

MINUTES

University Health Safety and Welfare Committee

Minutes of the meeting held on 11th October 2013 at 10.00 in CG15/16 Gipsy Lane

Present:

Paul Large	Chair	Registrar
Richard Beresford		UCU Safety Representative
Karen Brockington		Faculty of Health and Life Sciences
Loraine Dyson		Faculty of Health and Life Sciences
Catherine Flemming		Catering Services
Andy Glass		Faculty of Technology, Design and Environment
Ernest Grainger		Quality Manager, Hospitality Services
Michael Holder		UNISON Safety Representative
Tim M ^c Gill		University Safety Officer
Elizabeth Mitchell		Faculty of Health and Life Sciences
Bob Price		Director of Human Resources
Christie Rainbird		Occupational Health Advisor
Brian Rivers		Faculty of Social Sciences and Law
Tony Langley		OBIS / Learning Resources
Colin Stocker		Estate Director, Property Services
Charlie Williams		Finance and Legal Services
Gordon Langford		EFM Safety Officer
David Whittingham		General Manager, Students' Union
Linda Francis		Disability Services

Apologies:

Gillian Almond	Deputy Director Hospitality Services
Amanda Ashworth-Plant	EFM, Facilities Director
Trish Cox	Directorate of Corporate Affairs
Simon Hogg	UNISON Safety Representative
Jason Jolliffe	Faculty of Business
Matthew Hisbent	Faculty of Business
Caroline Rushmer	OBIS/Learning Resources
Sebastian Blake	Sustainability
Jon Appleton	ASA, UNISON

Minutes of the meeting held on 28th May 2013

1. The minutes of the meeting held on 28th May were accepted as an accurate record.
2. **Matters Arising**

Minute 3.1, Feedback on the inclusion of Appointed Persons in the list of First Aiders

Christie Rainbird reported that the first aid list included those that had attended the 1 day emergency first aid course. This is same as the appointed persons training but has been renamed.

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Minute 3.2 and 3.3 Health and Safety Notice OBUHSN-10 and contacting first aiders

Christie Rainbird reported that the agreed drafting changes had been made. There followed a discussion about the speed of response when a first aider is summoned as there have been times when it has taken up to 30 minutes for a first aider to be located and attend. It is evident that it is usually more difficult to find an available first aider after 1630 hours. It was reported that FSAs and FSOs would be undertaking the 1 day appointed persons first aid training. Christie stated that she was investigating technological solutions to contacting first aiders with staff in OBIS. Andy Glass reported on how students in Architecture are required to attend induction training before they are allowed out of hours access to the buildings, which includes coverage for first aid. After comments from Bob Price it was decided to form a small working group to look specifically at the issue of ensuring satisfactory first aid cover in the JHBB and more generally across the campuses and the working week/year.

Action Bob Price & Christie Rainbird

Minute 3.4, Feedback regarding confusion at Clive Booth Student Village (CBSV) with a duty warden.

Ernest Grainger reported that the incident in question involved a Duty Warden who had failed to respond immediately to their fire alarm pager. The reasons for this had been identified and when other performance issues were taken into account the Duty Warden concerned had been relieved of their duties. Following this incident, training for Duty Wardens has been revised. Upgrades to fire alarm panels in L & M Blocks will make the likelihood of any confusion of how they operate less likely in the future.

Minute 3.5, Feedback regarding a log-book reporting system at CBSV that has been replaced with a verbal reporting system

Ernest Grainger reported that the logbook for recording faults remains in place. A verbal update is requested so that the respective action(s) can be dealt with immediately if the nature of the fault requires this.

4. Annual Safety Report

Tim M^cGill gave an overview of the main themes in the report. The overall number of reported accidents has fallen, while the number of RIDDOR accidents has remained the same. The University exceeds all the target levels set by the UCEA Health and Safety Group. There were more Manual handling accidents than in recent years recording the first rise in numbers for some time. There was also an increase in accidents involving both staff and students walking into fixed objects. It was suggested that that may be because of people looking at hand held IT devices while walking. The Safety Team ran 85 training courses filling 802 places. Michael Holder asked about the number of incidents that has been reported and Tim M^cGill confirmed that this number had fallen.

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5. Occupational Health Report

Christie Rainbird gave an overview of the main themes in the report. The number of working days lost to sickness declined again, from 2.15% in 2011-12, to 2.02% in 2012-13. Referrals to Occupational Health had increased by 125 over the year, making it a 33% rise since 2010. Despite the increase in volume, all urgent cases had been seen within a week; however, some non-urgent cases had slipped outside the 15 working day target period. Occupational Health is now working in collaboration with the Counselling Service, the CLEAR Unit, the Hand Clinic, Osteopathy and the Department of Sport, which delivers first aid training. From April 2013, the range of therapeutic support offered to Staff has been extended to include Cognitive Behavioural Therapy one day per week. A new service is being planned with the School of Education to provide an OH screening service for prospective students to ensure 'fitness to teach'. This can only be secured if the supporting information systems can be provided by OBIS.

Work has been undertaken on reviewing and developing the Travelling and Working Overseas, First Aid Facilities and Arrangements, and OH records and Retention policies. The management and administration of First Aid throughout the working week is a continuing issue for the University and will become even more problematic when the JHBB opens. Staffing of the service has been disrupted by the recent loss of a part-time Occupational Health Adviser, but administrative support has been substantially strengthened.

6. Health and Safety Inspection Reports for OBIS and Learning Resources

Tim M^cGill stated that the inspection reports from OBIS and Learning Resources showed a good level of compliance. The fact that the Heads of both departments take the time to part of the inspection process is very good practice.

7. AOB

Michael Holder stated that staff at Clive Booth Student Village (CBSV) had been put at risk when they had been asked to clean human faeces from a study bedroom. Tim M^cGill reported that he had been made aware of the incident at the time (August 2013) by the Hall Manager. Tim M^cGill stated that he was satisfied with the dynamic risk assessment that the Hall Manager had undertaken, including the PPE provided etc. It was recognised that the University requires a generic risk assessment for dealing with significant quantities of human waste following this incident and another serious medical incident. Michael Holder challenged the description of the events stating that staff at CBSV had been forced or coerced into cleaning the study bedroom. Tim M^cGill stated that he had not been made aware of these claims at the time of the incident by any members of the staff involved or by Michael Holder.

Action Tim M^cGill & Ernest Grainger

8. Date of next meeting(s)

Wednesday 04th December 2013, 1000 hours, GLC, Rooms CG15/16

Wednesday 26th February 2014, 1000 hours, GLC, Room CG15/16

Wednesday 04th June 2014, 1000 hours, GLC, Room CG15/16