

MINUTES

University Health Safety and Welfare committee

Minutes of the meeting of the held on 12th October 2012 at 10.00 in CG15-16, Gipsy Lane

Present:	Paul Large	Chair	Registrar
	Geoff Bailey		Property Services Safety Officer
	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
	Ernerst Grainger		Hospitality Services
	Michael Holder		UNISON Safety Representative
	Tim McGill		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
	Iain Sloan		Academic and Student Affairs
	David Whittingham		General Manager, Students' Union
	Gordon Langford	Secretary	Assistant Safety Officer

Apologies:	Gillian Almond	Hospitality Services
	Tim Boulton	Finance and Legal Services
	Trish Cox	Directorate of Corporate Affairs
	Simon Hogg	UNISON Safety Representative
	Jason Jolliffe	Faculty of Business
	Colin Stocker	Acting Estate Director

01 Minutes of the meeting held on 31st May 2012

01.1 The minutes of the meeting held on 31st May 2012 (HSWC12101202), were accepted as an accurate record.

02 Review of Committee's Terms of Reference

02.1.1 The Committee's Terms of Reference, HSWC12101203, were reviewed.

02.1.2 It was agreed that 4.7 'providing a link with the appropriate inspectors appointed by the enforcing authorities' be removed

02.1.3 It was agreed that the membership lists, Appendices 1 & 2, list be updated to include the current names and job titles of the post holders **Action: Gordon Langford**

02.1.4 It was agreed that the Committee should have a representative from Campus Services **Action: Paul Large**

02.1.5 It was agreed that updates to the Terms of Reference will be published on line, without the reissue of paper documents. Safety Manual holders will be notified by email **Action: Gordon Langford**

03 Matters Arising

03.1 Minute 3.1: Executive Board's response to proposals for amendments to smoking policy

03.1.1 It was reported that at their last meeting the Executive Board considered three options,
a) maintain the current permissive approach with prohibition of smoking within 5m of buildings,
b) prohibit smoking except in designated areas as the Harcourt Hill model,
c) prohibit smoking at all locations.

03.1.2 The Board preferred the second option, with designated smoking areas.

03.1.3 The Board intends to consult with staff and students on this matter.
A consultation is planned to commence early in 2013.

03.2 Minute 3.3: Training for the use of cutting equipment

03.2.1 Andy Glass, Faculty of Technology, Design and Environment, confirmed that since two accidents had occurred in 2011 to students using the Faculty's cutting equipment, the workshop manager has set up a thorough process for the induction and training in the use of all cutting equipment.

03.3 Minute 3.4 Storage of liquid nitrogen and compressed gas cylinders

03.3.1 It was confirmed the new locations for the storage of liquid nitrogen and compressed gas cylinders, which are required as a result of the NLTB project, remain undecided.

03.4 Minute 7 Consideration of Grow@Brookes project

03.4.1 It was reported that Colin Stocker, Acting Estate Director, has come to the conclusion that Grow@Brookes' proposal to install a garden on the flat roof area above the OBIS Machine Room is acceptable and is of low risk. It is confirmed that the roof is understood to have sufficient structural integrity and the waterproof membrane has load capacity far in excess of that which would be exerted by the proposed planters.

03.5 Minute 8.2 Issues regarding delays in first aid training and issues of certificates

03.5.1 Christie Rainbird, Occupational Health Advisor, confirmed that measures are in place to address the delays in the issuing of first aid certificates and to align the dates of training with demand.

03.6 Minute 8.3 Cycling on campus near John Payne building

03.6.1 It was confirmed that three signs have been erected to prohibit cycling in the vicinity of the John Payne Building

04 UCEA Consultation on proposed amendments to RIDDOR

04.1 The Committee received and considered a paper (HSWC12101204), published by the Universities and Colleges Employers Association (UCEA) concerning the Health and Safety Executives' (HSE's) consultation regarding proposed revisions to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

04.2 The Committee heard that it is generally believed that the regulation is poorly complied with across the UK. The proposals include simplifying the list of reportable major injuries, and reportable occupational diseases, to confine the reporting of injuries only to those at work (i.e. excluding students), and to simplify the list of dangerous occurrences.

