

HEALTH SAFETY & WELFARE COMMITTEE

Minutes of the meeting held at 10.00 am 23rd February 2011

Venue CG15-16, Gipsy Lane

Present:

Mr P Large, Registrar, Chair	Mr B Martin, UNISON Safety Representative
Mr B Price, Director of Human Resources	Mr A Glass, School of Built Environment
Mr T McGill, University Health and Safety Officer	Mrs C Robertson, School of Health and Social Care
Mr E Granger, Quality, Hospitality Services	Mrs S Finch, Directorate of Corporate Affairs
Mr G Bailey, H&S, Property Services	Mr A Rowles, School of Technology
Mrs A Hissey, School of Social Sciences and Law	Ms Harriet Waters, Sustainability Manager
Miss C Flemming, Catering Services	Mr G Langford, Assistant Safety Officer, Secretary

ACTION 1. Membership and Apologies for Absence

Apologies were received from

Ms C Rainbird, Occupational Health Advisor
Mrs K Brockington, Health and Social Care
Miss G Almond, Deputy Director, Hospitality Services
Mrs C Morris, Business School
Mrs J Salisbury, Social Sciences & Law
Ms T Cox, Corporate Affairs
Mrs E Mitchell, School of Life Sciences
Mrs R. Perridge, School of Arts and Humanities
Mr S Simpkins, Deputy Director, Property Services (arrived near close of meeting)

2. Minutes of the Meeting held on 6th December 2010

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

3. Matters Arising

3.1 (3.1)

Travelling and Working Overseas, Pocket Guide

It was confirmed that Christie Rainbird, Occupational Health Advisor, had drawn up a summary of emergency contact details and other information that is likely to be useful for University personnel travelling overseas.

ACTION

The Media Centre is in the process of producing 2000 credit card sized cards with these details, that will be distributed to those who make University related overseas journeys.

3.2 (3.1) Out of Hours calls from overseas to Campus Services

At the last meeting, Steve Simpkins, Deputy Director, Property Services, agreed to review the processes that are in place for receiving an emergency call at Campus Services control room, especially considering the situation when the office is staffed by contract security staff, who may not be familiar with all the University's procedures. In Steve Simpkins' absence, Geoff Bailey, Property Services Health and Safety Officer, confirmed that, although in principle an emergency call received by Campus Services would be directed to the Campus Services Manager, no matter what time it was received, currently no formal procedures exist. Steve Simpkins and Lesley Gordon, Campus Manager Headington, are in the process of drawing up relevant procedures.

The committee agreed that these procedures should fit with and be incorporated into the University's Major Incident Response Plan and recommended that consultation with Rachel Slade, Data Services Manager, Computer Services should take place.

SS

The committee set a target date for completion of the procedures by the next meeting on 3rd June 2011.

3.3 (3.1) Launch of Travel Safety Notice, paper and electronic versions

At the last meeting it was agreed that the updated Safety Notice would be launched, initially as a paper version, with the aim of moving to an online version. Tim McGill, University Health and Safety Officer, gave details of his discussions on this matter with Computer Services. There may be an option to set up a document management system similar to the one currently used by HR to receive job application forms, however, given current demands within computer services, this may take over twelve months to set up. The use of Google Docs was suggested as an alternative, which should be able to be set up in a relatively short space of time. Bob Price, Director of Human Recourses, and Tim McGill, agreed to have discussion with the HR computer administrators.

BP/ TMcG

3.2 (3.2) Draft Safety Notice for Placement Students

Prior to the meeting, members of the committee were circulated with a proposal for wording, to ensure that risk assessments for those students who are intending to go on work placements, take into account pre-existing medical conditions.

The committee agreed that the student should be obliged rather than advised to participate in this process and that it was correct to use the term 'must consider the need to consult their GP' rather than 'should consider ..etc'

ACTION

Christie Rainbird's suggestion that under some circumstances students may seek further advice from the University's or placement provider's Occupational Health Team was agreed to be included.

