

4. It was envisaged that the work would be undertaken over three weeks in August 2010, thereby minimising the interruption of access to that area.

Resolved: That users of G63 should contact Malcolm Tonks with respect to issues of noise and access around that area during the works.
[Action: HSC Members]

Report from the Major Incident Investigation Team (10/71)

10/85 Noted: That areas with asbestos-containing materials had been identified and marked with notices.

Health and Safety Training (10/72)

10/86 Noted: That there was a need for the Committee to monitor compliance with health and safety training requirements, and, therefore, this should constitute a standing item on the HSC agenda.

External Health and Safety Guidance and New/Updated Legislation (10/74)

10/87 Noted: That the login instructions to the IHS service had been distributed to members of the Committee, and the names of those that had signed up were provided at the meeting.

Reports from Schools and Departments (10/75)

10/88 Noted: That ASAP staff installing ICT equipment had been made aware of the need to contact Information Systems Aston, and to discuss appropriate positioning of the equipment with a view to accommodating secure and safe cabling runs.

Biological Safety Officer (10/76)

10/89 Noted:

1. The remit and responsibilities for the role of Biological Safety Officer had been agreed.
2. That the Director of Staff and Student Services would be asked to approach Executive Deans of the Schools of Life and Health Sciences and Engineering and Applied Science, with a view to identifying a suitable candidate for the role.

Resolved: To report progress to the September meeting.
[Action: A Vickers]

Other Business (10/77)

10/90 Received: A copy of the first Safety Office newsletter which would also be distributed to all staff and students electronically.

Resolved:

1. To agree any additional, alternative formats for the newsletter, so that it could be easily accessible to, and readable by, all.

[Action: A Vickers, R Hunt]

2. That there would be a newsletter for First Aiders available around the Autumn Term 2010.

[Action: A Vickers]

INSTALLATION OF RISK ASSESSMENT SOFTWARE IN SCHOOLS

10/91 Noted: The Safety Adviser in the School of Engineering and Applied Science was happy to recommend the system, even though progress continued to be slow due to the review of the roles of staff across SEAS, some of whom had been identified as users of the software.

- Resolved:
1. That this issue would be raised at the next SEAS Executive Group meeting, in the hope that training could be resolved in July/August prior to further discussion of the matter by the HSC.
 2. That a final report be brought by LHS and SEAS to the Committee in September.

[Action: K Hughes, S Ludlow, M Robinson]

HEALTH AND SAFETY AUDIT GROUP (HSAG) REPORT

10/92 Received: A circulated progress report from SEAS and a tabled interim report from ASAP, concerned with implementation of recommendations made in the course of their respective Health and Safety audits.

- Noted:
1. That training was a significant issue for SEAS, as the School had no system for identifying with certainty the training the staff had received. Similar difficulties were reported by members for other areas of the University.
 2. Some of the actions required of the Aston Student Advice Point had not been completed as yet, due to the recent restructuring of Student Services.

- Resolved:
1. To bring final reports from SEAS and ASAP to the September meeting of the Committee.

[Action: S Ludlow, J Walter]

2. To convey the concern of the Committee over the need for an adequate central system for collating training records.

[Action: A Hartley]

EMERGENCY MANAGEMENT PLANNING

10/93 Noted: Members were assured that, despite the departure from the University of certain senior staff who had acted as Emergency Incident Managers, the numbers of those available to serve in this capacity were constant, given that additional staff were being trained with a view to ensuring adequate cover.

FIRE SAFETY

- 10/94 Received: A report from the University Fire Safety Adviser.
- Noted: 1. That fire reports had been received from Sport and Recreation and Aston Business School.
2. That members should encourage all relevant staff within their Schools and Departments to attend the fire training sessions to be held on 13th September and 13th October 2010.
3. An 'allstaff' email should be sent out to staff early in September as a reminder about the above sessions.
- [Action: D White]**
4. The Head of Health and Safety drew attention to the number of malicious break-glass call-point activations, and the seriousness of interfering with life-safety systems, including break-glass points and fire extinguishers.
- Resolved: That information on the need to attend fire training sessions be included in the recruitment packs issued to all new University staff.
- [Action: D White, HR Advisors]**

