

UNIVERSITY OF SUSSEX
SCHOOL OF MEDIA, ARTS AND HUMANITIES
HEALTH AND SAFETY COMMITTEE

Minutes of the first meeting held on Thursday 10th December 2020 at 12 noon via Teams

Present: Ed Hughes (Chair and Associate Dean: Education), John Williams (Technical Services Manager), Laura Gallaher (Executive Assistant to the Dean), Steve Carter (Head of Health and Safety), Angelina Janus (Assistant Health & Safety Advisor), Carmen Long (Operations Manager and Secretary)

PART I – PROCEDURAL MATTERS

1. Welcome and apologies for absence

There were no apologies for absence.

2. Minutes of the last School of Media, Film and Music Health and Safety Committee meeting held on 22nd January 2020 (HS/11/M)

The minutes were approved by Chair's action.

3. Actions/matters arising from the meeting held on 22nd January 2020

The new online Health & Safety induction for students on Creative and Critical Practice; Journalism; Music modules was successfully implemented in September. There is a series of slides and a quiz, hosted on Canvas. There had previously been a paper based induction process in MFM. Students are unable to borrow kit without having completed and passed the induction.

The outstanding items below will be discussed at a future meeting:

- (i) MAH School Policy on risk assessment; training for academic staff; process to be followed for student projects
- (ii) Building inspections

4. Terms of Reference (MAH/HS/1/1)

- (i) To discuss and agree the Terms of Reference
The Terms of Reference were **agreed**.
- (ii) To discuss and agree the membership of the committee, including the Chair
The membership was discussed. It was suggested that the Head of Department/Subject Head **or** a delegate should be present at the meetings. The representatives would be expected to take back items to their subject groups for further discussion and feed back.

5. One-way systems in Silverstone

John reported that students are not observing the routes in Silverstone and asked whether action should be taken. Steve suggested reviewing the situation in late January/early February.

It was noted that there is a good cleaning regime in place in the MAH buildings.

6. School of Media, Arts and Humanities Recovery Group

Minutes of the meetings are available in Canvas at:

<http://canvas.sussex.ac.uk/courses/15021/pages/mah-recovery-group>

7. Any other business

(i) New School

Steve commented that the new MAH School presents an opportunity to rethink how we manage Health & Safety issues.

(ii) Working with students to create Health & Safety materials

Steve suggested that students could be asked to create Health & Safety materials as part of their coursework. This would benefit both the University and the students, as they could put the experience on their CV.

(iii) Sustainability issues

Steve asked whether the Health and Safety Committee would also have sustainability issues as part of its remit and be renamed 'Health, Safety and Environment Committee'. Carmen explained that the MAH School is in the process of establishing a separate Sustainability Group with a PS lead (Operations Manager) and an academic lead.

Date of next meeting: Wednesday 10th February 2021 (TBC)

Carmen Long
14/12/2020