Royal Holloway, University of London
Health & Safety Assurance Committee

Minutes of the Health & Safety Assurance Committee held on Tuesday 11th October 2016 at 10.00 am in the Principal’s Meeting Room.

Present: Ms Chris Shoukry (Chair), Mr Gurpreet Dehal, Mr Simon Whitehead, Mr Gerry O’Hagan

In attendance: Professor Paul Layzell, Mr Matt Purcell, Mr Simon Higman, Mr David Ashton, Professor Bob O’Keefe, Mr Tom Flynn, Mr Mike Berry, Mr Julian King

Apologies: Mr Mark Newlands, Professor Paul Hogg, Professor Katie Normington, Ms Natasha Barrett

Minutes: Mrs Rachael Pymm

1. CHAIR’S WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed those present, and in particular David Ashton, Tom Flynn and Julian King who were attending the Committee for the first time. Apologies were noted as listed above. 16/82

2. MINUTES

The Minutes of the meeting held on 8th June 2016 were approved. 16/83

3. MATTERS ARISING FROM THE MINUTES

3.1 NOTED that a half-day workshop on training for major incidents, hosted by an external provider, had been held and was helpful in providing indications of the challenges faced in preparing a major incident plan. 16/84

ACTION Updates on training for major events to remain on the agenda as a standing item. 16/85

3.2 RECEIVED a list of departments identified to provide presentations to the Committee (H&SAC16/08). All areas appearing are of potentially high risk, and the key areas it was felt that the Committee should be made aware of. 16/86

ACTION A framework for the presentations will be generated to assist those giving the presentations and to ensure that the presentations assist in the work of the Committee, as identified in the Annual Report. 16/87

AGREED that the Legionella presentation be brought forward to the March meeting in view of the information that had come to light recently. 16/88

NOTED that the Student’s Union presentation does not appear on the schedule (H&SAC16/08); a presentation by the Student’s Union is planned for the March meeting. 16/89

3.3 RECEIVED an update on the Health and Safety policies. Two reviews are currently in progress, and further reviews will be undertaken as key areas of work in 2017. 16/90
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ACTION A list of all the policies and the target dates for their cyclical update to be presented at the March meeting. Information on intervention plans, for example when the law changes, will also be presented.

NOTED that the Health and Safety Policy review is underway, and the final draft is expected to be ready by Christmas.

ACTION The Committee will be consulted on the new policy by circulation, prior to the launch.

4. MANAGEMENT OF CONTRACTORS

RECEIVED the report from Estates regarding the management of contractors (H&SAC16/09), framing how we look at works on campus, for discussion and comment. Issues have tended to arise on the perimeter of the site, therefore how we perceive responsibility for individual issues is tied to those taking wider responsibility for the projects. An Estates Delivery Group has been formed and is meeting quarterly. The Group will inspect the granularity and resiliency of the policy and procedures (H&SAC16/09) on a day-to-day basis, allow necessary changes to be made quickly, and provide assurance to committees. It is anticipated that this policy and procedure will evolve as developments and changes are made. The intention is that we develop a much more integrated approach to works on campus.

NOTED that the policy has campus-wide implications and should be approved by PRC. It is first to be tested to ensure rigour and that the resources are working optimally.

NOTED that pre-selection of contractors is increasingly concerned with ensuring that the selected company has a culture of quality, and an approach and manner of operation that reflects our values.

NOTED that the intention is for the College to engage with larger companies who are better equipped to swiftly respond to changes in the legislative landscape, for example. There is a natural tension that arises from engaging with larger companies whilst still ensuring that local companies benefit from our business, particularly as the Considerate Constructors scheme actively encourages local resourcing.

H&SAC16/09 was positively received. NOTED that further work will be undertaken, prior to its submission to PRC, and it is expected to be published in April 2017.

ACTION Any major revisions be reported to the next meeting of the Committee. An internal audit of the policy to be held in 12 months' time will also be reported to the Committee.

5. REPORT FROM HEALTH & SAFETY DIRECTOR

RECEIVED the report from the Health & Safety Director (H&SAC16/10). Key points were highlighted as follows:

- The total number of accidents has increased, but the total number of RIDDOR reportable accidents has decreased.
- The increase in accidents in Catering was investigated, and has resulted in a change of layout in two areas. A small awareness campaign is also planned for the department, and accident statistics will be monitored quarterly.
- Near-miss reporting is encouraged, and 13 such reports have been received.
An electronic reporting system will be launched soon, the launch has been delayed due to the departure of two Project Managers. It is anticipated that there may be an increase in reported incidents and near-misses from students following the launch of the system. **ACTION** A further report on accident statistics will be provided in March.

- Processes have improved compared to previous years, resulting in increased efficiency.
- Two years ago HE reporting moved from USHA to HESA. Going forwards both methods will be used to allow for better benchmarking.
- Regarding 4.1.6, a programme to inspect the College external areas will commence in November 2016.
- Timely action, either to rectify a reported problem or display appropriate warnings, is improving. Delays (such as that in Appendix 2, line 1) should not occur again.
- Fire alarm activations (2.1) increased by 27, not 30. In the Student’s Union the fire alarms are on a delayed circuit so activations can be investigated before the alarm sounds. The Fire Safety video for students, launched at the start of session, received a low number of hits, approximately 350. This will continue to be monitored.
- The outcome of the Legionella and Cryogenics audits were of concern; it is considered that existing processes, rather than a lack of funding, have contributed to the outcome. Work is being undertaken to ensure compliance and embedding of safety principles within the department. It was positively noted that dangerous equipment was immediately taken out of use. A group is being established to formally assess compliance regarding Legionella, a further update will be provided to the Committee in March.
- Regarding 4.1, the escalation procedure noted will be introduced by the end of the year. A significant improvement in Pressure Systems and Lifting Equipment health and safety processes is noted.
- Regarding 4.4, the site inspections referenced will be examining external spaces only.

**ACTION** A register of legal compliance requirements and an overview of how procedures are managed is to be developed. 16/101

### 6. ANNUAL REPORT

**DISCUSS** the draft Annual Report from the Health & Safety Assurance Committee to Council (H&SAC16/11).

**ACTION** A revised draft to be provided. 16/103

### 7. HEALTH CENTRE ANNUAL REPORT

**RECEIVED** the Health Centre’s Annual Report (H&SAC16/12). The work of the Centre is progressing well, but it was noted that more action may be required in regards to reception duties, and the management of mental health matters.

**NOTED** that student registrations with the Health Centre were down this year, which may be due to the closure of the Centre on arrivals weekend. Amended opening times for arrivals weekend 2017/18 is under consideration by the Student Life Team. 16/105
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ACTION that the Mental Health Risk Assessment for employees be adapted for students. A report on the numbers of students accessing mental health services is also to be requested for presentation to the Committee.

8. ANNUAL REPORT FROM THE HEALTH & SAFETY CONSULTATIVE COMMITTEE

RECEIVED the report from the Health & Safety Consultative Committee (H&SAC16/13).

9. ANY OTHER BUSINESS

The Chair thanked Simon Higman for his service to the Committee, and wished him well for his retirement.

10. DATE OF NEXT MEETING

Tuesday 13th March 2017 at 10am in the Principal’s Meeting Room.

Chris Shoukry
Chair of Health & Safety Committee