

ASTON UNIVERSITY

HEALTH & SAFETY COMMITTEE

Minutes of the Health & Safety Committee held on
Thursday 4th February 2012 in MB 118

Present	Mrs Adèle MacKinlay (Chair)	Mr K Munday	
	Mr Nick Birch	Dr MYL Nye	
	Miss D S Cowan	Mr I Oldacre	
	Mr G A Evans	Mrs M Robins	
	Mr J Finucane	Mr M Robinson	
	Mrs K Flynn	Mr B Smith	
	Dr M Green	Dr N R Smith	
	Mr A Hawkesworth	Mr M Sutton	
	Mr K Hughes	Mrs K Taylor	
	Mrs L Jackson	Mr A P Vickers	
	Ms D Lacey	Mr C O Vidgeon	
	Mr S Ludlow	Mr D A White	
	Apologies	Mr A Charters	Ms K Newman- Brown
		Dr G Drahun	
	Dr A Hartley		
	Prof C Bailey		
	Dr M Booth		
	Mr A Turner		

MEMBERSHIP

- 12/01 Noted: That Mark Sutton, recently appointed as Head of Security and Emergency Planning was welcomed to the Committee.
- Resolved: To thank Gareth Evans for his commitment to health and safety and the work with this Committee over the last five years. He will be leaving Aston for a new role in Salford University as College Registrar commencing in March 2012.

MINUTES OF THE MEETING OF 24th November 2011

- 12/02 Received: The Minutes of the meeting held on 24th November 2012.
- Resolved: That the minutes of the meeting held on 24th November be accepted as a correct record.

MATTERS ARISING FROM THE MINUTES

Reports from Schools and departments (11/72)

- 12/03 Noted: The Director of the Library reported that a fire drill will be held in the library to test the fire warden scheme during daytime hours. There

remain some unresolved issues during the evening and weekend periods and a proposal will be made to the EOG in March '12.

Annual Health and Safety Report (11/73)

12/04 See Minute 12/14 under Health and Safety Strategy.

Out of Hours Working Group (11/75)

- 12/05 Noted:
1. The Chair reported that the short term measures recommended by the Group have been implemented surrounding wearing badges during out of hours periods.
 2. That the Chair requested committee members to support the scheme by reminding their colleagues of the out of hours guidelines and to wear their passes out of hours.
 3. That a paper prepared by Head of Security and supported by the Executive, would be sent to members of this committee reminding them of the out of hours protocol.

[Action: Mark Sutton, Security]

Display Screen Equipment (DSE) Guidance (11/76)

- 12/06 Noted:
1. That a reminder had been sent out to the Schools and departments who had yet to nominate an assessor for DSE assessor training.
 2. That the next DSE assessor training will be held on March 13th, 2012.

Health and Safety Strategy (11/81)

- 12/07 Noted: The Students' Guild Vice President reported on progress regarding raising health and safety awareness among students, in particular the need for accidents and incidents to be properly reported.
- Resolved: That in preparation for the new student intake, an article will be placed in iAston magazine. Other opportunities would be during Fresher's week, the VC Welcome Talk, posters around Residences, and the Fire Safety Awareness talks.

Emergency Planning (11/82)

- 12/08 Noted: That the names of the eight EIMs from the committee will be circulated to committee members. The Head of Emergency and Security and the Risk & Insurance Officer will be taking the lead on refresher training for the team of EIMs.
- [Action : Adèle MacKinlay, COO]**

Accident & Incident Report (11/83)

- 12/09 Noted:
1. That the Risk Insurance Officer and the Assistant Safety Adviser had met to review the contents of the report.
 2. That some committee members would be contacted to confirm the details of the report before it is brought to this committee.

Fire Safety(11/85)

12/10 Resolved: The Fire Safety Officer had communicated to all staff via an all staff/student email and Aspects that they should continue to move onto their respective Fire Assembly points, even if the alarm had been disarmed during transit, and await further instruction.

Health and Safety Audit Group (11/86)

12/11 Resolved: That information on what to expect in an audit had been placed on the Safety website.

External H&S Guidance & Legislation (11/88)

12/12 Noted: The ASA reported that from April 2012, subject to Parliamentary approval, RIDDOR's over three day injury reporting requirement will change. From then the trigger point will increase from over three days' to over seven days' incapacitation excluding the day on which the accident happened.

Employers and others with responsibilities under RIDDOR are still required to keep a record of all over three day injuries.

