

ASTON UNIVERSITY

HEALTH & SAFETY COMMITTEE (HSC)

Minutes of the meeting held on
Thursday, 25th November 2010 in the Council Room

Present	Mrs Adèle MacKinlay (Chair)	Ms D Lacey	
	Mr S Colden	Mr S Ludlow	
	Miss D S Cowan	Mr K Munday	
	Mr G A Evans	Mr M Robinson	
	Ms J Filby	Dr N R Smith	
	Mrs K Glynn	Mrs K Taylor	
	Mr A Hawkesworth	Mr M Tonks	
	Mr K Hughes	Mr A P Vickers	
	Ms R Hunt	Mr C Vidgeon	
	Mrs L Jackson	Mr D White	
	Mr M Kirkman		
	Apologies	Rev C Dowd	Ms K Newman-Brown
		Dr G A Drahun	Dr M Y L Nye
		Mr J Finucane	Mrs K Pedwell
Dr M Green		Mrs M Robins	
Mr I Harrison		Mr B Smith	
Mr G Moulder			
In Attendance	Mr S Shah		

MEMBERSHIP

- 10/137 Noted:
1. Steve Colden was in attendance on behalf of Karen Newman-Brown, representing ISA.
 2. Mike Kirkman was representing Sport & Recreation and Security, on behalf of Michele Robins and Ian Harrison respectively.
 3. A welcome was also extended to Kate Glynn, the new Head of Catering in Catering@Aston Department.

MINUTES OF THE MEETING OF 30TH SEPTEMBER 2010

- 10/138 Resolved :
- That the Minutes of the meeting held on 30th September 2010 be accepted as a correct record, subject to adding Dr George Drahun to the list of members present.

Emergency Management Planning and Pandemic Plan (10/109)

- 10/139 Noted:
- A 'task and finish' Group had met to discuss the welfare aspects of the emergency management and action plan, and would meet again

for further discussion.

Resolved: That a report from the 'task and finish' Group would be brought to the next meeting of the Committee (on 3rd February 2011).
[Action: K Parsons]

Biological Safety Officer (10/111)

10/140 Noted: 1. Professor Cliff Bailey (School of Life & Health Sciences) had been appointed as Biological Safety Officer.
2. That the Genetic Modification Safety Sub-Committee would be formally discharged, and replaced with a Biological Safety Sub-Committee with new terms of reference.
[Action: K Hughes]

Any Other Business (10/112)

10/141 Noted: 1. The First Aid Newsletter had been circulated to first aiders and HSC members.
2. Executive members had some suggestions on ways to improve the next edition of the Safety Office Newsletter.

Training Records (10/113)

10/142 Noted: That Chris Philips and Peter Lakeland had met to identify a suitable system for recording training records.
Resolved: To produce a progress report for the Committee on the recording of training records at its next meeting.
[Action: C Vidgeon]

Fire Safety (10/114)

10/143 Noted: That a meeting between David White and Cliff Vidgeon would be arranged to discuss the provision, at the induction or recruitment stage, of information on the need to attend Fire Safety Awareness training.
Resolved: To report the outcome of this discussion to the Committee at its next meeting.
[Action: D White, C Vidgeon]

Out of Hours Working Group (10/115)

- 10/144 Noted :
1. The scope of the 'Out of Hours' Working Group had been widened to review previous work and recommendations of its predecessor-body.
 2. That an ID badge trial proposal had been presented to the Students' Guild Council and was well received. Subject to endorsement by the University Executive, the trial, to be undertaken in the Main Building outside of normal hours, would commence in January and complete at the end of the Spring Term. This would allow feedback from final-year students.

Resolved: That a final report from the 'Out of Hours' Working Group would be brought to the Committee at its next meeting.

[Action: A Vickers, D White]

Any Other Business (10/117)

- 10/145 Noted:
1. Kate Parsons had been in discussions with an expert on bullying and harassment, Professor Charlotte Rayne from Portsmouth University, who had given some advice and practice for review. This information would, where appropriate, be incorporated into relevant University policies, procedures and training programmes with a view to ensuring best practice at Aston.
 2. That a small group would be formed to review what training might be needed to support managers on bullying and harassment issues.
 3. That bullying and harassment was not a health and safety issue *per se*, rather it should be dealt with as a wellbeing issue.

Health and Safety Audit Group Report (10/120)

10/146 Noted: It was suggested that current PAT testing arrangements within each School and Department should be researched to identify if efficiencies, quality control and cost reductions could be identified.

Resolved: To bring a report to the next Committee meeting.

