

HEALTH SAFETY & WELFARE COMMITTEE

Minutes of the meeting held at 10.00 31st May 2012

Venue CG15-16, Gipsy Lane

Present:

Mr P Large, Registrar, Chair
Mr G Bailey, Safety Officer, EFM.
Ms T Cox, Directorate Of Corporate Affairs
Mr J Jolliffe, Faculty of Business
Miss G Almond, Deputy Director, Hosp Services
Ms E Mitchell, Health and Life Sciences

Mr B Price, Director of Human Resources
Mr B Rivers, Humanities & Social Sciences
Mr C Stocker, Head of Maintenance, EFM
Mr I Sloan, Directorate of ASA
Mr D Whittingham, SU General Manager
Mr G Langford, Assistant Safety Officer, Secretary

ACTION

1. Membership and Apologies for Absence

Apologies were received from

Mr T Boulton, Finance & Legal Services
Mrs K Brockington, Health and Life Sciences
Mrs L Dyson, Health and Life Sciences
Miss C Flemming, Gen Manager, Catering Services
Mr M Hisbent, Faculty of Business
Mr S Hogg, UNISON Safety Representative
Mr M Holder, UNISON Safety Representative
Mr P Mason, President Students' Union
Mr T McGill, University Health and Safety Officer
Ms C Rainbird, Occupational Health Advisor
Ms H Waters, Sustainability Manager, EFM

2. Minutes of the Meeting held on 22nd February 2012

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

3. Matters Arising

3.1 (3.1) Proposals for amendments to University smoking policy

Bob Price, Director of Human Recourses, gave details of the discussions of a meeting to review the University's smoking policy, notes of which were circulated to the committee prior to the meeting.

The recommendations were divided into two sets, the first relating to the current Building layouts, the second taking into account the NLTB at Gipsy Lane.

ACTION

It was stressed that the group had not considered a full review and re-evaluation of the current policy but had limited themselves making recommendations for amendments to the current policy.

The proposals included the installation of clear no smoking signage to a point 5m from the front of Clerici main entrance together with strategically placed bins, to install smoking shelters adjacent to C and E Buildings at Wheatley and to exclude the area near the bus shelter at Harcourt Hill from the onsite ban on smoking (currently smoking is only permitted at the shelter near the SU Bar).

There was also a proposal to install a smoking shelter at the rear of the Main Lecture Theatre, Gipsy Lane, however, in the short term at least, this will not be feasible as this area will, in the near future, become part of the building site.

The NLTB and associated buildings at Gipsy Lane will have four eating/drinking/social spaces with outdoor seating, it is reasonable to predict that there will be a demand for smoking in these areas. The group proposed that attractive smoking shelters be installed in the Clerici quadrangle and in the plot where Birch House currently stands. The Colonnade in front of the NLTB, which will include a café with outdoor seating, would not be an inappropriate place to install a smoking shelter. It is recommended that a lease agreement be set out which places a requirement to regularly clean the area and that a 10m exclusion zone for smoking be set up in front of the main building.

BP

It is intended that these recommendations, along with a more fundamental reconsideration of the policy, would be taken forward to July's Executive Board meeting.

It was noted that the newly built Westminster Hall, at Harcourt Hill, will be entirely non-smoking, and if successful the policy would be extended to all halls of residence from September 2013. Up until now residents have been able to designate their rooms for smoking if they wish.

3.2 (3.2) Progress of online version of working offsite safety notices.

It was reported that OBIS have a proposal to enable the recording of and approval for working off site to be done entirely on line. It is intended that the test phase will be ready by September 2012.

The objective would be to have a means to readily find the whereabouts of University personnel working off site, in the event of an emergency such as an earthquake or terrorist attack.

AG

3.3 (3.3) Training for the use of cutting equipment

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

ACTION

EM

3.4 (11.1) Storage of liquid nitrogen and compressed gas cylinders

It was noted that the location for the storage of liquid nitrogen and compressed gas cylinders for the Faculty of Health and Life Sciences, following the redevelopment of the Gipsy Lane Campus, remains uncertain. It is understood that Capital Projects are aware and are trying to find a suitable location.

