

HEALTH SAFETY & WELFARE COMMITTEE

Minutes of the meeting held at 10.00 7th December 2011

Venue CG15-16, Gipsy Lane

Present:

Mr P Large, Registrar, Chair	Mr J Jolliffe, Faculty of Business
Mr G Bailey, Safety Officer, EFM.	Mr T McGill, University Health and Safety Officer
Mrs K Brockington, Health and Life Sciences	Ms E Mitchell, Health and Life Sciences
Mrs L Dyson, Health and Life Sciences	Mr B Price, Director of Human Resources
Mr M Holder, UNISON Safety Representative	Mr S Simpkins, Deputy Director, Property Services
Mr A Glass, Technology, Design, Environment	Mr I Sloan, Directorate of ASA
Mr E Grainger, Hospitality Services	Mr G Thomas, Catering Services
	Mr G Langford, Assistant Safety Officer, Secretary

ACTION

1. Membership and Apologies for Absence

Apologies were received from
Miss G Almond, Deputy Director, Hosp Services
Mr T Bolton, Finance & Legal Services
Miss C Fleming, Catering Services
Mr M Hisbent, Faculty of Business
Mr S Hogg, UNISON Safety Representative
Mr P Mason, President of Students' Union
Ms C Rainbird, Occupational Health Advisor
Mr B Rivers, Humanities & Social Sciences
Mr D Whittingham, SU General Manager

2. Minutes of the Meeting held on 20th October 2011

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

3. Matters Arising

3.1 (2) Review of the Committee's Terms of Reference.

Prior to the meeting the committee were circulated with a copy of the Safety Notice, OBUHSN-05, containing the Terms of Reference of this committee, together with updated appendices indicating the current committee membership.

ACTION

It was agreed that on the whole the document is correct and up to date, save the second sentence of section 2, which needs to be rewritten so as not to imply that the meeting would be chaired by the Vice-Chancellor.

GL

Safety Manual holders will be circulated with an updated version of this Safety Notice.

3.2 (4.2) Concerns regarding rescues from stair lifts

Steve Simpkins, Deputy Director, Property Services confirmed that, following the installation of an uninterruptible power supply (a battery pack) to the stair lift in Wheatley Library, similar devices will be fitted to three of the five stair lifts which are located at the Faculty of Health and Life Sciences at Marston Road. The three lifts to be modified are those which lead to an escape route capable of being used by wheelchair users. It is anticipated that the modifications will be made by spring 2012.

3.3 (4.4) Publicity of smoking shelter, Gipsy Lane

SS

Steve Simpkins, Deputy Director, Property Services, reported that George O'Neil, Assistant Communications Director, had advised against a wide scale publicity of the smoking shelter which has recently been installed near the Gibbs Building. Although several smokers do make use of the shelter, many continue to smoke outside the main entrance of Clerici Building. Steve Simpkins agreed to produce A5 sized leaflets, giving details of the location of the shelter, to be issued to those smokers not making use of it.

The committee agreed that there is a need for the University to review its policy on smoking; should it only be permitted in designated areas such as smoking shelters, should the new piazza in front of NLTB be designated a smoke free area, should smoking be banned at all University sites, should the same rules apply at all sites?

Michael Holder, UNISON Safety Representative, expressed concern that a widespread ban on smoking would be unjust to those staff who choose to smoke.

3.4 (4.6) Task group, review fieldwork and overseas travel

BP

Committee members Lorraine Dyson, Andy Glass and Jason Jolliffe agreed to join a task group that will identify any further development of the University's Safety Notices for fieldwork and overseas travel. Bob Price agreed to host a meeting of the group in the coming weeks.

3.5 (6) Review of accidents with less than three days absence

In response to a question raised at the last meeting, relating to accident statistics detailed in the Annual Health and Safety Report, Tim McGill, University Health and Safety Officer, presented a breakdown of the accidents which resulted in absence from work of three days or less.

