

HEALTH SAFETY & WELFARE COMMITTEE

Minutes of the meeting held at 10.00 am 6th December 2010

Venue Board Room 1, Gipsy Lane

Present:

Mr B Price, Director of Human Resources, Chair
Mr T McGill, University Health and Safety Officer
Ms C Rainbird, Occupational Health Advisor
Mr E Granger, Hospitality Services
Ms T Cox, Corporate Affairs
Mr G Bailey, H&S, Property Services

Mr B Martin, UNISON Safety Representative
Mr A Glass, School of Built Environment
Mrs K Brockington, Health and Social Care
Mr S Simpkins, Deputy Director, Property Services
Mrs J Salisbury, Social Sciences & Law
Mr G Langford, Assistant Safety Officer, Secretary

ACTION

1. Membership and Apologies for Absence

Apologies were received from

Mr P Large, Registrar
Mr R Beresford, UCU Safety Representative
Miss G Almond, Deputy Director, Hospitality Services
Mrs C Morris, Business School
Mrs A Hissey, School of Social Sciences and Law

2. Minutes of the Meeting held on 13th October 2010

The minutes of the previous meeting were agreed as an accurate record.

3. Matters Arising

3.1 (3.1)

Update to the Travelling and Working Overseas Safety Notice

Christie Rainbird, Occupational Health Advisor, gave details of modifications that have been made to Appendix 3 of the Travelling and Working Overseas Safety Notice, copies of which were distributed to the committee at the meeting. This version of Appendix 3 has come about following consultation with representatives of Oxford Brookes International (OBI), the Business School and the School of the Built Environment.

ACTION

The appendix has five sections, the first giving a summary of the person(s) travelling, the destination, activity and level of risk, the second section enables financial approval, the third enquires about public relations and marketing opportunities, the fourth has details of the travel arrangements and the fifth has emergency contact details.

The committee agreed in general with the layout of the revised Appendix 3, subject to minor modifications, including renaming Site Services as Campus Services and the removal of confidential username and passwords in the Safety Advice section.

It was noted that clarification is needed to clearly state who should receive copies of the various forms. It was agreed that a full set needs to be kept by Oxford Brookes International, and that Campus Services control room, who provide emergency contact 24 hours per day, should have copies of sections one, four and five.

It was noted that the forms give emergency contact phone numbers for the travel insurance company and for Campus Services. It is anticipated that, in the event of an emergency, the traveller would determine for themselves who they should contact, depending on the situation. It was agreed that these details, together with other useful information, should be made available on credit card sized cards which the traveller could easily keep with them. Christie Rainbird agreed to arrange for these cards to be produced.

CR

Steve Simpkins, Deputy Director, Property Services, agreed to review the processes that are in place for the receiving of an emergency call at Campus Services control room, especially considering the situation of receiving a call when the office is staffed by contract security staff, who may not be familiar with all the University's procedures.

SS

Once the procedures are finally agreed, the Director of Human Resources would discuss the need for engagement at School/Directorate level with Deans and Directors and would seek their proposals for the names of emergency contact persons within each School and Directorate.

BP

It was agreed that, following the modifications as described above, the updated Safety Notice would be launched, initially as a paper version; the aim that, very quickly, it would be moved to an online version, regarding which, Tim McGill, University Health and Safety Officer, is in discussions with Computer Services.

TMcG

3.2 (3.2) Draft Safety Notice for Placement Students

Tim McGill, University Health and Safety Officer, confirmed that a draft Safety Notice for Placement Students, based on the UCEA (Universities and Colleges Employers Association) model has been drafted.

ACTION

Tim, together with Christie Rainbird, Occupational Health Advisor, are in the process of drawing up a questionnaire, which would become part of the procedure, to help managers decide whether a student has any health conditions that may put them at risk whilst carrying out a placement.

It was agreed that once the questionnaire has been drawn up, the Safety Notice should be launched.

3.3 (3.4) Stress as a topic of Business Partners' Meeting

Christie Rainbird, Occupational Health Advisor, confirmed that she will, from time to time, attend HR Business Partners' meetings with Schools and Directorates in order to discuss stress management processes.

3.4 (5) Breakdown of first aid cover by location and time of day.

Christie Rainbird, Occupational Health Advisor, reported that she is in the process of estimating the population of students and staff across the various University locations by time of day, and to determine the number of first aiders available at these locations. As a number of the current first aiders work part time, it is likely that further first aiders may need to be trained.

Christie gave feedback of a recent first aiders' briefing and networking meeting, which those who attended reported to be very useful.

It was confirmed that the University does not provide additional payment to first aiders, however the training does give skills which may be useful in terms of career development and equips the person with knowledge that may be used in their private life.

Steve Simpkins, Deputy Director, Property Services, confirmed that being a first aider is now within the job description for newly recruited Campus Services staff, and that existing staff will be encouraged to become first aiders.

4 Safety issues in relation to Graduation Ceremonies

Prior to the meeting, the committee were circulated with a report, drawn up by Tim McGill, University Health and Safety Officer, setting out his concerns regarding 2011 Graduation Ceremonies. A mitigation plan, drawn up by Gillian Lindsey, Assistant Academic Registrar, was also circulated to the committee prior to the meeting.

Tim McGill summarised his concerns; these are the intention to continue to hold ceremonies, within the Main Hall, with further accommodation in the Main Lecture Theatre, despite the high level of heavy vehicle movement which will be taking place in and out of the campus. There are concerns that in the event of an emergency, access to the site for emergency vehicles would be restricted due to construction vehicles, and the space available to evacuate the approximately 1000 attendees would be inadequate.

ACTION

In mitigation, Gillian Lindsey, Assistant Academic Registrar, had proposed processes, including additional staff, to manage the situation in the event of an emergency. Members of the Committee expressed a number of continuing concerns and possible further mitigation measures were identified.

BP

Bob Price, Acting Chair, agreed to discuss the concerns and potential measures for mitigation with Mike Radcliffe, Director of Academic and Student Affairs.

5 Any Other Business**SS**

Barry Martin, UNISON Safety Representative, raised concerns about the time that is required to rescue a person using the Wheatley Library stair lift in the event of it breaking down. Steve Simpkins, Deputy Director, Property Services, confirmed that the manual operation, with the use of a small flywheel, to lower the stair lift, may take several minutes, depending on the lift's position. Property Services are aware of the issues which affect this and five similar stair lifts. With that in mind a meeting of relevant parties is to be held on 7th December. Steve agreed to give feedback at the next meeting.

6 Date of next meetings

Forthcoming meetings will take place at 10am on 23rd February 2011