

ASTON UNIVERSITY

HEALTH & SAFETY COMMITTEE

Minutes of the Meeting Held on Thursday, 17th September 2009 at 10am in the Main Building G8

Present	Mr R H Middleton (Chair for items 09/94 -108)	Mr G A Evans (Chair for items 09/91-93 and 09/109 -110)
	Miss D S Cowan	Ms D Lacey
	Dr G A Drahun	Mr A Lowe
	Ms J Filby	Mr S Ludlow
	Mr J Finucane	Mr D Mottram
	Mr M W Green	Mr K Munday
	Mr I Harrison	DR M Y L Nye
	Dr A P Hartley	DR N R Smith
	Mr A P Hawkesworth	Mr M Tonks
	Mr K Hughes	Mr A P Vickers
	Ms L Jackson	Mr D A White

In Attendance	Dr A Sutherland	(For timed items 09/99 -100)
	Claire Powrie	(For timed Items 09/100 -101)

Apologies	Ms K Newman-Brown	Mr M Kirkman
	Mr G East	Mr G Moulder
	Ms J Farrell	Ms K Pedwell
	Ms R Hunt	Ms R Yasin

MEMBERSHIP

- 09/91 Noted:
1. That Ms Jane Farrell would replace Cliff Vidgeon as the representative for Human Resources.
 2. That Ms Katie Pedwell, Clinical Services Manager, would represent Aston University Day Hospital.

MINUTES OF THE MEETING OF 4th JUNE 2009

- 09/92 Noted:
1. That Minute 09/081 (1) should be amended to read that an incident report was completed and would be considered by the University's insurers. As a temporary measure, luminous paint was placed on the structure prior to a more permanent modification being installed. The reference to the need for a report to be completed for the Risk and Insurance Officer should be deleted.
- Noted:
2. That, subject to the amendments, the minutes of the 4th June be accepted as a true record.

MATTERS ARISING FROM THE MINUTES

Risk Assessment Software (Minute 09/075)

- 09/93 Noted: That SEAS and LHS had jointly purchased the risk assessment Software and that discussions were being held on how best, at School-level, to install and manage the software.
- Resolved: That both Schools report back to the HSC on the arrangements made for its 'local' implementation.

[Action: S Ludlow SEAS, Kevin Hughes, Mike Green, LHS]

Students' Guild Audit (Minute 09/079)

- 09/94 Noted:
1. That Malcolm Tonks, Estates and Facilities, provided the following progress report:
 2. There had been a review of the maintenance program for this year and some funds have been put aside from the budget to improve/refurbish the lifts. All electrical items and ancillary control units will be replaced, excluding mechanical parts, at a cost of 24k which should dramatically improve the reliability of the lift.
 3. That refurbishment of the lift would take approximately three weeks to complete; therefore to minimise any disruption to users of the Students' Guild building, the work will be organised over the Christmas break.
 4. That the plan of works would have some implications for disabled students with mobility issues.
 5. That the Chair would like to thank all those that were involved in the successful 2009 Astonbury event and recommended that the planning of a future event should take place earlier on in the year.

Resolved: Due to the lack of student representation at this meeting, there should be some consultation with the Guild representatives on the proposed work on the lifts and its implication for disabled access.
[Action: Malcolm Tonks, Estates]

Fire Safety & Fire Safety Training (Minute 09/80)

- 09/95 Noted:
1. That refuge points in the Main Building have a good means of communication which are reliable. However there are other priorities in campus buildings where there are no refuge points.
 2. That the Chief Operating Officer reiterated the mandatory nature of fire training and the need for all staff to attend.
 3. That feedback to the Executive should be a firm one with the need to ramp up the requirement for staff to attend.
 4. The Chief Operating Officer suggested a person by person account of non attendees, together with an explanation of their reasons for non attendance, be provided to the Executive.

