

# MINUTES

## CONFIRMED

## HEALTH, SAFETY AND WELFARE COMMITTEE

**Non-confidential** minutes of the meeting of the Health, Safety and Welfare Committee held on 8 June 2017 at 10:00 in BCK2.01/2.02, Headington campus.

Present: Alison Cross, Director of Human Resources (Chair)  
Harmohinder Bahl, Facilities Director  
Sebastian Blake, Quality Manager, Hospitality Services, EFM  
Karen Brockington, Head of Operations, HLS  
Trish Cox, Head of Administration, CA  
Tanja Dawber, Head of Administration, OBIS and LR  
Lorraine Dyson, Facilities and Services Manager, HLS  
Andy Glass, Technical Services Manager, TDE  
Diane Harrison, Wellbeing Services Manager  
Matthew Hisbent, Head of Operations, Faculty of Business  
Gordon Langford, Safety Officer, EFM  
John Lo Breglio, UCU representative  
Tim McGill, University Safety Manager  
Paul Morris Interim Estates Director  
Christie Rainbird, Occupational Health Adviser  
Brian Rivers, Facilities and Services Manager, HSS

In attendance: Laura Fortuna, PA to the HR Director  
Sharon Willett (Secretary), Safety Officer, HR

Apologies: Brendan Casey, Registrar and Chief Operating Officer  
Jon Appleton, UNISON  
Ben Barry, ITS  
Philippa Fletcher, Commercial Director EFM  
Michael French, Catering Services  
Elizabeth Mitchell, Technical Services Manager, HLS  
Elena Saldana Quintans, Brookes Students Union  
Steve Travis, Catering  
David Whittingham, Chief Executive, Student Union  
Charlie Williams, Head of Financial Services

### 32. Membership

32.1. Paul Morris (interim Director of Estates) was welcomed to the committee.

### 33. Minutes of the meeting held on 14 February 2017

33.1. The minutes of the meeting held on 14 February 2017 were approved as an accurate record (HSWC170608/02).

**34. Matters arising from the minutes**

34.1. **Minute 24.1 Update on PAT:** Paul Morris reported that the organization chosen to do portable appliance testing had failed to meet the University's requirements and that an alternative provider 'Circuit Compliance' had replaced them. Any organization wishing to be considered should contact SUPC to join one of the recognised purchasing frameworks used by Brookes. Paul Morris agreed to provide an update at the next meeting.

**Action: Paul Morris**

34.2. **Minute 24.2 Update on TDE inspection report (ventilation):** Andy Glass reported that the internal rooms in Abercrombie had not received any complaints since October; he was assuming that the situation was now resolved. Progress was being made on the Richard Hamilton building. The air conditioning units were being rebalanced and some of the cooling systems would be replaced.

34.3. **Minute 24.3 Defibrillators:** Christie Rainbird confirmed that defibrillators had been installed in Swindon and the other campuses. Security managers and the security team had access to the list of staff that had been trained to use them.

34.4. **Minute 19.1 Update on Tonge toilet refurbishment:** Paul Morris reported that works were starting on 3 July and would be finished by the end of summer. Staff in Tonge would be notified of the proposed works.

**Action: Paul Morris**

**35. To receive an inspection report Friars Court (HSWC170608/03)**

35.1. This property does not belong to Brookes and is managed by a company called Savvy. The paperwork for fire emergencies was in good order. There were a couple of issues, for instance the corridor of the flats being used as a storage space. A fire drill was completed successfully on 26 April and PAT testing would be completed in the last week of August (this being Savvy's responsibility).

**36. To receive an inspection report on Pooled Rooms (HSWC170608/04)**

36.1. Ownership of the Pooled Rooms had now passed from ASA (Belinda Platt) to Estates (Sue Holmes). It had been agreed that the budget to purchase lockable notice boards for safety notices would pass to EFM. There had been some confusion over the transfer, but new noticeboards (not necessarily lockable) would be in place by the beginning of Semester 1. H agreed to take responsibility for these rooms and the inspections. Gordon Langford pointed out that University Safety Notice 10, section 5 stated that room notices should include the names of the closest first aiders. Given staff turnover, the names of first aiders were now held centrally and staff should be advised to call x3060 for details of the nearest first aider. It was agreed that Tim would amend the Safety Notice.

**Action: H, Tim McGill**

**37. To receive an inspection report on Catering (EFM) (HSWC170608/05)**

37.1. The catering inspection had gone very well and the facilities were found to be of a very high standard across campuses. At Wheatley there was a small problem with untidy paperwork.

**38. To consider gas cylinder and liquid nitrogen storage (HSWC170608/06a & b)**

38.1. Tim explained that finding a suitable, safe and secure location for gas cylinders and liquid nitrogen storage had been an unresolved issue for many years. The matter was now urgent owing to the move of the Business School into Clerici in August and a reportable accident. He had identified a space next to the greenhouse on the boundary with Cheney School which could offer appropriate storage space, provided TDE storage needs could also be met. It was agreed that Andy Glass and Brian Rivers would meet with Drew Hardy to agree a solution in time for implementation before Clerici re-opened.

**Action: Tim McGill, Drew Hardy, Andy Glass, Brian Rivers, Liz Mitchell**

**39. Any other business**

39.1. John Lo Breglio reported that the Examinations Office was experience a problem with storage. The boxes were very heavy and stored on shelves, causing difficulty with handling. Sharon Willett said that she had offered to meet with colleagues to identify solutions but they had been unable to make time to meet with her. She had also suggested that the examination officers find out how colleagues in other universities managed this issue. It was agreed that Sharon would set up a meeting with Drew Hardie and Belinda Platt to find a solution.

**Action: Sharon Willett, Belinda Platt, Drew Hardie**

39.2. Trish Cox reported ongoing issues in the top floor of Buckley. The lighting caused headaches for some colleagues and the ventilation and heating control were poor. It was agreed that Trish would show Paul Morris the issues immediately after the meeting and he would report back on any necessary actions at the next meeting.

**Action: Paul Morris, Trish Cox**

**40. Date of next meeting**

To be advised.

End of confirmed minutes