ACTION

There were thirty six such accidents in total, no clear commonality was found. For example, approximately one third of the accidents were related to slips, trips and falls, however all of these occurred at different locations, whilst undertaking different types of activities. It was noted that Property Services are actively seeking out locations with potential trip hazards and are carrying out repairs as appropriate.

AG

It was noted that there were two incidents of finger injury to students whilst using a band saw in the Architecture Workshop. The workshop supervisor at the time of the accidents has now retired. Andy Glass, TDE Technical Manager, agreed to make the current supervisor aware of the committee's concerns regarding the use of this and other similar equipment and to ensure that adequate training is provided.

3.6 (6) Clarification of the fire alarm system, Kennett House

In response to a question raised at the last meeting, Tim McGill explained that the University's offices in Kennett House are located in a shared building above retail shops. The entire building shares a fire alarm system which is managed by the building's landlord. If the alarm sounds the building must be evacuated, no matter where the alarm is activated. Steve Simpkins, Deputy Director, Property Services, confirmed that any maintenance issues, including the fire alarm system will be dealt with following a request to the Property Services Helpdesk.

3.7 (8) Holmes Wood, way finding consultants, impact on GEEP proposals

Tim McGill, University Health and Safety Officer, confirmed that the project being undertaken by Holmes Wood does not impact on the proposals, discussed at the last meeting, to install signage to direct wheelchair users and others unable to use steps, to escape routes or refuge points, in the event of an emergency.

4 Request for smoking shelter at Headington Hill

SS

Steve Simpkins, Deputy Director, Property Services gave details of a request he had received that a smoking shelter be installed at Headington Hill Campus, in order to provide the same facilities that are available at Gypsy Lane and Harcourt Hill campuses. Steve Simpkins agreed to review the options for locations for a smoking shelter; the decision on an installation would be subject to the University's review on its smoking policy as outlined in minute 3.3

Karen Brockington, Head of Administration and Support Services, Faculty of Health and Life Sciences, confirmed that, due to lack of space, the decision has been made not to install a smoking shelter at the Marston Road site. At this location there are continuing complaints that smoke is entering buildings, as a result of which bins have been moved further away from the buildings and further signage has been displayed.

ACTION 5 Fire Marshal and Evac Chair Operator on-line list

It was confirmed that lists of the University's fire marshals and Evac-Chair operators are now available on line as a section of the telephone directory.

The links are, for fire marshals

https://kmis.brookes.ac.uk/csms/hs_phone_lists.show_list?p_list_type=0003,

and for Evac-Chair operators

https://kmis.brookes.ac.uk/csms/hs_phone_lists.show_list?p_list_type=0004

These lists operate in a similar way to the one for first aiders in that they will be updated as people move within or leave the University.

GL

Gordon Langford, Assistant Safety Officer, agreed to make use of On Stream to give notification of these lists.

6 Future legislation warning

Tim McGill, University Health and Safety Officer, gave details of the Electromagnetic Fields Directive which is due to become adopted as UK legislation in 2012. The intention is to give protection to those who may be adversely affected by high levels of electromagnetic radiation.

It is very unlikely that sources of significantly high magnetic fields exist within the University; enquiries are being made about the mobile phone masts and Wi-Fi units on the University premises in order that appropriate risk assessments may be carried out.

7 Safety Inspection of the Department of Biological and Medical Sciences

Tim McGill, University Health and Safety Officer, gave details of the safety inspection of the Department of Biological and Medical Sciences, carried out during October 2011, the report for which had been circulated to the committee prior to the meeting.

Tim reported that the facilities within both Sinclair and Tonge Buildings were found to be in good order, clean and tidy and well managed in terms of health and safety.

Liz Mitchell, Technical Services Manager, Health and Life Sciences, confirmed that a new cabinet for corrosive substances has been ordered. She gave details of the significant reduction in the quantity of liquid nitrogen to be used within the department, which will have positive an impact on manual handling. Redundant equipment has been removed and an oxygen monitors are to be installed to reduce the risks in the event of a spillage of liquid nitrogen.