Resolved: 1. That School and Departmental representatives take back to their respective areas the comments made above.
[Action: HSC Members]

2. That an appropriate date be determined for another training session, to cover new appointees and existing staff who had yet to attend.
[Action: University Fire Safety Adviser, in consultation with Ann Hartley]

Fire Warden Training

- 09/96 Noted: Fire Warden Kits had been provided and arrangements were underway to test the scheme.
- Resolved: To report back to HSC on 3rd December with a report concerning the 'pilot' drills that are scheduled to take place in September and November, as well as plans subsequently to extend the fire warden scheme across the university.
[Action: University Fire Safety Adviser, Steven Ludlow SEAS]

Lone Working (Minute 09/083)

- 09/97 Noted: The Guidance for Lone Working document had been published and is now available on the University intranet.

Smoking Policy (Minute 09/085)

- 09/98 Noted:
1. That the Director of LIS was unable to hold a detailed discussion due to the absence of Garry East and Gary Moulder. However, an email discussion was initiated with Ian Harrison, Estates, who expressed concern there was not enough security staff to cover or enforce the policy.
 2. That the policy is a legislative requirement and all staff, particularly management, has a responsibility to enforce and monitor the policy, as they would any other health and safety requirement.
 3. That the Chair would expect any member of staff, particularly managers, to be prepared under any reasonable circumstances without endangering their personal safety to talk to anyone smoking within an exclusion zone. If they are abusive then there are a number of University procedures in place to deal with the problem.

HEALTH & SAFETY AUDIT GROUP

- 09/099 Received: An oral report presented by Dr Andrew Sutherland, Chair of the Health & Safety Audit Group.
- Noted:
1. That arising from the audit of the Students' Guild the legal responsibility between the University and Aston Brook Green was unclear and required clarification.
 2. That the Chair of the HSAG and the Head of Health and Safety had met John Walter and Claire Powrie to discuss the proposed audit of ASAP and their associated areas, which will be held on 11th November 2009.
 3. That LIS would be the next area to be audited towards to end of January/early February 2010.
 4. That changes would be made to the audit protocol which would reflect the need for an increased notification period, and a more sympathetic approach particularly when interviewing junior members of staff.

RESIDENTIAL SERVICES

- 09/100 Received: An oral report from Claire Powrie, Head of Student Services on the Residential Services Audit.
- Noted: That progress had been made on the majority of the points covered in the audit, *inter alia*
- Reviewed the arrangements for the management of PAT testing
 - Lone working arrangements
 - Sharing best practice between Estates and Operon
 - Reviewing lone working arrangements
 - Discussions with staff on how best to enhance feedback
 - Reviewed and tested the out-of-hours procedures and the handover with Security
- Resolved: 1. That the Head of Student Services bring a formal written response by the end of the calendar year **[Action: Claire Powrie]**
2. That some guidance be produced on the safe use of portable heaters in Residential Services. **[Action: Claire Powrie]**

EMERGENCY MANAGEMENT PLANNING & PANDEMIC PLANNING

- 09/101 Received: 1) An oral report from the Deputy Secretary on the Institutional Emergency Management Plan.
- 2) An oral update from the Chair on pandemic planning.
- Noted: 1. That since the last committee meeting, Council had formally adopted the generic plan for handling emergencies in the initial stages.
2. The first of two training sessions for senior managers had been held, and positively received. The training included a simulated exercise on how to deal with an emergency.
3. That the exercise provided a helpful test of the plan and valuable learning points, which would be incorporated into the plan to deal with certain instances, for example, if a student dies.
4. A generic checklist would be devised outlining the steps to be taken in an emergency.
5. The next tier in the plan would be to operationalise key activities.
6. That work had commenced to look into the consequences of academic staff /student absence arising from the predicted second wave of swine flu.
7. That the Executive had taken the decision for the seasonal flu vaccine to be offered to key staff, whose roles are critical to the business of the University, with a view to limiting additional absence caused by swine flu.
8. A buddy system has been implemented in the Guild, and a system in ASAP to monitor student absences due to swine flu.

9. Dr Nye, was generally happy with the publicity and lectures held with staff, but expressed some concern about an outbreak among the students, reminding committee members that availability of the vaccine was based purely on the numbers of students registered with the practice.

