

THE UNIVERSITY OF LEEDS

Facilities Directorate Health and Safety Committee

**Minutes of the meeting held on 20<sup>th</sup> February 2018**

**Present:** Dennis Hopper (Chair), Louise Ellis, Ian Robertson, Nickie Smith, Paul Veevers, Rik Hutchins, Jo Hynes, Nick Creighton and Claire Copley.

**Apologies:** Steve Gilley, Jolene Firth, Stewart Ross, Lee Bryan, Neil Lowley and Neil Maughan.

**In Attendance:** Tracey Senior

**Minutes of the previous meeting**

**RECEIVED:** the minutes of the meeting held on 6<sup>th</sup> November 2017 (AGENDUM1)

17/15 The minutes were approved by the group.

**Matters arising**

17/16 **17/03** – PV confirmed that the building cladding matrix is under development and is around 75% complete. When complete the document will be shared. PV will provide an update at the next meeting.

17/17 **17/06** – CC confirmed improvements had been made with the ownership and closing out of open actions with action lists issued and clearer information on EQMS. RH tabled a report showing a list of outstanding fire related actions, of the 65 listed, 35 were 1 month or more old. The initial report was provided by the Helpdesk although Majid Khan thought the report would be better coming from the Asset Team. RH will discuss this with David Kellett to see if a report can be developed to monitor date raised and due / actual closed dates and provided at future meetings. CC confirmed that works were due to take place on the EQMS dashboard in September and hoped that these developments would enable the use of EQMS across the University for fire inspections / actions.

17/18 **17/07** – The fire audit report was issued by RH.

17/19 **17/11** – RH advised that additional spaces had been made available for the GSC at the back of Worsley. Majid Kahn had been in contact with NHS to ask if waiting times could be extended to enable the load / unload of Estates vehicles at the GSC and he was currently awaiting a response. LE asked if a charging point could be made available for vehicles and RH agreed to speak to Majid and revert.

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

**RECEIVED:** Inspections and Incidents Report (FDHS/17/3 & FDHS/17/3A)

17/20 The group reviewed the report and it was noted:

- a) 14 annual H&S inspections undertaken this quarter.
- b) A number of actions remain open, some of which involve ongoing works managed by Estates. Progress updates are being chase periodically. CC advised that more managers were carrying out formal / informal inspections and were working closely with Estates to try and close down outstanding actions. Work continues with Security to work through the actions identified. A site visit to the outdoor centres with Will Patterson, Estate Colleagues and fire alarm engineers had just taken

place to try and address open actions and queries, hopefully by the end of March these will be resolved. A local caretaker is being arranged at Dalehead which should help the management of the site.

- c) There were 3 RIDDOR reportable incidents this quarter:-
- i) A member of staff cut their hand on a knife that had been stored incorrectly and needed stitches, which resulted in an absence of over 7 days. A talk had been given to all kitchen staff about the importance of storing knives correctly.
  - ii) A member of the public fell down stairs in the Great Hall during the degree ceremonies. The lack of a handrail at the start / end of the stairs was highlighted as a possible cause and as a result of this a work order was raised with Estates to add to the existing handrail.
  - iii) A DLO joiner removed a door from Worsley building and took it back to the joiners' workshop in the GSC to create a vision panel in the door. On cutting the removed panel down the wood split and exposed suspect asbestos material within the door. The H&S Team were contacted immediately and the room was sealed. The Asbestos Team attended and confirmed that the suspect material was asbestos and arranged for a licenced removal contractor to attend site and carry out a localised clean and removal of the waste receptacles, LEV waste bag and IP's clothes. Reassurance air testing was also carried out. Investigations revealed that the asbestos register was not checked by the joiner. Vision clearly shows an entry on each floor for the Worsley building that all 1 hour fire doors and frames have an asbestos layer sandwiched inside. Asbestos awareness training had been rolled out to DLO staff the week prior to the incident and because of this training the joiner recognised the split wood as containing asbestos. A safety alert was issued to raise awareness. A review of providing easier access to the Vision system was being undertaken with the possibility of a hand held device being provided to DLO to enable access to Vision from site. Currently the DLO access Vision from the PC in the GSC office or ring the Asbestos / H&S Team for information. The possibility of asbestos information being printed on work orders via SAP was also being investigated. DH requested that a cost be obtained for replacing the doors in Worsley – RH to ascertain number of doors of this type and costs to replace. IR suggested an alternative solution could be to replace doors, when it was considered a viewing panel was needed.
- d) There were 3 Significant Near Misses this quarter.
- i) The conference office saw a man lying down on top of the fire escape structure on the roof to level 3 of the University House building. Security provided an excellent response however no-one was found and there was no evidence of physical harm. There have been a few occasions when this roof has been accessed but when checked doors are locked. It is thought by Security and LUU that it is common for free runners and people trying to attend events for free to access via the roof of Cromer Terrace gym reception or the roof garden.
  - ii) Security attended a report that a metal facade had fallen within the entrance lobby at Civil Engineering. A student was exiting the door at the time and the door appeared to catch the facade causing it to fall. The fact that the door was open and that there were data cables connected prevented it from falling on to the student. Electricians were called and the

