ASTON UNIVERSITY

HEALTH & SAFETY COMMITTEE

Minutes of the Meeting Held on Thursday, 29th October 2009 at 10am in the Main Building G8

Present	Mr R H Middleton (Chair)	Mr K Hughes
	Miss D S Cowan	Ms D Lacey
	Dr G A Drahun	Mr G Moulder
	Mr G R East	Mr K Munday
	Mr G A Evans	Dr M Y L Nye
	Ms J Farrell	Mr M Tonks
	Ms J Filby	Mr A P Vickers
	Mr J Finucane	Mrs E Wells
	Mr I Harrison	Ms R Yasin
By Invitation	Mr S Colden	
	Mr M Kirkman	
	Mr D Pennells - Operon FM	
Apologies	Mr C Dowd	Ms K Newman-Brown
	Mr A P Hawkesworth	Mrs M Robins
	Dr M Green	Mr D White
	Ms R Hunt	

MEMBERSHIP

09/111 Ms Jane Farrell (representative for Human Resources) and Ms Rehana Yasin (student representative) were welcomed to meetings of the Committee.

09/112 The Chair also extended a welcome to Mr Dave Pennells, Senior Facilities Manager for Operon FM, who was being invited to attend meetings at the suggestion of the Head of Student Services.

MINUTES OF THE MEETING OF 17th SEPTEMBER 2009

09/113 Noted:

1. That Mike Kirkman was not in attendance at the meeting, and that Michele Robins (née McGrath) was inadvertently missing from the attendance list.

2. That, subject to the amendments noted above, the minutes of the meeting of 17th September be accepted as a true record.

MATTERS ARISING FROM THE MINUTES

Risk Assessment Software (09/93)

09/114 Noted:

1. That, initially, SEAS would identify key people to trial the software, and that by December a full report will be made to the Committee on progress.

2. A request from the Safety Adviser in LHS for Subject Group leaders to nominate 3 people within their subject groups had been met with little response, and, consequently, the matter had been brought to the

attention of the School's Executive Dean.

Resolved: 1. That a timetable of the steps, milestones and expected achievements be brought to the December HSC meeting.
[Action: Site Radiation Officer (SRO), Steve Ludlow, CEAC]

2. That, in the first instance, the Site Radiation Officer, and, if subsequently required, the Chair, assist the process by talking directly with the Executive Deans concerned.
[Action: SRO, Chair]

Student Guild Audit (09/94)

09/115 Noted: The plans for the refurbishment of the lifts were going ahead.

Health and Safety Audit Report (09/100)

09/116 Noted: That the formal responses from Residential Services will be presented to the Committee by the end of the calendar year.

Wearing of ID Badges (09/106)

09/117 Noted: That Security, in conjunction with the Chair, are working on a plan to implement the display of ID badges.

Reports from Schools and Departments (09/108)

09/118 Noted: Estates and Facilities to clarify the procedures with regard to PAT testing and make the information available on the Estates and Facilities website.
[Action : Malcolm Tonks, Greg Mason, Estates]

Any Other Business (09/109)

09/119 Noted: That the Director of Estates reported that there was a plan formally in place to remove all redundant furniture from the Main Building Lower Ground pathways and roadways.

EMERGENCY MANAGEMENT PLANNING & PANDEMIC PLANNING

09/120 Received: 1. An oral report from Deputy Secretary on progress to date with the Institutional Emergency Management Plan.

2. An oral update from the Chair on pandemic planning.

Noted: 1. That following the second of two training sessions the majority of Emergency Incident Managers (EIMs) would have been trained, and that from 5th November there would be a rota of EIMs, responsible for taking the lead in an emergency.

2. That the EIM is on call from Thursday to Thursday, and that the rota is lodged with Security.

3. That the EIM may call upon persons to assist in a capacity outside

their normal remit.

4. That the Swine Flu Action Group continues to meet on a fortnightly basis, but the Group would meet more regularly should the need arise. Currently there is no reported increase in the number of staff or students with swine flu.

5. An institutional contingency plan for dealing with any subsequent swine flu waves was expected to be finalised during November 2009. **[Action: Claire Powrie, Head of Student Services]**

FIRE SAFETY & FIRE SAFETY TRAINING

09/121 Received: An oral report from the Head of Health & Safety.

