Minutes of the Health & Safety Assurance Committee held on Wednesday 7th June 2017 at 10.00 am in the Principal's Meeting Room.

Present: Mr Gurpreet Dehal (Chair), Mr Gerry O’Hagan

In attendance: Professor Paul Layzell, Mr Matt Purcell, Dr David Ashton, Mr Mike Berry

Apologies: Ms Chris Shoukry, Mr Mark Newlands, Professor Katie Normington, Professor Paul Hogg, Professor Bob O’Keefe, Mr Tom Flynn, Ms Natasha Barratt

Minutes: Mrs Rachael Pymm

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<th>1.</th>
<th>CHAIR’S WELCOME AND APOLOGIES FOR ABSENCE</th>
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<td>The Chair welcomed those present. Apologies were received as noted above.</td>
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<th>2.</th>
<th>MINUTES</th>
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<td>APPROVED the Minutes of the meeting held on 13th March 2017.</td>
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<th>3.</th>
<th>MATTERS ARISING</th>
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<th>PRESENTATION: FOOD HYGIENE / SAFETY</th>
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<td>RECEIVED a presentation regarding Food Hygiene from the Environmental Health Supervisor.</td>
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<td>NOTED that Royal Holloway holds the highest grading from Runnymede Borough Council in this area as they have a high level of confidence in our compliance.</td>
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<td>NOTED that an area of concern for future compliance is the capacity of the existing IT system for recording allergens in the termly recipes.</td>
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<td>DISCUSSED the best way to capture future assurance. ACTION: to further consider the best way to incorporate future assurance regarding food hygiene into management oversight system.</td>
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<th>PRESENTATION: ASBESTOS MANAGEMENT</th>
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<td>RECEIVED a presentation regarding Asbestos Management from the Compliance Manager.</td>
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<td>NOTED that the frequency of the Asbestos Management Group meetings will increase to two, annually. A working group is also being established to manage more day-to-day matters. ACTION: that a further report on both groups be provided in due course.</td>
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6. **UPDATE ON KINGSWOOD BOILER ROOM**

RECEIVED an update from the Director of Health and Safety to the effect that a log of documentation is being prepared for submission to lawyers. This will then be kept on file in case of future need. Measures have been taken to avoid any similar situation arising. The areas is safe subject to implementation of control measures.

7. **ESTATES AND CONTRACTORS UPDATE**

RECEIVED an update from the Director of Estates (H&SAC17/04). NOTED that the revised document was leaner, more sustainable and resilient.

NOTED that work is being undertaken to consolidate health and safety reports from contractors into a form that most benefits the College, allowing more streamlined reporting. The effective interfacing of capital projects with events is a huge improvement. It is anticipated that new executive appointments will bring further rigour to the project processes.

The Committee supported the revised document, considering that it exemplified culture maturation.

ACTION: that the Committee determine the frequency of reports from Estates and the granularity of detail required going forwards – assisted by a presentation of a draft report by the Director of Estates at the next meeting.

8. **TRAINING FOR MAJOR INCIDENTS**

RECEIVED a verbal update on the changes implemented following the recent fire incident:

- Formal emergency command structure with Gold, Silver and Bronze responders
- Grab-a-bag policy with particular regard to students medication
- A new media charter for the College and a new monitoring policy for the SU
- Emergency accommodation options in Beaumont Hotel, Savill Court and pull-out beds in Reid Hall.
- Installation of new electrics to provide emergency lighting, plus portable light sources.
- New set of policies for internal communications.

NOTED that a Bedford Square response plan will be developed in due course.

9. **UPDATE ON HEALTH & SAFETY POLICIES**

9.1 NOTED that the revised Health & Safety Policy had been circulated via email, and comments returned by the Committee members, which were received as welcome feedback.

ACTION: that a redraft of the policy be provided at the next meeting, incorporating many of the suggestions.

NOTED that some of the feedback will be difficult to implement in the short-term, but work will be undertaken to provide a target operating model onto which the policy can be mapped, thus seeking to provide effective structure and removing barriers to compliance.
10. **UPDATE ON PRESSURE SYSTEMS**

   NOTED that compliance in this area has substantially improved and the adequacy and effectiveness of our current management systems is considered good. Items are placed out of use if not inspected in the statutory timeframe, and positive cultural and communication changes have been made.

11. **REPORT FROM HEALTH & SAFETY DIRECTOR**

   RECEIVED the Health & Safety Director’s report.

   NOTED that, following the previous spike in catering injuries, a 50% decrease has been seen so far this year.

   Work has been ongoing to formulate a Memorandum of Understanding between the College and SU regarding responsibility for Health and Safety matters. ACTION: that an update be provided to the next Committee meeting.

   NOTED that periodic fire safety training was launched yesterday; PRC will receive reports on completion rates in July and September. ACTION: that the reports also be sent to this committee.

13. **ANY OTHER BUSINESS**

   The Committee was invited to consider its current and potential future interest in Health and Wellbeing. This was welcomed by the Committee, and it was noted that HEFCE is also supportive of such an approach. ACTION: that the Committee Chair be updated regarding this suggestion, and, if supportive, this be included as a forward item in the annual Health and Safety Report to Council.

   DISCUSSED inclusion of environmental matters at a future time.

   Prior to the meeting, Committee Chair had noted that the Annual Report from the Health and Safety Council was due shortly to Council. ACTION: Committee Chair to canvass comments from members and prepare a draft report by email circulation.

14. **DATES OF FUTURE MEETINGS**

   TBA, October 2017
   Wednesday 14th March 2018, 10am-12noon, Principal’s Meeting Room
   Tuesday 12th June 2018, 10am-12noon, Principal’s Meeting Room

   SIGNED