

THE UNIVERSITY OF LEEDS

Facilities Directorate Health and Safety Committee

Minutes of the meeting held on 14th May 2018

Present: Steve Gilley (Chair), Louise Ellis, Nickie Smith, Nick Creighton, Jolene Firth, Stewart Ross, Beverley Merry and Lee Bryan.

Apologies: Dennis Hopper, Ian Robertson, Paul Veevers, Claire Copley, Rik Hutchins, Neil Lowley and Neil Maughan.

In Attendance: Tracey Senior

Minutes of the previous meeting

RECEIVED: the minutes of the meeting held on 20th February 2018 (AGENDUM1)

17/32 The minutes were approved by the group.

Matters arising

17/33 **17/16** – JF advised that PV will provide a further update at the next meeting regarding the development of the building cladding matrix. SG advised that talks were ongoing with Bam regarding the Brenner building and plans are underway for the removal of cladding at Sentinel this summer.

17/34 **17/17** – JF advised that David Kellett had been reviewing outstanding actions with supervisors in an effort to close outstanding actions. JF advised that the dashboard was currently being updated.

17/35 **17/19** – JF/LB advised that the NHS has increased waiting times to 30 mins with effect from 30/04/18. An electrical charging point is available for Estates use under the Light building.

17/36 **17/20 c/iii** - JF advised that there were 75 doors in Worsley and that costs for the replacement of these would be obtained.

Brief overview of Inspections and Incidents this Quarter

RECEIVED: Inspections and Incidents Report (FDHS/17/7 & FDHS/17/7A)

17/37 The group reviewed the report and it was noted:

- a) 8 annual H&S inspections undertaken this quarter.
- b) Currently 43 non-conformances awaiting closure – 8 of these from late 2017. JF advised that there are still some issues but positive improvements have been made and numbers have reduced. SG also advised that he had chased open actions with members of the M&O team.
- c) There were no RIDDOR reportable incidents this quarter.
- d) There were 3 significant near misses this quarter.
 - i) A cable drum fell from the roof of EC Stoner building, landing in a flower bed on a pedestrianised area below. The drum weighed approx. 5-7kg and could have caused a serious or fatal injury had it struck anyone on the ground. As a result, toe boards are to be installed across existing handrails on buildings where a similar risk is present.

- ii) A panel in a glass staircase in Liberty building came loose and dropped – 2 bolts prevented it from falling. It was found that no retainers were in place and an allen key was missing. On investigation, other panels were found to have missing retainers. Both of the staircases were checked by Estates for loose bolts / fittings and a specialist was appointed to fit secondary bolts to ensure the panels would never work loose in future. SG suggested that glass staircases on campus should be inspected for similar issues. JF to investigate.
 - iii) A large crane was brought on to campus by The School of Design to move and lift large pieces of equipment. This was in a heavily pedestrianised area with no barriers in place, only cones and tape. RH attended and stopped work until basic safety precautions were put in place. It was thought there was a breakdown in communication between the School and Estates. Security and Car Parking were aware of the crane but the situation hadn't been brought to the attention of H&S. A review is being carried out as to why the crane was brought on to campus without planning, supervision and liaison with H&S. The report will be circulated by JF once finalised.
- e) H&S Concerns / Initiatives
- i) Fire Alarms – Results from the fire alarm and emergency lighting compliance audit in January have been discussed with Operations Management. Improvements have been made with the recording of assets and the scheduling and recording of PPM. There are still concerns with fire alarm activations in security control room, with poor labelling of locations resulting in delayed responses. Further to a meeting on 23/2 between Jo Hynes, Stewart Ross, Matthew Tidmarsh and Craig Hirst it has been agreed that an external consultant will be appointed to look at the building management system. An individual has been recruited to ensure the labelling of alarms is correct. SG will speak to CH to establish timescales for bringing a consultant on board.
 - ii) Defibrillators – We currently have 13 defibrillators on campus. This is low when compared with other Universities i.e. Manchester 40, Nottingham 26. A working group has looked at potential locations for further units and meetings have taken place with the Ambulance Service and Community First Responders. The proposed locations of further defibrillators are detailed in the report and the cost of providing these are estimated at approx. £28k. If funding could be obtained the FD marketing team would lead a campaign to raise the profile of the units around campus. Staff and students would be educated on defibrillator use and the opportunity would be used to promote basic lifesaving CPR. SG suggested that the costs could be taken out of the H&S budget – JF to raise this with PV.
- f) Summary of Accidents – There were no particular areas of concern. It was noted that the Glass / Sharps contact figure appeared high but on further investigation these were minor incidents.

