



Minutes Health and Safety Committee

Date: 1 November 2007

Present: Dr David Fletcher in the Chair

Ms Basford, Dr Bingle, Mr Foster, Mrs Gouldsbrough, Mr King, Mr McKown, Mr Pedder,
Dr Pitt, Mr Shepherd

Secretary: Miss Dionne Edwards

In attendance:

Apologies to: Miss Dionne Edwards

Dr Fletcher welcomed all the Members to the meeting.

Apologies were received from, Mr Blomfield, Mr Cameron, Mr Crowe, Mr Dodman, Mr Mole,
Mr Thomas

Action by

1. Minutes of the Last Meeting

The Minutes of the previous meeting held on 14 May 2007, having been circulated were approved and signed.

2. Matters Arising

On Minute 3.0 – Assisted Evacuation Update – Paging System

Mrs Gouldsbrough informed the Committee that Estates Services are waiting for the contractor to produce a control box. The pagers are still to be ordered. Limited training on the use of the lift has commenced but could not be completed due to technical issues with the equipment. The training will be continued when the evacuation lifts are fully functional. The Committee emphasised the need for these matters to be urgently progressed. Mr King confirmed that the Department of Chemistry had received training on the use of the lift in the North Wing.

On Minute 8.0 – Health & Safety Committee Minutes on the Web

The Minutes will be published on the University's web pages in the general staff area as of this meeting. The web link will be circulated to the Members of the Committee when it becomes available. The viewing of the Minutes will be restricted to University staff.

Miss Edwards

Action by

On Minute 6.0 – Use of Gases in Laboratories – Proposed Changes to Practices
Mr King requested on behalf of the Laboratories Managers Group that Mr Thomas contact him with regard to use of gas cylinder in buildings.

Mr Thomas

3. Health & Safety Executive Audits

Mrs Gouldbrough presented a paper outlining the Health & Safety Executive's plans to audit the University as part of their Public Services Programme. They have advised the University that they will be looking at the following - managing stress, managing sickness absence, slips and falls, violence in NHS and management of asbestos. They will be visiting various areas within the University on 13 November 2007, further information will be presented to the Committee when available.

Mr Shepherd informed the Committee that as a result of asbestos awareness training, a member of Estates Services staff reported to him a serious incident relating to asbestos activities on an adjacent non university construction site, which could have affected University property. This was subsequently reported to the Health & Safety Executive and it appears that a prosecution of the private company involved will take place.

4. Concourse Vehicular Access & Coaches for Open Days

Mrs Gouldsbrough presented a draft copy of the Concourse Vehicular Access Policy. This policy is still in progress and a further meeting will take place between Safety Services, Room & Parking Services and the Transport Planner from Energy & Environment. Mrs Gouldsbrough will also be contacting the Welfare Officer for the Union of Students with regard to risk assessing events organised by the students themselves which are held on the concourse area.

**Mrs
Gouldsbrough**

5. Fire Drills Preliminary Report

Mrs Gouldsbrough reported to the Committee the outcome from this year's annual fire evacuation drills. The academic buildings presented very few problems but on the whole residential buildings had one of their poorest years in respect of their performance. Repeat drills are scheduled to be conducted week commencing 12 November and will involve the properties:- Stephenson Halls of Residence, Oakholme Lodge, 8 Oakholme Road, Crewe Flats, St George's Church, Stanage Blocks C-D and Burbage Blocks C-F. Other residences narrowly missed repeat drills as the non-evacuees names were noted at the time of the drill. These names will be passed on to Accommodation and Campus Services for individual action.

Dr Pitt wished it be noted by the Committee that he saw an improved performance with the use of fire marshals at this years fire evacuation drills in the St George's area.

Action by

Mr Foster, Sports Officer and Student representative for the Union of Students requested that more emphasis is given to details with regards to emergency evacuation by the Community Ambassadors during the induction for students who take up University residences.

[Post meeting note : - Mrs Gouldsbrough will contact Mr Ian Jones, General Manager for the Residences, ACS.]

**Mrs
Gouldsbrough**

6. Significant Accidents and Incidents

The Committee were presented with a paper which detailed eight significant accidents/incidents which had occurred since the last meeting in May 2007.

A discussion between the Committee took place with regard to the incident concerning the students who were involved in a fire incident in a Hall of Residence in France. The Chairman requested that an item be raised for the next meeting in respect of student placements in higher education. Dr Bingle queried information with regard to placement of medical students and also elective placements. Mrs Gouldsbrough advised that he contact Mr Thomas directly.

Dr Bingle

[Post meeting note : - Estates Services informed the Committee (Point 3) that the 'accidental release of high pressure steam' should be amended to state 'accidental release of medium pressure steam',

7. Report of the Legionella Control Steering Group

Mrs Gouldsbrough presented the report of the Legionella Steering Group and informed the Members that remedial works continue where risk assessments have indicated that work is required. Contractors are currently assessing the 'Delta' residential properties being retained by Accommodation and Campus Services.

Funding for the last financial year was on target and for the forthcoming year funding from the Minor Works budget has been approved

The Chlorine Dioxide dosing at Firth Court commenced on 9 October which reduces the residual legionella risk for this area.

Legionella sampling and analysis over the past 6 months has detected no Legionella bacteria. However, positive Legionella samples have been discovered in the Field Laboratories at the Royal Hallamshire Hospital and NHS Estates have now disinfected the water system.

On North Campus, two of the three cooling towers have been decommissioned and the remaining cooling tower is currently operating satisfactorily. Equipment will be installed shortly for monitoring its normal operating parameters. Alternative air conditioning cooling systems are being sought to replace the current system.

Since the last meeting held in May 2007 the revised "Standard Specifications for the Design of Water Systems' for Contractors has been approved.

8. Report of the Local Genetic Modification Safety Committee (LGMSC)

The last meeting of the LGMSC was held on 3rd October 2007. Mrs Gouldsbrough presented the Report to the Members which outlined that since the last meeting of the Health and Safety Committee in May 2007 the LGMSC had reviewed and approved, four Class 1 and one Class 2 proposals along with an amendment to an existing Class 2 proposal.

9. Report of the Radiation Working Group

Mr King presented the report of the Radiation Working Group. He reported that Safety Services will be passing on disposal costs relating to solid wastes to the University Departments who produce them, as a result of Safety Services' budget being reduced.

The Chairman informed the Committee that he had received a letter from the Environment Agency with regards to the High Activity Sealed Source (HASS) Regulations asking the University to provide a guarantor regarding the financial provision for the disposal of sealed sources. Mr King reported that the cost to the University for the financial provision should be approximately £250 per year.

The University was inspected by the Environment Agency on the 8th and the 16th August 2007 and they went away satisfied with our arrangements and confident that staff knew their responsibilities and were performing their duties well.

10. Any Other Business

No other business was forthcoming.

11. Date of Next Meeting

The date of the next meeting will be Wednesday, 22 February 2008 at 1:30 pm in the Tapestry Room. Please note this is a different date to what was agreed at the Committee Meeting.