

HEALTH AND SAFETY COMMITTEE

The fifth ordinary meeting of the Health and Safety Committee for the 2018/19 session, was held on Wednesday 5th June 2019 in Meeting Room 3, Beit Quad at 3pm.

**Unconfirmed minutes**

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| 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 |
|  | Alex Burtenshaw  | Operations Manager |
|  | Sean Fanning (SF) | Chief Fire Officer, Estates Division |
|  | Malcom Martin (MM) | Department Safety Officer |
|  | Tim Flint (TF) | Assistant Building Manager, Estates Division |
|  | Iain Pullar (IP) | Student Activities Manager |
|  | Owen Heaney (OH) | Student Representative |
|  | Graham Parker  | External Trustee  |
| In Attendance: | Jomana Al Ahmad (JA) *Clerking* | Administration Support Officer |
| Apologies: | Martin Benson (MB) | Building Manager, Estates Division |
|  | James Medler (JM) | Deputy President (Clubs & Societies) |
|  | Tom Willis (TW) | Student Representative from CSPB |

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| **Item 01 – Welcome and Chairs Business** 1. The Chair welcomed the group to the fifth H&S Committee meeting of the 2018/2019 year.

 **Item 02 – Declaration of conflict of interest** 1. None declared

**Item 03 – Apologies** 1. Martin Benson
2. James Medler
3. Tom Willis

**Item 4 – Minutes 14th November 2018**1. The minutes were confirmed as an accurate record of the meeting held on 13th March 2019.

**Item 05 - Action tracker** 1. **Sound in Union spaces –** MM updated the Committee that progress on refurbishing some spaces will be taking place in 2019 December. An update will come to the Spring 2020 meeting.
2. **Evacuation in the Union** - JH enquired about whether we need to change this action item to ensure that there is an evacuation plan in place, SJ enquired about when the concert hall is expected to be in full capacity, JH responded that this will be in July for BBC proms
3. CC requested that MM to creates an evacuation plan for the Union concert hall, to be circulated in July 2019
4. MM updated the Committee that he has been in contact with security reps and they will start joining these meetings in the future
5. **SALUS reporting in the Union** - EH updated the committee that the new SALUS system has not been launched and we will wait until then to share an all staff email
6. **CSP risk assessments** – IP updated the Committee that the main areas of focus is ensuring that clubs submit assessments, that they submit good risk assessments and that they take action upon the risk assessments completed by them.
7. IP mentioned that the first point is being done to a satisfactory level, however, we need to focus on points 2 and 3 and potentially have another external audit
8. EH mentioned that they will be mapping out all H&S areas for societies within the next few weeks and an update will be given to the next Committee meeting
9. **PAT testing** – MM mentioned that this action has not progressed since the last meeting
10. TF mentioned that there is a standard electricity testing in the Union for the main incomer for the building and all downstream distribution boards and networks, this is due in the next few weeks, TF and MB will be responsible for managing this project
11. SJ pointed out that College is in the process of developing an electrical safety guidance and once finalised, this document and will be shared with the Union
12. CC requested that MM produces a plan for PAT testing to the next meeting with clear timelines and recommended that this is done over the summer
13. **Roles creation** - MM mentioned that this is a part of the policy review which has paused due to budgeting and planning, MM mentioned that a draft of the policy should be ready over the summer
14. **Role abbreviations** - SJ would still like to be sent the role abbreviations CC will send the list to SJ prior to the next meeting

**Item 06 – Health and Safety policy review**1. MM updated the Committee that there is currently a pause on the policy review due to planning and budgeting, more work needs to be done on clarifying roles and responsibilities and MM will be working on finalising this review over the summer
2. SJ recommended having a one page policy to ensure that there is a live document to refer to, and the roles and responsibilities can be completed later in a separate detailed documentation
3. EH enquired about how we should tackle short term issues and having unassigned roles, as we must ensure that the Union is operating to a minimum standard in terms of H&S
4. EH mentioned that we are not fully complemented in certain roles, we need to make sure that we have addressed priority
5. MM responded that roles haven’t been allocated as the policy will aim to define them in more details
6. EH mentioned that in the interim, we must be able to respond to fire evacuations by assigning appropriate fire wardens, the First Aid coordinator role needs to be filled as there's a general concern that there are gaps that need to be addressed
7. GP enquired about when the Policy was last reviewed and whether we have fully ascertained that all areas will to be covered
8. MM responded that the last review was done in 2013 and the Policy is still in the consultation stage to ensure all areas are covered
9. JH mentioned that the Committee agreed that a quick review will be done in Nov 2018 to ensure that we have an active policy, as this has not been done, the venues team has absorbed some responsibilities, however, this is not sufficient or structurally sound for this organisation
10. MM responded that there is a management responsibility in the interim period, EH commented that there needs to be a consistent approach in terms of delivery of H&S in the organisaiton
11. GP shared with the Committee that he is concerned about the current vulnerability of the organisation
12. GP pointed out that we need to make it clear what the gaps and deficiencies are and look at College’s H&S policy and apply what is relevant to the Union
13. SJ responded that College has a central policy, however, College many not cover the activities that happen in the Union, therefore, each faculty needs to identify how they will apply the policy within their areas
14. GP enquired about whether we need to consider assigning specific resource to this area due to the current vulnerability
15. GP recommended that MM identifies what resource we need to get this delivered
16. IP commented that the way H&S done is disjointed and he agrees that we may need to have a central role to coordinate everything in a more organised way