[Action: M Tonks]

Health and Safety Audit Group Report (10/122)

10/147 Noted: That Cliff Vidgeon was reviewing whether the methodology being considered for the recording of staff training records could be utilised for postgraduate training.

Resolved: To report progress to the Committee at its next meeting.

[Action: C Vidgeon]

Health and Safety Audit Group Report (10/123)

- 10/148 Noted:
1. That the Health and Safety Audit Group had met to discuss the protocols and procedures that could be used in future audits.
 2. That Darnette Cowan had attended an external meeting where the benefits of a university-specific auditing system (HASMAPP) were discussed. Recommendations from the meeting would be shared with the Audit Group.

Emergency Management Planning and Pandemic Plan (10/124)

- 10/149 Noted: Alan Hawkesworth and Gareth Evans had received a report from the external consultants who ran the training session for Emergency Incident Managers (EIMs).
- Resolved: That the recommendations in the report would be reviewed and brought back to the next Committee meeting.
- [Action: G Evans, A Hawkesworth]**

Fire Safety (10/125)

- 10/150 Noted: That the names of students who had failed to attend the Fire Safety Awareness Training had been collated and circulated to Schools.

Constitution of Health and Safety Committee (10/127)

- 10/151 Noted: That an extract of the Executive Minutes was previously circulated to HSC members.
- Resolved: That the Constitution required a further formal amendment to include a lay member of the Council.
- [Action: G Evans]**

Review of Effectiveness of Health and Safety Committee (10/134)

- 10/152 Noted: That two members of the Safety Office would attend a Blackboard training session to explore the possibility of using Blackboard for the distribution of HSC documentation.

Any Other Business (10/135)

- 10/153 Resolved: That the next Staff Fire Safety Awareness training would be held on 8th December 2010 at 2:15pm in the Great Hall. A notice would be sent to colleagues encouraging them to attend.
- [Action: Adèle MacKinlay]**

down through their areas and the document would additionally be circulated to ExCL programme participants.

[Action: Executive Team]

3. That an article would be included in the 'Aspects' bulletin to enable all staff to access the document.

[Action: A Vickers]

4. That Schools and Departmental senior management should identify and train managers and supervisors to the right level in order to meet ensure competency. Whilst there was a centrally-held training budget for the IOSH Working Safety course, the IOSH Managing Safety course must be funded by Schools and Departments. This should be fed back by members to senior managers in their areas.

[Action: HSC members]

FIRE SAFETY

10/157 Received: A report prepared by the Fire Safety Adviser (FSA).

ACCIDENT AND INCIDENT REPORTS

10/158 Received: A report from the Assistant Safety Adviser (ASA).

- Noted:
1. That the moving of a palletised delivery of nutritional drinks for LHS had led to a technician sustaining a manual handling injury.
 2. That LHS should have undertaken a manual handling risk assessment for the task and followed a safe operating procedure which may have prevented the accident occurring.
 3. That the Post Room no longer had space to accommodate large deliveries, and that Schools and Departments should consider delivery and storage arrangements when placing orders.

Resolved: That recommendations made as a result of an ongoing investigation into this incident might include the development of guidelines which would be made available to all Schools and Departments.

[Action: D Cowan]

RADIOLOGICAL SAFETY SUB COMMITTEE

10/159 Received: A written report on progress to date, prepared by the Site Radiation Officer (SRO).

Noted: Following a meeting with Alastair Hewgill, Chief Financial Officer, the name of the building containing the MRI suite was confirmed as 'Aston Day Hospital'.

EXTERNAL HEALTH AND SAFETY GUIDANCE AND NEW/UPDATED LEGISLATION

10/160 Noted: That there was no new or updated Health and Safety legislation to report to the Committee.

REPORTS FROM SCHOOLS AND DEPARTMENTS

10/161 Received: A document containing a summary of significant safety issues identified in minutes of local Health and Safety Committee/Group meetings.

Noted: That the format of the document might helpfully be amended for the future, with a view to reporting 'best practice' and 'significant matters' in a different manner.

Resolved: To remind staff, through 'Aspects', of the guidance available in relation to emergency evacuation, including the arrangements for evacuation of disabled persons.

[Action: D White]

REPORT FROM THE MAJOR INCIDENT INVESTIGATION TEAM (MIIT)

10/162 Received: A tabled paper on progress in implementing the MIIT recommendations.

Noted:

1. That the implementation of recommendations from the investigation was nearly complete.
2. That the court case concerned with the prosecution of the University and the relevant Contractors over the disturbance of an Asbestos Containing Material would be heard on 3rd December 2010, and Alan Charters and Gareth Evans would be attending on behalf of the University. The University had entered an early guilty plea, although would be presenting a great deal of mitigating evidence.

