Minutes of the Health & Safety Assurance Committee will be held on Monday 30th March 2015 at 11.00 am in the Principal’s Meeting Room.

Present: Ms Chris Shoukry (Chair), Mr Gurpreet Dehal, Mr Mark Newlands

In attendance: Professor Paul Layzell, Mr Simon Higman, Professor Paul Hogg, Professor Bob O’Keefe, Mr Matt Purcell

Apologies: Professor Katie Normington

Minutes: Hilary Baker

1. MINUTES

Approved the minutes of the last meeting held on 23rd October 2014 (M14/54-M14/84) M15/01

2. MATTERS ARISING FROM THE MINUTES

2.1 Update on training for major incidents.

NOTED that in addition to major incident training as a result of the new statutory guidance about Prevent there would be a significant amount of training to be actioned. It was envisaged that the major incident training would take place before the end of the calendar year.

ACTION – update on major incident training to be put on the agenda as a standing item. M15/04

2.2 Estates Project Delivery Group

RECEIVED the schedule of meetings for the Estates Project Delivery Group. M15/02

ACTION – that minutes of the meetings should be circulated to this committee. M15/03

DISCUSSED the impact that the forthcoming construction work would have on traffic around campus and the local area particularly.

NOTED that there were plans for phased delivery schedules and that discussions with the Police were ongoing.

ACTION Mike Berry, Director of Estates would be invited to attend the next meeting to give an overview of contractor safety. M15/05

2.3 Benchmarking exercise

NOTED that data on reportable incidents was now collated by HESA. Approximately, 53 HEIs now voluntarily provided data for a separate benchmarking report. The report had only recently been published so the Director of Health & Safety would provide a summary of trends for the next meeting.

2.4 Update on the role of the Compliance Manager.
NOTED that the Compliance Manager now reported to the Health & Safety Director.

3. REPORT FROM THE HEALTH & SAFETY DIRECTOR

3.1 Accident Statistics

DISCUSSED that there had been two similar reportable incidents and concern was expressed as to whether there was an adequate process in place to prevent these incidents. It was important that students and staff should take responsibility for reporting problems on campus and not just assume that someone else had reported it. Also that they should be aware of where to report them. A regular site survey would also highlight problem areas.

NOTED that the most recent reportable incident had been reported to the Health & Safety Executive and was still being investigated. The Health & Safety Director would provide an update at the June meeting.

3.2 Fire Safety

DISCUSSED that there had been a high number of activations in October and November at Kingswood. There had been problems with students smoking and other disciplinary issues which had resulted in two students being asked to leave the halls. Currently Security in some halls was contracted out but it was planned to bring this service back in house particularly at Kingswood. The timescale for this would be confirmed at the next meeting. The difficulties of catching the students who had been smoking were noted. Work was ongoing to ensure that students were aware that the College did take disciplinary action when students were found to be breaching the regulations. The head of Student Life would be taking this forward.

NOTED that Royal Holloway did not stand out against other HEIs as having a big problem with this type of fire alarm activations

ACTION Health & Safety Director to find out whether statistics were available to compare Royal Holloway with other HEIs.

3.3 Health & Safety Auditing

NOTED the progress report on the Health & Safety Audit programme.

NOTED that the Annual Environment Agency Inspection had been carried out in November 2014 and no breaches or non-compliances were identified.

NOTED that a more detailed report would be provided to the meeting in June.

DISCUSSED the executive summary of the audit of the Conference and Catering Department. An overall score of 83% was achieved, the Committee asked for clarification as to how this should be viewed. It was noted that the committee needed to have assurance that appropriate processes were in place to provide assurance rather than to focus on individual issues and that the Committee did not have a full list of all relevant processes

ACTION Director of Health & Safety to provide list of processes at next meeting.
3.4 Health & Safety Training

NOTED that a new cyclical training programme for health & safety had been drawn up for the first 6 months of the year. Internal courses would be run by Director of Health & Safety. External courses were co-ordinated by Director of Health & Safety and Health & Safety Admin Assistant. It was questioned whether this was practicable for the Health & Safety Director who confirmed that he was going through the process of applying for additional resource.

