



The
University
Of
Sheffield.

Safety
Services.

Minutes Health and Safety Committee

Date: 14 May 2009

Present: Dr David Fletcher in the Chair

Ms Annandale, Mr Ashman, Mrs Basford, Dr Bingle, Mr Cameron, Ms Cresswell, Prof Grayson, Mr Hallam, Mr Hewitt, Mr King, Mr McKown, Dr Pitt, Mr Thomas, Ms White

Secretary: Miss Dionne Edwards

In attendance: Dr Howse

Apologies to: Miss Dionne Edwards

Dr Fletcher welcomed all the Members to the meeting.

Apologies were received from Ms Brown, Mrs Edwards-Holland, Dr Millington, Mr Pedder

Action by

1. Minutes of the Last Meeting

The Minutes of the previous meeting held on 25 February 2009, having been circulated were approved and signed. A slight amendment was requested and has been made to Agenda Item 8 - the 'Main Library' has been corrected to read 'Western Bank Library'.

2. Matters Arising

On Minute 2.0 – Emergency Lighting Systems at Royal Hallamshire Hospital

Mr Thomas informed the Committee that a co-ordination meeting was held on 3 April 2009. Unfortunately no NHS Estates representative was present so enquiries are being made by the NHS Fire Safety Officer who has reported that NHS Estates will connect some street lighting on C Road to the emergency generator supplies for the Hospital.

On Minute 2.0 – Trade Union Health and Safety Inspection of Samuel Fox House.

Human Resources have been contacted to address outstanding issues and are to report back on the progress. Mr Thomas is to contact HR for an update.

Mr Thomas

On Minute 6.0 – University Health and Safety Code of Practice.

University Council approved the revised Health and Safety Code of Practice document on 27 April 2009. Student Recruitment, Admissions and Marketing (SRAM) indicated that the revised document should be formally notified to all heads of departments.

[Post meeting note – On the 14 May 2009, Mr Thomas circulated an email to all Heads of Departments and Departmental Safety Officers informing them of the Revised Health and Safety Code of Practice and where it can be located].

On Minute 8.0 – Concourse Vehicular Access and Coaches for Open Days.

Meetings are currently underway between Estates Services and SRAM with regard to the co-ordination of Departmental Open Days.

On Minute 14.0 – Health and Safety Induction Training Package for New Starters.

Cardinus were contacted and at this time do not have a version appropriate for people with impaired vision, although they expect to introduce one over the next 12 months.

3. Health and Safety Inspection of Jessop West

Mr Thomas reported to the Committee that a total of 42 defects were recorded after representatives from four Trade Unions undertook a health and safety inspection of Jessop West on 30 March 2009. A meeting was convened between Safety Services, Estates Services and the Faculty of Arts and Humanities to identify remedial actions which were noted on the Trade Union report form.

[Post meeting note – Update on actions required at the Jessop West building in response to Trade Union health and safety inspection, by 1st May

Estates actions: -

Point 1. Remedial action has been taken to rectify the problem of the loose carpet in the Porters Lodge.

Point 2. The erroneous fire signage on Floors 1, 3 and 4 has been corrected.

Point 4. Lighting intensity has been reduced from 400 lux to 350 lux for the individuals at 1.80c and 1.85 f/g who were complaining about lighting intensity.

Point 7. A demonstration of the lift intercom was provided to Ms Bullock who will arrange to brief all Faculty staff.

Point 8. A discussion has taken place with the occupant of Room 4.06 about the window moving “freely”, who accepts that the practice of keeping the door open will cause the internal window to move in the draft created, and indicates that she is satisfied with the current situation. If the situation starts to cause concern Estates will seek to find a suitable solution.

Point 9. The loose electrical socket at 4.91 and exposed /loose cable at 5.90b have been rectified.

Faculty management actions: -

Point 4. The wooden first aid box at 3.77a has been clearly marked with a sticker having a white cross on a green background.]

Ms Creswell indicated that some staff in SOMLAL are to be relocated into an altered reading room with assistance from the Department of Estates, to help alleviate the current noise concerns.

Dr Pitt enquired about the windows for ventilation. Mr Thomas explained that they could be opened in more than one plane and but that the Department wished the window to be opened in casement-window mode so a restrictor had been requested to limit the size of the opening.

