



HEALTH AND SAFETY COMMITTEE

The fourth ordinary meeting of the Health and Safety Committee for the 2018/19 session, was held on Wednesday 13<sup>th</sup> March 2019 in Meeting Room 3, Beit Quad at 3pm.

**Unconfirmed minutes**

Present:	Claudia Caravello (CC) – Chair	Deputy President (Finance & Services)
	Jessica Harrison (JH)	Events & Conferences Manager
	Emelie Helsen (EH)	Interim Head of Student Experience
	Surrinder Johal (SJ)	Director of Safety – Safety Department
	Rob Smith (RS)	Retail Manager
	Martin Benson (MB)	Building Manager, Estates Division
	Malcom Martin (MM)	Department Safety Officer
	Zonya Christian (ZC)	Administration Support Coordinator
In Attendance:	Jomana Al Ahmad (JA) <i>Clerking</i>	Administration Support Officer
Apologies:	Tim Flint (TF)	Assistant Building Manager, Estates Division
	James Medler (JM)	Deputy President (Clubs & Societies)
	Sean Fanning (SF)	Chief Fire Officer, Estates Division
	Iain Pullar (IP)	Student Activities Manager
	Tom Willis (TW)	Student Representative from CSPB
	Owen Heaney (OH)	Student Representative

	Asher Forrester (AF)	Bar Manager
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<b><u>Item 01 – Welcome and Chairs Business</u></b>	<b><u>Actions</u></b>
<ol style="list-style-type: none"> <li>The Chair welcomed the group to the fourth H&amp;S Committee meeting of the 2018/2019 year.</li> </ol>	
<b><u>Item 02 – Declaration of conflict of interest</u></b>	
<ol style="list-style-type: none"> <li>None declared</li> </ol>	
<b><u>Item 03 – Apologies</u></b>	
<ol style="list-style-type: none"> <li>Tim Flint</li> <li>James Medler</li> <li>Iain Pullar</li> <li>Sean Fanning</li> <li>Tom Willis</li> <li>Owen Heaney</li> <li>Asher Forrester</li> </ol>	
<b><u>Item 4 – Minutes 14<sup>th</sup> November 2018</u></b>	
<ol style="list-style-type: none"> <li>The minutes were confirmed as an accurate record of the meeting held on 16<sup>th</sup> January 2019.</li> </ol>	
<b><u>Item 05 - Action tracker</u></b>	
<ol style="list-style-type: none"> <li><b>Security representation action</b> – this action has been addressed in the policy as security representation is needed as a permanent feature in this forum</li> <li><b>Evacuation in the Union</b> – JH followed up with DramSoc however no response has been received yet</li> <li><b>Staff training on SALUS</b> - EH would like to uptake training on SALUS reporting as she has only recently been granted access, EH clarified that the action to all staff will be on encouraging reporting not training</li> <li>SJ updated the committee that there will be an upgrade to SALUS training and recommended waiting until this has been finalised before requesting training</li> <li>EH added that CSPs also use SALUS and they need to be notified of any changes</li> <li>SJ clarified that there will be a campaign to launch the updates to SALUS training and reporting, once the launch is ready the Union will definitely be notified</li> <li><b>Risk assessments for CSPs</b> – some updates are provided in IPs report, and EH will be working with IP to put together a framework for CSP H&amp;S, an update will be provided in June</li> <li><b>Online H&amp;S training for students</b> - The videos have been shared with MM and the Committee</li> </ol>	

9. **Union PAT testing** – EH enquired about who has ownership over PAT testing in the Union, JH clarified that this is under the responsibility of the DSO within the new policy
10. EH mentioned that there is no set procedure for the way CSPs do PAT testing, SJ mentioned that PAT testing should depend on the types of activities and the use of each portable electrical device, therefore, it should be at the discretion of the Union to make the decision on each device
11. JH mentioned that in the past, an external provider used to come once a year to look at all equipment in the Union, with one day dedicated to CSPs equipment
12. **Fire evacuation** – action point will be rolled over as SF is not present. The Chair suggested submitting a one page summary report of the full capacity fire alarm
13. MM mentioned that SF fed back that more fire wardens are needed in the Union to observe behaviour
14. **JDs for H&S volunteer roles** – MM updated the Committee that as he has focused on the review of the policy more recently, the role descriptions are not ready and will provide an update on this in the next meeting
15. EH recommended changing 'Job descriptions' to 'Role descriptions'
16. JH recommended clarifying the roles and responsibilities of the fire wardens, fire safety coordinator and DSO
17. **Events H&S** – EH found the report really useful especially in terms of the planning for next years welcome week
18. **Staff allergies** – JH's report has been received by the relevant staff and control measures will be in place

JA to update action tracker

**Item 06 – Policy review**

1. MM clarified that this Policy is owned by the F&R Committee and would like everyone in the Committee to share feedback about the change in responsibilities, and their views on the split between the executive function of specific roles and the assurance role of the H&S and F&R Committees
2. EH mentioned that the chart should be edited to change CSPs to Student Experience and to remove external volunteering from the chart, JH added that the fire warden coordinator is missing from the chart
3. CC suggested separating the fire warden coordinator role from the role of the DSO to avoid overloading the DSO's responsibilities
4. MB asked if there is a specific responsible person in the Union for fire safety, SJ suggested clarifying this with SF to ensure staff are aware of the person responsible for fire safety and whether we need to nominate a person in the Union