8 Fire Drill Report

Gordon Langford, Assistant Safety Officer, gave a summary of the recent fire drills, a report for which had been circulated to the committee prior to the meeting.

ACTION

The fire drills had been arranged by the Campus Managers. The vast majority of evacuations were completed within or just slightly over the target time of three minutes.

There were two examples where the times exceeded six minutes, these were Gibbs Building and the main building at Marston Road. The delay in the former was largely due to congestion at the main exit of the building due to many of those evacuating not moving away from the building. The delay at Marston Road was largely due to those in the well occupied lecture theatre failing to use the theatre's emergency exits, instead congesting the building's internal corridors by heading for the main entrance.

Faculty members of the committee agreed to remind lecturers of their roles in managing evacuation procedures, such as encouraging the use of fire exits, whenever a fire alarm sounds.

Jason Jolliffe, Facilities and Services Manager, Faculty of Business, expressed concern about the lack of fire marshals on duty on Saturdays when buildings on the Wheatley Campus are used for teaching. Bob Price, Director of Human Resources, agreed to raise this issue with Amanda Ashworth-Plant, Head of Campus Operations.

BP

9 Safety Inspection of Paul Kent Hall

Tim McGill, University Safety Officer, gave a summary of the safety inspection of Paul Kent Hall, a report for which was circulated to the committee prior to the meeting.

Tim reported that the facilities were found to be in good order, clean and tidy with a very good standard of health and safety, indicating that very good management processes are in place.

10 Any Other Business

10.1 Safety Issues in Sinclair Lecture Theatre

Tim McGill, University Safety Officer, gave details of issues in the Sinclair Lecture Theatre, S213. Until recently there were shelves at the rear of the theatre which were intended to hold projection equipment, their positioning was hazardous as there was a risk that persons getting up from seating may bang their heads on them; these shelves have now been removed.

The seating is in a poor condition, recently a member of staff suffered injury after striking her leg against a metal bracket which was exposed due to a missing seat. Repairs have been carried out to the seating to prevent the reoccurrence of such accidents. However complaints have been made that the seating is quite uncomfortable and no longer supports the sitter in a stable position. The seating appears to be near the end of its useful life, Steve Simpkins, Deputy Director, Property Services, will investigate options for refurbishment of the lecture theatre.

SS

- ACTION** 10.2 **Motor Cycle Parking at Wheatley**
 Paul Large, Registrar, gave details of an issue which has been raised at the Joint Staff Committee, that is, of an accident which occurred when a member of staff attempted to park their motor cycle in the designated parking place at Wheatley Campus. The cycle fell and struck the member of staff. Tim McGill, University Safety Officer, reported that the current location for motorcycle parking requires the vehicle to cross a pedestrian footpath, which is contrary to the Workplace Health Safety and Welfare Regulations. An alternative location for the parking of motorcycles has been identified.
- 10.3 **The pool at Clive Booth Post Graduate Centre**
 Michael Holder, UNISON Safety Representative, expressed concerns that the pool adjacent to the Post Graduate Lounge, may be a risk to young children who may be the guests of those residing there.
- GB** Geoff Bailey, Property Services Health and Safety Officer agreed to provide signage to warn of the danger.
- EG** Ernest Grainger, Quality Officer, Hospitality Services, agreed to warn residents of the risk associated with the pool.
 Tim McGill, University Safety Officer, stated that there is an intention to plant shrubs in order to restrict access to the pool.
- 10.4 **Duty of care to visitors.**
 In response to a question raised by Michael Holder, UNISON Safety Representative, it was confirmed that the University and its employees have a duty of care to any member of the public, invited or not, should they sustain an injury whilst on our premises.

Dates of next meetings

The following time, date and venue for meetings in this academic year are as follows:-

10.00	Wed 22 nd	February 2012	CG15-16 Gipsy Lane
10.00	Thur 31 st	May 2012	CG15-16 Gipsy Lane