Resolved: That Catering and Security input their contingency plans into a Swine Flu Plan currently being developed for the University.

[Action: Adrian Lowe, Catering & Ian Harrison, Security]

STUDENTS GUILD AUDIT

09/102 Received: A paper and an action plan circulated previously to HSC members from the Guild Manager.

Noted: 1. The Chair commended the significant efforts and resulting improvements prompted by the Guild audit

Noted: 2. The Chair thanked all concerned: the GGM, the Guild Officers staff, Estates department, Safety Office and the HHS.

Resolved: That the requirement to submit regular reports direct to the HSC be lifted and that subsequent progress be reported via the local Health and Safety committee minutes. **[Action: Gary Moulder, Students' Guild]**

ACCIDENTS AND INCIDENTS

09/103 Received: A report on accidents and incidents occurring since that last meeting.

- Noted:
1. An increase in the number reports submitted that could be attributed to the revised incident reporting procedure.
 2. An incident that occurred in Shustoke, involving Asbestos containing material was reported to the HSE under RIDDOR was being investigated internally by the Major Incident Investigation Team (MIIT), as well as externally by the HSE.
 3. Whilst awaiting the final report of the MIIT, the Chair surmised, that a contributory factor may have been the commissioning of work directly through the department, rather than liaising with Estates, and that this must not happen in the future.
 4. That a HSC member had not received a copy of an accident that occurred in SEAS

Resolved: 1. That the Safety Office would ensure that accident details would be forwarded to the relevant School or Department to avoid any missed when locally investigating trends or accidents. **[Action: Safety Office]**

2. That HSC members take back to their respective areas the comments set out above. **[Action: HSC members]**

HEALTH AND SAFETY TRAINING POLICY

09/104 Noted: That the Head of Health and Safety had drafted a University Health and Safety training policy, and that this was being considered by the Centre for Staff Development.

Resolved: That the policy would be circulated to the HSC members for the October meeting. **[Action: HHS, Safety Office]**

UNIVERSITY HEALTH & SAFETY POLICY and SCHOOL AND DEPARTMENTAL PLANS

09/105 Received: A tabled copy of the second draft of the Health and Safety Policy.

Noted: That the H&S Policy Review Work Group would be providing separate guidance on the development of local H&S policies and plans to Schools and Departments.

Resolved: That the second draft of the University Safety Policy would be circulated to committee members electronically, for their comments, with a deadline for responses for 5th October. **[Action; Andrew Vickers, HHS]**

WEARING OF ID BADGES

- 09/106 Noted:
1. Some general discussion on and around ID badges including; the costly implications for Sports and Recreation to implement the scheme and taking disciplinary action for those who refrain from wearing them.
 2. That there would be a complete replacement of ID Cards next Summer with new ones that incorporate additional features, for instance, proximity readers and smart-card facility.

Resolved: That a plan for implementing and communicating the scheme be developed for consideration by the University Executive.
[Action: Chief Operating Officer, Ian Harrison]

Report of the Radiological Safety Sub Committee (Minute 09/086)

09/107 Received: An oral report from the Site Radiation Officer.

- Noted:
1. That most of the action points in the radiological action summary report previously circulated to the committee members had been resolved.
 2. That there were a number of action points arising from the internal Site Surveys that required resolution.
 3. That there was a general discussion amongst the membership regarding airflow measurement and fume cupboard testing.
 4. That there needed to be University wide specification for the purchase of new fume cupboards.

- Resolved:
1. To request that further discussion takes place regarding the Procedure for testing fume cupboards, with a report back from the Working Group to HSC on 29th October clarifying points which had been revised at the meeting under '3' and '4' above.
[Action: Working Group & Malcolm Tonks]
 2. That the Guidance on Microwaves should now be circulated to Schools and departments and be added to the Safety Office Intranet.
[Action: Kevin Hughes, SRO]

3. That a plan to address to the issues in the survey report be produced for consideration at the next Health and Safety Committee Meeting.
[Action: Kevin Hughes, SRO]

EXTERNAL HEALTH & SAFETY GUIDANCE/NEW and UPDATED

- 09/108 Noted:
1. That the Health and Safety (First Aid) Regulations had been amended to reflect the changes in the training requirements
 2. That from October 1st 2009 the First Aid at Work course will be conducted over 3 days and the requalification course over 2 days.
 3. That first aid provision should be based on risk assessment.

