

HEALTH SAFETY & WELFARE COMMITTEE

Minutes of the meeting held at 10.00 22nd February 2012

Venue CG15-16, Gipsy Lane

Present:

Mr P Large, Registrar, Chair	Mr T McGill, University Health and Safety Officer
Mr G Bailey, Safety Officer, EFM.	Ms E Mitchell, Health and Life Sciences
Mr T Bolton, Finance & Legal Services	Mr B Price, Director of Human Resources
Mrs K Brockington, Health and Life Sciences	Mrs A Pullinger, Occupational Health
Ms T Cox, Directorate Of Corporate Affairs	Ms C Rainbird, Occupational Health Advisor
Mrs L Dyson, Health and Life Sciences	Mr B Rivers, Humanities & Social Sciences
Miss C Flemming, Gen Manager, Catering Services	Mr C Stocker, Head of Maintenance, EFM
Mr M Holder, UNISON Safety Representative	Mr I Sloan, Directorate of ASA
Mr E Grainger, Hospitality Services	Ms H Waters, Sustainability Manager, EFM
Mr J Jolliffe, Faculty of Business	Mr D Whittingham, SU General Manager
	Mr G Langford, Assistant Safety Officer, Secretary

ACTION

1. Membership and Apologies for Absence

Apologies were received from

Miss G Almond, Deputy Director, Hosp Services
Mr A Glass, Technology, Design, Environment
Mr M Hisbent, Faculty of Business
Mr S Hogg, UNISON Safety Representative

2. Minutes of the Meeting held on 7th December 2011

The minutes of the previous meeting were agreed as an accurate record.

3. Matters Arising

**3.1 (3.3) Leaflets for publicity of smoking shelter and
3.4 (4.6) Review and Development of University wide smoking policy**

Geoff Bailey, Safety Officer, Property Services, confirmed that leaflets have been produced, which give details of the prohibition of smoking within 5m of a building and of the location of the smoking shelter on the Gipsy Lane campus.

ACTION

It is intended that these leaflets be made available to issue to smokers in the coming weeks.

BP

Having in mind the redevelopment of the Gipsy Lane campus and the variations in the facilities and practices for smokers from site to site, it was agreed that there is a need to review the University's smoking policy. Bob Price, Director of Human Resources, agreed to set up a consultation group to review the impact of smoking; this will include representation across all strands of the University. The aim is to produce a paper for the June meeting of the Executive Board, who will have the opportunity to make amendments to the existing smoking policy, if deemed necessary.

Michael Holder, UNISON Safety Representative, expressed concern that the outcome may be to ban smoking across all of the University's sites. It was confirmed that the consultation process will include participation from trade union representatives.

3.2 (3.4) Task Group, review of fieldwork and overseas travel.

Bob Price, Director of Human Resources, gave details of a task group which reviewed the safety procedures for fieldwork, placements and overseas travel, who agreed that the processes would be simplified and would be more likely to be taken up if an online system were to be set up. Prior to the meeting, the committee were circulated with an OBIS Terms of Reference report, giving details of the options for an on line system. The objective would be to have a means to readily find the whereabouts of University personal, working off site, in the event of an emergency such as an earthquake or terrorist attack. Initial investigations indicate that the system is likely to be quite complex to set up. Feedback of OBIS's progress will be made to the next committee meeting.

BP

3.3 (3.5) Training for the use of cutting equipment

AG

This item will be carried over to the next meeting as Andy Glass, was absent from the meeting.

3.5 (5) Notification of fire marshal list in Onstream

Gordon Langford, Assistant Safety Officer, confirmed that an article giving details of actions to be taken on hearing a fire alarm and of how to find the names and locations of Fire Marshals and Evac-Chair operators appeared in the January issue of Onstream. Committee members were circulated with a copy of the article prior to the meeting. Trish Cox, Head of Administration, Directorate of Corporate Affairs, stated that her colleagues' attention had been drawn to the article. The committee were urged to do likewise within their Faculty or Directorate.

ACTION

3.6 (8) Fire marshalling outside of core hours and 3.7 (8) Conference Services fire safety procedures

The committee discussed fire safety and first aid provision when the University is operating outside of core hours. The University has a reasonable number of staff who volunteer to be fire marshals and or first aiders, the vast majority of whom work 9-5, Monday to Friday, with relatively poor cover outside of these times.

Trish Cox, Corporate Affairs and Ernest Grainger, Hospitality Services, gave details of the safety arrangements that are in place when their departments run activities outside of core hours. It was clear that most other Faculties or Directorates do not have similar arrangements in place.

Paul Large, Chair, stated that each Faculty and Directorate needs to ensure that they have sufficient safety cover for operations outside of core hours.

Bob Price, Director of Human Resources agreed to make enquiries with all Faculties and Directorates to determine the arrangements they have in place, if any, whilst operating outside of core hours.

3.8 (10.1) Further Developments on Lecture Theatre S213

Due to the poor quality of the seating, this lecture theatre has been taken out of service and will remain closed until further notice.

3.9 (10.3) Signs to warn of the danger of pool at PG Centre, CBSV and 3.10 (10.3) Notification to residents of risk of pool at CBSV

It was noted that signs to warn of the danger of the pool at the PG Centre at Clive Booth Student Village have been made and are due to be installed by the end of the month. In addition, access to the pool will be restricted by use of thorny shrubs and fencing at its perimeter.

