GP asks to what extent the mistakes previously made are due to assumptions made about responsibilities in the past

SJ agrees this is likely the cause of issues

MM: broader piece around long term issues. E.g. PMP has gaps and with flooring as example, not a clear view about where the responsibility is – meeting on 10th march to have longer term conversation

GP: at F&R, establishing costs of remedial work but also working out longer term maintenance costs

MM: preliminary discussion with MB, £15000 by Union spent, £60k by College

GP: reiterates being impressed with the College’s reposnse to recent H&S issues in terms of personnelle and finance, but need to be able to plan going ahead (e.g. replacement, training, cap ex) to put figure on what’s needed and develop clarity about what needs to be done and work out who

KC: rebudgeting process – gone through asset list and working out what’s coming towards end of depreciation to establish costs of replacing

FH: asks who would be responsible for establishing the SLA?

MB: we would set the discussions, but decisions would happen at board level

GP: must ensure that we don’t end up in the situation again where assumptins are made about responsilbities which leads to gaps happening

FH: her and TFD working on H&S management tool for CSPs. One part BAU (e.g. equipment costs), then a ‘dynamic’ part for things that come up and who is accountable and responsible for actions. In starting phase,

JR: 11th March, fire wardening training. New standpoint whereby fire training for wardens is now specific for the building in question rather than general for all buildings. Allow wardens to be aware of building and improve on evacuations. Use Teams to have better communication and clarify roles of individuals. Fire wardens can discuss problems with a previous evacuations (e.g. congestion) on teams.

TN: 15 people signed up to fire warden training. Mentions culture of H&S in organisation in Julia Cotton’s report. Concern over problem of not having this, suggestions committee talks about this

GP: engender culture that is everyone’s business

JR: SALUS reports – for everyone and for near misses too

SJ: need infrastructure in place to allow culture change to follow

Item 7:

KC: introduces report – highlights currently safe and compliant, but waiting for return of EHO

GP: asks if there was feeling of too many different people auditing and producing reports

KC: Karl coming in to … - current work gives people ‘armour’. Calls back to November visit of EHO and being given notice. Invited back before reopening to assess paperwork but was declined, believes that theyw ill come back in a month and stand chance to have food hygiene rating increased. Believe that as things currently are, could get 4 rating. Structural changing: working on electrical issues - … . Trying to bring equipment from UDH to 568 – e.g. ovens and new pizza ovens with increased life (needs PMP). Pest control: will be constant battle and will likely need to have pest control in every week otherwise problem will return (currently migrated to East and West Basement). Comments that coackroaches will be around permanently. Rent to Kill giving staff training about how to prevent pest control problems. Have set up matrix about staff training that tracks training needs and gives reminder about staff who need training soon.

Report sumamrises current progress. Maria Grigsby report nearly fully done as mostly around compliance, but not done stuff about fire safety (suggestion of repression system). Thanks college for help so far.

GP: asks if there have been any suggestions made that were unwarranted.

KC: not really, but with compliance paper work there are various opinions about what is needed to be compliant. Root: EHO want to be safe and healthy. Different opinion between Karl and Maria about compliance – but compliant to both.

GP: asks what % of implementation of recommendations has happened.

KC: around 70% for Maria and Carl’s reports. Difficult to say exactly as a lot is a cultural piece. If people go back to old ways of thinking, become less compliant. Once started train, can’t stop. Highlights how herself and JM check paperwork to engender the culture that someone will check.

GP: asks if management tool would be useful.

KC: yes, and reiterates thanks to College and Board for investment in H&S. Management tool would allow PMP to happen to ensure lifetime of equipment. Concern over state of other equipment that hasn’t been maintained e.g. lighting (RAG rated with College), fridges. Slowly need to work out what state everything is in, currently unable to account/prepare for large bits of repair.

TN: mentions that assets aren’t just commercial, and many assets are perceived to be owned by CSPs and lack of knowledge of state of these. Need to scope and map out this.

FH: scope of management tool would assign accountability based on area (CS, SE, SA etc) and based on knowledge.

GP: asks about other reports.

MM: not much to add.

Item 7:

GP: asks about SALUS reports.

MM: presents summary of SALUS incidents for last 12 months and comparison between same quarter this year and last. Highlights downturn on reporting, specifics not currently known.

SJ: comments that the downturn is not unusual as things quiet down after a big campaign is over – need to keep at it. Would have liked t ohave app to be easier to report, but currently this is not helping and only used for cntracters (as no need for college log in). Plan to move to new system and will revisit app.

GP: asks if alignment between report presented and what’s seen at college:

SJ: headings are the same, but admits that the system isn’t ideal for management reports. Working with ICT to improve analystics. Looking to have live risk assessment tool with dashboard.

GP: asks if there needs to be more headings.

SJ: usually capture work related injuries and near misses – latter particularly important to establish how to avoid injuries. Need to question if people are reporting near misses correctly.

GP: if purpose of meeting is to identify trends and strategic work to improve things, would be useful to potentially look at data over larger period of time.

SJ: comments that root casues are missing from the report. Also comments that the report contains ‘lagging indicators’ and need more ‘leading indicators’ such as training etc.

