

UNIVERSITY OF LEEDS

Facilities Directorate Health and Safety Committee

Minutes of the meeting held on 15th March 2016

Present: Ian Robertson (Chair in place of DH), Louise Ellis, Jolene Firth, Steve Gilley, Beverley Kenny, Josie Ormston and Paul Veevers

Apologies: Lee Bryan, Nick Creighton, Dennis Hopper, Mike Howroyd, Neil Lowley
Neil Maughan and Stewart Ross

In Attendance: Alistair Cunliffe

Minutes of the previous meeting

15/37 **RECEIVED:** the minutes of the meeting held on 18th November 2015 (AGENDUM1)

Matters arising from the minutes and actions

- 15/38 The minutes from the previous meeting were approved and it was noted:
- a) SG confirmed that the fire warden issues within Estates had yet to be resolved, however as all staff were due to move to a new building this should no longer be an issue. JO confirmed that the Fire Wardens would still be needed within the new FD Building.
 - b) Communications were ongoing with the Mail Room staff in regards the proposed relocation into the Roger Stevens Building.
 - c) Concerns in regards the Go Getters speeding around campus had been raised by SR. Peter Rous had met with Go Getters and re-iterated the safety standards expected.

Incident Summary & Accident statistics report

15/39 **RECEIVED:** the FD accident statistics Report (FDHS/15/08)

15/40 There had been no RIDDOR incidents to report during the period for either Staff or Non Staff.

15/41 It was believed that SR was looking into the significant near misses involving reports of a lifeguard not being fully awake whilst on duty. A further 3 allegations of other staff being asleep had also been made.

15/42 A window had fallen into a room in Sentinel Towers Block B with the resident fortunately able to hold the window before it fell onto him. IR confirmed that a report into the incident had been completed. The replacement of the windows was within the 2018/19 spend plan and was a large investment of circa £700K. The overall size of the window meant that the hinges often failed. Locks had been fitted to prevent the windows from being opened. It was a concern that the windows had recently been serviced but no issues had been picked up. IR was also concerned about the response time from the MTC and also that the works were often sub-contracted often leading to a 15 day delay. The report recommended that when a window could not be locked, an immediate emergency call out was required. SG had spoken with the sub-contractors who had claimed that the issue had arisen via students not using the windows correctly.

Fire wardens inspections report

15/43 **RECEIVED:** a report on fire inspections (FDHS/15/09)

15/44 JF noted that in the long term EQMS would replace the current format of the report. EQMS was starting to be used for reporting with a gradual migration from Reevo

which would close once the documents had been mirrored.

FD Annual Inspections Overview

- 15/45 **RECEIVED:** the FD Annual Inspections Overview Report (FDHS/15/10)
15/46 JF confirmed that EQMS should be used to produce this report for the next meeting. The issues identified within the Estates Building were to be discussed at the forthcoming Estates H&S committee with Craig Hirst and Mathew Tidmarsh.

FD Health and Safety Objectives and Targets

- 15/47 **RECEIVED:** FD H&S Objectives and Targets paper (FDHS/15/11)
15/48 The FD H&S Objectives were FD wide, however each service also had their own objectives. JF confirmed that monitoring across all areas was taking place.

Key work across the FD including Statutory Compliance/EQMS Update/Great Hall Incident Update

- 15/49 In regards Statutory Compliance SG noted that it had become clear that some of the technical officer's performance was patchy. Given that issues such as water hygiene were high risk, an IT system was needed asap. It was noted that EQMS did have a compliance module available. PV also noted that a cultural shift was also key within departments and this therefore needed to be balanced with the need for IT, as users needed to buy into using any new system. IR confirmed that Reevo was currently used in residences for this issue but was likely to transfer over to EQMS.
15/50 A structure for EQMS was being developed for all areas. Fire Officers were being asked to place all of their items on EQMS with the belief that eventually all users will look on this system daily.
15/51 The spotlights within the Great Hall would now be replaced following the incident during Degree Ceremonies. Operational arrangements would also be changed so that the lighting system could only be accessible via a permit system.

FD Health and Safety Training Update

- 15/52 JO confirmed that progress was being made with the Training Update and following meetings with ISS they had agreed to work with the FD to move the project forward.

Enforcing Bodies Interactions

- 15/53 There had been no enforcing bodies interactions during this period.

Asbestos Strategy Group Update

- 15/54 PV and SG noted concerns in regards having multiple contractor's onsite. SG also noted that the volume of activity was an issue and its interaction with the Capital Programme. The duct along Cemetery Road would be completed this Summer and given the ongoing works in and around Engineering and possibly NEQ, then this area of campus would be very busy.

Update from Trade Union representatives

- 15/55 No Trade Unions members were in attendance.

Contractor Management Report

- 15/56 **RECEIVED:** the Contractor Management Report (FDHS/15/12)
15/57 There had been a significant decrease in interventions during the recorded period. The number of complaints however saw a significant increase and this could be directly related to an initiative by the safety team and enhancements to SOTER to encourage the reporting of complaints. SG believed that there was likely to be an increase in reports on SOTER given that circa £125M of refurbishment would be on campus over the next year.
15/58 There were several incidents reported in regards Galliford Try in the Engineering project. However Galliford Try had responded well to the issues and also a lot of the reports on Sentinel were in regards dust which was difficult to resolve. One member of

their staff had fallen through a roof light but was luckily not injured. Galliford' s had taken this issue seriously and would produce an action plan.

15/59 PV had confirmed to the University H&S Committee that he was not concerned about an increase in the number of reports as the University should always want to know about any issues so that lessons could be learnt and problems prevented in the future.

15/60 There was a concern with the overall performance of Western Building Systems who were onsite with the new FD Building, as their overall H&S performance was poor and was not at the same level as expected by the University. SG would speak with procurement as contractors who won tenders via the contract finder system had to be accepted and could lead to a poor calibre of contractor being allowed onsite.

Feedback from FD Health and Safety Management Groups

15/61 SG believed that the new format of the Estates Management Group allowed for more transparent discussions between the teams and had been positive.

15/62 IR was pleased that there was a close relationship between Residences and Craig Reed developing.

15/63 BK noted that training for EQMS was the main challenge within Commercial services at the moment as staff were not used to the new system yet.

University of Leeds H&S Committee Agenda – for information

15/64 **RECEIVED:** a copy of the University Health and Safety Committee Agenda (FDHS/15/13)

15/65 The group received the Agenda for information only.

Minute	ACTION	OWNER
15/60	SG would speak with procurement in regards concerns with the contract finder system producing contactors (such as Western Building Systems) who did not meet University standards of Health and Safety onsite.	SG