Out-of-Hours Working Group

- 10/95 Received: The notes of a meeting of the Out-of-Hours Working Group held on 4th June 2010.
- Noted: 1. The Head of Health and Safety reported that a working group had been convened several years previously to look specifically at the extension of the opening hours in the Library. This had made a number of recommendations, which would be reviewed by the new Working Group at its next meeting in mid-July 2010.
2. That the remit of the Working Group should be extended to include all outlying University buildings, with a view to advising on all aspects of out-of-hours health and safety issues, some of which had been raised by members of the Committee.
- Resolved: 1. That the recommendations made by the Working Group would be presented at the next meeting of the Committee in September.
- [Action: A Vickers]**
2. That Ben Smith should also join the group, as a student representative.
- [Action: B Smith, A Vickers]**

ACCIDENT AND INCIDENT REPORTS

- 10/96 Noted:
1. That there had been a near-miss incident, involving the installation of a projector by a contractor without reference to the Asbestos Register. Fortunately, none of the work disturbed any Asbestos Containing Material that appeared in the Register, although the incident could have presented a significantly greater risk.
 2. The Risk and Insurance Officer expressed concern that this occurrence was similar to an earlier incident, highlighting that a number of processes put in place to minimise the risk of another accident appeared to have been bypassed.
 3. The Head of Health and Safety reiterated that anyone engaging a contractor to undertake work affecting the services or the fabric of the building must consult with Estates and Facilities before or at the planning stage. There was a Contractor Code of Practice, available for download from the Estates intranet that detailed the arrangements for managing contractors and their responsibilities.
 4. The Committee was shown CCTV footage of a visitor setting fire to a notice board in the Students' Guild. The visitor had entered the building unchallenged/unchecked, which brought into sharp focus the open nature of, and largely unrestricted access within, the University.

REPORT FROM THE MAJOR INCIDENT INVESTIGATION TEAM (MIIT)

- 10/97 Received: A report detailing progress in the implementation of the MIIT recommendations.
- Noted:
1. That a majority of the requisite actions had now been completed, whilst a small number remained outstanding but with specific deadlines to work towards.
 2. That IOSH training had been organised for Estates Supervisors.

STUDENT PLACEMENT SAFETY

- 10/98 Noted:
1. That Kim Jones (Careers and Employability Centre) had held a meeting with the University's Placement Officers Group to discuss the issues surrounding placements abroad, and, in particular, the arrangements for returning students home in an emergency.
 2. The Risk and Insurance Officer's advice that all specific guidance had been issued to students and placement students, and that emergency telephone numbers were contained within the insurance policy.

3. That there were no procedures in place for when the University had to bring students back from abroad in emergencies.
4. That certain provisions of the guidelines in place for placement students' safety required further clarity.

Resolved: That further discussions on how the current guidance could be improved would continue over the Summer 2010, and any consequential recommendations submitted to the Committee in September.

[Action: K Jones]

RADIOLOGICAL SAFETY SUB-COMMITTEE

- 10/99 Noted:
1. That there were now only four items arising from the Sub-Committee's last annual meeting that required action.
 2. That paperwork had been produced for an external specialist to attend the site and undertake an inspection of the University's Oxygen Meter and Extraction System, on a date to be arranged.

FORMULATION OF SCHOOL AND DEPARTMENTAL POLICIES AND PLANS

- 10/100 Noted:
1. That Schools and Departments were required to submit copies of their local health and safety policies and annual health and safety plans in time for the September meeting of the Committee.
 2. That a reminder email to this effect would be sent out at the beginning of September 2010.

[Action: Schools and Departments]

[Action: A Vickers]

EXTERNAL HEALTH AND SAFETY GUIDANCE and NEW/UPDATED LEGISLATION

- 10/101 Noted:
1. Keith Munday brought to the attention of the Committee the Equality Act 2010, that brought together, *inter alia*, antidiscrimination legislation within a single piece of legislation.
 2. That Kate Parsons was currently working on the institutional Equality Policy.

REPORTS FROM SCHOOLS AND DEPARTMENTS

10/102 Received: Minutes of local Health and Safety Committee/Group meetings from the following Schools/Departments:

- Conference Aston
- Sport and Recreation
- Estates and Facilities
- ISA
- Aston Business School/Languages and Social Sciences/RCO

- Noted: 1. Conference Aston expressed some concern with regard to the fire evacuation during the 'Astonbury' event, which needed to be more thorough in future years.
2. That ABS should follow the University plan in drawing up its own Fire Strategy
3. An asbestos flow-chart had been produced for emergencies in Sport and Recreation. It was recommended that it be adopted by other Schools and Departments, where appropriate.

