Minutes of the Health & Safety Consultative Committee held on Thursday 20 October 2016 in FE 139.

Present: Mr M Purcell (Chair), Mr A Alway, Dr C Mayers, Miss E Turton, Mr S Brennan, Mrs K Burnett, Mr D Parsonage, Miss N Barrett, Dr T Flynn, Mr J Main, Miss M Anderson, Miss Kay Toms and Mr A Oakes.

Apologies: Professor P Hogg, Mr J Brannan, Dr D Brown and Mr D Bezants.

With Ms E Cassidy (Secretary).

1. **MINUTES**
   
   The minutes of the last Health & Safety Consultative Committee held on 7th June 2016 (M16/62 to 16/137), previously circulated, were confirmed.

2. **MATTERS ARISING FROM THE MINUTES**

   2.1 Student Records store

   Arising from M 16/63 the Director of Health & Safety reported that there had been no further issues reported in relation to this area, and it was agreed the matter could be closed.

   2.2 Calling and ambulance (north A30)

   Arising from M 16/64 the Director of Health & Safety reported that he had attempted to contact Surrey Ambulance Service regarding this matter, but they had not responded. He reported that the College has good first aid arrangements, and that an Automated External Defibrillator (AED) has been procured and installed in Huntersdale and that all staff in the Health and safety Office are to be trained in Emergency First Aid and in the use of the AED, to supplement the existing trained staff at this site. It is planned that all satellite sites in the College are to have an AED, including Kingswood and Bedford Square in the new calendar year. There are currently two AEDs on the main site in Security and the Sports Centre.

   A question was raised by the Environmental Health Supervisor regarding whether the Health and safety Office would consider providing “Emergency First Aid at Work” training as currently only First Aid at Work training courses (3 Day) are provided. It was confirmed that this was possible and would be agreed on a case-by-case basis.

   2.3 Consultation from Estates regarding Office Blind Changes and Noise from Construction Work during Renovation of McCrea Building

   Arising from M 16/65, the Director of Health & Safety reported that as a representative from the UCU was not present at this meeting, and there was no further information or documentation to discuss regarding this matter, that this item would be discharged.

3 **FIRE SAFETY**

   The Fire Safety Officer presented a Fire Safety Report covering the following fire safety issues (HSC16/25).
- Training – Fire Marshals
- Fire Alarm Activations/Fire Incidents
- Start of year Fire Evacuation drills/Student Fire Safety Video
- Reduction of Fire Extinguishers in Halls

An additional 8 Fire Marshals were trained since July 2016, bringing the total to 227; one course has been held since June 2016, with a further two courses programmed for November 2016.

The end of year total number of fire alarm activations at 31st July 2016 was 262. This represents an increase of 27 compared with 2014/15. Of these 27, 18 were caused by an increase in activations from Contractors. The other 9 activations were caused by small variations across all of the other causes, and in particular cooking incidents.

Wedderburn Halls had the highest number of activations, which was 15 activations per 100 beds; the reasons for this are unclear, as the alarm system has the same configuration as other Halls.

The number of activations will be monitored this year; trigger points are to be set to measure the College performance compared with previous years, and targeting interventions, e.g. cooking, in collaboration with the Student Life Team and Housekeepers.

Fire evacuation drills have been completed for all Halls’. Drills were also carried out in June and July 2016 for PELPS and English Language students. One repeat drill was required in Wedderburn A Block due to a poor response.

The drills have been followed up with a video; viewing is not compulsory but the uptake is to be monitored to determine the effectiveness of this method of training.

Arising from M 16/72 the Fire Safety Officer reported that the Fire Risk Assessment reviews for Penrose Flats and Houses, Highfield Court Halls, The Hub, and the Students’ Union Main Buildings have been completed.

A progress report on the Fire Risk Assessment Review Schedule to be provided to future meetings.

**Action: Fire Safety Officer**

The Fire Safety Officer reported that the escape route in the Boiler House was found to be blocked with tables and chairs being stored in this area. The Music Department had left this equipment. The Stage Manager from the Orchestra Committee has been contacted; he is to speak to staff to remind them not to leave equipment on a fire escape route.

