

4. That point 20 of the recommendations relating to ASAP was unclear and needed to be amended to reflect that it relates to events attended by international students.
[Action: A. Sutherland, HSAG]
5. That a formal written response to the audit of Residential Services would be required at the next HSC meeting, incorporating comments from Operon FM.
[Action C. Powrie]
6. That completion by EAS of the actions necessary to implement recommendations from its audit would occur by March 2010, and a written report brought back to the next HSC meeting.
[Action: S Ludlow]

Schedule of Audits

- 10/10 Received: A schedule of audits for 2010/2011 and beyond.
- Noted: 1. That the entire School of Life and Health and Sciences (LHS) would be audited over two days, in Term 3 of 2010/2011.
2. That the next EAS audit be undertaken in Term 2 of 2013/2014.
3. The interface with external people and events held within the University, was not at present covered by the auditing process.
4. That, under the new management structure, Adèle MacKinlay had assumed managerial oversight of staff and student services.
- Resolved: It was suggested that those staff responsible for Degree Congregations, room bookings and the use of University facilities for external use should be audited, and that HSAG be requested to follow this up.
[Action: HSAG]

EMERGENCY MANAGEMENT PLANNING & PANDEMIC PLAN

- 10/11 Noted: 1. That the EMP arrangements had been in operation for three months, and the group had received a report from the consultants detailing some useful action points.
2. That the consultants would be engaged for further training of Emergency Incident Managers (EIMs).
3. The EIM procedure was invoked in connection with an incident over a weekend in early January, and was deemed to have worked satisfactorily.
4. The University had not been as severely affected by Swine Flu as initially anticipated. The Swine Flu Action Group (SFAG) had continued to meet to monitor incidents, but, for the time being, would meet on one more occasion in February, after which it would be considered 'dormant', to be reconvened quickly if required.

- Resolved: 1. It was agreed that, at the SFAG's meeting in February, a review should be undertaken on effectiveness and lessons learnt that could be implemented in the event of any future pandemics. The meeting should also discuss how many posters on Swine Flu the University might still need, and how much gel was still needed. The outcome of the review should be reported to the HSC meeting in March.
[Action: SFAG]
2. Action points from the consultants were being worked through, and a summary would be provided to the Committee in March, before it was circulated to staff and managers.
[Action: Deputy Secretary/Risk and Insurance Officer]

FIRE SAFETY

Fire Safety Awareness Training

- 10/12 Noted: 1. That 168 members of staff attended the Fire Safety Awareness training sessions held in January 2010.
2. That there could be disciplinary action for those who had persistently failed to attend.
- Resolved: To confirm with Human Resources, and, subsequently, with Schools and Departments, the names of staff who had not yet attended.
[Action: UFSA]

Fire Wardens

- 10/13 Noted: 1. That the Aston University Day Hospital (AUDH) should, within the coming fortnight, confirm the nomination of fire wardens to the UFSA.
[Action: K. Pedwell]
2. That the Safety Advisor for LHS would supply names for the Fire Warden Scheme.
[Action: J. Gough]

Other Fire Safety Issues

- 10/14 Noted: An email had been circulated to Executive Deans and Heads of Departments to inform them that Fire Risk Assessments were ready for distribution, and that the UFSA was available to assist with the action plans of the assessments and to ensure there was an understanding of what was required.
- Resolved: 1. That a follow-up email be circulated to members of the HSC with a deadline.
[Action: UFSA]
2. The fire loading issue regarding the bin room in the CEAC building required urgent attention.
[Action: UFSA, Estates & Facilities]

Fire Safety Policy

10/15 Noted: The first draft of a fire safety policy had been received by the Committee as a tabled item, and, following the meeting, would be made available electronically. Comments were required on the draft from members within two weeks.

Resolved: Comments received on the first draft should be incorporated into a policy for adoption by the HSC at the next meeting in March.