**Item 07 – Regulatory updates**1. None

**Item 08 – H&S evaluation**1. The evaluation form will be shared with the Committee virtually and the Committee members are encouraged to complete this and provide thorough feedback

**Item 08b&b – Facilities updates**1. Committee members pointed out that the appendix to paper 8b is missing, ZC to share this with the Committee following the meeting

**Item 09 - CSP evaluation** 1. EH mentioned that a Health and Safety day has been scheduled to focus on mapping H&S within Student Activities
2. CC thank EH for the details provided in the report
3. IP pointed out that despite H&S being a less engaging topic for students, it is very important
4. IP asked the Committee to provide suggestions for how we can make the training more engaging for students
5. OH recommended encouraging societies to have records of their procedures, and to report issues immediately
6. GP added that it is important to develop the right culture and policies in place, and to ensure that there's a reference to correct H&S practices

**Item 10 - Commercial services report**1. AB provided a summary of the report by mentioning the H&S checks in Beit Bars and front of house
2. CC enquired about whether this review has highlighted any other areas that we’re missing in terms of H&S
3. AB responded that the scores are not where they need to be and the reports have been sporadic in the past, however AB will continue to monitor the checks to ensure that a better H&S culture is embedded
4. AB mentioned that the training figures are above 70%, however the next target is 90%+
5. GP recommended ensuring that records are kept up-to-date to enable us to compare data and identify trends
6. GP strongly advocated for having the right data that will give valuable information to enable us to take the necessary action
7. AB pointed out that in the short period of time that he has been here, he has seen an improvement in April's report as scores have improved and he is working on ensuring that awareness keeps increasing

**Item 11 – Staff Wellbeing update**1. JOH tabled the wellbeing paper and apologised for the delay in circulation
2. JOH summarised to the Committee the work that has been taking place in terms of staff wellbeing
3. JOH mentioned that this work has come about due to concerns raised from staff who are working above capacity which cause their wellbeing to be at risk
4. The PARC Committee has been looking into this issue and has identified 3 main areas of focus
5. This first area is improving the way that staff work and introducing a streamlined approach to collaborative working and managing projects
6. The second is for the leadership team to assess capacity and prioritisation and ensure that the focus for 19/20 is to make decisions that help staff prioritise in a better way, and to ensure that we are not continuing the trend of doing more than we have capacity for
7. The third area of work has been the launch of an extensive wellbeing programme to address staff wellbeing, this programme began in April and continues to roll out various workshops/sessions until the end of June
8. GP enquired about how often the Union reviews staff wellbeing, JOH responded that we have never done anything similar in the past and we do not have a specific assessment of staff wellbeing
9. JOH added that we indirectly assess wellbeing through staff surveys, IIP assessments, 121s and feedback through the management chains, in addition to PDR reviews and exit interviews
10. MM mentioned that the reason this agenda item has been added to the H&S Committee is to allow us to review staff wellbeing at least once a year
11. CC enquired about whether the staff survey responses capture some meaningful assessment of wellbeing and what are the next steps in terms of the staff survey
12. JOH responded that there is no specific metric to answer this question in the staff survey, however the leadership team need to look at the results as a whole and interpret it in a way that allows us to assess the wellbeing of staff
13. GP enquired about whether we are building structured data to be able to make comparison and assess whether there is an improvement
14. SF suggested comparing results from past year’s staff survey data and target specific areas based on trends
15. JH agreed that the results of some staff survey questions show indications with regards to wellbeing
16. JOH mentioned that the survey results have not been discussed by Leadership yet and the staff townhall next week will aim to gather feedback as to how staff would like Leadership to tackle some of the issues
17. MM enquired about whether we have researched other organisations and put benchmark targets in terms of wellbeing, JOH responded that this is largely the discussion that will take place at PARC, and we will look at specific targets in the balanced scorecard
18. GP suggested having one benchmark as an organisation by looking at our own stats and previous year trends and the second benchmark is to also compare to other organisations