### 4 ENVIRONMENTAL HEALTH

The Environmental Health Supervisor (Campus Services) presented an Environmental Health Report for the period May to August 2016 (HSC 16/26).

For Fire safety, it was reported that PAT testing was missed in Runnymede I and was delayed in Founders due to the contract overrunning. In the Hub an issue regarding storage of items on fire escape staircases. In Café Jules CO2 fire extinguishers were missed during an extinguisher service visit.
There were four food complaints. These included unlabelled cake slices, report of sickness after working lunch, mislabelled panini, and contamination in tinned chick peas.

Three new suppliers were vetted and approved including the following: The Jolly Baker, Runnymede catering and Mantio Ice Cream.

Building risk assessments were reviewed for Kingswood, Williamson, Tuke, Butler and Runnymede I. Hazards needing remedial repairs were reported to Maintenance Services for repairs and these have been completed.

Several accidents were recorded in the College statistics relating to the use of the coffee machines in Crosslands. These were caused by a lack of space between the coffee machines and the till which prevented safe transfer of hot drinks to the customer. The recommendation is to extend the counter behind the wall and to move the coffee machines towards the counter to create an area where coffee can be put down on a surface for the customer to pick it up.

In response to the new legionella management policy the housekeeping team undertook flushing of infrequently used systems. This highlighted several operational issues; these included shower fittings with fixed heads requiring access equipment and time to achieve flushing. A process is to be developed for the next long vacation in Easter and summer 2017.

Further to the Legionella Risk Assessment and Inspection Surveys and the requirement for departments to progress their action plans, it was mentioned that it is proposed that some of the actions are required to be actioned by Clearwater (water hygiene provider) and by Maintenance Services.

Bed bugs: a light infestation was reported by a PELP student on moving into Wedderburn A-4C-02. The room was treated and the student returned.

Pest control: there were 33 call outs made to the contractor to deal with the pest control issues. It was reported that there were a significant number of wasp and bee nests.

The following training was delivered to Campus/Estates Services staff during this period: Food Hygiene Awareness (18 attendees; online course), Allergen Awareness (4 attendees), the CIEH Level 2 award in Food Safety (11 attendees), Fire Safety awareness (12 attendees), and Lifting Awareness (5 attendees).

Arising from M 16/78 the Environmental Health Supervisor reported that the new mobile caterer the “Jolly Baker” is an approved caterer.

5 AUDIT PROGRAMME

The Health & Safety Officer (Auditor) presented a report on the audit programme (HSC/16/27).

Twenty H & S audits have been completed: this included 8 specialist audits carried out in the Maintenance Services Department (5), Sports Grounds (2), ELSW, Media Arts, and for the Compliance Monitors, and twelve audits carried out in Conference & Catering, Computer Centre IT, Computer Science, Drama & Theatre, Media and Arts, the Students’ Union, Premises, Estates, Premises Department; (Residential and Bedford Square), the Library, Social Work and the Sports Centre and Sports Grounds.

Nineteen audit reports had been written. Seventeen audit reports have been agreed. Further details are included in the 5th column of the table.
Action plans have been completed for:

- Conference & Catering
- Drama & Theatre

Progress reports were provided for all the remaining audits which have been completed (see information paper HSC/16/27).

It was agreed that it would be useful if members could also be provided with details of the audits which are scheduled to take place over the next 6 months.

**Action: Health and Safety Officer (Auditor)**

A progress report was requested for the Students’ Union on progress with their action plan. This would be provided at the next meeting.

**Action: CEO, Students’ Union**

The Executive Summary reports for the H & S Audits conducted in the Students’ Union and the Premises Department, were also presented (HSC/16/28 and HSC/16/29 respectively).

The Health & Safety Officer (Auditor) gave a verbal update on the action plans for the noise dosimetry survey conducted in February 2016.

It was reported that Noise Dosimetry Specialist Audit (ELSW, Compliance Monitors and Media Arts) completed action plans have been received from ELSW and for the Compliance Monitors.

Media Arts; one action outstanding; to complete “A noise control procedure for setting up and using media sound recording equipment”. It was agreed that a progress report on this action should be provided at the next meeting, thus confirming the completion of all actions arising from this assessment.

