**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** |
| **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) | 5.114/02/2018513/03/2019 |  | Spring 2020 | Refurbishment of venue spaces is ongoing. |
| **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) | 5.316/01/2019513/03/2019 |  | 6th November |  |
| **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? | DSO | 8.33-8.3620/06/2018513/03/2019 | The DSO to look into the Unions approach towards PAT testing | 6th November |  |
| **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) | 11.414/11/2018513/03/2019 |  | 6th November | SF to send the action plan created by the Fire team to the Chair |
| **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 + 15.314/11/2018513/03/2019 |  | 6th November | Fire drill carried out in summer ’19, and fire wardens assigned and trained by IC.  |
| **Building/facilities updates** | The Committee agreed that more detail on the logged PlanOn issues is needed in terms of the H&S risks, and report if any logged issues have any H&S implications | Admin support coordinator  | 8.6 13/03/19 |  | 6th November | RB to receive info from ASC |

**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 05/06/2019 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)** | **Item.Minute Number + Date Assigned**  | **Progress** | **Date Due** | **Additional Notes/Why it’s late** |
| **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) | 5.114/02/2018513/03/2019 |  | 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) | 5.316/01/2019513/03/2019 | JH emailed DramSoc, no response has been received yet  | June 2019 meeting | JH to continue following up 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) | 9.314/02/2018513/03/2019 |  | June 2019 meeting |  |
| **Staff Training on using SALUS** | Are all staff reporting on SALUS?  | Head of Student Experience (Emelie Helsen) | 8.420/06/2018513/03/2019 | A new SALUS reporting tool will be launched by College soon | June 2019 meeting | EH will wait until the new SALUS system launch to email all staff to report incidents on SALUS28/5- new SALUS system not launched  |
| **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) | 6.1720/06/2018513/03/2019 | EH and IP are developing a framework for H&S reporting by CSPs. Updates to the progress on this during the next meeting | June 2019 meeting | First meeting for H&S mapping on Thursday 30th May 2019 |
| **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? | DSO | 8.33-8.3620/06/2018513/03/2019 | The DSO to look into the Unions approach towards PAT testing | June 2019 meeting |  |
| **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) | 11.414/11/2018513/03/2019 |  | June 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) | 5.1616/01/2019513/03/2019 | SF to provide a one page summary report on the full capacity fire alarm which took place on 16th Jan 2019 | June 2019 meeting | An action following the file alarm is to assign Fire wardens in the Union |
| **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 + 15.314/11/2018513/03/2019 |  | June 2019 meeting | Deferred to next meeting as the current focus for the DSO is the revised H&S policy |
| **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 16/01/2019513/03/2019 |  | June 2019 meeting | Tom was not present in the meeting so the action is rolled over |
| **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) | 11.5The report details requested are covered in 11.616/01/2019513/03/2019 | The report has incorporated some of the suggested changes, however it is yet to be refined to include additional H&S information from other relevant SMG leads | June 2019 meeting |  |
| **H&S Policy review**  | the current policy review needs to factor the following: 1. A one page H&S policy signed by the MD
2. A detailed code of practice
3. A role matrix clarifying responsibilities and experience required from each role
 | DSO | 6.1313/03/19 |  | June 2019 meeting |  |
| **Building/facilities updates** | The Committee agreed that more detail on the logged PlanOn issues is needed in terms of the H&S risks, and report if any logged issues have any H&S implications | Admin support coordinator  | 8.6 13/03/19 |  | June 2019 meeting |  |
| **Bars and Catering H&S** | MM to follow up with AF offline to recommended the actions suggested by the committee, such as having a basic risk assessment for the daily use of Bar staff and putting control measures in place for these risks | Bars and Catering manager  | 10.813/03/19 |  | June 2019 meeting |  |

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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 | 12.220/06/2018 | 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) | 12.320/06/2018 | 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) | 6.114/11/2018 |  | 16/01/2019 | Completed  |
| **CSPs audit list** | Committee asked that CSPs present in the meeting their health and safety plans. | DPCS (James) | 8.114/11/2018 | 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, 9.614/11/2018 |  | 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, 11.814/11/2018 | Iain to liase with Sean Fanning.The Union needs to ensure that they keep a log of who received the training. |  | Completed  |
| **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) | 11.214/11/2017 | This has now been factored into the new H&S Policy/code of practice | 05/06/2019 | This has now been factored into the new H&S Policy/code of practice |
| **Online H&S training for students** | Currently only quizzes. Can we upload videos to be more interactive? | DPFS, Head of Finance & Resources (Malcom Martin) | 7.820/06/2018 | SJ sent the safety videos to Malcolm, Link to videos has been shared with the whole group | March 2019 meeting | Completed  |
| **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 | This has been factored into the new Policy/code of practice discussionsMembership 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. | March 2019 meeting | This has been factored into the new Policy/code of practice discussions |
| **SALUS Report Comparison** | Comparison between this year and last year’s number of reports to be shown. | Head of Finance & Resources (Malcom Martin) | 1314/11/2018513/03/2019 |  | March 2019 meeting | Completed  |
| **Staff Allergies**  | JH to submit staff risk assessment (relating to allergies) report to the Chair of the H&S committee | Events Manager (Jess Harrison) | 8.416/01/2019 |  | March 2019 meeting | Completed  |
| **Events H&S** | 1. Debrief of Freshers Events H&S to be circulated to Committee2. Update on the summer ball H&S Risk assessment  | Events Manager (Jess Harrison) | 14.1114/11/201812.116/01/2019 |  | March 2019 meeting | Completed  |
| **Metric Crowd Control/Access & Flow Issues** | Chair to pick up this discussion with MM and provide feedback to the next meeting | H&S Chair | 14.1214/11/2018 | Issue addressed by having an external queuing system | March 2019 meeting | completed |
| **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 | Completed  |
| **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 occurredThe responsibility of audit action plan points needs to be shared amongst SMG members  | Student experience Manager (Iain Pullar)Chair of H&S | 13.116/01/201913.316/01/2019 |  |  | Completed  |
| **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 | 9.110.116/01/2019513/03/2019 |  | June 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) | 11.416/01/2019513/03/2019 | No progress reported  | March 2019 meeting | JH to organise a meeting with SJ and discuss their sample reportsSJ to share her sample report with the Chair of the Committee  |