

**Meeting:** UNIVERSITY HEALTH AND SAFETY COMMITTEE

**Date and Time:** Tuesday 13<sup>th</sup> September 2016  
12.15pm

**Venue:** Council Chamber

**Present:**

Mark Humphriss	Chair
Chris Young	Head of UHS&E Service
Sophie Hamer	Assistant Facilities Manager, Sports Development & Recreation
Malcolm Holley	Faculty of Science Management Representative
Brian Schofield	Head of Security Services
Julian Sulley	Faculty of Engineering & Design Management Representative
Jo Carter	UNITE Representative
Hartmut Logemann	UCU Representative
Steve Nicholson	UNISON Representative
Walter Guy	Technical and Experimental Representative
Mareike Posner	Education and Research Representative
Chris Roche	Management, Specialist and Administration Representative
Will Galloway	Students' Union Sport Officer

**Apologies:**

Richard Brooks	Director of Human Resources
Greg Dargue	Assistant Director of Estates
Andrew Nash	Deputy Facilities Manager, Accommodation and Hospitality
Michael Carley	UCU Representative

**In attendance:**

Sue Stove	Secretary
Mark Martin	Deputy Director of Estates

---

## ACTION

### 758 INTRODUCTION AND WELCOME

The Chair welcomed everyone to the first meeting of the 2016/17 academic year.

The apologies were noted.

### 759 MEMBERSHIP 2016/17 & TERMS OF REFERENCE

The updated Committee membership for 2016/17 and the Terms of Reference were noted.

### 760 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Committee held on 7 June 2016 were approved as a correct record of the proceedings and would be signed by the Chair.

**761 MATTERS ARISING:**

*Minute 751 – Matters Arising:*

*Minute 707 – Any Other Business: Accessible Toilets*

The Management, Specialist and Administration Representative pointed out that there had previously been discussions about putting information about calling for assistance inside the accessible toilet in the Students' Union, but this had still not been done. The Technical and Experimental Representative added that there was now information on the outside of the accessible toilet in 6 East, but it had been placed at his eye level, which would not be suitable for someone in a wheel chair. The Deputy Director of Estates would look into this and report back to next meeting of the Committee.

**Deputy Director  
of Estates**

*Minute 746 – Update on Mental Health – ‘Time to Change’ Pledge*

The Head of UHSE reported that meetings had taken place with the Trades Union mental health leads and the student group. He had also met with the Students' Union and would review how the six proposals could be delivered.

The student group would reconvene and a proposal would be submitted to the December meeting of this Committee.

**Head of UHSE**

*Minute 747 – Items Raised by Operational and Facilities Support Representative*

The Deputy Director of Estates would investigate the possibility of increasing the number of glass recycling bins and feed back to this Committee at the next meeting.

**Deputy Director  
of Estates**

*Minute 752 – UHSE Update:*

*Other Notable Accidents and Incidents*

*Update on inadvertent reuse of blood lancets*

The Head of UHSE had reported back to the Chair on the completion of the agreed action plan. He advised that the Managing Contractors Policy (Paper 07) clarified the issues relating to the use of outside consultants.

*Incidents involving electricity*

As above, the Head of UHSE advised that the Managing Contractors Policy (Paper 07) clarified the issues relating to the use of outside consultants and the University's position regarding work to the building fabric and services.

*Minute 753 – Policies / Health and Safety Standards:*

*Paper 49 – Work-Related Stress Management Policy*

The Head of UHSE confirmed that the relevant references and links would be added to the section 'Further Information and Resources'.

### *Paper 50 – Work-Related Stress Management Standard*

The Head of UHSE confirmed that the policy had been updated to clarify the guidance on students who were also employed by the University.

### *Paper 50a – Appendix 1 – Guidance on Carrying Out Function Level Work-Related Stress Management Risk Assessments*

The Management, Specialist and Administration Representative referred to work-related stress associated with variable hours contracts. The Head of UHSE advised that within the control section of the risk assessment forms there was information relating to / pointing to appropriate guidance such as recruitment and selection guidance. Also the Work-Related Stress Management Standard dealt with matters such as job role and change management.

The Chair noted the point being raised by Management, Specialist and Administration Representative and explained that it was not appropriate to have casual contracts (or any other specific arrangements) listed separately as a potential cause of work-related stress. Instead, the purpose of the Work-Related Stress Risk Assessment form was to identify a range of factors to be considered and to signpost the detailed guidance, such as that provided within specific human resources policies and procedures, which should be followed in order to reduce the overall likelihood of stress occurring.