[Action: UFSA]

ACCIDENT AND INCIDENT REPORTS

10/16 Noted: 1. It was discussed whether a recent incident involving the death of a student should be included in the formal written Report to the Committee. It was agreed that the Committee should be aware of the incident, but that the decision to list any particular occurrence had to take account of sensitivity issues which might relate to the case concerned.

2. An issue outside of the dates covered by the Accident and Incident Report was raised. There seemed to be a design fault with one of the entrance doors to the new Café Tierra, which was opening outwards into a busy corridor. The issue had now been resolved.

3. A water pump leak at the Guild had created ice along a public area, and numerous visitors had slipped and tripped because of this. Visitors reported such accidents to the Guild reception, but records of these had not been logged at the Safety Office.

4. A robbery had occurred at the Guild out of hours. New procedures had consequently been put in place to prevent this occurring in the future.

5. That the incidents involving the partitions in Conference Aston had occurred due to a design fault.

6. An issue on parking along pathways and the central reservation along on Woodcock Street was raised, which was limiting the access for disabled people to use those footpaths and causing an obstruction when accessing the University car park, given that parking on the central reservation restricted the view.

Resolved: 1. Estates & Facilities were to strengthen ceiling tiles and give a specific report on the progress of this issue at the next HSC meeting in March.

[Action: Estates & Facilities]

2. That the University liaise with the Police on traffic obstructions along Woodcock Street.

[Action: Ian Harrison, Head of Security]

REPORT FROM THE MAJOR INCIDENT INVESTIGATION TEAM (MIIT)

- 10/17 Noted:
1. That the University's own investigation had been concluded regarding the Shustoke incident. A clear report and recommendations had been provided.
 2. That colleagues responsible for completion of recommendations within the report had been written to personally by the Chief Operating Officer requesting acceptance of responsibility and confirmation, in due course, that the necessary actions were implemented.
 3. That the University Executive was fully supporting the actions recommended in the report.
 4. Every member of University staff had been sent a letter in relation to one recommendation, which was not to puncture the walls and ceilings within any building of the University, as such actions were only to be carried out through Estates & Facilities.
 5. The report was not for wider circulation, and was only available for the HSC members. Any comments should be directed to the Safety Office.
 6. The Deputy Secretary would now assume responsibility from the Chief Operating Officer, leading a response to this incident, following up on actions implemented and reporting them to the University Executive.
 7. The recently-agreed new Health and Safety Policy addressed issues regarding Asbestos, and the Committee discussed whether introductory videos for new staff members might in future include training and awareness of Asbestos and related issues.

Post Meeting Note

- 10/18 Resolved:
- Any Schools or Departments who held any asbestos containing equipment or clothing should make this known to Graham Faulks (Estates & Facilities).
- [Action: HSC Members]**

ANNUAL REPORT ON HEALTH AND SAFETY FOR 2009

- 10/19 Received: The first draft of the Annual Health and Safety Report covering the 2009 calendar year.
- Resolved:
1. That the Guild should have a separate heading within the Report, highlighting health and safety progress and incorporating a report from a student perspective.
- [Action: Gary Moulder, Guild]**
2. A subsection should be included on malicious fire alarms; an account should be given on what had been done over the past year to help improve the situation.
- [Action: UFSA]**

3. That a Human Resources (HR) perspective on work-related stress, and how to counter stress, should be included in the Report. This should include work that had been done arising from the Capita Staff Survey and responses at University and School/Department levels.
[Action: Kate Parsons]
4. Any detailed comments on the draft Annual Report should be submitted to the Safety Office within a week, as the document would then need to be prepared for submission to the University Executive in February.
[Action: HSC Members]

RADIOLOGICAL SAFETY SUB-COMMITTEE

10/20 Resolved: That investigations were ongoing in relation to a controlled-access room (MB720), which had been left insecure. A report would be produced for the next HSC meeting.
[Action: K. Hughes, Security, UFSA]

EXTERNAL HEALTH & SAFETY GUIDANCE and NEW/UPDATED LEGISLATION

10/21 Noted: There was new guidance on asbestos surveys called 'Managing Asbestos in Premises', the survey guide. This guide replaced and updated the current HSE publication MDHS100, 'Surveying, sampling and assessment of asbestos - containing materials'. Information on the guidance document had been sent to Estates & Facilities, and access to it could be found by means of the IHS database which was available to all HSC members.

