

Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 12 June 2018
12.15pm

Venue: Council Chamber

Present:	Mark Humphriss Richard Brooks Chris Young	Chair Director of Human Resources Deputy Director Safety & Wellbeing Services / Head of UHS&E Service
	Malcolm Holley Brian Schofield Julian Sulley Michael Carley John Robbins Mareike Posner Chris Roche Kimberley Pickett-McCatackney	Faculty of Science Management Representative Head of Security Services Faculty of Engineering & Design Management Representative UCU Representative UNITE Representative Education and Research Representative Management, Specialist and Administration Representative Students' Union Officer (Activities)
Apologies:	Mark Martin Sophie Hamer	Deputy Director of Estates Assistant Facilities Manager, Sports Development & Recreation
	Andrew Nash Hartmut Logemann Steve Nicholson James Paradise Ian Evans Walter Guy	Compliance Manager, Accommodation & Hospitality UCU Representative UNISON Representative UNISON Representative Operational and Facilities Support Representative Technical and Experimental Representative
In attendance:	Sue Stove Ron Stewart	Secretary Sports Facility Manager

ACTION

828 MINUTES OF PREVIOUS MEETING

The Chair welcomed everyone to the meeting.

The minutes of the meeting of the Committee held on 13 March 2018 were approved as a correct record of the proceedings and would be signed by the Chair.

829 MATTERS ARISING:

The Management, Specialist and Administration Representative wished to register his disappointment with the Chair's decision to go ahead with the meeting of this Committee on 13 March, despite requests to not do so, therefore resulting in the majority of those who attended the meeting being management representatives. He pointed out that the Chair seemed to agree with the spirit of what had been said in relation to attendance / non-attendance at Council, adding that the Chair had had

plenty of notice that union representatives would not attend the Committee meeting due to industrial action.

The Chair thanked the Management, Specialist and Administration Representative for his comments. He explained that he would have preferred not to go ahead with the meeting without the Trades Unions' representatives as they made a valuable contribution to the Committee. However, he had made the decision based on advice (from the Director of Human Resources) and the line taken by the University for its other committees. The Chair added that the industrial action did not involve all Trades Unions. One of the factors when considering whether or not to go ahead with the meeting was how many people would potentially be unable to attend due to UCU having called industrial action on that day, but it was up to individuals to make their own decisions.

Minute 820 – UHSE Update:

Incident Data

The Head of UHSE reported that he had not yet had a response from Estates regarding keys to the plant rooms being given to Security Services. As far as the Head of Security Services was aware the keys had not yet been made available. He would follow this up with Estates and then update the Head of UHSE and the Chair.

**Head of Security
Services**

Occupational Health Data

The Head of UHSE had spoken to the Human Resources Business Partners and confirmed that an increase in the promotion of the Employee Assistance Programme (EAP) and signposting to it had led to an increase in the number of people using it.

Minute 821 – Key Performance Indicators (KPIs) 2017-18

The Head of UHSE explained that, for some high risk departments, heads of department had not taken part in health and safety inspections for their departments and, as a result, this had influenced the overall figure for the department giving them a lower score.

Minute 825 – Provision of Information to Health and Safety Representatives

The UCU Representative asked for clarification whether the point made in the previous minutes that there was no statutory requirement to provide the workload model data related to Regulation 4 or Regulation 7 of the Safety Representatives and Safety Committee Regulations.

Regarding the last paragraph of this minute, the UCU Representative also asked what was meant by '... the University's view...' The Chair explained that as this was a legal question, the 'University's view' was a view informed by the University's Legal Office on what was statutorily required.

The UCU Representative pointed out that he was sent an email by the Chair on 19 November, which informed him that the only information allowed to Safety Representatives was that which it was legally obliged to provide. [Note: The wording of the email was 'the only documents that are allowed to be inspected and copied are documents within the meaning of '53(1) of the 1974 Act'.. or documents which the University is required to keep'] The Chair advised that this issue had been discussed in December with the University's Legal Advisers and it had been

confirmed that the University could provide information beyond the statutory requirements if it wished to. The Chair added that there may be an opportunity for further information to be provided in the future but that the decision to do so rests with the Deputy Vice-Chancellor and Provost in line with the review of the workload model which he was leading.

