

ASTON UNIVERSITY

HEALTH & SAFETY COMMITTEE (HSC)

Minutes of the Health & Safety Committee held on
Thursday, 4th June 2009 at 10.00am in the Council Room

| | | |
|----------------------|--|--|
| Present | Mr Richard Middleton (Chair) Miss Darnette Cowan Rev Chris Dowd Dr George Drahun Mr Garry East Mr Gareth Evans Ms Jane Filby Dr Mike Green Mr Ian Harrison Dr Ann Hartley Mr Alan Hawkesworth Mr Kevin Hughes | Ms Rose Hunt Ms Louise Jackson Ms Di Lacey Mr Steve Ludlow Mr Gary Moulder Mr Keith Munday Dr Nick Smith Ms Kerstin Taylor Mr Andrew Vickers Mr David White Mr Andrew Williams |
| Apologies | Mr Jim Finucane Dr Joanne Gough Mr Adrian Lowe Ms Michele McGrath Ms Karen Newman-Brown | Dr Matthew Nye Mr Malcolm Tonks Mr Cliff Vidgeon Mrs Elaena Wells |
| By Invitation | Dr Andrew Sutherland | (in connection with timed item 09/076) |
| In Attendance | Ms Rehanna Yasin Mrs Megan Jones | Guild sabbatical officer elect |

APOLOGIES

09/070 Noted: 1. Apologies had been received from a number of members in advance of the meeting.

MEMBERSHIP

09/071 Noted: 1. A warm welcome was extended to Rev Chris Dowd, who had joined the Committee as a new member; to Ms Rehanna Yasin, who has been elected as a Guild Sabbatical Officer and who will be taking over from Andrew Williams as Vice-President (Education & Welfare), with effect from 1st July 2009; and to Ms Louise Jackson who will now be sharing representation for the School of Languages and Social Sciences with Mrs Elaena Wells.

MINUTES OF THE MEETING OF 23rd APRIL 2009

09/072 Resolved: 1. The Minutes of the 23rd April 2009 meeting were confirmed as a correct record.

MATTERS ARISING FROM THE MINUTES

Waste Skips

09/073 Noted: 1. The all-staff/all-student email about the non-smoking policy had been circulated by the Chief Operating Officer (COO), and this item was now closed.

Reports from Schools and Departments

09/074 Noted: 1. The University Fire Safety Adviser has reviewed the Chubb fire safety assessment and local fire drill reports for LIS and this is included in his report to the Committee under Agendum 6.3(a). This item is now closed.

Risk Assessment Software

09/075 Noted: 1. Kevin Hughes has taken the place of Joanne Gough on the working party, which is continuing investigation into the Riskex risk assessment software and awaiting further practical demonstration and a response to a request for favourable pricing.

Audit of EAS

09/076 Noted: 1. A supply of notices has now been obtained to mark fire doors with vision panels which must not be obscured, and the UFSA will be implementing a campus-wide policy to install these. Notices will also be installed alongside windows which are used as vision panels where there is no vision panel in a fire door.

Resolved: 2. Where there are areas such as laboratories where privacy is required inside the room, the vision panels must remain unobscured and separate arrangements made inside the room to provide privacy as required without preventing a visual inspection from outside in an emergency situation. Members were to take this back to their respective schools and departments. This item would be moved to the item on Fire Safety for future meetings. **[Action: HSC Members]**

HEALTH AND SAFETY AUDIT GROUP (HSAG)

