Health and Safety Meeting  
Monday 7th December

Present: Caroline Montgomery (Chair), Bernard Angus (BA), Emma French (EF), Tim Hawkins (TH), Sue Prout (SP), Jess Sutherland (JS), Hayley Snoding (HS), Louise Turner (LT), Charlotte Ransom (CR) – Note taker

1. Apologies for absence

Shirley Prosser, Jon Pink, Damien Bitaud

2. Terms of reference and membership.

Terms of reference and membership were noted with no comments.

3. Minutes of the previous meeting

- Action: 2.2 – Completed and all hand sanitisers have been installed.
- Action 2.4 – Minutes uploaded to the website
- Action 2.7 – Confirmation that a quote was obtained and past to JP. Action: Jon asked to provide a further update on this at the next meeting.
- Action: 3.2 – The water boiler was repaired.
- Action 4.5 – ICASS. BA asked if the minutes could be changed to say that although an upgrade of ICASS is due even once this has been completed you will only be able to view ICASS using Internet Explorer. Action: CR to amend the minutes from the last meeting. CM confirmed that if all of the reports are going to the Academic Registrar’s Office then that part of the departmental annual report should be left blank so that it can be completed by the Academic Registrars Office.

4. Chairs Communications

4.1 The worn matting area in the entrance to the Registry post room has been replaced.

4.2 Registry Fire Drill carried out on 12 August 2015. The follow up report from the Fire Safety & Environment Officer, Andrew Briggs, stated that this was another very smooth, efficient and well-coordinated drill and thanked everyone involved in this. One of the recommendations made in the follow-up report included provision of hi-vis jackets for Fire Marshalls which have now been ordered and distributed.

4.3 PEEPS: The annual email reminder to staff about Personal Emergency Evacuation Plans was issued on the 12 August, detailing how to request this via the Safety, Health & Environment Unit.

4.4 Serious incident 23 September – JP to give a verbal report and ask for feedback. Signing in books now placed at both Registry receptions – contractors to be asked to sign in when working in the Registry or on the roof of the building in case evacuation of the building is required.

LT confirmed that they felt it would not always be possible to get the contractors from Estates to use the signing in book that has been placed on the reception desks. Sometimes they are very busy, some contractors come in before office hours and some come through Estates and do not even come to the reception desks. They would like to feedback that the only way they felt this would be possible, was for the doors by both receptions should be locked and accessed only be card.
A number of the group also wanted it noted that the evacuation message was very mixed and inconsistent. Many staff left without their belongings, as per the evacuation instructions, which caused problems due to the situation going on so long and then people being sent home but didn’t have handbags / car keys / coats and in some cases, medication. CM indicated that she now suggests staff take their belongings with them when evacuating, if they can be quickly acquired and that anyone carrying essential medication has a ‘mini PEEP’ to make sure that they or a colleague knows where the medication is and takes it with them when evacuating. Action: Could this advice be shared across other areas for future evacuations?

CM confirmed that there were a number of other evacuations last week and although staff looked better prepared and more staff were on hand with their hi-vis jackets it was felt that those staff on the front line did not have a lot of information.

**Action:** CR to forward for comments to JP and JP to provide a report at the next meeting regarding the incident.

4.5 **Fire Marshall** for Finance Staff based in the Darwin Offices – one additional Fire Marshall required – no response to emails. Tim Hawkins confirmed that he would be willing to be the fire marshal for the finance staff based in Darwin. BA to check who are the current fire marshals in Darwin and Rutherford and feedback to the group.

5. **Communications from the Safety, Health and Environment Unit**

BA advised that he had met with EG and Heads of Departments to advise that the law had recently changed meaning that individuals can now be found culpable for Health and Safety breaches as well as The University being corporately responsible. The size of the fines have also drastically increased and the number of companies being prosecuted are increasing.

The annual report has just been passed by the council without comments.

Training has increased over the last year to nearly 1000 members of staff. The Unit is also training people from Christchurch University, Kent Union as well as external companies.

Occupational Health are quite busy at the moment.

6. **Member’s items.**

JS raised the issue of big gaps in between the paving stones in the central registry courtyard. A colleague caught her shoe in one of the gaps and stumbled although she stopped herself from falling. CR: to email the Estates Helpdesk to raise a ticket for this to be investigated.

SP raised concerns that a colleague within the Registry left their two children unattended in their office for a period of time. She did speak to the children and they did not seem to know when their parent would be back. SP was concerned that children should not be left alone on campus and wondered if the policy could be recirculated to staff. Action: BA confirmed that University Policy was very clear and children should be not left alone any time whilst on campus and agreed to re-send the policy to staff regarding this.

CR raised concerns regarding the smell that comes from the visitor toilets on the ground floor of the registry in between Finance and Visa compliance. The offices in the area are no
longer able to work with their doors open as the smell is offensive and overwhelming on some days. CR confirmed that a ticket had been raised and someone from Estates had come to have a look at it. BA asked to be kept informed of the progress.

CM raised a query as to who should be contacted about accessing toilet facilities in Keynes before office hours. A member of staff was working early and all the toilets in Keynes were locked. It was agreed that it would need to be the Keynes Housekeeper or Hospitality that would need to be contacted to ask for the facilities to be opened early.

7. **AOB**

No other business raised.

8. **Date of next meeting**

13th April 2016
10:30-12:00
Registry Meeting Room