The UCU Representative stated that this was the first time that he had been made aware that the email response from the Chair had been drafted by the University's Legal Office. He wished to know why they had drafted an email saying that there were limits to the information which could be made available.

The Chair advised that following the December Health and Safety Committee meeting where this was first raised, the University's Senior Legal Adviser had written to the UCU representative offering to meet to discuss the provided advice further. The UCU representative had declined to take up this offer.

The UCU Representative commented that the management response had been evasive, obstructive and time-consuming, when in fact the matter could have been answered far sooner. The Chair said he was sorry if this was the impression given, but pointed out that there had been no intention on his part, or that of the Legal Office, to be anything other than clear on this matter.

830 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)

Notable Accident and Incidents

The Head of UHSE reported that an electric motorbike and van had been destroyed by fire at the Isle of Man TT races, where the bike was due to compete. The incident was being investigated, but had raised issues about the charging of batteries. UHSE was liaising with the department.

The Faculty of Engineering & Design Management Representative pointed out that the response of the students in dealing with the fire had been excellent. One of the lessons learned from this was how to get the students back from Isle of Man and the lack of clarity on the emergency procedures. The Head of UHSE would bring a report on the incident to the September meeting of this Committee.

Head of UHSE

Fire Safety Data

The Fire Risk Assessment Programme was on track.

The evacuation drill programme for 2017/18 was up to date and every building will have had a drill by the start of the new academic year (2018/19).

The training programme to provide Security Officers with fire awareness training would soon be completed.

Also a programme to provide members of Backstage with fire awareness training would start in June.

New Build Fire Consultation

The Fire Safety Adviser had been involved in reviewing / developing fire safety standards for the University's new building projects in line with the new regulations which had been introduced following the Grenfell Tower fire. These included

IAAPS, Polden, the Milner Building, the STV extension, and the new School of Management

Occupational Health Data

There had been an increase in the disclosure of health conditions pre-employment.

The data showed that for management referrals there were more referral reasons than actual referrals. This was because some people were disclosing more than one issue.

EAP appointments could be spread over a period of weeks or several months, so it was difficult to establish trends. However, the number of people using EAP in the last two years had doubled. The split between work and non-work related cases was about 50:50.

Performance Indicators - Update

Reports on the performance indicators had been delayed and were now due out in the next month.

Occupational Health Surveillance – Update

One of the issues with the occupational health surveillance programme has been that the individuals concerned did not always respond to UHSE (information was also sent to their line managers). UHSE would investigate and follow this up.

Head of UHSE

Health & Safety Audit Programme

The health and safety audit programme was up to date.

The Estates Department audit had taken longer than expected and some of the Department's risk assessments would need to be improved and made more specific. UHSE would work with Estates to achieve this.

UHSE was working with the Faculty of Science Management Representative to review the service level agreements between the departments and Technical Services in order to establish who was responsible for what. The Chair asked for clarification on the timescales expected for resolving this. It was explained that the Faculty of Engineering & Design was also going to be audited, after which best practice would be shared and introduced across both faculties.

The Head of UHSE added that this was part of a broader piece of work with Human Resources on recruitment and career progression for technical roles. It was asked whether the issue was one of documentation or health and safety compliance. The Head of UHSE explained that, although not a significant concern, there were technical concerns about compliance. The Faculty of Science Management Representative did not believe it was a compliance issue, but acknowledged that direction and support was being provided.

In response to the Students' Union Officer, the Head of UHSE explained that the Students' Union was responsible for health and safety audits of Backstage. He would however liaise with them to review the Students' Union practices.

Head of UHSE

The Committee noted the report.