- 09/077 Received: 1. The initial report from the Chair of the Health & Safety Audit Group (HSAG) on the audit of Residential Services carried out on 4th June 2009 (tabled paper).
- Noted: 1. An audit had been undertaken in Residential Services on 4th June 2009, and the recommendations made by the audit team had been of a fairly minor “housekeeping” nature. The team had found that a very good working relationship existed within the department, which was commended; there was an exemplary team attitude with thorough training provision and a good knowledge of health and safety. The Chair commended the team on the quick turnaround to provide feedback to the HSC within 24 hours, and the department on the outcome which indicated no bad practices, simply some areas to tidy up and improve.
- Noted: 2. Among the recommendations made, points were raised on the following points:-
- PAT testing records
 - Lone working arrangements
 - Sharing best practice with Operon
 - Use of emails in communicating health and safety updates
 - Formalising health and safety inductions for students
 - Enhancing training for Residence Tutors and Duty PGs
 - Review management of risk assessment dissemination
- Noted: 3. There were problems with communication blackouts in some of the Residential Services areas, due to lack of coverage for mobile phones and radio; this was in hand with the installation of a new University communication system scheduled for mid-June.
- Noted: 4. Feedback from the department included some discomfort reported by staff, due to a perceived “interrogative nature” of the way in which the team interviewing panel was set up.
- Resolved: 1. The HSAG would review its approach for future audits in line with the feedback received from Residential Services, and this would be included as a specific agenda item for the HSAG meeting on 5th June. **[Action: HSAG Members]**

EMERGENCY MANAGEMENT PLANNING & PANDEMIC PLANNING

- 09/078 Received: 1. A verbal update on the Institutional Emergency Management Plan (IEMP).
- Received: 2. A verbal update on pandemic planning.

- Noted: 1. Comments received from members on both these plans had been incorporated and the plans had been approved by the Executive on 18th May. Both plans would now go before Council at the meeting on 24th June.
- Noted: 2. A training programme is being planned for the Senior Officers on the EIMS rota, to be delivered jointly by the Deputy Secretary, RIO and an external consultant with experience as a Higher Education Emergency Management Planner.
- Noted: 3. Pandemic planning was timely in view of the recent occurrence of swine 'flu, and some of the lower level actions from the plan had already been implemented.
- Noted: 4. A decision on funding for actions associated with pandemic planning had not yet been taken.
- Noted: 5. Pandemic planning would be reviewed following the publication of formal advice to HEIs, due in autumn 2009.
- Noted: 6. There was likely to be an impact on the wider business of the University as a result of actions taken by national governments, who may be advising or implementing travel restrictions for their nationals. Helen Higson was attending a meeting in London in mid-June on the expected effect on international student recruitment.
- Noted: 7. Some concerns had been raised, particularly at the Aston Student Advice Point (ASAP), relating to the hygienic wipes and handwash which had been issued, as one member of staff had suffered an unexpected and severe allergic reaction requiring hospitalisation. Despite these concerns, staff within ASAP had reacted very positively to the provision of handwipes.
- Noted: 8. The Head of Student Services had implemented a programme for student advice, with regular updates and emails, and free-issue items to support the awareness campaign, working jointly with HR and Dr Nye. This campaign was also being supported with action taken in the Students' Guild.
- Resolved: 1. The working group on pandemic planning would re-convene after the HEBCon guidance was published, to review the draft plan accordingly. **[Action: RIO]**

STUDENTS' GUILD AUDIT

- 09/079 Received: 1. A written progress report from the Guild General Manager (GGM) on issues outstanding from the audit (Agendum 6.2a).
- Noted: 1. The meeting room refurbishment and new electrical circuit had been completed in accordance with the action plan, and work was in progress on the asbestos in the basement, in conjunction with the Maintenance Officer; work on the 4th floor had started, and the area would be sealed off as there was asbestos present.
- Noted: 2. There had been another failure of the lift, which has highlighted a serious problem, due to lack of available parts for repairs; disabled students are completely excluded from accessing facilities in the Guild premises if the lift is out of action.
- Noted: 3. A fire drill had taken place on 2nd June which highlighted only minor issues, now being addressed with the UFSA.
- Noted: 4. A bungee jump had been planned successfully through liaison with the Safety Office and Head of Security, and the event which took place on 1st May had raised a large sum of money for the RAG charity.
- Noted: 5. The renovation of the Islamic washing facilities had been completed, but may not be sufficient for the large Friday meetings; however, this was regarded as a facility for on-going everyday usage rather than as a stand-alone facility.
- Noted: 6. Preparations for the Astonbury event were well in hand, with security and fire-related issues approved and risk assessments nearly complete. A review of stage arrangements was to be completed by 5th June, to provide for the new stage layout and exits. Confirmation of arrangements for cash storage on the day, and locations of cash issuers would be confirmed to the RIO and Head of the Security by the GGM as soon as possible.
- Noted: 7. Cleaning arrangements for the Astonbury event included a team to be on duty all day and all night, to ensure that the area was completely cleared and cleaned before 8.30am on the Monday, when guests would start arriving at Conference Aston.
- Noted: 8. The Chair commended this excellent example of co-operation between the Students' Guild and the University in preparing for the Astonbury event, and asked HSC members to encourage staff in their individual Schools and Departments to attend.

