



Minutes Health and Safety Committee

Date: Monday, 14 March 2011

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

Mr Ashman, Dr C Bingle, Miss Bowater, Ms Brown, Mrs Edwards-Holland, Ms Fottles, Mr Hallam, Mr Hemus, Mr King, Mr Lilley, Mr McKown, Dr Millington, Mr Pedder, Dr Pitt, Ms Sprigg, Mrs Stephenson, Mr Thomas, Mrs Woods

Secretary: Miss Dionne Edwards

In attendance: Mrs Gouldsbrough

Apologies to: Miss Dionne Edwards

Dr Harvey welcomed all the Members to the meeting and new Member – Ms Cathryn Fottles, Occupational Health Manager was introduced.

Apologies were received from Mrs Basford, Prof Burnett, Ms Cresswell, and Mr Crowe

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1. Minutes of the Last Meeting

The Minutes of the previous meeting held on 15 October 2010, having been circulated were approved and signed.

2. Matters Arising

On Minute 5.0 – First Aid Provision

Mr Thomas presented the paper and informed the Members that the 'Emergency Contact Register' had been modified to hold contact numbers for First Aiders. Upon receipt of a call requesting first aid assistance, Control Room staff will be expected to contact the most appropriate person to assist. Guidance information for lecturers on summoning first aid assistance via Control is to be installed in centrally bookable teaching spaces. **Mr Thomas**

On Minute 6.0 – Unacceptable Behaviour at Work

Mrs Edwards-Holland informed the Committee that the Report had been discussed with Sheffield University and College Union (SUCU) and it is to be discussed at a forthcoming Joint Unions Campus Committee (JUCC) where Dr Sprigg has been invited to attend. The outcome of the meetings will be reported at the next Health and Safety Committee meeting. **Mrs Edwards-Holland**

3. Health and Safety Committee Terms of Reference

Mr Thomas presented a revised version of the Terms of Reference for approval. The Members requested further amendments to the document. The revised Terms **Mr Thomas**

of Reference to be circulated to Committee for approval prior to consideration by Council in April.

[Post meeting note: The revised Terms of Reference was circulated to Members on 15 March 2011]

4. Annual Report – Safety Services

Mr Thomas presented the Annual Report for Safety Services and reported that the current position on health and safety in the University continues to be very positive with good progress on most fronts. The response to the fire drills was similar to the standards seen in 2009 at both residential and academic sites.

There was a slight increase in the number of emergency incidents recorded, mainly due to incidents that had required attendance by the Ambulance Service who are often called directly by students. There had been a significant reduction in false fire alarms on academic campus which exceeded the 5% target that had been agreed with South Yorkshire Fire and Rescue. The total number of accidents and incidents saw a reduction of 15% to 424, the lowest numbers ever reported. Over 7,600 people attended or undertook health and safety training courses.

During 2010, inspections were undertaken at 34 areas using ionising radiation and all statutory leak tests were completed. There was a slight increase in the number of people registered to work with ionising radiations and lasers. The review of worker exposure to radiation (Personnel Doses) again showed that we are achieving excellent protection of radiation workers.

The Local Genetic Modification Safety Committee (LGMSC) are reviewing their remit and membership in light of forthcoming legislation when work with all biological agents will come under one new set of Regulations. Discussions are underway to create a Biosafety Committee to replace the LGMSC.

The health and safety auditing programme was re-established in 2010 and audits were undertaken at 10 science and engineering departments and 7 departments using Hydrofluoric Acid.

The number of departments using the Portable Appliance Testing (PAT) Service increased from 121 to 143, the results of which are now being reported online for departments to view. During 2010 a survey was undertaken to determine whether 3-phase equipment is being tested as this equipment falls outside previous portable appliance testing criteria and electrical integrity of building checks. PAT technicians will commence 3-phase testing alongside the normal testing of 240v equipment at the start of the new financial year.

The discovery of residual asbestos contamination of plant rooms and other areas which had previously been 'stripped' of asbestos had resulted in Mr Lilley, Director of Estates and Facilities Management, implementing a new asbestos survey of the estate and new arrangements for sampling and removal. Mr Lilley to submit a Report with the new Management Plan to the next meeting of the Committee.

Mr Lilley

Mr Lilley raised a concern with regard to the increased number of fire alarm related incidents at the Residences which had risen to 76 (40 in 2009). Mr McKown informed the Committee that Accommodation & Commercial Services is being proactive and a new online presentation is to be viewed by all new students **Mr Thomas/** which includes information about disciplinary actions. Mr Thomas to meet with **Mr McKown/** Mr McKown and Miss Bowater to discuss further and submit a paper to the next **Miss Bowater**

Health and Safety Committee Meeting.

University and College Union (UCU) members requested that 'Staff Well Being' be included in future Health and Safety Annual Reports.

5. Annual Report of the Security Advisor

Mrs Woods presented her Report and was pleased to inform the Committee of the reduction in burglary both on Campus and at the Residences during 2010. There had been an increase in the number of ambulance calls onto Campus, the majority of which were drink-related incidents. The number of complaints from local residents living around the Endcliffe and Ranmoor student villages had increased despite the proactive, community work carried out by Security Services and the departments of External Relations and Accommodation and Commercial Services.

