



HEALTH AND SAFETY COMMITTEE

The first ordinary meeting of the Health and Safety Committee for the 2017/18 session, was held on Tuesday 14th November 2017 in Meeting Room 3, Beit Quad at 3pm.

Unconfirmed minutes

Present:	Matthew Blackett – Chair (MB) Malcolm Martin (MM) Paul Gallagher (PG) Paul Buckley (PB) Claudia Caravello (CC) Sangita Kerai (SK) Jessica Harrison (JH) Rob Smith (RS) Tim Flint (TF) Iain Pullar (IP)	Deputy President (Finance & Services) Head of Finance Social Enterprise Manager Head of Student Experience & Services Council Representative Safety Department Administrator Events & Conferences Manager Retail Manager Acting Assistant Building Manager Student Activities Manager
In Attendance:	James McDonald – Clerk (JM) Andrew Keenan (AK)	Administration Support Coordinator Head of Student Voice & Communications
Apologies:	Emelie Helsen Martin Benson Thomas Bacarese-Hamilton Sean Fanning Surrinder Johal <i>To be elected</i>	Student Development Manager Assistant Building Manager Deputy President (Clubs & Societies) Senior Fire Officer Director of Safety – Safety Department Council Representative

<p>Item 1 – Welcome</p> <ol style="list-style-type: none"> The chairperson welcomed the Group to the first meeting of the 2017/2018 year. <p>Item 2 –Declaration of conflict of interest</p> <ol style="list-style-type: none"> None declared <p>Item 3 – Apologies</p> <ol style="list-style-type: none"> Emelie Helsen, Martin Benson, Thomas Bacarese-Hamilton, Martin Benson, Sean Fanning, Surrinder Johal <p>Item 4 – Minutes (11th April 2017)</p> <ol style="list-style-type: none"> Minutes from 11th April 2017 approved <p>Item 5 – Action Tracker</p> <ol style="list-style-type: none"> Sound in Union Spaces - Ongoing Health & Safety webpage on the Union website – ongoing Evacuation Procedures – PB states there is an upcoming fire safety audit at the end of November. PB to include the findings in the paper to the next committee. 	<p>Action</p> <p>- MM to bring a full paper to 13th February 2018 meeting - MB to give verbal update to 13th February 2018 meeting - PB to bring a full paper to 13th February 2018 meeting</p>
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<ol style="list-style-type: none"> 4. AED Location & Training – the closest AED is in Beit Security lodge. MB to investigate further. 5. Creation of Evacuation Working Group – following a walk around after the previous meeting, it should be noted that all signage is compliant with regulations. There is no working group required due to regulations met. 6. SALUS Report RE Sewage – PB notes that Estates visited the Canoe storage and all relevant defects are fixed. 7. CSP First Aid Training – paper brought by IP to this committee. 8. Medical Students Delivering First Aid – MB to research for the next meeting. 9. Health & Safety review of CSPs – paper brought by IP to this committee. 	<p>- MB to give a verbal update to 13th February 2018 meeting</p> <p>- MB to give verbal update to 13th February 2018 meeting</p>
<p>Item 6 – SALUS Report</p> <ol style="list-style-type: none"> 1. PB states that the report is evenly split between Activities and Enterprise, with one within the Faculty of Medicine. 2. Activities had 17 trips abroad, around a third had incidents, all were responded to quickly. 3. CC notes there have been issues reporting on SALUS for when not on the Imperial network. SK to investigate. 4. PB notes that the system is not necessarily user friendly, especially with having to download instructions. IP suggests having instructions on the Union website. The committee agree. 5. MM asks the committee how useful they found the presentation of the status incident report. MB notes the report is highly detailed. Noted that it could be useful to group the report between near misses and incidents. SK states that it is not possible under the current system, but is being considered under the incoming system. 	<p>- IP to put instructions for SALUS onto the Union website and give a verbal update to 13th February 2018 meeting.</p>
<p>Item 7 – CSP Audit</p> <ol style="list-style-type: none"> 1. PB notes there have been a few health and safety audits recently, including an independent assessor (John Huckstepp) looking at all risk assessments and a formal audit with Imperial College looking at RCSU and RSM motor clubs. 2. These audits have noted some recommendations that will be turned into an action plan by the end of the December 2017. 3. There will be more proactive monitoring and formal recording of more casual reviews such as walkarounds. 4. CC notes that the CGCU motor club was not audited. 	<p>- PB to bring the action plan to the 13th February 2018 meeting.</p> <p>- IP and CC to consider Team Bo' (CGCU motorised Mascot) and give a verbal update to the 13th February 2018 meeting</p>