- Noted: 9. The Chair also commended the significant efforts and resulting improvements made since the Guild's audit by all concerned: the GGM, the student team, office staff, Estates department, Safety Office and the HHS. A substantial capital sum had been set aside for the next financial year to cover a number of substantial improvements, and progress on these would be reported regularly to the HSC.
- Resolved: 1. Further investigation would be carried out into possible lift improvements, as the existing lift was obsolete and the potential repair/refurbishment cost of an estimated £200k was not ideal. **[Action: Director of Estates & Facilities]**
- Resolved: 2. Confirmation of the new stage layout, and cash storage and issuing arrangements, would be provided by the GGM to the HHS, UFSA, Head of Security and RIO as soon as possible. **[Action: GGM]**
- Resolved: 3. The GGM and Conference General Manager would check with the Catering Manager that the plastic glasses being used at the Astonbury event were bio-degradable. **[Action: GGM, Conference General Manager]**
- Resolved: 4. All those responsible for preparation for, and participation in, the Astonbury event were to email the COO on 8th June to confirm their sign-off on their areas of responsibility. **[Action: GGM, RIO, HHS, UFSA, Head of Security]**
- Resolved: 5. For future events planned by the Students' Guild, more notice was to be given to the University; this should be included as a briefing point at the RAG officers' meeting at the start of each session. **[Action: GGM, Safety Office]**
- Resolved: 6. Progress on improvements to the Guild fabric and facilities was to be included as a specific item in the GGM's regular report to the HSC. **[Action: GGM]**

FIRE SAFETY

- 09/080 Received: 1. A report from the UFSA on fire safety issues (Agendum 6.3a).
- Noted: 1. A test had been carried out on the new disabled refuge communication system, involving the Estates Manager, HHS and UFSA; acoustic problems had been identified in parts of the Main Building and investigation was to be made into how to tackle this.

- Noted: 2. An emergency evacuation had been carried out in the Main Building on 18th May, following an alarm activation which Security were unable to resolve due to the vision panel inside the laboratory affected being obscured with foil. As this evacuation had coincided with the first morning of final examinations, all exam boards had held emergency meetings to decide what action to take on determining results; in no way would any students be disadvantaged.
- Noted: 3. On this occasion, it had taken 25 minutes to complete evacuation, and there was some confusion over when to evacuate under the 2-stage warning tone; there was also a problem with people congregating around the exits instead of going to the assembly area. It was felt that all these issues would be resolved with the implementation of the fire warden scheme.
- Noted: 4. The Conference Aston staff have now been fully trained in the new evacuation procedure, which was implemented on 1st June 2009.
- Noted: 5. Fire risk assessment was being extended within Conference Aston for residential services, and a quote was being sought from alternative suppliers in accordance with the University purchasing policy, although it was not clear that such alternative suppliers would have the specific hotel-based knowledge required.
- Noted: 6. The Conference General Manager and UFSA were producing specific guidance relating to the SAGA group visiting in July.
- Noted: 7. The ABS evacuation procedure has been completed and integrated into the joint procedure with Conference Aston, and all fire warden training within those areas has been completed.
- Resolved: 1. Further investigation was to be made into mitigating the acoustic problems encountered in the Main Building for disabled refuge communications, either through installation of acoustic hoods at an appropriate height, or through provision of an alternative type of unit. **[Action: UFSA]**
- Resolved: 2. As a specialist supplier was needed to provide fire risk assessment for Conference Aston hotel facilities, no additional quote was required and the purchase of services was to go ahead immediately. **[Action: UFSA, HHS]**
- Resolved: 3. Provision of fire warden kits was to be put in hand as soon as possible, in order that implementation of the scheme within the CEAC building could commence. **[Action: UFSA]**

