



Minutes Health and Safety Committee

Date: 5 November 2008

Present: Dr David Fletcher in the Chair

Mr Ashman, Dr Bingle, Ms Brown, Mr Cameron, Ms Cresswell, Mrs Edwards-Holland, Professor Grayson, Mr Hallam, Mr King, Mr McKown, Dr Pitt, Mr Thomas,

Secretary: Miss Dionne Edwards

In attendance: Ms Monaghan

Apologies to: Miss Dionne Edwards

Dr Fletcher welcomed all the Members to the meeting.

Apologies were received from Ms Annandale, Mrs Basford, Mrs Gouldsbrough, Dr Millington, Mr Pedder,

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1. Minutes of the Last Meeting

The Minutes of the previous meeting held on 15 May 2008, having been circulated were approved and signed.

2. Matters Arising

On Minute 2.0 - Significant Accidents and Incidents – Elective Medical Students Placements

Mr Thomas informed the Committee that a meeting was held with School of Medicine representatives regarding medical elective work placements. A discussion took place within the Committee with regard to procedures for elective placements. It was agreed that elective students should discuss the risks with their tutor and a record that a discussion has taken place should be kept by the Department. School of Medicine are to be contacted and asked to produce procedures conforming to University guidelines for elective student placements and bring to the Health and Safety Committee.

Mr Thomas

Dr Bingle raised the issue that elective work placements may also take place within the Dental School, Mr Thomas will clarify this.

Mr Thomas

On Minute 2.0 - PAT Testing Reminder – Safetyline

Mr Thomas informed the Committee that an item regarding the importance of PAT testing was included in the June edition of Safetyline. Dr Fletcher expressed concern that Deloitte were finding examples of non-compliance in a number of audits. The Group discussed issues relating to new items of electrical equipment

Action by

being purchased within Departments and how these items get tested. Mr Thomas is to arrange to meet with Faculty Officers to review existing procedures and criteria, with the possibility of introducing alternative arrangements for new equipment. Dr Pitt asked if SAP could flag these items up at the order stage to produce a report for Departments. Mr Thomas to discuss with Finance.

Mr Thomas

On Minute 2.0 - Emergency Lighting Systems at Royal Hallamshire Hospital

The Committee were informed that no coordination meeting had been held since the last Committee meeting. The next coordination meeting was scheduled for early December.

Mr Thomas

On Minute 3.0 - Remuneration for First Aid

At this time no progress has been made with this initiative. With regard to the problem of insufficient first aid cover in the Arts tower, provision is being reviewed again for departments relocating to other buildings.

On Minute 4.0 - Review of Health and Safety Committee Terms of Reference

The Committee were informed by Dr Fletcher that the University Council had approved the changes to the Health and Safety Committee Terms of Reference. Mr Thomas to check that the information on the University's web site is as agreed at the Health and Safety Committee.

Mr Thomas

3. Health and Safety Executive Audits

Mr Thomas presented the Committee with a copy of the Health and Safety Executive Report on Stress Management in the University and a short report summarising the findings. The recommendations have been shared with the Trade Unions which included a proposal by the University to establish a new University Group involving staff and Trade Unions for Wellbeing initiatives, chaired by Pro Vice-Chancellor Professor Powrie.

The Health and Safety Executive audit on stress management raised eight recommendations for the University relating to the management of stress and three for managing sickness absence which will be considered by the new group.

4. LAA Survey Summary

Mr Thomas presented his paper and informed the Committee that the allergen survey at the three field laboratory sites indicated that allergens were generally contained within the holding rooms, confirming that control measures were working effectively.

5. University's Health and Safety Code of Practice

Mr Thomas presented a draft update of the Health and Safety Code of Practice which included the health and safety responsibilities for the new Faculty PVC's which were discussed with University Executive Board (UEB) in October. Several other amendments were highlighted which will be included in the revised document. The Committee members were asked to submit comments or

Committee Members

Action by

amendments to Safety Services by 5 December 2008. The final version will be submitted to Council for approval.

The Committee discussed ways in which the finalised Code of Practice could be disseminated. It was suggested that Mr Thomas contact Student Recruitment Admissions and Marketing for advice.

Mr Thomas

6. Health and Safety Induction Training Package for New Starters

Cardinus, the preferred supplier of a web training package are currently tailoring the content for the University.

Mr Thomas will arrange to demonstrate the new package, when complete, at the first convenient JUCS meeting and at the next Health and Safety Committee meeting, prior to implementation across the University.