<p>Item 8 – CSP Training Update</p> <ol style="list-style-type: none"> 1. IP notes there has been a focus on health and safety training for CSPs this year, encouraging all CSPs to have at least First Aid trained committee member. 2. There have been risk assessment drop-in sessions for guidance. 3. EActivities has been changed so that CSPs have to submit their risk assessments before they get financial responsibility. This happened retrospectively, but will also be in place from the beginning of next year. 4. IP states that CSPs write numerous procedures on their risk assessments but there is currently no procedure to check if they are being used. CC suggests using management group chairs. 5. CC feels that there is not enough First Aid training and that the sessions could potentially be held earlier due to events being held at the beginning of term. IP states that signups have been inconsistent across sessions. Pitch side first aid training has been incredibly popular. <p>Item 9 – Member and Staff Wellbeing</p> <ol style="list-style-type: none"> 1. AK enters the room. 2. AK wants to ensure that students are safeguarded when being exposed to mental health. 3. Wellbeing Reps have mandatory training. And ongoing support with departmental meetings scheduled with the Faculty welfare officer and training around signposting. 4. SK suggests speaking with Chris Allen in Occupational Health. 5. CC enquires whether the training has mental health training covers spotting issues. AK notes that no training found covers this issue. 6. CSP Welfare Officers have been contacted via eActivities regarding wellbeing training, but there hasn't been much uptake from non-departmental reps. 7. CC feels there should be messages distributed highlighting their signposting skills and not there to share burdens. AK notes they are trained to signpost to other charities and emergency services, but there will be messages stating that the Wellbeing Reps are not just for mental health, but also physical health, sexual health, relationships to name a few others. 8. AK states there will an evaluation in December 2017 and another at the end of the year. 9. AK leaves the room. <p>Item 10 – Engagement of External Contractors</p> <ol style="list-style-type: none"> 1. JH states that the Union heavily rely on DramSoc alumni for help with large scale events, notably the Summer Ball and is seeking guidance about the level of due diligence needed. 	<p>- AK to send the reviews to the relevant Health & Safety Committees</p>
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<ol style="list-style-type: none"> 2. TF notes the use of risk assessments by a qualified NEBOSH safety advisors. 3. SK states that the Union is open to risk if contractors are not qualified, which is the only way to prove competence. 4. MM notes that the Union is not tied to College contractors, but there may be issues around insurance cover for ex-students. 5. PG notes that if any procedures are to be created, this will need to be introduced before the Summer Ball. 6. IP notes that DramSoc have verbally stated they are all trained but there is a desire to see written proof, and feels written evidence should be used for alumni contractors. 7. PG feels that this is not just a potential health and safety issue, but also a finance and risk issue. 8. PB feels there is a need to create an overall risk assessment for the Summer Ball that will include reputational risk, health and safety and potential control measures. <p>Item 11 – Review of Committee</p> <ol style="list-style-type: none"> 1. MM wishes to review the workings of the committee. 2. CC enquires around the representation of Security, potentially not for all meetings, potentially to explain how procedures work. IP feels that there could be an operational working group involving security, but not on the Committee. SK states that Security do not sit on other department's committees. 3. IP feels that health & safety could be boosted Union wide by making it clear on relevant job descriptions. 4. It was decided to hold a fourth meeting at the end of June before term closes with the incoming Deputy President (Finance & Services) to co-chair. 5. It was decided this committee should serve as an advisory committee due to College specialists not having a working knowledge of the Union. 6. MM wishes for papers to be short with key questions for discussion. 7. There should be discussion around health and safety training such as Computer Health. 8. IP wishes there should also be a focus on other campuses and off-campus trips and tours. This would be proactive approach in November and April committees. 9. MM states it could be interesting to have high risk CSPs present their procedures around their core activities. 10. RS states that he is working on a health and safety checklist to use in the shop that he can also delegate amongst his team to improve awareness amongst staff. This is based around a previous employment checklist that RS will adapt to the Union. SK suggests running the checklist by Surrinder Johal (SJ). 	<p>- MM to ascertain the insurance details around this issue.</p> <p>- PG to create before 13th February 2018 meeting due to tickets being on sale.</p> <p>- MM to approach Security.</p> <p>- JM to book a fourth meeting.</p> <p>- RS to send the adapted checklist to Surrinder Johal. - RS to bring the adapted checklist to the 13th February 2018 committee.</p>
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<p>Item 12 – Any other business</p> <ol style="list-style-type: none">1. SK notes a Felix article regarding health and safety issues around Metric. MM states that fire doors are not left open to avoid sound leakages. PG and PB are in discussions around security.	<p>- PG to bring report to the 13th February 2018 committee.</p> <p>- Surrinder Johal to be involved in discussions with Security and PG and PB.</p>
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Next meeting – 13th February 2018