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HSWC 150211/02

University Health Safety and Welfare Committee

Unconfirmed non-confidential minutes of the meeting held on 5th December 2014 at 10.00 in CG15/16 Gipsy Lane

Present:	Alison Cross	Chair	Director of Human Resources
	Stephanie Croft	Secretary	Health and Safety
	Lorraine Dyson		Facilities and Services Manager, HLS
	Gordon Langford		Safety Officer, EFM
	Tim M ^c Gill		University Safety Officer
	Elizabeth Mitchell		Technical Services Manager, HLS
	Christie Rainbird		Occupational Health Advisor
	Brian Rivers		Facilities and Services Manager, HSS
	Charlie Williams		Head of Financial Services & Development, FLS
	Colin Stocker		Estate Director, EFM
	Sebastian Blake		Transport Solutions Manager, EFM
	Andy Glass		Technical Services Manager, TDE
	David Mallinson		PA Admin Assistant, CA
	Tony Langley		Senior Technical Administrative Assistant, OBIS
	Jon Appleton		UNISON
Apologies:	Paul Large		Registrar
	Karen Brockington		Head of Administration and Support, HLS
	Steve Brown		Facilities and Services Manager, Faculty of Business
	Gillian Almond		Commercial Director, EFM
	Richard Beresford		UCU Safety Representative
	Iain Sloan		Admissions Team Leader, ASA
	Ernest Grainger		Quality Manager, Hospitality Services
	Caroline Rushmer		Head of Administration, OBIS
	Catherine Fleming		General Manager, Catering Services, EFM
	Karen Bampton		PA Registrar & Clerk to the Board of Governors, SMT
	Trish Cox		Head of Administration, CA
	David Whittingham		General Manager, Students' Union

1. Minutes of the meeting held on 2nd October 2014

The minutes of the meeting held on 2nd October 2014 were accepted as an accurate record (HWSC141205/02).

2. Matters Arising

2.1 Minute 3.1 Update of membership document OBUHSN-05 and confirmation of Union Reps' membership

The updated document was agreed. Tim McGill to forward to Executive Board for information.

Action: Tim McGill

2.2 Minute 3.2 Report on update of fire alarm testing procedure

Gordon Langford reported that the new fire alarm testing schedule would begin in February 2015 with individual buildings at Gipsy Lane Campus and Headington Campus. David Mallinson queried why Clerici and the old library could not be tested at the same time as they are next to each other. Gordon explained

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that they were in different fire zones. Lorraine Dyson confirmed that there had been changes to the fire alarm testing schedule at Ferndale in Swindon, who carry out their own regular testing. Colin Stocker added that the published times for testing were estimates (as they were based on the scheduled times for the best route on foot) and may be subject to change once testing takes place. Andy Glass noted that the times in the new schedule fell during teaching times and could prove inconvenient. Gordon Langford explained that it was difficult to avoid teaching times: these tests had to be done and the alarm would only sound for about 10 seconds. It was agreed that it was important to publish the planned timings for testing and to ensure that as far as possible they were adhered to in order to avoid any confusion. Tim McGill clarified that the times of the tests were published on notice boards in the teaching rooms.

2.3 Minute 3.3 Report on the meeting held for fire marshal and first aid availability in the JHBB

The committee considered the report and recommendations on fire marshal and first-aiders in the JHBB prepared by Christie Rainbird and Tim McGill (HSWC141205/03). Tim McGill stated that the areas above the first floor were sparsely populated and there were no staff in some parts of the building, especially outside core hours. It was therefore important to make clear to lecturers' they were responsible for evacuating the room they were in if an alarm should sound.

- 2.4 Regarding voiced fire alarms, it was noted that all the alarms had this capability, although the announcements were not always clear and the voiced alarm system within Abercrombie had been withdrawn. Tim McGill will investigate further the scope for voiced fire alarm system.

Action: Tim McGill

- 2.5 Colin Stocker reported that the zoning of the fire alarms can be confusing and consideration was being given to making the JHBB a single. Jon Appleton added that it was human nature for people to walk into different zones rather than to evacuate the building during fire alarm activation.

- 2.6 Gordon Langford reported that the Fire Action Notices were currently being updated, starting with teaching rooms. It was noted that many of the first aid lists were out of date and constantly changing. Andy Glass suggested that it would be helpful to provide a generic number in order to get hold of a first aider. It was noted that Gillian Lindsey was responsible for the pooled rooms, and Tim McGill and Christie Rainbird agreed to follow this up with her.

Action: Tim McGill and Christie Rainbird

- 2.7 Sebastian Blake questioned whether staff and students were aware of the location of refuge points. Tim McGill clarified that should be part of the individual Personal Emergency Evacuation Plan (PEEP). Gordon Langford suggested that for a student who declared their disability to Student Disability Services (SDS), the student would be assessed by SDS, who would determine if a PEEP would be required. For a disabled member of staff, it would be for their line manager to carry out the PEEP, if needs be.

- 2.8 Tony Langley questioned whether two security guards were sufficient for the library area when sweeping through during a fire evacuation. Tim McGill stated that this would be kept under review. Tony Langley also suggested that a voiced alarm would assist in evacuating the library with minimum security guards. Jon Appleton noted that the security staff were outsourced and queried whether they had sufficient induction to know the area well enough to evacuate the area thoroughly.

- 2.9 It was agreed that Tim McGill and Christie Rainbird would share the report and their recommendations with the relevant directorates to seek their feedback as to whether any of the recommendations would pose any difficulty for implementation. The feedback would be reported to the committee at its next meeting.

