

ASTON UNIVERSITY

HEALTH & SAFETY COMMITTEE (HSC)

Minutes of the meeting held on
Thursday, 13th May 2010 in Main Building G8

Present	Mrs Adèle MacKinlay (Chair) Mr A Charters Miss D S Cowan Dr G A Drahun Mr G A Evans Ms J Filby Mr J Finucane Dr M Green Mr I Harrison Dr A Hartley Mr A Hawkesworth Mr K Hughes Ms R Hunt	Ms D Lacey Mr S Ludlow Ms K Newman-Brown Mrs K Parsons Mrs K Pedwell Mrs M Robins Mr M Robinson Dr N R Smith Mr M Tonks Mr A P Vickers Mr D White
Apologies	Rev C Dowd Mr I Khan Mr A Lowe	Mr K Munday Dr M Y L Nye Mrs K Taylor
By Invitation	Mr D Pennells (Europa FM)	
In Attendance	Mr I Kang Mr R Nowakowski	

MEMBERSHIP

- 10/55 Noted:
1. Adèle MacKinlay, in her capacity as the new Chair of the Committee, was welcomed to meetings, together with the Director of Capital Development, Alan Charters.
 2. Robert Nowakowski had been invited to represent Conference Aston in the absence of Kerstin Taylor.

MINUTES OF THE MEETING OF 18th MARCH 2010

- 10/56 Resolved: That the Minutes of the meeting held on 18th March 2010 be accepted as a correct record.

MATTERS ARISING FROM THE MINUTES

Other Fire Safety Issues (10/39)

- 10/57 Noted:
1. The skip doors in the CEAC building were no longer excessively left open, but were still opened for approximately 2 ½ hours which remained unacceptable. A satisfactory solution was yet to be

found prior to any contract renewal with the waste disposal company concerned.

**[Action: S. Ludlow, C. Allister,
University Fire Safety Adviser (UFSA)]**

Accident and Incident Reports (10/40)

- 10/58 Noted:
1. The parking issue on Woodcock Street had been raised with relevant City authorities, and a reminder had been posted in the latest Aston Aspects bulletin.
 2. Improvements in the situation were acknowledged. There had been an increased police presence on Woodcock Street, and notices placed regarding fixed penalties for parking in the prohibited area.

Health and Safety Audit Group Report (10/44)

- 10/59 Noted:
1. A written invitation had been sent to the JUCC for an additional Union representative to join the HSAG team, and, pursuant to that, two members - namely, Jim Finucane and Mike Robinson - had been appointed in this capacity.
 2. That, there were, at the present time, sufficient numbers of new and existing members on the HSAG team.

Fire Wardens (10/46)

- 10/60 Noted:
1. It would be difficult to achieve improvements in the time taken to evacuate the LIS building during evenings, as there were insufficient staff on duty at those times. During the day, staff were mostly stationed on the ground floor and would be required to ascend the stairs to sweep the building.
 2. Speech-enabled fire alarm systems had been proposed during the refurbishment planning stage, although the cost for such a system was not within the current project budget.
 3. As refurbishment of the LIS building was imminent, it was decided that a solution for the LIS building's Fire Warden Scheme be halted until the refurbishment was complete.

Fire Awareness Training (10/47)

- 10/61 Noted:
1. Fire awareness training sessions had been booked for 13th and 22nd September 2010, in each case commencing at 2.30pm.
 2. Lists of core staff who had persistently not attended this training would be distributed to the relevant Heads of Schools and Departments in good time before the September sessions.

[Action: UFSA]

3. Discussions were ongoing over the best time within the 'Welcome Week' at which to schedule student fire awareness training. The University Fire Safety Adviser (UFSA) would report the eventually-agreed arrangements to the next HSC meeting (on 24th June).

[Action: UFSA]

Fire Safety Policy (10/48)

10/62 Noted: The finalised Fire Safety Policy had been uploaded onto the Safety Office intranet.

Annual Report on Health and Safety for 2009 (10/50)

10/63 Noted: Accident investigation training was scheduled for 20th May 2010.

Aston Student Advice Point (10/53)

10/64 Noted: The outcome from the Executive meeting was that smoking shelters were not to be erected on campus, but that Security and Campus Services would be requested to ensure the requisite smoking exclusion zone of five metres was observed around the doorways of each building on campus.

[Action: Chair, I. Harrison, C. Allister]

INSTALLATION OF RISK ASSESSMENT SOFTWARE

10/65 Noted: 1. A presentation of the risk assessment software had been given to staff in the School of Life and Health Sciences (LHS). Progress had been made, although the COSHH module required safety data sheets to be loaded onto the system by AssessNet. The School was aiming to have all relevant risk assessments and COSHH information installed by the end of the summer.