The University did not have evidence that variable hours / casual contracts were a major source of stress. However, if the Management, Specialist and Administration Representative had evidence to this effect, he would review it separately.

There would be communications to heads of departments and line managers regarding work-related stress management. The Head of UHSE added that this should be an agenda item at all departmental health and safety committee meetings and that members of HR would also be signposting the policy and procedures through their scheduled attendance at faculty and departmental management meetings.

### *Paper 51 – Occupational Health Surveillance Standard*

The Head of UHSE reported that the Health & Safety Adviser met annually with the relevant departmental Health & Safety Co-ordinators to review and identify which members of staff required occupational health surveillance. He would then contact those identified.

### *Minute 755 – Residential Issues Raised by Management, Specialist and Administration Representative:*

#### *Failure of doors and locks in residences*

The Head of Security Services reported that the locks for all the rooms in The Quads had been replaced over the summer so there should not be any further issues.

#### *Fire Alarm Procedures and Drills*

The Head of UHSE confirmed that dates had been arranged for fire drills during the new academic year.

## *Barbeques*

The Head of UHSE reported that there was no overt ban on use of barbeques. However, guidance on the sensible use of barbeques would be beneficial and that guidance would be developed.

## *Minute 756 – Any Other Business:*

### *Training for First Aiders*

The Head of UHSE reported that he had requested that the Department of Sports Development & Recreation provided at least one month's notice of the training sessions so that UHSE could advertise them in advance.

The Assistant Facilities Manager, Sports Development & Recreation added that the refresher courses were run at 2pm every Thursday in June and December.

## **762 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)**

### **Accidents and Incidents**

The Head of UHSE summarised three accidents which had occurred, none of which were RIDDORs.

### **Fire Safety**

The Head of UHSE confirmed that the programme of Fire Risk Assessments was on track.

He reported that during June there had been a fire in an engine test cell in 4 East but the fire suppression system had worked and extinguished the fire.

The Head of UHSE asked for an update on the proposed installation of a fire suppression system for the fume cupboards in 5 West. The Faculty of Science Management Representative explained that the work on the fire suppression system had been linked to a roof replacement project which was cancelled. So the installation of the fire suppression system was still outstanding, but its installation was all the more urgent now that chemists were working with synthetic chemicals. The Faculty of Science Management Representative advised that he would make enquiries as to whether or not University funding was still available and report back to the Head of UHSE.

**Faculty of  
Science  
Management  
Representative**

### **Occupational Health Statistics**

The Head of UHSE explained that the tables in Paper 03 provided a summary of the types of cases which were referred on to the occupational health service and that these were in line with sickness absence figures.

Responses to occupational health surveillance questionnaires were being monitored, chased up and where appropriate individuals referred on to occupational health.

It was more difficult to report on data in relation the Employee Assistance Programme. As the programme was based on self-referral, the employee could provide more than one reason why they were seeking support and the data

provided to the University was anonymised. However, with the processes for managing sickness absence due to mental health or stress related matters, it should be easier to monitor work related referrals.

The Committee agreed it would be helpful for the occupational health statistics to be included in future UHSE Updates.

**Head of UHSE**

### **Departmental Audit Schedule**

The Head of UHSE reported that departmental audits were due to be completed this month and the new programme of audits would be started in October.

The Committee noted the report.

## **763 POLICIES / HEALTH AND SAFETY STANDARDS**

### **Asbestos Management Policy**

The Head of UHSE confirmed that the policy had been reviewed by Estates and there were no changes from current practice. This version of the policy overtly referred to the Estates' Asbestos Management Plan, the role of the Asbestos Manager and the programme of work and monitoring being undertaken by Estates, which would be reported back to this Committee.

He emphasised that if any work needed to be undertaken on a building it should be done via Estates as the corporate landlord.

The Committee agreed the policy.

### **Control of Legionella Policy**

The Head of UHSE pointed out that this version was different from the current policy, in that it made it clear that specialist water systems and equipment (including water storage) that were independent of a building's water supply were the responsibility of the faculty and / or department (e.g. the Department of Sports Development & Recreation and Accommodation & Hospitality Services) rather than the responsibility of the Department of Estates.