Noted:

1. That 140 members of staff attended the September fire safety training session. Another session will be held in January 2010, the date to be arranged with West Midlands Fire Service. **[Action: University Fire Safety Adviser (UFSA)]**

2. That the UFSA was disappointed with the low student attendance during Freshers' Week.

3. That the Fire Warden scheme in CEAC was progressing with a few minor problems to resolve. One of the issues was the need for additional wardens.

4. Based upon the success of the trial within CEAC the scheme would be rolled out across the University.

5. The Chair reported that the Executive had discussed the training and were disappointed that some staff, after 18 months, had yet to attend. They were unanimous in making clear that there was no excuse for not attending, and now wished persistent failure by staff to complete this training to be treated as a disciplinary matter.

6. Human Resources have been asked by the Executive to investigate any contractual responsibilities before imposing disciplinary action.

Resolved:

1. That a final date for the fire training session be confirmed. **[Action: UFSA]**

2. An action plan be brought to the next meeting of the HSC on how the scheme will be implemented in the wider University. **[Action: UFSA]**

3. Committee members to help identify and to recruit appropriate staff from their areas to take on the role of Fire Wardens, in liaison with the UFSA and the Safety Office who will be coordinating the training. **[Action: HSC members, UFSA, Safety Office]**

Fire Safety - Heating Issues

09/122 Noted: That all fan heaters have been withdrawn from student residences, and will be replaced with oil filled radiators which are being sourced and tested.

Resolved: 1. That fan heaters also present a serious fire hazard in University buildings, and, with this in mind, each Committee member should look around their area to see the extent of the problem and provide some initial communication to their teams on the University's view of fan heaters.
[Action: HSC committee members]

2. Estates and Facilities to look at the feasibility of providing a pool of oil filled radiators in conjunction with Residential Services.
[Action: Garry East, Malcolm Tonks, Estates, Janet Reid and David Pennells]

Fire Risk Assessment

09/123 Noted: There was some general discussion on the seeming disparity in fire risk assessments undertaken by different companies engaged for the purpose by the University.

Resolved: 1. That there was a need for clarification on the status of recommendations arising from fire risk assessments, and that a formal process be now initiated whereby users can respond to reports.
[Action: UFSA, Estates Team]

2. The UFSA to liaise with Schools and Departments who have had their fire risk assessments.

ACCIDENT AND INCIDENT REPORTS

09/124 Received: An oral report from the Assistant Safety Adviser on accidents and incidents that had occurred since the last meeting.

Noted: 1. The question arose of whether there was an obligation on placement providers to supply the University with reports of any accidents to placement students in their employment.

2. That students were unable to access the Accident Report Form and other safety related materials on the Safety Office website

3. That the Chair awaited a final report of the MIIT regarding an incident involving the release of an asbestos containing material that occurred in Shustoke.

4. That Estates and Facilities had taken significant interim steps to control work affecting the fabric of the building.

Resolved: 1. That the Executive Team be contacted with a reminder that no work

on the fabric of University buildings should be commissioned or undertaken without the prior knowledge of Estates and Facilities**.**
[Action: Deputy Secretary]

2. That, additionally, a written communication be sent to all staff, on the University's stance regarding any work to the fabric of the building.
[Action: Jane Farrell, Chair]

HEALTH AND SAFETY TRAINING

09/125 Noted: That the draft had gone via the Centre for Staff Development to the Committee members for their comments

Resolved: That the document be circulated to Committee members electronically for their comments by 6th November 2009.
[Action: Head of Health and Safety (HHS)]

UNIVERSITY HEALTH & SAFETY POLICY

09/126 Noted:

1. To thank all those who had given useful feedback on the policy thus far.

2. The Director of Estates expressed his thanks for the assistance offered by the Safety Office in the achievement of his responsibilities under the policy.

Resolved: That the document be circulated to Committee members electronically for their comments by 6th November 2009.
[Action: HHS]

RADIOLOGICAL SAFETY SUB-COMMITTEE

09/127 Received: An oral report from the Site Radiation Officer (SRO).

