

Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 17th March 2015
12.15pm

Venue: Council Chamber

Present:	Mark Humphriss Ian Cheetham Greg Dargue Malcolm Holley Ron Stewart Julian Sulley Rodney Wowler Lorna Woudberg Jo Carter Graham Mott Steve Nicholson Chris Roche	Chair Director of Human Resources Deputy Director of Estates Faculty of Science Facilities Manager, Sports Development & Recreation Faculty of Engineering & Design Operations and Facilities Support Representative Facilities Manager, Accommodation and Hospitality UNITE Representative Technical and Experimental Representative UNISON Representative UCU Representative
Apologies:	Michael Carley Paul Brooks Mark Burton Ben Jessup Mareike Posner Brian Schofield	UCU Representative UNISON Representative Fire Safety Adviser Students' Union Sport Officer Education and Research Representative Head of Security Services
In attendance:	Sue Stove Amanda Chapman Paul Maggs Mike Porter	Secretary Acting Head of University Health, Safety & Environment Service Health & Safety Adviser Security Manager

ACTION

684 INTRODUCTION AND WELCOME

The Chair welcomed everyone to the meeting.

He explained that the Head of UHS&E had now left the University and introduced the Health & Safety Adviser (AC) who had taken on the role of Acting Head of UHS&E. The Director of Human Resources added that interviews for a replacement had taken place and Chris Young had been appointed. He was due to take up the post on Monday 8 June 2015.

The apologies were noted and, on behalf of the UCU Representative (MC), the Chair wished everyone a happy St Patrick's Day.

685 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Committee held on 16 December 2014 were approved as a correct record of the proceedings, subject to two minor amendments and would be signed by the Chair.

The Operations and Facilities Support Representative pointed out that by doing a search for 'counselling' on the University's website information for staff would be the third item listed, but by doing a search for 'counselling for staff' a link to information on the Employee Assistance programme would be the first item listed.

686 MATTER ARISING:

Minute 662 – Managed Gas Service, Fundamental Review and Business Case, September 2014

The Director of Human Resources reported that other universities which managed their own gas services had not yet been identified. The Faculty of Science representative confirmed that this was the case and that other universities managed their own gas services on a departmental basis rather than on a university-wide basis as had been proposed for the University of Bath.

It was agreed that the new Head of UHS&E would pick this matter up once in post.

Head of UHS&E

Minute 664 – UHSE Update: Fire Assembly Points

The Deputy Director of Estates reported that the Fire Safety Adviser had produced revised plans of the fire assembly points. IDPS would be producing assembly point notices which would be put up around campus. Estates were working with the Fire Safety Adviser to ensure that they were put in the right locations.

Minute 672 – Gantt Chart Update

The Deputy Director of Estates reported that an Asbestos Management meeting was held on 16 January, at which it was agreed that the operational plan should be shorter and become a working document. He confirmed this had been implemented and was being used by Estates.

Minute 674 – Legal Highs

The Chair reported that following the last meeting of the Committee he had taken a paper about legal highs to Senate, where there had then been substantial discussion. Senate concluded that it was not appropriate to bring in a new regulation to ban legal highs. However, the Students' Union had agreed to produce publicity for students, warning them of the dangers and consideration was being given to the residential regulations and the implications for the post room.

The UCU Representative (CR) commented that presumably students were still allowed to order alcohol and tobacco to be delivered to residences and compared to some drugs nitrous oxide was not considered to be particularly dangerous. The Chair pointed out that discussion of other substances would need to be dealt with separately, outside of the meeting.

Minute 675 – Key Performance Indicator (KPI) Guidance

The Health & Safety Adviser (PM) reported that, following a few modest changes requested by the Executive Committee, the Chair had circulated an email to Heads of Department regarding Departmental Health and Safety KPIs.

Minute 677 – Training Update

The Acting Head of UHS&E reported that the UHSE training hub had now been set up on Moodle and it provided free access to 72 health and safety training films for anyone (staff or students) with a University IP address.

