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HSWC 150603/03

University Health Safety and Welfare Committee

Unconfirmed non-confidential minutes of the meeting held on 11th February 2015 at 10.00 in CG15/16 Gipsy Lane

Present:

Paul Large	Chair	Registrar
Tim M ^c Gill	Secretary	University Safety Officer
Lorraine Dyson		Facilities and Services Manager, HLS
Gordon Langford		Safety Officer, EFM
Elizabeth Mitchell		Technical Services Manager, HLS
Christie Rainbird		Occupational Health Advisor
Trish Cox		Head of Administration, CA
Ray Blackford		Estate Director, EFM
Steve Brown		Facilities and Services Manager, Faculty of Business
Andy Glass		Technical Services Manager, TDE
Ernest Grainger		Quality Manager, Hospitality Services
Michael French		Catering Services, EFM
Jon Appleton		UNISON
Caroline Rushmer		Head of Administration, OBIS
Aysha Rashid		ASA, Student Central
Darren Mills		Directorate of Finance and Legal Services
Phil Stuhldreer		Deputy Director of Human Resources

Apologies:

Alison Cross	Director of Human Resources
Karen Brockington	Head of Administration and Support, HLS
Gillian Almond	Commercial Director, EFM
Richard Beresford	UCU Safety Representative
Catherine Fleming	General Manager, Catering Services, EFM
Sebastian Blake	Transport Solutions Manager, EFM
David Mallinson	PA Admin Assistant, CA
David Whittingham	General Manager, Students' Union
Brian Rivers	Facilities and Services Manager, HSS
Charlie Williams	Head of Financial Services & Development, FLS

1. Minutes of the meeting held on 5th December 2015 and Changes to membership

The minutes of the meeting held on 2nd October 2014 were accepted as an accurate record with the following changes made, as requested by Tony Langley. (HWSC141205/03).

Under 2.8, Tony queried why the comments within the report (HSWC141205/03) included a question as to whether two security guards were sufficient for the Library and Forum? He said that he would feel more comfortable if reports provided observations/recommendations, rather than unanswered questions. Tony thought that the subsequent minute that the staffing level would be kept under review was a more satisfactory statement for the report.

Under 5.3, Tony requested clarification regarding which area of the JHB building the report referred to and asked if future reports would indicate whether incidents, etc. were within Library/Forum or Teaching spaces.

Tim M^cGill reported that the Health and Safety Assistant Stephanie Croft, had left the University.

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Tim M^cGill reported that Colin Stocker had left the University and was being replaced by Ray Blackford.

2. Matters Arising

2.1 Minute 3.1 Report on voice function of the fire alarm system in the JHBB and Abercrombie extension

Tim M^cGill reported that he had spoken to Colin Stocker and it was not known why the voice element of the fire alarm system has been disabled in the Abercrombie Extension. Colin had confirmed that the same system was installed in the JHBB but that it had never been activated. The Health and Safety Committee recommended that the option of a spoken message should be investigated further by EFM because of the 24 hours nature of building, fewer fire marshals being in the teaching areas outside core hours, and because it might help to prevent confusion between the two major fire zones in the JHBB.

Action: Ray Blackford (Sue Holmes)

2.2 Minute 3.2 Report on progress made with Fire Marshals, first aid availability and signage in the JHBB

Christie Rainbird reported that a meeting had been held with key occupants of the JHBB. Corporate Affairs are working on the wording for how to contact a first aider etc on the public TV screens. Members of staff from OBIS had yet to respond to Christie regarding a first aiders directory and alternative methods of contacting first aiders. It was agreed with Monika Graham that there should be single contact number for any emergency and this would be 3060.

2.3 Minute 3.3 Report on update of operational issues in the JHBB

Colin Stocker had provided t a progress report on operational issues in the JHBB to the committee. Ray Blackford explained that work was ongoing with controlling the temperature of the building. The building design temperature was intended to be 19 degrees centigrade this had now been increased to 21 degrees centigrade.

In summary, the ongoing work on the JHBB was as follows. Further work was being undertaken on the heating system, including more efficient over door heaters, the creation of lobbies around some doors and screens above some doors to reduce air movement. Work is continuing with the lighting system manufacturers and installers to improve localised control of lighting circuits. In addition, a programme of replacing existing lamps with LED fittings will also take place. The manufacturers and installers of the windows are coming onto site to test every window to ensure that it opens and closes, fits correctly and operates without making excessive noise. This testing process will take approximately 30 minutes per window. The cleaning contractor has increased the level of supervision for their staff when cleaning and replenishing the toilets. In addition, staff from EFM carry out daily maintenance checks on the on all the toilets in the JHBB.

Jon Appleton stated that this work was taking too long to complete and that the various heating, lighting and ventilation issues were causing serious distress to the users and occupants of the JHBB. He questioned whether having contractors on site to test the window (opening them for 30 minutes) in the winter months was sensible as this would cause further discomfort to the JHBB users and occupants.

