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confirmed by chair:	
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with/without amendments:	

Main Health and Safety Committee

minutes

date: 09th May 2005
time: 10:00
location: High Wycombe Boardroom

04.405 Chair's introduction

Apologies for absence from the Service and Events Manager, and a NATFHE representative

04.406 Items for any other business

No items brought by the committee, the Chair noted that agenda item 04.407, (i) Replacement fence surrounding Chalfont Astroturf, should read 'Replacement fence surrounding car park at Wellesbourne.

04.407 Minutes of the last meeting held on the 16th December 2004

The Minutes of the meeting held on the 16th December 2004 were accepted as an accurate record of events.

04.408 Fire Drills

Results as follows

Location	Date	Times	Evacuation Time	Comments
High Wycombe Campus	8 th March 05	Drill started at 10.00	Under 3 minutes	Very Good Evacuation
Wellesbourne Site	8 th March 05	Drill started at 11.06	Under 2.5 Minutes	Very Good Evacuation
John North Hall	8 th March 05	Drills started at 11.30 and finished at 11.49	Under 2.5 minutes	Very good evacuation
John North Centre	8 th March 05	Drill Started at 11.50	Under 1 Minute	Excellent Evacuation
Chalfont Campus (each) building	8 th March 05	Drills started at 14.10 and finished at 15.15	Under 2.5 minutes in all non accommodation buildings	Good evacuation (see matters arising)
CC – Halls (St Peters)	9 th March 05	Drills started at 07.30	Under 3 minutes	Good Evacuation

CC – Halls (St Giles)	10 th March 05	Drill started at 07.30	Under 3 minutes	Very good evacuation
Brook Street Campus	10 th March 05	Drills started at 14.27	Under 3 minutes	Very Good Evacuation (see matters arising)
Missenden Abbey – Office and Residential Building	11 th March 05	Drill Started at 13.45	2.5 minutes	Very Good Evacuation

Matters Arising from the above:

Chalfont Campus – A student would not evacuate the building; she has now received a warning letter informing her that all persons should be out of the building within 2.5 minutes.

Brook Street Halls – Four students did not evacuate, they have all received 28 days notice to quit the halls of residence (suspended), also several students took over 8 minutes to evacuate and are blaming all the false alarms, this is being investigated as some students have become complacent

The Health and Safety Manager informed the committee that the Fire Drills had been carried out in March. All non – residential buildings were good evacuations, however some Halls of residence evacuations were poor, as they were experiencing a lot of false alarms. He also informed the committee that the Fire Officer was coming over to the halls to discuss ways of reducing unwanted fire alarms eg replacing smoke detector heads with heat type ect. He stated that students were also wedging kitchen doors open, and in order to try and curb this we have had some warning stickers made to put on the doors.

There was a general discussion about this and different ways in which to try and reduce the number of false alarms.

The Head of Disability Support Services stated that there was concern that the Emergency Exits at the Brook Street Campus were blocked for wheelchair users because of external steps. The Health and Safety Manager replied that he wasn't aware of this problem, but would look into it.

Action: Health and Safety Manager

04.409 Hepatitis Jabs – Update

The Chair informed the Committee that all but three of the staff members whom said they would like the jabs had taken their appointments. The Committee was informed that new staff at risk must also be given this inoculation.

04.410 Updates on the Site Sub Committees

High Wycombe

The Health and Safety Manager stated that the entrance to the middle car park was causing a problem for trucks and lorries, as students park cars there, which makes it difficult for the larger vehicles to get through the barriers. He has spoken to the Manager of Building and Estates, and they are looking at having the opening made wider.

The Fire door opposite the hospital which stays shut on the magnet operated system, is causing problems, as students can't use it, therefore they are walking through the

Workshops causing disruption to the students working in them. It had been discussed at the High Wycombe Sub Group that this door be opened between 09.00 and 17.00 during term time. The Head of Campus Services stated that he felt this posed an immediate security threat to the University College, as the reason the door was secured was because of thefts, which occurred when it was open. The Committee had discussions debating the different options to negate the need for the door to be left open. Key cards, keypads and key monitoring were all suggested and dismissed for different reasons.

The Chair said that the door would be left open for a trial period, and the Heads of Campus Services, Buildings and Estates, and the NATFHE and UNISON representatives would discuss the overall access policy.

The Health and Safety Manager informed the Committee that the faculty of Technology no longer has high risk machinery and didn't see the need to hold a technology Health and Safety Meeting any more. The Chair stated that CRDM would still need to hold them, and must report into the HW safety Committee. The Chair and the Health and Safety Manager will take this up with the Dean outside of the Meeting.

Action: Health and Safety Manager, Chair

Wellesbourne

The Wellesbourne Campus had nothing new to report. The Chair asked if the issues regarding Fire Doors being locked had been resolved. The Head of the Wellesbourne Sub Committee replied that it had been resolved, and is no longer an issue.

Missenden Abbey

The Manager of the Missenden Abbey Campus stated that he was currently holding meetings for Crisis and Disaster planning at the Abbey, and he was looking at the audit reports to ensure that Missenden Abbey as a whole complies with DDA regulations, The Health and Safety Manager was asked to hold an annual Health and Safety Training sessions for the Missenden Staff.

Chalfont Campus

The Chalfont Health and Safety Sub Committee Rep representative stated that the swimming pool at the Chalfont Campus could not open until the fence surrounding it was replaced. The Health and Safety Manager said that he thought the Buildings and Estates Manager (Chalfont) had already received authorisation to replace it. The Head of Buildings and Estates replied that he had asked the Directorate for the money and they had thought it too expensive. There were other options discussed, as the Summer Schools start in July and the Pool needs to be in use by then. The Health and Manager stated that if it couldn't be replaced in time, we would just have to take it down all together until such a time as it can be. The Head of Building and Estates brought up the privacy issues which would surround this, and the Chair asked the Head of Building and Estates to go back to the Directorate and ask for the money again

Action: Head of Buildings and Estates

04.411 Any Other Business

The Head of Disability Support Services informed the group that a disabled visitor on an open day had had an accident, as they needed the toilet with a shower and did not know where the nearest Disabled facility was. The Visitor has written in stating the concerns raised during this visit. There was general discussion about the location of maps and guides on the intranet. The Head of Campus Services stated that he was never aware of the existence of these facilities. The Head of Disability Support Services said she would send them over to him via email. The Chair asked the Head of

Disability Support Services to give the matter some thought, and see how we can improve this.

04.412 Date of next Meeting

The next Meeting will beheld on Tuesday 29th November 2005 at 10.00 in the Boardroom

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