1. **MINUTES**
   An amendment was requested to be made to the minutes of the meeting held on 20th October 2015, by Dr Claire Mayers (Faculty of Science Representative). Under point 15/106, this should read “Fire Extinguishers left off the wall in Queens Building (ground level and level 2)”.  

   The minutes of the last Health & Safety Consultative Committee held on 20th October 2015 (M15/100 – M15/157), previously circulated, would now be confirmed.

2. **MATTERS ARISING FROM THE MINUTES**

   **2.1 Student Records store**

   Arising from M 15/104 the Director of Health & Safety reported that concerns were raised from the Health and Safety Coordinator for Academic Services/Administration that housekeeping and access to shelving had become worse. A report has been completed by the Health & Safety Officer (Auditor), and the Director of Health & Safety has sent an update on 22.10.2015, to the relevant Departments who use this area asking for an update on where departments are with making this a safer area for staff to work. Conferencing have confirmed that they have removed and tidied up items that they had stored.

   **Action: Director of Health & Safety**

   **2.2 Fire Extinguishers left off the wall in Queens Building Annexe (ground level and level 2)**

   Arising from M 15/106 the Fire Safety Officer reported that he had met with the Project manager Anna Prouse, and that fire extinguishers and fire blankets have been correctly installed in the building.

   **2.3 Crosslands Food Uncovered at Front Counter (cakes, salad, soup)**

   Arising from M 15/107 the Environmental Health Supervisor (Campus Services) reported that she had spoken to the manager at Crosslands, who reported that this is a self-service area, that people take off the covers at the front counter (including cakes, salad, and soup), and that this is a management issue.
2.4 Calling and ambulance (north A30)

Arising from M 15/108 the Director of Health & Safety reported that due to the significant levels of ambulance attendance to site, he had started discussions with Surrey Ambulance Service in order to establish whether the College's current first aid emergency response procedures were still relevant and effective.

**Action: Director of Health & Safety**

2.5 Reporting of Incidents Campus Safety and Security

The Security Manager reported that he is currently working on the categorisation of “other incident” which needs to be better understood and more accurately categorised. Initial work indicates that this category includes incidents where an ambulance is not called but where there is a medical incident.

**Action: Security Manager**

2.6 Window restrictors installed on the ground floor of the Arts Building

Arising from M 15/154 the Director of Health & Safety reported that currently windows can be opened approximately 7 cm, and that there have been no further reported cases of students fainting. He has made enquiries to Maintenance Services regarding why there are restrictors installed on the ground floor. The Head of Maintenance Services has mentioned that it may be to prevent windows from colliding with passers-by.

2.7 Egress arrangements for large numbers of students from the Boiler House and for the Windsor buildings during construction works

Arising from M 15/155 the Fire Safety Officer reported that egress arrangements for large numbers of students egressing from the Boiler House and from the Windsor buildings during construction works, have been affected by a lack of communication. Large numbers of students egressing from these buildings and crossing over the roads; advice has been given to the relevant College staff, which would include directional signs and information being issued at the end of each lecture by lecturers.

2.8 Safeguarding arrangements for young people volunteering to do outreach work

Arising from M 15/156 the Faculty of Science Representative reported that he raised the matter also with regards to children attending open days at the College e.g. the Science open days, and contact with vulnerable adults (special needs). In particular with regards to information and training provided to volunteers. He mentioned the importance of the language used when talking to a child, and a request to clarify the protocol required to be followed when dealing with a one to one situation with a child. The Director of Health and Safety reported that all further enquiries on safeguarding should be referred to the Director of Human Resources.
3. **FIRE SAFETY**

The Fire Safety Officer presented a Fire Safety Report covering the following fire safety issues (HSC16/01).

- Training – Fire Marshals
- Fire Alarm Activations/Fire Incidents
- Fire Evacuation Drills

An additional 17 Fire Marshals were trained in November, bringing the total to 206, with a further two courses programmed for 5 and 12 April 2016.

For the period 01/08/15 to 31/12/15 the total number of activations was 119, which is an additional 3 more activations compared to the same point last year. Twenty-seven have been caused by contractors, with a further 33 related to cooking. Several incidents were reported for Founders and for Gowar and Wedderburn; students smoking and for burning paper. A communication has been sent out from Student Experience.

A fire evacuation drill schedule has been issued for 2016. A fire alarm test schedule has been issued for 2016. The main changes are: the introduction of a two-weekly test for non-residential lower risk buildings, and self-testing for certain buildings including Huntersdale, Sports Centre, Estates Workshops/Offices, and for Medicine.

The Fire Risk Assessment Review Schedule 2015-2017 was presented (HSC/16/02).

A question was raised from the Environmental Health Supervisor (Campus Services) regarding the risk level for Founders which was scheduled to be completed in December 2015 and January 2016. The Fire Safety Officer reported that he has still to complete the assessment for Founders, and for Kingswood B and C. A question was also raised for the schedule to be amended to run chronologically.