Paul Large asked Ray Blackford to ensure that the forthcoming work on the windows was coordinated with the Space to Think Team to ensure information about this work was disseminated to staff and students. This work should also be coordinated with buildings users to ensure the minimum amount of discomfort and disruption.

Jon Appleton stated that if working conditions were not acceptable (cold) staff should be sent home.

Action: Ray Blackford

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2.4 Minute 3.4 Report on update on work related stress

Phil Stuhldreer stated that results of the staff survey (including the section on stress) would be published in the next couple of weeks and that this would provide an up to date evidential basis for looking at work-related stress. Alison Cross and Richard Beresford had met to discuss work related stress. Richard had suggested that managers and staff discuss issues around stress in PDR meetings. It was suggested that more could be done to emphasise this in PDR training and documentation. The survey results would feed in to the discussion about providing more regular stress awareness-training and consideration of the introduction mindfulness training. Alison Cross and Richard Beresford are due to meet again to continue these discussions.

Action: Alison Cross

2.5 Minute 3.5 Report on update on the changes to the fire alarm testing procedure

Trish Cox asked why the times advertised for the fire alarms to be tested in the Clerici Building were different to the times they were sounded. Gordon Langford explained this was because of a fault that was discovered which meant that Clerici sounded at the same time as the Sinclair Building was tested. The new testing regime was proving useful in finding faults on the system and with peripheral devices attached to the system. The new testing system would be rolled out to other sites within the coming months.

3. Report on the Genetic Modification Laboratory and Facilities Inspection

Tim M^cGill stated that this had been a good inspection of the laboratory and facilities used for Genetic Modification (GM), with some minor problems of house-keeping found in the Greenhouse. Liz Mitchell stated that the problems found in the greenhouse had been rectified and a signed cleaning rota had been put in place that was available for scrutiny. This inspection was undertaken to ensure compliance with the licenses held and followed a very successful inspection undertaken by DEFRA. Jon Appleton commented that as a committee member he was unaware of the requirements of GM Regulations and therefore unable to judge whether this was a good inspection or not because the inspection report did not define the criteria that were used to undertake the inspection. Paul Large suggested in future all inspection reports presented to the committee should contain a paragraph outlining the regulations, standards and criteria applicable to the inspection area(s).

Action: Tim M^cGill

4. Report on Pooled Room Inspections

Tim M^cGill stated that the findings of this inspection of one third on the pooled rooms across all the sites had been less than satisfactory. Portable Appliance Testing was out of date, essential information was missing in some rooms and confused in others. Automatic Fire Detection was not installed in every room inspected and in some cases the entrance exit doors did not meet the requirements for a modern fire door. Caroline Rushmer stated that Portable Alliance Testing was in the process of being arranged for all Pooled Rooms. Paul Large asked whether either Mathew Andrew or Bill Sturman had contacted the Safety Officer to discuss the problems identified. Tim M^cGill replied that they had not contacted him. Jon Appleton commented that as a committee member he could not judge whether this was a good inspection or not as he was unaware of what regulations and standards the pooled rooms were being assessed against. Also those actions to be completed needed to be assigned to individuals. Jon Appleton also asked if a follow-up report on the actions required would be brought to the Health and Safety Committee. Tim M^cGill stated that he would re-visit areas of concern identified in any inspection report and report back to committee as required. Paul Large suggested in future all inspection reports presented to the committee should contain a paragraph outlining the regulations, standards and criteria applicable to the inspection area(s).

Action: Tim M^cGill

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5. Any other business

- 5.1 It was reported that problems were still being experienced on the Headington Campus with toilets having no soap, paper towels, toilet paper etc. Paul Large asked that Harmohinder Bahl sends a report to the next Health and Safety Committee explaining how the cleaning contract is managed and supervised.

Action: Harmohinder Bahl

- 5.2 It was reported that the section of Coreten Steel set into the ground at the entrance to the Piazza was slippery even after it had been treated with "salt" on very cold days. Ray Blackford stated that EFM are aware of this problem and are working on various solutions, one of which may be to remove a section of the Coreten Steel.

Action: Ray Blackford

- 5.3 It was reported that smoking outside various parts of the JHBB was a problem due to cigarette smoke drifting back into the building and that the signage asking people not to smoke in these areas was not adequate. Paul Large stated that he would contact Sue Holmes to ask for a progress report on the plans to create specified smoking areas.

Action: Paul Large, Sue Holmes

- 5.4 It was reported that there had been a RIDDOR reportable accident in a Catering area in the JHBB. Tim McGill stated that only this morning he had been investigating the cause of the accident and would follow this up with Michael French.

6. Date of next meeting

Wednesday 3rd June 2015, 10:00 hours, GLC, Room CG15/16.