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HSWC 150603/03

University Health Safety and Welfare Committee

Unconfirmed non-confidential minutes of the meeting held on 03rd June 2015 at 10:00 in CG15/16 Gipsy Lane

Present:

Paul Large	Chair	Registrar
Tim M ^c Gill	Secretary	University Safety Manager
Lorraine Dyson		Facilities and Services Manager, HLS
Gordon Langford		Safety Officer, EFM
Elizabeth Mitchell		Technical Services Manager, HLS
Christie Rainbird		Occupational Health Advisor
Trish Cox		Head of Administration, CA
Ray Blackford		Estate Director, EFM
Steve Brown		Facilities and Services Manager, Faculty of Business
Andy Glass		Technical Services Manager, TDE
Ernest Grainger		Quality Manager, Hospitality Services
Sebastian Blake		Transport Solutions Manager, EFM
Brian Rivers		Facilities and Services Manager, HSS
Charlie Williams		Head of Financial Services & Development, FLS
Phil Stuhldreer		Deputy Director of Human Resources
Karen Brockington		Head of Administration and Support, HLS
Richard Beresford		UCU Safety Representative
David Whittingham		General Manager, Students' Union

Apologies:

Alison Cross	Director of Human Resources
Gillian Almond	Commercial Director, EFM
Aysha Rashid	ASA, Student Central
Caroline Rushmer	Head of Administration, OBIS

1. Minutes of the meeting held on 11th February 2015 and Changes to membership

The minutes of the meeting held on 11th February 2015 were accepted as an accurate record with the following changes, the deletion of a stray "t" in minute 2.3.

2. Matters Arising

2.1 Minute 3.1 Report on voice function of the fire alarm system in the JHBB and Abercrombie extension

Ray Blackford reported that the sounders in the Abercrombie extension and the JHBB are ceiling mounted. Because of the ceiling heights in these buildings any voice sounders would have to be wall mounted to ensure that any spoken message would be understandable. The costs to install wall mounted sounders in the JHBB would be in excess of £20,000.

2.2 Minute 3.2 Report on the operational issues in the JHBB

Ray Blackford reported that there was a new member of the EFM team who had previously worked for Crown House. In that role they had been part of the design team for the JHBB software. This new employee has identified a large number of faults and faster progress is now being made in rectifying them. Faults with Window operations are still being investigated and Ray stated that he would give further

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feedback on this progress to the JHBB Users Group Meeting. Ray also reminded committee members that the defect period for the JHBB ends in early July 2015.

2.3 Minute 3.3 Report on work related stress

Phil Stuhldreer (deputising for Alison Cross) reported that Alison Cross had met with Richard Beresford to discuss this issue. It had been agreed at this meeting that workload would be reviewed as part of the PDR process. Alison Cross is reviewing the PDR paperwork with colleagues in OCSLD. Alison Cross is to draft a note to all Deans and Directors reminding them that the issue of workload and coping with workload should be addressed explicitly in the PDR conversation. Stress awareness training is to be revisited by Christie Rainbird and Alison Cross will review the University stress policy over the summer. Phil Stuhldreer also reported that the staff survey showed that levels of stress had not increased as an institution but the incidence of reported stress was slightly higher than the sector. It was agreed that Alison Cross would report on this again at the next committee meeting.

Action: Alison Cross

2.4 Minute 3.4 Report on the actions in the Genetic Modification Laboratory Facilities Inspection

Tim M^cGill reported that he, with Elizabeth Mitchell had visited the Green House facility (the area with outstanding actions) on two occasions since the last meeting. Tim M^cGill confirmed that the sticky door mat had been changed at the appropriate intervals and that the general housekeeping of the greenhouse had improved to an appropriate standard.. Elizabeth Mitchell had introduced a new check sheet that was helping to monitor these processes.

2.5 Minute 3.5 Report on the actions in the Pooled Room Inspections.

Tim M^cGill reported that he was unaware of any actions identified to Bill Sturman or Matthew Andrew in regard to PAT or information and signs in the pooled room being actioned. Paul Large reported that he had spoken to Bill Sturman and he had been assured that PAT was about to commence in all pooled rooms. Paul Large stated that he was expecting a report from Matthew Andrew on progress later that day.

