

HEALTH SAFETY & WELFARE COMMITTEE

Minutes of the meeting held at 10.00 am on Wednesday 04th June 2008

Venue Board Room 1, Gipsy Lane

Present:

Mr B Price, Director Human Resources	Mrs E Mitchell, School of Life Sciences
Mr T McGill, University Health and Safety Officer	Mr S Simpkins, Deputy Director, Property Services
Mr G Bailey, Health and Safety Officer, Property Services	Harriet Waters, Environmental Co-ordinator
Mr B Martin, UNISON, School of Life Sciences	

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

Apologies were received from

Mr R Knight, Deputy Vice Chancellor, Chair  
Ms C Rainbird, Occupational Health Advisor  
Dr T Bradshaw, School of Life Sciences  
Mrs K Brockington, Health and Social Care  
Mr A Glass, School of Built Environment  
Mr A Friend, UNISON, Computer Services  
Mr G Langford, H&S Assistant, Secretary  
Mr P Phillips, School of Technology

**2. Minutes of the Meeting held Friday 11th April 2008**

The minutes were agreed to be an accurate record.

**ACTION 3. Matters Arising**

**3.1 Briefing of Students – Control of Legionnaires' Disease**

**GA** Ray Blackford, Estates and Facilities Management, has produced a draft briefing document which Gillian Almond, Deputy Director, Accommodation, Catering and Conference Services is now finalising. The Committee would like Gillian Almond to confirm that this document will be ready for briefings that will take place at the start of the next semester.

### **3.2 Progress of signage for fire assembly points**

**SC** Tim McGill had discussed this with Stephen Clark and believed that progress was being made. In Stephen Clark's absence a written report would be sought and circulated prior to the next meeting.

### **3.3 Flashing lights at Building entrances to indicate the fire alarm is sounding**

**SC** Stephen Clark was not at the meeting to make a report on this item; progress could be included in the report at 3.2.

### **3.4 Pedestrian crossing for Gipsy Lane**

Bob Price reported that discussions with the County Council had indicated that there may be a possibility of incorporating a pedestrian phase in the London Road lights but a crossing was not likely for Gipsy Lane itself. There is also a possibility of the speed limit being reduced to 20 mph on all side roads across Oxford.

### **3.5 Action plan for installation of safety signage in pooled rooms**

**SS** Tim McGill had discussed this matter with the Heather Pughsley in Campus Services. The information had started to be installed in the Gibbs Building. Steve Simpkins said that a standard template of information for Pooled Rooms should be produced and he would discuss this with Stephen Clark.

### **3.6 Publication of names of those permitted to drive minibuses**

A list of the names for those who have succeeded in driving assessments and medical assessments has been published on the intranet.

### **3.7 Bid for increased resources for Occupational Health Team**

Bob Price reported that SMT approval had been given for funding to support an increase in staffing levels in Occupational Health.

## **4 Tree Safety**

Bob Price thanked the Safety Officer for the detailed report on the tree that fell on the Headington Hill Hall Site. Steve Simpkins confirmed that funding had been found to expand the tree survey to all trees on University sites. In addition to the surveys a programme of remedial actions was in place that would be geared to the outcomes of the surveys.

**SS** The committee asked that a policy on tree management including husbandry and replacement should be developed.

## **5 Inspection Reports**

Two inspection reports were presented to the committee, The School of Technology and Corporate Affairs.

The committee agreed that the response from the School of Technology regarding the risk assessment for the storage of liquid nitrogen within a non inhabited structure had taken too long and also lacked detail. It was agreed that Rex Knight would write to the Dean of the School of Technology requesting a detailed response.

**RK**

Concern was expressed that the Print Unit, part of the Corporate Affairs was still having ventilation problems. It was felt this was disappointing since this was a purpose built facility constructed about 5 years ago. It is probable that the Print Unit will be relocated as part of the master plan. The committee wanted to highlight that any new design for the relocation of the Print Unit should recognise the need for adequate ventilation and noise reduction.

## **6 AOB**

Barry Martin asked if the effects of the 3 month delay in recruiting to posts had been considered as part of the stress management programme. Bob Price stated that it had been considered and that Deans or Directors had been alerted to the need to consider this aspect of delays in filling posts and to raise the matter with their Business Partnership Manager in Human Resources as necessary.

It was agreed to cancel the meeting that had been provisionally scheduled for the 26/11/2008.

## **7 Date of future meetings**

10 am Tuesday 14<sup>th</sup> October 2008, Venue to be confirmed

10 am Wednesday 25<sup>th</sup> February 2009, Venue to be confirmed

10 am Wednesday 17<sup>th</sup> June 2009, Venue to be confirmed