

HEALTH & FIRE SAFETY IN HALLS WORKING GROUP

Date: Friday 21st July 2023
Time: 10:00am
Location: Microsoft Teams Meeting

Attendees: (Chair - UoG) - JL
(UoG) - SC
(UoG) - JDM
(UoG) - ER
(UoG) - MA
(Sodexo) - AW
(UoG) - JM
(UoG) - PL

AGENDA

1. APOLOGIES

(UoG) - JH
(UoG) - CM
(UoG) - HP
(Sodexo) - DA
(Sodexo) - SS
(Sodexo) - HG
(Sodexo) - MA
(Sodexo) - SR
(Sodexo) - PH
(Sodexo) - LH
(Sodexo) - LW (SDX)
(UoG) - LW (UoG)

(please ensure that there is adequate representation from each relevant team going forward).

2. MINUTES OF PREVIOUS MEETING

Minutes from meeting 13.01.23.

3. MATTERS ARISING

No matters arising

4. SECURITY

Nothing to be raised. DB now invited to next meeting on 12.01.24.

5. FIRE SAFETY

Outstanding action from previous meeting: **HG** to share more information on the Yellow/Red card process at Medway, including, how students are notified of such a system in place, as there is no current reference to this process in the License or Student Handbook.

SC – Raised concern highlighted in previous meeting regarding the amount of fire safety items being reported for Avery Hill in comparison to Greenwich and Medway (disproportionate to the number of occupants at AH vs. GR and ME) – recently more than double the safety items at Avery Hill and queries whether reporting process is aligned at all campuses.

ER – This can be revisited and reviewed once our new permanent member of staff starts.

Action: Accommodation Services to discuss approach to smoking going forward. Identifying smokers can be a challenge, as well as excuses given for evidence of smoking being found in the accommodation.

Building Safety Act:

ER - Due to changes to building safety act. We need to ensure that we are sharing more information with residents including risk assessment. This will be put in place for all campuses/residences.

JL – we will need to be conscious the information within risk assessments so as not to cause undue alarm to residents.

Action: Meeting in place for 24.07.23 with ER, HP, VW and JL to discuss how we will achieve this.

Action: PL and ER to meet next week discuss accountable person / responsible person. ER – raising with DS also.

Summer School Resident Lists:

ER – highlighted that security teams may not have one overarching resident list including summer schools. Accommodation Services provides a digital list of residents staying in halls of summer; however, it is unclear whether conferencing team are doing the same. This is the same for all residences and campuses.

AW – No lists are provided to security of the summer school students occupying rooms across the campuses.

Action: ER has raised this with HP, to be raised with Conferencing Team

New Risk Management System:

ER – We will be implementing a new Fire Risk Management System at the beginning of next term. We will circulate a summary of relevant fire safety information, which will include - any fires we have had, legislative changes amongst other information.

Action: ER to share with all appropriate colleagues once ready.

RA Training:

SC – ER has agreed to do some fire training to RA's this year, part of this will be to review our RA fire talks. A good time to amend this in view of the information that we will be providing to students following changes to the building safety act.

Medway RA's:

ER – Queried whether previous challenges of RA's carrying out additional tasks such a tripped fuses and boiler top ups at Medway had been resolved.

JDM – confirmed that such tasks are no longer in the scope of an RA's role; however, they did still respond to Fire Alarms.

Medway Fire Alarms:

Info: RA's hold a pager at Medway as well as security being based near a panel, the current process is that both security and RA receive notification of a potential fire, and both are expected to make their way to that location.

JDM – raised that HP suggested RA's should be present when risk assessments are written, so that they are more familiar with the potential risk.

PL – Recognised good practise that the person carrying out the task has an opportunity to review what has been drafted and has an opportunity to query elements.

Action: JDM – has access to the current risk assessment, this should be reviewed within accommodation services then shared with ER for further review. Following this it will form part of the induction process for Medway RA's

Action: HP to advise the necessity of this practise continuing at Medway, when it is not an expectation of RA's in Greenwich or at Avery Hill

PEEP's and Fire Boxes:

JL – Complaint received from a student which included reference to the fact that their 'personal details were posted in the stairwell' of their block, this is in regard to their PEEP.

ER – confirms that room number and university ID are the only identifiable details contained PEEPs. Also, that these boxes are typically secured with cable tie; however, the cable tie for this particular box was no longer there. This may have been due to the fire that occurred in Cleves for this academic year.

Info: Agreed that PEEPs must remain in stairwells and be readily accessible for emergency services.

Action: HP and team to explore using steel cable ties to secure the boxes going forward

Action: HP and team to discuss and agree a process with Sodexo whereby fire boxes are reviewed at regular intervals to ensure that they are still secure and replace cable ties where necessary

Fire Notices:

MA – we have installed fire action notices on the back of each bedroom across all campuses; however, the outstanding fire evacuation plan signs for each fire in progress.

JM – Envisage this being complete in time for arrivals 23/24.

Action: JM to confirm once complete

Action: If any colleagues notice missing notices, this should be reported back to JM / MA

Teams to be checking this over summer and feeding back to JM and MA if any are missing.

6. HEALTH & SAFETY

Nothing to be raised.

7. AOB

Nothing to be raised.

DATE, TIME AND PLACE OF NEXT MEETING – 12 January 2024