Resolved: That the outcome of the court hearing would be reported at the next Committee meeting.

[Action: G Evans]

DISPLAY SCREEN EQUIPMENT (DSE) GUIDANCE

10/163 Received: An oral report from the Assistant Safety Adviser on drafting a new Display Screen Equipment Policy.

Noted:

1. The current DSE Policy was ten years old and required updating.
2. That a DSE Assessor training programme would be developed to support delivery of the revised Policy.

Resolved: To bring an update on the DSE Policy and procedures to the next Committee meeting.

[Action: D. Cowan]

ANY OTHER BUSINESS

10/164 Noted: That the Intranet would be used to place information on University opening and travel arrangements in bad weather.

Resolved: That the new pedestrianised area on Aston Street was liable to become slippery when icy, which could result in slips or falls. Estates would contact the City Council who owned the road.

[Action: M Tonks]

DATE OF NEXT MEETING

10/165 Noted: That the next meeting would take place on Thursday, 3rd February 2011 at 10am in G8.

ACTION SUMMARY

Topic	Minute	Resolutions	Actions
Emergency Management Planning and Pandemic Plan (10/109)	10/139	That a report from the 'task and finish' Group would be brought to the next Committee meeting.	K Parsons
Biological Safety Officer (10/111)	10/140	Production of terms of reference for a new Biological Safety Sub-Committee	K Hughes
Training Records (10/113)	10/142	To produce a progress report back for the Committee on the recording of training records.	C Vidgeon
Fire Safety (10/114)	10/143	To report to the next Committee meeting the outcome of a meeting between David White and Cliff Vidgeon relating to fire safety information provided to new starters.	C Vidgeon, D White
Out of Hours Working Group (10/115)	10/144	That a final report from the 'Out of Hours' Working Group would be brought to the next Committee meeting.	A Vickers, D White
Health and Safety Audit Group Report (10/120)	10/146	To bring a report to the next Committee meeting on arrangements for PAT testing.	M Tonks
Health and Safety Audit Group Report (10/122)	10/147	To bring a report to the next Committee meeting on recording training of postgraduate students.	C Vidgeon
Emergency Management Planning and Pandemic Plan (10/124)	10/149	That the recommendations in the report from the last Emergency Incident Manager training session will be reviewed and brought back to the next Committee meeting.	G Evans, A Hawkesworth
Constitution of Health and Safety Committee (10/127)	10/151	That the Constitution required a further formal amendment to include a lay member of the Council.	G Evans
Any Other Business (10/135)	10/153	That the next Staff Fire Safety Awareness training would be held on 8 th December 2010 at 2:15pm in the Great Hall. A notice would be sent to colleagues encouraging them to attend.	A MacKinlay
Risk Assessment Software	10/154	That the Schools and Departments interested in the software should identify the number of user licences required and submit this detail to the Safety Office, where they would be collated on behalf of the Committee.	K Hughes, HSC members

Health and Safety Responsibilities for Managers and Supervisors	10/156	That, after a minor amendment, HSC members would circulate the Managers'/Supervisors' responsibility and accountability for health and safety document to managers and supervisors in their areas.	HSC Members
		That members of the Executive Team would cascade the document down through their areas, and the document would additionally be circulated to ExCL programme participants.	Executive Team
		That an article would be included in the 'Aspects' bulletin to enable all staff to access the document.	A Vickers
		That Schools and Departmental senior management should identify and train managers and supervisors to the right level in order to meet ensure competency. Whilst there is a centrally-held training budget for the IOSH Working Safety course, the IOSH Managing Safety course must be funded by Schools and Departments. This should be fed back by members to senior managers in their areas.	HSC Members
Accident and Incident Reports	10/158	That recommendations made as a result of the ongoing investigation into the manual handling incident might include the development of guidelines which should be made available to all Schools and Departments.	D Cowan
Reports from Schools And Departments	10/161	To remind staff of the guidance in relation to emergency evacuation including arrangements for evacuation of disabled persons.	D White
Report From the Major Incident Investigation Team (MIIT)	10/162	That the outcome of the court hearing would be reported at the next Committee meeting.	G Evans
Display Screen Equipment (DSE) Guidance	10/163	To bring an update on the DSE Policy and procedures to the next Committee meeting.	D Cowan
Any Other Business	10/164	Estates to contact the City Council concerning the new pedestrianised area on Aston Street, which could become slippery when icy and result in slips or falls.	M Tonks