THE UNIVERSITY OF KENT

REGISTRY SAFETY COMMITTEE

MINUTES OF THE MEETING held on 20 November 2014

Present: Jon Pink (JP) (Chair), Bernard Angus (BA), Emma French (EF), Caroline Montgomery (CM), Shirley Prosser (SAP), Sue Prout (SCP), Hayley Snoding (HS), Jessica Sutherland (JS), Louise Turner (LT), George Williams (GW), Laura Withers (LW) (note taker).

1. Apologies: Tim Hawkins (TH)

2. Terms of Reference & Membership

Change ‘Darwin college’ reference under Planning & Student Information to ‘Canterbury Innovation Centre’ (to account for the SDS Project Team). LW to check whether CIC has its own H&S policy. There are approximately 6 HR staff located in offices in Rutherford and Eliot and some EMS staff are also based in different buildings. Nonetheless, they are included under Registry Health & Safety.

ACTION: LW

The Terms of Reference were agreed.

3. Minutes of the last meeting

(i) The Minutes of the meeting held on 25 June 2014 were confirmed.

(ii) Matters arising

a) HS reported that more natural light is being let in now to the International Development area of the Registry Extension first floor since the films were removed from the bottom portion of the windows. GW raised concerns on behalf of Corporate Communications staff about the lack of natural light in their area. LT explained that Admissions downstairs were affected differently; they found the situation was improved by the films on the windows.

b) CM explained that HR might receive as many as 60 visitors a day and asked whether hand sanitisers could be installed in the corridors to help prevent the spread of germs. JP agreed that this could benefit the whole of the Registry. BA offered to liaise with Caroline in SHE Unit to take this further.

ACTION: BA

4. Chair’s Communications

(i) Annual Section H&S return/Maintenance of records for audit purposes

The Chair extended his thanks to all who completed and returned their section reports. The Chair reminded all offices are responsible for maintaining appropriate H&S records for audit purposes.
GW queried how we can report on the new online DSE assessments. BA confirmed that his office could access the information on who has completed the Awaken system DSE training and if someone presents a risk Occupational Health will contact them.

JP suggested that staff should print out their final screen of the DSE assessment and return that to their DSE assessor to keep a record and follow up on any issues highlighted. New staff should be told how to do their own DSE assessment as part of their departmental H&S induction. JP’s office to send this new process to all DSE assessors.

**ACTION: LW**

(ii) **Outside storage facility ‗The Shed‘**

Various sections within the Registry use this facility to store a mixture of current and archived material. Departments were in the process of reviewing what was stored there and identifying anything that can be disposed of. JP suggested that any archive material that does not need to be accessed regularly should be moved off-site to make better use of the outside store.

Ray Allard from the SHE Unit was reviewing the facilities and had carried out an initial risk assessment. He advised that staff must arrange for Estates to move any heavy boxes or items stored at height. The stepladders have been removed as they were not fit for purpose. JP suggested that if all items could be temporarily removed, the store could undergo a refit of the shelving. HS noted that this may provide a temporary storage issue for ID and other offices.

The security of the unit was queried, as several people hold a key. JP’s office will arrange for the lock to be changed. JP confirmed that only non-sensitive data should be held in there.

**ACTION: LW**

(iii) **Awaken DSE assessment**

This new self-assessment tool was rolled out by SHE unit in the summer. Each member of staff in the Registry was sent an individual link via email to do the online assessment. Links are only valid for a short time, but Pat Armstrong in the SHE Unit can re-issue links for staff who are new or yet to complete it.

The Chair requested that members remind their sections that every member of staff should complete this online assessment.

Many Registry departments have created their own Staff Induction information and checklists for H&S. JP’s office will look at pulling together Registry H&S information on the Academic Division website.

**ACTION: LW**

5. **Registry Health & Safety Audit**

BA explained that the Registry has been chosen for a ‘light touch’ H&S audit. Jim Bloor and Ray Allard have made some appointments with key people in the Registry to get a snapshot of how each department communicates H&S to their staff.
BA will speak to Jim Bloor to ask him to discuss his plans further with JP’s Office.

**ACTION: BA/JB**

6. **Communications from SHE Unit**

BA reported that Occupational Health were very busy. They were about to roll out more health surveillance for people who drive University vehicles (not applicable for Registry departments). This did not include hire cars for business trips or people driving their own cars on University business.

Pat Armstrong was previously an administrator for the SHE Unit, but she had recently received training to become an Occupational Health Technician. This frees up the OH nurses for more appointments with staff. One of the tasks that Pat Armstrong can do now is provide advice for staff whose DSE assessments highlight H&S issues.

The SHE Unit Annual Report will be submitted to Council at the end of November.

7. **Members Items**

a) CM queried whether The Registry should have an escape plan/map at the main entrances mainly for the purpose of new or visiting colleagues. BA explained that this was not a requirement for H&S purposes and would be very costly. Nonetheless, BA offered to ask Andrew Briggs if this could be considered for The Registry.

**ACTION: BA**

b) CM enquired about specific arrangements for evacuation of disabled staff in the Registry. BA explained that Campus Watch have one EVAC chair that they keep in their emergency response vehicle, but people must be trained in the use of them. It is not the policy to put them in all buildings. It was agreed that we should trial the use of an EVAC chair at the next fire drill, with a simulation of someone being disabled and waiting at the Refuge point.

**ACTION: LW**

c) It was suggested that we could have a laminated visitor briefing sheet that covered H&S issues so that visitors to the Registry could be given that to read when they sign in at reception. Any visitors with a disability would be required to bring evacuation difficulties to the attention of their host. This would be unlikely to be used by staff visitors.

**ACTION: LW**

d) SCP asked for a paper towel dispenser in the ladies toilets. This was agreed.

**ACTION: LW**

e) SAP asked for a bigger bin in the Registry Extension upstairs Ladies toilet. This was agreed.

**ACTION: LW**