

MINUTES

UNCONFIRMED

HEALTH, SAFETY AND WELFARE COMMITTEE

Non-confidential minutes of the meeting of the Health, Safety and Welfare Committee held on Tuesday, 26 February 2019, Headington Campus, VCG Boardroom, Clerici 2.01.

Present: Phil Stuhldreer, Deputy Director of Human Resources (chair)
Ashley Rowles, Technical Manager, TDE
Brian Rivers, Facilities and Services Manager, HSS
Christie Rainbird, Occupational Health Adviser, HR
Diane Harrison, Wellbeing Services Manager, ASA
Edwin Thomas, Digital Development Technician, HSS
Elizabeth Mitchell, Technical Services Manager, HLS
Emma Coles, Project Manager, OBBS
Gareth Preston, Finance and Legal Services
Harmohinder Bahl, Facilities Director, EFM
John Lo Breglio, Senior Lecturer, HSS (UCU)
Linda Coombs, Assistant Customer Service Team Leader, LR
Loredana Faraon, Head of Operations, Marketing & Communication
Sharon Willett, Safety Officer, HR (Secretary)
Steve Holtom, Senior Estates and Electrical Services Manager, EFM
Tanja Dawber, Head of Administration, IT Services
Tim McGill, University Safety Manager, HR
Zoe Randall, Safety Officer, HR

In attendance: Laura Fortuna, PA to the HR Director

Apologies: Brendan Casey, Registrar and Chief Operating Officer
Helen Ellis-Jones, Deputy Head of HR
Karen Brockington, Head of Operations, HLS
Michele Morley, Environmental Services, EFM
Peter Rodrigues, Facilities Manager, SU
Sam Cockle-Hearne, SU

25. Minutes of the meeting held on 12 December 2018

25.1. The minutes of the meeting held on 12 December 2018 were approved as an accurate record (HSWC190226/02).

26. Matters arising from the minutes

26.1. **Minute 17.1: Update on lighting issues in Clerici Building** – The problems arising from the lighting system in the Clerici Building have been compounded by confirmation that Harvard (installers) have

gone into receivership. Steve Holtom met with the receivers (Harvard) and has reported that they do not have a viable way forward for the Clerici building lighting system. They are asking for an additional £17,000 before the end of March. This offer for their continued support was not accepted. Contingency plans are now in place. Steve reported that they are looking into removing the present system and replacing it. Steve will provide an update at the next meeting.

Action: Steve Holtom

- 26.2. **Minute 17.2: Additional defibrillator installations across Brookes University Campuses** – Christie Rainbird confirmed that the defibrillators are all up and functional. The additional machines were installed in the: Clerici Gateway; Terrace Restaurant; Richard Hamilton Building; and Clive Booth Student Village. An article about this appeared on Onstream.
- 26.3. **Minute 17.3: Harcourt Hill Student Union Bar Quality Audit** - Peter Rodrigues has addressed unsatisfactory issues identified during an inspection of the food serving operation. Peter has run staff training, introduced a simplified food offer and compliant food handling procedures are in place. H Bahl will perform an additional unannounced inspection.
Action: H Bahl
- 26.4. **Minute 17.4: Report on the condition of the swimming pool at Harcourt Hill** – An inspection and a feasibility study was conducted for the swimming pool. The reports (from Tim McGill and Estates) have been submitted to VCG and as a result funds have been allocated for the installation of Whiterock wall cladding. This item will be reported on at the next meeting.
Action: Brendan Casey
- 26.5. **Minute 17.5.: Food allergens update** - H Bahl reported that some of the Student Union food stalls he had inspected had not implemented an effective food allergen information system. H proposed that the Student Union use the system introduced by “Compass”.
Action: H Bahl
- 27. To receive an inspection report for Marketing & Communications**
- 27.1. Sharon Willett reported that Marketing & Communications had received a good inspection there were a few actions for both Marketing & Communications and Estates & Facilities Management to complete. Marketing & Communications had been through a period of change and were now reviewing their H&S management and dealing with issues arising from office moves. It was a good report. Loredana Faraon said that they were dealing with the issues resulting from the forming of new teams and significant change which was still on-going (HSWC190226/3).
- 28. To receive an inspection report on the Institute the Faculty of TDE**
- 28.1. Zoe Randall reported that it was a satisfactory inspection, with a few actions identified such as a need to conduct portable appliance testing; exhaust ventilation cleaning and some chemicals to be locked away (HSWC190226/4).
- 29. To receive a report for a third of Pooled Rooms**
- 29.1. Tim McGill reported that these are generally good, No fault was found with Harcourt Hill, Marston Road was much improved and Headington was good. More work was needed in Wheatley campus where Pat testing needs to be carried out and some of the signs changed. On the whole it was a successful inspection. A third of pooled rooms will be reviewed again during the Easter period.
- 30. Any other business**

30.1. Gareth Preston raised the fact that the Finance and Legal Services inspection carried on in November was missed off the agenda this will be included on the next meeting agenda.

Action: Sharon Willett

30.2. Linda Coombs reported that the Library had had a successful inspection.

31. Dates of future meetings

27 June 2019, 1430-1600hrs, VCO Boardroom, Clerici Building (CLC2.01).

End of unconfirmed minutes