The Chair explained that following discussions at the last meeting, the induction package for employees was available on Moodle and in the autumn consideration was likely to be given as to whether or not it should become mandatory.

Minute 679 – Disposal of Redundant University Furniture

The Deputy Director of Estates reported that a large amount of redundant furniture was reused. The possibility of using a waste resources portal instead of the University's Swap Shop was being investigated. This would allow access to UWE and BaNES and through BaNES to the local charities. There was little space for storing unused furniture, and currently after storing for one month any furniture not used would be disposed of.

687 GANTT CHART UPDATE

The Acting Head of UHS&E reported that the Asbestos Management Plan was now live and would be reviewed in due course by the new Head of UHS&E. Also, items listed as 'under threat' on the Gantt chart had been deferred until the new Head of UHS&E was in post.

Head of UHS&E

She also reported that all the wellbeing events and mental health events had taken place for the quarter and they had proved very popular.

The Operations and Facilities Support Representative asked if it would be possible for more places to be made available for these events as they were taken up very quickly. The Acting Head of UHS&E explained that the events were in addition to what was covered by the University's occupational health contract so could only be run on an ad hoc basis when additional resources were available. She suggested that he could ask to be added to the waiting list.

The UNISON Representative (SN) pointed out that staff who did not have access to email may miss the opportunity of booking a place for these events and suggested that some places could be held for them to allow them time to book if they wished to attend. The Acting Head of UHS&E confirmed that she would look into this and alternative ways of contacting them.

Acting Head of UHS&E

The Director of Human Resources added that when the Occupational Health contract for 2016/17 onward was put out to tender we could look at including more health & wellbeing dates as part of the contract.

The Committee noted the update.

688 PERFORMANCE UPDATE

RIDDOR Reportable Accidents

The Health & Safety Adviser (PM) reported that there had been an incident in January 2015 involving a porter who had been struck by a van during the course of a furniture delivery at Manvers Street. He suffered a shoulder injury and had been absent from work since then.

Notable Accidents

The Health & Safety Adviser (PM) reported that there had been a fire in the 1 South (Chemistry) waste chemical store in February 2015. The Fire Safety Adviser had investigated and made some recommendations about waste handling. The Health & Safety Adviser confirmed that implementation of the recommended actions would be monitored and followed. The Director of Human Resources added that he had agreed with the Vice-Chancellor that the action plan would be reviewed after three months.

**Director of
Human
Resources**

Custom Audits:

Noise Exposure Whilst Attending Alarms

The Health & Safety Adviser (PM) explained that the audit report was currently at the draft stage and he would be meeting with the Security Manager later this week to discuss the findings.

**Health & Safety
Adviser**

In response to a question from the Operations and Facilities Support Representative, the Health & Safety Adviser (PM) explained that the audit had only considered noise exposure from fire alarms in detail. The Health & Safety Adviser explained that this was because fire alarms were as loud as intruder alarms and were of greater duration so they were more likely to cause significant noise exposure.

The Committee noted the update.

689 POLICIES

Reviewed Policies:

The Chair reported that VCG had recently agreed that in future health and safety policies should be forwarded to the Executive Committee for sign off and in order to give greater visibility and improve communication, where:

- policies identify senior managers as having responsibility;
- policies will in practice impinge on most or all line managers throughout the University.

Paper 40 – Lone Working Policy

The Acting Head of UHS&E explained that, as requested at the last meeting, the policy had been amended to give consideration to students. The policy was discussed and the following points made:

