

MINUTES

HSWC140604/02

University Health Safety and Welfare Committee

Minutes of the meeting held on 26th February 2014 at 10.00 in CG15/16 Gipsy Lane

Present:

Phil Stuhldreer	Chair	Deputy Director Human Resources
Karen Brockington		Faculty of Health and Life Sciences
Loraine Dyson		Faculty of Health and Life Sciences
Elizabeth Mitchell		Faculty of Health and Life Sciences
Tim M ^c Gill		University Safety Officer
Stephanie Croft		Health and Safety Assistant (Secretary)
Andy Glass		Faculty of Technology, Design and Environment
Christie Rainbird		Occupational Health Advisor
Ernest Grainger		Quality Manager, Hospitality Services
Brian Rivers		Faculty of Social Sciences and Law
Gordon Langford		EFM Safety Officer
David Whittingham		General Manager, Students' Union
Charlie Williams		Finance and Legal Services
Colin Stocker		Estate Director, Property Services
Richard Beresford		UCU Safety Representative

Apologies:

Paul Large	Registrar
Jason Joliffe	Faculty of Business
Iain Sloan	Academic and Student Affairs
Joel Holmes	SU President
Catherine Flemming	Catering Services
Amanda Ashworth-Plant	EFM, Facilities Director
Caroline Rushmer	OBIS/Learning Resources
Gillian Almond	Deputy Director Hospitality Services
Linda Francis	Disability Services
Sebastian Blake	Sustainability/UNISON

Changes of membership: The committee welcomed Stephanie Croft as the University's Health and Safety Assistant

Minutes of the meeting held on 4th December 2013

1. The minutes of the meeting held on 4th December were accepted as an accurate record.
2. **Matters Arising**

Minute 3.1, First aid working group feedback

Christie Rainbird stated that she had met with Bob Price, before he left, to discuss the fact that more one-day first-aid courses are required. Christie also reported that she was investigating the best ways to

MINUTES

contact/communicate with first-aiders and this work was being undertaken by OBIS. OBIS are investigating problems differentiating persons that have attended either a 3-day or 1-day course on the system. There was some debate on whether the terminology for the 'Life Saver' first aid qualification was appropriate so Christie Rainbird reported that she will have a think about this and report back to the committee. Ernest Grainger commented that he had problems obtaining first-aid stock from Occupational Health. Christie assured the committee that orders are dealt with promptly and efficiently from Occupational Health.

Action CR

Minute 3.2 Generic Risk Assessment for cleaning human waste

Ernest Grainger reported that a Standard Operational Procedure has finally been agreed and sent to all Halls of Residence. There will be a meeting with Amanda Ashworth-Plant as to how to adopt this policy for Campus Services.

Action EG/AAP

Minute 5.2 Feedback from Tim McGill from electric shock incident at CBSV

Since the incident, warning signs have been placed on the vacuum cleaners to explain not to use them for liquid waste and all staff and students have been advised not to use them to vacuum any liquids.

Minute 5.3 Feedback from Tim McGill for the flow of reversing buses at Wheatley

The flow of reversing buses has been observed three times and to this point there have been no reported incidents with buses and pedestrians crossing the road. The ideas of using a convex mirror and painting pedestrian pathways on the road have been rejected by the Oxford Bus Company. It has also been suggested that buses could carry out a full turning circle by removing the nearby grass area outside the Junior Common Room (JCR) on the Wheatley Campus. Colin Stocker suggested that he will look into this possibility and would check and measure the area for feasibility of this suggestion.

Action CS

Minute 5.4 Feedback from Tim McGill for the site cabins removal at GLC

This has worked well with Laing O'Rourke. No incidents reported and completed five days ahead of schedule.

3. Update on Health Surveillance

Christie Rainbird thanked Gordon Langford for his efforts for the relevant information in order to undertake the health surveillance. Health Surveillance has now moved onto Health and Life Sciences. Elizabeth Mitchell asked Christie for clarification of what information is needed for the health surveillance.

4. Any Other Business

4.1 Colin Stocker reported that the John Henry Brookes Building is now open and functioning although there is still some contractor work continuing within the building. He also requested for the committee and their colleagues to keep eyes and ears open and alert to the ways of working and to contact Property Services if any problems are discovered.

4.2 Richard Beresford asked whether the University Stress Policy had been reviewed recently as this was overdue. He stated that our policy indicated that the University Risk Assessments for stress should be undertaken every two years and that these needed to be undertaken especially in the respect of the Faculty of Business where there have been recent changes to line management responsibilities.

MINUTES

4.3 Gordon Langford stated that he was working on modifications for the Fire Alarm testing system. At present the fire alarm sounds for 30 seconds but the doors, windows and fans activated by the system, are not currently tested. Gordon Langford suggested that colleagues from varying faculties and directorates would be needed to check these every week when the alarms are being tested. However, some teaching areas may be difficult to test due to staff not being available. Phil Stuhldreer stated that this may be a huge task to complete throughout the whole of the Oxford Brookes University estate but Gordon Langford reassured that it is possible and achievable. Andy Glass stated that he thought it was potentially a good idea and Brian Rivers agreed with this. Gordon is working on a list of areas and staff. Initially, final exit doors will be prioritised.

Action GL

4.4 Tim McGill stated that there are potentially major problems with the health and safety elements of the new Core HR system. Phil Stuhldreer acknowledged this and requested that a meeting should be convened between the Safety Officer, Acting Head of Human Resources and the Core project manager. The findings of this meeting are to be reported at the next committee meeting

5. Date of next meeting(s)

Wednesday 04th June 2014, 1000 hours, GLC, Room CG15/16