

# MINUTES

HSWC180606/02

## CONFIRMED

### HEALTH, SAFETY AND WELFARE COMMITTEE

**Non-confidential** minutes of the meeting of the Health, Safety and Welfare Committee held on 22 February 2018, at 10:00 hours in the Executive Suite (JHB128), Headington Campus

Present:           Brendan Casey, Registrar and Chief Operating Officer (chair)  
                      Alison Cross, Director of Human Resources  
                      Harmohinder Bahl, Facilities Director, EFM  
                      Sebastian Blake, Quality Manager EFM  
                      Samuel Cockle-Hearne Brookes Students' Union  
                      Trish Cox, Head of Administration, Marketing and Communications  
                      Tanja Dawber, Head of Administration, IT Services  
                      Lorraine Dyson, Facilities and Services Manager, HLS  
                      Andy Glass, Technical Services Manager, TDE  
                      Diane Harrison, Wellbeing Services Manager  
                      Matthew Hisbent, Head of Operations, Faculty of Business  
                      Gordon Langford, Safety Officer, EFM  
                      Tim McGill, University Safety Manager  
                      Elizabeth Mitchell, Technical Services Manager, HLS  
                      Christie Rainbird, Occupational Health Adviser  
                      Brian Rivers, Facilities and Services Manager, HSS  
                      Charlie Williams, Head of Financial Services, FLS

In attendance:    Laura Fortuna, PA to the HR Director  
                      Sharon Willett (Secretary), Safety Officer, HR

Apologies:        John Appleton, UNISON  
                      Karen Brockington, Head of Operations, HLS  
                      Monika Graham, Site Manager  
                      Steve Holtom, Senior Estates and Service Area Manager, EFM  
                      Michele Morley, Estates and Facilities Management  
                      Peter Rodrigues, Students' Union Facilities Manager

### 23. Minutes of the meeting held on 14 December 2017

23.1. The minutes of the meeting held on 14 December 2017 were approved subject to the following clarification. Minute 18.2, FSAs will also act as first responders.

## 24. Matters arising from the minutes

- 24.1. **Minute 12.1: Update on PAT:** Gordon Langford met with Circuit Electrical Testing Ltd and discussed the need for better management of their inspection teams. Members of the committee reported that the service was now much improved.
- 24.2. **Minute 12.2 Update on TDE inspection report (ventilation) in Richard Hamilton building:** Gordon Langford reported that a second pump had been replaced in January. A survey of the basement was being carried out in order to identify the issues that require attention. Some reconfiguration of duct work would be necessary with the aim to complete by the summer 2018. EFM was asked to provide a progress report at the next meeting.  
**Action: Steve Holtom**
- 24.3. **Minute 12.3 Update on Tonge toilet refurbishment:** Gordon Langford reported that all the works had now been completed and the faculty representatives confirmed they were content. It was noted that the delay was caused by labour shortages. Additional contractors are required for future works.
- 24.4. **Minute 12.5 Update on Examinations Office storage:** Gordon Langford confirmed that BCK1.02 would be used as temporary exam paper storage during exam times for two weeks each semester, to address the manual handling issues. He confirmed that users of the meeting room had been informed. It must be made clear to the Exams Office that they must vacate the meeting room promptly.
- 24.5. **Minute 12.6 Update on Buckley Building, heating, lighting and ventilation:** Trish Cox reported that the lights had been turned down slightly and that helped some migraine sufferers. It was not possible to reduce light levels below 300 Lux and still comply with the statutory legal minimum. Although recorded sickness absence levels had not changed, staff working in the upper floor of Buckley remained still dissatisfied with the poor ventilation/air circulation. Some students had tested CO<sub>2</sub> levels in the building as part of a project and had reported that the levels were three times higher than normal. This was a cause of concern to some staff.
- 24.6. There was a discussion of the possibility of opening the high level vents to improve air flow. Gordon Langford said that the vents were set to open automatically at 24 degrees, but temperatures rarely reached this level. He agreed to explore whether the temperature threshold could be reduced. There was also a manual switch in the VCG office, but it was not known whether this was working or how it would interact with the smoke vents. As there was some doubt about whether or not the vents would close again after being opened, EFM will be asked liaise with Marketing and Communications and to test them when the weather improved, and to report back to the committee.  
**Action: Gordon Langford**
- 24.7. **Minute 12.7: Update on lighting issues in Sinclair and Clerici Buildings:** there were still a few remaining issues to be resolved. EFM was exploring the interaction of the heating and lighting controls. If this could not be sorted out satisfactorily, staff would be supplied with antiglare screens and desks might be relocated within offices to minimise the problem. A progress report would be provided at the next meeting.  
**Action: Steve Holtom to report back at the next meeting**
- 24.8. **Minute 17.0. Contractor code of practice and information sheet – update:** Tim McGill had uploaded the document into the webpages. IT Services queried whether the contractor guidelines for

EFM applied to IT consultants and contractors who were working on software and project management. It was noted that the guidelines referred only to contractors working on the fabric and services of our buildings, etc.