Reports from Schools & Departments (11/89)

12/13 Resolved: 1. That contact names would be included in future reports to enable departments to share information.
2. That reports of good practice from Schools and departments have been included in the 2011 Annual Health and Safety report.

Any Other Business

12/14 Resolved: That the Head of Health and Safety had met with Nick Birch to discuss the provision of first aid within CLIPP. It was agreed that the current number of first aiders within the University was sufficient.

Noted: That the list of first aiders on the Safety website would be updated.

[Action: Alex Turner, Safety Office]

HEALTH AND SAFETY AUDIT GROUP (HSAG)

12/15 Received: Agendum 4, a report of the audit of Human Resource Management and associated areas, presented by Dr Malcolm Booth, Chair of the HSAG.

Noted: 1. That, on behalf of the HSAG, Dr Booth thanked the audited areas for their assistance and cooperation during the audit process.
2. That there were examples both of very good health and safety practices and a commitment amongst staff to their individual roles and responsibilities for H&S.

3. There were a number of key issues the HSAG commented on, including that there had been significant changes within the management team structure over the last two years, and there was a need to clarify and reinforce H&S roles and responsibilities at managerial level.
4. That there was a need to reinforce at managerial level strong leadership and ownership of H&S policy and guidance and its subsequent implementation.
5. Another of the issues related to concerns about the standard of accommodation; there appeared to be some longstanding issues related to heating and cooling which should be resolved when the team relocates to the 7th floor.
7. The Director of Human Resource considered the recommendations to be reasonable and achievable within the timescales set.
8. To receive, for consideration at the next meeting, a schedule of responses/action plans of the audited areas.

[Action : Director of Human Resource]

HEALTH AND SAFETY STRATEGY

12/16 Received: A tabled paper on the contents proposed for the Annual Health and Safety Report and a list of key achievements to be included in the report, for consideration by Committee members.

Noted: 1. That the Chair would be inviting Committee members to submit areas within their Schools and departments where significant changes in safety have been made, which can be included in the annual report.

[Action: Adèle MacKinlay]

2. Four areas were identified where there needs to be HSC input to reflect what happening across the University were:
 - key achievements within School and Departments over the last calendar year,
 - identify specific training to be undertaken over the coming year, and the volume of people involved,
 - provide examples of best practice in School and departments over the last year, and
 - ideas on how to improve communication with student population.
3. Refresher fire safety training for staff will be launched on line, and Committee members are asked to encourage new starters to have a look.
4. That the finalised document will be circulated to the Committee members for comment.

Resolved: That a review of the Health and Safety Policy should be included in the Annual report.
[Action: Andrew Vickers, Safety Office]

BIOLOGICAL SAFETY

12/17 Received: A verbal report from the Biological Safety Adviser, Prof Cliff Bailey.

- Noted:
1. The Biological Safety Adviser outlined the work of the Biological Safety Sub Committee (BSS-C) to date. Initially the key task of the committee was to look at the safety regimes covering work with Genetically Modified Organisms.
 2. Using a standard procedure that Mike Robinson had developed, the committee was able to determine whether controls were in place.
 3. That the overall inspection of the Engineering Laboratories where biological work was carried out was positive with good safety practice and organisation put in by Steve Ludlow.
 4. That a training day had been organised for the 8th February for members of the BSS-C and others involved in biological safety.
 5. That arrangements and an agenda for the forthcoming year were in place. Progress would be reported to the next meeting of this committee.

[Action: Prof Cliff Bailey, LHS]

6. That Steve Ludlow on behalf of the School of Engineering & Applied Science would like to thank Prof Cliff Bailey, Mike Robinson and Kevin Hughes for their assistance in the engineering laboratories.

ACCIDENT AND INCIDENT REPORT

12/18 Received: A paper and report from the Assistant Safety Adviser summarising the accidents that occurred between November 2011 and January 2012

- Noted:
1. The circumstances and issues surrounding the accidents and the lessons learned were discussed among the members.
 2. Stress and the number of days lost due to work related stress was raised.
 3. That some middle and senior managers expressed concern regarding their limited stress management awareness training and the need for it to be addressed.
That information be circulated to members of the committee on mechanisms within the University for dealing with stress.

[Action: Adele MacKinlay, COO]

4. That a Group from this committee consider some of the themes

discussed and ways in which the committee can support staff, and that a tabled paper be prepared by the Group and brought to the next meeting of this Committee

[Action: Adèle MacKinlay, COO]

5. The Chair reminded Committee members that University had targeted a 20% reduction in accidents by the end of the year.

