

MINUTES OF THE PROCEEDINGS
of the ordinary meeting of the
Health and Safety Committee
of the Imperial College Union

The meeting of the Health and Safety Committee was held in the Union Building on Tuesday 3 November at 15:00.

Paul Gallagher	Student Experience and Services Representative
Paul Buckley	Student Experience and Services Representative
Chris Kaye – Chair	Elected Trustee Board member
Ben Howitt	Elected Trustee Board member
Malcolm Martin	Designated Safety Officer
Sangita Kerai	Health and Safety Department

Observers: Laura Fellows – Administration Support Manager (Clerk to the meeting)

1. Welcome & Apologies

The department representatives from the Union are to be elected shortly by the Strategic Management Group.

2. Conflict of Interest

None to report

3. Minutes from the last meeting

Agreed

4. Action Plan update

- a) The Learning Development Centre are undertaking a review of the NEBOSH qualification. Once this is shared we can move forward with booking on the remaining delegates.

5. SALUS Report

- a) The report seems a little thin with content and some under reporting in areas.
- b) For example a fire evacuation happened and security said they would follow it up in the system.

ACTION: Sangita to send forward further information not captured on this report.

6. Other Business

- a) The agenda this time round was lacking in-depth agenda items.
- b) We as a group need to think about the awareness of this group and start to generate more talking points.
- c) Items for suggestion include; Fire evacuation plan and reports on when they are used and talking points for them.
- d) Management group chairs to generate termly reports which can come here.
- e) Stress and wellbeing of staff to be included once the boundaries have been set.
- f) To look at the information given to new starters surrounding health and safety.

DATE OF NEXT MEETING – 16 February 2016