

HEALTH SAFETY & WELFARE COMMITTEE

Minutes of the meeting held at 10.00 am 28th June 2010

Venue SG05, Gipsy Lane

**Present:**

Mr P Large, Registrar, Chair	Mrs K Brockington, Health and Social Care
Mr B Price, Director of Human Resources	Mr S Simpkins, Deputy Director, Property Services
Mr T McGill, University Health and Safety Officer	Mrs L Francis, Student Disability Services
Mr G Bailey, Safety Officer, Property Services	Mrs C Morris, Business School
Ms C Rainbird, Occupational Health Advisor	Mrs A Hissey, Social Sciences and Law
Mr B Martin, UNISON Safety Representative	Mrs Sue Johnson, Campus Services
Mr A Rowles, School of Technology	Ms H Waters, Sustainability Manager
Miss G Almond, Deputy Director, Hospitality Services	Mrs E Mitchell, School of Life Sciences
Mrs L Cox, Westminster Institute of Education	Mr G Langford, Assistant Safety Officer, Secretary
Miss C Fleming, Gen Manager, Catering Services	

**ACTION**

**1. Membership and Apologies for Absence**

Apologies were received from

Mr A Glass, School of Built Environment  
Mr A Friend, UNISON Safety Representative  
Mr R Beresford, UCU Safety Representative  
Miss M Kleszczewska, Social Sciences and Law

**2. Minutes of the Meeting held on 9th March 2010**

It was agreed that the wording of the title for minute 3.3 should be changed from 'Informing first aiders of transport procedures for A&E' to 'Informing first aiders of transport procedures for access to medical care'.

Otherwise the minutes were agreed to be an accurate record.

**ACTION 3. Matters Arising**

**3.1 (3.1)**

**Proposed update to the Travelling and Working Overseas Safety Notice**

Christie Rainbird, Occupational Health Advisor, gave details of a meeting of a pilot group, held on 14<sup>th</sup> June, the notes of which had been distributed to the committee prior to this committee meeting. The pilot group, consisting of representatives of Oxford Brookes International (OBI), the Business School and the School of the Built Environment, have agreed to try out the revised procedures, which have been posted on the OBI intranet site. The objective is to gather sufficient evidence in order to report back on the applicability of the new Notice to the next committee meeting in October.

The committee agreed that the role of Travel Coordinator should be renamed Travel Coordinating Manager as this describes better the responsibilities of the tasks involved.

It was noted that different departments within the University have differing arrangements for staff to contact key people within the University if they are in difficulties overseas. The methods include calling a nominated person within the School or Directorate and calling the Site Services Control Room. It was noted that the University's travel insurance company also provide a 24 hour helpdesk, and that the University does have a duty of care whilst its staff are working overseas.

**CR** It was agreed that a draft procedure should be drawn up in which instructions are given, as to who staff should contact, depending on the nature and time of an emergency.

**BP** As part of this procedure, it was agreed that the Director HR should obtain from Deans and Directors their proposals for the names of emergency contact persons within each School and Directorate.

**3.2 (3.2) Draft Safety Notice for Placement Students**

**TMcG** Tim McGill, University Health and Safety Officer, confirmed that a draft Safety Notice for Placement Students was in the process of being evaluated by Andy Glass, School of the Built Environment. The objective is to have sufficient evidence in order to offer a procedure for approval to the next committee meeting in October.

**3.3 (3.4) Networking / briefing meeting for first aiders**

Christie Rainbird, Occupational Health Advisor, reported that all of the University's first aiders have been informed that briefing and networking meetings for first aiders will take place from September this year. Two meetings will be held in Gypsy Lane, one in Harcourt Hill and one in Wheatley.

## **ACTION**

Similarly all first aiders have been informed about the methods to organise a taxi to transport a person to their required destination, e.g. home or their GP, if alternative arrangements are unable to be made and the severity of injury does not warrant the use of an ambulance.

It was reported that from time to time there are difficulties in locating a first aider. For example at Harcourt Hill, excluding catering staff, there are currently only two members of staff who are trained as first aiders, one of which is about to go on maternity leave. This posed a problem at the recent open day at that campus. Five further members of staff at Harcourt Hill have recently volunteered to become first aiders.

It was confirmed that from now on first aid training of University staff is to take place in-house rather than through the South Central Ambulance Service.

It was noted that although in 2006 Campus Services had agreed that the job description of newly recruited Campus Service staff would require them to be first aiders, currently no staff within this department hold such a qualification and training had not been arranged by line management. One of the objectives of having Campus Services staff trained as first aiders is to provide first aid cover outside of core operational hours.

## **CR**

Christie Rainbird agreed to provide the committee with a breakdown of first aid cover by location and time of day, across the whole University.

### **3.4 (5) Trends in University's slip, trip and fall accidents.**

At the previous meeting, Tim McGill, University Safety Officer, agreed to examine the occurrence of slips, trips and falls in order to determine if there are common locations or circumstances, and if so, ensure appropriate actions be taken. Prior to the meeting, committee members were provided with a summary of trip, slip and fall accidents since January 2008. A number of these related to falls in icy or snowy weather conditions. To minimise the risk of falls due to winter weather, a snow and ice clearance policy has been drawn up, covering all sites, defining levels of responsibility, priority of routes to be cleared and procedures to be carried out.

Considering the falls which were not related to winter weather, no strongly recurring causes or locations were found.

Steve Simpkins, Deputy Director, Property Services, stated that appropriate repairs will be carried out when faults to footpaths and other hazards, have been identified.

## **SS**

It was noted that the yellow brick path which runs from the entrance of Headington Hill site to the Richard Hamilton Building car park is often very slippery. Steve Simpkins agreed to investigate and report back to the next meeting.

## **ACTION**

### **3.5 (6) Uptake of stress management training**

Christie Rainbird, Occupational Health Advisor, reported that over 60% of the University's line managers have attended stress management training. The degree of uptake varies widely e.g. Social Sciences and Law at 91%, Estates and Facilities Management at 76% but Westminster Institute of Education with only 34% take up. The Registrar agreed to discuss this situation with the Dean of the Institute with a view to improving this position.

**PL**

The degree of success of the training was discussed. There is some evidence that on the whole line managers have taken note of their training as referrals to Occupational Health for stress issues are tending to occur sooner than was previously the case. However a finding of the 2009 Staff Survey was that 46% of respondents reported they felt 'unduly stressed at work'.

**CR**

Christie Rainbird agree to draw up and issue a questionnaire to those who had undertaken stress management training a year or more ago in order to assess their current understanding and behaviour in terms of stress management.

It was noted that the Audit Committee of the Board of Governors have considered whether to examine long term sickness and the incidence of stress related illness within the University.

## **4 Smoking Shelter, Harcourt Hill**

Sue Johnson, Campus Manager Harcourt Hill, reported that the smoking shelter at Harcourt Hill is working very effectively in keeping smoke and spent smoking materials away from buildings and is providing a reasonably comfortable environment for those who wish to smoke.

Steve Simpkins, Deputy Director, Property Services reported that a similar shelter is due to be installed at the Marston Road site.

## **5 Any Other Business**

Barry Martin, UNISON Safety Representative enquired if the forthcoming reorganisation of Schools to form Faculties will have an impact on the membership of this committee. Paul Large, Registrar, confirmed that with the reorganisation in mind, the composition of all University committees is under review, with the intention to ensure that there will be appropriate representation.

## **6 Date of next meetings**

Forthcoming meetings will take place at 10am on the following dates, 13<sup>th</sup> October 2010, 6<sup>th</sup> December 2010 and 23<sup>rd</sup> February 2011  
Venues are to be arranged.