

# MINUTES

HSWC 151016/01

## University Health, Safety and Welfare Committee

Unconfirmed non-confidential minutes of the meeting held on 16<sup>th</sup> October 2015 at 10:00 in CG15/16 Gipsy Lane

Present:

Alison Cross	Chair	Director of Human Resources
Tim M <sup>c</sup> Gill		University Safety Manager
Sharon Willett	Secretary	Safety Officer
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
Brian Rivers		Facilities and Services Manager, HSS
Charlie Williams		Head of Financial Services & Development, FLS
Richard Beresford		UCU Safety Representative
David Whittingham		General Manager, Students' Union
Patrick Thorpe		Interim Facilities Director
Catherine Fleming		General Manager, Catering Services
Jill Britnell		Office Manager, Corporate Affairs

Apologies:

Paul Large	Registrar
Lorraine Dyson	Facilities and Services Manager, HLS
Gillian Almond	Commercial Director, EFM
Aysha Rashid	ASA, Student Central
Caroline Rushmer	Head of Administration, OBIS
Trish Cox	Head of Administration, CA
Steve Brown	Facilities and Services Manager, Faculty of Business
Karen Brockington	Head of Administration and Support, HLS
Harmohinder Bahl	Facilities Director

### 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 3<sup>rd</sup> June 2015 were accepted as an accurate record
- 1.2 Sharon Willett, Safety Officer, was welcomed to the committee.

### 2. Matters Arising

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

- 2.1.1 Christie Rainbird reported that preventing and managing work-related stress was a theme for Occupational Health in the coming academic year. The University stress policy would be updated and Christie asked for assistance from union representatives. Sebastian Blake (UNISON) and Richard Beresford (UCU) offered their help. It was hoped that the policy review would take place before Christmas 2015 and the aim was to realign the university policy with the HSE management standards. Christie also reported that Occupational Health were planning update the information and resources on the OH web-pages and relaunch regular training on this issue. It was also reported that Ian Whiting in OCSLD was developing a change management toolkit to help managers reduce the risk of stress associated with organisational change.

# MINUTES

Action: Christie Rainbird

## 2.2 Minute 3.2 Update on the proactive measures being undertaken to ensure better management of the cleaning contract

- 2.2.1 Patrick Thorpe reported that the cleaning contract had been issued to Mitie in March 2012. Initially there had been a number of problems with cleaning standards. To rectify these the Facilities Management Team had adopted proactive management procedures, including a daily update with the Mitie Cleaning Manager; a formal weekly review meeting with the Mitie Cleaning Manager, including a review of the service desk requests; regular checks on standards by the Facilities Team and by the Mitie security team. An analysis of the service desk requests showed that the number of complaints had dropped by 65% since January 2015. The cleaning contract was due for renewal in July 2016 and would go out to competitive tender.
- 2.2.2 Alison Cross said that there had been a noticeable improvement in the standard of cleaning at Wheatley. Brian Rivers reported that he had seen a major improvement in the Gibbs Building. Liz Mitchell said that the standard in the Sinclair Building was variable, with lifts and other areas still not being cleaned adequately. Patrick Thorpe said he was aware of hotspots of concern relating to building works.

## 2.3 Minute 3.3 Update on the plans to create additional smoking shelters and updates to the University smoking policy.

- 2.3.1 Ray Blackford reported that four locations on the Gipsy Lane Campus for smoking shelters had been investigated. The best location was adjacent to the Buckley Building, parallel to the London Road. Ray showed to the committee the design for the "Brighton" style smoking shelter. Planning permission would be required. The building works on the Buckley and Clerici Buildings would delay the installation of the smoking shelter for up to 18 months. Another location on the HHH site has been identified, adjacent to the "yellow brick footpath" leading to the Richard Hamilton Building.
- 2.3.2 Ray reported that the University would not be implementing a general smoking ban. It was confirmed that the university smoking policy stipulated that vaping or the use of e-cigarettes should be outside of buildings.

## 2.4 Minute 3.4 Report on the actions identified in the pooled rooms inspection report

Tim M<sup>c</sup>Gill reported that a snap shot of a selection of pooled rooms inspected in June 2015 had been revisited and it was found that PAT had not been undertaken. There was evidence of better room signage in some rooms but in rooms without lockable notice boards some signage was already showing indications of damage or had just fallen from the walls.

## 2.5 Minute 3.5 Report on the actions identified in the Faculty of Business inspection report

Tim M<sup>c</sup>Gill reported that he had met with Steve Brown and confirmed that progress was being made with updating the list of chemicals held in the Faculty and subsequent COSHH assessments. Tim also reported that a plan for regular H&S inspection by members of the faculty staff had been restarted.

## 3. Annual Health and Safety report

- 3.1 Tim M<sup>c</sup>Gill gave an overview of the main points in the report for 2014-15. The overall accident rate had risen but this was mainly due to an increase in the reporting of sports injuries, with those injuries being as a result of the 'nature of the sport'. The number of serious accidents reported to the HSE had reduced. These included two reports that were not directly related to university activities: one was a contractor who fell off a skateboard; and the other was a student from the City of Oxford College who ran into the gym wall when under the supervision of staff from City of Oxford College.

