#### **ASTON UNIVERSITY**

## **HEALTH & SAFETY COMMITTEE (HSC)**

# Minutes of the Health & Safety Committee held on Thursday, 30<sup>th</sup> September 2010 in the Council Room

Present Mrs A MacKinlay (Chair) Mr M Kirkman

Ms V Carroll Ms D Lacey
Mr A Charters Mr S Ludlow
Miss D S Cowan Mr K Munday

Mr G A Evans Ms K Newman-Brown

Mr J Finucane Mrs K Taylor
Dr M Green Mr A P Vickers
Mr A Hawkesworth Mr C Vidgeon

Mrs L Jackson

**Apologies** Mr I Harrison Mr D Pennells (Derwent FM)

Dr A Hartley Mrs L Richards
Mr K Hughes Mrs M Robins
Ms R Hunt Mr M Robinson
Ms A Ingleby Dr N R Smith
Dr M Y L Nye (Halcyon Medical) Mrs E Wells

Mrs K Pedwell (Optegra)

**In Invitation** Mr A Sutherland - for items 10/120-123

Mr J Walter - for item 10/121

Mrs K Parsons

In Attendance Mr S Shah

**MEMBERSHIP** 

10/107 Noted: 1. Cliff Vidgeon was welcomed back to the Committee as the

representative for Human Resources in place of Kate Parsons.

2. That Amanda Ingleby and Lesley Richards were to be representatives on the Committee for CLIPP and Registry respectively.

3. That Victoria Carroll had been invited to represent CLIPP in the absence of Amanda Ingleby.

4. A welcome was also extended to Shagaar Shah, an ABS student on placement within the Safety Office.

## MINUTES OF THE MEETING OF 24th JUNE 2010

10/108 Resolved: That the Minutes of the meeting held on 24<sup>th</sup> June 2010 be accepted

as a correct record.

## Emergency Management Planning and Pandemic Plan (10/83)

10/109 Noted: 1. That the 'task and finish' Group needed another meeting to

consider the welfare aspects.

2. That the final report from the 'task and finish' Group would be

brought to the November meeting of the Committee.

[Action: K Parsons]

## Accident and Incident Reports (10/84)

10/110 Noted: That the Committee would like to thank Malcolm Tonks and the

Estates team for the completion of the work to improve access

to G63.

Biological Safety Officer (10/89)

10/111 Noted: 1. That discussions were in progress with a suitable candidate for

the role of Biological Safety Officer.

2. That a further report on this matter would be brought to the

November meeting of the Committee.

[Action: A Vickers]

Any Other Business (10/90)

10/112 Noted: That, prior to publication of the next issue of the Safety Office

Newsletter, discussions would be held with Rose Hunt on the best format for enabling accessibility for staff and students with

visual impairment.

Resolved: 1. That the First Aid Newsletter was in the final stages of editing.

and that it would be issued to First Aiders, as well as copied to

HSC members, shortly.

[Action: D Cowan]

2. That Committee members were asked to solicit views on the

first issue of the Safety Newsletter from their colleagues and

report back at the next meeting of the Committee.

[Action: HSC members]

Training Records (10/92)

10/113 Noted: That Ann Hartley was discussing the issue of staff training

records with Cliff Vidgeon.

Resolved: That the Director of Human Resources report back to the

Committee, in the light of these discussions, at the next

meeting.

[Action: C Vidgeon]

## Fire Safety (10/94)

10/114 Noted: That the September Fire Safety Awareness training session for

staff had been well attended.

Resolved: That discussions were ongoing with Human Resources

regarding the inclusion of information on the need to attend Fire Safety Awareness training at the induction or recruitment stage.

[Action: D White, HR Advisers]

## Out of Hours Working Group (10/95)

10/115 Noted: 1. That the group had not met during the Summer vacation, due in

part to absence of key members and, secondly, because of a decision to include in the group's work a review concerned with

the wearing of identity cards.

2. That the recent spate of security issues within the University

and the Students' Guild highlighted the need to revisit whether staff and students should be required to wear their identity

cards at all times.

Resolved: That a final report be brought back to the November meeting of

the Committee.

[Action: A Vickers, D White]

## Student Placement Safety (10/98)

10/116 Noted: That the Head of Health and Safety and the Risk and Insurance

Officer had met with the Student Placement Group. A review of their checklists and procedures to determine the suitability of placement providers was undertaken, particularly in relation to

the safety of students undertaking overseas placements.

