MINUTES OF THE 1ST MEETING OF THE HEALTH AND SAFETY MANAGEMENT COMMITTEE
HELD IN ROOM 9 OF THE SEMINAR AND LEARNING CENTRE
ON WEDNESDAY, 27TH OCTOBER 2005 AT 12.45 P.M.

Present:
Professor S. Smith  Principal, Faculty of Medicine (Chairman)
Mr D. Brooks Wilson  Director of Estates
Mr C. Gosling  HR Director
Mr I. Hackford  Division of Medicine
Professor R. Himsworth  Governor
Mr K.A. Mitcheson  College Secretary
Dr N. Varey  Faculty of Engineering
Dr C. Ince  Assistant to the Head of Central Secretariat (Secretary)

In attendance:
Mr I. Gillett  Safety Director
Dr A. Swann  Director of Occupational Health

Apologies:
Dr J. Groom  Governor
Professor M. Hassell  Faculty of Life Sciences

ITEM 1 – INTRODUCTIONS AND WELCOME
1. The Chairman welcomed the members to the first meeting of the new Health and Safety Management Committee.

ITEM 2 - MINUTES
2. The Minutes of the 31st Meeting of the Health and Safety Audit Committee held on 10th November 2004 were agreed as a true record.

ITEM 3 - MATTERS ARISING
3. Accident Rates. The Safety Director said that the College’s accident figures were average within the university sector. The figures were higher than universities such as Oxford or Cambridge as the College had a higher percentage of laboratory based subjects, which had a greater inherent risk.

4. Work of Health and Safety Audit Committee. The Committee noted the issues discussed at the final meeting of the Health and Safety Audit Committee. Some of the concerns had already been taken to the Council and others would form the basis for the initial work of the new Committee.

ITEM 4 – TERMS OF REFERENCE (Paper A)
5. The College Secretary reminded the members that the Management
Board had conducted a review of the College’s Committees and as part of this review had decided to create a new Health and Safety Management Committee. The Committee would receive reports from both the Health and Safety Consultative and Nuclear Safety Committees.

6. **Membership.** The Committee discussed the membership of the new Committee.
   
am. Professor Himsworth suggested that the Terms of Reference should refer to a term of office for the faculty representatives to ensure a regular turnover of ideas. The College Secretary agreed to look at this.
   
b. The Committee agreed with the Safety Director that it was important the faculty representatives covered a range of groups e.g. Heads of Departments (HoDs), Divisional Safety Officers (DSOs) as this would enable communication across levels as well as through the faculty structure.

7. The Committee discussed the need for a clear understanding of how projects were managed as often the project lead would be a financial rather than estates position. The College Secretary said that this was one of the issues the Committee had been created to look at. The Director of Estates said all projects would be reported through the Estates Division and that the Division would soon have three people responsible for the management of projects, one with a particular responsibility for health and safety and disaster recovery.

8. The Chairman said that the Committee had a management responsibility for health and safety issues and would co-ordinate its work with that of the Health and Safety Consultative Committee, which he also chaired. The College Secretary reminded members that the responsibility for health and safety was through line management. In relation to this, the Operations Committee had asked all future Departmental/Divisional reports to include a safety section.

9. The Committee agreed that it might be necessary to have four meetings during its first year to ensure that all issues could be adequately addressed. The members agreed this would be decided at the next meeting.

**ITEM 5 – COMMITTEE AGENDA FOR 2005/6 (Paper B)**

10. The Chairman said that the Committee needed to close the loop on several issues that had been outstanding for some time. He suggested that the issues be prioritised and milestones set for each one. The College Secretary added that the key area for the Council and Audit Committee was that of changing the health and safety culture.

11. The Committee discussed the audit programme that the Health and Safety Audit Committee had undertaken. It agreed that this had been a good method of showing different attitudes and cultures across the College and highlight best practice.
   
am. The Committee agreed to reinstate the audit programme for its
next meeting. The College Secretary agreed to conduct a risk analysis of departments, in conjunction with the Safety Director, to establish an audit programme for future meetings.

b. The HR Director suggested that the HoDs lunches could be a good point to launch any new programme of audit visits or leadership training.

12. Moving on to leadership training, the Committee noted that training for HoDs did occur but that the section on health and safety needed to be improved. The College Secretary agreed to produce paper for the next meeting that would detail a safety leadership training programme for HoDs. The Director of Estates asked if this could incorporate information for company directors.

13. The Chairman reported that one issue that had been raised at the Annual Reports meeting in July 2005 and discussed at the recent meeting of the Health and Safety Consultative Committee was the issue of Firewardens. The Director of Estates said that it was necessary for Building Managers to lead any initiative and he would work with the Chief Fire Officer and the Safety Director to produce a paper sharing best practice. The Committee agreed that this should incorporate other related areas, such as Personal Emergency Evacuation Plans (PEEPS). It suggested that the term Emergency Wardens might be more suitable.