Resolved: All HSC members should ensure staff within their areas are aware of the nearest first aider and their location **[Action: HSC members]**

REPORTS FROM SCHOOLS AND DEPARTMENTS

09/109 Received: Minutes from Local Health and Safety Committee Group meetings.

Noted: That some members were unclear on the arrangements for PAT testing within each department.

Resolved: That members should contact Malcolm Tonks, Estates, to clarify the procedures and responsibilities of staff in relation to PAT testing.

ANY OTHER BUSINESS

- 09/110 Noted:
1. That a new appointment had been made for the Safety Office administrative post, and that Emma Bragg would take up this position on 28th September 2009.
 2. That there was concern expressed over the accumulation of redundant furniture ie; fire doors, desks on the Main Building Lower roadway and pathways. The Estates representative undertook to have this matter resolved, at Executive-level, as a matter of urgency.
[Action: Malcolm Tonks/Garry East]

ACTION SUMMARY

Topic	Minute	Resolutions	Actions
Risk Assessment Software	09/93	Both Schools report back to the HSC the local arrangements for the implementation of the software.	Steve Ludlow CEAC, Kevin Hughes, SRO Mike Green, LHS
Student Guild Audit (under matters arising)	09/94	To liaise with Student Representatives on the refurbishment of the lifts and the implications for disabled student access.	Malcolm Tonks, Estates
Fire Safety Training	09/95	That School and Departmental representatives to communicate the mandatory nature of fire training. A date to be determined for the next training session.	HSC Members UFSA, Ann Hartley
Fire Warden Training	09/96	That a report on the fire drills in CEAC and on subsequent 'roll-out' plans, be presented to the next committee.	Steve Ludlow, UFSA
Health & Safety Audit Group – Progress Report	09/099 09/100	To clarify the relationship between Aston Brook Green needs clarification To request that Residential Services produce a full report by the end of the calendar year. To produce Guidance on the Safe Use of Portable Heaters in Residential Services.	Chair of the HSAG, HHS Claire Powrie, Student Services Claire Powrie, Student Services, UFSA
Emergency Planning/Pandemic Planning	09/101	Catering and Security to input their contingency plans into the policy.	Adrian Lowe, Catering Ian Harrison, Security
Health & Safety Audit Group - Progress Report	09/102	That the requirement for regular reports be signed off; any future progress reports should come to the HSC via the local health and safety committee minutes	Gary Moulder, Guild
Accidents and Incident Reports	09/103	To forward accident reports, where relevant, to Schools and departments for their information and investigation.	Safety Office
Health and Safety Training	09/104	The Centre for Staff Development to review the policy and the 2 nd draft to be presented at the next HSC meeting.	Ann Hartley, HCSD Andrew Vickers, HHS
Wearing of ID Badges	09/106	Plan to be developed for implementing and communicating the scheme.	Richard Middleton, COO Ian Harrison, Security
Radiological Safety	09/107	That the Working Group to meet prior to the HSC and report back further on fume cupboard testing.	Working Group & Malcolm Tonks

		<p>That a plan to address the issues contained in the internal survey report be produced for consideration at the next HSC meeting</p> <p>The Guidance on Microwaves be circulated to Schools and departments and the document added to the Safety Intranet.</p>	<p>Kevin Hughes, SRO</p> <p>Kevin Hughes , SRO</p>
Reports from Schools and Departments	09/108	That members of the HSC contact Estates to clarify the procedures with regard to PAT testing.	HSC Members, Malcolm Tonks
Any other business	09/109	The issue of redundant furniture blocking pathways and roadways in the Main Building Lower ground be investigated by Estates.	Malcolm Tonks, Garry East