Resolved: That the interest of the Committee in this matter was now

concluded.

#### Any Other Business (10/105)

10/117 Noted: That the Director of Staff and Student Services would meet with

the Staff and Student Diversity and Wellbeing Manager to decide whether an expert should be invited to the University to share knowledge on workplace bullying and harassment.

Resolved: That a decision would be reported back to the November

meeting of the Committee.

[Action: A MacKinlay, K Parsons]

## Dates of Future Meetings (10/106)

10/118 Noted: That the dates for meetings of the Committee in session

2010/11 had been previously circulated to members.

#### **INSTALLATION OF RISK ASSESSMENT SOFTWARE IN SCHOOLS**

10/119 Received: A paper prepared by Mike Robinson, Technical Manager in Life

and Health Sciences (LHS).

Noted: 1. Although support was forthcoming from LHS staff who had

used the software, there was some reluctance from the LHS Research Committee. There was also concern about its long term use beyond the one-year licence period, and whether it would be viable to continue to use it. Decisions needed to be made on how it would be funded if use was to be extended.

2. That the software training arranged by the LHS School and the

software provider had been poorly attended.

3. That the School of Engineering and Applied Science (SEAS) had lost a month's trial of the software due to a licensing error. After discussion, it was agreed that the licence would be

reinstated until the end of October, and that the SEAS trial

should continue until then.

Resolved: That a meeting of interested parties be arranged, and that a

final proposal be brought to the Committee in November.

[Action: S Ludlow, M. Robinson]

#### **HEALTH AND SAFETY AUDIT GROUP (HSAG) REPORT**

Centre for Learning Innovation and Professional Practice (CLIPP)/Interdisciplinary Studies (IDS)

10/120 Received: An oral report from the Chair of the Health and Safety Audit

Group (HSAG) on the audit of CLIPP and IDS carried out on 6th

September 2010.

Noted: 1. That the Head of CLIPP and IDS (Alison Halstead) had been

given an opportunity to comment on the audit group's findings

prior to release of the final report to this Committee.

2. One item noteworthy of discussion was that in relation to the

University's PAT testing arrangements and the fact that

arrangements were somewhat fragmented.

Resolved: That the University's PAT testing arrangements be reviewed,

and that a consequential report be provided to the Committee

in November.

[Action: Estates, Safety Office, S Ludlow]

## Student Support Services (formerly ASAP)

10/121 Received: 1. The final audit report from John Walter, Registry. A paper had

been previously circulated to members of the Committee.

Noted: 1. That the delay in the production of a report was due to the revision of the organisational structure of the area audited.

2. That a meeting of the Student Services Health and Safety Committee had taken place following completion of the organisational changes.

3. That the remaining recommendations following the audit would be completed during the current academic year (2010/11).

## School of Engineering and Applied Science (SEAS)

10/122 Received: An oral report from SEAS.

Noted: 1. That the School was waiting for a response from the University on the possibility of central collation of training records.

- 2. That the HR system could hold the records, but there was a problem with data transfer and maintenance that needed to be resolved before progressing the matter further. It was hoped that these could be resolved within the next two months.
- 3. That, currently, the database did not hold records for postgraduate students.
- 4. That it was proposed that a further stress survey should be carried out within the School, either later in 2010, or early in 2011, due to its recent reorganisation of support services.
- 5. That the next Capita Survey would be held in the Spring Term, which might impact on the timing of any future stress survey.

Resolved: That a meeting be arranged between the Director of Human

Resources and SEAS Safety Adviser to discuss the needs for

recording training undertaken by postgraduates.

[Action: S Ludlow, C Vidgeon]

#### Future Audits

10/123 Noted: That the Head of Health and Safety would be discussing with

the Chair of HSAG and core members the methodology used to ensure a fair and consistent approach was applied to all future

audits.

Resolved: 1.

That an Audit Group meeting be held prior to the next meeting of this Committee, and that any revised procedures and protocols be publicised to all Schools and Departments in advance of any future audits.

[Action: HSAG]

2. That the Audit Group should share any examples of best practice observed during future audits with all Schools and Departments.

[Action: HSAG]

#### **EMERGENCY MANAGEMENT PLANNING**

10/124 Noted: 1. That a further training session was held in early September for

Senior Managers in relation to their role as 'Emergency Incident Manager' (EIM) under the current Emergency Management

Plan.

