

**Meeting:** UNIVERSITY HEALTH AND SAFETY COMMITTEE

**Date and Time:** Tuesday 9 June 2015  
12.15pm

**Venue:** Council Chamber

Present:	<p>Mark Humphriss Ian Cheetham Greg Dargue Chris Young Malcolm Holley Brian Schofield Ron Stewart Julian Sulley Lorna Woudberg Paul Brooks Jo Carter Michael Carley Ben Jessup Graham Mott Steve Nicholson Mareike Posner</p>	<p>Chair Director of Human Resources Deputy Director of Estates Head of University Health, Safety &amp; Environment Service Faculty of Science Head of Security Services Facilities Manager, Sports Development &amp; Recreation Faculty of Engineering &amp; Design Facilities Manager, Accommodation and Hospitality UNISON Representative (<i>joined part way through</i>) UNITE Representative UCU Representative Students' Union Sport Officer Technical and Experimental Representative UNISON Representative Education and Research Representative</p>
Apologies:	<p>Holly Clemens Paul Johnson Hartmut Logemann Chris Roche</p>	<p>Students' Union Sport Officer (2015-2016) Operations and Facilities Support Representative (2015-2018) UCU Representative (2015-2018) Management, Specialist &amp; Administration (2015-2018)</p>
In attendance:	<p>Sue Stove Amanda Chapman  Walter Guy</p>	<p>Secretary Acting Head of University Health, Safety &amp; Environment Service (until 7 June 2015) Technical and Experimental Representative (2015-2018)</p>

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**ACTION**

**697 INTRODUCTION AND WELCOME**

The Chair welcomed everyone to the meeting. Members of the Committee introduced themselves for the benefit of the new Head of UHSE and the other new members. The new Head of UHSE then introduced himself and summarised his career.

The apologies were noted.

**698 MEMBERSHIP AND ELECTIONS**

The Chair reported the outcome of the elections for job family representatives (2015-2018), which were as follows:

- Mr Walter Guy, Technical & Experimental
- Dr Mareike Posner, Education & Research
- Dr Chris Roche, Management Specialist and Administration
- Mr Paul Johnson, Operation & Facilities Support

A new UCU representative had been nominated as follows:

- Professor Hartmut Logemann.

The new Students' Union representative for 2015-16 would be:

- Miss Holly Clemens, Students' Union Sport Officer.

**699 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting of the Committee held on 17 March 2015 were approved as a correct record of the proceedings and would be signed by the Chair.

**700 MATTERS ARISING:**

*Minute 687 – Gantt Chart Update*

The Acting Head of UHSE reported that items which had been deferred or were listed as 'under threat' had been raised with the new Head of UHSE, who would follow them up.

**Head of UHSE**

The Acting Head of UHSE had looked into alternative ways of contacting staff who did not have access to a computer about wellbeing events. She suggested the following: contacting them in advance of general notices being issued; holding a separate event just for these staff; picking names out of a hat. The practicality of each of these would be discussed further within UHSE.

*Minute 688 – Performance Update: Notable Accidents; Custom Audits*

The Director of Human Resources reported that the Fire Safety Adviser had reviewed the recommended actions in relation to the fire in the 1 South (Chemistry) waste chemical store. Most actions had been completed and the Head of UHSE would follow up the few which were still outstanding.

**Head of UHSE**

The Acting Head of UHSE explained that, in light of the comments from the Operations and Facilities Support representative, the Health and Safety Adviser had updated his report on Noise Exposure Whilst Attending Alarms. The Health and Safety Adviser then met with Security Services to discuss the findings. The Head of Security Services added that ear protection was available to Security staff if they wished to use it.

*Minute 689 – Policies: Paper 40 – Lone Working Policy*

The Chair confirmed that he had contacted the Head of Architecture and Civil Engineering regarding lone working and use of the CAD lab. He was assured that where staff and students were allowed access out of hours this was only to low risk areas.

*Minute 691 – Minutes of Scientific Safety Sub Committee: multi-occupancy buildings*

The Acting Head of UHSE clarified the point relating to minute number 10007 of the Sub Committee minutes. The Department of Chemistry had a small number of laboratories in 5 West and both Chemistry and Pharmacy and Pharmacology shared services such as extraction systems. The Departments had agreed that the primary responsibility for health and safety in the 5 West laboratories would sit with Pharmacy and Pharmacology and that a Chemistry Department representative would sit on the Pharmacy and Pharmacology safety committee.