Focus Topic This Quarter

VERBAL: Traffic Management

- 17/38 A bi-monthly traffic management meeting has been arranged to review traffic and pedestrian hotspots across campus. Attendees include stakeholders within Estates, Health & Safety and Sustainability, with minutes being provided to interested

stakeholders. The meetings are to review the impact on local roads and pedestrian flow, associated with construction activities and the impact of the new buildings and the inevitable increase in staff and students. Key hotspots have been identified as follows:-

- a) Purple Zone and all associated roads including Mount Preston St, Cloberry St, Lyddon Terrace, Lifton Place and Cromer Terrace.
- b) The entrance to University Road.
- c) Willow Terrace including TV Court Yard and Finsbury Rd. A temporary manned lifting barrier arm is being installed on Willow Terrace, just beyond the turning for Finsbury Rd. The barrier isn't the full width of the road, so allows cyclists to pass. The barrier will be manned by security personnel who will be responsible for directing and permitting traffic but specifically prevent vehicles reversing or turning within Willow Terrace. The longer term solution would be an automatic rising bollard arrangement linked back to Security as it is recognised that the vast majority of vehicles are not construction vehicles. A personnel hut will be provided for the duration and the barrier will be left in an open position overnight (1800 – 0800). No traffic will be allowed through at peak times during exam periods and no taxis will be allowed through unless carrying a passenger with a disability.
- d) Cromer Road in relation to deliveries to LUU / Refectory.
- e) Woodhouse Lane in relation to the William Bragg building.

Additional items for the review include the number and predicted loss of staff parking across campus, the feasibility of adopting the CLOCS (Construction Logistics and Community Safety) standards, investigating the claim that non-work related deliveries have increased and the subsequent impact this has on the number of delivery vehicles on site. It was believed that an assumption couldn't be made that an increase in deliveries were as a result of staff orders, as Faculties carry out a lot of independent purchases i.e. with Amazon etc., which could result in multiple deliveries to campus. Concerns were expressed about the work that was going to be undertaken on the former site of the Purple Zone car park on Mount Preston St and the impact that this would have on the surrounding roads (including access to Bright Beginnings and any impact on the Health & Wellbeing of the children) and the inevitable increase in the number of staff and students to the area. LE raised her concern about the impact on the local community. SG to discuss with LW. SR suggested marketing be invited to the transport meeting.

RECEIVED: Construction Report (FDHS/17/9)

17/39 Despite a relatively short reporting period the number of 10 point safety checks have remained fairly constant and the total number of interventions have increased. Full details of the eight significant issues for this quarter are in the report. Four incidents resulted in prohibition notices being issued with a member of Engies H&S team being banned from campus due to a poor attitude to an H&S breach. Other incidents included a contractor suffering an electric shock, falling materials from a building roof, poor workmanship leading to a near miss and a crane being brought on to campus without H&S knowledge. One safety alert was issued regarding access in to restricted plant rooms and a key amnesty. SG advised that there were many excavation works taking place around campus at the moment and it was thought that these could be better signposted, with Project Managers contact details being more prominent for queries - the Comms Team were looking in to this. Concerns were expressed about the narrowing of the footpath in Woodhouse Lane, close to the Bam site. A barrier has been installed down the side of the path/road to provide more of a barrier between

pedestrians and the road. The situation in this area was being closely monitored and a banksman was holding pedestrians, when deliveries were being made to the site. Further concerns were expressed regarding the number of building works on campus. Imminent works to the Purple Zone car park / Mount Preston St (problems with traffic management and more vehicles in the area), FBS works underway already with access to these via Mount Preston St and works to 2 or 3 buildings on Western campus, meaning lots more traffic movement and pedestrians in the area.

Enforcing Bodies Interactions

17/40 There had been no interactions during this period.

Update from Trade Union Representatives

17/41 NC expressed concerns regarding the road closure of Vernon Rd from 04.06.18 – 06.07.18. The previous closure had a huge knock on effect to surrounding roads. SG advised that the road may be able to re-open near to Physics Deck after 3 weeks into the works. Discussions have taken place with Leeds City Council and the traffic lights (turning left in to Calverley St) are to be re-phased, to ease congestion. HGV deliveries will be affected due to the weight restriction of the weak bridge crossing the Inner Ring Road at Calverley St / Willow Terrace and discussions were underway with the fire brigade. Contractors and suppliers were being asked to make smaller sized deliveries, to comply with the weight limit.

17/42 NC enquired as to whether a notice board could be provided for Union use in the FD building, as a Union Rep was located in the building. It was thought that there wasn't a specific area where a notice board specifically for the Union could be placed. NC was shown the notice boards in both of the kitchens, which could be used to display material.

University of Leeds H&S Committee Agenda – for information

RECEIVED: Copy of the University Health and Safety Committee Agenda - 30th April 2018 (FDHS/17/10)

17/43 The agenda was received for information.

Other Business

17/44 SR spoke about the incident at David Lloyd which resulted in a child drowning during a swimming lesson. He said that the Edge had reviewed their procedures, particularly at lesson changeover times. It was advised that the Edge already had a high staff ratio. SR expressed thanks to Claire Copley and all the team for the work in this area.

Next Meeting

17/45 TBC - September / October

Minute	Action	Owner
17/33	Update to be provided re development of building cladding matrix.	PV
17/36	Costs to be provided for replacement doors in Worsley.	JF
17/37 d/ii	Arrange inspection of other glass staircases on campus.	JF
17/37 d/iii	Circulate report regarding crane being brought on campus by Faculty of Design.	JF
17/37 e/i	Speak to CH re timescales for consultant to look at building management system.	SG
17/37 e/ii	Discuss funding for defibrillators with PV re H&S budget.	JF

17/38	Discuss building works / traffic management issues and effects on local community with LW.	SG
17/38	Sustainability to be added to Traffic Management Meeting attendees list.	JF