



## Highlights - Health and Safety Committee

**Date:** Friday, 13 May 2011

### 1. Matters Arising

#### *First Aid Provision*

Two hundred signs stating the actions necessary to summon first aid assistance are being installed in centrally bookable teaching spaces.

#### *Unacceptable Behaviour at Work*

The report has still to be discussed with the Joint Unions Campus Committee (JUCC). The outcome of the meeting will be discussed at the next Health and Safety Committee meeting.

#### *Health and Safety Committee Terms of Reference*

The revised Health and Safety Terms of Reference were approved by Council on 11 April 2011 and the University web pages have been updated.

#### *Security Interim Report*

The Security Interim Report will be brought to the next Health and Safety Committee.

#### *Display Screen Equipment Package*

The Display Screen Equipment online training package was re-advertised in Safetyline 124, April 2011.

#### *Managing Contractors' Policy Appendix*

The Appendix relating to non-construction contractors has still to be submitted to and approved by the Working Group before being submitted to the next Health and Safety Committee. The main Managing Contractors Policy was already in use by the Department of Estates and Facilities Management. .

#### *Health and Safety Executive Stress at Work Update*

This will be discussed at a forthcoming JUCC meeting following which a report will be submitted to the next Health and Safety Committee.

#### *Review of arrangements for Health and Safety*

The draft Terms of Reference will be circulated to all members of the Committee and the Trade Unions would be consulted on the matter.

### 2. Asbestos Survey – Management Plan

A full survey of the estate is required which will take two-three years to complete. Surveys are being prioritised on the basis of risk and business continuity. The main areas of risk are plant rooms, one hundred and sixty of which are "red coded" with no general access. In order to facilitate minor works and maintenance in these areas, some operatives have been trained in the use of Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE).

The previous Asbestos Register has been taken offline because of deficiencies in the quality of the data and all work, including minor routing of cables by Corporate Information and

Computing Services (CICS), will be routed via Estates and Facilities Management (EFM) for them to conduct a prior survey. EFM will propose a mechanism for relaying current status information to interested parties as soon as it becomes available.

### **3. Fire Safety Management in the Residences**

A paper reported on efforts being made to improve fire safety awareness and to reduce misuse of fire equipment. A wide range of measures were discussed in which students would be made more aware of their responsibilities and more accountable for their actions, including signing a contract with the University for compliance to Fire Safety Regulations and direct fines for tampering with fire equipment.

### **4. Air Pollution at Jessop West**

A meeting was held with Sheffield City Council on 9 May to explore whether there were any actions which could be taken by the City Council or the University to reduce the impact of vehicle pollution at Jessop West. The City Council has no plans to reduce traffic level or vehicle emissions in the vicinity of Brookhill roundabout in the foreseeable future. The EU introduced a limit of 40 micrograms Nitrogen Dioxide /m<sup>3</sup> air around highways in 2010 which will be become a mandatory limit in 2015, however there is no evidence that this limit is based on health standards Nitrogen Dioxide levels will be monitored in the Jessop West building for six months. There is visible ingress of particulates through the air filtration system on the western aspect of the Jessop West building and it was agreed that the maintenance schedule and suitability of the filters in the windows would be investigated. In addition the Faculty is to discuss an improved cleaning schedule to remove particulate deposits with Estates and Facilities Management.

### **5. Significant Accidents and Incidents**

Four incidents of note had occurred since the last meeting in March 2011, one was RIDDOR reportable and four were non-RIDDOR reportable. The latest event (not covered in the written report) was the activation of the fire alarm in Firth Court due to Contractor operations. Problems were encountered resetting the alarm and the automatic link to the Control Room failed. The Porter was unsure how to respond to the situation which has highlighted the need for additional training and procedures. An improved system to link the alarm system to the control room is currently under review at Safety Services.

### **6. Report of the Local Genetic Modification Safety Committee (LGMSC)**

The LGMSC will be disbanding and a Biosafety Committee will be established in its place which will deal more broadly with biological hazards.

### **7. Report of the Radiation Working Group**

No comments were raised.

### **8. Report of the Legionella Control Steering Group (LCSG)**

The LCGS is to be merged with the new Legionella Key Risk Review Group (LKRRG). The Terms of Reference of the LKRRG would be brought to the next Health and Safety Committee meeting.

### **9. Food Safety Audit**

The report raised issues which were significant for the University and Union of Students. Colleagues in Accommodation and Commercial Services to investigate further and report to the Health and Safety Committee on measures that could be adopted to manage the risk from third party catering services.