Noted:

1. That a meeting between the SRO and colleagues within LHS had been arranged to discuss the remaining issues in L62A.

2. That the Chair requested confirmation from the SRO when the actions outstanding had been taken.

Resolved: That a guidance document be produced for a future meeting on the use and testing of fume cupboards.
[Action: SRO, HHS]

EXTERNAL HEALTH & SAFETY LEGISLATION

09/128 Noted: The HSE document, 'Health and Safety of Great Britain - Be Part of the Solution.'

Resolved: That a copy of the document be given to each HSC member, for circulation among colleagues within Schools and Departments.
[Action: Safety Office, HSC members]

REPORTS FROM SCHOOLS AND DEPARTMENTS

09/129 Received: Minutes from Local Health and Safety Committee Group meetings.

Noted:

1. The HHS commended Conference Aston on their recording of 'Near Miss' incidents, and recommended that other Schools and Departments follow their example.

2. That use of the climbing wall in the Gem Sports Centre had been suspended pending an investigation. Also, the future of the climbing wall is being considered through a cost benefit analysis.

Resolved: That the future of the climbing wall be discussed with the Head of Health of Safety, the Risk and Insurance Officer (RIO) and the Chair. **[Action: Mike Kirkman, Head of Sport and Recreation, HHS, RIO, Chair]**

ANY OTHER BUSINESS

09/130 Noted:

1. That there was unauthorised access to a Hazardous Area in CEAC by a contractor working for ISA.

2. That Committee members were reminded that areas labelled Hazardous are to be treated as such, and that access was restricted for purpose.

3. That there was a need for contractors working on behalf of Departments to follow the procedure controlled by Estates and Facilities, regarding any maintenance, installation or construction work.

Resolved: That the Chair would like to see in the next ISA Health and Safety Group minutes a record of the aforementioned item; that it was raised and brought to the attention of staff within the area. **[Action: Karen Newman-Brown, ISA]**

DATE OF THE NEXT MEETING

09/131 That the next meeting will be held on Thursday 3rd December at 10am in Main Building, G8.

ACTION SUMMARY

Topic	Minute	Resolutions	Actions
Risk Assessment Software	09/114	That a timetable of the steps, milestones and expected achievements be brought to the December meeting That direct talks be held with the relevant Executive Deans to assist the process	Site Radiation Officer, Steve Ludlow, CEAC SRO, Chair
Reports from Schools and Departments	09/118	That the Estates procedure for PAT testing be made a searchable item on website	Malcolm Tonks, Greg Mason, Estates
Emergency Planning/Pandemic Planning	09/120	The preparation and circulation of an institutional Swine Flu Plan	Claire Powrie, Head of Student Services
Fire Safety & Fire Safety Training	09/121	A final date for the fire training session in January 2010 be confirmed An action plan be brought to the next HSC on how the fire warden scheme will be rolled out to the wider University Committee members to supply names of staff volunteers for fire warden training	UFSA UFSA HSC members, UFSA and Safety Office
Fire Safety - Heating issues	09/122	Committee members to look around their areas to gauge the extent of the problem and give some initial communication on the University's view of fan heaters A feasibility study on the use of oil filled radiators be undertaken in conjunction with Residential Services	HSC members Garry East, Malcolm Tonks, Janet Reid
Accident and Incident Reports	09/124	The Executive be contacted with a reminder that work to the fabric of the building should not be undertaken without the prior knowledge of Estates A written communication to be sent to all staff on the University's stance regarding any work to the fabric of the building	Deputy Secretary Jane Farrell, Chair
Health and Safety Training	09/125	That the document be circulated to HSC members electronically for comments and that members review the document and respond by 6th November	HHS
University Health	09/126	That the document be circulated to HSC	HHS

and Safety policy		members electronically for comments by 6th November	
Radiological Safety Sub-Committee	09/127	To produce, for a future meeting, a guidance document on the use and testing of fume cupboards	SRO, HHS
External Health and Safety Legislation	09/128	A copy of the HSE document, 'Health and Safety of Great Britain', be circulated to HSC members for distribution within their Schools and Departments	Safety Office, HSC members
Reports from Schools and Departments	09/129	That discussions be held on the future of the climbing wall	Mike Kirkman, HHS, RIO, Chair
Any other business	09/130	That ISA discuss unauthorised access in their next Committee meeting	Karen Newman-Brown, ISA.