

FITZWILLIAM HEALTH & SAFETY COMMITTEE

Draft Minutes of a meeting of the Health & Safety Committee held at 1.30pm on Wednesday 28th October in the William Thatcher Room

Present - Fellow Health & Safety Officer (in the Chair), Domestic Bursar, Deputy Head Porter, Bursar, Head Gardener, MCR Welfare and Equality Officer, HR Officer, Front of house Supervisor, Accountant, Head of Tutorial Office, Senior Tutor, JCR vice president and Secretary to the Domestic Bursar (Minute secretary).

2015.33 Apologies

Acting IT Manager, Nurse, MCR president, Groundsman, Acting Maintenance Manager, Head Porter and Librarian.

2015.34 Unconfirmed minutes of meeting held on 13th May 2015

The unconfirmed minutes were confirmed and signed.

2015.35 Matters arising

i. Ecclesiastical Survey

Use of premises by others – The Domestic Bursar had circulated a copy of our contract and there were no questions from the committee.

ii. Accident Reports

The Domestic Bursar had circulated a paper that clarifies the difference between an accident and an incident; there were no comments from the meeting.

iii. Lift/refuge safety/phones

In the absence of the IT Manager the Domestic Bursar advised he would clarify with the IT Manager if the lift in the Auditorium had the phone link installed.

Action: Domestic Bursar

iv. Cycle Safety

The Domestic Bursar advised there had been no progress on Storeys Way; he was asked to look at this matter and move forward with getting traffic safety advice.

The JCR vice president advised that cycle training had been arranged for the Fresher's this year by Outspoken Training. Sixty students attended and the training was very successful, the cost had been £342. The Senior Tutor thanked the JCR Vice President for organising this.

The Domestic Bursar advised that we were awaiting planning permission for the drop kerb at Huntingdon Road entrance. This work would be completed by early spring and would provide safe entrance/exit for cyclists separate from vehicle access. The revised plans for this would be circulated with the minutes.

Action: Domestic Bursar

v. Asbestos Policy

The Domestic Bursar advised that there were minor changes that needed to be made to the draft policy and agreed to circulate the document with the minutes. The Bursar asked for the section 'Site Management' to be reconsidered regarding the responsibility of the Governing Body. It should reflect that the Governing Body delegates responsibility to the H&S Committee. The meeting agreed to look at this at the next meeting. The Bursar raised the matter of where this policy would be visible and it was agreed on MyFitz until the College Committee had met to decide.

Action: Domestic Bursar

vi. Fire Safety Log

The Head Porter had not yet met with the Bursar to discuss the individual incidences from the last committee meeting so there was nothing to further to report.

Action: Head Porter

vii. Accident Reports

There is concern over children and visitors running in College grounds, particularly on grass areas, the Domestic Bursar would check all appropriate signage was in place.

Action: Domestic Bursar

2015.36 **Health and Safety Risk template 3 update**

The Domestic Bursar reported that the changes had been implemented from the last meeting on the template. The traffic light system would be implemented for review at the next H&S Committee meeting.

The new Maintenance Manager would ensure the new CDM regulations are implemented on future projects. The Domestic Bursar circulated a document which outlined the main changes in the regulations and this will also be circulated with the minutes from this meeting. The Bursar advised that the Risk template was with our auditors and that we should number our editions to ensure we are tracking changes. In the absence of the Head Porter it was agreed to ask for a report from him to circulate with the minutes concerning the Fire Safety Management.

Action: Domestic Bursar

2015.37 **Business Continuity Planning**

The Business Continuity Plan had been circulated along with the action plan; the Domestic Bursar will ask all Heads of Departments to review the areas that applied and send in responses. The Bursar advised the next step was to have a cross college workshop.

The committee agreed there should be a Gold Team that would form a response team; this should include the Bursar, Domestic Bursar, Senior Tutor, Head Porter, Head of Communication and a secretary; others would be included dependant on the situation. This team should report to the H&S Committee at every meeting. The annual report from H&S would then inform College Committee and Governing Body. The Gold Team would need to keep a hard copy of the document away from the College site. The Bursar welcomed any comments on the Plan as it was still a draft document. The Senior Tutor wanted clarification on Escalation as the criteria needed clearer guidance.

Action Bursar and Domestic Bursar

2015.38 **JMA Report**

The JCR Vice President raised concerns over thefts that had taken place on the College site and asked if it would be possible to email students to remind them to be vigilant. Students had raised concern that Wychfield Lane is dark for cyclists, this will be looked at by the Lighting Party and reported back at the next meeting. The Domestic Bursar did inform the meeting that a new gate with secure access had been built for students to enter college via the fellows cycle park which improved safety.

