Registry Health and Safety Committee Meeting  
Thursday 29 June 2017  
Registry Meeting Room 1: 2.00-3.30 pm

Present: Jon Pink (Chair), Bernard Angus (BA), Caroline Montgomery (CM), Shirley Prosser (SP), Damien Bitaud (DB), Hayley Snoding (HS), Tim Hawkins (TH), Sue Prout (SP), Louise Turner (LT)  
Marina Watt (MW) – Minutes

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6 April 2017 were approved with no amendments.

Matters Arising from the previous Minutes:

3.5 Risk assessment:  
TH & RA to look into whether a risk assessment has been carried out regarding the caffeine trial held at Medway campus. TH reported that no response had been received to date.

4.1 Signage:  
LT raised the subject of signage in the Registry. JP requested signage suggestions from the group. It was reported that Hannah McNorton was still awaiting a response from Estates regarding her previous signage enquiry and would like to know if departments can change the signage themselves or whether Estates need to be involved.  
ACTION: JP Office

4.2 Defibrillator:  
JP reported that following a recent meeting with Jim Bloor (SHE – Safety, Health and Environment Unit) it was decided that a defibrillator should be purchased for the Registry building. The cost was estimated at £1000 and the machine was to be a type that could be used by anyone without any prior training.

Other defibrillators are situated on campus as follows:  
Kent Sports – 2 – one at the Sports Centre and one at the Pavilion  
Campus Security – 2 – one held at the Security office and one carried in the response vehicle.  
ACTION: JP Office

4.3 Building Security:  
JP updated the group on his meeting with Steve Woollcott (SW) – Head of Campus Security. SW is to consider a gated entry system, similar to the system currently in use at the University Library. A proposal will be submitted to EG to ascertain whether or not a gated system is required. LT commented on the timings of the entry system to the Registry and proposed that it was best to have card access to all doors. JP reported that all doors on the first floor of the Registry had the facility to be closed by card. DB noted that access would be needed by students for Financial Aid. JP mentioned that a plan had been proposed approximately four years ago to move the Financial Aid office out of Student Reception but nothing had come of it.  
ACTION: JP/ Mary Hughes* to put paper to EG to ascertain whether a more secure Registry building is required. (* New Academic Registrar from August 2017)
2. CHAIRS COMMUNICATIONS

(i) Defibrillators

Discussed earlier in meeting in Matters Arising. The new defibrillator is to be kept at the Student Reception desk. BA highlighted the fact that the defibrillator will need to be on display and must not be kept under lock and key.

(ii) Registry building security

Item discussed earlier in meeting in Matters Arising.

(iii) Annual Section Returns

JP informed the group that the Annual Registry Departmental Health & Safety returns for 1 August 2016-31 July 2017 were to be issued shortly for completion by all. MW confirmed the issue date as Monday 3 July 2017. Once received, completed returns will be forwarded to the SHE.

ACTION: JP Office

(iv) Registry Extension Fire Escape Stairs

George Williams from Corporate Communications reported the following issue to JP’s office:

A piece of metal edging had fallen from the side of the Registry extension fire escape. The issue was reported to Estates by GW on Friday 23 June. GW re-contacted Estates and it was agreed that the matter would be followed up. GW has subsequently requested that the remaining pieces of metal are checked as he is concerned that if another piece falls becomes dislodged it could cause injury. The section of metal edging was passed to SHE.

It was decided by the group that the best course of action would be to remove the remaining pieces of metal edging and to repaint the areas concerned without replacing the metal edging itself. GW is to be informed of decision and asked to liaise with Estates. ACTION: JP Office

3. COMMUNICATIONS FROM THE SAFETY, HEALTH AND ENVIRONMENT UNIT

BA reported on the following items:

- Building cladding:
  BA is currently working on a review of cladding on UoK buildings and reported that the issue was complicated by the fact that building regulations do not specify any technical requirements for cladding applied below 18 metres in height (the equivalent of four and a half storeys).

  BA reported that the Ingram building had recently been re-clad and confirmed that the cladding was non-combustible and fire resistant. He also informed the group that an email had been sent to the Vice Chancellor identifying the main differences between Grenfell Tower and UoK buildings as follows:
All UoK buildings have up-to-date fire risk assessments, evacuation plans and more than one route by which to escape. There is no policy in place that requires any person to stay inside a building if there is a suspected fire.

- **BA** reported that the HEFCE survey has now been sent to all universities. UoK’s survey will be passed to EG when it has been completed. The deadline is 5 July 2017.

- **BA** confirmed that there are no buildings on campus that require recladding and that this had been confirmed by the Fire Strategy Engineer. **BA** added that UoK has specialist people working on campus in this field. He further confirmed that the type of cladding used on Grenfell Tower in London was categorically not used on campus.

- **Software systems:** **BA** reported that E-Safety (a web-based health and safety software and E-OPAS (a web-based occupational health management software) are to replace the existing systems that deal with incident reporting and occupational health. An order has been placed with Warwick International and implementation is to begin within 6 weeks with IT having already reviewed the safety aspects of the systems.

- **Drones:** **BA** reiterated that drones are not permitted to be flown anywhere on campus and that all sightings should be reported to Campus Security.

4. **MEMBERS’ ITEMS**

   (i) **Disabled amenities:**

   **DB** raised the issue of the spring fixed to the door of the disabled toilet located on the ground floor of the Registry. **BA** agreed that Michelle Dawson (**MD**) (Fire Safety and PEEP Adviser – SHE Unit) would come to review it to ensure that it was not causing a hindrance to disabled users of the facility.

   **ACTION:** **BA/ MD**

   (ii) **Food in kitchens:**

   **CM** raised the issue of food trays from meetings left in the kitchens and not cleared away. It was agreed that in hot weather the unrefrigerated items posed a health hazard and were unhygienic. **JP** suggested that a reminder be sent to all Registry staff to not bring or leave meeting sandwiches in the kitchens but to dispose of them appropriately.

   **ACTION:** **JP Office to issue the following messages:**

   1. **All sandwiches left over from meetings and brought into the kitchen MUST be disposed of into the kitchen bins by the person bringing them. All trays and cutlery are to be washed up and Hospitality contacted to pick them up**

   2. **Any food brought in and left in the fridge must be for that day only. Ingredients and any sauces for preparation are not to be left in the fridge for long periods of time**
5. AOB
   No other business was raised.

6. DATE OF NEXT MEETING

   It was noted that this was the last meeting to be chaired by JP as he would be retiring from the University at the end of July. The group thanked JP for his contribution and it was confirmed that his successor would be Mary Hughes (MPH).

   The date of the next meeting is tbc. All dates for meetings in 2017/18 academic year will be circulated in due course by JP’s office.  

   ACTION: JP Office

JP/MW
28.07.17