**Action: Health and Safety Co-ordinator (Media Arts)**

The Health & Safety Officer (Auditor) gave a verbal update on the departmental action plans for the Legionella Risk Assessments for department owned equipment which contains water (temporarily or permanently connected to the domestic water system).

All departments have submitted information on the following:

- The nomination of the Responsible Person and Deputy Responsible Person for your Department.
- To indicate whether the Department feels that funding is required to address each action.

The majority of Departments have indicated that funding is required to complete several of their actions. This includes the following departments: Geography, Physics, Campus Services, SBS, Earth Sciences and the Sports Centre (Sports Grounds). For example to address the following actions:

- New schematics to be commissioned for this site.
- Ensure the check valves pertaining to the lab equipment are monitored and maintained.
• Replace water tanks.
• Replace internal hollow pipes on tank structure. If these internal supports are not sealed against the ingress of water, contamination can occur. Ensure that these internal supports are suitable sealed or safely replaced to protect stored water from stagnating within these supports.
• Requirements for bacteriological screening.
• Ensure the tank make up is suitably insulated to help protect water temperature.
• Staff resource implication: relying on existing staff to take on responsibilities for these checks, which could be significant in terms of time spent.

All Departments have been given access to the shared drive and to the master spreadsheet to progress their action plans. A progress report would be provided at the next meeting.

**Action: Health and Safety Officer (Auditor)**

### 6 COMPLIANCE TEAM REPORT

With regard to inspection of pressure systems and lifting equipment, a number of developments have occurred since the last meeting, co-ordinated by the College Compliance Manager, including:

1. Improvements by Estates to access arrangements for equipment requiring inspection;
2. Improved response from Lift Maintenance Contractor when defects are identified that prevent completion of the inspection;
3. Tagging of lifting equipment clearly showing the expiry date of the current statutory examination commenced in June and will be rolled out to all equipment (excluding passenger lifts) over the next 6-12 months. This simple low cost measure will highlight to end users when the statutory examination has expired and further prevent equipment being used without a current LOLER certificate.
4. Training in both the Pressure Systems Safety Regulations (PSSR) and Lifting Operations and Lifting Equipment Regulations (LOLER) provided to the nominated responsible persons from relevant departments. Additional course to be arranged for those who could not attend.

Work will continue on reinforcing the College's management systems, including formalising an escalation procedure, which has been recently verbally agreed between the Director of Health and Safety and the Compliance Manager.

**Action: Director of health and Safety**

Members were advised that with the current extinguisher maintenance contract having ended in July 2016, the Director of Health and Safety has decided to bring this in-house until further notice. Three staff members in the Health and Safety Office have attended an accredited BAFE (British Approvals for Fire Equipment) course and are now qualified to carry out extinguisher maintenance. The maintenance programme will commence at the end of October 2016.

### 7 ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS

The Director of Health & Safety presented the Accident / Incident Statistics report for the previous academic year (HSC/16/30).
In summary, with regard to College accidents (excluding Students’ Union), the data has identified the following:

1. The overall number of accidents has increased year on year in the last 4 years from 54 (2012/2013) to 84 (2015/2016);
2. The number of staff accidents has increased year on year in the last 4 years from 23 (2012/2013) to 61 (2015/2016). Student accidents have largely decreased.
3. There was an increase in accidents involving members of the public/visitors this academic year and all accidents related to slips, trips and falls whilst on College premises, with one of these resulting in a personal injury claim;
4. RIDDOR reportable incidents have decreased year on year in the last 4 years from 4 (2012/2013) to 1 (2015/2016);
5. Increase in accidents in the cause category ‘Struck by’. For 2015/16, all involved College staff (with the exception of one contractor incident). No obvious trends in terms of location, Department or circumstances of accident.
6. Increase in accidents in the cause category ‘Trips’. Of these 13 accidents (2015/16), 8 are considered to be either confirmed or potentially the result of a defect in the premises (i.e. uneven surface, pothole, inadequate lighting) with 1 accident resulting in a personal injury claim.
7. Significant increase in cause category ‘Hot substances’. For 2015/16, all involved staff (with the exception of one student incident). Of these 18 staff accidents, 16 involved catering staff (burns and scolds). This is an area in need of further investigation with the Catering Department.