2. The School of Engineering and Applied Science (SEAS) had experienced some disquiet among staff over the need to complete risk assessments, as they were seen as bureaucratic. A working presentation was to be shown on the benefits of the software and the legal requirement for the completion of risk assessments.

[Action: S. Ludlow, EAS]

3. It was hoped that, if the two Schools approved the software, it could be distributed on a University-wide basis following completion of the trial-period in September 2010. Consideration would then also need to be given as to whether this should be funded through Schools and Departments or centrally by the University.

referenced with the risk assessments, with a view to identifying which areas had not been covered.

Fire Drill Reports

10/69	Received:	Reports on fire drills which had been carried out in University buildings.
	Noted:	An evening fire drill carried out in the Main Building on 21 st April 2010 had identified that there were only five security personnel available to cover ten exit doors from the building at that time of night.
	Resolved:	That a working group be established to monitor the main users of the Main Building, together with the North and South Wings, out of hours, with a view to identifying the most effective arrangements for evacuating the areas at such times. The working group would require, in addition to colleagues from the Safety and Security Offices, representatives of Schools and Departments who regularly used the Main Building and Wings out of hours. A preliminary report was to be submitted to the next HSC meeting (on 24 th June). [Action: A. Vickers, UFSA, I. Harrison, Security, Schools/Departments]

ACCIDENT AND INCIDENT REPORTS

10/70	Noted:	<ol style="list-style-type: none">1. That there was a near-miss incident where a student almost toppled out of their wheelchair on the ramp located by MB G63.2. It was identified that there had been issues regarding accessibility to room MB G63 for some time due to the steep incline of the ramp, and an agreement was made that the room should not be booked for people with mobility difficulties. There was currently, however, no system in place to identify any students with mobility difficulties who might attend events booked for this room.3. That the reason the ramp existed outside room MB G63 was because of a construction beam. An option that had been explored was to cut a section of the beam out, so that a DDA-compliant ramp be fitted.4. A complaint had been made to West Midlands Police regarding the assaults on two security personnel. A response was yet to be received. One of the employees concerned had fully recovered, while the second would return to work in the near future.
-------	--------	---

- Resolved: 1. That a solution be presented at the next HSC meeting (on 24th June) on how best to tackle the ramp issue outside of MB G63.
[Action: Estates and Facilities]

REPORT FROM THE MAJOR INCIDENT INVESTIGATION TEAM (MIIT)

- 10/71 Received: An updated progress report on the implementation of recommendations from the MIIT.
- Noted: 1. All matters identified in the recommendations had been considered, and that, of those, a small number required more time in which to be fully implemented.
2. There had been no further correspondence from the Health and Safety Executive to report to the HSC in respect of the HSE's own investigations.
3. The marking of asbestos-containing areas with notices was currently ongoing and on target to be completed by June.
[Action: Estates & Facilities]

HEALTH AND SAFETY TRAINING

- 10/72 Noted: 1. A reminder was given to staff that the Committee had, in December 2009, adopted the Health and Safety Training Policy which offered guidance and a training matrix for Schools and Departments. However, there was no noticeable increase to the number of staff booking onto the required training since then.
- Resolved: That Schools and Departments develop training matrices for their staff and encourage them to sign up for the courses offered. If additional courses were required, the Safety Office would look into possibilities for holding them.
[Action: HSC members, Schools/Departments]

RADIOLOGICAL SAFETY SUB-COMMITTEE

- 10/73 Received: An updated action-plan, concerned with issues of radiological safety around the University.
- Noted: The MRI (Magnetic Resonance Imaging) control room was fitted with an oxygen alarm and an extraction fan. Estates and Facilities had been asked to assess this system, so that a maintenance regime could be set up.

EXTERNAL HEALTH AND SAFETY GUIDANCE AND NEW/UPDATED LEGISLATION

- 10/74 Noted: 1. The HSE was currently working on the development of new legislation, entitled 'Biological Agents and Genetically Modified Organisms (Contained Use) Legislation 2011', scheduled to come into force in April 2011.
2. This would be a single piece of legislation that was to bring together the deliberate use of biological agents (currently

covered by COSHH Regulations), The Genetically Modified Organisms (Contained Use) and the Specified Animal Pathogens Order. It would be enforced by the HSE.

3. That fees could be incurred for advice and/or inspections as with all existing regulations. Further information could be sought from the IHS database to which all HSC members had access.

Resolved: That Committee members be sent a reminder email, with login instructions, concerning the IHS website which offered access to current legislation, Codes of Practice and British Standards.

