**HEALTH & SAFETY COMMITTEE – CURRENT ACTION TRACKER**

**The purpose of the action tracker is to list who is responsible for each action, and be used to check the actions have been completed as asked, holding members accountable to their jobs. Due dates shaded red highlight overdue actions. Completed actions will be moved to the historic action tracker on the next page.**

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| **Action** | **Description** | **Responsibility (Role + Name of person in role)** | **Item.Minute Number + Date Assigned** | **Progress** | **Date Due** | **Additional Notes/Why it’s late** |
| **Security Representation on H&S Committee** | Do College Security need to attend the H&S meetings and be represented? Is this most effective? | Head of Finance & Resources (Malcom Martin) | 11.2  14/11/2017 |  | 05/06/2019 | MM was not available to update the Committee, an update will be given next meeting |
| **Sound Management in Union Spaces** | Should noise be considered in CSP risk assessments for Union spaces? Do we have any noise issues we are aware of at the moment? | Head of Finance & Resources (Malcom Martin) | 5.1  14/02/2018 |  | 05/06/2019 | Is being worked into the Space Strategy – so shall now update in June 2019 Meeting. |
| **Evacuation in the Union** | Do we evacuate quick enough and safely when at max capacity? Do we have any procedures for evacuations during concert hall performances? | Events Manager (Jess Harrison) | 5.3  16/01/2019 | Sean actioned from this to run a second fire alarm test. | March 2019 meeting | JH will liaise with DramSoc regarding the concert hall evacuation plans |
| **Contacting Emergency Services when in the Union** | Has been reported when someone gets injured in the Union, Campus Security are uncertain/not clear with their response. Suggested we do a test run. | Head of Finance & Resources (Malcom Martin) | 9.3  14/02/2018 |  | 05/06/2019 |  |
| **Staff Training on using SALUS** | Are staff trained/know how to use SALUS? Can we provide them with some training/induction? | Head of Student Experience (Emelie Helsen) | 8.4  20/06/2018 |  | March 2019 meeting | EH to email all staff to remind them to undergo SALUS training |
| **CSP Risk Assessments** | Should clubs be asked to do a self-assessment on their health and safety? This aims to encourage clubs to think about their own H&S standards and improve. | Student experience Manager  (Iain Pullar) | 6.17  20/06/2018 |  | March 2019 meeting | Suggestion that there should be more monitoring of H&S in clubs. Re-assigned to IP to address action and provide feedback at the next meeting. |
| **Online H&S training for students** | Currently only quizzes. Can we upload videos to be more interactive? | DPFS, Head of Finance & Resources (Malcom Martin) | 7.8  20/06/2018 | SJ sent the safety videos to Malcolm, CC will follow up with Malcom offline | March 2019 meeting |  |
| **Union equipment PAT testing** | How is the Union equipment PAT tested? Do we have a set procedure? It seems sometimes College, sometimes Union do it. Should the Union budget for PAT testing and pay DramSoc to PAT test everything? | Head of Student Experience (Emelie Helsen) | 8.33-8.36  20/06/2018 |  | March 2019 meeting | It may be useful to ask Rob Smith to send the names of the company he uses for PAT testing in the Union Shop. |
| **Membership of H&S** | Membership of the meeting should be re-assessed to see if it is currently most appropriate and effective for the committee. | Chair of H&S Committee | 16/01/2019 |  | March 2019 meeting | Membership was decided in 24/09/2018. However, it has currently been brought up again by Head of Student Experience (iterim), so shall be put back on the agenda. |
| **Union Action Plan for Fire Evacuation** | Action plan created by fire team, needs to be shared with Chair and Department Safety Officer for dispersal. | Chief Fire Officer (Sean Fanning) | 11.4  14/11/2018 |  | March 2019 meeting | SF to send the action plan created by the Fire team to the Chair |
| **Full Capacity Union Fire Alarm** | Arrange a second fire alarm drill to test the Union fire evacuation at full capacity. Findings to be reported the meeting after the alarm. | Head of Finance & Resources (Malcom Martin) | 5.16  16/01/2019 | An action following the file alarm is to assign Fire wardens in the Union | March 2019 meeting | Alarm completed. |
| **Fire Warden/Manual Handling Coordinator/ First Aid Coordinator/Fire Coordinator Roles Creation** | Prepare Job descriptions for the volunteer positions listed and a hiring process needs to be designed | Chair of H&S and Head of Finance & Resources (Malcom Martin) | 11.12-14 + 15.3  14/11/2018 |  | March 2019 meeting |  |
| **SALUS Report Comparison** | Comparison between this year and last year’s number of reports to be shown. | Head of Finance & Resources (Malcom Martin) | 13  14/11/2018 |  | March 2019 meeting |  |
| **Events H&S** | 1. Debrief of Freshers Events H&S to be circulated to Committee  2. Update on the summer ball H&S Risk assessment | Events Manager (Jess Harrison) | 14.11  14/11/2018  12.1  16/01/2019 |  | March 2019 meeting | JA to add Fresher’s Fair debrief to the forward agenda for the March meeting |
| **Metric Crowd Control/Access & Flow Issues** | Chair to pick up this discussion with MM and provide feedback to the next meeting | H&S Chair | 14.12  14/11/2018 |  | March 2019 meeting | JA to add this agenda point to the Forward Agenda |
| **Forward agenda updated** | The risk assessment agenda point needs to be split into: building, facilities and office | ASO | 8.1  16/01/2019 |  | March 2019 meeting | JA to update the Forward Agenda |
| **Role related abbreviations** | TW to send a glossary list of role abbreviations (such as CSPB, DPCS etc) and share with the Committee | CSPB representative (Tom Willis) | 8.3  16/01/2019 |  | March 2019 meeting |  |
| **Staff Allergies** | JH to submit staff risk assessment (relating to allergies) report to the Chair of the H&S committee | Events Manager (Jess Harrison) | 8.4  16/01/2019 |  | March 2019 meeting |  |
| **Rolled over agenda points** | JA to invite AF and FH to present their H&S reports on Bars and Catering and Student wellbeing. | ASO,  H&S Chair/MM | 9.1  10.1  16/01/2019 |  | March 2019 meeting | H&S Chair/MM to provide clarity on the contents of the report to the E&W manager |
| **H&S monthly report** | Are there any sample reports that could be used for guidance/ reference in terms of SALUS reporting?  SJ prepares similar reports for the College H&S Committees that she sits on. | Events Manager (Jess Harrison)/ Director of Safety (Surrinder Johal) | 11.4  16/01/2019 |  | March 2019 meeting | JH to organise a meeting with SJ and discuss their sample reports  SJ to share her sample report with the Chair of the Committee |
| **H&S quarterly report** | The Chair requested that a quarterly H&S report is brought to the committee with a monthly breakdown of SALUS stats | Head of Finance & Resources (Malcom Martin) | 11.5  The report details requested are covered in 11.6  16/01/2019 |  | March 2019 meeting |  |
| **Progress updates on audits** | A one page summary of the major changes/ progress against the audit action plan is to be presented to the H&S Committee, with comments on why delays have occurred  The responsibility of audit action plan points needs to be shared amongst SMG members | Student experience Manager  (Iain Pullar)  Chair of H&S | 13.1  16/01/2019  13.3  16/01/2019 |  |  | IP and CC to discuss the appropriate split of the audit action plan amongst SMG |