- 24.9. **Minute 18.2: Fire Drills Reports (Fire Marshals role in job descriptions) – update:** Tim McGill was in discussion with HR Business Partners to identify those roles which should have fire marshal as part of the job description.  
**Action: Tim McGill**
- 24.10. **Minute 19.0: EFM workshop inspections (refresher H&S training) – update:** Gordon said that training had been organized and delivered by IT services so that EFM staff were able to access the risk assessment forms, etc. in electronic format.
- 24.11. **Minute 20.0: Safety Advisor Forum – update:** After a consultation with members, it had been decided that the forum was no longer necessary as its functions were now fulfilled by other groups. As this suggestion had arisen from a KPMG audit, Tim would inform FLS of the decision not to adopt the auditors' recommendation.  
**Action: Tim McGill**
25. **Oxford Brookes University Health, Safety and Welfare Committee terms of reference and membership (OBUHSN-05 issue 10)**  
The committee reviewed the updated terms of reference and membership of the committee, for signature by the Vice-Chancellor (HSWC180222/03). It was noted that the reference to SMT should be replaced by VCG, and that IT Services and Learning Resources had each decided to have their own representative on the committee.  
**Action: Tim McGill**
26. **Inspection report on Pooled Rooms**  
Tim McGill reported that the inspections carried out in December 2017 were disappointing (HSWC180222/04). H Bahl said that he had been informed and work was in hand to resolve the issues. Appropriate and up to date signage had been put up around campuses, including Headington Hill Hall.  
**Action: H Bahl/ Tim McGill**
27. **Inspection report on the Centres for Sport**  
Sharon Willett presented the report of the inspection (HSWC180222/05). In spite of the age of the facilities, the inspection was generally satisfactory. A few issues were noted and reported to EFM for action, relating to the quality of finish on maintenance and installation work.
28. **Request to purchase additional defibrillators across Brookes University Campuses**  
Christie Rainbird explained that a serious incident in the Sports Centre had highlighted the importance of AEDs. The committee agreed to the proposal to purchase additional AEDs as set out in paper HSC180222/06. Alison Cross and Brendan Casey would seek to secure contingency funding from VCG so that these could be purchased as soon as practicable.  
**Action: Brendan Casey/Alison Cross**
29. **Harcourt Hill Student Union Bar Quality Audit**  
Sebastian Blake presented the report of the inspection he had completed the previous week. As there were a number of compliance issues he wished to bring the report to the committee without delay. The issues related to H&S training, risk assessments, COSHH records, food temperature and delivery records, etc. Some matters, such as the cleaning of ducts, would need to be carried out by EFM, but

many of the other matters were management issues for the Student Union to address. There was some discussion as to whether the bar should continue to operate, given that ultimate liability for any failings in standards was likely to fall to the University rather than just the Student Union. It was noted that the bar was appreciated by students living at Harcourt and that it would be unfortunate if the bar were closed during semester and while the NSS was running. It was therefore agreed that the bar could provide a limited offering of drinks and pre-prepared snacks, but should not prepare and serve any other food. Brendan Casey would speak to the CEO of the SU about the inspection and ask him to provide an action plan for resolving the issues as soon as possible. EFM would assist with the issues identified in the report that were within its remit. The situation would be kept under review.

**Action: Brendan Casey, H Bahl**

**30. Any other business**

Andy Glass announced that this was his last meeting of the committee as he would be retiring after over 40 years' service at the University. He wished to record his thanks to Tim McGill and his colleagues for their support and professionalism over many years. The committee thanked Andy for his sustained contribution to the committee and for being an outstanding colleague, and wished him well for his retirement.

**31. Date of next meeting**

6th June 2018, 1000-1200hrs, JHB 128 (Executive Suite), John Henry Brookes Building.

End of confirmed minutes