

Cover Sheet for Papers being considered by University Committees



Paper Title: Matters Arising from Previous Meetings

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1. Specific Decision Required by Committee	To note the status of matters arising from previous meetings
2. Relevance to University Strategy	Means for the Sub-Committee to monitor agreed actions which may be associated with the University Strategy
3. Executive Summary	The table overleaf details the statuses of matters arising from previous meetings of the Health, Safety and Environment Committee
4. Essential Background Information	Previous minutes of HSE Minutes
5. Risks, Risk Mitigation and Governance/ Accountability	To ensure actions taken following HSE meetings
6. Implications for other activities	n/a
7. Resource and Cost	None
8. Alternative Options considered	None
9. Other Groups/Individuals consulted.	Named individuals
10. Future Actions, Timescales & Frequency of Review by this Committee.	Next opportunity for review: Meeting on 30 September 2015
11. Success Criteria (KPIs)	None
12. University Executive comment (required for Council papers only)	n/a

	Completed
	Not yet Completed

Meeting	Minute	Description	Action	Status
SAF14-M2	14/23.5	Amendments to Fieldwork policy	H&S Manager to amend and present to Feb 2015 meeting	Covered under item 10 on agenda
SAF14-M3	14/35.7	OH Advisor reports to be passed to HSE Committee for information from June 2015	OH Advisor	No reports produced to date
SAF14-M3	14/35.8	Consideration to be given to putting more formal structure in place when appointing new Occup Health Advisor Post meeting note Discussion has taken place. As part of the annual planning process it is agreed that the Occupational Health Advisor and DHR will identify appropriate targets to support continuous improvement in staff health and safety and that these targets will be monitored by regular OH reports to the HSE committee	COO to discuss with Dir of HR Post meeting note Agreed targets to be monitored by regular OH reports to HSE	Targets to be identified in 15/16 annual planning cycle.
SAF14-M3	14/37.2	Environmental Enforcement and Sanctions: Main impact was large increase in potential fines which hugely changed the financial risks associated with environmental offences	Environmental Manager to alert Director of Finance	Noted in last report as follows: 'From a risk register perspective it has been agreed that the compliance risk still sits within the Environmental Management System but the financial risk sits within Finance alongside other non-compliance risks which is more about the consequence than the risk.' An updated Environmental Risk Assessment is included in Environmental Manager paper (item 6)
SAF14-M3	14/37.5	Bring forward to HSE recommendations for mandatory training sessions for targeted groups for it to endorse	Environmental Manager	Covered under item 6 on agenda

Meeting	Minute	Description	Action	Status
SAF14-M3	14/37.6	Remedial and Restoration Response Procedure to be linked to University major incident policy	Environmental Manager to liaise with Deputy Director of FM	No further progress as procedure is still in development but will be progressed between June and Sept meetings.
SAF14-M3	14/37.7	Revised version of paper to incorporate feedback from meeting and PSMT to be circulated to Deans, Operations Managers and Heads of Prof Services	Environmental Manager to liaise with Secretary of PSMT to place on agenda for next PSMT meeting	Awaiting development of documents. Then all items to be circulated together. Paper was presented to PSMT and feedback received. <i>No further progress since last meeting as procedure is still in development but will be progressed between June and Sept meetings.</i>
SAF15-M1	15/2.6	Relationship and reporting line between the various groups and with HSE to be reviewed together with those for groups parallel to the Water Safety Group	Chief Operating Officer	Covered under Item 12 on agenda. SAF15-P22 contains a response from the Deputy Director of FM
SAF15-M1	15/2.8	Provide HSE with an update on water treatment issues at the next meeting	Director of FM	Covered under Item 11 on agenda
SAF15-M1	15/3.1	Health and Safety Service and Human Resources to work together to ensure that the University's stress management guidance are published more widely to staff	Director of HR to coordinate and report back on action taken	In progress
SAF15-M1	15/3.1	Liaise with members who had expressed views on this subject. Make recommendations to HSE for appropriate levels of testing for new/donated equipment. May wish to consider the relevant BS OHSAS 18001 procedures in doing so	Health and Safety Manager	Discussed in meeting with AACME and Finance Office staff. Purchasing Card Manual update to include update of 'Guidelines for Purchasing via the Internet'
SAF15-M1	15/3.1	Health and Safety Service to monitor non-RIDDOR accident rates by comparing numbers of accidents with those of previous years	Health and Safety Manager	Covered under Item 9 on agenda. Three-year comparison included within Accident Statistics
SAF15-M1	15/3.2	Carry out gap analysis to identify actions and resource required for University to work towards BS OHSAS 18001 standard	Health and Safety Manager	In progress

Meeting	Minute	Description	Action	Status
SAF15-M1	15/4.2	Development plan to provide fuller explanation of the status of items which had yet to be started, were not on track or were not completed, and links provided to other areas of the Plan where appropriate	Environmental Manager	Covered under Item 6 on agenda
SAF15-M1	15/4.6	Remedial, Restoration and Reporting Response Procedure and a Voluntary Environmental Enforcement Undertaking Offer to be developed further and revised versions presented at June meeting	Environmental Manager	Covered under Item 6 on agenda
SAF15-M1	15/5.4	Incidents of non co-operation in fire evacuation exercises to be reported to senior management within the relevant area for appropriate action	University Fire Officer	University Fire Officer has agreed to take this action in future
SAF15-M1	15/7.2	Present near miss data compared to numbers of injuries to provide a clearer picture of the injury and near misses trends	Deputy Health and Safety Manager	Covered under Item 9 on agenda
SAF15-M1	15/7.3	Correct comparative data for types of accidents for 2012 and 2013	Deputy Health and Safety Manager	Covered under Item 9 on agenda
SAF15-M1	15/7.5	Investigate instances of inappropriate parking by delivery vehicles and inadequate parking facilities for delivery vehicles	Head of Corporate Services	Covered under Item 13 on agenda
SAF15-M1	15/7.5	Report instances of inappropriate parking by delivery vehicles and inadequate parking facilities for delivery vehicles to the Head of Corporate Services	All members	Members were reminded to report instances
SAF15-P11	15/10	Seek approval from Senate and Council for amendments to Constitution	Secretary	Approved by Senate and Council