cables / area were made safe prior to Pro Doors attending. New securing bolts were fitted to this and the other facade on Woodhouse Lane.

- iii) A ceiling light fell from its fittings in the Refectory kitchen narrowly missing a member of the catering staff. Power was switched off, Estates were called out and removed the lights. A work order was placed to check the lights as concern over lack of maintenance.
- e) H&S Concerns regarding the locations / use of defibrillators on Campus following 2 staff members having heart attacks recently. The issue has been raised with the VC. A review of defibrillators is being undertaken and the location map revised to incorporate locally bought de-fibs. A meeting has been organised to discuss location of units with the Estates member of staff who raised the issue and faculty safety managers to discuss locations of units and whether more should be purchased. The cost of these are approx. £1k per unit. PV said that during the review it was found that some local areas had purchased defibrillators and that work was underway to take these under central control, co-ordinate training and provide updated information regarding locations. Defibrillator positions would be reviewed in relation to populated areas. RH advised that on big construction sites (£2.5million+) it was a condition that a defibrillator was kept on site. The provision / location of defibrillators was covered within the H&S induction training sessions. PV is to present the outcome of this investigation to the H&S Committee.

#### **Focus Topics This Quarter**

**RECEIVED:** Compliance Management (FDHS/17/4)

- 17/21 First report reviewed all compliance areas, other than fire management, and assessed progress against previous compliance management reports. Significant improvements were made including the migration of documents to Up2date, where previously there had been a reliance on paper and documents being stored on desktops or different places on N drive. A number of actions were raised as a result (detailed in the report) and there will be a review meeting within the next 6 months.  
Work is progressing for Estates to become the Gatekeepers for assets on the Allianz data base across the University. This will involve reviewing the resource implications to achieve this. Craig Hirst and the asset team are keen to develop this area.

- 17/22 Second report focused on fire alarms and emergency lighting. Significant improvements have been made in all areas, with the exception of the monitoring systems used by Security. Up2date has improved information held and transformed the PPM duties of the DLO. A small dedicated fire team has been formed in the DLO which has greatly improved maintenance and testing issues. An asset survey has filled a gap in relation to fire alarms resulting in fire alarms and emergency lighting systems being tested in accordance with British Standards. Security continue to experience problems with monitoring activations using systems that are unreliable, resulting in staff relying on local knowledge in order to deal with activations and faults. Confidence is low in PFS, the current fire contractor. Fire alarms, security and building management systems are currently being reviewed by JH/SR and they have a meeting with Matthew Tidmarsh and Craig Hirst on 23/2 to discuss this area – JH will provide feedback on the outcome of this for the next meeting.

