1. MINUTES
The Director of Health and Safety informed the Committee members that an additional two items have been added as standing items to the agenda. These include item 6 the "Compliance Team Report", and item 9 “Health and Wellbeing”; to receive a written report from the Human Resources representative.

Also that item 10 "Update on Health and Safety Related Matters in Estates", to include receiving a written report from the Estates representative.

The Minutes of the last meeting of the Committee held on 4 June 2015 (M 15/51 – M15/99), previously circulated, would now be confirmed.

2. MATTERS ARISING FROM THE MINUTES

2.1. Automated External Defibrillator (AED)

Arising from M 15/53, a defibrillator has been installed in the Sports Centre. The other is present in the Security Services vehicle. This equipment is used to treat cardiac arrest. The Director of Health & Safety reported that an intranet communication had been issued in June 2015, that all H & S coordinators and First Aiders had been made aware, that the issue had been raised at the Staff Sports Day in June, and that this information had been included in several H & S audit reports. It was agreed that this issue could now be discharged.

2.2. Proximity of Porta cabin located adjacent to the Arts and McCrea Buildings

Arising from M 15/58, the Director of Health & Safety reported that the Fire Safety Officer had met with the Academic and Exams Timetabling Officer and that this matter had now been dealt with.

2.3. Globally Harmonised System

Arising from M 15/95, the Director of Health & Safety reported that the CLP Regulations had come into force in June 2015, and that the College’s COSHH Policy is to be revised, in
accordance with the changes to the chemicals regulations; this is likely to include changes to the COSHH Assessment Form and other associated documentation, including how to deal with the classification of chemicals and substances hazardous to health.

2.4. Student Records store

Arising from M 15/96, the Director of Health & Safety reported that the Health and Safety Officer (Auditor) had visited the area with the Academic and Exams Timetabling Officer, and a report advising that Departments should re-organise the area, and remove all unnecessary and expired files. The report had been sent to Registry, Finance and Conference and Catering Departments which use this area. The Academic and Exams Timetabling Officer reported that the area had in fact, become worse. This matter would now be followed up.

Action: Director of Health & Safety

2.5. Tablets

Arising from M 15/98, the Director of Health & Safety reported that he had produced “Guidance on the use of tablets” document (HSC/15/13). He reported that all DSE Assessors have been made aware of this guidance. The guidance advises that staff should limit their use of tablets, adopt good posture and take frequent short breaks.

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

The Department of Earth Sciences representative raised an issue regarding fire extinguishers observed to be left off the wall in Queens Building (on the ground level and level 2). The Director of Health & Safety reported that the Project Manager (Anna Prouse) should be managing this to ensure extinguishers are corrected re-instated in the building. The representative also queried whether the correct numbers of extinguishers and fire blankets had been installed. The matter would be investigated further.

Action: Fire Safety Officer

2.7. Crosslands Food Uncovered at Front Counter (cakes, salad, soup)

The Academic and Exams Timetabling Officer enquired about the issue regarding Crosslands food being observed to be left uncovered at the front counter (including cakes, salad, and soup).

Action: Environmental Health Supervisor

2.8. Calling and ambulance (north A30)

The Health and Safety Coordinator representing the Faculty of Arts and Social Sciences raised an issue regarding calling and ambulance (north A30), and waiting at the entrance of campus to meet the ambulance crew, in particular during the construction of the amenity centre and residences. It was queried what the protocol is for calling an ambulance; whether the call should be made to Security or for a call to be made directly to the emergency services. The matter would be investigated further.

Action: Director of Health & Safety
3. **FIRE SAFETY**

The Fire Safety Officer presented a Fire Safety Report covering the following fire safety issues (HSC15/14).

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

An additional 7 Fire Marshals have been trained since the last report in June 2015.

There have been 75 fire alarm activations, for the Academic year beginning in August 2015, as of 20th October. This compares to 40 at the same point last year. Of those, 22 have been caused by Contractors directly related to the refurbishment programmes at Kingswood, Penrose and Founder’s buildings. Nineteen of the incidents were caused by cooking and 13 occurred in Wedderburn Halls of Residence.

There have been two fire incidents: a student set light to his clothing with a candle and an incident where cooking oil in a pan ignited while a student was cooking. For the former the student was charged for the damage caused, and for the latter it was found that the student didn’t know how to use a fire blanket.

