

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

Minutes of the third meeting held on Thursday 6<sup>th</sup> May 2021 at 11.00am via Zoom

Present: Ed Hughes (Chair and Associate Dean: Education), John Williams (Technical Services Manager and H&S Coordinator), Mimi Haddon (Music – on behalf of Thor Magnusson), Jason Price (Drama), Meaghan Clarke (Art History), Paul McConnell (Creative and Critical Practice), Alexander Peverett (SHL), Phill Bowles (SCLS), Steven Carter (Head Of Health And Safety), Carmen Long (Operations Manager, Secretary and H&S Coordinator), Danielle Salvage (Reception Coordinator and First Aider), Andrew Duff (Maker Space Lead)

**PART I – PROCEDURAL MATTERS**

**1. Welcome and apologies for absence**

Apologies for absence were received from Rachael Duncan (Journalism).

**2. Minutes of the last School of Media, Arts and Humanities Health & Safety Committee meeting held on Thursday 25 March 2021 (MAH/HS/2/M)**

The minutes of the last meeting were approved.

**3. Actions/matters arising not elsewhere on the agenda**

**(i) To create a H&S induction site for Drama**

JW has created a copy of the Creative and Critical Practice induction sites to use for Drama. JP will provide JW with the specific Drama information to complete the site soon, hopefully next week.

**Action: JW and JP to update the committee at its next meeting**

**(ii) Training provision in risk assessment for academic staff**

SC confirmed that H&S have capacity to provide risk assessment training from July 2021. The training will be offered either online or in-person - if it is arranged to be in-person it will be a 3-hour long workshop, if it is arranged to be online it will be split between two 90-minute workshops.

This training will provide attendees with the general principles around risk assessment. Then, attendees will have the opportunity to carry out a risk assessment on a given scenario – multiple scenarios relevant to all departments will be provided. Attendees will mark someone else's completed risk assessment, and either approve it, approve it with comments, or reject it.

Examples of scenarios to be given are a computer cluster room set up, and a journalistic piece on protest somewhere abroad (e.g. Paris). It was discussed and agreed that it would be good to have a Drama/Music performance piece as a scenario too.

It was agreed by the committee that July may be a difficult time for many academic staff to attend this training due to research. Early September would be more appropriate and ensure better attendance.

It was agreed by the committee that PM, JP & TM/MH as Subjects Heads would discuss a suitable date for the training to take place and would contact the H&S team to arrange.

**Action: PM, JP & TM/MH to liaise and then arrange a risk assessment training date with H&S .**

**(iii) Point of clarification: do managers approving risk assessments need to have the risk assessment training?**

AJ left a report with EH to confirm that managers don't need the training, but it's important that they fully understand the activities that the risk assessments are for to be able to approve them. However, it is good practice to have the training.

**(iv) Point of clarification: can the one-way systems in buildings be removed and masks relied upon?**

AJ left a report with EH to confirm that a paper about next steps in relation to Covid is being prepared to be taken to the University H&S committee on the 18<sup>th</sup> May 2021. This paper will consider issues like these. More will be known about changes in restrictions after this committee

**Action: AJ to provide further information about this when more is known at next meeting**

## PART II – MATTERS FOR DISCUSSION

### 4. Updated MAH risk assessment policy (MAH/HS/3/1) and form (MAH/HS/3/2)

CL updated the risk assessment policy following the feedback provided at the last meeting. This updated MAH risk assessment policy was **approved**.

CL confirmed that the risk assessment form was created previously for MFM by SC and JW when a need for a simpler form for student use was identified. The form, being only one page, is more suitable and useful for students for their work, in comparison to the extensive risk assessment form used more generally at the University.

SC confirmed that this risk assessment form is ideal for task specific, focused activities (e.g. student filming). Although the risk assessment training uses the longer, more general form, managers will learn the skills to be able to use this smaller form too.

The form was approved, subject to some amendments:

- Including an example/guide of how to fill out the form
- Including a briefing note on form to make the distinction clear between this form and the more general one. This form is for student/staff use for specific activities

**Action: CL to update risk assessment form and bring back to next meeting.**

#### 5. MAH Lone Working guidance (MAH/HS/3/3)

The document was discussed and approved, subject to one minor amendment to the wording around examples of prohibited lone working tasks and unpredictable behaviour:

*Engagement with people whose behaviour may be unpredictable e.g. in journalism activity and/or interviewing participants or unknown people out of hours*

**Action: CL to amend guidance document.**

#### 6. Filming on campus and risk assessments (JW)

JW explained an incident on campus whereby students were filming for their project in and around the bins by the Dhaba café and were stopped by a building manager asking if they had carried out a risk assessment. They had not and stated that they weren't aware that they needed one.

Risks assessments aren't needed for filming on campus generally but are need for an activity/filming that may be considered risky (like the example given). One way the technical team monitor risk assessments for journalism students is by ensuring they have completed one when they come to collect equipment.

JP provided an example where a student, dressed in a cockroach costume, went around Brighton getting in and out of bins. It is difficult to control student activity once off campus. Final year drama students studying 'Independent Research Project: Practical' (Q3264) are expected to complete risk assessments normally (pre-COVID) for rehearsals and the performance.

EH suggested that we continue to raise awareness in the School, and the clear, revised risk assessment form will help with this. He suggested it becomes mandatory to highlight the risk assessment form at the start of every module where this type of work will take place. It can be made clear that not all students on the module will need to complete one, only those carrying out risky activity. Managers can ensure that their colleagues highlight the importance of this.

**Action: Subject Heads to ensure that the risk assessment form is shared with every relevant module and is included as part of the module induction.**

#### 7. Maker space in Silverstone (JW)

JW reported that the 'maker space' project was initiated from a proposal from the digital strand. The idea was to offer facilities to be able to do things like soldering, 3D printing and laser cutting. He visited the School of Engineering & Informatics to get an idea of the type of facilities that could be provided. From this meeting it was decided that the planned space does not allow for laser cutting to be set up, however, soldering and 3D printing equipment can be set up.

JW reported that they are currently at the stage of mocking-up the space and purchasing equipment. Risk assessments have not yet been carried out – the capacity and fire risks also need to be considered. The capacity has been suggested as 4, but they will be guided by H&S and is dependent on Covid rules.

JW stated that the plan is for the students to undertake a 'maker space' induction on how to use the space and kit, and only then will those students be able to have access. Once students have completed the induction, the two 'stations' (soldering & 3D printing) in the 'maker space' will then be separately bookable assets via SiSo. The plan is to have the room only open and bookable between 9am-5:30pm, it is

currently deemed too risky to be open out of hours without staff supervision. Within the technical services team, the responsible technician for this space will be Mark Davies, he will keep an eye on the space on a day to day basis.

AD added that the space will be trialled with MA students on the MA Digital Media first – the new facilities would work well for their first core module - with an idea to cascade down to 3rd years next. He also added that they are considering having a camera, accessible via the internet, in the space so that it can be more easily supervised.

EH stated that the committee needs assurance that the project is going to be safe to proceed - the risks and hazards need to be considered. The committee will need a list of activities that will be carried out in the space and a risk assessment to be completed. He agreed the plan to gradually open the space, starting with MAs.

EH named AD as the main contact for this project and taking lead responsibility, but AD will work with others on this too.

AP has experience of soldering and 3D printing, e.g. he has provided workshops in the SHL lab and carried out risk assessments for these. He can provide his expertise and advice where necessary. He reported that the workshops he ran went well due to limited numbers, the big open space and being well ventilated. He added that workshops have always been supervised working.

*Advice for soldering:*

- Not suitable for lone working
- Think about first aid availability, possibility of minor cuts and burns to happening.

*Advice for 3D printing:*

- Issues with the emissions, they are often running for a long time and can be temperamental
- Shouldn't be sitting with it in the room for the whole time, but it also needs to be regularly checked. Who is responsible for that?

EH advised that a sub meeting of the resources committee is held, inviting AP too, to approve the documents for this project. Before activities start in this space, a risk assessment needs to be completed and checked by H&S.

**Action: JW to organise a sub meeting of the resources committee to further discuss and approve this project.**

## PART III – MATTERS FOR INFORMATION

### 8. Health & Safety Coordinators' meeting – Friday 30<sup>th</sup> April

#### (i) Covid testing centre has moved to Bramber House, Level 1

The new location of on the on campus Covid testing centre was noted.

#### (ii) Post 21 June

It was reported that from this date campus will likely open a lot more, however there is still a lot of uncertainty. The University will be lead by government advice and will need to take plans to re-open fully in stages.

**(iii) Plans for Welcome Week**

SC reported that Welcome Week in September is being planned with three scenarios:

- a. Business as usual, with no restrictions
- b. Business as usual as possible, with some restrictions in place
- c. Things have got worse and back to full restrictions like last year

We will know more about what will happen in September in July/August time.

EH added that we can't assume things will be 100% in person and need to be prepared.

**9. Associate Dean for People and Inclusion**

Recruitment is currently underway for this new role. The post holder will be the chair of this committee going forward.

**PART IV – ANY OTHER BUSINESS****10. Any other business****(i) Expression of thanks to Ed Hughes**

The committee members thanked Ed Hughes for his effective chairing of the meetings. Ed will now be stepping down from this role.

**11. Date of next meeting:** TBC – subject to University wide committee calendar.

Danielle Salvage

06<sup>th</sup> May 2021

**Summary of actions**

<b>Agenda item</b>	<b>Action</b>	<b>Action owner</b>	<b>Notes</b>	<b>Status</b>
3	To create a H&S induction site for Drama	John Williams & Jason Price	Will update committee at next meeting	In progress
3	To arrange a date for the risk assessment training	Paul McConnell, Jason Price & Thor Magnusson	Will liaise between each other to find a suitable date and then organise with the H&S team	
3	To update the committee on changes to Covid restrictions – specifically regarding one-way systems	Angelina Janus	Will find out more information at the University H&S committee.	

4	To update the MAH short risk assessment form to include a completed example and briefing note	Carmen Long	Bring back to next meeting to be reviewed	
5	To amend MAH lone working guidance	Carmen Long	Make the minor change in wording	
6	Share the MAH risk assessment form with every relevant module	Subject Heads	This form needs to be included as part of any relevant module's induction	
7	Organise a sub meeting of the resources committee	John Williams	To further discuss and approve the 'maker space' project	