ACCIDENT AND INCIDENT REPORTS

- 09/081 Received: 1. A report on accidents and incidents occurring since the last meeting (Agendum 6.4a).
- Noted: 1. A student had received a gash to the head after an accident on the Gosta Green sports ground, when he ran into an unmarked metal post by the football pitch. The post has since been marked with luminous safety paint, and floodlighting has been installed. The student concerned is now suing the University and Mike Kirkman is preparing a full report for the RIO; as part of this exercise, any equipment or structures of a similar nature would be identified and assessed.
- Noted: 2. A visitor suffered a fall in the Conference Aston restaurant; this may have been due to step-like “beading” on the floor and not from any evident damage needing repair. Hazard tape had been affixed to the area, and staff had been instructed to warn any visitors who might be seated there.
- Noted: 3. A security officer had received a severe injury to a finger when attending a drugs-related incident involving approximately 40 non-students who had been allowed into a residential building for a party. The SO’s finger was shattered while attempting to detain the intruders, who broke through a fire exit in order to escape, and he is expected to remain on sickness absence for some time to come.
- Noted: 4. An additional incident had occurred after production of the written report, when a student was robbed by the lake by a group suspected to be students from Matthew Boulton College. A mobile phone had been taken, and the student had complained about the way in which the subsequent follow-up had been made by the Security team.
- Noted: 5. A near miss incident had occurred in Lakeside Residences when a fire alarm system detector had been found to be faulty during weekly routine checks by Operon, and although this was reported to the alarm maintenance company for attendance within their contractual 4-hour SLA, the UFSA was not informed and no further action was taken by Operon to ensure the safety of residents. It appears that the fault was due to a software programming error, and the UFSA has requested a full report from Honeywell Gents into the root cause and solution.
- Noted: 6. As part of the new incident reporting procedure, the Safety Office is sending details of reports to the relevant School or Department to avoid any being missed when locally monitoring trends or investigating causes of incidents.

- Noted: 7. Investigation has been carried out into the emergency lighting system in the Woodcock sports facility, following two instances of epileptic fits suffered by a visiting student from Matthew Boulton College. No evidence has been found of any link.
- Resolved: 1. An investigation would be made of all sport and recreation facilities to identify any instances where equipment or structures need to be marked for safety purposes, and action taken to address these proactively.
[Action: Mike Kirkman]
- Resolved: 2. The Head of Security would investigate the actions taken following the mugging of a student by the lake, to ensure that appropriate procedures were followed by his team.
[Action: Head of Security]
- Resolved: 3. Operon, Residential Services and Security to be reminded that the UFSA must be informed immediately of any fire alarm failures affecting life safety, in order for special measures to be implemented as required. **[Action: UFSA]**

HEALTH AND SAFETY TRAINING

- 09/082 Received: 1. A verbal report from the HHS on the review of current arrangements for provision of health and safety related training to all staff.
- Noted: 1. TNAs had been received from the majority of local areas and a new policy was being drafted on health and safety training, to include some mandatory training by role and responsibility. The draft policy was to be circulated to the HSC in the next session.

LONE WORKING

- 09/083 Received: 1. A guidance document on lone working (tabled paper).
- Noted: 1. This issue had been identified previously, through HSAG audits and from the minutes of local health and safety groups. The Acting Director of Human Resources was satisfied that the guidance document covered all necessary issues, but additional comments were welcomed from HSC members before the final document is uploaded onto the intranet.