04.2.1 The Committee received and considered the University's response to the HSE's questionnaire on this matter, (HSWC12101205). The committee heard that the proposed amendments are not expected have any significant impact on the Safety Department's response to or investigation of accidents or incidents within the University.

05 Health and Safety Annual Report.

05.1 The Committee received and considered the 2011-12 University Annual Safety Report (HSWC12101206).

05.2 The Committee heard that the Safety Team have a programme in place to annually review all fire risk assessments, that the Safety Team will recommence Health and Safety Audits, beginning with the Faculty of Business during Semester 1, and that there has been a significant increase in the number of training courses delivered by the Safety Team.

05.3 It was stated that there is a need to review the methodology for Portable Equipment Testing (PAT), as many departments are using third party contractors rather than their own staff to carry out this work. The Committee was in favour of an investigation being carried out to determine the potential savings of using an appointed contractor to work across the whole University, with relevant costs charged to individual Faculties and Directorates. **Action: Tim McGill**

06 Occupational Health Annual Report

06.1 The Committee received and considered The 2011-12 Occupational Health Annual Report (HSWC12101207)

06.1.1 It was noted that the Occupational Health Team continued to provide a full service despite a turnover of staff, including temporary appointments. This included a 32% increase in referrals compared to the previous year.

06.1.2 The author of the report agreed to give further clarification, outside the meeting, to a question raised regarding absence rates. **Action: Christie Rainbird**

06.1.3 It was noted that the tables in the appendices referred to names of departments which are now redundant. It was also noted that a column in the Sickness Absence Data chart is incorrectly headed 'Average Episodes per Person' The author agreed to make relevant amendments **Action: Christie Rainbird**

07 Review of water loss to Headington on 24th July 2012

07.1 The Committee received and considered a paper, (HSWC12101208), submitted by Richard Monk, Director of Estates and Facilities Management, which gave an account of the loss of mains water to the Headington sites on 24th July 2012.

07.1.1 It was noted that a loss of mains water necessitates a suspension of catering activities.

08 Safety inspection of Crescent Hall of Residence

08.1 The Committee received and considered the Safety Inspection Report for Crescent Hall (HSWC12101209).

08.1.1 The Committee were very pleased to note the high standard of management at Crescent Hall as indicated in the report.

08.1.2 The Committee were informed that the missing fire exit signs are due to be replaced during the week commencing 15th October 2012

09 Review of Barriers surrounding pool at PG Centre, Clive Booth Student Village

09.1 The Committee heard that the work to install a barrier around the pool at the PG Centre, at Clive Booth Student Village, as noted in the February 2012 committee meeting (minutes 3.9 & 3.10) , had not been fully completed. There remains a gap where gates are intended to be installed.

09.1.1 The Committee were informed that gates are intended to be installed by December 2012.

Action: Geoff Bailey

10 Any Other Business

10.1 Safety issues in relation to the redesign of Abercrombie Building

10.1.1 It was reported that the force required to open the doors within the corridors and those leading to accessible toilets were greatly in excess of 20N, which is the recommendation of the Approved Document M of the Building Regulations, Access and Facilities for Disabled People; as a result of which these doors are likely to prove difficult for some, including wheelchair users, to open.

10.1.2 The Committee heard that due to the ease of being able to move furniture, there are challenges in maintaining escape route 'corridors' within the open-plan design of the Architecture studios. It may have been wise to have built into the design a distinct style of flooring to designate areas to be maintained free of obstructions. The Committee recommended that the Capital Projects Team be made aware of this in relation to the construction of the NLTB.

Action: Andy Glass

11 Date of next meeting

11.1 The committee noted that the next meeting was scheduled for 10.00 on 5th December 2012 in CG15-16, Gipsy Lane