

# MINUTES

HSWC 151209/01

## University Health, Safety and Welfare Committee

Unconfirmed non-confidential minutes of the meeting held on 09<sup>th</sup> December 2015 at 10:00 in FH109 Gipsy Lane

Present:

Phil Stuhldreer	Chair	Deputy Director of Human Resources
Tim M <sup>o</sup> Gill		University Safety Manager
Lorraine Dyson		Facilities and Services Manager, HLS
Gordon Langford		Safety Officer, EFM
Elizabeth Mitchell		Technical Services Manager, HLS
Christie Rainbird		Occupational Health Advisor
Ray Blackford		Estate Director, EFM
Andy Glass		Technical Services Manager, TDE
Ernest Grainger		Quality Manager, Hospitality Services
Sebastian Blake		UNISON Representative
Caroline Rushmer		Head of Administration, OBIS
Charlie Williams		Head of Financial Services & Development, FLS
Richard Beresford		UCU Safety Representative
David Whittingham		General Manager, Students' Union
Patrick Thorpe		Interim Facilities Director
Jill Britnell		Office Manager, Corporate Affairs
Steve Brown		Facilities and Services Manager, Faculty of Business
Karen Brockington		Head of Administration and Support, HLS

Apologies:

Paul Large		Registrar
Alison Cross		Director of Human Resources
Sharon Willett	Secretary	Safety Officer
Brian Rivers		Facilities and Services Manager, HSS
Gillian Almond		Commercial Director, EFM
Aysha Rashid		ASA, Student Central
Catherine Fleming		General Manager, Catering Services
Trish Cox		Head of Administration, CA
Michael French		Deputy General Manager, Catering Services, EFM

### 1. Minutes of the meeting held on 3<sup>th</sup> June 2015 and changes to membership

1.1 The minutes of the meeting held on 16th October 2015 were accepted as an accurate record with the following changes.

4.5 should read RB 'welcomed' rather than applauded. Also the answer from Alison Cross to my question re potential impact of OH also providing services to students was that there would be no impact.

### 2. Matters Arising

#### 2.1 Minute 3.1 Further update on work-related stress

Christie reported that a meeting had been held on the 22<sup>nd</sup> November and thanked Richard Beresford and Sebastian Blake for their attendance. This meeting had helped to review the stress policy and that this revised document would be brought to the next Health and Safety Committee meeting in February.

**Action:** Christie Rainbird

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## 2.2 Minute 3.2 EFR for lockable notice boards in pooled rooms.

Tim M<sup>c</sup>Gill reported that this EFR had been written and was in the system awaiting approval or rejection.

## 2.3 Minute 3.3 Update on actions related to the Hep B policy roll out.

Christie Rainbird reported that she was waiting for feedback from some areas. Elizabeth Mitchell asked which areas were causing the hold up and offered her help. Christie promised to email the appropriate managers again and would feedback at the February Health and Safety meeting with clinic dates for the Hep B vaccinations etc.

**Action:** Christie Rainbird

## 2.4 Minute 3.4 Update on toilets alarms not connected to a central point

Ray Blackford reported that the toilets were compliant with the building regulations at the time of their construction and building regulations are not retrospective. All new or newly refurbished toilets will have a communication system connected to a central point installed. It was agreed that signage should be installed in older toilets without communication systems referring people to dial 01865 483060 for help, assuming that most people carry a mobile phone.

**Action:** Ray Blackford

## 2.5 Minute 3.5 Update on the emergency telephones in the Sinclair lifts

Ray Blackford reported that emergency telephones in the Sinclair lifts have been checked and are both operational. It was thought that the fault reported was a one-off incident.

## 2.6 Minute 3.6 Update on including disabled staff and students on the accessibility of new and refurbished buildings

Ray Blackford reported that Susannah Lloyd-Shogbesan (Disability Advisory Team Manager) would be invited to planning and briefing meetings for new and refurbished buildings.

## 2.7 Minute 5.4 Review of PAT expenditure in Faculties and Directorates

Tim M<sup>c</sup>Gill reported that he had made no progress with this and would try and report to the next Health and Safety committee meeting in February.

**Action:** Tim McGill

## 3. Faculty of Technology, Design and Environment (TDE) Inspection report.

Tim M<sup>c</sup>Gill reported that this had been a good inspection with some actions for the faculty to follow-up on. Progress on these actions will be reported to the February Health and Safety Committee meeting.

**Action:** Tim McGill

## 4. Faculty of Health and Social Sciences (HSS) Inspection report.

Tim M<sup>c</sup>Gill reported that this had been an excellent inspection with no significant actions for the faculty.

## 5. Proposal for the purchase of Defibrillators

Christie Rainbird circulated a paper to the committee prior to the meeting proposing that five defibrillators are purchased for each of the main teaching campuses. It is proposed that these defibrillators will be sited at the reception (exact locations to be decided) on each of the main campuses. It was noted that on the

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larger campuses the maximum distance (and hence time) between an incident when a defibrillators might be used could be excessive. It was suggested that South Central Ambulance would be able to give advice on the ideal location for this equipment. The Health and Safety Committee supported the application for the purchase of five defibrillators.

**Action:** Christie Rainbird

## 6. Update on the Fire Drills run at the start of the Semester

Tim M<sup>c</sup>Gill circulated information to the committee prior to the meeting showing the evacuation times for buildings across all campuses. Tim M<sup>c</sup>Gill explained that Buckley had no recorded time as it is empty being refurbished. Also Wheatley Terrapins and D4 at Harcourt also had no recorded time as both buildings were empty at the time of the drill. The Sports Centre at Harcourt Hill is due to tested before the Christmas break 2015. Some of the longer evacuation times relate to multi-storey buildings.

## 7. AOB. Security Guard no longer based at Wheatley

Richard Beresford asked if no longer having a security guard permanently based at Wheatley offered an adequate level of security. Patrick Thorpe described the changes to the procedures including mobile security guards dispatched from the Gipsy Lane Campus and FSA's to act as security guards.

## 8. Date of next meetings

Thursday 18<sup>th</sup> February 2016. 10:30 hours GLC, Room CG15/16

Tuesday 7<sup>th</sup> June 2016. 10:00 hours GLC, Room CG15/16