

MINUTES

UNCONFIRMED

HEALTH, SAFETY AND WELFARE COMMITTEE

Non-confidential minutes of the meeting of the Health, Safety and Welfare Committee held on 6 December 2016 at 10:00 in Red Oak (R/04), Headington campus.

Present: Brendan Casey (Chair), Registrar and Chief Operating Officer
 Sebastian Blake, Quality Manager, Hospitality Services, EFM
 Ray Blackford, Estate Director, EFM
 Steve Brown, Facilities and Services Manager, Faculty of Business
 Alison Cross, Director of Human Resources
 Lorraine Dyson, Facilities and Services Manager, HLS
 Andy Glass, Technical Services Manager, TDE
 Gordon Langford, Safety Officer, EFM
 John Lo Breglio, UCU representative
 Tim McGill, University Safety Manager, HR
 Steve Travis, Contractor, EFM
 David Whittingham, Chief Executive, Student Union
 Charlie Williams, Head of Financial Services & Development, FLS

In attendance: Laura Fortuna (Secretary), PA to the HR Director
 Sarah Smith, Senior Administrator, OBIS and LR

Apologies: Karen Brockington, Head of Operations, HLS
 Trish Cox, Head of Administration, CA
 Tanja Dawber Head of Administration, OBIS and LR
 Monika Graham, Acting Facilities Director, EFM
 Matthew Hisbent, Head of Operations, Faculty of Business
 Elizabeth Mitchell, Technical Services Manager, HLS
 Christie Rainbird, Occupational Health Adviser, HR
 Brian Rivers, Facilities and Services Manager, HSS
 Sharon Willett, Safety Officer, HR

12 **Minutes of the meeting held on 20 October 2016**

12.1 The minutes of the meeting held on 20 October 2016 were approved as an accurate record (HSWC161206/02).

13 **Matters Arising**

- 13.1 **Minute 2.1 Stress policy roll-out:** It was noted that Christie Rainbird was in the process of rolling out stress management training, prioritising those areas which were undergoing, or were about to go through, significant change.
- 13.2 **Minute 2.2 Update on PAT:** Ray Blackford reported that a suitable company had now been identified and he was working with faculties and directorates to plan a regular programme of testing.
- 13.3 **Minute 2.3 TDE inspection report follow-up:** Andy Glass reported that good progress had been made on addressing the ventilation and draughts in Abercrombie. TDE were now experiencing ventilation issues in the basement of the Richard Hamilton building. He agreed to provide a progress report at the next meeting.
Action: Ray Blackford
- 13.4 **Minute 2.4 Defibrillators:** installation of the defibrillators was expected to be completed shortly. First aid training now includes this equipment.
- 13.5 **Minute 2.5 Buckley building ventilation:** Ray Blackford reported that EFM were still exploring possible solutions to address the noise of the old system.
Action: Ray Blackford
- 13.6 **Minute 4.2 Print room final inspections:** this was scheduled for January.
Action: Tim McGill
- 13.7 **Minutes 4.3 storage space in refurbished offices:** a response from Drew Hardy to the concerns expressed about the lack of office storage space in Buckley and Clerici had not yet been received.
Action: Drew Hardy
- 13.8 **Minute 9.2 Dust in Tonge ventilation system:** Ray Blackford reported that the system had now been cleaned and there had been no further complaints. Dust accumulation would be monitored and the system cleaned as required.
- 14 Inspection report on Wheatley Halls**
- 14.1 Tim McGill reported that, although the halls were old, the inspection had been positive (HSWC161206/03). Remedial works had been undertaken to the window frames. A risk assessment of the ageing masonry had been carried out after a piece of masonry had spontaneously fallen from D block over the entrance to the HR offices. A special coating would be applied to the buildings to address the deterioration of the concrete. Ray Blackford agreed to report back on this at the next meeting.
Action: Ray Blackford
- 15 Annual Fire Drills**
- 15.1 Tim McGill presented the results of the recent fire drills (HSWC161206/04). The vast majority of people evacuated in time but 16 buildings were outside the three-minute limit because students (and some staff) had been reluctant to leave their coffees, laptops, etc. Tim was broadly content with the results. However, he identified issues which would need to be followed up: (i) there were problems with some fire alarms at Wheatley, where the alarm sounded unintentionally in more than one building; (ii) the activation of the fire alarms at Wheatley was not registering in the Entrance Lodge; and (iii) it had taken longer than desirable to evacuate disabled colleagues from the basement of the JHBB and it was suggested that consideration should be given to relocating the assisted training room to a more accessible floor.
Action: Tim McGill
- 16 UMAL inspection report**

- 16.1 The committee considered the reports of the UMAL (university insurers) inspections (HSWC161206/05). Tim was broadly content with the report on health and safety risk management. The overall assessment was that the “excellent standards of safety management remain” with only a few recommendations about updating some documentation. It was noted that some EFM assessments were still outstanding.
Action: Ray Blackford
- 16.2 The property risk management report noted a “good standard” of risk management, with two legislative requirements and a number of minor recommendations. The management responses had now been completed and the University would be required to provide written feedback within three months on progressing the recommendations.
Action: Ray Blackford
- 16.3 The committee endorsed the reports for signature by the Vice-Chancellor.
Action: Vice-Chancellor to sign off the management response
- 17 Review of terms of reference and membership of the committee**
- 17.1 The committee received the proposed revised terms of reference and membership, noting that the membership had been amended to reflect the composition of those who attended regularly (HSWC161206/06). It was agreed that the OBIS representative would also cover Learning Resources. A number of amendments were identified.
Action: Tim McGill to make amendments to the TOR
- 18 Health and Safety Policy**
- 18.1 Tim McGill reported that the Health and Safety Policy OBUHSN-01 issue 11 had been updated in response to comments arising from a KPMG audit.
- 19 AOB**
- 19.1 **Toilets in Tonge** - A number of colleagues drew attention to the poor state of the toilets and carpets in Tonge, stressing that this was a long standing issue. Ray Blackford reported that the toilets were scheduled for replacement in 2017. He was asked to report back on progress at the next meeting.
Action: Ray Blackford
- 20 Date of next meetings**
- 20.1 14 February 2017, 10:00, Buckley (BCK2.01 & BCK2.02). 8 June 2017, 10:00, Buckley (BCK2.01 & BCK2.02).

End of unconfirmed minutes