Registry Health and Safety Committee Meeting
Thursday 9 June 2016

Present: Caroline Montgomery (CM) (Chair), Bernard Angus (BA), Louise Turner (LT), Shirley Prosser (SP), George Williams (GW), Damien Bitaud (DB), Hayley Snoding (HS), Emma French (EF), Barbara Duce (BD), Jess Sutherland (JS), Tim Hawkins (TH) and Sue Prout (SP). Karen Bee (KB) – Note taker

The Chair welcomed a new member to the Committee, Barbara Duce. The Chair explained BD will be representing International Partnerships and HS is now representing International Recruitment. These two new departments have been created from the division of the International Development Office.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Jon Pink (JP).

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13 April 2016 were agreed.

Matters Arising

4.1 SafeZone App: RA provided an update following the meeting to JP. Michelle Dawson is the lead person on this from within the SHE team but the system is formally owned and maintained by Estates Security. Location wise, if the app is switched on, it is only Campus Security who will see the user’s location. Key point to note: if the emergency button is used on campus, it is Campus Security who will be alerted; off campus and overseas, it will be the local emergency service who will receive the alert. A specific website has been created providing more information about the app including FAQs, https://www.kent.ac.uk/safezone/. CM suggested the link could be circulated by members to staff in their sections for information. BA advised the app would be formally launched in September 2016. The app is set to cover certain areas on the campuses; TH advised these areas can be increased by contacting Stephen Woollcott, Security Manager.

4.4 CM provided details of the HR mini-PEEP and medications policy which was circulated to members by the Academic Registrar’s Office to discuss with their line managers to see whether something similar should be created for their own departments.

4.5 The Academic Registrar’s Office has been in contact with Tim Hawkins setting out his responsibilities as a Fire Marshall. RA reported the SHE unit were unable to provide a comprehensive list of Fire Marshalls located in Darwin/Rutherford. The Academic Registrar’s office contacted Stephen Burke who chairs the Safety Committee for the colleges to see if he can provide this list – response awaited (chased 13/4 and 18/5). BA agreed to speak to Andrew Briggs, Fire Safety and Environment Adviser, to see whether a list can be acquired. ACTION: BA

5. (i) The Academic Registrar’s Office sent a follow-up email to Estates regarding the flagstones in the courtyard. An outside contractor attended the site on 14.04.16 to repair the uneven sections.
The Academic Registrar’s Office issued an email on 13.4.16 containing a link to the policy which could be found on the SHE website at https://www.kent.ac.uk/safety/hs/pages/children/Children_in_Workplace_CWPo1001_Nov2014_rev.pdf.

3. CHAIRS COMMUNICATIONS

(i) Review of the Registry Extension Accommodation

CM provided an update to the group on the review. The Registry extension has now reached capacity and currently holds over 100 desks with, at times, not enough desks for staff working in the building.

There are no simple solutions as without a radical review of how we use the space we cannot fit in more than 4 additional desks.

JP has been working with Helen Holland, Head of Space Management in Estates, on a project to review the use of accommodation and the working practices in the Registry extension, and then produce a set of recommendations for changing the space and working practices.

The company Bilfinger were commissioned to do a report which involved observations over 2 separate weeks and a survey of staff. There was also consultation with staff from Estates and Information Services. The report previously circulated to Registry extension staff (and subsequently to members of the Registry Health & Safety Committee) is long and contains slides which give a lot of detail. However the first few slides provide a good overview.

The timescale for implementation is dependent on other projects, in particular space needs to be found for staff in the Registry extension whilst the work is carried out; the location for this is the Rutherford Annex which can only be vacated when the new KBS/SMSAS building is complete.

LT confirmed input from staff in affected departments has been requested by Department Heads, ahead of the main implementation; this includes a review of existing storage practices, working habits etc. which could provide a temporary solution to the space issue.

(ii) Annual Report on Departmental Safety, Health and Environmental Management

CM reminded committee members that the Safety, Health & Environment Unit will soon be preparing their Annual Report on Departmental Safety, Health and Environmental Management and as part of this the Academic Registrar’s office will collate information on Registry Health & Safety for inclusion in the report. In July, the Academic Registrar's office will send out the usual annual health and safety monitoring questionnaire form to Registry sections for completion. Responses will then be collated and sent to the SHE Unit. Heads of Sections or their nominated representative are responsible for ensuring this is completed and returned to the Academic Registrar’s office.

4. COMMUNICATIONS FROM THE SAFETY, HEALTH AND ENVIRONMENT UNIT

(i) BA provided an update on the draft policy relating to the use of drones on campus which is scheduled for circulation this week. The policy would cover training, monitoring, maintenance and use of drones on and off campus. Use would be restricted to academic research and teaching. BA advised University regulations would
need to be more stringent than for general use because of insurance requirements. CM questioned whether Campus Security would use drones for surveillance purposes; TH explained that this type of use needed careful consideration due to privacy laws, public liability insurance limits etc. BA advised a number of universities are unable to use drones on their campuses due to their location and proximity to other buildings/populations, however the University of Kent is fortunate to have 300 acres of land to use.

(ii) BA reported an online Fire & Safety Awareness course had been created which new staff could complete whilst waiting for a place on the mandatory training course. SP advised a number of her staff were unable to complete the course until December. CM reported that at some points in the year, HR might recruit 60+ new members of staff, all of whom would require to attend the training course. BA advised the SHE Unit is looking at increasing the number of courses available to reduce the current waiting times. BA clarified the online training was not a replacement for the face-to-face course. CM suggested the online course might prove useful as a refresher course for existing staff and departmental safety coordinators.

5. MEMBERS’ ITEMS

No additional items raised.

6. AOB

No other business raised.

7. DATE OF NEXT MEETING

The dates of meetings for the 2016/2017 academic year will be circulated in due course.