

HEALTH SAFETY & WELFARE COMMITTEE

**Draft** Minutes of the meeting held at 14.00 3<sup>rd</sup> June 2011

Venue CG15-16, Gipsy Lane

**Present:**

Mr P Large, Registrar, Chair	Ms E Mitchell, School of Life Sciences
Mr B Price, Director of Human Resources	Mr B Martin, UNISON Safety Representative
Mrs K Brockington, Health and Social Care	Mr A Rowles, School of Technology
Mr S Simpkins, Deputy Director, Property Services	Mrs J Salisbury, Social Sciences & Law
Miss G Almond, Deputy Director, Hosp Services	Mr G Langford, Assistant Safety Officer, Secretary
Miss C Fleming, Catering Services	

**ACTION 1. Membership and Apologies for Absence**

Apologies were received from

Ms C Rainbird, Occupational Health Advisor  
Mr T McGill, University Health and Safety Officer  
Ms Harriet Waters, Sustainability Manager  
Ms T Cox, Corporate Affairs  
Mr G Bailey, Safety Officer, Estates & Facilities Management.

**2. Minutes of the Meeting held on 23<sup>rd</sup> February 2011**

The minutes of the previous meeting were agreed as an accurate record.

**3. Matters Arising**

**3.1 (3.1)**

**Travelling and Working Overseas, Pocket Guide**

It was confirmed that Christie Rainbird, Occupational Health Advisor, is seeking quotes from the Media Centre for a credit card sized card, which will hold key information for use in the event of an emergency. The intention is that these cards will be distributed to staff who make overseas journeys on University business.

**ACTION**

**3.2 (3.2) Out of Hours calls from overseas to Campus Services**

Following concerns at the last meeting that no formal procedures were in place to deal with the receipt of an emergency call from persons overseas on University business, Steve Simpkins, Deputy Director, Property Services, confirmed that a process had now been drawn up, which includes the periods when the Campus Services control room is staffed by contract security personnel, who may not be familiar with all the University's procedures.

It was confirmed that whilst attending to this issue, a review of the escalation process for the receipt of any type of emergency call to the Site Services office has been undertaken and will be a topic of the forthcoming caretakers' meeting.

**3.3 (3.3) Launch of Travel Safety Notice, paper and electronic versions**

Bob Price, Director Human Resources stated that following reviews of the systems currently available, the one which is currently used by HR to receive job application forms on line, could be utilised to receive and handle the travellers' information required for the newly revised Travelling and Working Overseas Safety Notice, OBUHSN-38.

**BP**

**3.4 (3.4) Safety Notice for Placement Students**

It was confirmed that the modifications agreed at the last meeting, regarding a declaration of students' pre-existing medical conditions have made and that a new Safety Notice, OBUHSN-43 Work Placements is in the process of being issued.

**3.5 (3.6) Concerns regarding rescues from stair lifts**

Steve Simpkins, Deputy Director, Property Services confirmed that, following the installation of an uninterruptible power supply (a battery pack) to the stair lift Wheatley Library, similar devices will be installed at the stair lifts located at the School of Health and Social Care, Marston Road.

**4 Consultative groups, H&S Safety Policies and Procedures.**

At the previous meeting, Bob Price, Director Human Resources, had agreed to set up consultative groups to consider potential improvements to the University's health and safety policies and procedures.

**TMcG**

Bob said that this proposal was closely aligned with KPMG's recent Health and Safety Governance, Leadership and Management audit, which had recommended that internal H&S audits should be restarted to take account of the new faculty structure. Bob proposed that HR and the Safety Team would undertake a full review of health and safety arrangements in the new faculties in the autumn semester and would arrange to identify and train as necessary the new Safety Advisors, to establish risk registers and launch a new round of safety audits.

**5 UCEA Consultation on Proposed update to RIDDOR**

Bob Price, Director Human Recourses, confirmed that he has reported to UCEA that this committee has no objection to the proposed changes in legislation, for which an accident needs to be reported to the Health and Safety Executive under RIDDOR. The proposal is that the period of absence due to an accident at work be extended from three to seven days.

**6 Proposals for a smoking shelter at Gipsy Lane**

At the last meeting it was reported that staff who work in Clerici Building have raised concerns that their health may be adversely affected by cigarette smoke rising up from people who smoke at the main entrance to the building.

Prior to the meeting a report of suggested locations for a smoking shelter, drawn up by Steve Simpkins, Deputy Director, Property Services, was circulated to the meeting. Locations on the approach to the University's main entrance were ruled out due to a poor visual impact. Similarly locations within 5m of buildings were discounted due to the University's existing regulations. A location on land between the Gibbs and Fuller Buildings was considered the most suitable. Steve Simpkins agreed to arrange for a shelter to be installed at this location.