14. The Committee discussed several other issues, not covered already in papers or by the Health and Safety Consultative Committee.

a. **Fieldwork.** Professor Himsworth suggested that the work of the Exploration Board would be useful in the preparation of any guidance on Fieldwork.

b. **Rector’s Prize.** The Safety Director said that this was a very useful method for spreading the health and safety message and improving the safety culture across the College. The HR Director asked the members to publicise the award, nominations for which had to be received by 11th November 2005.

c. **Waste disposal.** The Director of Estates reported that the College Energy Manager was conducting a survey of general waste disposal. The Safety Director said he was more concerned about special waste. Dr Varey said he had previous experience in the field and would be happy to help.

15. Concluding, the Chairman said that a progress report on each major issue should be given at the next meeting of the Committee. The Committee asked the Safety Director and Secretary to organise a departmental audit for the next meeting.

**ITEM 6 – POLICIES, PROCEDURES & CODES OF PRACTICE (Papers C & D)**
16. **First Aid Policy.** The Director of Occupational Health presented a revised First Aid Policy. The Policy changed the emphasis of the College’s first aid provision by keeping “lifesavers” in departments but in general using the Security Service as specialised first aid provision rather than requiring locally trained staff. However, he agreed with the Safety Director that in some departments there would be a continued requirement for more highly trained staff e.g. those working in restricted areas. The Committee agreed the revised policy and also asked the Director of Occupational Health to look at additional defibrillator provision across the College.

17. **Safety Policies.** The Committee approved revised policy statements on Work at Height, COSHH and Ionising Radiation. The Safety Director said that in addition to the statements the Safety Department would be producing more detailed guidance.

**ITEM 7 – HEALTH AND SAFETY CONSULTATIVE COMMITTEE, 12TH OCTOBER 2005 (Paper E)**

18. The Chairman reported on the recent meeting of the Health and Safety Consultative Committee. The Director of Estates said that he had sent a letter regarding the generator to the Trust at Charing Cross three times but had received no response. The Chairman agreed to send it on behalf of the Committee.

**ITEM 8 – LONG TERM MAINTENANCE (Paper F)**

19. The Safety Director reported that he was now chairing the Long Term Maintenance Committee. He discussed some unplanned work at Silwood Park as an example of how it was difficult to plan expenditure as the budget also had to cover emergency work.

20. The College Secretary said that the paper gave a good snapshot of the current position but what was needed was a gap analysis showing what level of funding was required to cover necessary work. The Safety Director agreed to produce a paper for the next meeting detailing all work that was classed as level 3, “does not comply with current legislation”, or above.

**ITEM 9 – SHARED SPACE WITH NHS TRUSTS (Paper G)**

21. The Safety Director presented a questionnaire that was being distributed to all NHS Trusts, with the intention of defining the responsibilities. He was pleased to report that so far the feedback had been positive.

**ITEM 10 – NANOTECHNOLOGY (Paper H)**
22. The Chairman reminded the Committee that the definition of nanotechnology was still open to interpretation in this relatively new area of research. The Safety Director said that the survey shown in the paper was the initial step in establishing a group to look at the possible safety risks and produce appropriate guidance.

**ITEM 11 – OIL STORAGE (Paper I)**

23. The Committee received a paper detailing various issues related to oil storage.

**ITEM 12 – ADMINISTRATION/BUILDING USERS (Paper J)**

24. The Committee received a detailed document on how health and safety should be managed for those staff not covered by the annual reports procedure, primarily those administrative staff based in the Faculty and Sherfield Buildings on the South Kensington Campus.

**ITEM 13 – RESPIRATORY PROTECTIVE EQUIPMENT (Paper K)**

25. The Committee noted the guidance on the use of respiratory protective equipment.

**ITEM 14 – LABORATORY ANIMAL ALLERGY SURVEY REPORT (Paper L)**

26. The Director of Occupational Health reported that the College was now seeing the benefits of new facilities, changes in procedures following the HSE visit and compulsory use of face masks. The Chairman said that the Committee supported the issues highlighted in the report and he would raise them at the CBS Policy Group.

**ITEM 15 – FLU PANDEMIC (Paper M)**

27. The Committee received a paper outlining the differences between an outbreak of “normal” flu and pandemic flu, along with the possible ramifications for the College. The Committee agreed that the paper should be taken to the College’s Disaster Recovery Committee.

**ITEM 16 – ACCIDENT STATISTICS (Paper N)**

28. The Safety Director agreed that in future he would circulate monthly accident statistics to the faculties and support services divisions for inclusion in their reports to the Operations Committee.

29. The College Secretary asked that the Safety Director look at producing normalised statistics.
ITEM 17 - ANY OTHER BUSINESS

30. The College Secretary informed the members that the Audit Committee wanted an external review of the College’s health and safety. The Safety Director said he had contacted a company, HASTAM, to come in for a meeting later in the term to discuss the possible scope of a review.

31. Professor Himsworth asked if the Committee would be addressing concerns relating to the Disabilities Discrimination Act (DDA). The safety Director said that the College’s Access Group had been revitalised and was looking at developing a strategy to improve the College.

ITEM 18 – DATE OF NEXT MEETING

32. The Committee noted that its next meeting would be on Monday 13th February 2006 at 10.30 a.m.

33. The Secretary reminded the members that future meetings would start at 10.30 a.m. with an audit of a department/division and would have the formal meeting of the Committee following lunch.

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