2. That, following this training session, the University had once

again approximately 25 Senior Managers trained in the role of

EIM.

Resolved: That, in the light of feedback to be given by participants and the

external consultants who provided the training, the Deputy Secretary and Risk and Insurance Officer would further develop

instructions and checklists for EIMs in relation to specific

emergency events.

[Action: G Evans, A Hawkesworth]

#### FIRE SAFETY

10/125 Received: A report prepared by the University Fire Safety Adviser.

Resolved: That West Midlands Fire Service had held training sessions

with 'freshers' from each of the Schools. A list of attendees

would be collated and provided to the Schools.

[Action: A Vickers, D White]

#### **ACCIDENT AND INCIDENT REPORTS**

10/126 Noted: 1. The Head of Health and Safety reported that an action plan had

been developed following the incident that occurred in Einstein's Bar when a contractor drilled into the fabric of the

building unaware of the University protocol regarding asbestos.

2. Catering@Aston had experienced a number of recent staffing changes, particularly at Management level and was currently recruiting for a new Head of Catering. In the meantime,

Conference Aston were supporting Catering@Aston in ensuring that staff who engaged contractors were aware of the

existing safety arrangements through the provision of

appropriate training and information.

- 3. That the number of accidents reported had increased, although this was primarily due to the extended Summer break between HSC meetings.
- 4. That the number of staff accidents had increased in relation to lifting and carrying incidents. This was primarily due to an increased number of office moves during the Summer period, where untrained and inexperienced staff had moved boxes and crates and subsequently sustained injury.
- 5. That it was important to ensure that risk assessments were in place when considering the movement of furniture and equipment, and that Portering staff were given sufficient notice where assistance was needed.
- 6. That the Risk and Insurance Officer requested reassurance that Schools and Departments were learning lessons from accidents and incidents in order to prevent a recurrence and offer support to those affected.
- 7. That, if a training need was identified, the Safety Office would develop an appropriate 'accident investigation and reporting' course.
- 8. That there was a need to ensure that safety messages were repeated regularly and shared with new staff upon joining the University, and that this should be managed centrally.

Resolved:

1. That the Safety Office discuss the best method of reviewing accidents, such as a six-monthly follow-up with the injured person and/or School and Department involved.

[Action: Safety Office]

2. That a recently-issued Water Hygiene Safety Alert from Estates and Facilities be circulated to HSC members.

[Action: A Vickers]

#### CONSTITUTION OF THE HEALTH AND SAFETY COMMITTEE

10/127 Received: A revised version of the HSC Constitution, detailing membership and revised number of meetings for the year.

Resolved: 1. That the scheme of membership within the Constitution should be further amended to include a lay representative appointed by the Council.

[Action: G Evans]

2. That extracts from Executive Minutes relating to Health and Safety should henceforth be circulated to Committee members with HSC papers.

[Action: G Evans]

## REPORT FROM THE MAJOR INCIDENT INVESTIGATION TEAM (MIIT)

10/128 Received: A paper previously circulated from Michele Robins and Malcolm

Tonks on the implementation of the MIIT recommendations.

Noted: The Deputy Secretary reported that the University and the

Contractors, AFS (Access Fire and Security) Limited, were to be prosecuted simultaneously over the disturbance of an ACM

(Asbestos-Containing Material), and that the University

would be preparing a statement in due course.

## HEALTH AND SAFETY ROLES AND RESPONSIBILITIES FOR MANAGERS AND SUPERVISORS

10/129 Received: A copy of the document 'Managers' and Supervisors'

Responsibilities', endorsed by Human Resources and the

Deputy Secretary.

Noted: That it was important for Schools and Departments to bring to

the attention of applicants, at the recruitment stage, their

responsibilities in relation to Health and Safety.

Resolved: That a further two weeks be given to Committee members to

consider the document and submit their comments to the Safety Office, and that a subsequent final version be presented

at the November meeting of the Committee.

[Action: A Vickers, HSC members]

#### RADIOLOGICAL SAFETY SUB-COMMITTEE

10/130 Received: A written report on progress to date, prepared by the Site

Radiation Officer.

Noted: That the site radiation internal surveys went well, with a few

minor irregularities which were being addressed.

## SCHOOL AND DEPARTMENTAL POLICIES AND PLANS

10/131 Received: Tabled and previously-circulated copies of departmental

policies and plans.

