

MINUTES

University Health Safety and Welfare Committee HSWC130528806

Minutes of the meeting held on 28th May 2013 at 10.00 in CG15-16 Gipsy Lane

Present:

Paul Large	(Chair)	Registrar
Richard Beresford		UCU Safety Representative
Karen Brockington		Faculty of Health and Life Sciences
Andy Glass		Faculty of Technology, Design and Environment
Michael Holder		UNISON Safety Representative
Tim McGill (Secretary)		University Safety Officer
Elizabeth Mitchell		Faculty of Health and Life Sciences
Brian Rivers		Faculty of Social Sciences and Law
Caroline Rushmer		OBIS / Learning Resources
Jason Jolliffe		Faculty of Business
Gordon Langford		EFM Health & Safety Officer
Sebastian Blake		Sustainability, EFM

Apologies:

Gillian Almond	Deputy Director Hospitality Services
Trish Cox	Directorate of Corporate Affairs
Loraine Dyson	Faculty of Health and Life Sciences
Bob Price	Director of Human Resources
Christie Rainbird	Occupational Health Advisor
Iain Sloan	Academic and Student Affairs
Colin Stocker	Estate Director, Property Services

Minutes of the meeting held on 27th February 2013

- 1 The minutes of the meeting held on 27th February 2013 (HSWC13052802), were accepted as an accurate record.
- 2 **Matters Arising**
 - 2.1 **Minute 25.1.2 To consider the tendering process for University-wide PAT testing**

Tim McGill presented a brief outline on the information received from 3 companies to ensure that they had the appropriate skills, insurance, training etc to undertake PAT for the University. It was agreed that the University Safety Notice on PAT would be altered to reflect the change from in-house testing to using external suppliers. The contact details of these approved suppliers will be circulated.

Action Tim M^cGill
 - 2.2 **Minute 25.5.3 To receive feedback regarding the inclusion of Appointed Persons in the list of first aiders**

This item will be carried over to the next meeting
 - 2.3 **Minute 25.5.6 To receive feedback regarding methods used by other institutions to locate first aiders who are away from their regular place of work.**

This item will be carried over to the next meeting
 - 2.4 **Minute 25.7.2 To receive feedback of discussions with Capital Projects regarding the relocation of the bulk liquid nitrogen storage Dewar.**

Liz Mitchel reported that discussions had been held with Capital Projects. The liquid Nitrogen Dewar will be temporarily moved to a location near the kitchen adjacent to the Fuller Building. A further meeting is planned with Capital Projects for the week commencing 03rd June 2013 to agree a permanent location for the Dewar.

3 The Safety Inspection of parts of the Faculty of Life Sciences

The committee received and considered the report of the Safety Inspection in February 2013. The report showed very high standards were being achieved. Liz Mitchell confirmed that all actions had been followed through.

4 To consider procedures for responding to fire alarms at Clive Booth Student Village

Michael Holder reported an event when the fire alarms had sounded and there was confusion on site as to who was the Duty Warden on duty. Tim McGill to write to Gillian Almond to comment.

Action Tim M^cGill

Michael Holder also described a log book used to records defects following fire alarm testing that has now been replaced with a verbal reporting procedure that has caused some confusion. Tim McGill to write to Gillian Almond to comment.

Action Tim M^cGill

5 To receive and note the H&S Audit of the Faculty of Business

Tim McGill gave a brief description of the audit process and reported that the audit of the Faculty of Business showed very good legal compliance and evidence of very good practice. Jason Jolliffe confirmed that an action plan was already in place to raise all scores to level 3.

6 To receive the revised Health & Safety Notice OBUHSN-10, First Aid Facilities And Arrangements

The following questions and comments were made

- Section 2.2 Where do the timescales of 3 and 10 minutes come from?
- Describe what should happen about sharing "first aiders" when Faculties or Directorates share the same buildings
- The locations of some of the rest rooms is incorrect
- There some drafting and spelling errors

It was agreed that this revised Health and Notice should be reviewed again at the next meeting.

Action Christie Rainbird

7 The John Payne Fire Report

John Payne Fire Report received and discussed. The report was produced to serve as a record of events and state key actions and lessons learnt and the University's Major Incident Working Group requested that it be brought to this Committee. In summary, on 20.11.2012 there was a fire in the architectural workshop of the John Payne building. The Major Incident Team (MIT) was convened and carried out first actions according to the Major Incident Plan. MIT designated that it was not a Major Incident and the MIT was stood down. In terms of events, the University insurers UMAL were quick to respond; Burgones Forensic produced a report; a unique cost code was implemented for all expenditure relating to the fire; ISS salvage and contractors engaged; faculty business continuity plan implemented and utilised. The workshop was back in full use 22.02.2013. All recommended to read and digest as lessons learnt are applicable across faculties and directorates.

8 Date of next meeting, TBC