831 FIRE SAFETY UPDATE

The Head of UHSE highlighted the following points.

Fire Risk Assessments

The programme was on track.

Risk Tracking System

The Head of UHSE was working with Computing Services to determine a suitable solution, within the next couple of months, for an online risk tracking system in place of UNIMA (which will cease trading in September 2018). The aim was to be able to have effective oversight of other inspections and audits, including Fire Risk Assessments, so that outcomes could be monitored and managed.

He added that Internal Audit had undertaken a parallel audit of fire safety. Their view was that once the risk tracking system was in place UHSE would be achieving the highest level of compliance.

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

The Scientific Safety Adviser had been working with heads of department and safety coordinators to review the quantities of solvents ordered and held by departments and to ensure that hazardous waste was disposed of in a timely manner. She would produce some guidance for departments.

Head of UHSE

Fire Wardens

UHSE was in the process of recruiting fire wardens to fill the gaps in 5 West and 7 West.

The Head of UHSE explained that whilst there was no reason why postgraduate students could not be asked to volunteer, he would normally expect technical and academic staff to do so as there was a need to have fire wardens who were permanently working out of a particular location.

Fire Safety Technical Standards

Work to develop a full schedule of building technical standards was ongoing, but had been held up by the work required on CMS. It was expected that the written standards would be completed by the end of March 2019.

Responsibility Matrix

There had been delays to this due to sickness absence in both ahs and Estates, but it was intended that the matrix would be finalised by the end of June 2018.

PEEPs

See agenda item 5, Paper 32.

Emergency Planning

Hazardous materials:

The survey work had been completed and lists compiled, so the database would be updated over the summer.

The Committee noted the report.

832 POLICIES / HEALTH AND SAFETY STANDARDS

Where appropriate policies were reviewed and discussed together with the related standards and guidance as one item.

Fire Safety Policy

The Head of UHSE explained that the tracked changes showed the proposed amendments to the policy. The main changes were to the section on the responsibilities of employees and students. In particular, UHSE was trying to encourage staff and students to disclose health issues or disabilities if they required assistance to evacuate a building and to engage with the process of setting up a Personal Emergency Evacuation Plan (PEEP) if needed.

The Sports Facility Manager suggested that it could be made clear in the policy that Security Services were not the first responders for the STV. The STV was self-managed due to the large number of public users and the procedure was to evacuate straight away and not wait for Security Services. The Head of UHSE would make this amendment to the policy and check the wording with the Sports Facility Manager.

Head of UHSE

The Committee agreed the policy.

Safety Guidance Notes – Personal Emergency Evacuations Plans (PEEPs)

The Head of UHSE explained that the University's existing procedures mainly focussed on staff, rather than students. Therefore the new guidance was intended to provide a standard and more joined up approach for all members of the University's community, including its visitors.

The guidance set out the responsibilities and processes for producing PEEPs for staff, prospective and new students, students living in University accommodation, existing students, long and short-term visitors. Line managers were responsible for working with their staff; the Student Services Disability Team was responsible for arrangements for prospective and new students, which would be recorded in a Disability Action Plan (DAP) and if required a PEEP; Student Services would liaise with relevant academic departments to ensure they completed the DAP/PEEP. Student Services would also liaise with ahs regarding students living in University accommodation, who had disclosed a health condition or disability that may require a PEEP.

There was also the added difficulty of PEEPs potentially being required for every place on campus that someone may go to. UHSE were therefore trying to map this out by recording students' needs and where the support was. Student Services would monitor student PEEPs through their DAPs and through SAMIS. In order to allay any concerns regarding disclosure and breaches of confidentiality, the aim was to be clear in the guidance who needed access to the information (e.g. Security Services as the University's first responders) and so have a more joined up approach.

The Sports Facility Manager pointed out that the guidance did not refer to frequent visitors, such as those to the STV. The Head of UHSE would ensure it was updated.

Head of UHSE

The backlog of outstanding PEEPs for students was being addressed by UHSE and Student Services.

The Head of UHSE was trying to ensure that the loop was closed for students using the STV and that information was shared as appropriate, the same applied to the Faculty of Engineering & Design. Currently neither the Sports Facility Manager nor the Faculty of Engineering & Design Management Representative were aware of students with PEEPs within their areas.

The Students' Union Officer emphasised the importance of having the right procedures in place for students and the need for consistency across departments with PEEPs.

The Head of UHSE would review, and if appropriate revise, the wording in the guidance about emergency refuges and Emergency Voice Communications. The Chair pointed out that the panels had worked during the power cut.

The Committee endorsed the guidance.

Thermal Comfort Guidance – Non-Residential University Buildings

The Head of UHSE explained that the aim of the guidance was to capture what the University did to make sure people understood the heating systems and what was possible in different buildings. If there was a desire or need to change any of these arrangements, they should be raised via the Sustainability and Carbon Management Group, which was chaired by the Deputy Vice-Chancellor and Provost. UHSE was reviewing working practices and dress codes in order to identify ways in which working environments could potentially be improved.

It was pointed out that when the weather was extremely cold, some environments were very difficult to work in and departments were having to buy oiled filled radiators. The Head of UHSE explained that Estates had indicated that when cold temperatures were an issue they would buy a stock of radiators, issue them to departments and collect them at the end of the heating season. Also Estates had reviewed the heating in Wessex House and set it to come on earlier in the morning so that the building was not so cold at the beginning of the day. However, there were limits to what could be done in some buildings.

The Management, Specialist and Administration Representative suggested that health and safety law provided some useful guidance on minimum and maximum temperatures. The Head of UHSE explained that this was a very subjective issue and different organisations provided different recommendations. He could include the maximum temperature recommended by the TUC in the University's guidance, but would make it clear that this was not a legal requirement.

The Management, Specialist and Administration Representative suggested that a reminder could be included in the guidance that when no other suitable options were available people had a right to go home. The Director of Human Resources challenged the idea of this being a right. The Chair pointed out that the University would expect managers to be flexible and supportive of staff and when temperatures were extremely high or staff were susceptible to heat it may be better for them to work from home so this could potentially be an option. The Sports Facility Manager commented that the STV could become very hot (sometimes between 30 and 34°C), but he would be concerned if staff were sent home as the STV would then be short-staffed. The Head of UHSE agreed to amend the guidance, particularly with regard to staff who were unwell or pregnant, and to share the draft with the Management, Specialist and Administration Representative for comment.

Head of UHSE

Other suggestions included moving offices to less hot / sunny spaces, for example computing rooms which were always kept cool and were not heavily used during the summer. The Faculty of Science Management Representative pointed out that those working in laboratories could not be relocated as their work could not be conducted elsewhere. He therefore asked if it was possible for portable air conditioning units to be provided by Estates. The Head of UHSE advised that this would need to be taken up directly with Estates.

Concerns were raised about the level of service provided by Estates to departments and the way in which it was felt they were left to deal with extremes in temperature by themselves.

The Committee agreed the guidance, subject to the changes discussed.

The Management, Specialist and Administration Representative left the meeting.

833 TRANSPORT AND PARKING

School of Management Construction

The Head of Security Services showed a plan of the construction site for the new School of Management building. Hoardings were due to go up around the site next week. There would then be a period of between 4 and 6 weeks when Convocation Avenue would be partially closed to enable the building of the retaining wall. There would be temporary traffic lights on Convocation Avenue during this time. The aim was that the works would be completed before the Open Day in September.

In addition, there would be a temporary access road off Convocation Avenue for trucks going to and from the construction site, which may also require temporary traffic lights.

The Head of Security Services would discuss this with the Head of UHSE.

Head of Security
Services

East Overflow Car Park

The Head of Security Services reported that the East overflow car park was meant to have been resurfaced in May, however Estates did not have the budget to do so. The funding was now available but the time when the work would take place had not yet been confirmed.