- Resolved: 1. HSC members would forward any comments on the guidance document to the HHS by 3rd July, after which date the guidance would be published on the intranet.
[Action: HSC Members, Safety Office]

REVIEW OF UNIVERSITY HEALTH & SAFETY POLICY and SCHOOL & DEPARTMENT PLANS

- 09/084 Received: 1. A first draft of the revised University Health and Safety Policy, and guidance on the formulation of School and Departmental Health and Safety Plans.
- Noted: 1. The Statement of Intent had been drafted following guidance from various bodies including UCEA, and is more assertive than in the previous policy, as a reminder to Council of what their duties are as an institutional governing body, rather than simply being aimed at the Executive and staff.
- Noted: 2. The Chair commended the working party for producing a well formatted draft policy, and encouraged HSC members to contribute their broad spectrum of expertise to review and contribute to developing the policy further through their comments.
- Noted: 3. The issue of corporate manslaughter was expected to be dealt with more formally by the CPS, with a specific senior barrister having been appointed to cover this issue. HSC members were to take this issue back to their local internal health and safety groups. **[Action: HSC Members]**
- Resolved: 1. HSC members would review the draft policy and provide comments to the working party by the end of June, including additional details, where appropriate, on the areas covered in the "Arrangements" section.
[Action: HSC Members]

REVIEW OF SMOKING POLICY

- 09/085 Received: 1. The current smoking policy (Agendum 7a).
- Noted: 1. This policy was due for review 18 months after July 2007, and this now needs to be undertaken.
- Noted: 2. While the current policy provides for action against persistent offenders, there is no provision for immediate disciplinary action, which should be included as part of this review.

- Noted: 3. The 5m exclusion zone is not enforced; this is due in part to some areas being too close to public highway, and also because there are no defined areas where smokers may shelter if the weather is inclement.
- Noted: 4. Some other HEIs had enforced a total smoking ban on their campuses, which had resulted in closure of bars from reduced usage, and a less heavyweight approach would be preferable. It was also noted that the 5m radius was a University rule, not a legal requirement.
- Resolved: 1. HSC members would undertake further review of the current policy through their local areas, and provide additional recommendations to Estates for any improvements, but as there were no substantive changes, it was formally agreed that the policy would continue in its current form.
[Action: HSC Members, Estates Manager]
- Resolved: 2. A further review of the arrangements for the exclusion zone would be addressed by a small working party, to review the practical implications of implementing this, and to report back to the first HSC meeting of the next session.
[Action: Director of Estates & Facilities, Director of LIS, GGM]
- Resolved: 3. Maps were now available through Executive Deans confirming the areas of University premises which are the responsibility of each School, as it is the responsibility of managers to control and monitor smoking within these areas. Members to take this back to their local health and safety groups.
[Action: HSC Members]

REPORT OF THE RADIOLOGICAL SAFETY SUB-COMMITTEE (RSSC)

- 09/086 Received: 1. A written progress report from the SRO on matters outstanding from the last meeting of the RSSC (tabled paper).
- Noted: 1. Good progress was being made with disposals, which were going according to plan and all records in place.
- Noted: 2. Progress was also being made on the procedure for fume cupboard testing, and notes of the last meeting of the working group were to be circulated shortly by the Estates Manager.
[Action: Estates Manager]
- Noted: 3. The draft guidance document on microwave safety was to be reviewed by the Safety Team and the Catering Manager prior to being circulated to RSSC members for formal approval and, subsequently, to the HSC for the first meeting of the next session.
[Action: Safety Team, SRO]

EXTERNAL HEALTH & SAFETY POLICIES/GUIDANCE

- 09/087 Noted: 1. There was no new health and safety legislation affecting the University.