The MCR president had no further issues.

2015.39 **Sports Ground**

The Groundsman had sent apologies to the meeting. In future the Domestic Bursar requested if the Groundsman was unable to attend that a written report be circulated.

2015.40 H&S Audit

The Chair complimented all members on the audit and expressed his thanks. The report had been circulated. The Domestic Bursar advised there were four main action points from the audit.

- a) Review the relationship between the H&S committee and the Governing Body.

The Chair agreed to write a paper that would be brought to this committee and then to the College Committee. The Bursar suggested that the auditors be included in this process.

- b) Improving the uniformity on approach to Induction Training across College Departments.

The HR officer advised that a standard check list is used across all college departments. H&S risk assessments are kept specific to each department within the department; we should consider including as part of Induction a signature to show individual have seen risk assessments. The Domestic Bursar explained that there is some variation across college on the H&S statement included in job descriptions and he is looking to address this. The Bursar mentioned that H&S was covered in everyone's yearly appraisal and that we should inform the auditors of this process. The Chair agreed to action.

The Senior Tutor raised concern over academic staff and this process. It was agreed that the Chair would ask the auditors for advice and that a working party including the Senior Tutor, Bursar and Domestic Bursar should meet to discuss this further.

- c) Legislative guidance.

The auditors suggested that we might task someone to keep the H&S Committee updated on legislative matters. The Bursar advised that this is already completed through the Bursars sub-committee and their reports were reviewed by this committee.

- d) Identify those at high risk from manual handling injury and provide appropriate training.

The Domestic Bursar agreed to flag this with Heads of Departments for action; he also informed the meeting that the Housekeeping Department had an employee qualified to provide this training.

The Chair also requested that we include Asbestos as an agenda item at every H&S committee meeting. The Chair asked if there were any H&S issues at the Ball, the Domestic Bursar will look into this and send details of any incidents to the committee.

Action: Domestic Bursar, Bursar, Senior Tutor and Chair

2015.41 Fire Safety Log

Fire Alarms May – October 2015. A report had been circulated.

20 Fire Alarms activated, this is an increase of 9 in the period last year, but a decrease from the previous 6 months.

Cooking 4

Shower Steam 7

Detector heads 6

Deodorant 1

Dust 2

The Deputy Head Porter reported that new less sensitive detector heads for steam had been fitted in Wilson Court and Cam alarms were servicing detector heads week commencing the 12th October. Gatehouse Court fire doors have auto closing devices installed and the Hall will follow.

Good progress had been made on Fire Risk Assessments on College grounds.

A test evacuation has been completed and all evacuated successfully at the beginning of term. All outside properties alarms were tested successfully on 4th November.

The Deputy Head Porter asked why the Maintenance department door was dead locked during the night and raised concern that the Porters can only access via Wychfield Lane. The Domestic Bursar will investigate this.

The Bursar raised concern that during a recent fire alarm, whilst the alarm was still sounding and after the alarm stopped before any advice had been given that the building was safe, some people were re-entering the buildings. The Deputy Head Porter explained that there were limited Porters on duty and some support from MCR/JCR would be helpful. It was agreed that suggestions be brought to the next meeting on how this could work and that the Head Porter be consulted.

Action: Head Porter and Domestic Bursar

2015.42 **Accident Reports**

The Domestic Bursar reported that there had been no RIDDOR reportable accidents and that there had been 7 reported accidents.

The Bursar requested that names be removed from this report and that the new report be loaded on Moodle.

Action: Domestic Bursar

2015.43 **RIDDOR**

The Domestic Bursar clarified that it is his responsibility to report any RIDDOR accidents and that some guidance was required by Heads of Departments. This item needs to return to the next meeting.

Action: Domestic Bursar

2015.44 **Annual Report**

The Chair had circulated this for information to the Committee.

2015.45 **A.O.B**

The JCR Vice President raised the question about fire evacuation signage which the Domestic Bursar advised had been ordered from Cromwell and we were awaiting delivery.

The Head of Tutorial Office advised that some students with medical conditions were not informing the college or wearing ID, this can cause confusion in the event of an incident. The JCR and MCR Presidents will remind students of the necessity to advise Porters and visit the College nurse.

2015.46 **Dates for Next Meetings**

The next H&S Committee meetings will be at 1.30pm in the William Thatcher Room on Wednesdays as follows:

10th February 2016

11th May 2016