Noted: That a full set of departmental polices and

plans had not been received within the original timescale

stipulated by HSC.

Resolved: 1. That each School and Department yet to submit its Health and

Safety Policy and Annual Plan must do so prior to the end of

October 2010.

[Action: HSC members]

2. That the Safety Office should collect the returns, and that, following review of these by the Office in consultation with the Chair and Deputy Chair, Schools and Departments be contacted individually where changes might be required.

[Action: Safety Office, A MacKinlay, G Evans]

#### **EXTERNAL HEALTH AND SAFETY GUIDANCE**

10/132 Noted: That there was no new Health and Safety legislation to report

on this occasion.

#### REPORTS FROM SCHOOLS AND DEPARTMENTS

10/133 Received: Minutes of local Health and Safety Committee/Group

meetings from the following Schools/Departments:

LIS

LSS/ABS/RCO

**CLIPP** 

Conference Aston and Catering@aston

Sport and Recreation

Noted: That the current fire assembly point for Lakeside Conference

Centre was considered to be impracticable due to the hoarding around the demolition area. This had led to an evacuation time

of seven minutes during a recent evacuation.

Resolved: That a review of the assembly point for Lakeside Conference

Centre be undertaken, particularly as the hoardings around the

affected area would be present for two years.

[Action: K Taylor, A Vickers]

#### REVIEW OF THE EFFECTIVENESS OF THE HEALTH AND SAFETY COMMITTEE

10/134 Noted: A suggestion that reports from Schools and Departments

should be collated and summarised centrally by the Safety Office, with any specific recommendations for HSC, as well as other matters of general significance and examples of best practice, being brought back to the Committee. Members could, if they so wished, request individually to see the full copies of

reports from local Committees/Groups.

Resolved: 1. That relevant items discussed at School and Departmental

meetings would be collated and summarised by the Safety Office, for the benefit of HSC members, with effect from the

November meeting of the Committee.

[Action: Safety Office]

2. To consider the use of Blackboard for the deposit of HSC meeting documentation and report back to the Committee at the next meeting.

[Action: Safety Office]

#### **ANY OTHER BUSINESS**

10/135 Noted:

- 1. That, following an accident previously reported involving a member of staff from ISA who was accessing a Residential Services storeroom, clarification was sought over who should have risk-assessed the area/task. The Head of Health and Safety confirmed that Residential Services should have risk-assessed the area, but if there was a significant risk of injury from the manual handling task being undertaken, then this task should have been risk-assessed by ISA.
- That the Head of Health and Safety requested via the Chair that the Executive Team should seek to draw a close on the number of colleagues yet to attend a Fire Safety Awareness training session and decide upon how to address failure by staff who had not attended any of the sessions since their being made mandatory two years previously.

Resolved:

That, after the forthcoming October Fire Safety Awareness training, attendance results would be collated and the Chair would consider the provision of a further 'mop-up' session, provided that a good level of attendance was guaranteed.

[Action: A MacKinlay, Safety Office]

#### DATE OF NEXT MEETING

10/136 Resolved: That the timing of the Committee's next meeting, scheduled for

Thursday, 25<sup>th</sup> November 2010 (in the Council Room), be

changed from 10.00am to 2.00pm.

[Action: Safety Office]

