

MINUTES

HSWC181023/02

CONFIRMED

HEALTH, SAFETY AND WELFARE COMMITTEE

Non-confidential minutes of the meeting of the Health, Safety and Welfare Committee held on 6th June 2018, 10:00 hours Headington Campus, Room: The Terrace.

- Present:
- Alison Cross, Director of Human Resources (chair)
 - Ashley Rowles, Technical Services Manager, TDE
 - Brian Rivers, Facilities and Services Manager, HSS
 - Charlie Williams, Head of Financial Services
 - Christie Rainbird, Occupational Health Adviser
 - Dave Nolan, Learning Resources
 - Diane Harrison, Wellbeing Services Manager
 - Elizabeth Mitchell, Technical Services Manager, HLS
 - Gordon Langford, Safety Officer, EFM
 - Harmohinder Bahl, Facilities Director
 - Karen Brockington, Head of Operations HLS
 - Matthew Hisbent, Head of Operations, Faculty of Business
 - Michele Morley, Environmental Services EFM
 - Sebastian Blake, Quality Manager EFM
 - Steve Holtom, Senior Estates and Electrical Services Manager EFM
 - Tanja Dawber, Head of Administration, IT Services
 - Tim McGill, University Safety Manager
 - Yvonne Jones, Marketing and Communications
- In attendance:
- Laura Fortuna, PA to the HR Director
 - Sharon Willett (Secretary), Safety Officer, HR
- Apologies:
- Brendan Casey, Registrar and Chief Operating Officer

33. Apologies and new members

- 33.1. Apologies were noted. Yvonne Jones (Marketing and Communications) and Ashley Rowles (TDE) were welcomed to the committee.

34. Minutes of the meeting held on 22 February 2018

- 34.1. The minutes of the meeting held on 22 February 2018 were approved.

35. Matters arising from the minutes

35.1. **Minute 24.2: Update on the TDE Inspection report:** Camfil (contractors will start work on the maintenance and investment works required in Richard Hamilton Building) from the 25th of June; Steve Holtom reported that F gas compliance and R22 works were awaiting funding. Completion of these works should rectify the issues raised in the original inspection report.

Action: Steve Holtom

35.2. **Minute 24.5 and 24.6 Update on Buckley Building, heating, lighting and ventilation:** as discussed in the previous meeting the lighting has been reduced to minimum levels. SE Controls was contacted regarding ventilation (the company has now been added to E5) but an official date for a site visit had not been agreed. Yvonne Jones has taken over Trish Cox's role at this committee, and will represent the building users on this issue.

35.3. Diane Harrison reported that Buckley ground floor was cold due to the building's lack of solar gain. The heating had been turned on to counteract the low temperatures but unfortunately had been switched off again. Gordon Langford will arrange for the heating to be turned on again.

Action: Gordon Langford

35.4. **Minute 24.7: Update on lighting issues in Sinclair and Clerici Buildings:** Resolution of Sinclair building issues was almost complete, the remaining actions were on the reporting side, however there were still some snagging issues to resolve. Clerici issues were reported as ongoing. Clerici had been handed back to the contractors (Harvard) to progress.

Action: Steve Holtom.

35.5. **Minute 24.9: Fire Drills Reports (Fire Marshals role in job descriptions):** Tim McGill confirmed that HR Business Partners were aware they should be identifying roles, which could have the role of fire marshal included in their job descriptions. The roles should be for individuals that are generally in the required location most of the time.

Action: Tim McGill

35.6. **Minute 24.11: Safety Advisor Forum - update:** The safety advisor forum is no longer necessary. **This item doesn't require any further action.**

36. **Oxford Brookes University Health, Safety and Welfare Committee terms of reference and membership (OBUHSN-05 issue 10).** Tim McGill has updated the terms of reference, making sure job titles/names are correct. The document will be signed off by the Vice Chancellor and put on the website.

Action: Tim McGill

37. **To receive an inspection report on Pooled Rooms:** Tim McGill reported that a good job had been done and that the rooms are now compliant. During the summer there will be a further inspection but TMG anticipates it will be more than satisfactory. H reported that they were also including communal areas in their checks.

Action: Tim McGill

38. **To consider the case for purchasing additional defibrillators across Brookes University Campuses.** Christie Rainbird told the committee that 4 defibrillators had been ordered (including installation). Alison Cross informed CR about the need to receive them and have them installed before the 31st July, to ensure they are included in this year's budget.

Action: Christie Rainbird

39. **Harcourt Hill Student Union Bar Quality Audit.** Sebastian Blake informed the committee that there were 2 outstanding points against the original audit. These would be cleared within 2 weeks. The ducting has been cleaned and a lot of the immediate concerns had been resolved. Risk assessments and coshh assessments had been received from the SU the day before the meeting. Sharon Willett and Tim McGill will review them and make recommendations. Once evidence of the deep clean has been received and the risk assessments signed off, food can be prepared again. There were some wider management and training issues that will be discussed between Brendan Casey and David Whittingham outside this committee.
Action: Brendan Casey / H Bahl / Sebastian Blake / Sharon Willett / Tim McGill
40. **To receive a H&S inspection report for ASA:** Sharon Willett reported that ASA had a really good inspection. However, there were some concerns such as drafts and low temperatures in JHB Forum and the Academic office continues to have problems with a lack of space particularly in the packing area, and fixed desk configurations that do not meet the needs of the workers. The issue of low temperatures in the Wellbeing area also needs resolving (a possible solution discussed is to isolate the heating). Panic alarms: there were some issues with these, at the moment when an alarm is activated, a blue light flashes in reception, there is no way of knowing in which room the incident is happening. The units also break very easily. H Bahl offered to work with Wellbeing regarding the panic alarms.
Action: H Bahl/ Diane Harrison
- 40.1. **Smoking shelter (previously next to Buckley Building):** There is only one smoking shelter on the Headington campus (outside Gibbs). The decision to put the shelter outside Buckley Building has been overturned and it has been taken away. If anyone has any thoughts about where a second smoking shelter for the site should go please talk to H Bahl. Please note the final decision on it's placement will not be made at this committee. **Action: H Bahl**
41. **To receive a H&S inspection report for the Joel Joffe Building:** This was a successful inspection but it revealed that the evacuation chair's in the building are causing some concerns (they speed up in use). The users have said they are uncomfortable using them and worry they might cause injuries. They have decided to leave disabled building users in the refuge points. The problem appears to be caused by the stair nosings and not the chair. Lorna Mitchell (14forty) and Matt McGeoch will be tasked to find a solution.
Action: Steve Holtom
42. **Fire Marshalling of the Central Courtyard:** The buildings surrounding the central courtyard (Gypsy Lane) have fire exits into the courtyard, the emergency evacuation plan needs to ensure evacuation to a safe place from the courtyard takes place should it become necessary. The plans need to cover out of hours. Cleaning Supervisors work all night and can supervise evacuations, except for a 2 hour period which security can cover. Security staff and cleaning supervisors need to receive training which will be arranged by Gordon Langford. Loud hailers have been ordered to support the evacuation process.
Action: Gordon Langford
43. **Any other business:** Fire alarm testing proposed change of time and days approved.
44. **Date of the next meeting:** TBC