



The
University
Of
Sheffield.

Safety
Services.

Minutes Health and Safety Committee

Date: 15 October 2010

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

Miss Bowater, Ms Brown, Miss Douglas, Mrs Edwards-Holland, Mr Hallam, Mr Hemus, Mr King, Mr Lilley, Dr Millington, Dr Pitt, Ms Sprigg, Mrs Stephenson, Mr Thomas, Mrs Woods

Secretary: Miss Dionne Edwards

In attendance: Mrs Fottles, Mrs Gouldsbrough, Mr N Uridge

Apologies to: Miss Dionne Edwards

Dr Harvey welcomed all the Members to the meeting and new Members – Mr Keith Lilley – Director of Estates and Facilities Management and Ms Christine Sprigg – Department of Work Psychology were introduced.

Apologies were received from Ms Basford, Dr Bingle, Prof Burnett, Ms Cresswell, Mr Pedder

Action by

1. Minutes of the Last Meeting

The Minutes of the previous meeting held on 21 May 2010, having been circulated were approved and signed.

2. Matters Arising

On Minute 8.0 – Legionella – Cleaners Awareness Training

Mr Uridge informed the Committee that Legionella Awareness Training for the Residences cleaning staff will be completed by Christmas.

On Minute 8.0 – Legionella – Arts Tower – Energy Conservation Measures

Mr Lilley updated the Members that systems are in place to monitor energy conservation measures.

On Minute 9.0 – Dentistry School – Water Storage Tanks Valve Failure

Estates and Facilities Management (EFM) investigated the failure in a valve on the water tanks at the Dentistry School. Mr Lilley informed the Committee that an overflow pipe had been incorrectly fitted, this has now been rectified.

3. Health and Safety Committee Terms of Reference - annual review

The Terms of Reference of the Committee was submitted for its annual review. Mr Pedder has suggested an alternative format for their presentation and it was agreed that a revised version of the Terms of Reference be circulated for approval.

Mr Thomas

4. Significant Accidents and Incidents

Mr Thomas, Head of Safety Services presented his paper and informed the Committee that eleven incidents of note had occurred since the last meeting in May 2010, five were RIDDOR reportable and six were non-RIDDOR reportable.

The Health and Safety Executive (HSE) investigated the incident at the Low Carbon Combustion Centre at Beighton in which a member of staff was affected by oil fumes. In light of actions taken to prevent a recurrence, no further actions were required by the University.

An internal investigation into how a Porter trapped his foot between a reversing vehicle tail-lift and steps resulting in amended procedures for transfer of musical instruments to Firth Court.

The two students arrested for starting the kitchen fire are to attend Crown Court on 1 December 2010.

5. First Aid Provision

Mr Thomas presented his paper updating the Committee on the actions that had been taken to improve the accessibility of first aid to lecturers. The Committee agreed that all members of staff should be clear on the actions to take in the event of an incident in a lecture theatre which might include the initial point of contact with the 24/7 manned Control Room. A list of current first aid trained staff is to be compiled and made available to Control Room staff via uBase. Dr Pitt asked that the Committee responsible for The Sheffield Graduate Award Scheme be asked to include some First Aid training as mandatory. The Chairman agreed to speak to Professor Paul White to discuss this further.

Mr Thomas

Mrs Fottle (Staff Occupational Health Unit) suggested that all first aiders should be offered Hepatitis B vaccinations and agreed to look into the mechanism by which this could be offered.

The Head of Safety Services was requested to prepare a revised proposal suitable for implementation across the University, following discussion with the Director of Estates and Facilities Management.

Mr Thomas

6. Unacceptable Behaviour at Work

Ms Brown presented the "Unacceptable Behaviour at Work, Sheffield University and College Union (SUCU) Feedback Report" from research funded by the Institution of Occupational Safety and Health (IOSH)

Mrs Edwards-Holland suggested that the Report should be taken to the SUCU and Joint Unions Campus Committee (JUCC) to discuss the recommendations of the report and agree a way forward to produce an action plan to implement these recommendations. The outcome of the meetings with SUCU to be discussed at a future meeting of the Health and Safety Committee.

Mrs Edwards-Holland

7. Managing Contractor's Policy

The Head of Safety Services reported that a draft policy in preparation for the Management of Contractors had been withdrawn pending discussion with the Director of Estates and Facilities Management. Mr Lilley informed the Committee that a policy will be implemented by February 2011. EFM will work with Safety Services regarding contractors managed within Faculties. Mr Lilley and Human Resources (HR) to meet to discuss the Contractor's Database to ensure that Contractors working for the University are legally entitled to do so.

Mr Lilley/HR

8. Report of the Local Genetic Modification Safety Committee

The Committee accepted the paper and no comments were raised.

9. Report of the Radiation Working Group

The Committee accepted the paper (tabled) and no comments were raised.

10. Report of the Legionella Control Steering Group

Mr Thomas informed the Committee that no meeting had taken place since the last Health and Safety Committee meeting. The next meeting is due to be held on 16 November 2010.

11. Fire Drills Update

Mr Thomas informed the Committee that the fire drills are still ongoing for both academic and residential buildings. The fire drills carried out to this point have presented few problems. The small number of students who failed to evacuate within a reasonable time from the residences would be contacted individually by Accommodation and Commercial Services. At the time of the report, no staff had failed to evacuate within a reasonable time.

The zoning in Firth Court still causes confusion for a small number of individuals who do not recognise that they should not enter sections of the building where alarms are sounding and 'Do not Enter' signs are lit.

12. Any Other Business

Mr Thomas informed the Members that Safety Services are in the process of making minor amendments to the Health and Safety Code of Practice prior to reprinting; for example changes to department names and legislation.

13. Date of Next Meeting

Monday, 14 March 2011, 10:30am, Tapestry Room