

## UNIVERSITY OF LEEDS

## Facilities Directorate Health and Safety Committee

**Minutes of the meeting held on 11<sup>th</sup> July 2016**

**Present:** Dennis Hopper, Claire Copley, Nick Creighton, Jolene Firth, Steve Gilley, Beverley Kenny, Neil Lowley, Josie Ormston, Ian Robertson and Stewart Ross

**Apologies:** Lee Bryan, Louise Ellis, Neil Maughan and Paul Veevers

**In Attendance:** Alistair Cunliffe

**Minutes of the previous meeting**

15/66 **RECEIVED:** the minutes of the meeting held on 15<sup>th</sup> March 2016 (AGENDUM1)

**Matters arising from the minutes and actions**

15/67 The minutes from the previous meeting were approved and it was noted: SG confirmed that concerns in regards the contract finder system were ongoing however given the recent Brexit, the future of the public procurement system/OJEU was unpredictable.

**Incident Summary & Accident statistics report**

15/68 **RECEIVED:** the FD accident statistics Report (FDHS/15/14)

15/69 There had been no RIDDOR incidents to report during the period.

15/70 A significant near miss had been reported in regards a report that a lifeguard fell asleep. The lifeguard had taken sick leave but had since returned to work. Training for all staff would confirm the importance of being fit for work.

15/71 A medical student had suffered serious spinal injuries during a rugby match at Weetwood. The pitch had been checked before the game and a qualified referee was in place. Rugby Union Foundation was supporting the student.

15/72 A recent near miss had taken place when a staff member in the Engineering Building could not leave a room they had entered. The staff member should have not been allowed into the room as it had not been handed back from the contractor. Better controls rather than just a sticker on the door would be investigated. It was also possible that the lines of communication were not as good due to the Building Manager being on leave.

**Fire Risk Assessments & Fire Checks**

15/73 **RECEIVED:** a report on fire inspections (FDHS/15/15)

15/74 A number of areas had been identified in the report as having fire risk assessments that were out of date (Red). DH confirmed that these needed to be resolved as soon as possible. SG confirmed that he would push for the areas to be completed and hoped that CC could progress with this whilst JF was on leave.

**FD Annual Inspections Overview**

15/75 **RECEIVED:** the FD Annual Inspections Overview Report (FDHS/15/16)

15/76 JF noted that by the next meeting of the group, it was hoped that the dashboards would be available for distribution rather than the current format.

15/77 DH queried the dates illustrated within the document, and noted that some items should be amber rather than red. JF agreed that some changes were required, but hopefully the new format would address the issues. The audit would now take place through EQMS with actions turning red when dates are missed. SG agreed that the new system would be more effective and that ideally the Fire assessments would also

be incorporated into this system.

### **FD Health and Safety Objectives and Targets**

15/78 **RECEIVED:** FD H&S Objectives and Targets paper (FDHS/15/17)

15/79 The paper had been revised, however it was noted that the FD contractors guidelines document still needed to be updated and should have been completed by March 2016. Additional work was also needed with Security to fully align internal procedures to the 18001 standard. August and November 2017 had been targeted for Residences and Estates respectively in regards 18001.

### **FD Health and Safety Training Update**

15/80 JO noted that early discussions had commenced and ISS would scope out the system and review its interaction with SAP.

### **Britsafe Online Training Results**

15/81 **RECEIVED:** a copy of the results (FDHS/15/18)

15/82 JF noted that the overall scores for the online training were good. The results did not include areas such as the DLO and Cleaning as those without a PC completed classroom training instead. JO confirmed that these figures for non PC users could also be attained. DH agreed that these additional figures would be useful as often staff without PC access on site required the training more than most in regards Fire and Handling. The results achieved were all above the 80% University target.

### **Enforcing Bodies Interactions**

15/83 There had been no visits from the HSE, however there had been an incident on the LUU site with a previously surveyed area containing asbestos. McAlpines however did not believe that this incident should be reported. JF confirmed that the University had made it clear that we thought that it should have been.

### **Asbestos Strategy Group Update**

15/84 Year 2 of the project had now commenced with full updates being provided to the University H&S committee.

### **Update from Trade Union representatives**

15/85 NC confirmed that discussions with the contractors had intensified given the recent issue on the Engineering project.

### **Contractor Management Report**

15/86 **RECEIVED:** the Contractor Management Report (FDHS/15/19)

15/87 SG noted that of the 594 interactions during the period, 37 visits were identified as failing to meet expectations with 16 falling into the bottom category of Poor. The recent difficulties onsite with Western Building Systems may well have skewed the figures. The next period onsite over the Summer would be the busiest of the year.

### **Feedback from FD Health and Safety Management Groups**

15/88 SR noted that there had been further discussions in regards footwear provision within Cleaning Services. NC noted that he believed that the request was only for footwear to be provided when a staff member specifically requested them.

15/89 SG noted that he would monitor the effect of the DLO move to the GSC particularly in regards manual handling. SG would check that the old Estate Services Building had been powered down and was not accessible. It was also being used for mock offices for the NEQ project.

**University of Leeds H&S Committee Agenda – for information**

15/90 **RECEIVED:** a copy of the University Health and Safety Committee Agenda (FDHS/15/20)

15/91 The group received the Agenda and it was noted:  
The Smoking Policy presented had suggested that students would need to go off campus to smoke. A Working Group would be formed to discuss the issue and would include Leeds Union and the Trade Unions. The practicalities of enforcing this type of policy would be difficult given the number of public highways on campus.