CONSTITUTION OF THE HEALTH AND SAFETY COMMITTEE

- 10/103 Received: A copy of the Committee's current terms of reference.
- Resolved: The Constitution would be updated to take into account the recent management changes that had taken place. HSC members were asked for any further comments as part of this process.
- [Action: G Evans, Safety Office]**

DATES OF MEETINGS FOR THE 2010/11 SESSION

- 10/104 Noted: That the Committee had, since it's restructuring in 2008, succeeded in ensuring that health and safety had been embedded through to local levels. Therefore, a proposal was put forward for the frequency of its meetings to reduce in the coming session 2010/11.
- Resolved: That the number of sessional meetings be reduced be reduced from seven to five, to be held at bi-monthly intervals.

ANY OTHER BUSINESS

- 10/105 Noted: A leading expert in workplace bullying and harassment could be invited to the University to share her expertise, should the Staff and Student Equality and Wellbeing Unit consider it helpful.
- Resolved: That the Staff and Student Equality and Wellbeing Unit be asked to discuss whether further knowledge would be beneficial on the subject; the outcome would be reported to the next meeting in September.
- [Action: K Parsons]**

DATES OF FUTURE MEETINGS

- 10/106 Noted: 1. That the next meeting of the Committee would be held on 30th September 2010.
2. That details of subsequent meetings for the 2010/11 session would be circulated to members in the near future.
- [Action: Safety Office]**

ACTION SUMMARY

Topic	Minute	Resolutions	Actions
Health and Safety Audit Group Report (10/66)	10/82	The document outlining the roles and responsibilities for managers and supervisors would be reworked and shared with HR, then brought to the Committee in September 2010.	A Vickers
Emergency Management Planning and Pandemic Plan (10/67)	10/83	A report from the 'task and finish' Group would be brought to the September meeting of the Committee.	K Parsons
Accident and Incident Reports (10/70)	10/84	Users of the area around G63 should contact Malcolm Tonks on issues of noise and access around that area throughout August due to ongoing works.	HSC Members
Biological Safety Officer(10/76)	10/89	To report at the September Committee meeting on the progress of identifying a suitable candidate for the Biological Safety Officer role.	A Vickers
Other Business (10/77)	10/90	To agree any additional, alternative formats for the newsletters, so as to ensure accessibility.	A Vickers, R Hunt
		A First Aid newsletter to be available around the Autumn term.	A Vickers
Installation of Risk Assessment Software in Schools	10/91	A final report to be brought by LHS and SEAS to the Committee in September.	K Hughes, S Ludlow, M Robinson
Health and Safety Audit Group (HSAG) Report	10/92	To bring final reports from SEAS and ASAP to the September meeting.	S Ludlow, J Walter
		To develop an adequate central system for collating training records.	A Hartley
Fire Safety	10/94	An 'allstaff' reminder-email about the September/October fire training sessions to be sent.	D White
		That information on the need to attend fire training sessions be included in the recruitment packs.	D White, HR Advisors
Out of Hours Working Group	10/95	The Working Group's recommendations to be presented at the Committee's meeting in September.	A Vickers
		Ben Smith to join the Working Group.	B Smith, A Vickers
Student Placement Safety	10/98	Recommendations to improve the current guidance to be submitted to the Committee in September.	K Jones
Formulation of School and Departmental Policies and Plans	10/100	Schools and Departments must submit copies of their local health and safety policies and annual health and safety plans to the September Committee meeting	Schools and Departments
		A reminder-email concerning this requirement to be sent.	A Vickers
Constitution of the Health and Safety Committee	10/103	The Constitution would be updated to take into account the management changes that had taken place. Further comments from HSC members would also be considered.	G Evans, Safety Office
Any Other Business	10/105	To conclude whether an expert should be invited to the University to share knowledge on workplace bullying and harassment.	K Parsons
Dates of Future Meetings	10/106	Circulation of dates for meetings of the Committee in 2010/11.	Safety Office