

CONFIRMED

HEALTH, SAFETY AND WELFARE COMMITTEE

Non-confidential minutes of the meeting of the Health, Safety and Welfare Committee held on 20 October 2016 at 10:00 in BCK2.01-02, Headington campus.

Present:	Alison Cross (Chair)	Director of Human Resources
	Sebastian Blake	Quality Manager, Hospitality Services, EFM
	Ray Blackford	Estate Director, EFM
	Karen Brockington	Head of Operations, HLS
	Trish Cox	Head of Administration, CA
	Tanja Dawber	Head of Administration, OBIS and LR
	Lorraine Dyson	Facilities and Services Manager, HLS
	Andy Glass	Technical Services Manager, TDE
	Matthew Hisbent	Head of operations, Faculty of Business
	Gordon Langford	Safety Officer, EFM
	John Lo Breglio	UCU representative
	Tim M ^c Gill	University Safety Manager, HR
	Christie Rainbird	Occupational Health Advisor, HR
	Brian Rivers	Facilities and Services Manager, HSS
	Monika Graham	Acting Facilities Director
	Sharon Willett (Secretary)	Safety Officer, HR

In attendance: Laura Fortuna PA to the HR Director

Apologies: Gillian Almond, Commercial Director, EFM
Steve Brown, Facilities and Services Manager, Faculty of Business
Brendan Casey, Registrar and Chief Operating Officer
Catherine Fleming, General Manager, Catering Services, EFM
Elizabeth Mitchell, Technical Services Manager, HLS
Charlie Williams, Head of Financial Services & Development, FLS
David Whittingham, General Manager, Students' Union

1 Minutes of the meeting held on 7 June 2016

1.1 The minutes of the meeting held on 7 June 2016 were accepted as an accurate record (HSWC161020/02).

2 Matters Arising

2.1 Minute 3.1: Stress Policy roll-out

Alison Cross reported that the revised policy and supporting documentation had been publicised and were now available on the HR and Occupational Health websites. The revised training had been piloted and three dates had been arranged for the coming year. Christie Rainbird would work with HR to prioritise the managers to receive training. **Action: Christie Rainbird**

2.2 Minute 3.4: Update on PAT procedures

Ray Blackford reported that he had now identified a company to provide a cost-effective PAT service. Testing looked likely to be in the region of 45 pence per unit, although more work would be needed to check there were no hidden costs. Ray said that they were very close to appointing the company and that Steve Holtom (Electrical Services Manager) was verifying the company's qualifications and suitability. The next stage would be to work with faculties and directorates to agree the schedule of equipment for testing, and schedule of charges. Ray agreed to provide a further report at the next meeting. **Action: Ray Blackford**

2.3 **Minute 3.5: Update on actions from the TDE Inspection report**

Andy Glass reported on the attempts to address the ventilation issues in Abercrombie (rooms 115 a and b). Around 50/60 people were affected with differing experiences relating to layout, temperature, draughts and ventilation; and there had been specific complaints from Professor Nick French (School of the Built Environment). Some improvements had been made to address the overheating issue; and EFM were exploring whether the new power doors could be adjusted to reduce draughts. Progress was slow and incremental, and EFM had no plans for major alterations. Andy Glass agreed to provide a report on progress at the next meeting. **Action: Andy Glass**

2.4 **Minute 3.7: Update on actions to purchase defibrillators**

Christie Rainbird reported that a meeting with Sue Holmes (Director, EFM) would take place to decide the location of the defibrillators. Two will be located in Headington and one at each of the other sites. Training was being arranged for first aiders. **Action: Christie Rainbird**

2.5 **Minute 10: Buckley building ventilation and heating**

Ray Blackford reported that some of the issues with the legacy system had been addressed to improve heating. Air flows had been re-directed in order to minimise draughts. The units were old and noisy, and ideally should have been relocated to the corridor during the refurbishment. Trish Cox said that the units were very disruptive and should be relocated. Ray commented that this would be very expensive. Ray was asked to provide a further report at the next meeting. **Action: Ray Blackford**

2.6 Alison Cross asked whether Sinclair and Clerici would have new ventilation systems. Ray said that new equipment would be installed in Clerici and that there would not be a building management system.

3 **Inspection report on Thames Street Hall of Residence**

Tim McGill reminded the committee that the inspection in February 2016 had identified a number of actions for the owner of the building. These included providing information on maintenance and inspection, how the sprinkler system would be maintained and inspected, and updating the building fire risk assessment to make it 'suitable and sufficient' as required by the law. These issues had not been picked up during the leasing process because of the pressure to provide extra accommodation for new students at short notice. Alison asked if processes were now in place to prevent recurrence of the problems. Tim confirmed that better processes were in place and added that the acquisition of Friars Court (Marston Road) had benefited from these improvements and his early involvement.

4 Inspection report on Corporate Affairs and SMT (Buckley Building) and Print

- 4.1 Tim reported that some issues and defects had been raised with EFM, but that overall it had been a good inspection (HSWC161020/03). The main feedback to the building users was to ensure that the walkway down the centre of the open plan office remained clear and of uniform width from end to end.
- 4.2 The print reorganisation looked good but it had not been completed. Sharon and Tim would revisit before Christmas. Andrew Brockbank (Print Service Manager) will review the manual handling risk assessments. Sharon and Tim had offered support and would include these in the final inspection. **Action: Tim McGill, Sharon Willett**
- 4.3 Members of the committee voiced a general concern regarding the need for reasonable storage space in the newly-refurbished offices, particularly for personal items, e.g. cyclists' gear and individual office equipment. It was agreed that these concerns should be relayed to Drew Hardy. **Action: Alison Cross**

5 Inspection report on Westminster Halls

- 5.1 Tim reported that there was some new and some very old accommodation (HSWC161020/04). There was an expectation that the old accommodation would be decommissioned in due course. The accommodation is very tired looking but is not unsafe. Overall it was a very good inspection.

