

CONFIRMED

HEALTH, SAFETY AND WELFARE COMMITTEE

Non-confidential minutes of the meeting of the Health, Safety and Welfare Committee held on Thursday, 27th June 2019 in CLC2.01, Headington Campus

Present: Brendan Casey (Chair), Registrar and Chief Operating Officer
Ashley Rowles, Technical Manager, TDE
Brian Rivers, Facilities and Services Manager, HSS
Christie Rainbird, Senior Occupational Health Adviser, HR
Ed Thomas, Digital Development Technician, HSS
Elizabeth Mitchell, Technical Services Manager, HLS
Emma Coles, Major Projects and Operations Manager, OBBS
Gareth Preston, Research Funding Officer, FLS
H Bahl, Deputy Director Commercial and Campus Services, ECS
John Lo Breglio, Senior Lecturer, HSS (UCU)
Loredana Faraon, Head of Operations, MaC
Pamela Ogolo, Health, Safety and Compliance Officer, ECS
Phil Stuhldreer, Deputy Director, HR
Steve Holtom, Senior Estates and Electrical Services Manager, ECS
Tanja Dawber, Head of Administration, ITS
Tim McGill, University Safety Manager, HR
Zoe Randall, (Acting Secretary) Safety Officer, HR

In attendance: Pam Fortescue (Minutes)

Apologies: Diane Harrison, Wellbeing Service Manager, ASA
Karen Brockington, Head of Operations, HLS
Michelle Morley, Environmental Sustainability Manager, ECS
Ruth Davies, Director of Human Resources, HR
Sharon Willett (Secretary), Safety Officer, HR

32 Minutes of the meeting held on Tuesday, 26th February 2019

32.1 The minutes of the meeting held on Tuesday, 26th February 2019 were accepted as an accurate record (HSWC190627/02).

33 Matters Arising

33.1 **Minute 26.1: Update on lighting issues in Clerici.** Steve Holton reported that the issue was ongoing. Proposals and costings had been received and were being considered by Steve and Adrian Stokes.

- 33.2 **Minute 26.3: Harcourt Hill Student Union Bar Quality.** H Bahl reported that the Harcourt Hill Student Union Bar will be a communal and social space.
- 33.3
- 33.4 **Minute 26.4: Report on the action to be taken regarding the swimming pool at Harcourt Hill.** Brendan Casey reported that work on the Harcourt Hill swimming pool had been scheduled to be undertaken between 5th August and 23rd September 2019.
- 33.5 **Minute 26.5: Food allergens update.** H Bahl reported that work with Brookes Union regarding providing food allergen information was ongoing. H noted that there had been proposed changes in the law around food labelling of food 'prepared on premises' that are planned to be implemented within the next two years - this would impact all vendors.
- 34 Buckley Heating Review**
- 34.1 To receive a verbal update from Steve Holton on previously circulated paper "HSWC181212/02" and HWSC minute 3.4 for information.
- 34.2 Steve reported that the issue was ongoing and the heating controls are being managed manually.
- 35 Inspection report for FLS**
- 35.1 "HSWC190627/03" had been circulated for information.
- 35.2 Tim McGill noted that the paper had not been considered at the previous meeting.
- 35.3 Tim reported that an inspection of FLS workspaces on Headington campus had been undertaken. There were a large amount of items being stored at high levels on filing cabinets and cupboards that would need to be relocated. Portable Appliance Testing was out of date but this had been booked for the following Monday. Tim reported that this was a very good inspection.
- 36 Inspection report for Warneford Hall (ECS)**
- 36.1 "HSWC190627/04" had been circulated for information.
- 36.2 Tim reported that an inspection of Wareneford Hall had been undertaken. This was a disappointing inspection of the kitchens, communal spaces, corridors and staircases. There were a number of health and safety non-compliance issues found. Several follow up visits had been undertaken to ensure that these had been rectified.
- 36.3 Tim noted that it seemed there had been a lack of training and induction elements for the temporary hall manager.
- 37 Report for a third of Pooled Rooms**
- 37.1 "HSWC190627/05" had been circulated for information.
- 37.2 Tim reported that inspections of a third of the pooled rooms on the Gipsy Lane, Harcourt Hill, Wheatley, Headington Hill Hall and Marston Road campuses had been undertaken. PAT testing in some of the pooled rooms was out of date or there was no label visible to indicate when the item was last tested. The contractors would be asked to take action on this.
- 37.3 This was a very good inspection of the pooled rooms and the Safety Team would revisit the rooms in December.

38 Inspection report for the Boathouses at Cholsey

38.1 "HSWC190627/06" had been circulated for information.

38.2 Tim reported that an inspection of the boathouses had been undertaken. There were a number of health and safety non-compliance issues found, including storage of petrol and paint. Work was ongoing to remedy the issues and would be completed by the beginning of September.

39 Inspection report for LSCH [Wheatley Halls] (ECS)

39.1 "HSWC190627/07" had been circulated for information.

39.2 Tim reported that an inspection of LSCH had been undertaken. There were a number of health and safety non-compliance issues found. The new Hall Manger had not been inducted into this role and was unaware of some of the essential health and safety elements of the role. A plan had been put in place for training of new staff and staff that move Halls of Residence by Jayne Golsby and Gary Carter. Brendan Casey noted that the Director of ECS, Mary Pierre-Harvey, should be made aware of the issue.

40 Inspection report for ECS storage areas (ECS)

40.1 "HSWC190627/08" had been circulated for information.

40.2 Tim reported that inspections of the ECS storage areas on the Gipsy Lane, Harcourt Hill, Wheatley, Headington Hill Hall and Marston Road campuses had been undertaken. On the whole it had been a good inspection but it was noted that Wheatley campus had become a place to store things no longer needed on the other campuses. ECS were in the process of arranging WEEE collection of the electrical items.

41 Inspection report for LR Directorate

41.1 "HSWC190627/09" had been circulated for information.

41.2 Zoe Randall reported that an inspection of LR spaces at Headington, Harcourt Hill and Wheatley campuses had been undertaken. The report highlighted minor health and safety non-compliance issues identified and the actions to be undertaken to remedy the issues. This was a successful inspection.

42 Inspection report for IT Services

42.2 "HSWC190607/10" had been circulated for reference.

42.1 Zoe reported that an inspection of the IT Services offices at Headington, Harcourt Hill, Marston Road and Swindon campuses had been undertaken. The report highlighted minor health and safety non-compliance issues identified and the actions to be undertaken to remedy the issues. Overall this was a very good inspection.

43 Any other business

43.1 Brendan Casey and Ed Thomas raised concerns about fire marshalling and the importance of colleagues and students moving away from the buildings. Zoe Randall explained that this was included in the Fire Marshal training that the Safety Team deliver. Zoe Randall also noted that the Safety Team are currently designing a Fire Marshal refresher course which will be available on Moodle.

44 Date of the next meeting

44.1 The date of the next meeting was yet to be confirmed.

END OF CONFIRMED MINUTES