

# MINUTES

## University Health, Safety and Welfare Committee

Confirmed non-confidential minutes of the meeting held on 7<sup>th</sup> June 2016 at 10:00 in JHB202 Gipsy Lane.

<b>Present:</b>	Brendan Casey	Chair	Registrar and Chief Operating Officer
	Alison Cross		Director of Human Resources
	Sharon Willett	Secretary	Safety Officer, HR
	Brian Rivers		Facilities and Services Manager, HSS
	Tim M <sup>c</sup> Gill		University Safety Manager, HR
	Lorraine Dyson		Facilities and Services Manager, HLS
	Gordon Langford		Safety Officer, EFM
	Ray Blackford		Estate Director, EFM
	Andy Glass		Technical Services Manager, TDE
	Ernest Grainger		Quality Manager, Hospitality Services, EFM
	Sebastian Blake		UNISON Representative
	David Whittingham		General Manager, Students' Union
	Steve Brown		Facilities and Services Manager, Faculty of Business
	Karen Brockington		Head of Operations, HLS

Trish Cox	Head of Administration, CA
Christie Rainbird	Occupational Health Advisor, HR
Charlie Williams	Head of Financial Services & Development, FLS
Catherine Fleming	General Manager, Catering Services, EFM

### 1. Apologies and changes in membership

Apologies were received from:

Elizabeth Mitchell, Technical Services Manager, HLS  
Gillian Almond, Commercial Director, EFM  
Jon Appleton, Unison Representative  
Michael French, Deputy General Manager, Catering Services, EFM

Alison Cross reported the sad news that Richard Beresford had died. Tribute was paid to Richard whose contribution to this committee over many years had been thoughtful and constructive.

### 2. The minutes of the meeting held on 18th February 2016

The minutes were accepted as an accurate record of the meeting.

### 3. Matters arising from the minutes

#### Minute 3.1 Revised stress management policy

Alison Cross reported that the change management checklist developed by OCSLD had been launched and seemed to be well received. It was noted that the committee had previously recommended that all senior managers should be required to attend the new stress management training. Work on identifying those who should attend and finalising the content was almost complete and it was expected that the training would be rolled out from September.

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## **Minute 3.4 Update on PAT procedures and expenditure in Faculties and Directorates**

Ray Blackford reported that he, Brian Rivers and Andy Glass had met to discuss cost effective ways of managing PAT across all sites (for approximately 40,000 items). The current approach of each faculty 'doing their own thing' had led to some equipment, and even some rooms, being missed from testing schedules. They proposed that an appropriate asset management system be identified and implemented, with that system being compatible with existing OBU systems. They said that they would consult other Facilities Managers about the proposed system, which it was hoped could be administered via the Facilities Service desk. Ray agreed to report on progress at the next meeting. **Action: Ray Blackford / Brian Rivers and Andy Glass**

## **Minute 3.5 Update on actions undertaken following the TDE Inspection**

Andy Glass reported that flammables cabinets had been installed. However, one issue identified during the inspection was proving problematic to progress. This related to complaints about air quality in Abercrombie 115a & b. Ray Blackford acknowledged the problem and said that EFM were working with Andy to resolve it. **Action: Andy Glass, Ray Blackford.**

## **Minute 3.7 Update on actions to purchase defibrillators**

Christie Rainbird reported that she had met with Central Ambulance Control to discuss the location of the defibrillators on campuses. Defibrillators would probably be placed in reception areas and would be housed in special units that require a key code to open them. The Ambulance Service would have the key codes and would instruct callers regarding access and use. Christie also reported that she was aiming to purchase the defibrillators before the end of the financial year and would discuss training with OBU's first aid trainers shortly. **Action: Christie Rainbird**

## **4. Draft Occupational Health Policy for Workplace Health Surveillance**

Christie Rainbird presented the proposed draft Occupational Health Policy for approval. The policy was consistent with HEOPS recommendations, was set within the context of risk assessment, and would bring our activities in line with best practice. The committee approved the policy.

The other policy documents referenced in the overarching policy would be updated next year by Tim McGill and Christie. **Action: Tim McGill, Christie Rainbird -2017**

## **5. Draft policy on the Management of Health Concerns for Food Handlers**

Christie Rainbird explained that the draft policy had been developed in consultation with the Faculty of Business, Student Union and EFM. The policy reflected the legal requirements and sought to clarify the roles and responsibilities of stakeholders at Brookes who were involved in food-handling. Contractors had their own policies which were consistent with the proposed university overarching policy. In discussion it was noted that food might sometimes be purchased from local outlets, e.g. M&S, and it was noted that faculties and directorates should discuss this with EFM Catering before purchases were made.