GP: asks if more comments, none given:

Item 8:

MK: presents report. Measures taken over last 12 months, what is ongoing and what needs more work. Most measures have been set up from point of no thaving many measures previously. Implemented risk assessments across shops for manual tasks – covers many potential hazards such as dealing with deliveries of tonnes. Equipment monitoring as well. 3 near misses reported, measures have been taken. Previous retail manager began work on training matrix, automatically highlights training coming up that needs renewing – vast range of training covered.

GP: will be tabulated?

MK: it is. And shared with Marvin Clarke for second set of eyes. Comments that much in retail is quite in house so need second pair of eyes to give detached point of view.

GP: recommendation for alignment with work by KC and FH.

MK: agrees, and comments that a lot of work in place is ‘borrowed’ from other organisations.

AB: asks what numbers in red for ongoing measures means in spreadsheet.

MK: Separate tab on spreadsheet clarifies what these numbers mean. Everything in red is ‘bad’.

GP: asks if things can be in amber.

MK: agreed from beginning to have green and red to indicate ‘done and not done’.

SJ: asks if what is red in spreadsheet is then in more detail elsewhere.

MK: confirms this is the case

GP: comments that knowing that there is more detail elsewhere is reasuurance for the board.

MK: in terms of improvements: looked predominantly at stock room areas as highest chance of injuries. Need to work on trip hazards and create culture of flagging potential hazards within team. Minor issues with work spaces with temperature control and thermometers. Summarises that main thing is to share with CS admin team.

GP: thanks MK for report.

Item 9

TN: paper flags there is a lot of work to do to ‘get control and implement controls’. Haven’t had good infrastructure in place. Three broad areas: current risk and approach. Actions to remedy things. What good looks like. Will work with Carl Bott from this week to support with necessary work around risk management. Will begin by scoping current risks and compare with good practice. Requests from committee feedback and to point out any gaps. Comments that this paper cannot happen in isoltation and things such as SLA, management tools etc need to happen.

TN: mentions high risk activities and calls to caving incident. Two key things: do we have controls? How do we track these? Core activities is one thing, another part is minibuses (two things for Carl to focus on). Ageing fleet and there will likely be work to ensure safe and functioning. Comments that this will likely take long time as a lot to do, and expresses concern that things like the caving incident can still happen in meantime (caving activity paused in interim).

GP: thanks TN for paper, for committee will be valuable to pick up on where there are issues with CSPs that are general organisation wide issues that need to be dealt with at the top and then cascaded down to CSPs.

JR: asks about business continuity aspect.

TN: confirms this concern, e.g. with caving incident the Union wasn’t part of the College’s escalation chain. Identified lack of incident management plan – needs to be aligned with college. Business continuity: not just relevant to CSPs.

GP: comments how things like business continuity is brought to the fore by specific incidents such as with CSPs.

GP: asks for more comments, none given.

Item 9 (Again)

FH: Apologises for late upload of report. Comments that having a safe summer ball is priority. DramSoc produced risk assessments which will be assessed by college. Crowd control. FH will be undertaking necessary training to ensure that the ball is delivered safely.

JR: asks if know about works going on at college that could interrupt ball (e.g. work on lawn and in blackett)

FH: in contact with events to ensure that all on same page. Aware of works going on. Not aware of works in blackett.

JR: free access to college may cease during time and the main entrance could be on PCR. Meeting in college highlighted that works will have many cross affects and these need to be confirmed.

FH: will catch up with JR

GP: for board, tabulation of things that have been considered: costs, measures taken etc.

KC leaves

Item 10

MM: toilet works on east wing. Working with MB for PMP. Maintaining spaces and the effect this has on activities (the disruption from works). Weekly ongoing maintenance schedule with SPIE – ongoing process.

MB: adds that College applies standardised approach on maintanence across all buildings in college. Comments that if need more flexible approach to meet e.g. commercial needs, there would be more charges.

AOB

GP: asks for AOB

FH: have questions on minutes

GP: park, asks if other AOB first.

AB: asks about progress on H&S policy

MM: comments that after draft policy tabled, was paused at last H&S committee meeting in November.

GP: comments that uncomfortable not having policy but MM was correct about previous decision. Commented that audit results needed first, must be done as priority.

SJ: can have/need short policy statement (1 page) before having detailed document.

GP: asks if MM can take that forward.

MM: if

SJ: still need detailed document that will go hand in hand with management tool.

GP: asks if this means summarised version of policy with detail elsewhere.

SJ: statement of intent (mentions example of provost’s) and the details are elsewhere to cross reference.

GP: asks if it’s mainly about expressing nicities.

SJ: comments that it will mainly be personal thing from trustees/management.

TFD: statement of intenet will help bring everything together – all the things that currently happen in silo. Culture of people bringing together

GP: thanks board for having discussions that are forward thinking at the meeting today. Takes decision to not revisit the minutes of the previous meeting but welcomes question from FH.

FH: had question about H&S policy. Other question was about spaces and making sure fit for purpose. Had discussions with MM about space usage – **asks for timeline from MM about this.**

GP: thanks board for participation. Comments there will be a meeting in due course.