It was reported that there has been one RIDDOR reportable accident for the current year 2016/2017. This involved a contractor who broke their right leg after taking a shortcut across a muddy trail between official footpaths and slipped in wet conditions.

The Head of Premises reported that Security are taking pro-active steps regarding security incidents and that he is currently recruiting additional Security Officers so that there will be four staff on every shift.

The Health and Safety Co-ordinator representing the Faculty of Arts & Social Sciences raised a question regarding the frequency of formal inspections of car park areas by Security staff to College sites located over the A30, and in particular checks on unauthorised car parking and compliance with the PN car parking system.

The Head of Premises reported that although daily visits are undertaken, he does not currently have the resources for Security staff to undertake regular mobile monitoring and that this also includes the Kingswood site.

The Health and Safety Co-ordinator representing the Faculty of Science (Ms E Turton) raised a question regarding unauthorised parking by contractors from Wilmot Dixon adjacent to the glass-houses area at Chestnuts.

The Head of Premises reported that there were over 9000 vehicles accessing the main College site in 2016 including contractor vehicles involved in the construction of the Estates plan.

The Health and Safety Co-ordinator representing the Faculty of Science (Ms C Mayers) raised a question regarding the lock on the disability access door is not working, although the other internal doors can be locked.
The Head of Premises suggested that the Estates Department should be contacted regarding the mechanical element of the door and that contractor for the ARX system should also be contacted.

**Action:** Health and Safety Co-ordinator representing the Faculty of Science (Ms C Mayers)

## 8 CAMPUS SAFETY AND SECURITY

The Head of Premises presented the Campus Safety and Security Report for the period May to August 2016 (HSC 16/31).

During this reporting period the Security team responded to 155 security incidents compared with 185 from the same period in the previous year that required a formal incident report.

For incidents reported during the period May – August 2016, the highest numbers of incidents were reported for the following: Ambulance called for Injured Person taken to hospital, medical, other incident, personal theft, and vehicle incident and road traffic accident.

Regarding days of the week, the highest numbers of incidents were reported on a Tuesday and a Friday. For time of day, the highest number of incidents were reported during the period 2200 – 0200. The highest number of incidents were reported during May.

Comparing May to August 2016 with the previous period January to April 2016 there was an increase in incidents reported for suspects on Campus.

Arising from M 16/120 an update was provided regarding an “Overview of Incidents Reported”, for information to be provided on what had been done to address the issue. The following information was reported by the Head of Premises.

Proactive steps have been taken to improve security incident management information. Steps are being taken to make improvements in the recording of security incidents and the quality of reports. This is in preparation towards an electronic incident management system. The next stage of the process is to digitise the CCTV system.

Improvements are being made to the traffic management system. All patrolling security officers have been trained in issuing Parking Charge Notices (PCNs) through hand-held devices. Security can operate parking enforcement 24/7/365.

Improvements have been made to the customer service interface. The back office to the Security control room has been refurbished to provide a private area for reporting incidents, including visits by the Police and to provide sanctuary for Security to take distressed individuals i.e. victims of crime or those requiring first aid.

Improvements have been made to incident response by increasing numbers of first responders. Security teams will be increased from 3-person to 4-person shifts.

Improvements are to be made to increase visibility, provide reassurance and develop Command & Control. It was reported that at the “Start of Sessions Arrivals weekend” the overall feedback received was that this has been the most successful event in over a decade, in terms of logistics. A new approach was taken with security working 12-hour
shifts and individual security officers deployed on a zonal basis to provide a high-visibility reassuring presence, welcoming students and parents.

Improvements are to be made to adopt problem-solving approach to long-term security issues. For Bedford Library tackling anti-social behaviour by a small number of students and implementing a joint working approach with Library management and Student Life, was undertaken, focussing on preventing repeat incidents and providing reassurance.

9 HEALTH AND WELL-BEING

The HR representative presented the Health and Well-being report (HSC 16/32). It was reported that HR have been investigating a baseline of activities and initiatives in the last 5 months which are currently established informally under the umbrella of Health and Well-being at the College.

The Employee Assistance Programme (EAP) has been underutilised for a number of years. Up to May 2016 there were 9 counselling cases and 5 work life cases (0.92%), and for quarter (June-August 2016), there were 3 counselling cases and 5 work-life cases (0.52%). The projected annual utilisation for RHUL is 2.06% which is less than the benchmark of 2.98% for Higher Education.

