

# Minutes

## SAF17-M

Minutes of the Health, Safety and Environment Committee held on Wednesday 7 June 2017

### Attendance

#### Members:

Rob Allan, Spencer Aryeetey, Mark Biggs, Neil Budworth, Andrew Burgess, Tom Carslake, Suzanne Dexter (ab), Sandy Edwards, Alec Edworthy, Kay England (ab), Geoff Feavours, David Fulford (ab), Marc Gibson (ab), Andy Gomez (ab), Tony Goodall, Ann Greenwood, Rod Harrison, Irvin Hendrickson, Jude Hoy, Nik Hunt, Rachael Jermyn (ab), Allan Jones, Alice Kirkaldy (ab), Mark Lewis, Chris Linton

28.3 The Committee APPROVED the proposed constitution and terms of reference of the newly constituted Committee and the new Consultative Forum. The Health, Safety and Risk Manager (HSR) would submit a paper to Senate and Council to seek approval of the constitution and terms of reference of both groups. **ACTION: HSR Manager**

## **17/29 Report from the Health, Safety and Risk Manager**

### **SAF17-P21**

29.1 The Committee RECEIVED a report from the HSR Manager on the implementation of the Health and Safety Service and Plan for 2016/17.

29.2 The following points were NOTED in particulei71Dt

(v) An external audit would take place in August.

(vi)

(v) Inventory control was weak in some areas as material was often not disposed of at the end of projects, and in some cases larger volumes of materials than were necessary were being ordered.

32.3 Members were reminded that if the Health and Safety Service encountered situations where a School or Service had been asked to address a health or safety matter, such as carrying out a DSEAR risk assessment, but had failed to do so, the Service should raise the matter with the Dean or

(ii)

## 17/38 Occupational Health Service

**SAF17-P31** (updated statistics tabled)

38.1 Arising from M17/14, the Committee RECEIVED an update on the Univery's Head Occupational Health Service.

38.2 The following points were NOTED in particular:

- (i) The Service was now up to date with health surveillance and waiting times for referral were at a reasonable level. A

40.3 The interventions would deal with the stressors at source, help people to cope and would aim to pick them back up afterwards. Initially effort would focus on the final step of picking people back up in order to make a visible difference early on in the project. They would include the provision of Mental Health First Aiders in Schools and Sections and provision of an Employer Assistance Programme, which would be piloted for a year.