REPORTS FROM SCHOOLS AND DEPARTMENTS

- 09/088 Received: 1. Minutes of local Health and Safety Committee/Group meetings from the following Schools/Departments:-
- LHS
 - Residential Services
 - ASAP/COO
 - LSS/ABS/RCO
 - HR
 - Sport & Recreation
 - LIS
- Noted: 1. There was a quantity of bedding in the Dalton Tower ground floor storage area which could be a potential fire hazard; the Accommodation Officer confirmed that these materials were segregated from any other items, and stored as safely as possible in the circumstances.
- Noted: 2. The first meeting had taken place of the newly-constituted group in ASAP/COO, and issues related mostly to general house-keeping.
- Noted: 3. LSS/ABS/RCO had previously recommended that the security procedures in the University should be extended to require the wearing of ID badges by all staff and students at all times. This initiative received support from the Union representatives and Head of Security.
- Noted: 4. HR had introduced a mandatory requirement for HR staff to undertake a general health and safety course and a DSE course, and dates had been set for delivery of this training in the near future.
- Noted: 5. A reference in the minutes from the LIS Health and Safety Process Improvement Group meeting of 4th March, regarding safe usage of DSE and its effect on neurological and ophthalmic conditions, was questioned for accuracy; this had been reported to the Group's meeting by a member of staff, from information given out at an external training course.

- Resolved: 1. Ian Oldacre would be asked to follow up the reported problem with drainage for the boiling water dispenser in the Registry side kitchen. **[Action: Ian Oldacre]**
- Resolved: 2. Practical consideration would be given to implementing a University-wide policy of wearing of ID badges by all staff and students. **[Action: COO, Head of Security]**
- Resolved: 3. Further discussion would be undertaken between LIS, LHS and the Safety Office on the safe usage of DSE for people with existing neurological or ophthalmic conditions, and appropriate guidance circulated to all staff as quickly as possible to ensure no misunderstandings arise. **[Action: HHS, Director of LIS, LHS]**

ANY OTHER BUSINESS

- 09/89 Noted: 1. There being no other business, the meeting was concluded.

DATE OF NEXT MEETING

09/090 This being the last meeting of the current session, meeting dates for 2009/2010 were discussed and agreed as follows:-

17th September, 29th October & 3rd December 2009, and 28th January, 18th March, 13th May & 24th June 2010. These dates would be circulated to members, with a schedule of other key dates for the next session.

[Action: Safety Office]

The next meeting on Thursday 17th September 2009 will be held at 10.00am in the Room G8.

ACTION SUMMARY

| Topic | Minute | Resolutions | Actions |
|---|--------|---|---|
| Audit of EAS | 09/076 | <p>Notices will be installed alongside all vision panels and windows used as vision panels, throughout the University.</p> <p>Separate arrangements to be made locally to provide alternative screening inside any rooms or laboratories where privacy is required, without preventing a visual inspection from outside in an emergency situation.</p> <p>This item to be moved to the Fire Safety item for next meeting.</p> | <p>UFSA</p> <p>HSC Members</p> <p>Safety Office</p> |
| Health & Safety Audit Group | 09/077 | The HSAG would review its approach for future audits in line with feedback received from Residential Services, and this would be included as a specific agenda item for the HSAG meeting on 5 th June. | HSAG Members |
| Emergency Management Planning & Pandemic Planning | 09/078 | The working group on pandemic planning would re-convene after the HEBCon guidance was published, to review the draft plan accordingly. This would also incorporate any additional guidance received from Helen Higson following her meeting in London in mid-June. | RIO |
| Students' Guild H&S Audit | 09/079 | <p>Further investigation would be carried out into possible lift improvements, as the existing lift was obsolete and the potential repair/refurbishment cost of an estimated £200k was not ideal.</p> <p>Astonbury: confirmation of the new stage layout, cash storage and cash issuing arrangements would be provided by the GGM to the HHS, UFSA, Head of Security and RIO as soon as possible.</p> <p>The GGM and Conference General Manager would check with the Catering Manager that the plastic glasses being used at the Astonbury event were bio-degradable.</p> | <p>Director of Estates & Facilities</p> <p>GGM</p> <p>GGM, Conference General Manager</p> |

