

ASTON UNIVERSITY

HEALTH & SAFETY COMMITTEE (HSC)

**Minutes of the Health & Safety Committee held on
Thursday, 30th 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 24th June 2010 be accepted as a correct record.

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]

- 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 Porter 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]

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.
2. 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, 25th November 2010 (in the Council Room), be changed from 10.00am to 2.00pm.

[Action: Safety Office]

ACTION SUMMARY

Topic	Minute	Resolutions	Action
Emergency Management Planning and Pandemic Plan (10/83)	10/109	A final report from the 'task and finish' Group be brought to the November HSC meeting.	K Parsons
Biological Safety 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, HR Advisers
Out of Hours Working Group (10/95)	10/115	That a final report from the 'Out of Hours' Working Group be brought to the next HSC meeting.	A Vickers, D White
Any Other 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, K Parsons
Installation of Risk Assessment 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, M Robinson
Health and Safety 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, Safety Office, S Ludlow
Health and Safety 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, S Ludlow
Health and Safety 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, A Vickers
		That the HSAG share best practice observed during future audits with all Schools and Departments.	A Sutherland, A Vickers
Emergency Management 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, 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, A Vickers

Topic	Minute	Resolutions	Action
Accident and Incident 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 and Safety 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 Roles and Responsibilities for Managers and Supervisors	10/129	That comments received from Committee members on the document be collated and presented at the next HSC meeting.	HSC members, A Vickers
School and Departmental 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, A MacKinlay, G Evans
Reports from Schools and Departments	10/133	A review of the fire assembly point for the Lakeside Conference Centre be undertaken.	K Taylor, A Vickers
Review of Effectiveness of Health and Safety 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, Safety Office
Date of Next meeting	10/136	That the time of the next meeting be changed to 2:00pm (on Thursday, 25 th November 2010).	Safety Office