## **ACTION SUMMARY**

| Tonic   | Minute | Resolutions   | Action                                    |
|---|--------|---|---|
| Topic   | 10/109 |   | Action<br>K Parsons                       |
| Emergency<br>Management<br>Planning and<br>Pandemic Plan<br>(10/83) | 10/109 | A final report from the 'task and finish' Group be brought to the November HSC meeting.   | N Paisolis                                |
| Biological Safety<br>Officer (10/89)                                | 10/111 | That a report on progress in appointing a BSO be brought to the next HSC meeting.   | A Vickers                                 |
| Any Other Business (10/90)  | 10/112 | That the first edition of the First Aid newsletter be published with distribution to first aiders and HSC members.  | D Cowan                                   |
|   |        | HSC Members to solicit views on the first issue of the Safety Newsletter from their colleagues and report back at the next HSC meeting.   | HSC members                               |
| Training Records (10/92)  | 10/113 | That the Director of Human Resources report back, at the next HSC meeting, on discussions in relation to staff training records.  | C Vidgeon                                 |
| Fire Safety (10/94)   | 10/114 | That the UFSA report back to the Committee the results of discussions with Human Resources regarding the inclusion of information on the need to attend Fire Safety Awareness training at the induction or recruitment stage. | D White,<br>HR Advisers                   |
| Out of Hours<br>Working Group<br>(10/95)                            | 10/115 | That a final report from the 'Out of Hours' Working Group be brought to the next HSC meeting.   | A Vickers,<br>D White                     |
| Any Other<br>Business(10/105)                                       | 10/117 | To report any decision on whether to invite an expert to the University to share knowledge on workplace bullying and harassment.  | A MacKinlay,<br>K Parsons                 |
| Installation of Risk<br>Assessment<br>Software                      | 10/119 | That a meeting of interested parties be arranged, and that a final proposal be brought to the next HSC meeting.   | S Ludlow,<br>M Robinson                   |
| Health and Safety<br>Audit Group Report                             | 10/120 | That the University's PAT testing arrangements be reviewed, and that a consequential report be provided at the next HSC meeting.  | A Charters,<br>Safety Office,<br>S Ludlow |
| Health and Safety<br>Audit Group Report                             | 10/122 | That a meeting be arranged between the Director of Human Resources and SEAS Safety Adviser to discuss the needs for recording training undertaken by postgraduates.   | C Vidgeon,<br>S Ludlow                    |
| Health and Safety<br>Audit Group Report                             | 10/123 | That an HSAG meeting be held prior to the next HSC meeting to discuss revised protocols and procedures.   | A Sutherland,<br>A Vickers                |
|   |        | That the HSAG share best practice observed during future audits with all Schools and Departments.   | A Sutherland,<br>A Vickers                |
| Emergency<br>Management<br>Planning                                 | 10/124 | That the Deputy Secretary and Risk and Insurance Officer would further develop instructions and checklists for Emergency Incident Managers (EIMs).  | G Evans,<br>A Hawkesworth                 |
| Fire Safety   | 10/125 | A list of students that had attended the WMFS fire training sessions be provided to Schools and Departments.  | D White,<br>A Vickers                     |
|   |        |   |   |

| Topic   | Minute | Resolutions   | Action                                    |
|---|--------|---|---|
| Accident and Incident<br>Reports  | 10/126 | That the Safety Office discuss the best method of reviewing accidents, such as a six-monthly follow-up with the injured person and/or School and Department involved.   | Safety Office                             |
|   |        | That a recently-issued Water Hygiene Safety Alert be circulated to HSC members.   | A Vickers                                 |
| Constitution of Health<br>and Safety<br>Committee                                     | 10/127 | The scheme of membership within the Constitution to be amended to include a lay representative appointed by the Council.  | G. Evans                                  |
|   |        | That relevant extracts from Executive Minutes be circulated with future HSC papers.   | G Evans                                   |
| Health and Safety<br>Roles and<br>Responsibilities for<br>Managers and<br>Supervisors | 10/129 | That comments received from Committee members on the document be collated and presented at the next HSC meeting.  | HSC members,<br>A Vickers                 |
| School and<br>Departmental<br>Policies and Plans                                      | 10/131 | That Schools and Departments yet to submit their H&S Policies and Annual Plans do so prior to the end of October.   | HSC members                               |
|   |        | That, following review, the Safety Office replies directly to Schools and Departments where changes are required to their H&S Policies and Annual Plans.  | Safety Office,<br>A MacKinlay,<br>G Evans |
| Reports from<br>Schools and<br>Departments  | 10/133 | A review of the fire assembly point for the Lakeside Conference Centre be undertaken.   | K Taylor,<br>A Vickers                    |
| Review of<br>Effectiveness of<br>Health and Safety<br>Committee                       | 10/134 | That relevant items discussed at School and Departmental meetings would be collated and summarised by the Safety Office, for the benefit of HSC members, with effect from the next meeting.                                     | Safety Office                             |
|   |        | The Safety Office should consider the use of Blackboard for deposit of HSC papers and report back at the next meeting.  | Safety Office                             |
| Any Other Business  | 10/135 | That, after the October Fire Safety Awareness training, attendance results would be collated and the Chair would consider the provision of a further 'mop-up' session, provided that a good level of attendance was guaranteed. | A MacKinlay,<br>Safety Office             |
| Date of Next meeting  | 10/136 | That the time of the next meeting be changed to 2:00pm (on Thursday, 25 <sup>th</sup> November 2010).   | Safety Office                             |