*Minute 692 – Health and Safety Executive (HSE) Inspection*

The Director of Human Resources reported that he had responded to the HSE inspector. She then raised some additional questions which had been dealt with. The Head of UHSE would conduct a review in six months' time. The case had now been closed by the HSE.

**Head of UHSE**

*Minute 693 – Health and Well-being Report: Well-being*

The Director of Human Resources confirmed that he had responded direct to the UCU Representative (CR) regarding his query about the sickness absence figures.

*694 – Fire at Glasgow School of Art*

The Acting Head of UHSE confirmed that Paper 55 had been circulated to Heads of Departments and Health and Safety Co-ordinators.

A discussion followed regarding item 5 of the 'Lessons Learned' in Paper 55 and water suppression systems. The Deputy Director of Estates explained that this had been discussed with the University's Fire Safety Adviser. The University did not have water sprinkler systems in its buildings and there were no plans to introduce them (either retro-fitting them to existing buildings or including them in new buildings).

The Faculty of Science representative pointed out that there were 16 fume cupboards in Chemistry and no automatic fire suppression system. He suggested that this was an area where retro-fitting might be appropriate. The Deputy Director of Estates noted that this had been identified as part of the Fire Risk Assessment for the building and would be considered. It was agreed this would be more of a priority than a water suppression system for the University as a whole.

*695 – Any Other Business: First Aid Training*

The Acting Head of UHSE confirmed that First Aid training had been advertised to first aiders and they had been encouraged to take it up.

*695 – Any Other Business: Construction Signs and Works*

The Deputy Director of Estates had spoken to Vinci about the 10 West site. He reported that there were no plans to change the signs at moment. The site was under Vinci's control, their Health and Safety policies and was audited by them. He added that the signs were generic and there were also some in Romanian, so if they started to change some signs and not others it would cause confusion. Also specific signs had not been requested as part of the original contract and there would be a cost associated with any changes.

The UNISON Representative (SN) reiterated that there was still an issue with staff and students ignoring signs and barriers and entering areas where maintenance / small works were taking place. There was particularly a problem with people who were looking at their smart phone not where they were going.

The Faculty of Science representative suggested that sites needed stronger containment as plastic barriers were too easy to pick up and move out of the way. Also it would be helpful to have clear directions for alternative routes as not everyone would be familiar with different parts of campus.

The Head of Security Services added that it would be helpful if contractors gave more notice when a route needed to be changed.

The Deputy Director of Estates would discuss this with the client project team and at the department health and safety meeting. If the matter continued to be a problem the Chair would review and / or escalate the matter as appropriate.

**Deputy  
Director of  
Estates**

**701 GANTT CHART UPDATE**

The Acting Head of UHSE reported that Mental Health week had taken place in May. It had been advertised on the home page of the University's website and an event had been held on campus. However, it had not been possible to deliver the planned wellbeing event due to the reduced staffing levels in UHSE and the pressure of work.

The Head of UHSE commented that he would be meeting with the Director and Deputy Director of Estates the next day and would pick up on the actions relating to Estates.

**Head of UHSE**

The Committee noted the update.

**702 INCIDENTS UPDATE**

**RIDDOR Reportable Accidents and Incidents**

The Acting Head of UHSE reported that two RIDDOR reports had been submitted since the last meeting of the Committee as outlined in Paper 57.

**Fire**

The Acting Head of UHSE reported that in May there had been a fire in an engine test cell in a room in 4 East, Mechanical Engineering.

The mist fire suppression system had worked well. This and good planning and training had paid off so the impact of the fire was minimised. The Faculty of Engineering & Design representative agreed that the fire had been dealt with according to plan and a potentially serious incident had been avoided.

The Technical and Experimental Representative added that the recommendation to change the tubing from PTFE to braided tubing had been acted upon.

The Committee noted the update.

### **703 AUDIT UPDATE**

The Acting Head of UHSE provided a summary of Paper 58.

It was noted that the core score for the library was low. The Acting Head of UHSE explained that the Health and Safety Adviser had produced an action plan for the library and it would be reviewed to ensure that the actions had been completed.

The Committee noted the update.

### **704 POLICIES**

#### **Reviewed Policies:**

#### *Paper 59 – Lone Working Policy*

The Acting Head of UHSE explained that, as requested, the policy had been amended to take into account the points raised at the last meeting of the Committee. Also, she had received one other comment, from the Operations and Facilities Support Representative and had responded to him direct.

The policy was agreed.

#### *Paper 60 – Expectant and Nursing Mothers Policy*

The Acting Head of UHSE pointed out that this policy was largely unchanged apart from some minor amendments. Also the Sex Discrimination Act 1976 had been deleted as it had been repealed by the Equality Act 2010.

