

UNIVERSITY OF LEEDS

Facilities Directorate Health and Safety Committee

**Minutes of the meeting held on 6<sup>th</sup> November 2017**

**Present:** Dennis Hopper (Chair), Steve Gilley, Nick Creighton, Louise Ellis, Ian Robertson, Claire Copley, Rik Hutchins, Lee Bryan and Joanna Hynes

**Apologies:** Neil Lowley, Neil Maughan, Paul Veevers, Jolene Firth, Nickie Smith and Stewart Ross

**In Attendance:** Tracey Senior

**Minutes of the previous meeting**

17/01 **RECEIVED:** the minutes of the meeting held on 3<sup>rd</sup> July 2017 (AGENDUM1)

17/02 The minutes were approved by the group and it was noted that the ventilation and water supply issues at the GSC were now resolved. NC expressed disappointment at the length of time taken for this matter to be resolved.

17/03 An update regarding Fire Safety / Cladding was provided by SG who advised that the recladding of Sentinel Towers was in progress. A letter had been issued to Bam Construction regarding the Brenner building, in order to understand the cladding specification. A reply was awaited. DH suggested a matrix was set up detailing buildings with cladding which could provide an audit trail of discussions and actions taken.

**Brief overview of Inspections and Incidents this Quarter**

17/04 **RECEIVED:** Inspections and Incidents Report (FDHS/17/1 & FDHS/17/1A)

17/05 The group reviewed the report, it was noted:

- a) All formal annual H&S inspections had been carried out in accordance with timescales.
- b) There were still some actions that had not been closed out despite being raised numerous times. It was thought that EQMS could be utilised to improve the process – please refer to 17/06.
- c) There had been 2 significant student related incidents. The first incident was discovered after a wallet and glasses were found at the foot of a ladder in a light-well adjacent to the Engineering building. Police attended the scene as blood was seen at the foot of the ladder. Whilst unclear, it would appear an intoxicated student fell down the ladder in the early hours of the morning of 20<sup>th</sup> September 2017. The second incident involved a student falling from a 3<sup>rd</sup> floor kitchen balcony at the rear of Block B at Leodis. He reportedly suffered broken ribs and injuries to his back. According to witnesses, the student had been intoxicated and decided to climb over the balcony. No defects were found with the balcony and regular checks were undertaken. More details can be found in the report.
- d) There were 2 RIDDOR reportable incidents and one significant near miss. A roll cage door had been taken off and landed on to a staff members toe in the Refectory. An Estates member of staff hurt their back when lifting a manhole cover at St Marks Residences. He acknowledged that he shouldn't have tried to lift the cover by himself. A hot cupboard fell off a tail lift at the rear loading bay at the Edge. This was very heavy and it was fortunate that no one was injured. Staff have been reminded of tail lift safety procedures.

17/06 CC advised that all of the operational annual fire risk assessments were in date and weekly fire testing carried out. Concern was expressed regarding the Open Fire Actions and the length of time taken for these to be closed out. CC advised that they were working closely with the Maintenance Team to make improvements in this area. DH thought that clear ownership was needed so that these items could be closed down and requested that JF/CC look in to this and agree a process to better manage the open actions. SG requested that Paul Veevers look in to the possibility of using EQMS to log fire inspections / actions more broadly across the University and to identify any barriers for using an electronic logging system. CC thought that this could be implemented as part of the inspection module. The Worsley LT / Level 6 were discussed and SG advised that Mo Azam (Fire Safety Manager) was working on the fire strategy as concerns were raised in relation to building numbers and identification of fire doors.

### **Focus Topic This Quarter: Compliance Management**

17/07 RH advised that he had been asked to revisit the fire audit undertaken over the summer of 2015 to provide reassurances in relation to fire safety systems and processes. This focuses upon asset data, maintenance strategy, completion of log books and how security deal with activations and faults amongst other areas. Initial walk round of 18 buildings found that 11 of the fire panels were in fault. A potential issue of reporting panels in fault back to Estates is also a concern, as Security is now understood not to be reporting faults back to Estates. A number of log books were also found to be missing or not being completed. RH provided reassurance that even when a fire panel is in fault, the alarm would sound in the event of a fire. RH was also able to reassure the meeting that a number of improvements were identified by having a dedicated fire team and additional resources associated with the Asset Team. SG said that issues with faults had been highlighted recently and expectations for Security needed to be agreed and set. JH advised that a lot of work was going on in the background with regards to fire strategy. It was thought that building information was not easily accessible by the control room and investigations were taking place as to how this could be centralised and made more accessible. RH advised a full report would be issued before the next meeting.

17/08 CC advised that a meeting had taken place with Allianz regarding Statutory Compliance and that progress was being made.

### **Enforcing Bodies Interactions**

17/09 There had been no interactions during the period.

### **Update from Trade Union Representatives**

17/10 No issues were raised by NC.

17/11 LB advised that problems were being encountered at the GSC loading bay with the current 10 minute waiting period being insufficient to load / unload vans. Wardens were issuing tickets despite vans clearly belonging to UoL. SG will investigate and try to agree a longer waiting time. LB thought 30 minutes was more realistic.

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

17/12 **RECEIVED:** a copy of the University Health and Safety Committee Agenda (FDHS/17/2)

17/13 The agenda was received for information. NC attended the meeting and a general update was provided. NC advised that Estates were 2<sup>nd</sup> on the league table for Brit Safe Compliance behind FBS. A working group was being set up to look in to a smoke free campus. PV would be working on papers for H&S Policy, Protocols and Partnership Agreement

**Other Business**

17/14

RH advised that he will be attending a workshop on the reduction of risk towards vulnerable road users including pedestrians and cyclists caused by construction traffic. The subjects under discussion will be looking at standards for deliveries to construction sites, reducing left turns and vehicle checks on entry to site amongst others. These methods have be implemented in London and have been proven to reduce fatalities. SG said that he had concerns re the larger construction vehicles and ICEPS.

<b>Minute</b>	<b>Action</b>	<b>Owner</b>
17/03	Building matrix to be set up detailing buildings with cladding to provide an audit trail.	SG
17/06	To investigate a better system for ownership of open actions and the more timely closing out of these actions.	JF
17/06	To look in to the possibility of using EQMS more broadly across the University to log fire inspections and actions.	SG/PV
17/07	To issue a report following a review of the fire audit.	RH
17/11	To resolve issues re time allowed for parking by Estates vehicles in the GSC loading bays.	SG