



The
University
Of
Sheffield.

Safety
Services.

Minutes Health and Safety Committee

Date: 21 May 2010

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

Dr Bingle, Mr Cameron, Mrs Edwards-Holland, Mr Hallam, Mr Hemus, Mr King,
Mr McKown, Dr Millington, Dr Pitt, Ms Robson, Mrs Stephenson, Mr Thomas,
Mrs Woods

Secretary: Miss Dionne Edwards

In attendance:

Apologies to: Miss Dionne Edwards

Dr Harvey welcomed all the Members to the meeting and new Member – Robert Hemus (UNISON) was introduced.

Apologies were received from Ms Brown, Prof Burnett, Ms Cresswell, Mr Crowe, Mr Pedder

Action by

1. Minutes of the Last Meeting

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

2. Matters Arising

On Minute 3.0 – Annual Report – Safety Services - First Aid Issues

Head of Departments had been contacted requesting information on First Aid arrangements. A paper was tabled which indicated the current situation for Departments who had responded; there are still a number of Departments to respond.

On Minute 6.0 – Significant Accidents and Incidents – Gate Welds

The Department of Estates arranged an inspection of all gates with welded hinges. An Inspection Report was tabled which indicated around half of the gates inspected were found to be in good working order. The remainder require minor work but none were found to be in a dangerous condition. The Chairman requested that the work be carried out as soon as possible and that annual inspections should be arranged.

[Post meeting note: The Department of Estates has arranged for annual inspections of all gates. Repairs identified during recent survey to commence 14 June 2010.]

On Minute 7.0 – Health and Safety Training Review – Feedback on Courses run by External Training Providers

Mr Thomas updated the Committee that, to date, one Emergency First Aid Course had taken place but that the three-day First Aid at Work Course, to be run by South Yorkshire Ambulance Service had been cancelled as only three people had registered interest.

On Minute 7.0 - Health and Safety Training Review – Sheffield Graduate Programme.

A recognised First Aid qualification is currently an optional module of the Sheffield Graduate Scheme. Dr Pitt commented that it would be preferable if a First Aid qualification was a mandatory, rather than optional module. Mr Thomas to contact the Sheffield Graduate coordinator to discuss further.

Mr Thomas

3. Sudden Student Illness in Lecture Theatres

Mr Thomas presented his paper and agreed in principle with Dr Pitt's suggestion to have a procedure in place to deal with sudden illness in lecture theatres. However, there are practical and legal obstacles that require addressing. A discussion took place between the Members and the following points were raised:-

- i) "Buddy systems" – Mr Thomas to discuss with Disability Support
- ii) Control Room do not hold Certificated First Aiders
- iii) Whether First Aid training should be mandatory for Portering and Security staff?
- iv) Red Telephones in lecture theatres - could these be used to request Emergency Services assistance for first aid emergencies?
- v) "Lecturers' Lifeline" course – currently there is not a large demand for this course but it covers the sort of event raised by Dr Pitt. Dr Pitt asked whether "Lecturers' Lifeline" should be introduced as part of the induction process for all new lecturing staff?
- vi) All staff and students should be encouraged to enter the University's emergency telephone number in their mobile phone.
- vii) First Aid contact points for Control
- viii) Rota of qualified first aiders available for primary contact.

Mr Thomas

Mr Thomas to discuss the above further with Audio Visual, Corporate Information Computing Services and other University employees and to develop a strategy to facilitate assistance for lecturers.

Mr Thomas

4. Significant Accidents and Incidents

Mr Thomas presented his paper and informed the Committee that four incidents of note had occurred since the last meeting in March 2010, one was RIDDOR reportable and three were non-RIDDOR reportable.

With regard to the member of staff who had been diagnosed with TB, it was identified as a non-transmittable form.

5. Report of the Local Genetic Modification Safety Committee

The Committee accepted the paper and no comments were raised.

6. Report of the Radiation Working Group

The Committee accepted the paper; the Chairman enquired when the next round of external inspections would take place. Mr King to report back to the Committee.

Mr King

[Post meeting Note: - At present there are no notifications for any proposed external inspections. Counter Terrorist and Security Agency (CTSA) inspections are once per year in normal circumstances. Last CTSA inspection was on 22 July 2009. Last Environment Agency inspection was on 21 October 2009. Inspections from the Health and Safety Executive (HSE) and Department for Transport (DfT) are also possible but unlikely unless there had been an incident.

7. Staff Support Line: Communications Plan

Mrs Edwards-Holland briefly outlined the content of her paper and no comments were raised.

8. Report of the Legionella Control Steering Group

A meeting had taken place on Tuesday, 18 May 2010. Mr Thomas informed the Committee that the cooling tower at the Kroto Building had been removed and replaced with an enclosed cooling system with negligible Legionella risk. Vita Lend Lease confirmed they are carrying out Legionella control work at the Residences. During the Summer months the cleaning staff at the Residences will be given Legionella Awareness Training. Tapton Hall of Residence will be vacated on 12 June 2010 and the water systems drained. Members were also informed that due to the low usage of water in the Arts Tower the heating had been switched on permanently to control Legionella proliferation. The Chairman asked Mr Cameron to ensure energy conservation measures were also fully considered.

Mr Thomas

Mr Cameron

9. Any Other Business

- a) The Chairman informed the Committee that sadly Mr Brian Mole passed away on 12 April 2010. Mr Mole had been a valued employee for many years and will be sadly missed.
- b) Dr Bingle raised concerns with regard to an incident that had taken place over the weekend at the Dentistry School. Failure in a valve on the water storage tanks in the roof space caused a leak which had caused some water damage. Mr Cameron to investigate further.
- c) Mr Thomas had leaflets to distribute to the Committee demonstrating the new Health and Safety Law Poster.

Mr Cameron

10. Date of Next Meeting

Dates to be circulated in due course.