Ernest Grainger, Hospitality Services, confirmed that residents of the PG Centre have been requested to ensure that any children who may be visiting them are properly supervised, especially whilst they are in the vicinity of the pool.

4 Safety Inspection of Departments of Architecture and of Arts, TDE.

Prior to the meeting, committee members were circulated with a safety inspection report, dated 23rd December 2011, of the departments of Architecture and of Arts of the Faculty of Technology, Design and Environment.

Tim McGill, University Safety Officer reported that the inspection was generally very good, however there was some evidence of portable appliance testing being out of date.

ACTION

It was noted in the inspection report, that the finish of the flooring in the Architecture Workshop on the ground floor of John Payne Building, makes it tend to be rather slippery and not fit for purpose in a workshop environment. Actions are in place to rectify this by use of an etching process. The committee recommended that this process be applied to the similar flooring in the other rooms on the ground floor of John Payne Building.

5 Safety Inspection of the School of Education

Prior to the meeting, committee members were circulated with a safety inspection report, dated 8th February 2012, of the School of Education, in the Faculty of Humanities and Social Sciences.

Tim McGill, University Safety Officer, reported that the inspection was generally very good, however there was some evidence of portable appliance testing being out of date and examples were found of wedges being used to hold doors open. The School plans to complete the portable appliance testing during the Easter break.

6 UCEA 2011 H&S Annual Report and Action Plan

Prior to the meeting, members of the committee were circulated with copies of the Universities and Colleges Employers Association (UCEA) 2011 Health and Safety Annual Report and their 2012 Action Plan.

Bob Price, Director of Human Resources, noted that UCEA's intention to gain a better understanding of sickness absence data across the higher education sector, and explained that he is waiting to hear from UCEA regarding the progress of this project.

Bob noted that UCEA run a variety of training events which may be useful for members of University staff, including committee members, to attend.

7 Review of H&S structure in the Faculty of Health and Life Sciences

In line with the recommendation of a recent KPMG audit, Tim McGill, University Health and Safety Officer, carried out a review of the structure of the recently formed Faculty of Health and Life Sciences; a report for which was circulated to the committee members prior to the meeting.

Tim McGill confirmed that health and safety procedures and process within the Faculty are in good order. Karen Brockington, Health and Life Sciences, commented that she was working on combining the student handbooks of the former Schools of Health and Social Care and of Life Sciences, into a single document, ensuring all laboratory health and safety requirements were addressed.

8 Microbiology and Genetic Manipulation Annual Report

Tim McGill, University Safety Officer, reviewed the Microbiology and Genetic Manipulation Annual Report, which was circulated to the committee prior to the meeting. The report, drawn up by Dr Helen Packer, Microbiological and GM Safety Officer, indicates that the microbiological and genetic manipulation projects are being managed in a safe and orderly manner.

ACTION 9 Radiochemicals Annual Report

Tim McGill, University Safety Officer, reviewed the Radiochemicals Annual Report, which was circulated to the committee prior to the meeting. The report, drawn up by Simon Giles, Radiation Protection Supervisor, indicates that the projects involving radioisotopes are managed well, with a positive outcome following an audit by the Health Protection Agency in May 2011.

10 Health and Safety Risk Register.

A recommendation of KPMG's Health and Safety audit of May 2011 was to implement a University wide Health and Safety Risk Register. Tim McGill, University Health and Safety Officer, discussed the progress made so far, by referring to a summary report which was circulated to the committee prior to the meeting. Faculties and Directorates have produced risk registers all of which follow a similar format, having common risks such as manual handling, portable appliance testing and DSE; in addition, activities such as the use of the climbing wall and arrangements for field trips apply to individual departments. This process has identified a number of risks for which countermeasures do not currently exist, and for which procedures are in the process of being drawn up.

It was agreed that the risk register needs to be considered as a living document and should be reviewed on an annual basis and be a standing item on the agenda for the first meeting of each calendar year.

11 Any Other Business

11.1 Location of Liquid Nitrogen and gas cylinder store at Gipsy Lane

LM

Liz Mitchel, Faculty of Health and Life Sciences, highlighted the need to relocate the bulk storage container for liquid nitrogen and the gas cylinder store, due to the current building work at Gipsy Lane. It was confirmed that Capital Projects are aware.

11.2 Motor Cycle Parking at Wheatley

Colin Stocker, Head of Maintenance, confirmed that motorcycle parking at Wheatley has been relocated to the rear of the staff car park between the Entrance Lodge and Turing Building.

11.3 Heating system in Clerici Building

Colin Stocker, Head of Maintenance, confirmed that a major repair to the Clerici Buildings heating system is due to take place this week.

11.4 Communication with staff away on sickness absence

Michael Holder, UNISON Safety Representative, expressed concern that there were examples of members of staff away from work on sickness absence being phoned at home by their line managers. Michael believes to be contrary to University procedures. Bob Price, Director of Human Resources stated that it is reasonable for a line manager to enquire of a person's health and that such actions are not prohibited within the University's guidelines.

Date of next meeting 10.00 Thur 31st May 2012 CG15-16 Gipsy Lane

