

# MINUTES

## CONFIRMED

### HEALTH, SAFETY AND WELFARE COMMITTEE

**Non-confidential** minutes of the meeting of the Health, Safety and Welfare Committee held on 12 December 2018, Headington Campus, VCG Boardroom, Clerici 2.01.

Present: Alison Cross, Director of Human Resources (chair)  
Brian Rivers, Facilities and Services Manager, HSS  
Diane Harrison, Wellbeing Services Manager, ASA  
Edwin Thomas, Digital Development Technician, HSS  
Elizabeth Mitchell, Technical Services Manager, HLS  
Emma Coles, Project Manager, Oxford Brookes Business School  
Harmohinder Bahl, Facilities Director, EFM  
John Lo Breglio, Senior Lecturer, HSS (UCU)  
Linda Coombs, Assistant Customer Service Team Leader, LR  
Loredana Faraon, Head of Operations, Marketing & Communication  
Peter Rodrigues, Facilities Manager, SU  
Sean Terry, Executive Office Manager, Finance & Legal Services  
Sharon Willett (Secretary), Safety Officer, HR  
Steve Holtom, Senior Estates and Electrical Services Manager, EFM  
Tanja Dawber, Head of Administration, IT Services  
Tim McGill, University Safety Manager, HR  
Zoe Randall, Safety Officer, HR

In attendance: Laura Fortuna, PA to the HR Director

Apologies: Ashley Rowles, Technical Manager, TDE  
Brendan Casey, Registrar and Chief Operating Officer  
Christie Rainbird, Occupational Health Adviser  
Gareth Preston, Finance and Legal Services  
Karen Brockington, Head of Operations, HLS  
Michele Morley, Environmental Services, EFM  
Sam Cockle-Hearne, SU

#### 15. Apologies

15.1. Apologies were noted. Sean Terry deputised for Gareth Preston.

#### 16. Minutes of the meeting held on 23 October 2018

16.1. The minutes of the meeting held on 23 October 2018 were approved as an accurate record (HSWC181023/02).

**17. Matters arising from the minutes**

**17.1. Minute 3.8: Update on lighting issues in Clerici Building**

Steve Holtom reported that a meeting with IT services and the contractors (Harvard) took place, there are plans in place to make alterations to the University wireless coverage in the Clerici building starting in January. It was reported that Harvard may have gone into receivership. Steve Holtom reported that there were concerns about the emergency lighting and that tests were planned. Steve will give an update at the next meeting.

**Action: Steve Holtom**

**17.2. Minute 4.1: Additional defibrillator installations across Brookes Campuses.**

Christie Rainbird was not present, so this minute to provide information on the placement and locations was deferred to the next meeting.

**Action: Christie Rainbird**

**17.3. Minute 5.1: Harcourt Hill Student Union Bar Quality Audit - to receive an update.**

An unannounced inspection of the food serving operation at Harcourt SU was carried out by H Bahl. It was unsatisfactory, and the food serving operation was stopped with immediate effect. It was later reported that food was still being served despite the unsatisfactory inspection and advice; a response is expected about the reasons for that happening without consultation. Edwin Thomas explained that after the inspection he was on site for two weeks to train and observe the food serving process. Food is now only served when Ed is in situ and the situation will be monitored closely. Alison Cross and H Bahl decided to address this issue outside this meeting.

**Action: H Bahl, Brendan Casey & David Whittingham**

**17.4. Minute 7.5: Report on the condition of the swimming pool at Harcourt Hill.**

Tim McGill inspected the swimming pool and prepared a report for VCG, the report stated that there were a number of areas where the tiles have fallen off the walls due to the ongoing ventilation problems. A quote was submitted for the installation of Whiterock to replace the tiles. VCG will also consider a feasibility study from EFM before deciding whether investment is viable.

**Action: Brendan Casey to report a decision from VCG**

**17.5. Minute 11.2: Food allergens - update.**

H Bahl reported that good progress had been made in sharing information with customers about what allergens may be in the food that we serve. H reported that signage was more noticeable, however, some of the 3<sup>rd</sup> party events did not come up to standard and hadn't noted information on allergens (example was given of a cake sale in the Forum). H reiterated that these changes aren't about spoiling fun but are necessary to reduce the risk of a serious incident involving allergens. H and Tim McGill will meet with Facilities Managers to work together to promote a positive message. Alison Cross suggested that this item is taken to VCG to inform Deans and Directors about the allergen risks.

**Action: H Bahl & Tim McGill**

**18. To receive an inspection report for the Harcourt Student Union**

Sharon Willett reported that they had inspected the Harcourt Student Union before they reopened, it was a good inspection. There were some actions for both EFM and the Student Union to address.

**Action: Edwin Thomas & EFM**

**19. To receive an inspection report on the Institute of Public Health (Bath)**

Zoe Randall reported that it was a satisfactory inspection, however, there were some issues relating to fire precautions, hazardous substances and housekeeping that required some attention.

**Action: HSS & EFM**

**20. To receive a report on the HSE GM inspection visit**

Tim McGill reported that it was five years since the last statutory HSE inspection. This HSE inspection was very good with just two minor advisories, one about lab coats on the back of the chairs. In the last academic year there were no accidents or incidents and six new projects. The inspectors were impressed and have asked permission to use some of the paperwork used in the training of GM workers. Tim McGill would like to congratulate everyone involved in this successful inspection, Sue Vaughn, Sarah Irons and Elizabeth Mitchell.

**21. To receive an inspection report on Crescent Hall**

Zoe Randall reported that it was a really good inspection; the only minor issue was that bleach was found on site. There was no COSHH and it was unclear where it came from. The bleach was quickly disposed of and a reminder issued to cleaners not to use bleach.

**22. To receive the annual fire drill report**

22.1. Zoe Randall reported that the majority of drills went well with a couple of exceptions, JHBb took 7.5 minutes to evacuate, and there was a failure of an evacuation route from the basement. Evacuation of the JHBb can take a long time, because of the large number of people, the building size and lack of fire marshals in the teaching side.

22.2. Clerici and Fuller are connected and form a single zone for fire evacuation purposes. It took 7 minutes to evacuate largely due to some students continuing to work through the alarm. All things considered Tim McGill believes that 7 minutes is not too bad at all.

22.3. Alison Cross would like to address the subject of people with mobility issues being in the basement of the JHBb; evacuation requires them to be helped upstairs to ground floor level.

**Action: Alison Cross**

22.4. It was noted that there were a few omissions from the fire drill report. The fire drill report needs to be amended.

**Action: Zoe Randall**

**23. Any other business**

None.

**24. Dates of future meetings**

26 February 2019, 1000-1130hrs, VCO Boardroom, Clerici Building (CLC2.01)

27 June 2019, 1430-1600hrs, VCO Boardroom, Clerici Building (CLC2.01)

End of confirmed minutes