Action: Tim McGill, Christie Rainbird

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3. Minute 3.4 **Update on catering maintenance issues**

- 3.1 Colin Stocker reported that all the recommendations relating to Wheatley were complete. It was noted that the ventilation at Harcourt Hill, although old, was working but may require work in the future.

4. Minute 3.5 **Report on stress-related absence and long-term sickness reporting**

- 4.1 Alison Cross reported that the staff survey included a number of detailed questions relating to stress, which only became apparent if the staff member ticked the box to state that they were experiencing stress at work. The results were expected to be available in January and would provide useful information about levels of stress across the workforce as a whole to inform the review of the policy on work-related stress. Alison Cross reported that she would be meeting with Richard Beresford to discuss the work-related stress policy and how we might use PDR's more effectively to give people the opportunity to talk about such issues.

5. **Report on fire evacuation timings**

- 5.1 The committee received a report on the timings for the recent evacuation drills (HSWC141205/054). Three minutes was the target time to evacuate a building when the fire alarm was activated. Alison Cross questioned why the evacuation for Gibbs building took so much longer than other buildings. Tim McGill explained that it is because of the number of people and floors within that building and that the two staircases were relatively narrow. It was important to keep these and the corridors clear. Some of the teaching rooms were being converted into offices which would help reduce the numbers of people in Gibbs, making it easier to evacuate. Evacuations in most of the other buildings were below the three minute target, although Jon Appleton observed that half of the results (by number of staff and students occupying buildings) were above the three minute target. Tim McGill confirmed that despite this, the stairwells are fully fire protected.
- 5.2 Sebastian Blake queried whether the fire alarm exercise should run during the summer school period. It was noted that international students did not always respond in the same way as UK students, and on occasion had attempted to put out the fire themselves. Tim McGill stated that it was the lecturer's responsibility to supervise any evacuation within the University. Lorraine Dyson reported that there would be a fire drill at Marston Road when the summer school students were there.
- 5.3 Tony Langley was concerned that the report noted that one person had been left in the building and another was carried down the stairs in their wheelchair. Tim McGill explained that this was the result of poor signage and a lack of awareness of the PEEP procedure.

6. **Report on EFM Workshop Inspection**

- 6.1 Tim McGill reported that the EFM Workshop inspection (HSWC141205/05) was very neat and tidy and he commended David Evans (Health and Safety Lead in the workshops) and Gordon Langford. There was consistency across all documentation and storage of PPE has greatly improved. Overall this was a very good report.

7. **JHBB**

- 7.1 Jon Appleton raised a number of issues regarding the JHB building. A key issue related to temperature with a number of staff feeling cold, both in the public and staff areas. He considered that the response to reporting this issue had been inadequate: when the automatic windows opened in the Students Union, the temperature was measured at 15°C, which was below the legal working limit of 16°C. Alternative work spaces should be found or staff sent home as they should not be expected to work in such conditions.
- 7.2 Colin Stocker responded that EFM were aware of the heating issues and actively trying to address them. Some of these were not overnight fixes but door heaters had been turned up and some doors had been

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temporarily closed. The possibility of reducing the size of the main doorways into the JHBB, or possibly installing revolving doors, was being actively explored.

- 7.3 Jon Appleton stated that immediate response was expected when issues arose and he asked that a single point of contact be put in place to report such issues. Colin Stocker stated that the extension 8888 (Service Desk) should be contacted to report all issues so that they could be logged and addressed.
- 7.4 Jon Appleton reported that the windows in JHB building kept opening automatically and, although it might affect ventilation, asked that they be locked shut during the cold weather. He also asked whether any monitoring was being undertaken (e.g. temperature, ventilation, sick absence rates). Colin Stocker stated that locking the windows would only be a temporary measure. The underlying issue lay with the complex building control system. Often local changes (e.g. locking a window) forced a change elsewhere. EFM was seeking to establish better access to manual controls. He added that current monitoring provides for an alarm to sound if carbon dioxide levels were elevated.
- 7.5 Jon Appleton reported that lighting and blinds were another issue within the JHB building. The recent survey only asked whether lighting was insufficient, whereas the issue was one of the lighting being too bright and the only way this could be addressed was by removing bulbs. Colin Stocker stated that lighting was currently being reviewed but it could be prove difficult to cater for individual preferences for different brightness levels.
- 7.6 Jon Appleton also said that the toilets in JHBB were inadequate and not located in the right places. They were frequently out of order or there was no toilet paper. Rather than having to report faults, he asked that EFM should regularly inspect and restock the toilets. Other members of the committee reported similar issues at the other campuses and that EFM were working with Mitie to improve this.
- 7.7 It was agreed that it would be useful if EFM could inform staff (e.g. through the Building User Group) that they were working to addressed these post-occupancy issues. It was also agreed that when a problem was reported to EFM, this should be acknowledged promptly and addresses.

Action: Colin Stocker

- 7.8 Colin Stocker was asked to provide a progress report on the JHBB issues at the next meeting.

Action: Colin Stocker

8. Any other business

- 8.1 David Mallinson reported that the road/path on the Western Road (past Tonge building) was slippery after heavy rain, and that the steps leading up to Brookes Restaurant were also becoming slippery.

Action: Colin Stocker

- 8.2 David Mallinson requested that further meetings be confirmed as much in advance as possible via Google calendar invites.

Action: Stephanie Croft

9. Date of next meeting

Wednesday 11th February 2015, 10:00 hours, GLC, Room CG15/16.