[Action: Safety Office]

REPORTS FROM SCHOOLS AND DEPARTMENTS

10/75 Received: Minutes of local Health and Safety Committee/Group meetings from the following Schools/Departments:

- ASAP/V-C's Corridor/Registry and Planning Office
- Residential Services
- Sport and Recreation
- Library and Information Services (LIS)
- Conference Aston/Catering
- Finance, Purchasing and Director's Office

- Noted:
1. That staff from Residential Services had been booked onto appropriate risk assessment training.
 2. The allergic reaction of a student in the LIS building had been investigated. Estates and Facilities had reported that the air conditioning unit was working correctly, and the student concerned had been given advice to contact his/her GP for allergy testing.
 3. An asbestos emergency plan required of Sport and Recreation had now been completed, with the assistance of the Safety Office.

Resolved: 1. That ISA be requested to seek advice from the Safety Office on best practice in ensuring that ASAP staff-members installing ICT equipment were aware of the need to provide secure and safe cabling runs.

[Action: K. N. Brown, ISA, Safety Office]

2. As only one more HSC meeting was scheduled for the current academic year, a request to Schools and Departments was given by the Chair, and would be followed up by the Safety Office prior to that meeting (on 24th June), for any local health and safety minutes to be submitted to the Committee.

[Action: Safety Office, HSC members]

2. The first editions of both newsletters would be issued by the end of the current Summer Term.

[Action: Safety Office]

3. There was a need to develop an additional code of practice which focused on local (non-construction) contractors. Any comments or ideas were to be submitted to the Safety Office by HSC members.

[Action: HSC members, Safety Office]

DATE OF NEXT MEETING

10/78 Noted: That the next meeting would be held on Thursday, June 24th 2010, in the Main Building Room G8, at 10.00am.

ACTION SUMMARY

Topic	Minute	Resolutions	Actions
Other Fire Safety Issues (10/39)	10/57	A satisfactory solution to be found regarding the skip doors in the CEAC building.	S. Ludlow, C. Allister, UFSA
Fire Awareness Training (10/47)	10/61	Lists of core staff yet to attend fire awareness training to be distributed to Schools and Departments.	UFSA
		A finalised date for the student fire training to be reported to the next HSC meeting.	UFSA
Aston Student Advice Point (10/53)	10/64	Security and Campus Services to be requested to ensure the smoking exclusion zone of 5 metres is observed around the doorways of each building on campus.	Chair, I. Harrison, C. Allister
Installation of Risk Assessment Software in Schools	10/65	A working presentation to be shown to EAS staff on the benefits of the software.	S. Ludlow
Health and Safety Audit Group Report	10/66	A solution to be sought to record employees' specific health and safety responsibilities, along with a mechanism to inform those of responsibilities acquired following internal promotion.	HR, Safety Office
		That University training records could be held centrally by the use of the HR payroll system.	Ann Hartley
Emergency Management Planning and Pandemic Plan	10/67	To form a 'task and finish' group to put forward ideas on staff and student welfare after an emergency.	G. Evans, A. Hawkesworth
Fire Drill Reports	10/69	A working group to be established to formulate ways in which the Main Building and its Wings can be evacuated most effectively out of hours.	A. Vickers, UFSA, I. Harrison, Security, Schools/ Departments
Accident and Incident Reports	10/70	A solution is to be presented at the next HSC meeting on how best to tackle the ramp issue outside of MB G63.	Estates and Facilities
Report from the Major Incident Investigation Team	10/71	To complete the marking of asbestos-containing areas with notices by June.	Estates and Facilities
Health and Safety Training	10/72	Schools and Departments to develop training matrices for their staff and to encourage them to sign up for the courses offered.	HSC members, Schools/ Departments
External Health & Safety Guidance and New/Updated Legislation	10/74	A reminder email with login instructions for the IHS website would be distributed to Committee members.	Safety Office
Reports from Schools and Departments	10/75	To ensure that ASAP staff installing ICT equipment are aware of the need to provide secure and safe cabling runs.	K.N. Brown, ISA, Safety Office
		Schools and Departments to submit minutes of any local health and safety meetings they may have before the academic year finishes.	HSC members
Biological Safety Officer	10/76	A Biological Safety Officer to be identified, and, consequently, the Genetic Modification Safety Sub-Committee remit to be widened to include all biological works.	A. Vickers, S. Ludlow, K. Hughes, M. Robinson
		The designation of a Biological Safety Officer and assistants, as well as the establishment of a Biological Safety Sub-Committee, to be reported to a future HSC meeting.	A. Vickers, S. Ludlow, K. Hughes, M. Robinson
Other Business	10/77	Committee to submit any ideas on content or format of the newsletters to the Safety Office.	HSC members
		The first-edition newsletters to be issued by the end of the Summer Term.	Safety Office
		Any comments or ideas on the formulation of an additional, local (non-construction) contractors' code of practice are to be submitted to the Safety Office.	HSC members, Safety Office