**Item 11 – H&S report**1. MM tabled and summarised the H&S report by mentioning that the data is based on SALUS reports
2. MM mentioned that the numbers are still low, however, there is an improvement compared to last year
3. EH mentioned that she will be attending a full day training on SALUS very soon.
4. CC pointed out that it is important for Committee members to submit papers on time to ensure that members have enough time to read papers and prepare feedback
5. CC added that the H&S report is not formatted to address the suggestions made by the Committee in previous meetings and requested that the right level of detail is added to the next report
6. CC mentioned that it is important to look at examples of near misses to allow us to put steps to ensure they don’t become accidents
7. TF mentioned that the mobile app should show some improvement on the data as it aims to make reporting near misses quicker and easier
8. IP mentioned that the breakdown of the reporting by staff and student incidents and Committee it is useful as it shows trends
9. EH suggested having a breakdown of the results into departments
10. MM mentioned that the numbers are still low for this type of organisation and the type of activities that take place, EH pointed out that we need to be careful about interpretation of the data and consider the time of the year and the number of activities that take place
11. IP recommended having a breakdown of the number of incidents reported by staff vs students and to look at College data to be able to make a comparison with the Union
12. SF commented that he will liaise with SJ to ask about how the data can be broken down to gather useful information

**Item 12 – Audit updates**1. MM updated the Committee regarding the H&S management profile, MM mentioned that College have carried out an audit in 2017 and an action plan was put together, unfortunately, this plan hasn’t been correctly placed and has now paused
2. MM added that some of the wording on the plan are not fully clear, MM mentioned that he will work on clarifying the actions and assign clear responsibilities to them by the end of July
3. EH mentioned that certain actions that were identified for CSPs have been dealt with, however some other actions need to be reassigned to ensure responsibility is clear.
4. IP pointed out that the focus for each audit should be different to ensure that we review all H&S aspects
5. EH suggested having an audit programme to ensure there are no gaps
6. SF suggested having a 10 year list or programme for audits

**Item 13 – fire evacuation summary**1. SF gave a brief update on the submitted paper, by mentioning the annual evacuation for Union buildings which happens once a year in October
2. Since it was requested by this Committee to have another evacuation test during periods of high activity, this was carried out in January and the result for the time taken to evacuate was very good
3. The only issues which arose were around communication and a slight delay with the interaction of the fire alarm panel
4. SF pointed out that they have recently introduced a new security training course and have completed the first month of that programme, so far 60% of security staff have received training
5. SF added that they have recently worked on making evacuation data more visible and created new KPIs, to ensure that evacuations are ready to be challenged
6. CC commented that it is great to see action has been taken by security
7. JH pointed out that theres a general H&S concern in terms of fire evacuation during Islamic prayers on a Friday due to the number of people on the first floor and the shoes which are usually in the hallway outside UDH, JH enquired about whether a member of the Fire Safety department can come and inspect the building during that time and make recommendations on mitigating the risks
8. SF enquired about who usually monitors the event, IP responded that the responsibility for doing checks is usually rotated between various SMT staff, the volunteers from the society also monitor it
9. SF responded that he will ensure that an inspection takes place at 12-2pm on a Friday by the Fire safety team and will feed back to the next meeting
10. EH suggested including the ISOC in this discussion at a later stage
11. MM mentioned that the event takes place across a number of rooms, the Chair of ISOC organise the event, and the responsibility to monitor the event on the day is shared between staff
12. SF mentioned that he is facilitate fire warden training if needed by the Union
13. MM enquired about whether there is a fire warden responsibility list and a fire coordinator JD at College that could be shared to the Committee, SF responded that he will share the relevant material with MM
14. EH pointed out that some universities renumerate fire wardens and this might be something to consider if needed
15. JH responded that there is a good response for fire wardens, however, we need more information for the fire coordinator role

**Item 14 – Summer Ball update**1. JH updated the Committee that we have now secured a security provider as SFM for the entire event
2. JH enquired about whether there is a need to have a summer ball update paper on the agenda every year as it is usually a similar event on a yearly basis and H&S factors do not change year on year
3. CC suggested keeping the item on the agenda incase there are any changes that may happen next year, however, if there is no update the Committee is happy with a verbal update to notify them that the plan is the same as previous years

**Item 15 – H&S approach to welcome**1. EH summarised the paper by mentioning that the approach to welcome week is changing this year, additionally, the paper recommends considerations, however these have not been finalised with College, Additionally, JH and EH have done a walk around the space to note the H&S considerations needed in terms of the welcome fair
2. CC mentioned if the issue in terms of the lack of responsiveness from last year has been addressed with College
3. EH suggested having first aid kits in different locations instead of relying purely on the response from College, however we need to consider having designated first aiders in all locations
 | **Actions** **JA to update the action tracker** **MM to identify whether additional resource is needed to address H&S in the Union and the policy review****JA to share the evaluation form following the meeting** **ZC to share the missing appendix following the meeting****MM to provide additional details to the H&S report to provide the previously requested information to the Committee****SF to liaise with SJ to break down the data of the SALUS reports and break it down in terms of student vs staff incident reporting****MM to assign clear responsibilities for the audit action plan by the end of July 2019****MM to factor an audit plan in the H&S Policy review****SF to share and relevant fire warden/ coordinator role documentation with MM** |