4. Significant Accidents & Incidents

Mr Thomas presented his paper to the Committee detailing two significant accidents/incidents which had occurred since the last meeting of the Committee in February 2009. The first incident involved two maintenance contractors that were exposed to dangerous pathogens on the 1 April 2009, whilst replacing the High Efficiency Particle Filters (HEPA) in the safety cabinets in the two Category 3 containment laboratories in the Medical School. Standard Operating Procedures for fumigation of the safety cabinets prior to the visit had not been applied. The contractors were subsequently seen by a Consultant in Infectious Diseases to determine whether they were at risk of harm, but the risk is believed to be low due to the fragility of the viruses involved. The Standard Operating Procedure has since been reviewed. Mr Pitt asked if a Permit to Work Scheme should be in place, the Committee agreed this would be a good idea, Mr Thomas to progress with the School of Medicine.

Mr Thomas

The second incident was on the 7 April 2009, youths removed a small liquid Nitrogen dewar from its location on Back Lane and emptied its contents on the Weston Park side of the wall along the lane. No reports of injuries have been received. A scheme to prevent a similar incident is currently underway.

Dr Bingle raised concerns about the movement of (small) wheeled liquid Nitrogen dewars along C Road at the Royal Hallamshire Hospital, from the liquid Nitrogen storage to the main building due to the condition of the roadway. Dr Bingle to meet with Mr King and Mr Thomas to look at types of larger-wheeled trolleys which would overcome the problems currently experienced.

Dr Bingle/
MrThomas/
Mr King

5. Report of the Local Genetic Modification Safety Committee

Since the last meeting in February 2009 there have been seven Class 1 proposals and one Class 2 amendment approved.

Two University representatives attended the Third Public Meeting of the SACGM on 18 March 2009. The main issue that arose related to a proposed Single Regulatory Framework for contained use of human, animal, and genetically modified pathogens. This will have some financial and administrative benefits for the University, as activities involving the use of human, animal, and genetically modified pathogens will all be under one regulatory framework. However, it is proposed that Class 1 and 2 GM research activities will be subject to a revised "permissioning" regime but with much greater emphasis on self-regulation. This will considerably reduce the cost and charges to duty holders associated with the notification functions.

6. Report of Radiation Working Group

Mr King presented the report of the Radiation Working Group and informed the Committee that all doses were being kept well below the University dose constraint.

7. Report of Legionella Control Steering Group

Mr Thomas informed the Committee that no meeting has taken place since the last Health and Safety Committee meeting.

8. Construction Projects on Western Bank

Mr Cameron presented his paper informing the Committee of a number of projects around the main concourse from Summer 2009 through most of the 2009-10 academic session. There will be an element of disruption due to construction traffic in the concourse area. The most difficult project will be University House but strong internal communication will be maintained.

Dr Pitt asked how the University manages the relocation of staff to new premises to avoid problems for the relocated Departments in temporary accommodation. Mr Cameron informed Members that prior to relocations Estates undertake a comprehensive consultation process with those to be relocated to ensure a smooth transition. He added that around 20% of University staff had been moved within the last 6 months and the level of co-operation from Departments had been excellent.

The projects mentioned in the Paper should read 'Denny' Building Main Entrance and 'Denny' New Substation not 'Dainton'.

9. Any Other Business

- a) The Chairman informed the Committee that sadly Mr Terry Shepherd passed away last week and sent his condolences to his family. Mr Shepherd was a valued employee for many years and will be sadly missed.
- b) Brian Mole will be retiring in September 2009, Mr Thomas to speak with Mrs Woods with regard to a replacement representative from Security Services. **Mr Thomas**
- c) Mr Thomas tabled Papers with regard to suggested revisions made to the Portable Appliance Testing Policy (PAT) following concerns expressed by the Departmental Managers Group (DMG) Executive. The Committee agreed to adopt the revised Policy in principle.
- d) Prof Grayson is also retiring and was thanked for his hard work and **Mr Thomas** commitment. Mr Thomas to look into finding a replacement representative.
- e) Dr Fletcher will be retiring in September so on behalf of the Committee Mr Thomas thanked Dr Fletcher for his commitment and the direction given over many years.

10. Date of Next Meeting

To be arranged