Mr Thomas

7. Trade Union Health and Safety Inspection of Samuel Fox House

Mr Thomas presented two short reports to the Committee. The first was a copy of the memo sent to University Departments that were required to perform actions to rectify defects noted in the Inspection Report received from the Trade Unions. The second short report indicated progress against actions for Estates Services, Human Resources and Safety Services. Mr Thomas was asked to chase responses by the School of Medicine and School of Nursing.

Mr Thomas

[Post meeting note: On 6th November Mr Thomas distributed a further update to the Committee on progress against actions which included those undertaken by the School of Nursing and School of Medicine.]

Dr Pitt asked about the sufficiency of wash room facilities for Muslim staff and students associated with Prayer Rooms. It is believed current provision is adequate.

8. Concourse Vehicular Access and Coaches for Open Days

Mr Thomas presented a paper informing the Committee that coach parking for Open Days is becoming increasingly problematic with the loss of coach parking facilities for both Central Campus and Mappin Areas, which is causing concerns for the safety of prospective students as drop-off and pick-up locations are difficult to manage. The use of Favell Road or Leavygreave Road for Coach Parking is being actively pursued with Sheffield City Council. Mr Cameron to provide Sheffield City Council with figures informing them of the number and frequency of coaches servicing the University's requirements. SRAM to be asked to gather this information.

Mr Cameron

9. Fire Extinguisher Training

Mr Thomas presented a proposal to the Committee for practical fire training for technical staff in Science and Engineering Departments. South Yorkshire Fire and Rescue have agreed to tailor a course to the University's specific needs and a course will be arranged shortly for volunteers. **Mr Thomas**

10. Fire Drills Preliminary Report

Mr Thomas presented a paper and informed the Committee that fire drills carried out at both academic and residential buildings presented very few problems. A few people did not evacuate within a reasonable time and their names have been forwarded to Dr Fletcher (for staff) and Accommodation and Campus Services (for students). Three repeat drills will be held where performance was below that expected. **Mr Thomas**

11. Accident Statistics

The Members received information on the number of accidents for different categories of accidents, for sixteen of the University's major buildings for 2007. Summary statistics were provided for the five largest buildings covering a five year period.

The current system does not report on locations. Mr Thomas to speak with Corporate Information Computing Services (CICs) to arrange for the existing reporting system to be suitably enhanced. **Mr Thomas**

12. Significant Accidents and Incidents

A report was presented to the Committee detailing seven significant accidents/incidents which had occurred since the last meeting in May 2008. Two involved reversing vehicles, one involved an arson attempt at Firth Court and another involved a fractured arm whilst attempting to descend in the paternoster lift in the Arts Tower.

13. Report of Legionella Control Steering Group

Mr Thomas presented the report indicating that no further positive Legionella samples had been detected at Tapton Hall of Residence following the modifications to the tank.

All samples taken for Legionella compliance since May 2008 have indicated negative for the presence of Legionella bacteria.

14. Report of the Local Genetic Modification Safety Committee

Since the last meeting of the Health and Safety Committee two Class 1 proposals have been considered and approved.

15. Report of Radiation Working Group

Mr King presented the report of the Radiation Working Group and informed the Committee that a Radon Survey showed that all radon levels found were below the action level and no further action was necessary. .

16. Any Other Business

The Trade Unions requested the deadlines for agenda items/papers to be submitted.

[Post meeting note:- the current position is: -

4 weeks prior to Committee meeting - agenda items are collated

3 weeks prior to Committee meeting - draft agenda is approved by DEF

2. weeks prior to Committee meeting - draft papers are sent to DEF for approval

1 week prior to Committee meeting - approved papers sent to Committee members.

Agenda items / papers should be forwarded to Safety Services 4 weeks in

advance of the Committee meeting if they are to be included on the agenda.

Formal arrangements are now in place for agenda items to be raised by Trade Unions to be routed through JUCC where practicable.]

Mr McKown informed the Committee that Accommodation and Campus Services **Mr McKown** have set up an Incident Support Team. Mr McKown to report back to the Committee any issues raised.

Mr Cameron informed the Members that during the Christmas period, Estates Services will close as many buildings as possible with the exception of Information Commons and Usport. A meeting is to be held on Tuesday 11th November to finalise the proposal.

17. Date of Next Meeting

Wednesday, 25 February 2009, Tapestry Room, Firth Court.