6 Annual Safety Report 2015-2016

- 6.1 Tim presented the main findings of the annual safety report (HSWC161020/05).
- It had been a busy year with major building works and refurbishments.
 - The number of accidents increased from 203 to 246: there was an increase of three work-related accidents giving a total of 155; and an increase of 40 sports-related accidents giving a total of 91. The latter largely reflects the greater emphasis being placed on the proper reporting of accidents and incidents (near-misses).
 - The number of RIDDOR accidents increased from 6 to 9 but was still comfortably below the target for the HE sector. Most of the injuries resulted from slips, trips and falls or manual handling (for which regular training is given). Ray said there were plans to review paved areas.
 - 10 H&S inspections had been completed as planned with no major issues identified.
 - The number of H&S training courses delivered in the last year increased from 50 to 66, with staff attending increasing from 624 to 899.
 - All university buildings have had fire risk assessments. The number of false alarms has continued to fall as older fire detection systems have been replaced.
 - External audits: two successful Fire Service safety audits took place; Environment Agency radiation audit resulted in no recommendations for improvement; KMPG audit of safety resulted in three minor recommendations.
- 6.2 The priorities for the coming year were to:
- manage the Clerici/Old Library and Sinclair major refurbishment projects from an H&S perspective;
 - carry out programme of H&S audits, alongside regular inspections;
 - carry out a review of all H&S Notices; and
 - work with Occupational Health on the review of Display Screen Equipment (DES) training, in the light of the higher incidence of reported musculoskeletal problems.

- 6.3 Alison thanked Tim and Sharon for their work and for the detailed report. Given the amount of construction work taking place at Headington it was very pleasing to see that a high standard of safety had been maintained.
- 6.4 Gordon Langford asked if hard copies of the Health and Safety Manuals would be produced. Tim clarified that the manuals were now maintained online only. However, he agreed that he would in future email all members of the committee to alert them to any changes. Sharon and Tim planned to undertake to review and revise the Health and Safety Manual after Christmas. **Action: Tim McGill, Sharon Willett**
- 7 Annual Occupational Health Report 2015-2016**
- 7.1 Christe Rainbird presented the main highlights of the annual report (HSWC161020/06).
- The proportion of working days lost due to sickness absence had decreased from 2.30% in 2014 – 2015 to 2.01% in 2015 - 2016. Recorded levels of sickness absence at Brookes remain low compared with the Higher Education sector, 2.7% (Universities and Colleges Employers Association) and the wider economy, 3.7% (Chartered Institute of Personnel and Development).
 - Short-term sickness absence (up to 7 days) accounted for 90% of all sickness absences with long-term absence (four weeks or longer) making up 3%. Absences lasting one day account for 51% of all absences and those lasting 2 to 7 days account for 39%.
 - There were 159 new referrals to the OH service (a reduction of 8%).
 - Of the management referrals to OH:
 - 38% related to concerns about work performance
 - 24% related to recurrent short-term sickness
 - 21% for fitness for work and long-term absence
 - In terms of presenting health issues as a proportion of all referrals:
 - 37% related to mental health issues (a decrease from 49%)
 - 29% related to musculoskeletal problems (an increase from 19%)
 - As in previous years, staff in Estate and Facilities Management (EFM) account for a disproportionate amount of total sickness and referrals, with EFM on average having more than twice the number of days of sickness than other staff (much of this for minor illnesses). Although the total amount of lost time has reduced in the last year (3,606 days versus 4,076), HR will continue to work with EFM to address this issue.
 - Working days lost due to stress and depression at Brookes represent 9.2% of the total working days lost. The proportion of cases directly attributed to work has reduced.
- 7.2 Alison Cross asked Christie to analyse the DSE cases to see if there were any underlying causes that should be addressed. She also said that it would be helpful if future reports could show numbers, not just percentages. **Action: Christie Rainbird**
- 7.3 Monika Graham asked Christie to forward information relating to EFM to her. **Action: Christie Rainbird**
- 7.4 Alison thanked Christie for the report. It was pleasing to see that sickness absence, particularly in relation to stress, had reduced.
- 8 Review of Oxford Brookes University Health, Safety and Welfare Committee (OBUHSN-05 issue 08)**
- 8.1 As it was the first meeting of the academic year, the committee reviewed its terms of reference and membership (HSWC161020/07). There was some discussion as to whether Caroline Rushmer (Major Incident and Business Continuity Manager) and a representative from Sport should be members of the committee. Tim was asked to review the formal membership of the committee to ensure it was appropriate (e.g. the role of safety advisers); and Sharon was asked to

update the names of members for 2016-17. The committee agreed to review the terms of reference at the next meeting. **Action: Tim McGill, Sharon Willett**

9 Any other business

9.1 Trish Cox reported that there had been near misses in the Headington Hill carpark, particularly on right hand turning after entering the car park. It was suggested that direction arrows painted on the road surface would be helpful. Tim agreed to raise this concern with Transport. **Action: Tim McGill**

9.2 Karen Brockington reported that concerns had been raised regarding dust in Tonge building. Apparently, routine cleaning of the vents had not been carried out for three years. Ray was currently trying to identify a company to do this work, but he was restricted by the current framework agreement, and it was unlikely that this work could be done before 7 November. Alison Cross asked Ray to escalate the resolution of this issue, as it had clearly been causing concern to a number of staff for some time and to report back at the next meeting. **Action: Ray Blackford**

10 Date of next meetings

The committee noted that the next meeting was scheduled for 6th December 2016, with further meetings scheduled for 14th February 2017 and 8th June 2017. All at 10.00hrs at Headington.