1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 29 June 2016 were agreed with the following clarification requested by RA on behalf of Bernard Angus – Director of Safety, Health & Environment:

Section 4 (i) – Update on draft policy relating to the use of drones on campus:

“On Campus there is virtually nowhere they can be flown except on the farmland at the top of St. Stephen’s Hill on the other side of the mini roundabout; only then under trained supervision and with the farmer’s permission.

In no circumstances are students (under training) or staff allowed to fly drones, unless it has been agreed by the SHE Unit (Jim Bloor or Bernard Angus)”.

Matters Arising from the previous Minutes:

4.5 Fire Marshall List: RA (Safety, Health and Environment Unit), has been in contact with Andrew Briggs, Fire Safety and Environment Adviser who reported that he does not possess a list of Fire Marshalls for the Darwin and Rutherford Buildings.

2. CHAIRS COMMUNICATIONS

(i) Terms of Reference

The Terms of Reference for the University of Kent Registry Safety Committee were reviewed and approved.

(ii) Personal Emergency Evacuation Plans (PEEPs)

JP advised that all new staff should be informed about PEEPs during their Health & Safety Induction. It was noted that it was also the personal responsibility of all new staff members to ensure that a PEEP was in place if one was required.

(iii) Annual Section Returns

New returns are to be issued shortly.
(iv) iCASS Incident

The incident relating to staff locked in E3, Darwin College served as a reminder that all incidents should be reported to the system and highlighted the fact that a lack of testing on work carried out to E3 had contributed to the incident occurring.

(v) Registry Health & Safety Policy

An updated version of the Registry Health & Safety Policy will shortly be uploaded to the Academic Division website to reflect changes in personnel.

(vi) Fire Marshalls

All Fire Marshalls must notify the Office of the Academic Registrar of any office moves in case the section covered by the Marshall is affected.

(vii) Registry Fire Drill - 12 August 2016

A report from Andrew Briggs, Fire Safety and Environment Adviser stated that this had been an exemplary drill in terms of speed, efficiency and co-ordination and JP thanked all concerned.

3. COMMUNICATIONS FROM THE SAFETY, HEALTH AND ENVIRONMENT UNIT

RA reported on the following items:

(i) Bernard Angus has undertaken visits to UoK’s European centres in Paris, Brussels and Rome and is due to visit Athens in May.

(ii) The Health & Safety audit of all departments is underway with 14 already completed. The Estates Department is in the process of being audited currently.

(iii) The Occupational Health team have received additional nurse support and are in the process of screening vocational drivers.

(iv) The University has achieved ISO 14001 accreditation and certification. This is the international environmental management standard.

(v) Risk assessments: RA highlighted the recent case of Northumbria University and the fine of £400,000 it had been ordered to pay for endangering the lives of two students who had participated in its caffeine research trials. The fine had been administered on Health & Safety grounds as the students had been given an incorrect dose of caffeine (a potentially lethal level) which had resulted in admission to intensive care and subsequent long-term kidney damage. RA highlighted the importance of carrying out risk assessments as the level of fines have recently been changed to take into account potential outcome rather than only actual outcome. Fines are now often three times higher than previously. RA is to liaise with TH regarding a caffeine trial run at the Medway campus to ensure that a risk assessment is in place. **ACTION: RA & TH**
4. MEMBERS’ ITEMS

(i) Signage in the Registry building:

JS requested new, appropriate signage for the Vice-Chancellor’s corridor as the recent changes to job titles have meant the old signs are no longer applicable.

CM reported that there was no signage for HR shown downstairs in the Registry building.

JP asked for suggestions regarding the general issue of signage within the building as a whole and the following ideas were raised:

- A general map of the building
- A glass case that can be open and closed when information needs to be changed
- A magnetic metal board

JP suggested that each department put forward what they would like to see in their own area and take responsibility for it. It was also suggested that JP’s office take a look at the signage issue in the building.

**ACTION: JP Office**

(ii) Defibrillators:

CM requested feedback on the location of defibrillators on campus and the necessity for appropriate signage for them as first aiders need to be able to find them quickly in an emergency. JP suggested purchasing one specifically for the Registry. TM suggested buying a number of machines and having a maintenance contract for them. RA reminded the group that any UoK staff that called the emergency services were also required to call Campus Watch immediately afterwards.

**ACTION: JP Office**

(iii) Building security:

CM reported that the Registry had been targeted by a group of thieves in recent months and suggested that the building should have a controlled entry system of some kind that would only allow access to registered users. The group suggested the following items for consideration:

- A card-lock system
- Security on student reception
- Panic buttons

JP agreed to raise the issue with EG for their views and to contact Steve Woollcott – Head of Security- to quote for a reception security system.

**ACTION: JP**

5. AOB

No other business raised.

6. DATE OF NEXT MEETING

The date of the next meeting has been set as Thursday 29 June at 2.00 pm.