The annual fire drills for the student Halls of Residence were completed. It was reported that the student participation and response was better compared to last year.

The Fire Risk Assessment Review Schedule 2015-2017 was presented to members (HSC/15/15). A progress report on the schedule would be provided to future meetings.

It was reported that for the new Student Halls of Residence on the north A30, that approval has been given to install cooker hob cut-out switches in kitchens (15 minute). Designed to encourage students to not leave their cooking unattended, requiring the user to reset the power every 15 minutes. Alarm sounders (‘screamers’) will also be fitted on kitchen doors which are activated if the door is wedged open. Also multisensory fire detectors are to be installed with a combination of heat and smoke detection; this is to help reduce the numbers of false fire alarm activations.

4. **ENVIRONMENTAL HEALTH**

The Environmental Health Supervisor (Campus Services) presented an Environmental Health Report (HSC 15/16).

It was reported that the College shop has been moved to a temporary location next to the EMU during construction of the Library and Student Services Centre. The Students’ Union has taken over the management of ‘The Store on Campus’ and has relaunched a new shop in its place on 16 September 2015. The SU is responsible for the food safety and food hygiene management requirements, previously carried out by Campus Services Environmental Health Supervisor.

There were 29 call outs made by the contractor to deal with pest control issues, including rodent and wasp/bee activity. Squirrel problems, mice activity, and electric fly killer repairs.
It was reported that the Conference and Catering Audit Report Action Plan had been completed and sent to the Health and Safety Office on 4 September 2015, after negotiating a previous extension.

Several training courses have been delivered by the Environmental Health Supervisor since the last report in June, including the following: Food Hygiene Awareness, CIEH Level 2 award in Food Safety, CIEH Level 2 award in health and safety in the work place, Lifting Awareness, and CIEH Level 2 award in Principles of COSHH.

5 AUDIT PROGRAMME

The Health & Safety Officer (Auditor) presented a report on the audit programme (HSC/15/17).

Twelve Health and Safety audits have been completed: this included five specialist audits carried out in the Maintenance Services Department, and seven audits carried out in Conference & Catering, Computer Centre, Computer Science, Drama & Theatre, Media Arts, the Students’ Union, and Premises Departments (Campus Services).

Twelve audit reports had been written. Ten audit reports have been agreed, and further details are included in the 5th column of the table.

The Executive Summary reports for the H & S Audits conducted in the Computer Centre IT Department, and for Working at Height conducted in Maintenance Services (Estates), were also presented (HSC/15/18 and HSC/15/19 respectively).

6 COMPLIANCE TEAM REPORT

The Director of Health & Safety presented the Compliance Report (HSC/15/20). It was reported that the asbestos contract has been removed the LUPC framework; the asbestos contract is due to be renewed in 2016. Several alternative options are currently being considered.

With regards to Asbestos removal projects including Kingswood C and the College shop removal where Certificates and evidence of the removal were still outstanding at the time of producing this report, the Estates Department are providing assistance with these key issues.

It was reported that for Lifting Equipment and Pressure Systems, the majority of departmental equipment action plans (identifying equipment outside of the required statutory examination period), have been completed, with the outstanding action plans expected to be completed by 31 October 2015.

With regards to non-compliance with statutory inspection periods, it was mentioned that the College does not want to be in a similar position again, and action plans would be produced by the Compliance Manager to ensure this.

It was reported that training previously delivered by the Compliance Manager (i.e. Asbestos Awareness and Legionella Awareness) will now be included in the Health and Safety Office training programme; at least two sessions (for each course) will be run each year.
A question was asked by the Environmental Health Supervisor (Campus Services) as to which department owns the College’s passenger lifts; the Head of Maintenance Services said that the Estates Department own all passenger lifts.

7 ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS

The Director of Health & Safety presented the Accident / Incident and Occupational Health Statistics report (HSC/15/21). It was reported that there have been no RIDDOR reportable accidents for 2014/2015.

It was mentioned that work is being carried out on how the College responds as an employer, to reported cases of staff incidents of stress and for musculo-skeletal disorders.

It was reported that 23 staff had received audiometric testing (health surveillance) in March 2015.

