REGISTRY SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON 2 APRIL 2014

Present: Jon Pink (Chair), Nicholle Mackenzie (note taker), Sue Prout, Louise Turner, Shirley Prosser, Damien Bitaud, Jessica Sutherland, Hayley Snoding, Bernard Angus, Jayne Bloodworth, Caroline Montgomery and Tim Hawkins


2. MINUTES OF THE MEETING HELD ON 6 JUNE 2013

The Minutes of the meeting held on 10 April 2014 were confirmed.

Matters arising:

a) Sue Prout confirmed that Rob Goldsmith would take the first aid course if required but NEM clarified that there were enough first aiders for the Registry at the moment.

b) BA confirmed that there was no evacuation chair located in the Registry and Campus Watch carried one in their van if it was required.

c) The steel wall cupboards in the downstairs kitchen had been removed as discussed in the last meeting. JP proposed that the steel wall cupboards in the kitchen upstairs (Room 112) were also removed.

ACTION: NEM

d) BA confirmed that there was a sufficient amount of male and female toilets for the amount of staff in the Registry.

e) A new hand dryer had been installed in the toilets in the new Registry. There was concern that the upstairs and downstairs hand dryers in the new Registry toilets were not warm enough and water was being dripped on the floor. Estates should be contacted to enquire when they will be serviced/replaced.

ACTION: NEM

f) LT reported that the quote for the new panic button to be installed for EMS in the Registry had been received at £784. JP confirmed that he had been allocated £2000 for Registry costs and therefore this should be paid for from this. NEM to inform LT of the cost code so that the panic buttons can be ordered.

ACTION: NEM and LT
g) NEM reported that Campus Watch had been contacted regarding the cameras in the Registry reception and the income Office. They confirmed that there are 3 cameras in the Registry which were monitored and the recordings are kept for 28 days.

h) SP reported that the company that installs the blinds for the Registry had been contacted regarding the blinds that were not working. The quote was for £4000 and a cost code was required before instructing the work to go ahead. JP advised that Estates should pay for this from the maintenance budget.

**ACTION: LT to email Estates and copy in BA.**

i) The carpet in the new Registry that was not fitted properly has now been fixed.

4. **CHAIR’S COMMUNICATIONS**

The Chair reported:

a) JP reported that Estates had confirmed that there is a programme to replace hand dryers across campus to more efficient and effective type and that the Registry Extension does form part of that program. They have started in the worst areas where roller towels were still in use and moving onto areas that just have paper towels. It is hoped that all areas will eventually be upgraded to the new type.

b) The Registry First Aiders list has been updated around the Registry and it highlighted that 2 staff need to attend the training to renew their certificates in April. NEM would contact the 2 members of staff concerned to remind them.

**ACTION: NEM**

5. **COMMUNICATIONS FROM THE SAFETY, HEALTH AND ENVIRONMENT UNIT**

a) BA reported that a new Health and Audit System was being introduced that had been developed at the University. It incorporates questions covering accidents, DSE Assessments etc. The first pilot was sent to KBS 2-3 weeks ago and Biosciences would be doing the 2nd pilot this week. When the pilots are complete they will meet and look at the reports and adjust if necessary. This would be reported in the annual reports.

b) BA updated the group on first aid matters, highlighting that there were new emergency notices online with instructions on what to do:


   **ACTION: ALL TO READ FIRST AID POLICY**

c) BA advised the group that there was a simple form on the website for Risk Assessments with 5 steps. If additional advice was required, Ray Allard runs a half day sessions on Basic Risk Assessment which also covers going abroad.
6. MEMBERS’ ITEMS

It was noted that the recent email that was sent out with the link regarding DSE Assessments was not working. BA would report this to Brenda Brunsdon in the SHE Unit.

ACTION: BA

The group requested that hand sanitizers were installed around the Registry and BA agreed he would speak with Occupation Health regarding this matter.

ACTION: BA

CM reported that 6 staff in HR had reported skin irritations on their arms and faces. Estates had confirmed that the hand cleaning products had been changed but were hypoallergenic and no other cleaning products had been changed.

It was noted that Don Bowman (H&S rep from Darwin) would no longer be attending the meeting but Tim Hawkins (Insurance Office) would stand in as the representative from Darwin.

7. DATES OF MEETINGS IN 2013/2014

The dates of the meetings for 2013/2014 are:

25 June 2014 11:30-13:00 Registry Meeting Room

8. ANY OTHER BUSINESS

There being no other items of business, the meeting was closed at 11.15 am

JP/NEM
11.04.14