would be helpful to have a student “in attendance” at meetings of the Committee rather than as members.

ACTION It was agreed that consideration should be given as how the SU should provide assurance on health and safety to College management.

ACTION that a student member should be invited to attend the meetings. It should be made clear that the SU representative should be able to answer questions from the Committee and in particular provide assurance about ensuring health and safety of large events.

ACTION that the SU should be included in the list of departments identified to provide presentations to the committee as agreed at the previous meeting.

ACTION that a schedule of presentations to the committee should be provided to the next meeting.

DISCUSSED the terms of reference.

AGREED that in item number one the word examine should be replaced with the word oversee.
AGREED that the word annually should be removed from number 2. 16/50

3. MATTERS ARISING FROM THE MINUTES

3.1 Update on training for major incidents. 16/51

NOTED that an updated major incident plan had been submitted to PRC. The revised plan aligned more closely with emergency services major incidents plans. The gold responder was now the Principal, with the Deputy Principal or Vice Principal, Resources as his deputy. Silver responders were the Registrar and Secretary with the Director of Estates as deputy. A training session for silver and bronze responders was taking place today. Further training including the gold responders was planned.

ACTION – Update on training for major incidents to remain a standing item on the agenda. 16/53

3.2 RECEIVED list of health & safety policies. NOTED that there needed to be cyclical process for reviewing each policy and that the list should include who had ownership for each policy rather than the author. 16/54

NOTED that there was not a specific audit policy giving standard timescales for audit actions to be completed. 16/55

ACTION that this should be included in the health & safety policy when reviewed or alternatively a specific policy developed regarding the expectations on a department following a health & safety audit. 16/56

NOTED that there were no environmental health policies and that environmental health was not included as part the Committee’s remit. Discussed that there was a need to differentiate between environmental health and environmental management. 16/57

3.3 HEALTH & SAFETY OVERVIEW

RECEIVED the diagram giving an overview of the structure of health and safety within the College. 16/58

DISCUSSED that this fitted with standard health and safety models. 16/59

NOTED that Heads of Department were accountable for health & safety within the department but that responsibility would be assigned to a Health & Safety Co-ordinator and where appropriate to a Principal Investigator for specific research projects. The Committee discussed that a RACI analysis giving details of each department would be helpful but acknowledged that this was a detailed piece of work. Professional Services departments had a slightly different structure. The recent process review had provided a useful insight into health & safety in departments. Noted that health and safety needed to be managed on a day to day basis but that this needed to be monitored by the HOD. Needed to ensure that there was a management system in place for health and safety which clearly recognised accountability and responsibility.
3.4 HEALTH & SAFETY POLICY

**NOTED** that the Health & Safety policy was being reviewed. The final version would be approved by PRC and would then be reviewed on an annual basis. 16/61

**ACTION** that policy would be circulated by email to Committee members as the next meeting was not until October. 16/62

**MANAGEMENT OF CONTRACTORS ON CAMPUS**

**NOTED** that a new capitalised project post (Estates-related) which would report to the Director of Health and Safety was going through the final stages of approval, and once approved, recruitment will commence. 16/63

**NOTED** that each individual department was required to have its own health and safety policy to reflect their health and safety management arrangements. 16/64

4. REPORT FROM THE HEALTH & SAFETY DIRECTOR

**RÉCEIVED** the report from the Director of Health & Safety. 16/65

4.1 Accident Statistics

**NOTED** that a recent audit had identified that the Students Union had not been reporting accidents to the Health & Safety department. This had now been rectified and accounted for the increase in the figures. Noted that the College would have responsibility if there was a health and safety incident linked to the SU building but that the SU had responsibility for incidents relating to their commercial operation. 16/66

**ACTION** that future reports should show whether incidents in the SU were related to students and SU staff members or were linked in some way to the College. 16/67

4.2 Fire Safety

**NOTED** that the fire safety video was completed and consideration was being given to how it should be delivered to students. 16/68

**NOTED** that the online fire safety training was due to be updated but this had been delayed as the e learning team did not have the capacity to help with this. Secretary and Registrar would liaise with IT to ensure support was provided. 16/69

**NOTED** that the fire safety risk assessment schedule was slightly delayed as the schedule had included a number of complex buildings and the College Fire Safety Officer had been required to work on other projects. 16/70

4.3 Health & Safety Auditing

**NOTED** that progress continued to be made by departments with overdue action plans. 16/71

There had been no difficulties in chasing updates on action and Heads of Departments had been supportive.
4.4 Process Review

**NOTED** that the process review had provided some helpful feedback from stakeholders. The Director of Health and Safety would be using the feedback to inform an implementation plan.

4.4 Specialist Audit Assessment Programme

**NOTED** that the audit on legionella equipment had not thrown up any areas of immediate concern. Noted that there was an increased understanding of how to manage legionella.

Compliance Team updates

**NOTED** the Compliance Manager continued to work on the developing systems to ensure that lifting equipment and pressure systems were inspected regularly. It was planned to introduce a tagging system for lifting equipment which would flag to end users when equipment had not been inspected.

**NOTED** that the compliance monitors site inspections would start again from October 2016. These had been delayed as a member of staff had left. A zone system had been identified for prioritising areas to be inspected. The Committee requested that they should see a copy of the plan.

**ACTION** Plan of inspection zone to be circulated.

5. **ANNUAL REPORT TO COUNCIL**

**RECEIVED** draft Annual Report to Council.

**NOTED** that the report needed to emphasise the problems with pressure systems and lifting equipment had been a significant issue which the Committee had monitored.

**ACTION** Committee members to email amendments to the report to the Chair and the draft would be amended and circulated.

6. **ANY OTHER BUSINESS**

The Chair noted that this was the last meeting at which Hilary Baker would provide secretarial support to the Committee. The Committee noted its thanks to Hilary for her support and wished her well for her new role.

7. **DATE OF NEXT MEETING**

4th October at 10.00 in the PMR.
Chris Shoukry
Chair of Health & Safety Committee