**HEALTH & SAFETY COMMITTEE – HISTORIC ACTION TRACKER**

**The purpose of the historic action tracker is to list issues that have come up in the past, and keep record of how they were resolved or the answers found to asked questions. This is important to keep record of, to ensure that the committee are efficient and do not repeat queries year-on-year, which could occur with the chair (DPFS) changing each year. This record begins on the 16/01/2019 meeting.**

**It must be considered, when viewing a historic action, that the answer may no longer be valid/up-to-date with current Union procedures.**

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| **Action** | **Description** | **Responsibility (Role + Name of person in role)** | **Minute Number + Date Assigned** | **Solution/Resolve** | **Date Due** | **Date Delivered** |
| **Membership of H&S** | Student Development Manager questions why they are present? Membership of the meeting should be re-assessed to see if it is currently most appropriate and effective for the committee. | Department Safety Officer | 12.2  20/06/2018 | Membership was decided in 24/09/2018. However, it has currently been brought up again by Head of Student Experience (iterim), so shall be put back on the agenda as a new point. | 24/09/2018 | Completed. |
| **Canoe Club Safety** | Do Canoe club have an up-to-date risk assessment? Do they factor in loading the canoes onto the minibus? Do other clubs factor in minibus loading into their risk assessments where appropriate? | Student Activities Manager (Iain Pullar) | 12.3  20/06/2018 | Canoe club risk assessment addresses all major issues.  Loading canoes safely onto minibus remains a problem, however they use the safest method possible. | 24/09/2018 | Completed. |
| **Terms of Reference Updates** | Remove License Trade & Venues Manager from ToR membership. Add Ops manager (for when they join imperial) | Clerk (Jomana) | 6.1  14/11/2018 |  | 16/01/2019 | Completed |
| **CSPs audit list** | Committee asked that CSPs present in the meeting their health and safety plans. | DPCS (James) | 8.1  14/11/2018 | Discussion with Chair, thought that CSPs don’t need to come to H&S committee, but instead DPCS (with activities team) will present a report on concerning clubs and remedies, when necessary. | 16/01/2019 | Cancelled. |
| **How to log issues with plan on** | Staff don’t log many issues at the moment. Reminder needs to be sent out to tell staff to use PlanOn. Training for admin team on how to use PlanOn should be arranged. | Administration Support Coordinator (Zonya) | 9.4, 9.6  14/11/2018 |  | 16/01/2019 | Completed |
| **Training minibus drivers and motor club members to use fire extinguishers** | High risk environments such as certain laboratories receive extra training and a practical fire extinguisher course is also available to all staff. Provide this training for minibus and motor club drivers. | Student Activities Manager (iain) | 11.7, 11.8  14/11/2018 | Iain to liase with Sean Fanning.  The Union needs to ensure that they keep a log of who received the training. |  | Completed |
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