It was agreed that the Safety Notice should draw attention to the fact that those students who intend to take placements overseas must inform the insurance company of pre-existing medical conditions as failure to do so may adversely affect travel insurance.

3.6 (4) Safety Issues in relation to Graduation Ceremonies

Bob Price, Director of Human Resources, reported that the Senior Management Team have risk assessed the impact that the current campus redevelopment may have on the safe operation of forthcoming Graduation Ceremonies. A management process has been proposed in order to deal with the reduced space available in the event of an evacuation via the rear of the Main Hall. A review of the operational performance will be carried out following the ceremonies in April.

3.7 (5) Concerns regarding rescues from stair lifts

At the last meeting, concerns were raised about the length of time that is required, using a manual operation, to rescue a person using the Wheatley Library stair lift in the event of it breaking down. To overcome this issue, the lift is to be fitted with an uninterruptible power supply (a battery pack), to ensure that the lift may still be operated in the event of mains power failure.

The five similar stair lifts, located at The School of Health and Social Care, Marston Road, are currently in the process of being evaluated for a similar modification.

4 Microbiology and Genetic Manipulation Report

The committee thanked Dr Helen Packer, Microbiological and Genetic Manipulation Safety Officer for her safety report which was circulated prior to the meeting.

Barry Martin, School of Life Sciences, reported that in the previous week a Health and Safety Executive (HSE) inspector had visited the School's laboratories in connection with its application for a licence to undertake category level 2 work. The inspector gave guidance on minor adjustments that need to be made, and which will be undertaken, in order to achieve the required level of containment.

5 Safety Inspection, School of Health and Social Care

Prior to the meeting the committee were circulated with a safety inspection report for the School of Health and Social Care. Tim McGill, University Health and Safety Officer, reported that the School's premises at Marston Road and at Ferndale, Swindon were in good order, that no significant health and safety issues were found and that the management of the School could be used as a good example to others.

ACTION 6 UCEA Health Safety & Wellbeing Plan, 2011-2015

Prior to the meeting, committee members were sent documents relating to the Universities and Colleges Employers Association (UCEA) Health and Safety Wellbeing Plan 2011-15.

Bob Price, Director Human Resources, gave a summary of UCEA's plan, which sets objectives in line with HSE targets, to reduce accidents caused by slips trips and falls and by manual handling operations, to ensure all members of the university community play their part in health and safety and to create healthier and safer institutions. Bob Price offered the opinion that the University's targets already broadly matched those of UCEA. He agreed to set up consultative groups to examine improvements that may be made to the University's health and safety policies and procedures, in line with the UCEA plan.

BP

7 UCEA Consultation on proposed update to RIDDOR

UCEA (Universities and Colleges Employers Association) has consulted with its member organisations to ask their opinion on proposed changes to the three day rule in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Currently a RIDDOR report must be submitted to the HSE for over-3-day injuries, that is those where an employee is away from work or unable to perform their normal work duties for more than three consecutive days. Proposed changes in legislation will extend the period from three to seven days. The committee had no objection to the proposed changes in legislation. Bob Price, Director Human Resources, will inform UCEA of this committee's opinion.

BP

8 Concerns regarding smoking at main entrance to Clerici Building

Staff who work in Clerici Building have raised concerns that their health may be adversely affected by smoke rising up from people who smoke at the main entrance to Clerici Building, despite the many notices prohibiting them from doing so.

Paul Large, Registrar and committee chair, confirmed that there are currently no proposals to make the Headington campus a smoke free site.

The committee agreed that it would be prudent to install a smoking shelter in this sector of the site, so as to encourage smokers away from the entrance, but if one were to be installed it should be discreetly located so as not to have a detrimental impact on the University's main entrance. Bob Price agreed to discuss these proposals with Steve Simpkins, Deputy Director, Property Services.

BP

9 Date of next meetings

The next meeting will take place at 2pm on 3rd June 2011