THE UNIVERSITY OF KENT

REGISTRY SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON 3 DECEMBER 2013

Present: Jon Pink (Chair), Nicholle Mackenzie (note taker), Sue Prout, Louise Turner, Shirley Prosser, Damien Bitaud, Jessica Sutherland, Hayley Snoding, Bernard Angus,

1. Apologies: Don Bowman, Jayne Bloodworth, Caroline Montgomery and Alice Heggie.

2. Terms of reference and membership
The Chair confirmed that the Deanery would now be part of the Marlowe building Health and Safety Committee, Student Services and Careers would be part of Keynes and KIE would have their own committee. The Finance department located in Darwin and the Development Office located within the portacabin would remain under the Registry for Health and Safety purposes.

3. MINUTES OF THE MEETING HELD ON 6 JUNE 2013

The Minutes of the meeting held on 6 June 2013 were confirmed.

Matters arising:

a) Rob Goldsmith has now changed departments within the Registry but Sue Prout would confirm if he would still undertake the First Aid at Work course. **ACTION: Sue Prout**

b) The “out-of-hours door” to the Registry has now been repaired.

c) Shirley Prosser reported that the improvements to the Registry extension kitchen had now been completed.

d) The fire drill had taken place as planned and the next one would include use of the evacuation chair as well as blocking some fire exits. BA agreed to look into the location of the evacuation chair in the Registry. **ACTION: BA**

e) The chair advised the group that the report on the Department Safety, Health and Environmental Management prepared by the SHE Unit had been circulated and the same process would happen next year.

f) It was noted that the Health and Safety Policy was being amended to reflect the changes of the new membership.
4. CHAIR’S COMMUNICATIONS

The Chair reported:

a) It was highlighted about the importance of the annual risk assessments and BA agreed to relay to the group at the next meeting how these are to be carried out. **ACTION: BA and NEM to ensure this item is on the next agenda.**

b) It was reported that if a PEEP was required to contact the Academic Division to arrange with the SHE Unit as Andrew Briggs would carry these out.

c) The kitchen cleanliness was discussed amongst the group and it was reported that the steel cupboard in the downstairs kitchen was not clean. It was proposed that as the cupboard was not required it could be removed, therefore NEM would obtain a quote from Estates to carry this out. **ACTION: NEM**

d) A person had been appointed for each of the Registry departments to carry out the Local Health and Safety inductions. It was agreed that the form that was completed for the inductions could be ticked for each item and signed at the bottom of the page rather than signing each item.

e) The list of those responsible for fire marshalling duties had been updated.

f) The male/ female toilet ratio was discussed reporting that there were currently 239 females and 83 males with 13 female toilets and 9 male toilets. **BA would check if this is sufficient.** **ACTION:BA**

g) The use of electric heaters is banned on campus as it affects the heating sensors and this should be reiterated to staff. It was reported that it had been cold in the new part of the registry and LT would report this to estates. **ACTION: LT**

h) A new hand-dryer would be installed in the toilets opposite G9.

i) It was reported that the hand dryer in the toilets in the new Registry wasn’t sufficient and causing the floor and walls to become wet. **BA would look in to having a new hand-dryer installed.** **ACTION:BA**

5. COMMUNICATIONS FROM THE SAFETY, HEALTH AND ENVIRONMENT UNIT

BA reported that the annual Health and Safety report had been issued recently and the number of accidents had been reduced.

The pilot scheme for DSE assessments online was being launched with Estates and Kent Hospitality and it would be rolled out over the next year to the rest of the departments. DSE assessors would therefore not be required to carry out assessments for staff but would act as an advisor if staff experience problems.
The induction package on the SHE website has a lot of information for new staff, it was advised for all of the committee to read.
ACTION: All

6. MEMBERS’ ITEMS

LT reported that the light/alarm for the panic button on reception was required for upstairs in the new part of the Registry. An estimate had been received and LT agreed to forward to BA.
ACTION: BA

It was noted that the carpet in the new part of the Registry was not re-fitted properly after the move and therefore had become a hazard. LT to contact Estates to fix the carpet.
ACTION: LT

The open access to the Registry was discussed amongst the group and the safety of members of staff with the consideration for panic alarms for some staff within the Registry to be considered. The question was raised whether the video camera in the Registry reception areas records and is monitored by Campus Watch?
ACTION: NEM to contact Campus Watch
ACTION: Secretary to include panic alarm discussion on next meeting agenda

SP reported that the blinds in the new Registry were not adequate and causing a DSE problem. LT had received a quote for new blinds which would be forwarded to BA to pursue with Estates to approve for payment.
ACTION: LT and BA

7. DATES OF MEETINGS IN 2013/2014

The dates of the meetings for 2013/2014 are:

25 March 2014  10:30-12:00 Registry Meeting Room
19 June 2014   10:30-12:00 Registry Meeting Room

8. ANY OTHER BUSINESS

There being no other items of business, the meeting was closed at 11.40am

JP/NEM
11.12.13