RADIOLOGICAL SAFETY

- 12/19 Received: Agendum 7.3a - a tabled report prepared by the Site Radiation Officer setting out progress to date.
- Resolved: 1. That Agendum 7.3b - a revision of Constitution and Terms of Reference of the RSS-C was accepted and approved
- Resolved: 2. Agendum 7.3c – The Radiation Safety Policy subject to a minor amendment should be approved.

FIRE SAFETY

- 12/20 Received: A report from the Fire Safety Adviser.
- Noted: 1. That the University had fallen short of training all students for a number of reasons. It was recognised that the online training as currently provided, was in need of some refinement.
2. Some discussion among members of the committee about how to improve the information regarding fire safety training for example, issuing passwords and introducing incentive schemes.
3. That Residential Services would include an article on fire safety in the next issue of their newsletter.
[Action: Di Lacey, Residential Services]
4. The Chair suggested efforts should focus on better communication and that discussions should take place with the four heads of administration from the Schools to talk through some ideas ready for the new intake of students in September and that a sub group think about ways in which to engage students with completing fire safety training.
[Action: David White, Safety Office]

EXTERNAL HEALTH AND SAFETY GUIDANCE AND NEW/UPDATED LEGISLATION

- 12/21 Noted: Recap of the Löftsted report – see Minute 12/12.

REPORTS FROM SCHOOLS AND DEPARTMENTS

- 12/22 Received: A report from the ASA highlighting areas of good practice/procedure, and recognition good work in schools and departments.

Noted: That there were examples of good practice in LHS, Conference Aston and Estates and Capital Developments, specifically:

- a planned maintenance programme for furniture
- the development of a Safe Operating Procedure in HR for lone working
- Safety induction for contractors employed by Schools and departments with the assistance of Estates staff
- a procedure for the control/purchase of chemicals.

ANY OTHER BUSINESS

12/23 Noted: That during a fire evacuation during inclement weather, some members of staff were seen retreating for refreshment to Conference Aston, whilst others could not re-enter the Main Building to collect their bags and keys etc.,

That there were extenuating reasons for the long evacuation as the Fire Services would not release the building until there was an all-clear.

That there was recognition that hospitality and shelter during cold or inclement weather needed more thought. Conference Aston and Sport Aston could be used in extreme situations provided that the needs of the customers using the facility are considered first.

That further discussion was needed on this subject. The Head of Security was asked to produce a paper for the next meeting of this committee.

[Action: Mark Sutton ,Security]

DATE OF NEXT MEETING

Thursday June 7th 2012 @ 10am in the Council Room

ACTION SUMMARY

Topic	Minute	Resolutions	Actions
Out of Hours Working	12/05	That a paper prepared by Head of Security, would be sent to members of this committee reminding them of the out of hours protocol.	Mark Sutton, Security
Health and Safety Strategy	12/07	That an article be prepared for insertion in the iAston ready for the new student intake.	Ben Smith, Students' Guild
Emergency Planning	12/08	The names of the eight EIMS to be circulated to HSC members.	Adèle MacKinlay
Accident and Incident reports	12/09	That some committee members be contacted to confirm the details of the report before it is brought to this committee.	Alan Hawkesworth
Any Other Business	12/14	That the list of first aiders on the Safety website be updated.	Alex Turner, Safety Office
Health and Safety Audit Group	12/15	To receive, for consideration at the next meeting, a schedule of responses/action plans of the audited areas.	Cliff Vidgeon
Health and Safety Strategy	12/16	To invite Committee members to submit areas within their Schools and departments where significant changes in safety has been made, which can be included in the annual report.	Adèle MacKinlay
Annual Report	12/16	To include a review of the Health and Safety policy in the annual report.	Andrew Vickers
Biological Safety	12/17	Progress report on the arrangements and agenda for the coming year.	Prof. Cliff Bailey
Accident and Incident report	12/19	That information on mechanisms within the University for dealing with stress be circulated to Committee members.	Adèle MacKinlay
Stress Management	12/19	That a group from this committee consider ways in which to support staff with stress, and paper for the next meeting of this committee.	Adèle MacKinlay
Fire Safety	12/20	That Residential Services include an article on Fire safety in the next issue of their newsletter.	Di Lacey
Fire Safety	12/20	That a sub group think of ways to engage with students with regard to fire safety awareness training.	Dave White, Safety Office
Any Other	12/23	That discussions be held with interested	Mark Sutton

Business		parties regarding fire evacuation during inclement weather.	
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