Posters promoting the EAP have been sent to Heads of Department, managers and Heads of Professional Services by the HR Business Partners for display in departments. This is to encourage managers and staff to use the EAP to help prevent sickness absence and a referral to Occupational Health.

Monthly online seminars (webinars) are to be provided which are linked to national health and wellbeing awareness events e.g. Worksite Balance week, National Stress Day, Learning at Work day, Men’s Health week.

Occupational Health: data has been provided by the external provider for the latest quarter (June – September 2016), however, there was a significant delay in providing this information. The intention is to start termly Health Check-Up days in 2017. This involves an additional cost to the contract and funding needs to be identified before the dates are set.

During the next 6 months the priorities for health and well-being is to complete the draft College Health and Well-being Strategy for consideration at the Planning and Resources Committee. Also to review and update of the current Health & Wellbeing pages on the Staff Intranet site, working with the Sports Centre and Health and Safety Office. The aim is to have a central resource for information sharing and event advertising.

The Health and Safety Co-ordinator representing the Faculty of Science (Ms E Turton) raised a question requesting information on the EAP programme to be sent to all Health and Safety Co-ordinators.

The Environmental Health Supervisor raised a question requesting information on the EAP programme to also be sent to the Students’ Union.

Action: HR Representative

10 UPDATE ON HEALTH AND SAFETY RELATED MATTERS IN ESTATES

The Director of Health & Safety reported to the membership that there was nothing to report on this matter as the Head of Maintenance Services or other Estates Representative
was not available to attend the meeting. Members agreed that it was essential that a representative of Estates attend future meetings.

Action: Director of Health and Safety

11 HEALTH & SAFETY TRAINING

The Director of Health & Safety provided an update on training as follows:

- In response to Departments requesting training courses to be more frequent, the Health and Safety Office have achieved this in respect of a number of courses, including Health and Safety Co-ordinator (3), Asbestos Awareness (3), Legionella Awareness (3), and Manual Handling Practical Skills (10).
- The Health and Safety Office training programme has further expanded to now include Cryogenic Gases and Cylinder Gases refresher training.
- The Health and Safety Office have trained 30 staff this year in the use of an Automated External Defibrillator (AED) giving us 51 staff trained, in total.
- A new ladder and steps course was introduced in September 2016. A further course will be run in January 2017. Depending on demand for this training, we will decide whether this will be included as a scheduled course within our training programme.
- MiDAS refresher training is scheduled to take place in 2017.
- Additional courses on Pressure Systems and Lifting Equipment to be run in early 2017 to capture those staff who could not attend these sessions in 2016.

12 RADIATION SAFETY

The Director of Health & Safety reported that the Environment Agency are to visit the College at the end of October 2016 in order to establish whether we are still managing the keeping, use and disposal of radioactive material in accordance with the College’s permits.

The annual radiation audit was completed by the College Radiation Protection Adviser (RPA) in August 2016. No significant issues were identified.

13 BIOLOGICAL SAFETY

The Director of Health & Safety suggested that, for future meetings, the Biological Safety Officer in the School of Biological Sciences should provide an information paper on Biological Safety for the Committee, to include a summary of activity which has happened since the last meeting (i.e. audits, meetings of the Biological Safety Group, key developments, etc.). These arrangements would be agreed outside the meeting, and a first report provided at the February Committee.

14 NEW AND EXISTING HEALTH AND SAFETY POLICIES AND PROCEDURES

Arising from M 16/130 the Director of Health & Safety reported that the Health and Safety Auditor has completed a review of the College’s Control of Substances Hazardous to Health Policy and for the Display Screen Equipment Policy.

These draft policies will be circulated to members for consultation.

Action: Health and Safety Officer (Auditor)
ANY OTHER BUSINESS

CDM Training

The Environmental Health Supervisor raised a question regarding CDM training, particularly with regard to event management.

The Director of Health & Safety reported that the new post of Health and Safety Officer (Estates) would be assessing the requirements (including training) for CDM and events management.

Action: Director of Health & Safety

DATE OF NEXT MEETING

Tuesday 7th February 2017 at 10.00 in FE139.