**Action:** Fire Safety Officer

4. **ENVIRONMENTAL HEALTH**

The Environmental Health Supervisor (Campus Services) presented an Environmental Health Report (HSC 16/03).

It was reported that Runnymede II and Reid were inspected and the following faults were picked up and rectified:

- Electrical equipment missed during the PAT testing round: the contractor had not reported to the Housekeeper.
- Out of service date fire extinguishers
- Faulty light switch
- Unlocked service rooms
- Combustibles stored in corridors
- Covered smoke detectors: Penrose
- Unauthorised oven
- Missing break glass covers

Food Safety External Inspections: Kingswood and Coffee and Cake who had excelled during the previous audit and attained scores of 95%, had dropped their score to the standard...
range of between 85 – 90%. The other outlets maintained their previous scores. An action plan has been completed.

There are three new suppliers; these have been introduced as an initiative to introduce additional cultural menus.

A Health and Safety audit of half of Premises Department was completed during September 2015. Completion of the remedial actions is underway and the end of December 2015 deadline was met for the relevant points.

Eighteen call outs were made to the contractor to deal with pest control issues. The Fire Safety Officer raised a question regarding whether all pest control contractors are asked to submit a copy of their fire risk assessment. The Environmental Health Supervisor reported that this is not asked for at present, but that it may be a requirement for the contractor to have already submitted a copy of their assessment to the Local Authority.

The following training was delivered to Campus/Estates Services staff in the period Sep - December 2015:

- Food Hygiene Awareness – online course: this is a mandatory course for catering staff.
- Allergen Awareness
- CIEH Level 2 award in Food Safety
- Lifting Awareness
- Ladder or Step Tool box Talk
- Fire Extinguisher User Training
- Bed Bug Presentation

5 AUDIT PROGRAMME

The Health & Safety Officer (Auditor) presented a report on the audit programme (HSC/16/04).

Fourteen H & S audits have been completed: this included five specialist audits carried out in the Maintenance Services Department and nine audits carried out in Conference & Catering, Computer Centre, Computer Science, Drama & Theatre, Media Arts, the Students’ Union, Premises, Estates, and Residential and Bedford Square.

Thirteen audit reports had been written. Eleven audit reports have been agreed. Further details are included in the 5th column of the table.

The Executive Summary reports for the H & S Audits conducted in the Computer Science Department, and for Permit to Work conducted in Maintenance Services (Estates), were also presented (HSC/16/05 and HSC/16/06 respectively).

6 COMPLIANCE TEAM REPORT

The Director of Health & Safety presented the Compliance Report (HSC/16/07). It was reported that departments within the College have made progress in dealing with the remedial actions from recent statutory inspections of Lifting and Pressure Safety equipment. However there are still some items outstanding (e.g. items that are currently
out of use/inaccessible). The relevant Departments have been made aware of this requirement and the need to deal with these actions as soon as possible.

The Compliance Manager is currently reviewing the College's procedures for lifting equipment and pressure systems to establish improvements to the way we manage and coordinate such compliance areas in the future.

**Action: Director of Health & Safety**

A new fire alarm testing schedule has been launched from the 11th January 2016; this introduced a two-weekly test for non-residential lower risk buildings. Some buildings (Huntersdale, Sports Centre Medicine/Slumble and the Estates Office) now require staff in these buildings who have been trained by staff in the Health & Safety Office to carry out their own tests.

The following training was delivered by the Compliance Manager in the period October 2015 – January 2016:

- Asbestos Awareness: 3 attendees
- Legionella Awareness: 2 attendees

The Director of Health & Safety reported that this course was now relevant to a wider audience in view particularly of the latest College Legionella Management Policy, which places more responsibility on end users (i.e. Departments other than Estates) to ensure that the risks from this water-borne infection are appropriately managed.

**Action: Director of Health & Safety**

7 **ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS**

The Director of Health & Safety presented the Accident / Incident and Occupational Health Statistics reports (HSC/16/08/ HSC/16/09/ HSC/16/10). It was reported that there have been no RIDDOR reportable accidents for the current year 2015/2016. There were 27 accidents reported, which is an increase compared with the period 2014/15. No obvious trends were apparent.

For accident/incidents, year on year, there has been an increase in staff accident reports, and a decrease in student accident reports. Again, no obvious trends are apparent when this data is further analysed. There were no reports of incidents involving verbal or physical abuse for the last three years.

The type of occupational health appointment for 2015 included: Health Surveillance, Referral, Review, and NHS Research Passport. For Health Surveillance, the type of referral includes: Audiometry, Spirometry, HAVS, and Biological Agents.

The most common reasons for referral included stress/mental health/depression and for musculoskeletal reasons.

There have been three incidents which have resulted in personal injury claims. The third claim was made by a contractor; the Director of Health & Safety has met with the College's insurer Zurich, who has indicated that, in this case, there is no College liability.
The Security Manager presented a report on Campus Safety and Security (HSC/16/11). It was reported that during this reporting period (August – December 2015) Security Services responded to 318 security incidents. There has been an increase of 118 incidents; this is predominantly due to the introduction of Campus Watch Safety Officers, which has resulted in better intervention and reporting capabilities for the Security team.