4 Motor Cycle Parking at Wheatley.

Concerns were raised to the Committee, by a member of staff, that parking by others at the newly installed motorcycle parking bay at Wheatley did not always permit the electric charging point to be utilised. It was noted that Campus Services at Wheatley have a management process in place to control this area as best as can be reasonably expected. The committee consider this matter now closed.

5 Safety Inspections

Prior to the meeting, committee members were circulated with reports for Safety Inspections of the Westminster Sports Centre, The Oxford School of Hospitality within the Faculty of Business and Lady Spencer Churchill Halls of Residence.

Generally the reports indicated a high standard of the management of health and safety within the various departments, in fact no recommendations for improvement were made for Lady Spencer Churchill Hall.

It was noted that the kitchen of the Oxford Brookes Restaurant, which has a deep fat fryer, is equipped with a wet chemical fire extinguisher which is intended to tackle fires in such a location. It is intended to retrain kitchen staff in the use of this fire fighting equipment.

Concerns were raised regarding the tendency for the tiles to come away from the walls of the swimming pool. It is believed that the cause of these failures is due to the poor performance of the air handling unit, as a result of which, poolside humidity remains high. There is a proposal to upgrade the air handling unit and make further modifications with the intention of addressing this situation.

6 Small scale H&S Audit of Faculty of Technology, Design and Environment

The report of a small scale health and safety audit of the Faculty of Technology, Design and Environment was circulated to the committee prior to the meeting. The report indicated that the Faculty has good health and safety management processes in place, including having a family tree showing designated health and safety responsibilities and having health and safety as a standing item on the agenda of the Faculty Managers' monthly meetings.

It was found that there is a need to update the Faculty's staff and student handbooks, the aim is to have these completed by the start of the next semester.

It was noted that the Faculty are in the process of reviewing the number of fire marshals, Evac Chair operators and first aiders with the aim of training more as necessary to ensure that they have sufficient at all locations and all times of operation.

- ACTION 7 Consideration of the project brief for Grow@Brookes.**
 Prior to the meeting the committee were circulated with the brief for a project entitled Grow@Brookes, which has been drawn up by three PhD students who have the aim to utilise the roof space over the OBIS Machine Room at Gipsy Lane, into an attractive communal garden space, in order to grow edible plants.
- CS** Concern was raised that the chosen roof is over the OBIS Machine Room, the location of the main computer infrastructure for the University. With increased foot fall and the placing of planters, there is a potential risk of damage to the roof which could have serious consequences to the computer equipment below. It was agreed that Grow@Brooks should be advised to consult with Colin Stocker of Estates and Facilities Management.
- 8 Any other Business**
- 8.1 Excessive temperatures in offices**
 The committee discussed the difficulties in working during the recent hot spell; temperatures of up to 30°C in some offices were reported. It was noted that, although legislation places a requirement not to fall below a minimum temperature within a workplace, a maximum temperature is not legislated for. The University Safety Notice for Health and Safety in Offices, OBUHSN-30 states that if the temperature exceeds 23°C and employees feel uncomfortable, reasonable steps, such as fans, cool drinking water, shading of windows, etc, will be taken in an attempt to alleviate the problem. Colin Stocker, Head of Maintenance, indicated that electric fans are available to loan, should they be required, and that measures such as solar filming of windows may offer an effective solution
- CS**
- 8.2 Training of First Aiders**
 Members of the committee expressed concern that there are currently delays in arranging the training for those wishing to become first aiders and significant delays in those that have been trained receiving their certificates, with the consequence that they are unable to join the online list of first aiders.
- BP** Bob Price, Director of Human Resources, agreed to find a solution and report back to the next meeting.
- 8.3 Cycling on campus**
 Concern was raised about cycling adjacent to the John Payne Building. Although the committee were generally in favour of cycling, the narrow walkway beside the building and the blind corner from which cycles may appear, gives rise to a potential risk for pedestrians at this location. It was agreed that cyclists should be prohibited from the route at the front of the John Payne Building and that signs should be installed to direct them to follow the route at the rear of the building. Colin Stocker, Head of Maintenance, agreed to install appropriate signage.
- CS**

Date of next meetings To be agreed