A question was raised by Dr D Brown that some staff are not being given an appointment or that appointments were being delayed, with the OH provider, e.g. a member of staff suffering with stress did not receive an appointment. The Director of Health & Safety reported that the requirement for staff to receive an OH management referral or for health surveillance, is explicit in the HR OH Procedure. Any concerns should, therefore, be referred to the HR Department.

8 CAMPUS SAFETY AND SECURITY

The Security Manager presented a report on Campus Safety and Security (HSC/15/22). It was reported that the Security department have seen a substantial increase in the number of incidents that have required the recording of a formal incident report during the reporting period August 2014 – July 2015: this is 425 to 483 reports (compared to the same period last year). These incidents peaked during the period of end of April to July 2015.

Alcohol involvement, drug involvement and ambulance requests all increased during this reporting period.

It was mentioned that this increase could be due to under-reporting in the previous period. A new post of “Campus Watch” Security Officer was recently introduced in April 2015, which may have helped in the reporting of incidents.

The highest number of incidents were reported for the following incidents types: ambulance requested, other incident and for alcohol involvement. It was mentioned that for the category “other incident” this needs to be better understood and more accurately categorised.

Action: Head of Premises

It was reported that Head of Support and Advisory Services Chris Butler has set up a small staff group to help analyse the reasons for the increase in the number of incidents. The group includes Simon Davis, Helen Groenendaal, Sarah Tattam, and Max Ross.
The Director of Health & Safety reported that apologies had been received from the HR representative, and that there was nothing to report. A report would be submitted to the next meeting.

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/15/24).

It was reported that several policies and procedures had been produced and reviewed to help increase Estates Department staffs' understanding of these requirements and as a result of recommendations made in recent audits conducted by the Health and Safety Office. These include: Access and Use of Plant Rooms, Adverse Weather, Cable Install in Buildings, Use of Mobile Elevated Work Platforms, Confined Spaces, Excavations, Hot Works, and Permit to Work.

It was reported that a number of audit action plans are being progressed; an extension has been requested and granted for a number of these.

It was reported that there have been no contractor incident reports received; this may be due to how incidents are reported and the categorisation of incidents.

Five staff have completed training in risk assessment and two staff have completed COSHH Assessment training.

Several planned preventative maintenance regimes have been carried out for the following areas: Fume Cupboards & LEV’s, Portable Appliances (PAT), Boiler Certification, Lightening Protection, and for Passenger/Goods Lifts.

A Contractor Management and Monitoring system has been recently introduced "Inventory Visitor System" requiring all visitors and contractors to sign in and out of the department/site.

11 HEALTH AND SAFETY TRAINING

The Director of Health & Safety presented the training programme for 1st September – 31 December 2015 (HSC/15/23). Additional training is being delivered on Asbestos Awareness and for Legionella Awareness.

12 RADIATION SAFETY

The Director of Health & Safety reported that the College’s Radiation Protection Adviser (RPA) had conducted the annual audit on 26 August 2015; only minor issues were identified to improve our existing management systems.

Members were also advised that the College’s licence was currently being reviewed to allow greater flexibility in the use of authorised disposal contractors.

13 BIOLOGICAL SAFETY

The Director of Health & Safety advised that there is nothing to report on this matter.
NEW AND EXISTING HEALTH AND SAFETY POLICIES AND PROCEDURES

The Director of Health & Safety reported that several policies are to be reviewed and updated this year. A progress report would be provided at future meetings.

DATE OF NEXT MEETING

Thursday 4th February 2016 at 10.00am in FE139.

ANY OTHER BUSINESS

Window restrictors installed on the ground floor of the Arts Building

The Academic and Exams Timetabling Officer enquired about an issue regarding window restrictors installed on the ground floor of the Arts Building; windows can only be opened approximately 7 cm and reported there have been 3 cases of students fainting.

Action: Director of Health & Safety

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

The Academic and Exams Timetabling Officer enquired about an issue regarding egress arrangements for large numbers of students from the Boiler House and for the Windsor buildings during construction works.

Action: Director of Health & Safety

Safeguarding arrangements for young people volunteering to do outreach work

The Health and Safety Coordinator from the Department of Physics raised a question regarding the safeguarding arrangements for young people volunteering to do outreach work. The matter would be looked into further.

Action: Director of Health & Safety

Ms Elaine Cassidy
Health and Safety Officer (Auditor)
4th December 2015