- The Facilities Manager, Sports Development & Recreation explained that he was not aware of any policy or risk assessments covering students working in the CAD Lab in the Founders Hall, even though students were not supervised as the Lab was not staffed. Also when students used it they sometimes left doors open which created a potential security issue.
- The Chair requested that the second new bullet point on page 1 be revised. Departments would need to decide if students should have access to rooms, for which they had responsibility, throughout the night and consider the potential security implications.
- The Security Manager pointed out that for the purpose of security campus was divided into four areas and it was very unlikely that a whole night would go by without buildings being checked by Security Services as they were all checked regularly.
- The Chair asked for clarification of the bullet points on page 2. Who would 'ensure that risk to members of staff...is full assessed' and 'ensure that risk to students...is fully assessed...' and how would this be implemented?
- The Faculty of Science representative requested clarification of responsibilities and how lone working applied to field work and student work and study placements. The Acting Head of UHS&E explained that field workers may well work alone and would be covered by the policy. Students on a work or study placement were under the direction of the company or institution they were working in and would be covered by their policies.
- The Technical and Experimental Representative asked for clarification as to who would be considered a student's line manager (page 2) and asked that this point be made more specific. The Health & Safety Adviser suggested it would be the relevant Head of Department or someone else on his / her behalf.
- The Chair requested a separate heading to clarify arrangements for the supervision of students (as opposed to line managers) and point out that departments needed to ensure that suitable arrangements were in place.
- The Technical and Experimental Representative added that lone working was covered in the induction provided to students in the Department of Architecture and Civil Engineering.
- The Chair suggested that the Department of Architecture and Civil Engineering would need to reflect on the issues relating to access to CAD Lab. He would raise this with the Head of Department.

Chair

The Acting Head of UHS&E would review and revise the policy in light of the points raised and then email it to the Committee for comments.

Acting Head of UHS&E

Paper 41 – Manual Handling Policy

The Acting Head of UHS&E summarised the changes which had been made.

The policy was agreed.

Paper 42 – University Fire Safety Policy

The Acting Head of UHS&E summarised the changes which had been made.

The policy was agreed.

Paper 43 - Health & Safety Auditing Policy

The Health & Safety Adviser (PM) pointed out that the only significant change to the policy was to the 'Legislation' section which had been reduced and referred to the Health & Safety Monitoring Policy for a summary of the legal requirements.

The policy was agreed.

Paper 44 – General Health and Safety Inspections Policy

The Health & Safety Adviser (PM) pointed out that the only significant change to the policy was to the 'Legislation' section which had been reduced and referred to the Health & Safety Monitoring Policy for a summary of the legal requirements.

The policy was agreed.

New Policies:

Paper 45 – Confined Spaces Policy

The Acting Head of UHS&E summarised the policy and pointed out that there were not very many confined spaces on campus. The Deputy Director of Estates explained that there were some with restricted access and there was already a confined spaces procedure in Estates.

The policy was agreed.

Paper 46 – Working at Height Policy

The Health & Safety Adviser (PM) summarised the policy and highlighted his comment on page 3 to emphasise the need for a general Permit to Work Policy and Guidance, particularly for high risk activities such as roof work.

The Deputy Director of Estates confirmed that contractors would be notified about the sirens if they were going to be undertaking work on the roofs.

The policy was agreed.

Paper 47 – Permit to Work Policy

The Health & Safety Adviser (PM) explained that this policy related to particularly hazardous areas of work and the administrative controls required before work could be undertaken.

The Faculty of Science representative asked for clarification as to who the Permit to Work Supervisor would be. The Health & Safety Adviser assumed this would be the same as the person who was overseeing the work or who had authorised the

ACTION

work.

The Faculty of Science representative also raised a question regarding the legislative requirements and how best to capture that departments (and Security Services) were aware that contractors were visiting and what work they were required to do.

The Health & Safety Adviser would liaise with the Faculty of Science representative regarding these points and amend the policy as appropriate.

Health & Safety Adviser

The Director of Human Resources explained that a Permit to Work was intended to protect the person doing work and anyone affected by it, so communication was be as important as the Permit itself.

The Health & Safety Adviser also emphasised that no one was to enter a confined space without a Permit to Work. He would ensure that this was made clear in the Confined Spaces Policy.

Health & Safety Adviser

The Health and Safety Adviser would review and revise the policy in light of the points raised and in consultation with the Deputy Director of Estates and the Faculty of Science Technical Manager.

