



The
University
Of
Sheffield.

Safety
Services.

Minutes Health and Safety Committee

Date: 4 November 2009

Present: Dr Philip K Harvey in the Chair, Registrar and Secretary

Mr Ashman, Mrs Basford, Dr Bingle, Ms Brown, Mr Cameron, Ms Cresswell,
Mr Hallam, Mr Hewitt, Mr King, Mr McKown, Dr Millington, Mr Peddar, Ms Pickard,
Mr Thomas, Mrs Woods

Secretary: Miss Dionne Edwards

In attendance: Mrs Gouldsbrough, Mr Kay, Ms Valerio,

Apologies to: Miss Dionne Edwards

Dr Harvey introduced himself and welcomed all the Members to the meeting.

Apologies were received from Prof Burnett, Mr Crowe and Mrs Edwards-Holland

Action by

1. Minutes of the Last Meeting

The Minutes of the previous meeting held on 14 May 2009, having been circulated were approved and signed.

2. Matters Arising

On Minute 2.0 – Emergency Lighting Systems at Royal Hallamshire Hospital.

Mr Thomas informed the Committee that several streetlights on C Road have now been connected to the emergency power circuit

On Minute 4.0 – Permit to Work Scheme – School of Medicine.

Mr Thomas informed the Members that a Permit to Work system has been devised, and will be implemented, to prevent a recurrence of the incident reported at the last meeting.

On Minute 4.0 – Movement of Liquid Nitrogen Dewars.

A meeting was held between Dr Bingle, Mr King and Mr Thomas to discuss the problem, and view options for addressing the concerns raised by the School of Medicine relating to the movement of dewars over rough tarmac surfaces. It was agreed that a further meeting is to be arranged between Mr Thomas and Dr Bingle to progress a solution.

**Mr Thomas/
Dr Bingle**

3. Health and Safety Terms of Reference

Ms Brown requested that the Terms of Reference be reviewed as required under the document, to refresh Committee Members about the Terms and purpose of the Committee. Ms Brown informed the Committee that Campus Unions have seen an improvement during the last academic year with regard to their involvement within the Committee. Dr Harvey asked that the Terms of Reference be raised at the first meeting of every academic year.

4. Health and Safety Inspection Update on Outstanding Issues

Mr Thomas presented his report and updated the Committee on the current position on the outstanding actions. There are four outstanding items at Jessop West which are to be addressed by the Department of Estates. **Mr Cameron**

With regard to the health and safety inspection at Samuel Fox House, Mr Ashman informed the Members that there were still ongoing issues in relation to workload allocation. Ms Valerio stated that this would be discussed further within Human Resources and the Unions. **Ms Valerio**

5. Revised First Aid Arrangements

Mr Thomas presented his paper on changes to the Approved Code of Practice (ACOP) to the Health and Safety (First Aid) Regulations 1981 from 1 October 2009. The Regulations are unchanged but the ACOP has altered to reflect the changes in the nature of UK industry and the consequential reduction in risk to workers. The new ACOP also introduces the new 'Emergency First Aid at Work' certificate requiring a one day course, which is deemed to be appropriate for low-risk workplaces. The Committee agreed that the low-risk departments would be compliant with the Regulations by providing a minimum of two certified Emergency First Aiders at each location for up to 100 workers.

6. Health and Safety Executive Audits & Staff Wellbeing Group

Mr Thomas updated the Committee on the current position relating to the Health and Safety Executive audits that started in 2007. The University has set up a Staff Wellbeing Group to rationalise and coordinate all aspects of staff wellbeing and stress management. The report from the Group was submitted to the University's Executive Board (UEB) on the 3 November 2009. The report will be submitted to the next Health and Safety Committee meeting. **Ms Valerio**

7. Work Related Driving Policy

Mr Thomas presented the Policy produced by Transport Services. The Policy sets out the steps required to ensure, so far as is reasonably practicable, that the University will be able to comply with its obligations to manage road-related risks to ensure that those who drive for the University are qualified to do so, drive in safe vehicles which are appropriately insured, that drivers are (and remain) medically fit, that drivers understand their responsibilities in law and to the University, and that sufficient documentation is provided to satisfy the University that these are in place. The Committee approved the Policy. Mrs Woods requested that reference to 'working hours' be included in the Policy (Point 3.6). **Mr Kay**
Mr Kay to make minor adjustments.

8. Health and Safety Training Review

Mr Thomas presented the Report from the Review Group. The key recommendations included more flexibility in the provision of training and more online training. Since the Report was presented to the Director of Human Resources, progress has been made on increasing online training courses, in particular for Out of Hours and General Health and Safety Induction for new staff. The Committee discussed the cost implications of the online training courses and that funding would have to be secured in order to continue with this option in light of current funding restraints. Presentations have also been added to the Safety Services website and further online courses are being considered. The Chairman requested that the impact of online training should be monitored and the result brought to the Health and Safety Committee.

Mr Thomas

Mrs Woods raised a concern with regard to members of staff who do not have access to a computer. Mr Thomas and Mrs Woods to meet to discuss alternative training provision for this group.

**Mr Thomas/
Mrs Woods**

9. Trade Unions Concern Regarding the revised Cleaning Regime

Ms Brown stated that concerns of the Trades Unions relating to reduced cleaning frequencies had been addressed at a meeting with Mr Dodman, Ms Woods and Mr Thomas, although there was a general concern that risk assessments were not routinely produced when considering changes to health and safety aspects of the University's operations.

10. Health and Safety Law Poster

Mr Thomas reported that a recent change to the law with regard to the "Health and Safety Law" poster or leaflets reduces the cost-effectiveness of the current practice of issuing leaflets to all new starters to comply with an obligation under the Health and Safety at Work Act 1974. The new version of the poster no longer requires the employer to add information, and the cost of the leaflets has quadrupled. The Committee accepted the proposal that fifty posters are installed each year for the next three years, starting with the fifty largest buildings, and leaflet issue cease immediately.

11. Updated Legionella Policy and Memo of Revisions

Mr Thomas presented the Committee with the updated Policy document produced by the Legionella Control Steering Group reflecting changes in personnel involved in the management of Legionella and in actual practices. The Committee accepted the Policy.

12. Portable Appliance Testing Team

The Committee accepted the paper and no comments were raised.

13. Fire Drill Preliminary Report

The Committee accepted the paper and no comments were raised.

14. Significant Accidents and Incidents

It was agreed by the Committee this agenda item will come under 'Section A: Items for Discussion and Approval' for future meetings.

Since the last meeting there have been six 'RIDDOR' reportable accidents resulting in injuries where the casualties were unable to undertake their normal work for three days or more.

Mr Thomas reported to the Committee that eight significant incidents had occurred since the last meeting in May, these being due in the main to torrential rain and contractor activities. None of these 'significant incidents' were 'RIDDOR' reportable.

15. Report of the Legionella Control Steering Group

The Committee accepted the paper and no comments were raised.

16. Report of the Local Genetic Modification Safety Committee

The Committee accepted the paper and no comments were raised.

17. Report of the Radiation Work Group

The Committee accepted the paper and no comments were raised.

18. Any Other Business

No other business was forthcoming.

19. Date of Next Meeting

Wednesday, 24 February 2010, 2pm Tapestry Room, Firth Court.