



The
University
Of
Sheffield.

Safety
Services.

Minutes Health and Safety Committee

Date: 25 February 2009

Present: Dr David Fletcher in the Chair

Ms Annandale, Mrs Basford, Dr Bingle, Ms Brown, Mr Cameron, Ms Cresswell,
Mrs Edwards-Holland, Mr Hallam, Mr Hewitt, Mr King, Mr McKown, Dr Millington,
Mr Pedder, Dr Pitt, Mr Thomas,

Secretary: Miss Dionne Edwards

In attendance: Mrs Gouldsbrough

Apologies to: Miss Dionne Edwards

Dr Fletcher welcomed all the Members to the meeting.

Apologies were received from Mr Crowe, Prof Grayson, Mr Shepherd and Ms White

Action by

1. Minutes of the Last Meeting

The Minutes of the previous meeting held on 5 November 2008, having been circulated were approved and signed.

2. Matters Arising

On Minute 2.0 - Significant Accidents and Incidents – Elective Medical Students Placements.

Mr Thomas informed the Committee that the Medical School have agreed to amend their procedures to conform to University guidelines. The coordinator for elective students in the School of Dentistry, indicated that they will liaise with coordinators in the Medical School to ensure a consistent framework for elective students in both Schools. Both Schools have agreed to review the wording in their manuals to indicate that students must speak with their Tutors about their proposed elective placements.

On Minute 2.0 - Emergency Lighting Systems at Royal Hallamshire Hospital.

No co-ordination meeting has been held since May 2008 with the NHS. The next meeting is scheduled for 2 April 2009. If this meeting gets cancelled Mr Thomas and Mr Cameron are to arrange a meeting with the NHS to discuss the matter further.

**Mr Thomas
Mr Cameron**

Action by

On Minute 2.0 - Review of Health and Safety Committee Terms of Reference.
There is a section on Safety Services website titled "Health and Safety Committee Information" which includes the Terms of Reference, Committee Minutes and Health and Safety Annual Reports. To access this area you will need your University username and password. This section can be accessed at: (<http://www.shef.ac.uk/safety/health/term.html>).

On Minute 7.0 –Trade Union Health and Safety Inspection of Samuel Fox House.
Ms Brown raised this item at the Committee meeting. The Members were informed that not all actions to rectify defects had been carried out. Mr Thomas to meet with Ms Brown at a later date to discuss.

**Mr Thomas
Ms Brown**

On Minute 9.0 - Fire Extinguisher Training.
The first practical fire training for technical staff in Science and Engineering Departments has taken place. Course content is currently being reviewed by Mr Massey with South Yorkshire Fire and Rescue and further courses will be advertised shortly.

On Minute 10 - Fire Drills Preliminary Report.
Repeat fire drills were carried out at the three locations which had been unsatisfactory in October and were, on this occasion, satisfactory. Full reports on performances of each Department/Building can be found on Safety Services website in the Fire Safety section (<http://www.shef.ac.uk/safety/fire>).

On Minute 11 - Accident Statistics
The accident reporting system has now been enhanced and allows Safety Services to report on accidents at specific buildings.

3. 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. The performance of staff and students during fire drills were much improved over that in 2007. New automatic fire detection and warning systems are currently being installed in Portobello and the Kroto Institute.

The number of emergency incidents has fallen by 28% compared to 2007 and there has been a 40% reduction in false fire alarms. The total number of accidents was 6 higher than recorded in 2007 but that still indicated a 35% reduction over the past 5 years.

A new means of escape has been created from the South West Tower at Firth Court which also provides disabled access to and egress from Firth Court and Firth Hall.

Mr Thomas also informed the Committee that the health and safety training provision for the University was currently being reviewed.

Mr Hallam asked about Refuge Communication Points on Evacuation Lifts.

Action by

Mr Thomas explained that problems were being experienced with the technology employed but that the communication systems were not being used in the manner intended as the Evacuation Lifts are not working, and that other means are being used to evacuate those requiring assistance.

4. Annual Report of the Security Advisor

In the absence of Mr Mole the Committee accepted his report. It was also noted that it was the last report Mr Mole would submit to Committee and therefore the Members wished to thank him for all his hard work and commitment that he has given over the years.

5. Health and Safety 'Self-Audit' of Departments 2008

Mr Thomas reported to the Committee that he had received 17 returns from Type 1 departments and 39 returns from Type 2 departments. The results for Type 1 departments demonstrated a high and stable level of compliance across the board at 92%, whereas Type 2 Departments exhibited a slight decrease in level of compliance due to first aid provision dropping to 76%. This may be partly attributable to the relocation of departments who previously had arrangements for sharing first aid resources which can no longer apply.

The results were tabled at the meeting, the Chairman commented on the low compliance for Display Screen Equipment and asked that Safety Services monitor this especially with Departments relocating. Ms Brown asked are Type 2 Departments chased if no return is submitted. Mr Thomas responded that non-returns are used as a "trigger" for the auditing programme for Type 2 Departments.

Mr Thomas

6. University's Health & Safety Code of Practice

Mr Thomas presented his papers and informed the Committee that comments were received from UCU and Professor Roger Plank (Architecture) following the submission of the proposed version of the Health and Safety Code of Practice to the Committee in November. All members have been sent a memo indicating the actions taken against each comment received. It was agreed that Mr Thomas would meet with Ms Brown to discuss some of the details that UCU requested. Once the amendments have been made the document will be submitted to Council for approval.

Mr Thomas

Ms Brown

Dr Fletcher

[Post meeting note – Mr Thomas met with Ms Brown from the UCU on 27 February to finalise the amendments. A memorandum has been circulated to the Committee informing the Members of the points requiring clarification].

SRAM have been contacted to discuss ways in which the finalised Code of Practice can be disseminated and their advice will be actioned.

Mr Thomas

Action by

7. Portable Appliance Testing Policy

Mr Thomas presented his papers and informed the Committee that a Working Group, with representatives from across the University, had been established to draft a Portable Appliance Testing Policy (PAT) for the University. The draft Policy was tabled at the meeting with an additional paper showing suggested amendments from the Engineering Materials and Mechanical Workshops. It was agreed that the changes should be incorporated and the policy was then ratified by the Committee.

The Chairman stated that Mr Thomas should send a note to all Heads of Departments annually to remind them of their obligations in respect of the testing of portable electrical appliances.

Mr Thomas

Mr Thomas informed the Members that discussions with Finance had taken place about the possibility of identifying 240v electrical items through SAP suggest that it would be technically possible to alter (and increase) relevant codes to indicate whether items are electrical and which could be “flagged” but the choice of which code to use would still be the Requisitioners and would still be subject to user error.

Discussions took place between the Members with regard to the viability of placing items on the Asset Register as the limit at present for this was £2,000 and above, but most electrical equipment is significantly cheaper than this value.

Mr King thought that it should be good practice for each individual department to hold their own register for electrical equipment.

Dr Pitt queried the point of students using their own equipment in such places as the Information Commons. Mr Cameron informed the Committee that there were robust electrical systems installed to prevent ‘faulty items’ from damaging the main electrical circuits.

Mr Thomas also informed the Committee that “Visual Inspection” courses will be provided by Mechanical Workshops in the near future.

8. Concourse Vehicular Access and Coaches for Open Days

Mrs Gouldsbrough presented her paper and informed the Committee that starting from 1 May 2009, there will be restricted vehicle access to the Concourse area during the hours of 9.30am and 5.00pm.

A recent survey has also been undertaken to identify the number of coaches used for Departmental Open Days, it revealed that on one particular day the University would be using 19 coaches. Sheffield City Council has agreed to suspend the car parking bays on Favell Road on the busiest days at a cost to the University of £156 per day. On quieter days Durham Road will still be used as it is at present. The Chairman thanked Mrs Gouldsbrough for all her hard work with this project.

**Action by
Mr Thomas**

It was agreed that Mr Thomas would initiate a meeting with Darren Hardwick and SRAM with regard to coordination of Departmental Open Days.

Mr Cameron informed the Members that from Autumn 2009 there will be three major building reconstructions in and around the Concourse area, these being Students Union, Arts Tower and the Western Bank Library, as well as a new electrical sub-station outside the Alfred Denny Building.

The Chairman requested that Mr Cameron to produce a more detailed report for the next meeting of the Health and Safety Committee. **Mr Cameron**

9. Building Relocation Checklist

Mr Thomas presented to the Members a health and safety checklist that Safety Services had created for use when departments are relocating to other University buildings.

This can be found on Safety Services web pages in the 'Guidance' section:-
<http://safety.dept.shef.ac.uk/guidance/Building%20Relocation%20Checklist.pdf>

10. Significant Accidents and Incidents

A report was presented to the Committee detailing four significant accidents/incidents which had occurred since the last meeting of the Committee in November 2008. Two resulted in undergraduate students breaking their ankles whilst taking a short cut from the car park on Favell Road down the grassy bank to the entrance of the Information Commons. Steps have now been constructed and are near completion.

The third incident involved a break-in at the contractor's compound adjacent to the Arts Tower. A member of public purposely broke into the compound and scaled the 18 storey scaffold and threatened to jump off, he was eventually brought down by the emergency services.

The final accident occurred when a nursing lecturer slipped on ice on an untreated car park at Humphrey Davy House resulting in a broken arm.

Mr Thomas updated the Committee on an incident which had occurred very recently, which resulted in the temporary closure of the Arts Tower. Contractors had cut through a cold water main resulting in a flood which caused the failure of the fire detection system on a number of floors.

11. Report of Legionella Control Steering Group

Mr Thomas presented the report indicating that a very low level of Legionella had been detected at Tapton Hall of Residence in a bath in November 2008 but subsequent tests have been clear. The Members were also informed that the new Legionella risk assessment and treatment contracts are working satisfactorily.

Action by

Mr Cameron answered questions with regard to the cleaning regimes of shower heads etc and satisfied the Committee that systems were in place for running showers and taps.

12. Report of the Local Genetic Modification Safety Committee

Since the last meeting of the Health and Safety Committee in November 2008 there have been one Class 2 amendment, two Class 2 proposals and four Class 1 proposals approved.

13. Report of Radiation Working Group

Mr King presented the report of the Radiation Working Group and informed the Committee that the situation is currently very satisfactory.

14. Health and Safety Induction Training Package for New Starters

Mr Thomas gave a short demonstration of the new training package and informed the Members that some slight amendments are to be made and the final version will be shown to the JUCC.

Mr Pitt asked if the package could be adjusted for people with impaired vision, Mrs Basford asked if reports could be created to see who has used the package and Mr Cameron asked if there is a similar package for students Mr Thomas will discuss these suggestions with Cardinus.

Mr Thomas

Dr Millington and Dr Pitt thought that the package would also be ideal for the Research Post Graduates undertaking the Sheffield Graduate Awards. It was agreed that Mr Thomas would contact Mr Fish in the Careers Service to discuss further.

15. Any Other Business

Mrs Edwards-Holland asked the Committee if they would like to see a change in the way the Health and Safety Committee agenda and papers were presented. The Committee agreed to the change of format.

Miss Edwards

16. Date of Next Meeting

9.30am Thursday, 14 May 2009, Tapestry Room, Firth Court.