# MINUTES

- 3.2 Overall the number of accidents recorded is below the targets set by the UCEA except for Slips, Trips and Falls which is slightly above the target. The most common injury was bruising with the most common cause being walking into something fixed or stationary. 50 health and safety training courses were run resulting in 624 places - a small decrease on the previous year due to staffing difficulties. The University had received three visits from Oxfordshire Fire Service to conduct fire safety audits. There were no recommendations made following the audits.
- 3.4 Sebastian Blake asked about the incidents recorded involving transport. Tim M<sup>c</sup>Gill reported that these were all very minor incidents involving EFM work vehicles resulting in minor bumps with other vehicles or with stationary objects. Tim M<sup>c</sup>Gill clarified that accidents involving 'flying objects' related to objects being ejected from trimmers used by grounds staff.
- 4. Annual Occupational Health report**
- 4.1 Christie Rainbird gave an overview on the main points in the report for 2014-15. A lot of proactive work on attendance management had been undertaken with EFM and HLS during the year. The University absence rate was 2.3% which was less than the national average of 3.7%. However, it was suggested that there might be some under-reporting from the academic staff because of the flexibility in their working patterns and level of autonomy.
- 4.2 Occupational Health had recorded a 17% increase in the workload, with self-referrals rising and management referrals falling. No particular trends had been identified. 72% of all referrals were work-related with 49% of those referrals relating to mental health. The average time lost owing to stress and depression had fallen from 20 days to 10 days. Incidents of stress and depression remained relatively high amongst support staff.
- 4.3 All urgent cases were seen within one week. The target to see all other cases within 15 days was not always achieved. The use of counselling services had increased significantly this year. Health surveillance work was being linked to current risk assessments to ensure all aspects of health surveillance were being adequately covered.
- 4.4 Sebastian Blake commented that in Table 7 indicated that the incidence of stress and depression in EFM was higher than average. Christie reported that this was because of two cases of long-term absence had skewed the data. Sebastian Blake suggested that self-referrals were positive for those suffering from stress and/or depression, but questioned whether this increase meant that line managers were unaware of the problems amongst their staff. Christie stated that appropriate feedback was always given to line Managers.
- 4.5 Richard Beresford welcomed the proactive approach of the Occupational Health Team and asked if the extension of services to students was increasing the workload to a level that would harm the service to staff. Alison Cross explained that there were separate resources for staff and students; and that the resources for OH had been increased slightly and that there would be no impact to staff.
- 5. Pooled Rooms Inspection Reports**
- 5.1 Tim M<sup>c</sup>Gill reported that the final third of pooled rooms had been inspected during the summer vacation. It was disappointing that many of the problems identified in the previous inspection had been encountered again, e.g. PAT testing incomplete, essential room signage missing or damaged unless housed in lockable notice boards.
- 5.2 Caroline Rushmer had sent a note to the committee on behalf of Bill Sturman confirming that PAT testing had been booked for January 2016.

**Action:** OBIS

# MINUTES

- 5.3 It was suggested by Ray Blackford that Tim M<sup>c</sup>Gill should raise an EFR for all pooled rooms to all have lockable notice boards installed for essential safety notices.

**Action:** Tim McGill

- 5.4 It was also suggested that the arrangements for organising PAT should be reviewed, for example EFM could schedule and arrange regular testing, with the work being undertaken by approved contractors and recharged to faculties and directorates. Andy Glass suggested that TRAC data be used to identify the relevant areas and their owners. Tim McGill was asked if he could discover how much each directorate and faculty spent on PAT. It was suggested that the proposed change would be more efficient and effective than the current delegated arrangements.

**Action:** Tim M<sup>c</sup>Gill

## 6. Hepatitis B Policy

The committee endorsed the proposed draft policy. Christie Rainbird explained that she would now contact new starters and deal with any retrospective issues.

**Action:** Christie Rainbird

## 7. Terms of Reference for the Health, Safety and Welfare Committee

- 7.1 The terms of reference were noted, subject to the correction of the membership details.

**Action:** Tim McGill

- 7.2 The discussion moved onto the role of the Safety Advisors meeting. The general consensus was that this group should be resurrected. Andy Glass suggested that the terms of reference should be reviewed and that there should be representatives from both Directorates and Faculties.

**Action:** Tim M<sup>c</sup>Gill

## 8. Any other Business

- 8.1 Charlie Williams expressed concern about the arrangements for the alarms in the disabled toilets, especially in Clerici. Ray Blackford explained that depending on the age of the toilets and the building regulations that applied at the time of construction, some adapted toilet alarms would only sound outside the toilet while others sounded both outside the toilet and at a central point. Concern was expressed that in the case of the Clerici entrance, the alarm only sounded outside the toilet and there was no longer anyone based in that reception area. It was noted that the building regulations were not retrospective. However, Ray Blackford was asked to report back to the committee as to whether there was any scope for improving the safety in those toilets where the alarm was not connected to a central point.

**Action:** Ray Blackford

- 8.2 It was reported that emergency telephones in the Sinclair lift are not operational. This work involved colleagues from OBIS and is very nearly completed.

**Action:** Ray Blackford

- 8.3 It was suggested that when all new building plans were being developed advice should be taken from members of staff and students with disabilities on the suitability of the proposed designs.

# MINUTES

**Action:** Ray Blackford

**9. Date of next meetings**

Wednesday 9<sup>th</sup> December 2015. 10:00 hours GLC, Room changed to FH109

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