



HEALTH AND SAFETY COMMITTEE

The third ordinary meeting of the Health and Safety Committee for the 2019/20 session, held on Tuesday 9th June 6th held remotely, via MS Teams.

Unconfirmed minutes

Present:		
	Graham Parker (GP)	External Trustee - Chair
	Ashley Brooks (AB)	Deputy President (Education)
	Fi-Fi Henry (FH)	Deputy President (Finance & Services)
	Sean Fanning (SF)	Chief Fire Officer (Imperial College)
In Attendance:	Graham Atkinson	Interim Managing Director
	Surrinder Johal (SJ)	Director of Safety (Imperial College)
	Tom Newman	Head of Membership Services
	Julia Mattingley (JM)	Head of Commercial Services
	Kay Counter (KC)	Operations Manager
	Michael King (MK)	Acting Retail Manager
	Joanna Purkiss (JP)	Events Manger
	Martin Benson (MB)	Buildings Manager (Imperial College)
	Victoria Agbontaen (VA)	Governance Officer (Clerk)
	Thomas Fernandez-Debets (TFD)	Deputy President (Clubs and Societies)

Item 01 – Welcome and Chairs Business

1. The chair welcomed the committee to the third Health and Safety (H&S) meeting of the 19/20 session.
2. GA explained the policy and plan is a combination of work previously done by MM and good practice that he is familiar with from other Unions. GA explained the policy has been drafted at headline level which sets out a clear overview of intent, purpose and responsibility.
3. In regard to the H&S plan, GA explained that he has brought together the actions, recommendations and work required to be done around H&S which will ensure the objectives set out in the policy are met.
4. GA stated that the policy and plan is a proposal of the best approach and questioned committee as to whether they were in agreement this was the best approach.
5. GA noted that the plan also specifically highlights who is responsible for each area, i.e. CSP activity, facilities and spaces and commercial service areas. However, GA expressed that it is ultimately the responsibility of the MD to ensure the Union is a safe space for customers and staff.
6. GA welcomed any feedback or suggestions in terms of the content itself and how this work will be operationalized.
7. GP thanked GA for his work and contribution stating he was very pleased with both documents as he felt that we have now began to develop a strong platform that will ensure the culture within the organization will change for the better.
8. GP invited comments from members regarding the document.
9. MB said it was a good start and acknowledging the correct relationships between the Union and College as well as laying out clear roles and responsibilities.
10. MB added that there needs to be further clarity on the liability for the duty of care the College regarding the support offered for the management and operation of the Union.
11. SJ echoed both MB and GP and agreed it was a great platform to build upon. SJ said that College should be more active and involved as there is liability involved as well as having the College name associated with it which adds a degree of reputational risk.

Item 02 – Declaration of conflict of interest

1. None declared

Item 03 – Apologies

Actions

GA to circulate H&S policy and plan with Board prior to next Board meeting.

1. None

Item 04 – Review of new draft Health and Safety Policy

1. GP commenced with policy review, going through the document page by page.
2. Pages 2,3 and 4 outline the roles and responsibilities - no changes proposed on these pages.
3. AB questioned to what extent welfare and wellbeing are a part of H&S policy (page 2). SJ confirmed wellbeing should intrinsically be part of H&S as when referencing health, this includes both physical and mental health.
4. GA agreed it best to remove references to welfare but highlight that when mentioning health, the policy should explicitly ensure physical and mental health are considered and addressed. SJ agreed this approach was best.
5. GP added there should be more effect made in being proactive to ensure staff within the Union have good levels of physical and mental wellbeing as a result of being in the right environment.
6. SJ highlighted that her title on page 4 should be amended to read 'Director of Safety'.
7. GA commented on GP's past frustrations between blurred lines between operational management of H&S and management of H&S governance and oversight. GA is recommended within the policy an operational H&S committee where detailed work and development is done around H&S. GA explained The Board should still be getting reports and reassurance from this committee to enable comfortability with progress.
8. GA purposed a H&S Governance committee to complete the work from a governance perspective.
9. GP endorsed this and agreed it was a sensible approach.
10. SJ questioned whether page 5 where terms of reference for the committee were outlined, whether GA was referring to monitoring and reviewing H&S incidents as SJ explained it is important to also monitor completion of actions and ensure they are assigned to the correct individual.
11. SJ also suggested adding in developing KPI's for safety. GA agreed to include this.
12. No changes proposed on page 6.
13. SJ questioned whether accident books are still used within the Union. JM confirmed we do not, but all accidents are reported on Salas.
15. GA asked JM and KC what the process is for incident capturing. KC confirmed the Management team enter the

GA to remove welfare from policy and emphasize wellbeing in terms of both physical and mental.

GA to amend SJ title on policy to 'Head of Safety'.

GA to ensure completed actions are monitored and also assigned to individuals on H&S policy.

GA to add KPI's for safety in policy.

GA to add all accidents and near-misses are reported on Salas and remove accident books from the policy.

incident into the log. Accidents/incidents are entered directly into Salas on the night of the incident.

16. SJ explained the Salas app is currently not available as it was creating a number of problems, however, it is being looked at as part of different project.
17. GA highlighted that a lot of the policies are already in place but not in a consistent format or presented in a way that is aligned with the over-arching policy.
18. AB added the annual accident/incident statistics should be reported four-six months as annual reporting did not seem frequent enough.
19. FH said the policy does not explicitly mention a DSO and questioned whether this was intentional. GA said he had purposely not included this but is open to alternative views on it.
20. SJ said that JM's role should support the MD regarding H&S progression and felt this covered what would typically be the DSO role.
21. GP agreed, adding that adding an appointed DSO potentially creates the problem of them being viewed as the individual who delivers H&S.

GA to confirm policy on lone working.

Item 05 – Review of new draft Health and Safety Plan

1. SJ highlighted title changes to be made on page 1 to the document. Julia Cotton is the 'College Safety Auditor'. No further changes on page 1.
2. SJ flagged that on page 2 & 3, it is important the emergency contact list is kept up-to date as it is often outdated.
3. GA highlighted that JM and team have already implemented points 7,8,9 and 11 following on from the audits in January.
4. SJ suggested to GA to add a point around covid-19 risk on the H&S plan.
5. Committee agreed there were no further comments to be added to points 1-12.
6. GP requested comments from points 13-18. SJ suggested a role-based training matrix to enable this information to be captured in one place and will allow it to be easier to visualize responsibilities for each role.
7. Committee agreed there were no further comments to be added to points 13-18.
8. GP requested comments on points 19-31. None.
9. GP requested comments on points 32-55. JM stated that points 32-34 and 39 relate to CSP's and should be listed as managed by Head of Membership Services/Student Opportunities Manager.
10. MB added it is important to include a section on statutory requirements.

GA to change Julia Cotton title on Plan.

GA to add the importance of keeping the emergency contact list up-to date on H&S Plan point 1.

11. GP put forward to the committee, the pending the highlighted adjustments, whether they were happy for the documents to be recommended to the Board. All committee members agreed.
12. GP explained his enthusiasm for Board approval as it has been an ongoing process to get the documents completed and would like to get this agreed prior to the next Board meeting in July.
13. GP expressed his appreciation to GA for drawing up the documents.

GA to circulate policy and plans to Board and ask for email approval by June 15th.

Item 06 – Updates on Covid-19, Remote working and Returning to Campus

1. GA explained the Union has supported staff with remote working in terms of being active with well-being programmes, mental health support and provide a remote working checklist to provide staff with required equipment while working from home.

Item 07 – AOB

None.