

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

Minutes of the second meeting held on Thursday 25th March 2021 at 11.30am via Zoom

Present: Ed Hughes (Chair and Associate Dean: Education), John Williams (Technical Services Manager and H&S Coordinator), Thor Magnusson (Music), Jason Price (Drama), Rachael Duncan (Journalism), Meaghan Clarke (Art History), Phill Bowles (SCLS), Angelina Janus (Assistant Health & Safety Advisor), Carmen Long (Operations Manager, Secretary and H&S Coordinator), Danielle Salvage (Reception Coordinator and First Aider).

PART I – PROCEDURAL MATTERS

1. Welcome and apologies for absence

Paul McConnell (Creative and Critical Practice) & Alexander Peverett (SHL) were not present at the meeting.

2. Minutes of the last School of Media, Arts and Humanities Health & Safety Committee meeting held on Thursday 10th December 2020 (MAH/HS/1/M)

The minutes were approved by Chair's action.

3. Actions/matters arising

All actions/matters arising from last meeting were noted on the agenda to discuss.

PART II – MATTERS FOR DISCUSSION

4. Terms of Reference (MAH/HS/2/1)

The updated Terms of Reference (following the meeting held in December 2020) were agreed and approved.

5. Review of Health & Safety induction for students (JW)

JW reported that for 2020 a H&S Canvas Site was created for each MFM practice subject area – Journalism, Music and Creative and Critical Practice. There was general H&S information and specific H&S information for each of the subject areas. The students had to take a quiz and score at least 11 out of 13 to pass. All students passed. This system is good because you can track who has and hasn't completed the induction.

Part of ensuring that students completed this is to withhold their access card until they had passed the quiz, meaning that they couldn't access equipment and facilities without having done so.

JP agreed that that would work well for Drama too.

MC said that this may not be relevant for Art History – they only have the Slide Library, which is low risk and accessed by door code.

AJ added as a side note that there is a long-term goal in H&S is to evaluate all doors across campus and get SALTO installed on all doors where possible (e.g. by removing key pad code entry systems)

It was noted that Drama will be included in the H&S induction, but no other subject. This will be kept in review.

JW highlighted the Technical Services internal webpages, confirming that a PDF version of the H&S induction is available there. The Technical services team will continue to update website to be more relevant to MAH and provide further information about H&S in MAH as it is discussed at this committee.

Action: JW to use the H&S induction canvas site template to make a Drama H&S induction site. JP to provide documentation currently in use in Drama so that it can be adapted for this purpose.

6. Health & Safety priorities in the new MAH School

CL updated the group with her recommendations on the H&S priorities for the new school:

Training for academic staff on how to write risk assessments

This has been discussed in MFM for a long time and is particularly important with the high risk activities taking place there. We need to ensure compliance.

It was discussed and agreed that all managers that need to sign off on risk assessments should attend the training.

Action: AJ to check H&S capacity to provide training to staff in MAH, with aspiration to start in July.

Implementing a MAH lone working policy

We had an MFM policy in place, because of the building and labs 24hr access. It was suggested we should look at this and adapt it for MAH.

JW commented that the MFM policy was adapted from the University wide policy, into a simple one-page document with the most essential information. He confirmed that this policy is aimed at everyone (staff and students).

Action: CL to liaise with JW to adapt the MFM policy to a MAH policy and will bring it to next meeting for recommendation.

Appointing Fire Wardens & First Aiders

Need to check how many we already have, whether the certificates are in date and whether more people need to be trained.

Student project risk assessments

Deciding who would be responsible for these. This can be looked at after the training for staff has been determined and organised.

7. MAH risk assessment policy (MAH/HS/2/2)

The policy was discussed and approved, subject to some minor amendments:

- Updating point 2 to reflect hazards more relevant to MAH: e.g. slips and trips, cables, electrics.

- Updating point 4 to add that managers approving risk assessments need to have the risk assessment training.
- Updating point 9 with a link to the Technical services team internal webpages

Action: AJ will check if the update to point 4 is a University regulation
Action: CL to update policy and bring back to next meeting along with the risk assessment form to be reviewed.

PART III – MATTERS FOR INFORMATION

8. Silverstone Building risk assessment and building inspection (AJ/CL/JW)

AJ reported that H&S are now looking to complete risk assessments for whole buildings across campus, including their close outside environment. This will help ensure that nothing is missed and helps H&S to get a better overall picture of a school. The focus is on high risk buildings first. The plan is to get all buildings done by January 2022.

AJ, CL and JW will do the risk assessments for the MAH buildings – Silverstone, ARTS A & B. They will walk around the buildings noting details of the rooms: what's happening in them, what measures are already in place and what further measures need to be put in place.

This project will help with the H&S 'red box' project - helping people responding to emergencies out of hours

Drama Studio (SB125) noted as a current risk (electrics and leaking air conditioners) – will be look at as part of the Silverstone risk assessment.

For all other buildings, for which we don't own but we own spaces within, we will be contacted as and when those buildings are assessed. e.g. Norwich House news studio, Creativity Zone, Recital Room in Falmer House

It will necessary to determine where building risk assessments should be stored and if they should be available to view on webpages.

PART IV – ANY OTHER BUSINESS

9. Any other business

(i) MAH School Health and Safety Committee Chair

The committee is seeking someone to replace EH; he will chair the next meeting in May but we will need to appoint new Chair to start in the 2021/2022 academic year.

(ii) H&S Webpages

CL reported that the new H&S webpages will be launched around May time – it will be easier to navigate and find what you're looking for.

(iii) Government 'return to campus' announcement

AJ reminded the committee that the government's upcoming announcement may mean that more students return to campus post spring vacation.

EH reported that due to the short course, running from the 26th April to the 28th May, there will be more activity in Silverstone.

JW reported that the one-way systems are still generally being ignored. This is not currently a problem due to the low numbers, however, will be an issue if more students return. It will either need to be better enforced, or removed completely, relying on masks.

Action: AJ to ask H&S team whether we can remove the one-way system and rely on masks, or whether we must enforce it better. Can be reviewed if students numbers will increase. – not sure if I should note this as an action.

10. Date of next meeting: Thursday 6th May 2021 (time TBC)

Danielle Salvage
26th March 2021

Summary of actions

Agenda item	Action	Action owner	Notes	Status
5	To create a H&S induction site for Drama	John Williams and Jason Price	Jason to provide John with paper documents currently used for Drama so that a site can be created along the lines of what is in place for CCP	
5	Continue updating the Technical Service webpages to be aimed at MAH	John Williams		Ongoing
6	Training in risk assessment for academic staff	Angelina Janus	Angelina Janus to check H&S capacity – aspiration to be held in July	
6	Update the MFM lone working policy to a MAH policy.	Carmen Long and John Williams	Bring to next meeting for recommendation.	
7	Do managers approving risk assessments need to have the risk assessment training?	Angelina Janus	To check whether this is a university regulation.	

7	Update MAH risk assessment Policy with minor amendments.	Carmen Long	Bring back to next meeting along with the risk assessment form to be reviewed.	
9	Can we remove the one-way system and rely on masks?	Angelina Janus	To ask H&S team. Can be reviewed if students numbers will increase.	