There have been changes in the way incidents are categorised to help reduce the ‘Other’ category. A new ‘Medical’ category was added in November to record any medical incidents attended by the team; 31 of these incidents were attended in November and December.

All incidents reported to Security now require a formal incident report to be completed and there has been significant improvement in the quality of these reports.

Increases in the following types of incidents were reported as follows: medical, ambulance requested, theft, drug involvement, harassment, noise complaint, and suspects on campus. There has been an increase in theft including the Sports Centre in particular, where a laptop and credit cards have been stolen.

The appointment of Campus Watch staff in August 2015, is helping to respond to incidents quicker and to better manage the risk.

There have been four reports of repeat offenders for theft, who have been given a "Campus Restriction Order". Also some of these incidents have included students being cautioned and arrested by the Police, and some cases are going through the courts.

9 HEALTH AND WELL-BEING

The HR representative presented an oral report. Training courses have been provided to staff including: employee fitness, disability and dyslexia.

It was mentioned that HR are also working with the staff at the Sports Centre, regarding sports activities and events for staff.

10 UPDATE ON HEALTH AND SAFETY RELATED MATTERS IN ESTATES

The Head of Maintenance Services presented an “update on health and safety related matters in estates” (HSC/16/12).

Progress has been made on several H & S audits including the following: COSHH, Electrical Safety, Permit to Work, and Work at Height.

A “Contractor Management Monitoring and Audit” system was installed in October 2015. This requires all contractors to sign in and out at Estates reception. The Estates Department are looking to expand the system e.g. to include the capturing of all contractor accidents and incidents.

For H & S planned maintenance and certifications, it was reported that all high voltage work has been suspended.
For lifting equipment, the department has appointed a contractor “Cook and Associates” to facilitate the department with all LOLER related matters.

The fire alarm contractor (Uny Systems) has been taken over by “Churches Fire”; there is a 6 month transition period (uniform/vehicle logos), but there should be no impact on service.

A question was raised by the Faculty of Science Representative (Andy Alway) regarding how often fixed wire testing is carried out. The Head of Maintenance Services reported that this is carried out every five years.

11 HEALTH & SAFETY TRAINING

The Director of Health & Safety presented the training programme for 1st January – 30 June 2016 (HSC/16/13). Additional training sessions are to be held on LOLER and on pressure systems in April; the service provider Zurich are to deliver this training.

H & S Coordinator training is scheduled to run in April; it was reported that staff have requested further training days to be provided for this type of training.

For 2015, approximately 500 staff attended and completed H & S training across all subject areas. There were an average of 6 – 7 staff attending each course.

12 RADIATION SAFETY

The Director of Health & Safety reported that an Inspector from the Environment Agency had visited the College in January 2016. The inspector visited a number of laboratories/facilities to look at where radioactive substances are used/stored, and no breaches or non-compliances were identified. However, in addition to a number of general observations and some positive comments on our existing procedures, he did raise concerns about a laboratory facility within one of our Departments.

The College has been given two months to complete the action relating to this concern.

13 BIOLOGICAL SAFETY

The Director of Health & Safety advised that there is nothing to report on this matter.

14 NEW AND EXISTING HEALTH AND SAFETY POLICIES AND PROCEDURES

The Director of Health & Safety presented a “Legal/Regulatory Update” (HSC/16/14). Definitive sentencing guidelines for use in courts in England and Wales on health and safety offences, corporate manslaughter and food safety and hygiene offences came into effect on 1st February. The new guidelines will have a significant impact on the sentencing of offences and will apply to any case heard on or after that date, irrespective of when that offence occurred. They signify a sea change in the levels of financial penalty an education provider can expect if it is convicted of breaching safety or hygiene laws.

October 2015 saw the launch of new sector guidance entitled ‘Leadership and management of health and safety in higher education institutions’. This guidance describes principles and practices which managers in any HEI will need to apply in order to demonstrate good health and safety management. It has been produced by the Universities Safety and Health Association (USHA) in partnership with UCEA, and also has the endorsement of Universities UK (UUK), GuildHE and the Leadership Foundation for Higher Education.
15. ANY OTHER BUSINESS

The Director of Health & Safety reported that the UCU representative (Dr Donna Brown) had asked to discuss an issue regarding “the lack of consultation and co-operation from Estates, with particular reference to office blind changes, the renovation of McCrea and the noise from the construction work”, and that letters were sent to the Estates Department in October 2015.

The Head of Maintenance Services reported that he had met with the Director of Estates, but that they cannot find any e-mail correspondence regarding this matter, but that Mike Berry will respond directly to Dr Donna Brown. He reported that “Building Champions” should be distributing information during the construction work. There is also a central Estates e-mail for forwarding requests for information.

Action: Head of Maintenance Services

16 DATE OF NEXT MEETING

Tuesday 7th June 2016 at 10.00 in FE139.