REPORTS FROM SCHOOLS AND DEPARTMENTS

10/22 Received: Minutes of local Health and Safety Committee/Group meetings from the following Schools/Departments:

Conference Aston
Library and Information Services
Residential Services
Sport and Recreation
Aston Students' Guild
Estates and Facilities

Resolved: That a request be made to certain other areas for copies of minutes outstanding for the next HSC meeting.
[Action: Safety Office]

Conference Aston

10/23 Noted: That specific staff welfare details were listed in the minutes, and that information of this nature should not be included in future reports.
[Action: K. Taylor]

Library & Information Services

10/24 Noted: 1. Guidance on PAT Testing was not on the library website, but would be uploaded shortly. Checklists had been identified that staff could use to identify faulty equipment.

2. Discussions on the fire report had occurred and guidance on crowd control had been given by the UFSA.
3. Many convector heaters were in operation at the Library, and, while after refurbishment in the summer months these might not be necessary, it was further noted that there were many cold areas within the LIS building.
4. Following discussion with the UFSA, it had been established that the Library would require eight fire wardens. However, as most staff were located on the ground floor, this could entail wardens having to go upstairs against the flow of people coming downstairs to clear those floors.

Residential Services

- 10/25 Noted:
1. All actions required had been completed.
 2. A representative from OPERON would be attending the next health and safety meeting.

Sport and Recreation

- 10/26 Noted:
1. That the temperature dropped across the indoor facilities during the snow. Temporary heating was provided by Estates & Facilities.
 2. A problem with the air handling unit in the swimming pool caused temperatures to drop here also, but had now been addressed with the help of Estates & Facilities.
 3. Eighteen oil filled heaters had been purchased to replace older inadequate heating.
 4. Staff had been booked onto the asbestos awareness training course.

The Guild

- 10/27 Noted:
- There was no lock on the door from foyer reception into the Blue Room, which posed a potential security risk.
- [Action: Estates & Facilities]**

Estates & Faculties

- 10/28 Resolved:
- That Estates and Facilities share their Lone Worker Procedure with Schools and Departments.
- [Action: Estates & Facilities]**

Aston Student Advice Point

- 10/29 Noted:
1. The issue regarding the location of the hot water dispenser in the kitchen was still outstanding.
- Resolved:
- That the £600 quoted by Estates and Facilities to resolve this issue be spent from the COO budget.
- [Action: Estates & Facilities]**