2.6 Minute 3.6 Report on the Management of the cleaning contract.

Ernest Grainger (on behalf of Harmohinder Bahl) reported that there had been problems with the MITIE cleaning contract, less so with the security element of this contract but that the cleaning issues were now improving. For example far greater stocks of cleaning supplies and consumables are now held on site. A review has been undertaken of key management personnel to ensure that they can be contacted at all times.

Elizabeth Mitchell reported ongoing problems with the emptying of bins in some laboratories that could have led to waste being disposed of incorrectly.

Brian Rivers asked if the quarterly walk round with Amanda Ashworth-Plant would be reinstated with her successor as it provided a good platform to raise campus issues and have them resolved before they become major issues.

Paul Large requested that Harmohinder Bahl should attend the next committee meeting to give an update on what proactive measures are being taken to ensure progress with the management of the contract with MITIE.

Action: Harmohinder Bahl

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2.7 **Minute 3.7 Report on the actions taken to reduce the slippery nature of the Coreten Steel at the entrance to the Piazza.**

Ray Blackford reported that an anti-slip paint was being tried on a small section of the steel. If this proved to be successful in making the surface less slippery the paint would be applied to a larger area.

2.8 **Minute 3.8 Report on the plans to create specified smoking areas.**

Ray Blackford reported that potential sites for smoking shelters that would not require planning permission had been identified across all sites. There is also a plan to improve the standard of the smoking shelter outside the Gibbs Building and to improve signage that directs people to it. Ray Blackford also reported on an interesting experiment in Lincoln that created smoke free zones with lines around buildings and arrows directing people to smoking areas. Paul Large stated that any changes to smoking areas should be reflected in the university policy.

Action: Ray Blackford and Alison Cross

3. **Report on the Pooled Room Inspections**

Tim M^cGill reported that the findings of this second inspection of one third on the pooled rooms across all the sites had been less than satisfactory. Portable Appliance Testing was out of date, essential information was missing in some rooms and confused in others and this showed no improvement from the inspections undertaken in December 2014. Paul Large confirmed that he had written to both Bill Sturman and Matthew Andrew to ensure that progress would be made. Ray Blackford confirmed that he was aware of an order being processed for the PAT in the pooled rooms.

Action: Tim M^cGill

4. **Report on Faculty of Business Inspection.**

Tim M^cGill reported that the findings were extremely good with a very high standard of compliance in all areas. It was agreed that Steve Brown would review the COSHH assessments for the faculty and he would re-establish a regime of regular inspections undertake by faculty staff.

Action: Tim M^cGill

5. **Any other business**

5.1 Gordon Langford reported that the weekly testing of the fire alarm system and associated equipment was being expanded into the Halls of Residence, Marston Road and Centre for Sport.

5.2 Gordon Langford reported that the equipment to allow remote monitoring of all fire alarm systems on all sites was nearly completed. This will mean that in the near future the main control room in the JHBB will be able to monitor all fire alarm panels on all sites or campuses.

5.3 Gordon Langford reported that communication systems (for disabled refuges) were being installed across all sites and campuses.

5.4 Gordon Langford reported that the fire exit direction signage in the JHBB was in the process of being changed to include wheelchair symbols so that persons with restricted mobility could easier find the refuge points. This should be completed for the beginning of semester 1.

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- 5.5 Gordon Langford reported that the adapted toilets on the 2nd and 3rd floor of the JHBB had improved direction signage to enable people to find them and that the doors leading to them from the corridors were now held open on door magnets linked to the fire alarm system to allow persons with disabilities easier access.

6. Date of next meetings

Friday 16th October 2015, 10:00 hours, GLC, Room CG15/16.

Wednesday 09th December 2015. 10:00 hours GLC, Room FH 109.

Thursday 18th February 2016. 10:30 hours GLC, Room CG15/16

Tuesday 07th June 2016. 10:00 hours GLC, Room CG15/16