5. EH recommended having an index at the beginning of the document and give a structure to it under major headings
6. SJ suggested having a one-page policy which is signed by the MD, and converting this current document into a detailed code of practice
7. EH also suggested clarifying the purpose of the document on the code of practice document
8. JH suggested having a separate one-hour discussion with key stakeholders on the document presented today to ensure that it is refined and agreed by the key stakeholders
9. MM asked the Committee to consider the roles and where we want the responsibilities to be delegated, as this document originally had a long list of roles
10. EH suggested not only looking at qualifications needed but at the systems that need to be put in place to allow people to take on their responsibilities
11. JH suggested having a role matrix to show the H&S responsibility of various staff in the Union
12. SJ agreed that a role matrix needs to be generated, that shows what is required from each role and the experience/qualification needed to undertake the role
13. CC concluded the discussion by mentioning that a one page policy needs to be put together, a meeting to discuss the code of practice in more detail needs to be set up, and role matrix needs to be developed
14. The stakeholder meeting should take place prior to the next meeting to ensure that a more refined policy and code of practice document is presented during the next meeting
15. JH enquired if the current policy overrides the April 2018 TORs in terms of membership, CC responded that it will override the TOR once the new policy is approved at F&R

**DSO to write one page policy, develop a role matrix and organise an extended discussion on the code of practice**

**Item 07 – Regulatory updates**

1. No regulatory updates were shared by the Committee

**Item 08 – Risk assessment building/facilities**

1. ZC summarised the report by mentioning her weekly inspections to check for any defects or health risks in the building
2. The main issue detected recently was the missing fire exit signs in the Union, and this has been followed up and resolved
3. No other major issues were detected recently, EH mentioned a recent issue reported regarding a wire in the kitchen, EH will follow up on this with ZC
4. ZC mentioned that in her inspections she does not inspect the catering areas in detail as the Bars and Kitchen staff

undergo inspections in their areas and report their defects separately

5. MB pointed out that for each PlanOn log a new cost is incurred and suggested bundling the issues to be reported together, MB also mentioned that we must differentiate between H&S reporting and PlanOn defects reporting as the majority of the issues reported may not be H&S issues
6. MM agreed that this report should add more detail on the PlanOn logged issues which have a direct H&S hazard
7. MM enquired if all staff are engaging with reporting defects on PlanOn, ZC responded that the main teams that report on PlanOn are Bars and Catering and the Admin Support teams
8. MM gave an update to the Committee that College are now going to redevelop the toilets on the ground floor area and the draft of the new layout shows 8 gender neutral cubicles
9. The Committee recommended asking ZC to report on building and facilities at every H&S meeting
10. ZC suggested changing the name of this agenda point to Building/facilities updates rather than facilities risk assessments

**Item 08 – Office risk assessments**

1. CC updated the Committee that occupational health have recommended that the staff member with severe nut allergy are given their own space and this has now been done as a temporary solution
2. EH suggested changing the name of this agenda point to office updates

**Item 10- Bars and Catering updates**

1. MM passed on apologies from Asher as he is not able to attend this meeting
2. MB updated the committee that the Bar cellar refurbishment work will be starting soon
3. MM had an observation on the paper regarding the challenge to deliver training on H&S to Bar and catering staff
4. JH commented that Bar staff are given a handbook which outlines basic H&S responsibilities
5. EH also suggested that H&S needs to look at training in the Union holistically and we must have one common training to all staff and specific departments can look at their own specific additional requirements
6. MM also enquired about whether we have clear classifications in terms of risk in Bars and Catering and do all staff understand these risks
7. JH responded that during event nights all staff are briefed in terms of H&S risks

**ZC to include further details on H&S risks following the site inspections**

8. SJ mentioned that no matter what activity is happening in the Union, a basic risk assessment is needed to ensure that there are controls in place for every day use of the venues
9. MM recommended that the agenda is put together much earlier to ensure managers who are responsible for presenting papers are aware in advance of the meeting

**Item 11 – H&S report**

1. MM presented the report by mentioning that he has captured some of the comments recommended during the last meeting, however the structure of this report will be refined further to incorporate H&S reporting from all areas across the Union with more input from other SMG leads
2. The major update was regarding the action taken for the staff with severe nut allergy by moving them to a separate office to remove them from immediate risk based on advice from occupational health
3. MM also mentioned that the level of reporting incidents is very low, SJ agreed and added that the number of near misses should be much higher
4. SJ also asked for more information on how this data is going to be used, and what actions have or will take place based on these reports
5. JH asked about where the responsibility lies in terms of investigating and addressing H&S incidents, and whether this is with the SMG lead or with the DSO. MM clarified that the SMG lead in the area should carry out investigations and put measures in place, and the DSO will follow up to ensure that this has happened
6. SJ recommended asking each SMG lead to give a summary of any serious SALUS report and how they have responded to it, and if any member of the Committee think there's a serious risk or a near miss, it should be reported to this Committee regardless of whether it has been reported on SALUS or not
7. MM enquired about whether minibus incidents are also being reported at this stage, EH responded that not all incidents are being reported on SALUS as it is managed by senior staff, and the people working with students are not reporting every incident to their managers and logging these issues

**Item 13 – Progress updates on audits**

1. EH mentioned that she and IP are currently looking into putting together a framework for the expectation from CSPs in terms of H&S and finance and what they could expect from us

**Item 14 – Metric crowd control**

**MM to follow up with AF offline to recommended the actions suggested by this committee**

**MM to incorporate the feedback given by the Committee in the next H&S report**

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| <ol style="list-style-type: none"><li>1. MM mentioned the updates regarding the solution to have an external crowd control queue system to clear the ground floor stairway during busy event nights</li><li>2. The Committee was happy to adopt this solution</li></ol> |  |
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**Item 15 – H&S update on the Summer ball**

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| <ol style="list-style-type: none"><li>1. JH summarised the paper briefly and SJ recommended contacting Alistor in College who is the business continuity and crises management expert who can give advice in terms of crises management</li></ol> |  |
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**Next meeting 5<sup>th</sup> June 2019**