Gordon Langford queried whether those in EFM who carried out maintenance of food-handling equipment were intended to be covered by the policy and it was agreed that the policy should be redrafted to make clear that it referred only to maintenance of equipment by food-handlers and not EFM. Subject to this clarification, the policy was approved. **Action: Christie Rainbird**

## **6. Inspection report on Thames Street Hall of Residence**

Tim McGill explained that the facility was owned by a third party and had been taken on at short notice to address an accommodation shortage. The circumstances of our taking on the premises in this way had resulted in some omissions that needed to be rectified. For example, documents to which Brookes would

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expect to have access were not available. Tim explained that while essential paperwork belonged to the owner, some mechanism for providing access needed to be agreed. A further visit by the safety team had been scheduled for the 6<sup>th</sup> September.

Alison Cross suggested that it would be better if a process could be agreed for verifying that essential safety arrangements were in place before third party accommodation was let by the University. Tim reported that he had discussed this with Gillian Almond (Commercial Services) and she had agreed to add this to their procedures.

## 7. Inspection report on Pooled Rooms

Tim McGill reported that a third of pooled rooms had been checked and that portable appliance testing was now being done. However, the problem of signage was on-going and taking longer to sort out than he would like. Tim reminded the committee that there had been an issue over ownership of the pooled rooms. The current position was that, following Paul Large's decision at the last meeting to move the responsibility of pooled rooms to EFM, Sue Johnson (EFM) had been tasked with progressing the work on signage over the summer. This would include purchase and installation of covered notice boards. However, the timing was subject to the budget being handed over to EFM by Belinda Platt (Room bookings).

Tim also reported that emergency lighting was not available in a few pooled rooms in Marston. Although the lighting met legal standards, EFM had requested information in order to review what was currently in place. There was also missing fire detection in parts of the Gibbs building which needed to be rectified.

It was noted that the actions relating to C Block in Wheatley would not now be carried out because of the decision to relocate to the better quality buildings when the Faculty of Business relocated in 2017 and to close the site eventually. In further discussion it was noted that some areas would continue to need protection, such as the server rooms, and that some parts of C block would need some upkeep.

## 8. Inspection report on the Centres for Sport

This was a good inspection: for the most part the operation is well managed and controlled. Harcourt Hill swimming pool had number of problems - the ventilation was not working well and as a result the tiles were becoming dislodged. A number of minor cuts, possibly from the tiles and the deteriorating hand rail surrounding the pool, had been reported. It was recognised that considerable investment was needed to halt the deterioration. Ray Blackford reported that the cost of full refurbishment was estimated to be in the region of £11 million. Brendan Casey asked whether the Estates Investment Strategy included any plans for the Harcourt sports facilities. It was noted that in the shorter term action might be taken to upgrade the ventilation system and the tiling, etc. but that anything more substantial relating to the swimming pool would need to be considered within the investment plan for Harcourt Hill.

## 9. Update on the Fire Service Inspection (Gipsy Lane)

The inspection had taken around 4 hours and involved a review of documents put together by EFM and H&S, and a short tour of the campus. The inspection had been requested by the Fire Service in the wake of an incident in the Abercrombie building. The Fire Service had issued three recommendations following the inspection, as follows:-

- Set up a mobile control room, in case the main control room was involved in an incident.
- Prioritise the actions that arise from the fire risk assessments.
- Reduce the volume of posters, etc. on notice boards in fire escape corridors.

These recommendations did not constitute formal enforcement notices but would be good practice to follow.

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## 10. Any other business

Trish Cox raised a concern about ventilation and heating in the newly refurbished Buckley building. Staff had reported problems with the window and heating controls which meant that air circulation was poor and recently the building had been very cold. Ray Blackford acknowledged that there were problems with the building management system and explained that EFM were exploring a variety of solutions. He accepted that the problems needed to be sorted out before the autumn. Brendan Casey asked for an update at the next meeting. **Action: Ray Blackford**

Alison Cross asked about the planned arrangements for ventilation in Clerici. Ray reported that the refurbishment would not involve a complex any building management system.

## 11. Date of next meetings

To be confirmed.