The policy was agreed.

#### *Paper 61 – Children and Young People Policy*

The Acting Head of UHSE reported that minor amendments had been made to the 'Legislation' section to make it clearer and a new point had been added under the 'Heads of Department' section.

The policy was agreed.

#### *Paper 62 – Electrical Safety Policy*

The Acting Head of UHSE advised that a number of changes had been made by the Health and Safety Adviser, but this would only have a minor impact on the actual policy.

The Deputy Director of Estates confirmed that he was happy with the revised policy.

The policy was agreed.

**New Policies:**

*Paper 63 – Permit to Work Policy*

The Acting Head of UHSE explained that the Health and Safety Adviser had reviewed and revised the policy as requested at the last meeting of the Committee. She added that the naming conventions used were taken from the HSE guidance, so were slightly different from the terminology normally used by the University.

Responsibility for delegated local systems would be delegated to the Head of Estates and to Deans to minimise the number of local systems and to ensure consistency across the University.

The Deputy Director of Estates confirmed that he was happy with the policy and it now enabled the Estates permit to work arrangements to fit with the University's policy.

The Faculty of Science representative requested a flow chart to go with the policy. It was agreed this would be added.

**Acting Head of UHSE**

The policy was agreed.

*Paper 48 – Construction Safety Policy*

The Acting Head of UHSE explained that the Health and Safety Adviser had reviewed and revised the policy as requested at the last meeting of the Committee.

The Policy had also been reviewed by Damrell & Associates Limited (advisers to the Estates Department on the new Construction (Design and Management) Regulations 2015) and their comments had been incorporated.

The policy was agreed.

The Chair would liaise with the Acting Head of UHSE to clarify which of these policies would need to be submitted to the Executive Committee.

**Chair / Acting Head of UHSE**

**705 UHSE UPDATE**

**Staffing**

The Acting Head of UHSE pointed out that the name of the new Scientific Safety Adviser had been misspelled and should be Deborah Robarts.

**Fire Safety**

The Acting Head of UHSE reported that Accommodation and Hospitality confirmed it had agreed to trial Stoveguard.

The Facilities Manager, Accommodation and Hospitality explained that the Stoveguard device appeared to be very effective, but the cost of installing it could be prohibitive. So the trial would be an opportunity to help evaluate the risk and the cost. It would be trialled in Eastwood initially.

Other considerations would include: the fact that the device ran on batteries so this would have maintenance (as well as cost) implications; training for staff; and training for students and whether or not this was optional or mandatory – this would be reviewed in conjunction with the student disciplinary policy and the potential cost implications of requiring students to attend training.

The Facilities Manager, Accommodation and Hospitality added that considering the Stoveguard device for new buildings may be a possibility in due course.

The Committee noted the update.

*The UNISON representative (PB) joined the meeting.*

## **706 SMOKING POLICY**

The Head of Security Services introduced Paper 66, which he had produced following a meeting with Accommodation and Hospitality and in consultation with the Acting Head of UHSE.

There were particular problems around the Parade Bar and both staff and students regularly smoked next to no smoking signs. Therefore the question was how to enforce the Smoking Policy. The recommendations in Paper 66 were discussed.

It was pointed out that people smoked outside the Students' Union, having got a take-away-coffee from there. Also smoking on campus was more prevalent, particularly during the conference season.

Different types of bins and the removal of smoking bins were discussed. The Facilities Manager, Accommodation and Hospitality pointed out that it did not necessarily help having smoking bins near residences, as students wanted to be under cover, particularly in bad weather, and tended to then throw cigarette butts into the gardens. Also it would need to be made clear if a bin was not to be used by smokers, for example putting cigarette butts in bins which were used for paper would be a fire hazard.

It was suggested that the signage around campus was too small generally. Also perhaps there could be signs at the entrances to The Parade to point out that people would be entering a no smoking zone.

The Deputy Director of Estates pointed out that signage would need to be reviewed properly and not on a piecemeal basis as there were now so many signs around campus. He also noted that there would be costs associated with the removal of bins or in changing the lids.

The Head of UHSE added that if bins were removed this could create a problem with rubbish accumulating. It was difficult to extend the requirements of the Heath Act to open areas, but he suggested that designated smoking areas could be created and marked with white lines. Also it may be worth considering a healthy campus initiative potentially in conjunction with University's Department of Health.

The Chair pointed out the need also to consider the aesthetics of the campus and all the other messages that the University was trying to get across.