The Chair asked for confirmation that the Director of the Department of Sports Development & Recreation and the Director of Accommodation & Hospitality Services were aware of their responsibilities and had received relevant training. The Head of UHSE explained that in effect they subcontracted the management of the risks to Estates. However, what was not made clear was that they had a legal responsibility and should keep this in mind when making a decision based on budgets, for example deciding not to undertake work due to the cost. It was agreed that the policy be amended so that it specifically stated that the Director of the Department of Sports Development & Recreation and the Director of Accommodation & Hospitality Services had nominated Estates to manage the risks on their behalf.

**Head of UHSE**

The Head of UHSE would liaise with Estates and investigate the possibility of producing a set of generic protocols and guidance for managing water systems.

**Head of UHSE**

In response to a question from the Education and Research Representative, the Head of UHSE confirmed that washing machines in student residences were covered by maintenance contracts.

The Committee agreed the policy.

### **Guidance for Managing Legionella Risk in School, Faculty, and Department Water Systems and Equipment**

The Head of UHSE pointed out that this guidance was for use by departments.

The Chair enquired how easy it would be for heads of departments to fulfil their responsibilities in relation to legionella risks associated with activities and systems, which were owned and managed by departments. The Faculty of Engineering & Design Management Representative explained that this would mainly apply to the Faculties of Science and Engineering & Design and that the responsibility would be delegated to Technical Services Directors.

The Faculty of Science Management Representative added that there might also be implications for the Department of Health (Faculty of Humanities & Social Sciences). The Head of UHSE would follow this up.

**Head of UHSE**

The Chair pointed out that the site at Wroughton also needed to be taken into consideration. The Faculty of Engineering & Design Management Representative advised that he was aware of this, particularly in relation to The HIVE and it was being managed accordingly.

The Committee agreed the guidance.

### **Management of Contractors Policy**

The Head of UHSE explained that this was a new policy, based on the existing construction policy and the need for a policy on the management of contractors. He emphasised that the term contractor applied to a wide range of people, including guest lectures, and not just construction contractors. The policy also sought to simplify the existing arrangements for issuing and managing permits to work.

The Head of UHSE would clarify whether or not the definition of a contractor (page 1) should include volunteers or only those who carried out work for gain or reward.

**Head of UHSE**

One of the main issues that the policy was seeking to address related to competency, both in terms of the competency of the person engaged and the competency of the person managing the contractor. The Head of UHSE advised that the policy proposed that all contractors should be subject to some sort of risk-based competency check (see Appendix 1) before they were contracted to carry out any work for the University.

The Head of UHSE advised that the policy reinforced the fact that all works on building fabric, services and infrastructure should be agreed in writing by Estates. As part of this approval process, the Estates Department would be required to satisfy itself, on behalf of the University, that contractors undertaking these types of works were competent. This would mean that anyone seeking to carry out such works would need to give Estates sufficient notice of any proposed works to allow them time to manage the approval process effectively.

Where individual faculties, departments or directorates intended to manage works on building fabric, services and infrastructure directly, then they would be required to demonstrate to Estates that they were competent to do so. In such instances, the area managing the works would take on responsibility for the management of the contractors involved. Where faculties, departments or directorates elected to commission Estates to manage the proposed works then Estates would take on all responsibilities under the policy.

The Head of UHSE explained that employers had a legal duty to provide suitable and sufficient information to any contractors that they engaged to carry out work on their behalf. If Estates staff or contractors needed to undertake work in high risk areas, such as laboratories, then there was a requirement for the University (through the department) to provide them with any information that might be required so that they could do the works safely. Equally, there was a requirement to make sure that departments knew when works were going to be carried out in their areas so that they could make areas safe and minimise any disruption to teaching and research activities.

The Faculty of Science Management Representative asked for clarification as to how the policy would apply to the Department of Biology and Biochemistry, which had contracts with external suppliers abroad. The Head of UHSE advised that this would be covered by the Field Work Policy, but the Department would need to be satisfied that those contracted could supply what was required competently and safely to students.

The Students' Union Sport Officer asked if and / or how the policy applied to Students' Union societies' guests speakers. The Head of UHSE explained that the policy would not apply to Students' Union activities, except where University employees working in the Students' Union had a direct role in commissioning and managing work, but that from a legal perspective, they would be well advised to adopt similar checks and balances particularly with regards to competency.

The Chair highlighted the need for this policy to be communicated in such a way that it was very clear that it applied to all contractors not just those involved in construction and / or working with Estates.

Head of UHSE

The Committee agreed the policy.

### **Construction and Maintenance Works in Higher Risk Areas (Standard)**

The Committee agreed the standard.