Health & Safety Adviser

Paper 48 – Construction Safety Policy

The Acting Head of UHS&E explained that the new Construction (Design and Management) Regulations 2015 would come into force on 6 April 2015.

The Deputy Director of Estates added that the regulations were very broad and wide ranging, putting the onus on the person leading the project to ensure that everyone was briefed as appropriate. He asked that the policy be reviewed by the Estates Department's consultants and any comments then fed back to the Acting Head of UHS&E, before seeking approval from the Committee. This was agreed.

Deputy Director of Estates

The Faculty of Science representative asked for clarification on departmental responsibilities, if it was the department rather than Estates which was organising refurbishments. The Deputy Director reiterated that the regulation applied to every project.

The Faculty of Science representative requested that training be arranged for departments. The Deputy Director of Estates would consider this and provide feedback.

Deputy Director of Estates

The Technical and Experimental Representative reported that there had been instances when contractors had been referred to Estates to be registered, but Estates would not sign them in as they had not appointed them. The Deputy Director of Estates explained that whoever appointed contractors was responsible for them and that the Estates Department did not have the capacity to provide this service across the whole University. The Acting Head of UHS&E added that whoever commissioned work would be responsible for managing all aspects of the project including contractor inductions and checking the asbestos register. The Deputy Director of Estates would consider this point, liaise with the Director of Estates and consider whether there was a need to revise the instructions given to departments.

Deputy Director of Estates

The Acting Head of UHS&E would add a note to item 6 'Risk of Adverse impact on protected groups' of Appendix 2, the Equality Analysis, to explain why 'Religion / Belief' was marked as high impact.

Acting Head of UHS&E

ACTION

The policy would be reviewed as discussed and submitted to the next meeting of the Committee.

**Acting Head of
UHS&E
/ Head of UHS&E**

690 UHSE UPDATE

The Committee noted the report.

691 MINUTES OF SCIENTIFIC SAFETY SUB COMMITTEE

The Faculty of Science representative reported that these were the minutes of the first meeting of the Sub-Committee, which had worked very well.

The Chair pointed out the Committee needed to return to the more general issue raised in minute number 10007 regarding responsibility for buildings like 5 West, shared by two or more departments (particularly when there were higher risk activities).

Head of UHS&E

He added that the University was in the process of recruiting a new Scientific Safety Advisor to UHSE.

The Committee noted the minutes.

692 HEALTH AND SAFETY EXECUTIVE (HSE) INSPECTION

The Acting Head of UHS&E reported that she had negotiated an extension to the deadline for responding to the HSE Inspector's letter, to allow the persons concerned to speak directly to the Inspector regarding GM issues, so the University's response was now due on Friday 27 March. She confirmed that the fact that the University had received a written response to the inspection from the HSE was a minor concern as written communications were not now routinely sent by the HSE, but the issues raised were being addressed.

The Director of Human Resources would respond to the HSE on behalf of the Vice-Chancellor.

**Director of
Human
Resources**

The Committee noted the update.

693 HEALTH AND WELL BEING ANNUAL REPORT

Mental Health

The Acting Head of UHS&E reported that work was continuing to maintain awareness of mental health issues and as part of this she had been attending departmental meetings. In terms of activities, some more mindfulness sessions would be arranged.

Smoking Cessation

The Faculty of Engineering & Design representative pointed out that there were still a large number of people smoking on the Parade and it seemed to be increasing.

ACTION

The UNISON Representative (SN) asked what the rules were regarding e-cigarettes. The Acting Head of UHS&E responded that the same rules applied to all types of cigarettes.

She agreed to look at ways of raising awareness about where it was and was not permitted to smoke on campus, particularly with regard to the Parade (e.g. using the website and posters).

Acting Head of UHS&E

Wellbeing

The Acting Head of UHS&E pointed out the reduction in absence due to stress and mental health reasons, which was indicated on the sickness absence graphs (Paper 52a).

