

ASTON UNIVERSITY

HEALTH & SAFETY COMMITTEE (HSC)

Minutes of the Health & Safety Committee held on
Thursday, 24th November 2011 in the Council Room

Present

Mrs A MacKinlay (Chair)	Ms K Newman-Brown
Mr C Allister	Mr I Oldacre
Mrs R Burn	Mrs M Robins
Miss D S Cowan	Mr M Robinson
Mr G A Evans	Mr B Smith
Mrs K Flynn	Dr N R Smith
Dr M Green	Mrs K Taylor
Mr A Hawkesworth	Mr A P Vickers
Ms D Lacey	Mrs E Wells
Mr S Ludlow	Mr D White
Mr K Munday	

Apologies

Mr N Birch	Mr K Hughes
Dr G Drahan	Dr MYL Nye
M J Finucane	Mr D Pennells
Mrs A Hegan	

In Attendance

Mr J Batt
Ms Z Kendrick
Mr A Turner

MEMBERSHIP

11/70 Noted : The Chair welcomed the following new members to the Committee:
[i] Chris Allister, Campus Services Manager; and
[ii] Rachel Burn, Head of Administration, Aston Business School

MINUTES OF THE MEETING OF 9th June 2011

11/71 Received: The Minutes of the meeting held on the 9th June 2011.
Resolved: That the Minutes of the meeting held on 9th June be accepted as a correct record.

MATTERS ARISING FROM THE MINUTES

Reports from Schools and Departments (11/54)

11/72 Noted: That arising from the need for a Fire Warden Scheme in the library, Nick Smith and the Safety Team had been in discussion with an external expert with a view to developing a suitable scheme.
Resolved: That an interim scheme will be resolved prior to the Christmas break followed by a substantive scheme to be implemented early in the New Year. An update will be provided at the next HSC meeting.

Annual Health and Safety Report (11/55)

11/73 Noted: The Annual Health and Safety Report for 2010 had been published on the Safety Office webpages and plans were underway in drafting the 2011 Annual Report. This will be presented to Committee at the next meeting in February 2012.

Resolved: That the 2011 Annual Health and Safety Report will be presented to HSC at its February 2012 meeting.

[Action: D Cowan, A MacKinlay, A Vickers]

Biological Safety Sub-Committee (BSSC) (11/56)

11/74 Noted: That an inaugural meeting of the BSSC had taken place on 7th September 2011.

Out of Hours Working Group (11/57)

11/75 Received: An oral report from the Chair confirming that 5 short-term recommendations had been approved by the Executive earlier in November 2011. One recommendation had been to implement a policy requiring the wearing of ID badges during the out of hours period.

Resolved: That these recommendations would be circulated to HSC members following the meeting.

[Action: A Vickers]

Display Screen Equipment (DSE) Guidance (11/58)

11/76 Noted: A DSE Assessor course had been scheduled for 25th November 2011 with 10 delegates.

Resolved: 1. That a list of areas not having nominated an Assessor would be circulated to HSC members and a further training session arranged.

[Action: D Cowan]

2. That HSC members would canvass their individual areas to identify volunteers.

[Action: HSC Members]

Fire Safety (11/59)

11/77 Noted: The 'on-line' delivery of Fire Safety Awareness training to students had commenced with an intention to commence roll out to staff prior to the Christmas break.

Health and Safety Strategy (11/62)(5)

11/78 Resolved: The Chair strongly recommended that statistics for other illnesses such as stress/RSI should not be included in Aston's accident/incident data. Assurances were given that Human Resources Department has robust processes and controls in place

to monitor and report on these issues.

External Health and Safety Guidance (11/66)

11/79 Resolved: That the access details for the 'Barbour Index' system had been circulated to HSC members.

Reports from Schools and Departments (11/67)

11/80 Resolved: A template for local H&S meeting agendas had been circulated to HSC members.

STANDING ITEMS

HEALTH AND SAFETY STRATEGY

11/81 Received: A paper previously circulated to the Executive setting out the University's Health and Safety performance.

Received: An oral report from the Head of Health and Safety (HHS) on initiatives implemented over the summer period within Conference Aston, Catering@Aston and Cleaning Services.

Noted:

1. That the Safety Team had engaged an external Change Management Consultant to assist the team in enhancing the safety culture in Aston.
2. As a result of this, the team were working on a number of initiatives to increase safety awareness across the University.
3. That Council had sent a strong message that there must be an improvement in safety. Whilst noting that accident data was seen as just one safety indicator, the Executive were confident that the accident rate would improve over time.
4. An aggressive target of a 20% reduction in the accident rate scheduled for July 2013 would be brought forward to December 2012.
5. Departments without a safety sub-committee were encouraged to include 'health and safety' on the agenda of their management meetings.
6. There is a real challenge in encouraging students to record accidents and incidents which needs to be addressed.
7. That discussion arose around the timing of accidents throughout the calendar year whereby spikes were noted in January and July. Committee members were only able to surmise the potential reasons for this due to the lack of robust accident investigation arrangements across Schools and Departments.

Resolved: That the Chair and Students' Guild Vice President – Education and Welfare would work together in formulating plans to encourage students to report accidents and incidents.

committees member were encouraged to review and adopt within their own areas.

2. Conference Aston had implemented a safe system of work for the handling and operation of tables used by porters. All porters, night porters and restaurant staff would be retrained in the new procedures.

Resolved: That contact names be included in future reports to enable departments to share information.

[Action: D Cowan]

That reports of good practice should be included in the 2012 Annual Report.

[Action: D Cowan]

ANY OTHER BUSINESS

11/90 Noted: That representative from CLIPP/IDS raised a query regarding the provision of first aid training and the number of first aiders within the department.

That The Safety office would contact Nick Birch to resolve the issue.
[Action: D S Cowan, A Vickers]

DATE OF NEXT MEETING

11/91 That the next meeting of this Committee will be held on 2nd February 2011 @10am in Martin Luther King Events Room

ACTION SUMMARY

Topic	Minute	Resolutions	Actions
Reports from Schools and Departments (11/54)	11/72	That an interim scheme will be resolved prior to the Christmas break followed by a substantive scheme to be implemented early in the New Year. An update will be provided at the next HSC meeting.	A MacKinlay, N Smith, A Vickers, D White
Annual Health and Safety Report (11/55)	11/73	That the 2011 Annual Health and Safety Report will be presented to HSC at its February 2012 meeting.	D Cowan, A MacKinlay, A Vickers
Out of Hours Working Group (11/57)	11/75	That these recommendations would be circulated to HSC members following the meeting.	A Vickers
Display Screen Equipment (DSE) Guidance (11/58)	11/76	That a list of areas not having nominated an Assessor would be circulated to HSC members and a further training session arranged.	D Cowan
		That HSC members would canvass their individual areas to identify volunteers.	HSC Members
Health and Safety Strategy	11/81	That the Chair and Students' Guild Vice President – Education and Welfare would work together in formulating plans to encourage students to report accidents and incidents.	A MacKinlay, B Smith
Emergency Planning	11/82	That an Emergency Planning paper would be presented to the Executive Operations Group in December 2011 and later circulated to HSC members in February 2012. One major change highlighted within this paper would be the creation of a much tighter circle of senior staff, with each to act more frequently as EIM and therefore gain greater experience and competency.	A MacKinlay
Accident & Incident Report	11/83	That the Risk & Insurance Officer would provide the Secretary with a copy of the full report, once approved, for circulation to the Committee members.	A Hawkesworth, A Vickers
Fire Safety	11/85	That the aforementioned should be communicated to all staff and students, via all staff/student email or Aspects.	D White
Health & Safety Audit Group	11/86	That additional information would be provided on the Safety website on what to expect in an audit. In the short term, staff should contact the Safety team directly.	A Vickers
External H&S Guidance & Legislation	11/88	That any changes as result of the Löftsted report would be communicated to the Committee in February 2012	D Cowan
Reports from Schools & Departments	11/89	That contact names be included in future reports to enable departments to share information.	D Cowan
		That reports of good practice should be included in the 2012 Annual Report.	D Cowan
Any Other Business	11/90	That The Safety office would contact Nick Birch to resolve the issue.	D Cowan, A Vickers