

# MINUTES

## HSWC

### DRAFT

#### University Health Safety and Welfare Committee

Unconfirmed minutes of the meeting held on 4<sup>th</sup> June 2014 at 10.00 in CG15/16 Gipsy Lane

Present:	Paul Large	Chair	Registrar
	Karen Brockington		Faculty of Health and Life Sciences
	Lorraine Dyson		Faculty of Health and Life Sciences
	Elizabeth Mitchell		Faculty of Health and Life Sciences
	Tim M <sup>c</sup> Gill		University Safety Officer
	Stephanie Croft		Health and Safety Assistant (Secretary)
	Andy Glass		Faculty of Technology, Design and Environment
	Christie Rainbird		Occupational Health Advisor
	Ernest Grainger		Quality Manager, Hospitality Services
	Brian Rivers		Faculty of Social Sciences and Law
	Gordon Langford		EFM Safety Officer
	David Whittingham		General Manager, Students' Union
	Colin Stocker		Estate Director, Property Services
	Richard Beresford		UCU Safety Representative
	Caroline Rushmer		OBIS/Learning Resources
	Iain Sloan		Academic and Student Affairs
	Jason Joliffe		Faculty of Business
	Alison Cross		Director Human Resources
	Sebastian Blake		Sustainability/UNISON
	Trish Cox		Corporate Affairs
Apologies:	Catherine Flemming		Catering Services
	Amanda Ashworth-Plant		EFM, Facilities Director
	Gillian Almond		Deputy Director Hospitality Services
	Karen Bampton		PA to Registrar
	Jill Jones		Faculty of Business
	Charlie Williams		Finance and Legal Services
	Phil Stuhldreer		Deputy Director Human Resources
	Matthew Hisbent		Faculty of Business

The committee welcomed Alison Cross, the University's Director of Human Resources, to her first meeting of the committee.

#### 1. Minutes of the meeting held on 26th February 2014

- 1.1 The minutes of the meeting held on 26th February 2014 were accepted as an accurate record.

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## 2. **Matters Arising**

### 2.1 **Minute 3.1 First aid working group feedback**

Christie Rainbird stated that there was still some doubt regarding the 'Life Saver' terminology. Some first aiders seemed to think that the title made it appear more important than first aider. As no alternative name had been suggested, Paul Large confirmed that the title would stay as 'Life Saver'.

### 2.2 **Minute 3.2 Generic Risk Assessment for cleaning human waste**

The Risk Assessment for cleaning human waste has been shared with Amanda Ashworth-Plant.

### 2.3 **Minute 5.3 Feedback from Colin Stocker for the feasibility of road alterations at Wheatley**

Colin Stocker stated that it would not be feasible to change the road layout at Wheatley but warning signs had been erected to warn pedestrians of bus movements.

### 2.4 **Minute 4.3 Update on new fire alarm testing procedure**

Gordon Langford stressed the importance of ensuring that the fire alarm system, including all door locks and equipment relating to the fire alarm system, worked in all buildings as well as the new JHBB. The whole estate required testing. Gordon also reported that it was important to know where all the call-points were and, because of the different fire zones in all buildings, these should be tested individually rather than at one set time.

### 2.5 **Minute 4.2 Stress Policy Review**

Richard Beresford stated that the stress policy was overview for review. Alison Cross explained that the staff survey would be run in November and that this would provide an opportunity to gather anonymous feedback on stress in the workplace. The annual occupational health report would be available in September. The policy would be reviewed in the light of this information. In the meantime, Richard was invited to contact Alison if he had any concerns about the policy.

### 2.6 **Minute 4.4 Update regarding the Core System for health and safety**

Tim McGill reported that, unlike the current system, the new HR/payroll system did not link with the student system which meant that the Safety Office did not have access to student information when recording accidents. Phil Struhldreer was aware of this issue and was pursuing it with the Project Manager, Alan Hill.

## 3. **Health and Safety Inspection report for Grounds**

Tim McGill reported that the health and safety inspection on the grounds department throughout the campuses of the University went very well. Tom Williams of the grounds department, and his staff, have a good health and safety culture. They also seem happy at work and knowledgeable about the health and safety requirements relevant to them. The inspection was done in just one day due to such a satisfactory inspection. This is also due to the good work contributed by Gordon Langford.

## 4. **Health and Safety Management Report and Property Risk Management Report**

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Tim McGill reported that the UMAL inspections with Mike Stones showed excellent health and safety standards throughout the University. However, there are some minor updates to be dealt with which have already been drafted by Tim and Stephanie Croft. The UMAL report noted that the cobbled slope up towards the main entrance of the JHBB was not ideal, especially for those with restricted mobility. It was also noted that there is no signage towards the loading bay between the John Payne and Gibbs buildings, and this, together with the road markings, will be rectified in the near future. Paul Large was pleased to read that Oxford Brookes University had a better than average health and safety culture as shown by the 'spider' diagrams on the UMAL report.

## 5. **Availability of fire marshals and first aiders in the JHBB**

Tim McGill explained that the arrangements for fire marshals and first aiders would need to be reviewed to accommodate 24/7 working in the JHBB. There were not many permanent staff in the building, especially in the teaching rooms, and the pooled rooms could be hard to evacuate. If the fire alarm were to be activated in the Terrace restaurant seating area out of semester there would be no fire marshals at that end of the building. Some rooms are locked where others are not. Tim explained that plans were still evolving. Christie Rainbird said that there were similar concerns about first aiders. Brian Rivers suggested to Tim that it would be helpful to provide information to new teaching staff (especially those working in the JHBB) during the induction training to explain the location of the fire exits. Tim felt that this might not be appropriate for generic induction but he would highlight the fire escape routes within the JHBB as they are not obvious. Paul Large stated that fire escape information should be available inside individual rooms and that teaching staff were responsible for the safety of their students while teaching. Gordon Langford commented that not all students responded or evacuated the building when the fire alarm was activated. CCTV might be an option as this is not currently installed within the teaching rooms. Finally, Gordon stated that disabled refuge points were not easy to find and more signage is required.

Tim explained that a working group would be formed during the summer to review the current systems and devise new systems/procedures for the JHBB.

## 6. **Escape routes from Sinclair building during Birch House demolition**

Tim McGill confirmed that the escape route to the 'quad' from Sinclair would be out of action for six weeks while Birch House was demolished. The alternative route was adequate and clearly marked

## 7. **Any Other Business**

Iain Sloan stated that two first aiders would be required for the Open Day on Saturday 7<sup>th</sup> June. Trish Cox reported that first aiders will be made available from a pool of staff working on the day.

## 8. **Date of next meeting(s)**

Thursday 2<sup>nd</sup> October 2014, 1000 hours, GLC, Room CG15/16