### **Permit to Work (Standard)**

The Head of UHSE would amend or remove point 1 under 'Standards to Meet', so as to make it clear that a generic permit to work system was in force, not under development.

Head of UHSE

The Committee agreed the standard.

### **Risk Assessment (Standard)**

The Head of UHSE explained that there were a variety of risk assessment documents in use across departments. So the aim of this standard was to provide one document and risk assessment template which all departments should migrate across to when next undertaking their assessment.

The Committee agreed the standard.

### **Use of Display Screen Equipment (Standard)**

The Head of UHSE reported that there were no significant changes to the existing guidance on the use of display screen equipment or the assessment form. However, the standard provided greater clarity regarding home workers and he reiterated that there was further information and guidance available on the health and safety wiki.

The Committee agreed the standard.

### **Safe Use of Fume Cupboard (Standard)**

The Head of UHSE explained that one of the recommendations of the review of the incident involving the fume cupboards in 1 South was that arrangements for the safe use and maintenance of fume cupboards should be appropriately documented. The standard (which had been circulated for consultation), the guidance and checklist were therefore intended to address this recommendation. He added that when Estates undertook checks and maintenance of fume cupboards they should ensure that departments were made aware of this and the outcome.

In addition, UHSE were in the process of developing an e-course for users of fume cupboards on how to operate them.

The Committee agreed the standard.

### **Safe Use of Fume Cupboards (Guidance and Checklist)**

The Committee agreed the guidance and checklist.

### **Arson Prevention (Standard)**

The Head of UHSE confirmed that there were no major changes.

The Committee agreed the standard.

### **Children and Young People (Standard)**

The Head of UHSE explained that the focus of the standard was with regard to health and safety requirements as opposed to safeguarding responsibilities. He added that there should be nothing in the standard which we were not currently doing.

The Chair noted that the standard sat appropriately alongside the University's safeguarding policies and guidance. He also emphasised the need to ensure that the standard was communicated appropriately.

**Head of UHSE**

The Committee agreed the standard.

## **General Health and Safety Inspections (Standard)**

The Head of UHSE informed the Committee that the purpose of this standard was to standardise activity and approaches to health and safety inspections.

Also an 'iAuditor' programme was being developed to assist departments with their inspections. The programme was designed to be used on a tablet and UHSE had tablets available for departments to borrow for this purpose.

**ALL**

The Committee agreed the standard.

The Chair informed the Committee that he would take the Management of Contractors Policy to the Executive Committee and alert them to the Risk Assessment standard and the General Health and Safety Inspections standard.

**Chair**

Consideration would need to be given to how the policies and standards were then communicated to heads of department and line managers. The aim would be to send an email update to them by the end of December. In the meantime, if anyone had any suggestions they should be fed back to the Head of UHSE.

## **764 ANY OTHER BUSINESS**

### **Repair Café at the Edge, 15 October**

The Faculty of Science Management Representative pointed out that a Repair Café would be held at the Edge (as part of its family Environment & Climate Day), which members of the public would be able to visit with items they would like to mend, repair or get advice on, including electrical items. He asked if this event had been brought to the attention of UHSE, so that they could advise as appropriate. The Head of USHE would follow this up with the relevant staff at The Edge.

**Head of UHSE**

### **Signage in New Buildings**

The Faculty of Science Management Representative reported that in some cases the signage in new buildings was very high up and so was not immediately obvious and could be difficult to see. He suggested it would be helpful if it could be lowered to meet with equality and diversity requirements. The Deputy Director of Estates would investigate.

**Deputy Director  
of Estates**

### **Rest Rooms**

In response to an issue which had arisen about the availability of a rest room for all staff, the Head of UHSE explained that, in order to meet statutory requirements a room had been set aside in Wessex House for new and expectant mothers. It could also be used as a place to rest if someone was taken ill or had had an accident. If anyone wished to use the room they should contact UHSE, but consideration should be given to whether or not someone actually needed to use the room e.g. if they had a migraine or if they should be resting at home.

There were still designated first aid rooms in the STV and 4 South. However, it was not clear who managed and monitored the room in 4 South and whether or not it was available for departmental or University-wide use. The Head of UHSE and the Faculty of Science Management Representative would follow this up.

**Head of UHSE /  
Faculty of  
Science  
Management  
Representative**

**765 DATE OF NEXT MEETING**

Tuesday, 13 December 2016 [*since amended*]

The meeting concluded at 1.45pm

---