

Higher Education Safety & Health Forum



Universities and Colleges
Employers Association

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Meeting Notes

10th September 2007

2H www.ucea.ac.uk

1) Attendance

Present:

Mr J Foulds (UCEA & Chair)
Mr G Baker (Amicus)
Mr J Bamford (UCU)
Mr R Broughton (HSE)
Ms P Gilbey (Unison)
Mr C Parkinson (UCEA H&S Advisor)
Mr M Salmon (USHA Chair)

2) Previous meeting Notes

The notes of the meeting held on the 14th March 2007 were accepted. Summary notes are now accessible via the UCEA Website. A request was made for a summary of the first three meetings to be posted on the website.

Action: UCEA HSA

3) Membership

A discussion took place around the issue of having a representative of University management on the forum. The Forum agreed this suggestion.

Action: UCEA to invite Representative

4) Matters arising

4.1 Health Work and Wellbeing Forum (HWWB Forum)

The first meeting of the UCEA Health, Work and Wellbeing Forum was held on the 19th July At the HSE London Office, Rose Court. The feedback from the event was that it was successful and had brought together the different professions involved. Notes of the meeting will be copied to the Forum.

Action: UCEA HSA

4.2 USHA Autumn Seminar

The seminar on Occupation Health will be held in Coventry on 12th September. TU Representatives are attending.

4.3 Safety Representatives Charter

The future of the charter is being considered by the Trade Unions.

Action: TU's

4.4 Meeting of Lord MacKenzie of Luton and UUK

It was agreed that a definite theme needed to be set if value was to be got out of a meeting between the minister and Vice-chancellors.

A suggestion was made that an address on the new revised guidance on director duties might be appropriate. **Action: UCEA & HSE**

5 Chairs Report

The Chair reported that he was standing down and that this would be his last meeting. A new CUC representative Dianne Jeffrey would be replacing the Chair as the UCEA Board member. A request was made that consideration be given to inviting Dianne Jeffrey to take on the duties of Chair. *The Chair retired from the room whilst a discussion took place. It was agreed that Dianne Jeffrey should be invited to become the new Chair.*

Action: UCEA

The Forum gave a vote of thanks to the Chair for all his work over the last two years.

It was also noted that David Melville the Chair of the UCEA H&S Committee has retired as well and that a new Chair would be selected.

6) HASMAP

The Forum received a report on HASMAP (Health and safety Management Profile) and requested a presentation for the next meeting. **Action: USHA**

7) AOB

7.1 Documents

The Forum noted that all documents are now freely available on the UCEA website. See link below:

http://www.ucea.ac.uk/index.cfm/pcms/site.Employee_Relations.Health_and_Safety.Health_and_Safety/

7.2 Student Placement Guidance

USHA reported that the Student Placement document had been redrafted. The HSE requested if a copy of the redraft could be passed to them for final comment.

Action: USHA

7.3 Directors Duties Guidance

The Forum discussed the forthcoming guidance on Directors Duties (See link to draft guidance) and noted that the HSC had requested the HESH Forum to assist in disseminating the guidance. It was suggested that a seminar be held for senior management updating them on the

new guidance and also on the new corporate manslaughter law that comes into force in April 2008 might be appropriate.

http://www.iod.com/intershoproot/eCS/Store/en/pdfs/iod_health_and_safety.pdf

Action:UCEA and HSE

7.4 European Week of Health and Safety

The Forum noted the forthcoming European health and safety week (see link below) and suggested that each representative body advertise it to their memberships. It was also suggested that a concerted campaign could be mounted next year.

<http://www.hse.gov.uk/campaigns/euroweek/index.htm>

Action: All

Action: All

8 Date and Venue of Next Meeting

Meetings to be set in March and September 2008

C Parkinson
UCEA H&S Advisor
17th September 2007