There was considerable input from the security teams in the period leading up to the visit of HM The Queen and HRH the Duke of Edinburgh in November 2010.

Numerous campaigns and initiatives took place across Campus with an emphasis on crime reduction. The Members requested that further campaigns should be implemented with regard to fire safety especially at the residences. **Mr McKown**

Mrs Woods also informed the Committee that the University witnessed student-led demonstrations and lengthy occupations in the Hicks Building and Richard Roberts Auditorium related to the proposed increase in student tuition fees.

During 2010 a review of Facilities Management had taken place and recommendations made to integrate services previously the responsibility of several Professional Services departments into the new department of Estates and Facilities Management. Mrs Woods to bring to a future meeting an Interim Report on the Review of her area of responsibility. **Mrs Woods**

There is a daily security report available upon request from Mrs Woods or Mr Lilley, which reports on all the security issues reported within the previous 24hrs.

The Chair thanked Security Services for their hard work in reducing crime throughout the University.

6. Health and Safety 'Self-Audit' of Departments 2009/2010

Mr Thomas reported to the Committee that he had received returns from all Type 1 departments and 47 returns from Type 2 departments. The overall percentage compliance for Type 1 departments is very slightly up on that achieved in 2008/09. Overall the percentage of staff undertaking fire training had increased significantly as had attendance on Out of Hours courses, the latter largely due to the online training option. First aid cover was similar to that reported in 2008/09 but there was a significant increase in compliance on electrical testing. Display Screen Equipment (DSE) workstation assessments improvements were down despite the online training package. Type 2 departments indicated that the overall level of compliance was slightly lower than that achieved in 2008/09. First Aid provision and electrical testing compliance had improved slightly. DSE compliance had not improved from the 2008/09. Mr Thomas to re-advertise the DSE package in Safetyline. **Mr Thomas**

7. Significant Accidents and Incidents

Mr Thomas presented his paper and informed the Committee that eighteen incidents of note had occurred since the last meeting in October 2010, seven were RIDDOR reportable and eleven were non-RIDDOR reportable.

Since distribution of the papers a further two RIDDOR reportable incidents had occurred, these will be included in the report at the next Health and Safety Committee meeting.

The Committee noted that two students arrested for starting the kitchen fire in a Hall of Residence had been sentenced to terms of imprisonment.

8. Managing Contractor's Policy and Site Rules

Mr Lilley presented the Policy and Site Rules and the Committee welcomed the document subject to the Policy including a section on non-construction guidelines. Mr Lilley to update the document and re-distribute to take into account members' comment about applicability to non-construction related contractors. The Policy comes into effect on 1 April 2011.

Mr Lilley

9. Portable Appliance Testing Charging

The Committee noted the paper and agreed that the costs per test should rise to cover the cost of the Service, it being noted that the mechanism for cost recovery was under discussion with Finance Division.

10. Report of the Local Genetic Modification Safety Committee

The Committee accepted the Report and no comments were raised.

11. Report of the Legionella Control Steering Group

The Committee accepted the Report and no comments were raised.

12. Report of the Radiation Working Group

The Committee accepted the Report and no comments were raised.

13. 'Common Sense, Common Safety' – Summary of Lord Young of Graffham Report to Prime Minister

The Committee accepted the Report and no comments were raised.

14. Health and Safety Law Poster

The Committee accepted the paper. Mr Ashman queried whether Samuel Fox House was on the list. Mr Thomas agreed to check and respond.

[Post meeting note: Samuel Fox House is on the list of buildings to have a poster.]

15. Air Pollution at Jessop West

Mr Thomas updated the Committee verbally. Members were informed that the initial investigations into the air quality inside the Jessop West building had indicated no cause for concern. However, information on Sheffield City Council

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website on air pollution quality at the Brookhill roundabout revealed pollution levels regularly exceeded European Union (EU) limits against key parameters. Letters have been sent to Sheffield City Council to request a meeting to investigate means by which pollution levels at Brookhill roundabout can be reduced.

**Mr Thomas/
Mrs Edwards
-Holland**

16. Health and Safety Executive (HSE) Survey on HSE Strategic Objectives

The Committee accepted the paper and no comments were raised.

17. Health and Safety Executive Stress at Work Update

The Staff Wellbeing Update and the Health and Safety Executive (HSE) Report were tabled at the meeting. It was agreed that Mrs Edwards-Holland provide a further updated paper for the next Health and Safety Committee meeting in May. Ms Tait, Assistant Director, Human Resources to be invited to the next meeting.

**Mrs Edwards
-Holland**

18. Any Other Business

The Chair informed members that a review of arrangements for Health and Safety in the University would commence shortly in recognition of the significant legislative changes taking place and the importance of Health and Safety compliance.

19. Date of Next Meeting

Friday, 13 May 2011, 9:30am (John Carr Library, Sir Frederick Mappin Building)