Minutes of the Health & Safety Assurance Committee will be held on Thursday 23rd October 2014 at 11.00 am in the Principal’s Meeting Room.

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

In attendance: Professor Paul Layzell, Mr Simon Higman, Professor Paul Hogg, Professor Katie Normington, Mr Matt Purcell

Apologies: Mr Mark Newlands, Professor Bob O’Keefe

Minutes: Mrs Pauline Martin

1. MINUTES

Approved the minutes of the last meeting held on 4th June 2014 (M14/30 -M14/53) M14/54

2. MATTERS ARISING FROM THE MINUTES

Those matters not covered on this agenda:
M14/38 Noted that Surrey County Council continued to work on the pedestrian crossing. Work had taken much longer than expected due to the unanticipated complexity of the utilities at the junction. M14/55

M14/26 Noted that the evaluation of the response to the floods in Spring 2014 showed that existing arrangements were satisfactory but some areas for improvement had been identified and some lessons learned. M14/56

ACTION to update the plan in the light of experience and consider running a paper emergency exercise. M14/57

M14/41 Noted that in order to oversee the multiple projects underway there were changes to project governance arrangements and a new management committee structure had also been established. This included an Estates Project Delivery Group meeting monthly that would report health and safety issues to this committee. M14/58

ACTION this committee to be advised of the schedule of meetings of the Estates Project Delivery Group. M14/59

NOTED that enquiries were still ongoing to find an appropriately experienced individual who could provide external challenge and best practice experience to the committee. M14/60

3. REPORT FROM THE HEALTH & SAFETY DIRECTOR

RECEIVED an update on Health & Safety (H&SAC/14/05) M14/61

Accident/Incident Statistics for the academic year 2013/14: Noted that the total number of accidents increased in 2013/14 when compared with 2012/13 and this was primarily due to an increase in accidents involving staff (increase of
The number of accidents was still lower than in 2011/12 and the overall trend of the last four years was still declining.

**NOTED** that the number of reportable accidents continued to decline.  

**NOTED** that the Strategic Development Unit had been consulted with regard to further analysis of the accident/incident data (action from M14/44) and had advised that given the low numbers it was unlikely that any trend could be identified from the small sample size. The University sector no longer benchmarked accident data other than “reportables” which meant that the risk per 1000 people was no longer available for general accident data in a comparable sector.

**ACTION** The Health and Safety Director would continue to explore the possibility of doing a periodic benchmarking exercise.

**NOTED** that there was some evidence of non-reporting of accidents/incidents within the Estates Department which was contrary to the procedures and this was the second meeting at which the issue of non-reporting of incidents had been raised. The Health and Safety Director was addressing the issues with the department.

**NOTED** that the issues of reporting tended to relate to work involving small contractors where there could be a difficulty of subculture or an incomplete understanding of the required reporting procedure and legal requirements. Also discussed that the procurement process should include an enquiry of the contractors accident reports and their approach to health and safety including their understanding of the legal reporting obligations.

**ACTION** to review the management of contractors, particularly small contractors and clarify the role and accountability of Estates within this process. Report by circulation.

**Fire Alarm Activations:**

**NOTED** that there were no actual fires and the third lowest number of activations in the previous eight years. Work continued to focus on reducing the number of activations arising from students cooking in kitchens.

**NOTED** the findings reported in the Executive Summary of the Dangerous Substance and Explosive Atmosphere Regulations (DSEAR) assessment report.

**Health and Safety Auditing:**

**NOTED** the Health and Safety audit reporting process including the follow up scoring and rating of the audit requirements. The audit report included an action plan with agreed deadlines for completion of all required actions. The final audit report distribution would in future include an Executive Summary report to the Health and Safety Consultative Committee and Planning and Resources Committee.

**NOTED** the progress report from the audit of the Faculty of Science and the follow up of Earth Sciences and Physics departments where extended deadlines for completion had been agreed.

**RECEIVED** the Health and Safety Audit Programme 2014/18 and a progress report since August 2014.

**NOTED** that the maintenance specialist audit: LOLER raised issues of roles and responsibilities particularly around the role of the College Compliance Manager.
ACTION to review the role and responsibility of the Compliance manager to ensure this post is fulfilling the appropriate College function. M14/75

RECEIVED the schedule of specialist, external audit/assessment programme for 2014/15 (Action 14/51) and a progress report of the audit/assessments carried out since November 2013 which included deadlines for submission of action plans and a progress report. M14/76

NOTED that this was the first time that noise and vibration assessments had been carried out and in future the assessments would follow a three year cycle. M14/77

4. HEALTH CENTRE ANNUAL REPORT

RECEIVED the Annual Report from the Health Centre (H&SAC/14/06) the first time the report had been provided to this Committee M14/78

NOTED the new format of the report improved from the previous year. M14/79

NOTED the enhanced service provided by the highly qualified Nurse Practitioners. The report showed the trends in consultations and clinic attendance and it was also considered important to be assured that the College did everything it could to assist with individual cases. M14/80

REQUESTED for the next report to include in the conclusion some guidance as regards a judgement about the service provided and whether there were any issues that the college should be aware of or that needed to be addressed. M14/81

DISCUSSED the plans in place that would handle an outbreak of a serious infectious disease such as the Ebola virus. Assessments had been made of the current risk to staff and students and none were currently at risk. Processes were in place to minimise future risk of staff travel and for students domiciled abroad and would provide advice at the end of term. Should there be an outbreak MIMP planning would be immediately instigated and there were templates of plans to cope in the event of an outbreak of a wide range of potentially serious infectious diseases. M14/82

ACTION a paper to be circulated to summarise the procedure for dealing with infectious outbreaks such as Ebola and Chris Butler to be invited to attend the next meeting. M14/83

5. ANY OTHER BUSINESS

ACTION an additional meeting to be scheduled for the end of the Spring term to focus on the key areas for action and follow up. M14/84

NOTED to include the summary of actions including the minute reference in the paper bundle for the next meeting. M14/85

6. DATE OF NEXT MEETING

Meeting for the end of Spring term to be arranged M14/86

Next meeting currently planned 2nd June 2015 at 10.00am in the Principal's Meeting Room M14/87