The Committee noted the updates.

834 ANY OTHER BUSINESS

Power Cut

The UCU Representative asked if there had been any issues arising out of the recent campus-wide power cut. The Chair explained that they were being dealt with under the University's emergency management procedures.

The Head of UHSE highlighted some of the main issues:

- There had been a number of people who were using fume cupboards at the time and who did not understand what to do when the fans stopped. As this situation could potentially arise again, UHSE were following this up and were reviewing local business continuity plans.
- There were a number of people stuck in lifts. This had proved difficult to manage, but the contractor had arrived quickly.
- The University was reliant on pumps to circulate water around campus. The power cut meant that the pumps did not function so water supplies were reduced or lost and this included water to toilets.
- Almost all communications across campus were lost, including the mobile phone mast, which made the situation particularly difficult. Consideration was being given to having radios, like those used by Security Services, as a back-up communication system. Also obtaining a back-up generator for the phone mast was being investigated.

The Chair pointed out that Estates had advised that the likelihood of this happening again was slim, but lessons learned and potential contingency measures were being reviewed. This would therefore provide an opportunity to strengthen resilience.

It was noted that the generators in the Faculty of Science had worked, but the Faculty of Science Management Representative wondered if Estates had a managed plan for provision of smaller generators so that staff did not make their own, potentially inappropriate, arrangements in the event that the generators did not work. The Chair advised that departments needed to review their business continuity plans and, if they did not provide sufficient cover, liaise with Estates and revise their plans accordingly.

The likelihood of a reoccurrence being minimal was questioned. It was also suggested that departments had not been asked to feedback on their experience of the power cut. The UCU Representative therefore asked what actions and responsibilities were being undertaken aside from business continuity arrangements.

The Head of UHSE explained that local risks were foreseeable and should be included in a department's risk assessments e.g. for experiments, keeping fridges at the correct temperature. It was not practical to have battery back-up for lifts and he did not know of any other organisations that would do so – there were mechanical means of getting people out of lifts. The provision of individual generators may not be the solution and there would be a limit to what Estates could reasonably provide in such circumstances. However, if departments identified safety critical equipment or business continuity issues that warranted emergency power supplies then these should be addressed through the local business continuity planning process.

The Head of UHSE advised that Estates' Electrical Strategic Planning Manager had carried out a review of the power supply system and was of the opinion that there was a very low risk of such a wide-ranging power cut reoccurring.

The Chair advised that if departments wished to provide feedback on their experience of the power cut, they should contact the Chair, in his capacity as the University's lead on business continuity.

All

Smoking on the Library Balcony

The Students' Union Officer explained that during the exam period people had been smoking on the library balcony. The Head of UHSE pointed out that no one should be smoking within 3 metres of a building, but this was difficult to police and enforce. The Chair suggested that it may be necessary to make it clear that it was not acceptable to smoke on the balcony and, if this did not have the desired effect, access to the balcony could be closed.

The Head of Security Services suggested that the Students' Union Officer raised the matter with the Head of Library Operational Services. She agreed to do so.

SU Officer

Committee Membership

The Chair informed the Committee that the following people had been elected / re-elected to serve as staff representatives from 1 August 2018 to 31 July 2021:

Technical & Experimental - Brigitte Nunes Simoes Rodrigues
Education & Research - Mareike Posner
Management, Specialist & Administration - Melanie Torrance
Operations & Facilities Support - no nominations had been received for this position, although the deadline had been extended.

The Students' Union Officer confirmed that she would continue for another year.

The Chair thanked the following Staff Representatives who would be standing down from the Committee at the end of this academic year:

Technical & Experimental - Walter Guy
Management, Specialist & Administration - Chris Roche
Operations & Facilities Support - Ian Evans

837 DATE OF NEXT MEETING

Tuesday, 18 September 2018

The meeting concluded at 2.00pm

Chair: