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University Health Safety and Welfare Committee

Minutes of the meeting held on 04th December 2013 at 10.00 in CG15/16 Gipsy Lane

Present:

Paul Large	Chair	Registrar
Gillian Almond		Deputy Director Hospitality Services
Sebastian Blake		Sustainability
Karen Brockington		Faculty of Health and Life Sciences
Loraine Dyson		Faculty of Health and Life Sciences
Elizabeth Mitchell		Faculty of Health and Life Sciences
Trish Cox		Directorate of Corporate Affairs
Tim M ^c Gill		University Safety Officer
Andy Glass		Faculty of Technology, Design and Environment
Christie Rainbird		Occupational Health Advisor
Bob Price		Director of Human Resources
Ernest Grainger		Quality Manager, Hospitality Services
Michael Holder		UNISON Safety Representative
Brian Rivers		Faculty of Humanities and Social Sciences
Caroline Rushmer		OBIS/Learning Resources
Linda Francis		Disability Services
Gordon Langford		EFM Safety Officer
Jason Jolliffe		Faculty of Business
David Whittingham		General Manager, Students' Union
Charlie Williams		Finance and Legal Services
Colin Stocker		Estate Director, Property Services
Iain Sloan		ASA

Apologies:

Richard Beresford	UCU Safety Representative
Jon Appleton	ASA, UNISON
Catherine Flemming	Catering Services
Amanda Ashworth-Plant	EFM, Facilities Director
Simon Hogg	UNISON Safety Representative
Matthew Hisbent	Faculty of Business
Joel Holmes	SU President

Minutes of the meeting held on 11th October 2013

1. The minutes of the meeting held on 11th October were accepted as an accurate record with the following changes

Linda Francis was added to the list of attendees.

Michael Holder wished it to be noted that he had contacted Tim M^cGill by email on 2 occasions regarding human faeces in Clive Booth Student Village.

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2. Matters Arising

Minute 3.1, First aid working group feedback.

Bob Price and Christie Rainbird reported that the membership of the working group has been established but that the first meeting had to be cancelled at short notice, a new date and time for first meeting has been agreed. Christie also reported that she had been looking into technological solutions to help in finding first aiders. She reported that it may be possible to contact first aiders on their personal mobile phones using a #tag, but this needs to be investigated further.

Minute 3.2 Generic Risk Assessment for cleaning human waste

Ernest Grainger reported that he had met with Tim M^cGill and that they had reviewed the risk assessment for cleaning human waste. This meeting had resulted in a few minor changes to the risk assessment. When the answer to one last question is received the assessment will be shared across all halls of residence and with Facilities Services.

Minute 3.3 Response to point 7 of the 11th October minutes

The committee received the from Gillian Almond

The Health & Safety Committee and Gillian Almond accepted Michael Holders apology.

4. Feedback from the University Fire Drills

Tim M^cGill reported that fire drills have been held on all campuses and halls of residence. A few faults with the fire alarm system on both the Harcourt Hill and Wheatley Campuses came to light during the drills. These faults have been addressed by EFM and the fire alarm contractors. The time to evacuate the Gibbs Building was noted as being slightly longer than in previous years. Gordon Langford reported that was mainly due to persons leaving by the way they came in (the main entrance) and not using the side exits.

Staff and or students heard the fire alarm sounding in the Clerici Building when they were in the Library. They tried to escape by a fire exit door that was locked on the fire alarm/electromagnet system. The door remained locked because the alarm was sounding in a different zone. The staff and/or students released the door on the emergency break glass. The system therefore worked as designed.

It was noted that when the Cleric fire alarm was sounded staff from EFM had partially blocked an entrance/exit route with the Christmas tree.

Tim M^cGill reported that there were a disappointing number of reports of members of staff not reacting as expected to the fire alarm. Tim M^cGill stated that he was investigating these events and was writing to Deans or Directors and HR to instigate the appropriate disciplinary action.

5. AOB

5.1 Bob Price reported that Occupational Health had not been able to recruit to their vacant post and this recruitment process was now going to be undertaken through an agency. Bob also reported that Safety had recruited to their vacant post and the new person Stephanie Croft was expected to start in January 2014.

5.2 Michael Holder raised an issue of a report of a member of staff from Clive Booth Student Village receiving an electric shock from a vacuum cleaner when it had been used by persons unknown to suck-up water. Tim M^cGill reported that he was aware of this incident. A brief report from Becky Rossiter (Hall Manager) stated that all of the vacuum cleaners would have stickers attached indicating that they are not designed for sucking up water. Also a change to the standard operating procedure before the vacuum cleaners are used will be to open them to see if they contain water. Tim M^cGill stated that was intending to

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take a look inside one these vacuum cleaners to determine how an electric shock was received since the vacuum cleaners seem to be entirely constructed of a plastic material.

5.3 Sebastian Blake reported that Oxford Bus Company had concerns about persons walking behind the buses on the Wheatley Campus as they are reversing. Tim M^cGill reported that he was aware of this report from the Oxford Bus Company and had stood and watched the buses reversing on two occasions and had not witnessed any problems. Tim M^cGill stated that he had 2 more dates in his diary to watch the buses and he would report back to Sebastian Blake.

5.4 Tim M^cGill gave the committee a brief report of the Laing O'Rourke plans to remove their site cabins from site, to remove the concrete on which the cabins stand and to bring in top soil etc. On the 11th, 12th and 13th of January it is planned to lift the 30 site cabins over the top of the Clerici Building. When this is being undertaken the top floor of the Clerici building directly under the "aerial corridor" will be closed to all persons. The same may also apply to a section of an office on the first floor. At this time all access to the main foyer on the ground floor will also be restricted as the cabins are passing over the Clerici Building. For the following two weeks considerably smaller loads will be taken over the Clerici Building. The top floor will remain closed but the other floors and offices will be opened with restricted access at certain times in certain areas. The whole process should be completed by the 24th January depending on the weather conditions.

5.5 Paul Large thanked Bob Price for all his work as part of the Health & Safety Committee as this will be his last meeting as Bob will be retiring from the University in December 2013.

6. Date of next meeting(s)

Wednesday 26th February 2014, 1000 hours, GLC, Room CG15/16

Wednesday 04th June 2014, 1000 hours, GLC, Room CG15/16