The UCU Representative (CR) questioned whether the reduction in sickness absence was due to the increase in total days lost 2011-12 and 2013-14. The Acting Head of UHS&E confirmed that there had been an increase in sickness absence recording overall, but the number of recorded days lost due to mental health and stress had reduced. The Director of Human Resources pointed out that the figures showed total numbers and had not been adjusted in line with increases in the number of staff.

The Director of Human Resources and Acting Head of UHS&E would take a further look at the figures and respond to the UCU Representative.

Director of Human Resources / Acting Head of UHS&E

The Committee noted the update.

694 FIRE AT GLASGOW SCHOOL OF ART

The Health & Safety Adviser (PM) introduced Paper 53 and the report from the Scottish Fire & Rescue Service. He explained the cause of the fire, the impact the construction of the building had had and lessons which could be learned by the University. He added that there had not been a water suppression system at the School of Art and this was something which the University may wish to consider.

The Technical and Experimental Representative pointed out that architecture students here at the University undertook similar projects, so we should be aware of the potential risks. He pointed out that fire compartmentalisation could be an issue and suggested that maybe the University needed to look at its older buildings and how fire resistant the old fire doors were.

The Faculty of Science representative suggested that potential risks could also apply to areas such as ICIA.

The Facilities Manager, Accommodation and Hospitality pointed out that a new facilities manager had been appointed to The Edge and she thought it would be helpful if he / she attended this Committee in future. The Chair and the Facilities Manager, Accommodation and Hospitality would discuss this further.

Chair

The UCU Representative (CR) suggested that photographs of the fire damage could be incorporated into PGR inductions.

The Faculty of Engineering & Design representative reported that the fire at Glasgow School of Art had been used as an item for discussion at departmental health and safety meetings.

ACTION

**Health & Safety
Adviser / Fire
Safety Adviser**

The Fire Safety Adviser would pick up the issues raised as part of the fire risk assessments of the buildings on campus. The Chair emphasised that it was important that lessons were learned and requested that the Fire Safety Adviser produced a one page summary of key issues and lessons that could be learned from it, which could be circulated to departments.

The UNITE Representative pointed out that when the fire alarm in Wessex House went off recently people did not seem to know what to do and continued to go into the building. The Director of Human Resources explained that the Fire Safety Adviser had written a report on this with recommendations and it had been circulated to all Heads of Department within Wessex House.

The Committee noted the report.

695 ANY OTHER BUSINESS

First Aid Training

The Facilities Manager, Sports Development & Recreation reported that the two trainers and assessors in Sports were concerned about the standards of many University First Aiders attending certificate renewal training every three years as they often did not do any training in the intervening years and did not necessarily get much practice. He suggested it was made mandatory for First Aiders to undertake refresher training in between times. The Acting Head of UHS&E agreed with the benefits of refresher training and agreed to follow this up with the Assistant Facilities Manager at the STV who co-ordinated this.

**Acting Head of
UHS&E**

In the meantime, any queries regarding first aid training should be addressed to the Duty Managers in Sports.

Construction Signs and Works

The UCU Representative (CR) requested that construction signs be changed to read 'person(s) working overhead' rather than 'men working overhead'.

**Deputy Director
of Estates**

The UNISON Representative (SN) raised concerns about staff and students not paying attention to signs indicating that refurbishment works were being undertaken on toilets and going into them regardless. It was noted that consideration should be given to those doing the work and the potential risks to people who just walked in.

Evacuation

It was noted that during the last invacuation / evacuation exercise someone had been directed into 5 West, instead of out of it.

Safeguard

The UNISON Representative (SN) raised a question regarding data protection and Safeguard. The Chair pointed out that this matter was being dealt with outside of this meeting.

The Acting Head of UHS&E commented that incident reporting had reverted to the previous system of notifying UHSE by means of paper or emailed forms until the matter was resolved.

Retirement

The Chair thanked the Operations and Facilities Support Representative for his contributions to the Committee and wished him well for his retirement in May 2015.

696 DATE OF NEXT MEETING

Tuesday, 9 June 2015.

The meeting concluded at 2.15pm

Chair: