

UNIVERSITY OF LEEDS

Facilities Directorate Health and Safety Committee

**Minutes of the meeting held on 25<sup>th</sup> October 2016**

**Present:** Dennis Hopper, Claire Copley, Nick Creighton, Louise Ellis, Josie Ormston, Stewart Ross and Paul Veevers

**Apologies:** Lee Bryan, Jolene Firth, Steve Gilley, Rik Hutchins, Neil Lowley, Neil Maughan and Ian Robertson

**In Attendance:** Alistair Cunliffe

**Minutes of the previous meeting**

16/01 **RECEIVED:** the minutes of the meeting held on 11<sup>th</sup> July 2016 (AGENDUM1)

16/02 The minutes were approved by the group.

**Membership and Terms of Reference as 1<sup>st</sup> meeting of 2016/17 session**

16/03 **RECEIVED:** a copy of the Membership and Terms of Reference (FDHS/16/01)

16/04 The Membership and Terms of Reference were approved by the group.

**Summary & Accident statistics report**

16/05 **RECEIVED:** the FD accident statistics Report (FDHS/16/02)

16/06 There had been a total of 27 incidents recorded during the period 25<sup>th</sup> June – 30<sup>th</sup> September 2016. This was a relatively low number for the period with the team looking to ensure that this was not due to a lack of reporting.

16/07 DH noted that it would be useful to show accident statistics for the wider University. PV confirmed that it was possible to provide year on year statistics for the previous 5 years. DH agreed that it would be useful to provide this information for one FD H&S meeting a year. CC would look to provide this information for the next meeting.

16/08 There had been a Significant Near Miss with a ballast in a banner on the front of the Roger Stevens building becoming loose. The area was immediately cleared by Waterside café staff and Estates Services were contacted. Tool box talks had been given to Estate Services Staff on securing banners. SR noted how pleased he was with the staff response in the café.

**Fire Risk Assessments & Fire Checks**

16/09 **RECEIVED:** a report on fire inspections (FDHS/16/03)

16/10 Excellent responses in regards Fire Risk Assessments had taken place, with the 2 issues identified having being resolved. LE queried why the bike hub did not appear on the list. CC believed that the risk assessments were taking place, but would check which list they should appear on.

16/11 A building risk assessment was to be completed for Residential Services in mid-November which would be reported outside of this group. DH queried whether all non-residential buildings would also be assessed. PV confirmed that following discussions at the University H&S committee, a programme of assessment was to be developed and this would be implemented via the 2 new appointments as fire officers. It was envisaged the work would take 6-12 months to complete due to the high number of buildings. Once the residential building risk assessments were complete, a review of costs and performance would take place, before deciding whether to review all buildings internally or outsource the work.

### **FD Annual Inspections Overview**

- 16/12 **RECEIVED:** the FD Annual Inspections Overview Report (FDHS/16/04)
- 16/13 CC noted that the format of this report would change again before the next meeting to make it more accessible and relevant. DH confirmed that ideally a summary sheet on the front should be included next time with the details as an appendix. CC also hoped to have a dashboard available for the next meeting.
- 16/14 Several issues had been identified at the Dalehead site and corrective actions were being worked on to resolve all as soon as possible. SR confirmed that he had met with the service managers and pushed them to close out the actions. The list was useful as a way of tracking that the actions were being completed.
- 16/15 The report illustrated a number of open actions from all inspections carried out on EQMS and noted when action target dates had expired.

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

- 16/16 **RECEIVED:** FD H&S Objectives and Targets paper (FDHS/16/05)
- 16/17 The need to undertake a review and provide ongoing support for the improvement of fire management had been identified as Red on the report. CC confirmed that this action was awaiting the fire strategy group which was due to meet in November.
- 16/18 The report was due for a refresh to be aligned to the safety policy for the 2016-18 period. DH confirmed that feedback about the objectives should be requested before the update. SR queried how it was possible to understand when some of the objectives were met, e.g. to ensure effective H&S training, communication and monitoring. DH agreed that there needed to be a way to reasonably measure outcomes and noted that a dashboard that confirmed overall compliance, with the detail behind it, would be useful to see the bigger picture.

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

- 16/19 JO confirmed that EQMS training module developments were ongoing with Lynn Cubbon project managing. The interaction between SAP and EQMS were key and would take time to establish. It was now believed that SAP could communicate with the system, therefore it was just the logistics that were now to be established. Eventually the system would be able to confirm when training hadn't been completed. PV confirmed that similar logistical issues had been identified with the Britsafe system and a middle function was developed to communicate with SAP. CC confirmed that face to face training was taking place for cleaners etc. DH still wanted the system to provide assurances that those without access to PC's were receiving training as and when required.

### **Training Results for the Facilities Directorate**

- 16/20 **RECEIVED:** a copy of the results (FDHS/16/06)
- 16/21 The results were reviewed by the group.

### **Asbestos Strategy Group Update**

- 16/22 The tenders for the 2<sup>nd</sup> Phase were being reviewed with Phase 1 works due to complete shortly. PV would keep the University H&S committee updated with the progress and Rik Hutchins would be asked to provide a report for the next University H&S meeting in February.

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

- 16/23 NC confirmed that issues raised outside of the meeting had been dealt with adequately.

### **Contractor Management Report**

- 16/24 **RECEIVED:** the Contractor Management Report (FDHS/16/07)
- 16/25 There had been a significant near miss at the Bodington Sports Pavilion site when a

telehandler overturned. An incident report had been received which indicated that the cause was human error resulting from the operator lifting from an incorrect overloading and lifting position. The incident was considered a RIDDOR reportable incident.

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

- 16/26 SR noted that issues with the refurbished lecture theatres had now been resolved.
- 16/27 The Critical Incident Management Plan had been discussed with work ongoing and a link to the Secretariat. DH requested that a progress update be brought to the next meeting of this group. PV confirmed that the session had identified several issues to be reviewed. PV also noted that the latest HASMAP showed a low score and this had also been fed back to the Secretariat with actions to progress.

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

- 16/28 **RECEIVED:** a copy of the University Health and Safety Committee Agenda (FDHS/16/08)
- 16/29 The group received the Agenda and it was noted that the VC's awards for H&S would move back to the end of 2017 to tie in with other awards such as Sustainability.

<b>Minute</b>	<b>ACTION</b>	<b>OWNER</b>
16/07	CC would provide accident statistics for the whole University at the next meeting. This report would then be provided to the FD meeting once a year.	<b>CC</b>
16/10	CC would check which Fire Risk assessment the Bike Hub should be included, as it did not appear on any list.	<b>CC</b>
16/27	A Critical Incident Management Plan progress update was required at the next FD H&S meeting for the.	<b>CC</b>