

UNIVERSITY OF LEEDS

Facilities Directorate Health and Safety Committee

Minutes of the meeting held on 3rd July 2017

Present: Dennis Hopper (Chair), Jolene Firth, Steve Gilley, Nick Creighton, Louise Ellis, Josie Ormston, Ian Robertson, Nickie Smith and Stewart Ross

Apologies: Lee Bryan, Claire Copley, Rik Hutchins, Neil Lowley, Neil Maughan and Paul Veevers

In Attendance: Alistair Cunliffe

Minutes of the previous meeting

16/59 **RECEIVED:** the minutes of the meeting held on 6th March 2017 (AGENDUM1)

16/60 The minutes were approved by the group and it was noted that there had been several meetings in regards the ventilation and water supply issues at the GSC. A contractor was now onsite to attain a quote for the required works.

Introduction to the proposed new agenda structure

16/61 Following feedback from previous meetings JF had amended the agenda/papers. A general paper had been produced in regards inspections and incidents. The group would now also discuss a different focus topic every meeting.

Brief overview of Inspections and Incidents this Quarter

16/62 **RECEIVED:** Inspections and Incidents Report (FDHS/16/17)

16/63 The group reviewed the report and it was noted:

- a) All formal annual H&S inspections were up to date for this quarter.
- b) There were still some actions that had not been closed out by the target dates set by the auditor. The FD H&S team were working with individuals to address this issue which may have been due to not correctly logging their actions via EQMS.
- c) Estate Services underwent an internal OHSAS 18001 audit by Health and Safety Services. Although concerns were raised during the audit about the GSC, it had been agreed that Estate Services will be ready for an external OHSAS 18001 audit in September. Once achieved it was envisaged that the FD would hold a joint accreditation rather than sitting separately.
- d) There had been a potentially serious incident reported at the GSC with a subcontractor for Engie being stopped whilst erecting a tower scaffold as they were in close proximity to a live electrical conductor. There appeared to be a breakdown in the communication of risk assessments and safe systems of work. There was also still confusion in regards the University role within the project. The University believed the 'client' to be the NHS, but the NHS believed there was a joint responsibility. A meeting was to be arranged between the University, Engie and the NHS to resolve.
- e) A window at Central Village had fallen in to a student's room for the 2nd time. After the first incident all windows in the building were subject to inspections and the mechanisms in this particular window was replaced. The cause of the fault was unknown.

16/64 The majority of the building fire risk assessments for FD buildings were still out of date. JF noted that there was no consistency across the University with limited sharing of information to confirm that there was a building fire risk in place. The group agreed that this issue needed to be resolved as soon as possible. JF suggested that a consultant could be brought in to complete the assessments due to the volume required. Concerns were also raised with the building fire risk assessment in the

Union. SG confirmed that this should be within the landlord's responsibilities but would confirm this for DH, so that re-assurance could be provided. NC confirmed that fire safety management was discussed at the LUU H&S committee however he was unsure if this was documented.

Focus Topic This Quarter: Fire Management

- 16/65 The Health and Safety team had been working with IR and SG to review the cladding /fire management strategies for residential and academic buildings. Samples had been taken from residences for testing with the results due back shortly. Questions had also been asked of the University Residential partners such as Downing in relation to the Central Village. Samples were also being taken from academic buildings however it was noted that most were below 18 metres tall and therefore did not fall within the risk category. SG confirmed that once the results had been received then a review of the best way forward would take place.
- 16/66 DH queried whether any of the residential properties had 'stay put' policies in place. IR confirmed that phased evacuations were normal practice for University residential buildings. If one alarm was activated then the block would leave. If a fire was detected in the adjacent room, then all of the building would be evacuated.
- 16/67 SG asked for members to respond to the queries from HEFCE in regards the cladding issue. Several of the questions were proving difficult to answer. For example the form asked about students who were not within University Residential accommodation, which would be difficult to identify. LE suggested that Banner could be used if student's addresses were required. DH believed that the University should be proactive in trying to provide re-assurance to all students. Therefore students should be asked to contact the University if they had any concerns in regards the building that they were living in. Re-assurance also should be communicated to all staff and students via the website.
- 16/68 JF noted that weekly fire alarm tests were being rolled out across the University with the role responsibilities currently being identified. JF confirmed to DH that the tests were completed at different times across the campus to avoid confusion.
- 16/69 A review of how many buildings were not connected to Security was taking place with potentially over 200 not connected.

Enforcing Bodies Interactions

- 16/70 There had been no interactions during the period.

Update from Trade Union Representatives

- 16/71 No issues were raised by the Union representatives.

University of Leeds H&S Committee Agenda – for information

- 16/72 **RECEIVED:** a copy of the University Health and Safety Committee Agenda (FDHS/16/18)
- 16/73 The agenda was received for information.