| | | | |
|-----------------------------|--------|--|---|
| | | <p>All those responsible for preparation for, and participation in, the Astonbury event were to email the COO on 8th June to confirm their sign-off on their areas of responsibility.</p> <p>For future events planned by the Students' Guild, more notice was to be given to the University; this should be included as a briefing point at the RAG officers' meeting at the start of each session.</p> <p>Progress on improvements to the Guild fabric and facilities was to be included as a specific item in the GGM's regular report to the HSC.</p> | <p>GGM, RIO, HHS, UFSA, Head of Security</p> <p>GGM, Safety Office</p> <p>GGM</p> |
| Fire Safety | 09/080 | <p>Further investigation was to be made into mitigating the acoustic problems encountered in the Main Building for disabled refuge communications, either through installation of acoustic hoods at an appropriate height, or through provision of an alternative type of unit.</p> <p>The purchase of fire risk assessment services for Conference Aston was to go ahead without the need for a supplementary quotation.</p> <p>Provision of fire warden kits was to be put in hand as soon as possible, in order that implementation of the scheme within the CEAC building could commence.</p> | <p>UFSA/Estates Manager</p> <p>UFSA, HHS</p> <p>UFSA</p> |
| Accident & Incident Reports | 09/081 | <p>An investigation would be made of all sport and recreation facilities to identify any instances where equipment or structures need to be marked for safety purposes, and action taken to address these proactively.</p> <p>The Head of Security would investigate the actions taken following the mugging of a student by the lake, to ensure that appropriate procedures were followed by his team.</p> <p>Operon, Residential Services and Security were to be reminded that the UFSA must be informed immediately of any fire alarm failures affecting life safety, in order for special measures to be implemented as required.</p> | <p>Mike Kirkman</p> <p>Head of Security</p> <p>UFSA</p> |

| | | | |
|---|--------|--|--|
| Lone Working | 09/083 | HSC members would forward any comments on the guidance document to the HHS by 3 rd July, after which date the guidance would be published on the intranet. | HSC Members, Safety Office |
| Review of University Health & Safety Policy and School & Department Plans | 09/084 | Members were to inform their local areas through the appropriate health and safety group, of the expectation that corporate manslaughter would be dealt with more formally in future by the CPS, who have appointed a senior barrister to cover this issue. HSC members would review the draft policy and provide comments to the working party by the end of June, including additional details, where appropriate, on the areas covered in the "Arrangements" section. | HSC Members HSC Members |
| Review of Smoking Policy | 09/085 | HSC members would undertake a further review of the current policy through their local areas, and provide additional recommendations to Estates for any improvements; as there were no substantive changes, this policy will continue in its current form. A small working party would review the practical implications of implementing the exclusion zone, and report back to the HSC at the first meeting of the next session. Members to reinforce the message, through their local health and safety groups, that it is the responsibility for managers to control and monitor staff and student adherence to the policy. | HSC Members, Director of Estates & Facilities Director of Estates & Facilities, Director of LIS, GGM HSC Members |
| Report of the RSSC | 09/086 | Notes of the last meeting of the working group on fume cupboard testing to be circulated to the HSC. The draft guidance document on microwave safety would be reviewed by the Safety Team and the Catering Manager prior to being circulated to RSSC members for approval and, subsequently, the HSC for the first meeting of the next session. | Estates Manager Safety Office, SRO |
| Reports from Schools & Departments | 09/088 | ASAP/COO: Ian Oldacre would follow up the reported problem with drainage for the boiling water dispenser in the Registry side kitchen. | Building Surveyor |

| | | | |
|----------------------|--------|---|--|
| | | <p>LIS:</p> <p>Further discussion would take place on the safe usage of DSE for people with existing neurological or ophthalmic conditions, and appropriate guidance circulated to all staff as quickly as possible.</p> <p>General:</p> <p>Practical consideration would be given to implementing a University-wide policy of wearing ID badges by all staff and students.</p> | <p>HHS, Director of LIS, LHS</p> <p>COO, Head of Security</p> |
| Date of Next Meeting | 09/090 | The schedule of meeting dates and other key events for next session would be circulated to members. | Safety Office |