THE UNIVERSITY OF KENT

REGISTRY SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON 25 June 2014

Present: Jon Pink (Chair), Jane Glass (note taker), Sue Prout (SCP), Louise Turner, Shirley Prosser (SAP), Jessica Sutherland, Hayley Snoding, Jim Bloor, George Williams, Emma French, Alice Heggie, Jill Anderson and Tim Hawkins

1. Apologies: Bernard Angus, Caroline Montgomery

The Chair welcomed new members to the committee and gave a brief overview of the general content and frequency of the meetings.

2. MINUTES OF THE MEETING HELD ON 2 APRIL 2014

The Minutes of the meeting held on 2 April 2014 were confirmed.

Matters arising:

c) The steel cupboards in the upstairs kitchen (room 112) have now been removed.

e) The Estates Department are still looking into the issue of the hand dryers in the new registry not being warm enough and dripping water on to the floor. Alex Watson, Senior Building Services Engineer, is on leave and staff in the Estates Department are waiting for his return to chase up on this matter. JP’s staff will continue to chase up on this.

ACTION: JG

f) LT confirmed that the new panic button had been installed in EMS.

h) SAP confirmed that the blinds in EMS were now in working order but light still remained an issue. SAP is monitoring the situation and LT is looking into the possibility of reflective film being applied to the windows.

Matters arising (Chair’s Communications)

b) One member of staff had attended the training to renew their First Aid certificate and the second member of staff has booked to attend the training in October. The Registry first aiders lists in the Registry have been updated to reflect these changes.
Matters arsing (Member's items)

The new Health and Audit System is gradually being introduced to staff but as the roll out to staff had been delayed at the outset, JB advised the Committee that staff should continue using the old system until the new system was available to all staff.

The Chair advised the Committee that it was not compulsory for hand sanitisers to be made available so it was up to the Registry if we wanted to have them installed. This raised the question of where they should be installed or whether bottles should be available on desks. The Chair agreed to take up the matter again with Caroline Montgomery.

**ACTION: JG**

3. Chair’s Communications

   i. **Annual Section H & S returns** Departments will shortly be receiving the annual return which must be completed and returned as soon as possible. Any queries regarding the completion of the return should be referred to academicdivision@kent.ac.uk

   ii. **Revised Membership** Some Departments have moved from the Registry so members of the Registry Committee should switch membership to the H & S committee of the building in which they now work. The exception to this is the Finance section which was in the Registry but has moved to Darwin. JA asked to be notified of the H&S coordinator for Rutherford.

   **ACTION: JG**

   iii. **First Aid Boxes** Staff should contact the Academic Registrar’s office academicdivision@kent.ac.uk if they are running low on any items in their First Aid boxes so additional supplies can be provided

   iv. **Food Waste** Members should remind staff not to dispose food waste in the kitchen sinks. The Registry will purchase food waste boxes if required but any bin will have to be taken home to be emptied/used for compost as there are no facilities in the Registry for food boxes to be emptied.

   v. **Moving furniture** Remind staff not to move furniture. The Estates Department must be contacted if it is necessary for any furniture to be moved.

4. Communications from the Safety, Health and Environment Unit

   The Unit have commenced Health and Safety audits across the University and the Registry is scheduled high on the list. The audits in the Registry will be carried out at a time which is convenient to each department will take about a week to complete. The audit will include staff activities e.g taking breaks from the screen and will not just focus on the health and safety of the building. Department heads and some Health and Safety representatives may be
interviewed and checks will be made to ensure that procedures are being carried out properly.

5. Members' Items

TH raised the issue of students smoking outside the front entrance of Darwin as the cigarette smoke is causing a problem to the administrative staff in the Purchasing office. Whilst the area in which the students smoke is beyond the area that smoking is prohibited, the smoke still penetrates through the open windows and is an irritating concern for the staff in the Purchasing office. JB commented that staff in Keynes experienced a similar problem so new signage had been introduced across the pavements which although not attractive, it does seem to be effective. TH agreed that he would investigate the possibility for similar signage outside Darwin.

The Chair reminded members that during week commencing 20 July, the electrical wiring in the Registry is due to be checked. Whilst most work will be undertaken outside normal working hours, access to electrical points in offices will be needed. Staff will need to identify the location of all electrical sockets in preparation for the testing and will need to contact Estates if any furniture needs to be moved to gain access to any electrical points which are located behind or underneath furniture. Staff must be prepared for some disruption during the testing period and if they have any concerns they should contact Tim Dickson, Deputy Maintenance Manager, T.C.Dickson@kent.ac.uk who is coordinating the testing schedule.

6. Dates of meetings in 2014/15

The meetings for 2014/2015 have been arranged for:

- 20 November 2014   11.00 – 12.30 Registry Meeting Room
- 24 March 2015      11.00 – 12.30 Registry Meeting Room
- 10 June 2015       11.00 – 12.30 Registry Meeting Room

7. Any Other Business

There being no other items of business, the meeting closed at 12.30 pm

JP/JG
25.6.14