

UNIVERSITY OF LEEDS

Facilities Directorate Health and Safety Committee

Minutes of the meeting held on 6th March 2017

Present: Steve Gilley (Chair), Lee Bryan, Claire Copley, Nick Creighton, Louise Ellis, Ian Robertson, Stewart Ross and Paul Veevers

Apologies: Jolene Firth, Dennis Hopper, Rik Hutchins, Neil Lowley, Neil Maughan and Josie Ormston

In Attendance: Alistair Cunliffe

Minutes of the previous meeting

16/30 **RECEIVED:** the minutes of the meeting held on 25th October 2016 (AGENDUM1)

16/31 The minutes were approved by the group.

FD H&S Committee Report (1 Oct – 31 Jan)

16/32 **RECEIVED:** the Committee Report (FDHS/16/09)

16/33 Fire Wardens checks across the FD were on the whole complete, however there were some gaps and managers had been made aware.

16/34 There had been 1 reportable incident related to a member of Estate Services tripping over a bollard. There were no major trends identified over the recent period, although an increase often occurred over the forthcoming Summer period. PV noted that there had been an increase in the number of sharps incidents within Faculties and this was being reviewed.

16/35 IR noted that a survey of the windows at Central Village had confirmed that there was not a common fault, and that the incident recorded in December should not occur again. However an annual inspection would take place to ensure that there was no repeat.

16/36 A successful rescue of 2 children had taken place during a swimming lesson with the teacher not having control of the lesson. A full review had taken place with extra control measures now in place to prevent this issue from occurring again.

16/37 The staff at the new GSC were concerned about the lack of mains drinking water and no showering facilities. In the wood working area local exhaust ventilation for the machines had been fitted but general ventilation still needed to be addressed. Managers were aware of these issues and were working with the NHS to resolve. NC and LB noted that it would be useful to be provided with regular updates in regards progress made.

Incident By Type – 3 Year Review

16/37 **RECEIVED:** the Incident by type review (FDHS/16/10)

16/38 As requested a 3 year review of accidents had been produced, which showed a similar incident pattern across the years with no upward or downwards trends in any classification of note.

Formal Annual Inspections Overview

16/39 **RECEIVED:** the formal Annual Inspections Overview Report (FDHS/16/11)

16/40 The report identified all areas that had received inspections since the previous meeting. Compliance levels were generally good with the bike hub being a main area of focus this period. No inspections had yet taken place of the facilities within the GSC.

Significant Open Actions

- 16/41 **RECEIVED:** Significant Open Actions Report (FDHS/16/12)
- 16/42 The temperature at The Edge reception had been recorded and found to be below 16C at times. A barrier had now been provided and the new arrangements for the accessible doors placed to prevent heat loss. SG noted that there was a similar issue with the Boyle Library accessible doors and potentially a key fob access may need to be provided.

Fire Safety Report

- 16/43 **RECEIVED:** Fire Safety Reports (Oct-Jan) (FDHS/16/13)
- 16/44 CC was hopeful that the introduction of EQMS would prompt users more efficiently when risk assessments were due.
- 16/45 No fire checks had been undertaken at the GSC since occupancy. The safety team had completed a check; flammable storage was required and 20% of staff needed face to face fire training. CC would speak to Craig Hirst and would email LB with the proposed dates to resolve this issue.

Draft H&S Objectives

- 16/46 **RECEIVED:** a copy of draft H&S objectives (FDHS/16/14)
- 16/47 The current H&S Objectives were being reviewed. A recent talk from Eversheds had proved to be very useful. PV confirmed that there were mop up sessions planned following the talk, with a review as to how the information could be shared with various levels across the University, with the training cascaded.
- 16/48 PV confirmed that a review of the H&S policy were due and would consider the responsibilities within different groups. NC noted that the real life examples provided via Eversheds were very useful as they provided a real impact.

Critical Incident Management Plan Update

- 16/9 Lots of work had taken place with the Secretariat and all Faculties had been asked to provide 4 contacts who could gain access to a building. Having a correct list of contacts was key so that the staff were available for a conference call if required. It was essential for MS Outlook to be up to date, with a paper copy also available as backup. SR did not want the paper option to be the only option available for Security given the constant changeover of numbers.
- LB noted his disappointment at the number of temporary staff being appointed within Security currently, who were often not aware of the campus and therefore often found it difficult to locate keys/provided access. SR confirmed that the mix of permanent / temporary security staff was constantly being reviewed, however this issue would be noted with the Head of Security.

FD Health and Safety Training Update

- 16/50 An internal audit in November 2016 had confirmed that training levels were good, however the evidence and audit trail was poor. A full report was still awaited from PWC despite several requests.

Enforcing Bodies Interactions

- 16/51 There had been a visit at Devonshire Hall with information requested from the fire team. No further visits had been arranged following this meeting.

Asbestos Strategy Group Update

- 16/52 SG noted that there had been an issue identified with the vertical ducts, with the previously signed off Business Case only noting the horizontal ducts. The project had also revealed rooms that were not clean as previously identified and a weaknesses in the asbestos database. Therefore a further portfolio of surveying/fact finding was required. The team were keen to make sure that the horizontal ducts were not re-

contaminated due to the further works. A paper was due to be submitted to the next University H&S committee which would illustrate the proposed programme of works.

Update from Trade Union Update

16/53 No specific items were identified by the Trade Union representatives.

Contractor Management Report

16/54 **RECEIVED:** the Contractor Management Report (FDHS/16/15)

16/55 SG confirmed that the campus was busier than ever in regards contractor work onsite. A number of concerns had been raised in regards the LUU site access, however working with the contractor had helped to address these problems

Feedback from FD Health and Safety Management Groups

16/56 LE noted that the ISO 14001 was audited recently and passed with good comments received.

University of Leeds H&S Committee Agenda – for information

16/57 **RECEIVED:** a copy of the University Health and Safety Committee Agenda (FDHS/16/16)

16/58 A paper would be taken to the Executive group shortly with the Smoke Free campus proposals.

Minute	ACTION	OWNER
16/37 & 16/45	CC would provide updates to NC and LB in regards H&S ventilation, water facilities and Fire Safety check issues identified within the GSC Building.	CC