Recommendations were made that, once installed, the location of the shelter be well publicised in order to discourage smoking elsewhere. It was felt that it would be of benefit to install the shelter before the start of next semester so that newcomers to the University were aware of the designated smoking area .

**7 2010-11 Fire Drills**

A report of the 2010-11 fire drills was circulated to the committee prior to the meeting. In the majority of cases buildings were evacuated within or close to the target time of three minutes.

The evacuation time for Gibbs Building was over six minutes due to a senior member of staff choosing not to promptly respond to the alarm. This issue was raised with the member of staff's line manager who had spoken to the individual, who is now fully conversant with evacuation procedures and requirements.

Minor system defects that were identified during the fire drill have been rectified.

It was noted that on many occasions, for example in the case of Buckley Building, emergency exits were not used, people tending to leave a building via the entrance route. It was confirmed that during safety inductions staff are instructed that in an emergency they should leave a building by the nearest exit, it was agreed that On Stream should be utilised in order to give a reminder of this.

SS

**ACTION 8 Inspection by the Fire Brigade of Clive Booth Student Village**

An inspection, by the Fire Brigade, of Clive Booth Student Village took place on 19<sup>th</sup> April. The inspection was carried out due to the Fire Brigade's concerns of not being met when arriving on site on a recent emergency call out. The crew were unable to access the site as the road barrier remained down and did not know which building they should attend.

The fire officer, having inspected the premises and the relevant documents, was on the whole satisfied with the fire safety standards. Concern was expressed about the level of training given to the contract security staff who manage the site during the night and at weekends. Recommendations were made that these security personnel be given site specific fire safety management training.

**GA**

The fire officer noted that the exit doors in the new Post Graduate Lounge, which are signed as fire exits, should not be considered as emergency routes due to their unorthodox design, requiring a two handed operation to open them. This currently limits the capacity of the building to only sixty, the maximum permitted for a single doorway. Gillian Almond, Deputy Director, Hospitality Services, is currently in discussion with the building's architects with the intention of finding a solution in order to expand the permitted capacity of the building.

**9 Risk assessment matrix for dangerous substances**

The committee agreed with the proposal to incorporate into the Safety Notice, OBUHSN-19, Hazardous and Dangerous Substances, a risk assessment matrix for dangerous (i.e. flammable or explosive) substances, a draft of which was circulated to the committee prior to the meeting.

**10 UCEA revised Guidance on Health and Safety in Fieldwork**

**BP**

Bob Price, Director of Human Resources led a discussion on UCEA's Guidance on Health and Safety of Field Work, which was revised earlier this year. The document was circulated to the committee prior to the meeting. Bob reported that he and Tim McGill, University Safety Officer, had made a comparison of the UCEA document with the University's own fieldwork Safety Notice, OBUHSN-24. Although there were many similarities, the revised version is very much more detailed. There is concern that incorporation of all aspects may give rise to a Safety Notice which will become too cumbersome to use. Bob Price agreed to distribute to committee members, key features of the document, together with differences compared to OBUHSN-24, for consideration at the next meeting.

**11 Safety Advisors' proposals for Committee membership**

The current reorganisation of the University calls for a need to review the membership of this committee.

The proposals from a meeting of Safety Advisors held on 12<sup>th</sup> May 2011 were discussed.

**ACTION**

There was agreement that there should be representation from those with decision making capacities and good links to Deans from all faculties, together with representation from those with more hands on roles.

Similarly there should be representation from all Directorates and all departments of Estates and Facilities management. It was noted that, although currently committee members, the President and General Manager of The Students' Union have failed to attend recent meetings. Likewise there has been poor representation by the University and College Union.

**BP**

Bob Price, Director of Human Recourses has agreed to contact Deans, the Students' Union and the trade unions to seek their nominations for membership of the committee. The target is to have a new membership in place before the start of the next semester.

**Dates of next meetings**

The following time, date and venue for meetings in the forthcoming academic year are as follows;-

10.00	Thur 20 <sup>th</sup>	October 2011	CG15-16 Gipsy Lane
14.00	Wed 7 <sup>th</sup>	December 2011	CG15-16 Gipsy Lane
10.00	Wed 22 <sup>nd</sup>	February 2012	CG15-16 Gipsy Lane
10.00	Wed 6 <sup>th</sup>	June 2012	CG15-16 Gipsy Lane