**RECEIVED:** Construction Report (FDHS/17/5)

- 17/23 It was noted in the report that the number of interventions had fallen when compared to the same period last year. This was disappointing and would be raised at the next Estates Health & Safety Management Group with an aim to increasing the

interventions. RH talked through the report and advised that of the 7 significant issues, 3 were more serious in nature, namely Acorn Environmental - Electric Shock, William Birch – Clothworkers South Refurbishment – Protecting the Public and Holstan – Unsafe Excavation. Full details are contained within the report.

- 17/24 An incident that had occurred outside of this reporting period was raised by the group. On 8/2 a cable drum unfortunately fell off the roof of EC Stoner and landed close to 5 members of staff that were walking near to the building. No-one was injured but this had the potential to be a serious incident had the cable drum struck anyone. This was a NRB site with Westminster Controls being the sub-contractor carrying out works on the roof, and they advised that the drum slipped and rolled off the roof. Investigations are being carried out, a written report had just been provided by the contractor involved. Initial investigations found that the roof was flat, with a slight slope upwards. A handrail was fitted to the roof but no toe boards were fitted to this, to mitigate the risk of items falling off the roof. A prohibition notice has been issued to NRB. PV will check to make sure that the staff involved in the near miss have been updated. RH advised that a safety alert was issued to raise awareness to both Estates Technical Staff and Contractors. It was also likely that the investigation undertaken by RH would conclude that toe boards should be fitted to this roof and those of a similar design across the Estate to help reduce the risk of a similar event reoccurring.
- 17/25 LE raised concerns re the general housekeeping in relation to construction sites on Campus and H&S implications. Details of the issues raised to Sustainability will be forwarded by LE to RH for investigation.

#### **Enforcing Bodies Interactions**

- 17/26 There had been no interactions during this period.

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

- 17/27 NC expressed thanks to CC for the work carried out in Security with regards to the Control Room and ventilation.
- 17/28 A query had been raised regarding the procedure for the servicing of equipment used by Grounds & Gardens, particularly at Weetwood. Details had been requesting as to who is to carry out the service of equipment, how frequently this is being undertaken and reassurance that this was carried out by a suitably qualified person. CC advised that basic maintenance is covered within the NVQ that staff have but she would speak to James Wright for clarification and feedback to NC on this point.

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

**RECEIVED:** Copy of the University Health and Safety Committee Agenda - 5<sup>th</sup> February 2018 (FDHS/17/6)

- 17/29 The agenda was received for information. PV attended the meeting and a general update was provided. The H&S Policy has been reviewed and is due to Council for final sign off by the end of March – significant changes are staff grouped re roles and responsibility and how to carry out these roles. Smoke free campus was discussed – no date set for this at the moment. CIMP discussed, currently being reviewed with a Gold Command being agreed and then a Silver / Bronze command level to follow. Under discussion re services / facilities and escalation / management of incidents. Still work to be done in this area – briefings will take place when decisions made. The Annual Report for Health and Safety will be issued in Sept / Oct – an interim report will be issued in March.

### **Other Business**

17/30 No items of other business were raised.

### **Next Meeting**

17/31 Monday 14<sup>th</sup> May 2018, 13.00 – 14.30, Hazel Meeting Room (1.01) FD Building

<b>Minute</b>	<b>Action</b>	<b>Owner</b>
17/16	Update to be provided re the development and sharing of the building matrix	PV
17/17	Discuss with Dave Kellett / Asset Team open fire actions reporting	RH
17/19	Waiting times for load / unload of Estates vehicles at GSC to be brought to resolution and enquires to be made re an electric charging point	RH
17/20 c/iii	Establish number of asbestos containing doors in Worsley and cost for replacing these	RH
17/22	Update to be provided on outcome of meeting with MT / CH 23/2 re alarm system into security	JH
17/24	Update members of staff involved in cable drum near miss at EC Stoner Building	PV
17/25	Advise of issues raised to Sustainability re poor housekeeping on construction sites on Campus	LE/RH
17/28	Check re servicing of Grounds & Gardens equipment and revert to NC with update	CC