3.5 Compliance Team

NOTED that the Compliance Manager and two Compliance Monitors had now moved to the Health & Safety Office and were reporting to the Health & Safety Director.

DISCUSSED that a significant number of pressure systems and lifting equipment are still overdue their statutory examinations. Continued operation of these systems without an 'in date' examination is a contravention of the relevant regulations. An action plan was now being urgently drawn up to bring all items within their required examination intervals and improve the College's compliance position. The Compliance Manager would be co-ordinating these outstanding inspections. An absence of current statutory examinations was also likely to significantly affect the insurance cover for these items and it was noted that in some Departments equipment had been purchased without the relevant certification creating a problem from day one.

AGREED that a full report would be provided to PRC on 20th April with an action plan.

It was important that lessons were learnt regarding procurement and it was noted that the Senior Management Away Day in May would be concentrating on compliance issues.

3.5 Deloitte Audit Report

NOTED that the Deloitte Health & Safety Audit report had been submitted to the Health & Safety Director and College Executive had been provided with an executive summary on 23rd March.

DISCUSSED that Deloitte had not spoken to any members of the Committee nor had they been given the opportunity to comment on the draft report. Questions were therefore raised about the basis for Deloitte’s comments on Health & Safety Assurance Committee in the summary of findings. It was confirmed that the Health & Safety Director had received the draft report, he had had an opportunity to provide feedback after which the final report had been submitted to him for approval.

ACTION that all future minutes of this Committee should clearly show that issues had been discussed in detail, the degree of challenge provided by the Committee as well as provide key points of the discussion.

DISCUSSED Recommendation 1, regarding Risk Assessment Registers. It was noted that the deadline for this recommendation was January 2017 and the committee questioned whether this length of time was necessary or advisable. The Health & Safety Director confirmed that the deadline was the soonest (?) achievable given the resources available. Risk assessments were available in department, it was important that these were reviewed and communicated to staff but each department had different methods of reviewing and keeping them. It was noted that the auditors had only looked at 3 out of the 18 departments.
ACTION that the Health & Safety Director would provide an action plan for meeting this recommendation for the next meeting. M15/30

ACTION – that the Committee should be provided with the terms of reference for the Health & Safety audit. M15/31

3.6 Legal update from Eversheds (Appendix 3)

NOTED that the College was in the process of reviewing its insurance cover. M15/32

NOTED that the revised Construction (Design and Management) Regulations 2015 (CDM 2015) come into effect on the 1st April 2015 and Estates project protocols were being updated to reflect these significant changes. M15/33

NOTED that the Director of Estates and Head of Projects (Estates) had attended a briefing on the changes to the CDM regulations. M15/34

4. UPDATE ON MANAGEMENT OF CONTRACTORS

NOTED that this issue had been raised at the last meeting due to an issue with small contractors. The Director of Estates was looking at these issues and would be invited to attend the next meeting to provide a report. M15/35

5. PROCEDURE FOR DEALING WITH INFECTIOUS OUTBREAKS

RECEIVED the policy for dealing with meningitis outbreaks. NOTED that much of this policy would be transferable for dealing with other infectious diseases such as Ebola. Should there be a problem with an outbreak such as ebola procedures would be dealt with by the health authority and the College’s main focus would be on communication and managing reputational risk. M15/36

6. INTERNAL AUDIT REPORT ON HEALTH & SAFETY

NOTED that this had been discussed under No 3.2. However, the Committee felt strongly that it should be minuted that had Deloittes talked to any members of the Committee when compiling the report they would have been given a different picture about the level of discussion and reassurance required by the Committee. Future minutes would highlight the level of challenge and discussion held at meetings more fully. M15/37

7. ESTATES DEVELOPMENT UPDATE

NOTED that progress had been reported at Council and there had been no further significant developments. M15/38

8. ANNUAL REPORT TO COUNCIL

RECEIVED the draft annual report to Council. M15/39

APPROVED the draft annual report to Council. M15/40
9. **ANY OTHER BUSINESS**

None

**DATE OF NEXT MEETING**

2\textsuperscript{nd} June 2015 at 10.00 in the Principal's Meeting Room.