ACTION SUMMARY

Topic	Minute	Resolutions	Actions
Guidance on PAT Testing	10/03	Write a summary of actions to be taken and specific deadlines. To be circulated with the minutes.	M. Tonks, Estates & Facilities
Removal of Fan Heaters	10/04	There is to be no further purchasing of convector heaters, and that when they come to the end of their working life they should be removed. After that only oil-filled radiators should be used.	M. Tonks, Estates & Facilities
		Replacement of convector heaters with oil radiators when they come to the end of their working life.	HSC Members
Reports From Schools & Departments	10/07	Fire assembly points should be agreed upon and circulated by 5 th February 2010.	D. White, Ian Harrison
		New signage for buildings to indicate new assembly points.	UFSA, Estates & Facilities
Installation of Risk Assessment Software in Schools	10/08	A schedule of evaluations, changes and conclusions is required for the installation of the software.	Jo Gough, S. Ludlow
Health and Safety Audit Group Report	10/09	To provide a template for ASAP, to assist development of a health and safety management system. This template should also be beneficial for other Schools and Departments if required.	Safety Office
		Health and Safety responsibilities should be incorporated into job descriptions and Personal Development Reviews where appropriate.	K. Parsons, HR
		ISA or the Student Data Group to liaise with ASAP to look at the service's IT provision, to assess what could be provided to address work-related stress issues.	ASAP, ISA
		That point 20 of the recommendations was unclear and needed to be amended to reflect that it relates to events attended by international students.	A. Sutherland, HSAG
		Formal report from Residential Services to be presented to the next HSC meeting in March, including comments from Operon FM.	C. Powrie, J. Reid, Residential Services
		A report is to be presented at the next HSC meeting by EAS on the implementation of recommendations.	S. Ludlow
Schedule of Audits	10/10	Degree Congregations, room bookings and the use of the University facilities for external use should be included into the schedule of audits.	HSAG
Emergency Management Planning and Pandemic Plan	10/11	A review should be done on: effectiveness and lessons learnt that could be implemented in the event of any future pandemics; and how many posters and how much gel the University still needs in relation to swine flu. The outcome of the review should be reported to the HSC meeting in March.	SFAG
		A summary of action points from the consultants will be provided to the Committee in March, before it is	Deputy Secretary, Risk & Insurance

		circulated to staff and managers.	Officer
Fire Safety Awareness Training	10/12	To liaise with Human Resources to confirm the names of those yet to attend.	UFSA
Fire Wardens	10/13	AUDH and LHS to supply names for the Fire Warden Scheme.	K. Pedwell, J. Gough
Other Fire Safety Issues	10/14	The fire loading issue regarding the bin room in the CEAC building.	UFSA, Estates & Facilities
		A follow-up email be sent to the Heads of Schools and Departments regarding the fire risk assessments.	UFSA
Fire Safety Policy	10/15	Comments received on the first draft should be incorporated into the policy for the next HSC meeting in March.	UFSA
Accident and Incident Reports	10/16	Ceiling tiles to be strengthened at Conference Aston, and a specific report on this issue to be given at the next HSC meeting in March.	M. Tonks, V. Townsend, Estates & Facilities
		Liaise with the Police on traffic obstructions along Woodcock Street.	I. Harrison
Post Meeting Note	10/18	Any asbestos containing equipment or clothing should be reported to Graham Faulks.	HSC Members
Annual Report on Health and Safety 2009	10/19	The Guild should have a separate heading within the Report, highlighting health and safety progress and incorporating a report from a student perspective.	G. Moulder
		A subsection to the Guild section of the Report should include an account on malicious fire alarms and what has been done to improve the situation.	UFSA
		A perspective on work-related stress and how to counter stress should be included in the Report, along with implementations that have occurred since the Capita Staff Survey.	K. Parsons
		A near final version of the Annual Report should be ready for presentation to the Executive Committee in February.	Deputy Secretary
Radiological Safety Sub-Committee	10/20	A report is to be given at the next HSC meeting on measures taken to secure MB720.	K. Hughes, Security, UFSA
Reports from Schools and Departments	10/21	Minutes outstanding are to be requested for the next HSC meeting.	Safety Office
Conference Aston	10/23	Specific staff welfare details are to be taken out of the minutes, and not included in future reports.	K. Taylor
The Guild	10/27	Provide a measure to secure the Blue Room.	M. Tonks, Estates & Facilities
Estates & Facilities	10/28	The Estates & Facilities Lone Worker Procedure is to be shared with Schools and Departments where requested.	HSC Members
Aston Student Advice Point	10/29	The £600 quoted by Estates and Facilities to resolve the kitchen hot water dispenser issue to be spent from the COO budget.	M. Tonks, Estates & Facilities
Any Other Business	10/30	Committee members are to remind Schools and Departments that they have responsibility for the purchase, positioning and upkeep of Health and Safety signage within their areas.	HSC Members