The Chair asked the Students' Union Sport Officer for his views. He responded that the lack of sanctions was probably an issue and certainly a financial sanction was likely to make a difference to students.

The Head of Security Services commented that there were no similar sanctions which could be taken against staff. The UCU Representative (MC) responded that the sanction would be disciplinary rather than financial. Staff had a duty to follow legislation and the University's Smoking Policy.

The Director of Human Resources agreed that if staff were in breach of the University's Smoking Policy it would be appropriate for this to be addressed as a disciplinary matter and he would not wish staff to be fined. As far as he was aware, no disciplinary action had been taken against staff for smoking whilst he had been at the University, but disciplinary action had been taken with regard to breaches of health and safety. In order for disciplinary action to be taken against staff regarding smoking, incidents would have to be reported to the line manager.

The Chair noted that the Committee commended the recommendations made in Paper 66 and asked Estates, Accommodation and Hospitality and UHSE to look at what would be possible with modest expenditure and that they report back to the next meeting of the Committee.

**Deputy  
Director of  
Estates**

He added that there were no easy options for sanctions against staff. The University could, for example, decide that after a set number of offences in relation to smoking, disciplinary action would be taken. A similar approach could also be taken with students, but the focus should first be on improving / increasing signage and awareness raising.

The Chair confirmed that it was not acceptable for smokers to be abusive or threatening and if appropriate this could be dealt with under the Dignity and Respect Policy.

The Committee noted the report.

## **707 ANY OTHER BUSINESS**

### **Accessible Toilets**

The Students' Union Sport Officer asked if there were any plans to link the alarm system for the accessible toilets in the Students' Union to the central Security system. Currently if the alarm in the Students' Union was activated it would require someone in the building to notice the light and inform Security Services. The Head of Security Services confirmed that this was the case in a number of areas across campus, including the Students' Union.

The Deputy Director of Estates pointed out that to make the change suggested the alarms would need to be linked in to the automated system and linked to Security, but there were no plans to do this at present.

The Students' Union Sport Officer suggested that there could be additional signs / information explaining what to do when the alarm went off. It was noted that often the alarm lights were located outside the toilet, but it may be more useful if they were also located within an office, where someone would be able to respond. The UNISON representative referred to the Lone Working Policy and asked how someone on their own would be able to contact Security if they were the one who was in difficulty.

**ACTION**

The Chair noted that the cost of linking local alarms into the central system was likely to be prohibitive, but agreed that some signage would be useful. He asked the Deputy Director of Estates to follow this up with the Students' Union and review what was in place for other accessible toilets.

**Deputy  
Director of  
Estates**

**Evacuation / Invacuation**

The Students' Union Sport Officer asked if there was any update on the evacuation / invacuation exercise and subsequent feedback. The Chair explained that a large proportion of students had carried on regardless of the sirens and did not follow instructions.

The Head of UHSE suggested that there might be a better response from a recorded voice over a tannoy, instead of using a siren which people often did not recognise. The Head of Security Services explained that this would require a whole new system across campus.

The Chair confirmed that the University would continue to run evacuation / invacuation exercises with awareness raising in advance. He added that he was open to suggestions from the Students' Union as to how students' behaviour could be changed. The Students' Union Sport Officer would feed this back to the Students' Union.

**Students'  
Union Sport  
Officer**

**Laboratory Taps**

The Education and Research Representative explained that people were working in Class 2 laboratories, which had individual hot and cold taps, instead of mixer taps which would be more hygienic. When she had asked about getting the taps replaced and how this would be funded she had been advised that they should be paid for out of grant monies. She was now seeking clarification from the Committee if this was correct.

It was agreed this was not correct and new taps should be paid for out of the department budget where this was required as a health and safety issue. The Faculty of Science representative would follow this up.

**Faculty of  
Science  
Representative**

**University Open Day**

The UNITE Representative asked about the risk of a protest going ahead outside campus on 18 June. The Head of Security Services explained that if those involved were students or staff of the University they would be allowed on campus, but if not they would not be allowed to do so. Security Services would continue to liaise with the local constabulary and keep an eye on the situation.

**Thank You**

The Chair thanked the Technical and Experimental Representative for all his years of service on Committee; the Students' Union Sports Officer for his involvement this year and the Acting Head of UHSE for standing in.

**Retirement**

The Chair thanked the Director of Human Resources for his contribution to the Committee and wished him well for his retirement at the end of August 2015.

**708 DATE OF NEXT MEETING**

Tuesday, 15 September 2015.

The meeting concluded at 2.15pm

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Chair: