

MINUTES

University Health Safety and Welfare Committee

Minutes of the meeting held on 5th December 2012 at 10.00 in CG15-16, Gipsy Lane

Present:

Bob Price	Chair	Director of Human Resources
Gillian Almond		Deputy Director Hospitality Services
Geoff Bailey		Property Services Safety Officer
Karen Brockington		Faculty of Health and Life Sciences
Trish Cox		Directorate of Corporate Affairs
Loraine Dyson		Faculty of Health and Life Sciences
Catherine Flemming		Catering Services
Andy Glass		Faculty of Technology, Design and Environment
Michael Holder		UNISON Safety Representative
Jason Jolliffe		Faculty of Business
Tim McGill		University Safety Officer
Elizabeth Mitchell		Faculty of Health and Life Sciences
Christie Rainbird		Occupational Health Advisor
Brian Rivers		Faculty of Social Sciences and Law
Iain Sloan		Academic and Student Affairs
Colin Stocker		Acting Estate Director
David Whittingham		General Manager, Students' Union
Gordon Langford	Secretary	Assistant Safety Officer

Apologies:

Tim Boulton	Finance and Legal Services
Simon Hogg	UNISON Safety Representative
Paul Large	Registrar

12 Minutes of the meeting held on 12th October 2012

12.1 The minutes of the meeting held on 12th October 2012 (HSWC12120502), were accepted as an accurate record.

13 Matters Arising

13.1 Minutes 02.1.1 to 02.1.5 Terms of Reference

13.1.1 It was confirmed that the Committee's Terms of Reference, HSWC12101203, have been updated to remove the former clause 4.7 'providing a link with the appropriate inspectors appointed by the enforcing authorities'. The document is currently awaiting authorisation from the Vice-Chancellor.

13.1.2 It was noted that Amanda Ashworth-Plant, Head of Campus Operations, has become a committee member and will deputise for the Estate Director or will attend in her own capacity when agenda items make it appropriate for her to do so.

13.2 Minute 05.3: Cost of Portable Appliance Testing (PAT)

13.2.1 The committee received and considered a summary of the recent costs for PAT testing across the Faculties and Directorates (HSWC12120503).

13.2.2 Three options for the undertaking of PAT testing were considered a) trained members of staff undertaking the task within their own Faculty or Directorate, b) setting up a team within the University dedicated to PAT testing or c) outsourcing the task to an external company.

- 13.2.3 It was noted that nowadays, largely due to time constraints, very few of the Faculties and Directorates utilise their own staff to carry out these tests; most use outside contractors, appointed individually by the departments, without a University-wide process in place.
- 13.2.4 It was noted that despite guidance in the Safety Manual, there remains a lot of uncertainty of the recommended frequency of PAT testing.
- 13.2.5 It was agreed that a competitive tendering process should be set up in order to select external contractors to provide a PAT testing service across the whole University, with the aim that this service should begin from August 2013
Action: Tim McGill
- 13.3 Minute 09.1.1 Gate in the fence surrounding the pool at PG Centre, Clive Booth Hall**
- 13.3.1 It was confirmed that the gate is now in place.
- 13.4 Minute 10.1.2 Recommendation for NLTB based on experience of Abercrombie extension**
- Andy Glass, Technical Services Manager, Faculty of Technology Design and Environment, reported on the difficulty of keeping some of the fire routes clear in certain parts in the new extension to the Abercrombie Building. In most cases the routes follow normal corridors which are easy to manage, however some routes now cross open plan studio spaces, into which furniture is moved, inadvertently blocking escape routes. A useful approach would have been to have differing floor finishes to indicate fire routes which must be kept clear. Andy Glass reported that he had passed his concerns to the Capital Projects Team in order that the lessons learnt may be utilised in the NLTB.
- 14 To seek approval of an update of the Asbestos Safety Notice**
- 14.1.1 The Committee received, considered and gave approval to proposals for updates to the Asbestos Safety Notice, OBUHSN-35 (HSWC12120504).
- 14.1.2 The updates are necessary to make the Safety Notice consistent with recent revisions to the Control of Asbestos Regulations 2012, the principal requirement of which is that certain types of non-licenced work with asbestos now need to be notified to the Health and Safety Executive.
- 15 Annual Review of the Faculty and Directorate Risk Registers**
- 15.1 Prior to the meeting Faculties and Directorates were requested to review and submit to the Safety Team the latest versions of their Risk Registers.
- 15.1.1 The Faculty of Health and Life Sciences included a new category to cover members of the public attending clinics, The Faculty of Technology Design and Environment identified the need for more fire marshals on the upper levels of Abercrombie Building, The Directorate of Financial and Legal Services modified their entry for manual handling to differentiate between stores and office based staff.
- 15.1.2 Reviews are awaited from The Directorates of Academic and Student Affairs and Corporate Affairs. Committee members representing these directorates agreed to take appropriate actions.
Actions: Iain Sloan & Trish Cox
- 16 To note the Microbiology and Genetic Manipulation (MGM) Report**
- 16.1 The Committee received and noted the Microbiology and Genetic Manipulation (MGM) Report to the University Safety Committee, dated October 2012. (HSWC12120505) The committee expressed their thanks to the MGM team.

17 To note the Radiation Protection Advisor's Report.

17.1 The Committee received and considered the Radiation Protection Advisor's inspection report of the Faculty of Health and Life Sciences' facilities, dated 8th October 2012 (HSWC12120506).

17.1.1 The Committee expressed concern that the Laboratory Technician who manages the laboratories where radioactive work is carried out was unable to attend the last Health Protection Agency's Safety for Managers training course held at Chilton. It was agreed that every effort should be made for him to attend the next training session. **Action: Elizabeth Mitchell**

17.1.2 The Committee expressed concern that the University's Radiation Protection Handbook is in need of updating due to changes within the Faculties and to changes in the relevant legislation. It was agreed that appropriate updates should be made at the earliest opportunity. **Action: Elizabeth Mitchell**

18 Review of Fire Drills

18.1 The committee received and considered the report for the fire drills which took place across all academic campuses during October and November 2012 (HSWC12120507).

18.2 At five minutes and six minutes respectively, the evacuation times for Gibbs and Abercrombie Buildings are longer than the target of three minutes or less, however, the observers were able to confirm that at all levels, persons escaping were within the staircases of the buildings within three minutes, the staircases being a place of relative safety with at least thirty minutes protection from smoke and fire.

18.3 During these drills a greater than typical number of incidences were found where some individuals did not respond as promptly as desired. It was confirmed that lecturers within the Faculty of Business are attending briefings to clarify the actions that they are expected to take when a fire alarm sounds.

18.4 The Committee agreed that it will be important to have special training sessions for academic staff teaching in the NLTB so that they are fully aware of, and familiar with fire exits routes in the NLTB, before it comes into operation.

19 Consider the need for improvements to procedures for first aid cover

19.1 The committee received and considered a report of the management of first aid within the University (HSWC12120508).

19.2 The Committee acknowledged that although there are eighty nine first aiders within the University, at certain times and locations it can be quite difficult to find a first aider within the desired response time of three minutes.

19.3 OBIS are investigating the best technological methods to aid the notification of a first aider when help is required, these methods include the use of smart phones, text messaging or the use of a hunt system on landlines. It is intended to carry out a trial of one or other of these methods.

19.4 Staff who are trained as first aiders are often called upon to support graduations, open days and other similar events. It was agreed that such events, which are often very busy with hundreds of visitors may prove difficult for an individual first aider to support, in practice it is best for them to work in pairs.

19.5 With more parts of the University being open 24 hours a day, there will be a need to ensure that first aid is readily available outside of the traditional core hours; this may necessitate a requirement that key staff become first aiders.

19.6 The committee agreed that the situation was unsatisfactory and agreed that a policy proposal for the strengthening of first aid across the whole University should be brought back to the committee as soon as possible.
Action: Christie Rainbird

20 To note the Safety Inspection of The Grounds Department

20.1 The committee received and considered a report of the Safety Inspection of the Grounds Department on 25th October 2012 (HSWC12120509).

20.2 It was confirmed that the chains at Wheatley used for the removal of shrubs still need to be notified to Zurich so that they are included on their inspections, and that the review of the COSHH assessments of the hazardous materials used within the grounds sections still needs to be completed.
Action: Geoff Bailey

20.3 The Grounds Section were thanked by the committee for their good standards of work.

21 To note the Safety Inspection of the Property Services Workshops

21.1 The committee received and considered a report of the Safety Inspections of the Property Service Workshops on 20th and 21st November 2012 (HSWC12120510).

21.2 It was confirmed that Property Services have followed the recommendation not to store acetylene cylinders with the building when not in use. They are now kept in an external storage compound.

21.3 Property Services were thanked by the committee for their good standards of work.

22 Any Other Business

22.1 Storage of Gas Cylinders at Gipsy Lane

22.1.1 It was noted, with concern, that the new location for an external storage facility of compressed gas cylinders, post the redevelopment of Gipsy Lane, remains undecided. Currently cylinders, which belong to Estates and Facilities Management and to Health and Life Sciences, are stored in a cage adjacent to the Galaxy Lounge, which is due to be demolished, at which time the cage will become unavailable. There was an understanding that the plot between John Payne Building and the greenhouse would be available for such storage, but this now appears not to be the case. Bob Price, Chair, agreed to seek a solution to this issue from the Capital Projects Team.

Action: Bob Price

22.2 Electricity Failure at Wheatley

22.2.1 Colin Stocker, Head of Maintenance, informed the Committee of the power cut at Wheatley which had occurred two days earlier, Monday 3rd October. At approximately 15.30 a major failure of the supplier's (Scottish and Southern Electricity, SSE) substation resulted in a loss of power to most of the Wheatley site, including all residential accommodation and catering facilities. SSE claimed that they would be able to deliver and install generators by 20.00 hrs. However power was partially restored at 23.30, a further generator, which was required to provide power across the whole site, was operational at 04.00 hrs. There was a further interruption to power in the afternoon of 4th October due to a generator running out of fuel.

22.2.2 Estates and Facilities Management have contingency plans in place to enable the restoration of power to any location within four hours. On this occasion this process was not put in place due to SSE's claim of being able to restore power, at no additional cost, within four hours. The policies and procedures for such events are under review, especially for circumstances such as these where living accommodation is affected.

23 Dates of next meetings. 27th February and 28th May.