

THE UNIVERSITY OF LEEDS

Facilities Directorate Health and Safety Committee

Minutes of the meeting held on 4th October 2018

Present: Dennis Hopper (Chair), Steve Gilley, Stewart Ross, Claire Copley, Lynn Clarke, Keith Dredge and Katie McGuire.

Apologies: Ian Robertson, Paul Veevers, Rik Hutchins, Neil Lowley, Neil Maughan, Nickie Smith, Nick Creighton, Louise Ellis, Beverley Merry and Lee Bryan.

In Attendance: Tracey Senior

Minutes of the previous meeting

RECEIVED: the minutes of the meeting held on 14th May 2018 (AGENDUM1)

18/01 The minutes were approved by the group.

Matters arising

18/02 **17/33** – SG confirmed that works on the building cladding matrix with PV have been completed. A final report cannot be provided until a decision is reached on the Brenner building. There were complex issues with the Brenner building with ACM cladding and building regulations and a fire specialist report was expected. LC advised that the fire brigade had confirmed occupation of the building was safe. The cladding was removed at Sentinel over the Summer. DH asked if there was an audit trail of closure of the investigations for other buildings and SG/LC agreed to check this and advise. LC advised this was discussed at the UoL H&S Committee of 01.10.18 and a timescale was expected to be confirmed at the next meeting.

18/03 **17/36** – CC is to investigate the actual number of doors that would need to be replaced in the Worsley building and the costs of replacing these following the incident with the joiner and the asbestos containing materials within the door.

18/04 **17/37 e/i** – SG advised that works around the building management system were ongoing. A consultant was to be appointed and this had gone to tender. SG advised this was a complex problem with some CCTV nearing the end of life and failing monitors. IP cameras had been installed in 2008 but any network failure resulted in a loss of cameras. Arup had run tests on Worsley building but it was believed that the problems were more widespread. SR advised that Jo Hynes / Craig Hirst were involved due to Security concerns. DH suggested outsourcing. CC/SR to provide update for next meeting.

18/05 **17/38** – SG advised that building works / traffic management had been discussed with LW. Concerns discussed about the barrier near to The Edge and whether this should be manned and the high footfall / vehicles in the area. LC advised that a working group had made a decision recently that the barrier should be manned from 8/10. SR hadn't been made aware of this and requested a copy of the minutes. LC advised that Malcom Dawson was present at the meeting. CC to provide update on arrangements.

Health & Safety Report

RECEIVED: Inspections, Significant Overdue Actions, Fire Safety Compliance and Incidents (FDHS/18/1 & FDHS/18/1A)

- 18/06 The group reviewed the report and it was noted:
- a) 16 annual H&S inspections undertaken this quarter.
 - b) Compliance levels were low in Jerusalem Chapel due to poor housekeeping on the LUU side. The Brownlee Centre & Weetwood had a small number of issues across both sites and there were two significant compliance issues – access to the flat roof at Weetwood and water hygiene at the Brownlee Centre due to tenant changing the water system. Improvements had been made at the outdoor centres due to work between SPA and Estates. Training had been undertaken with caretakers re water hygiene and we are confident of further improvements. Coffee Shops compliance was low due to a small number of issues, the significant issue was the team's awareness of emergency procedures.
 - c) There were 2 RIDDOR reportable incidents this quarter.
 - d) There were some significant open actions that hadn't been closed out by the target dates. The Climbing Wall had several overdue actions, a new Manager was now in place and the majority had already been closed out. The FD safety team are working with colleagues to ensure that actions are followed up. The EQMS inspection module due at Christmas should help staff.
 - e) Some fire actions were outstanding however improved communication with the fire system management team and Helpdesk meant works were easy to follow up and should be closed out shortly. Some actions were open as awaiting parts. Refectory fire door issues are being dealt with through the building fire risk assessment. Student Union/University House operate on a full evacuation procedure if an alarm is sounded in any either area. SR said that he would raise this with Bev Kenny / Graeme Wood and David Weaver whether this should remain in place.
 - f) It was noted some areas of the FD have not been consistent in completing fire checks.
 - g) Summary of Accidents – There were no particular areas of concern. Numbers were fairly consistent when compared to other reporting periods.

Focus Topic This Quarter

RECEIVED: Key University Training Indicators – Fire/Manual Handling/DSE (FDHS/18/2)

- 18/07 The group reviewed the report and it was noted:-
- a) There was a good average compliance of 91% across the three modules. The University's target level is 90-95%.
 - b) SPA and Cleaning need to make improvements with manual handling and compliance figures. CC advised that the committee could be reassured that SPA staff had good knowledge and practiced their fire procedures and that the figures weren't a true reflection of actual understanding of the processes. Fire compliance is a key area of improvement with several areas below 90%.
 - c) Face to face fire safety training was being completed in Cleaning Services improving the levels of compliance and Estate Services was planned shortly.
 - d) KD stressed the need of ensuring staff understood the purpose of the training modules and their individual responsibility to be up to date and aware of requirements.

- e) Concerns were expressed about the accuracy of the data sets. All efforts were made to ensure that data was clean but sometimes data couldn't be amended. Training modules may be included on EQMS going forward.

Construction Report

RECEIVED: Contractor Management Report (FDHS/18/3)

- 18/08 The group reviewed the report and it was noted:-
- a) The number of interactions were fairly consistent and in line with the previous reporting period, although percentages had fallen slightly.
 - b) There were significant issues with Nexus and concerns were expressed by SG. HSE visited Galliford Try following a complaint by an employee after sustaining an injury. Issues were raised about lack of access to lifting gear and manual handling problems. SG advised of programme delays which had resulted in shortcuts being taken on site and poor housekeeping.
 - c) There was a significant issue raised with the William Bragg building concerning the fire escape route from Rhodes LT and the problems with providing a clear and even surface.
 - d) A significant issue was raised with the Ziff building and I&G concerning manual handling of plasterboard that was too large to go in to the lift provided. With better planning half size boards could have been ordered that would have fitted in to the lift.
 - e) HSE inspectors attended three asbestos removal projects (Baines Wing, EC Stoner & Parkinson Plant Rooms). Works were being carried out by Aspect Contracts Ltd and initial indications are that they were happy with standards on site.
 - f) HSE inspectors attended the Montague Burton (Engie restoration scheme) and all went well.
 - g) DH asked if the GSC should be included in this report – SG will investigate this for the next meeting. Safety was an ongoing concern with a number of near misses and difficulties with on-site management.

Enforcing Bodies Interactions

- 18/09 CC advised of an investigation being undertaken by the HSE following an incident involving a security guard from Axis (Agency). There had been a planned power outage leaving areas of the campus in darkness, this hadn't been communicated to agency staff. A Security Officer had suffered a fall and lost consciousness. Security had since developed a briefing sheet to provide a record of communication to staff on assignment. In addition to this, handover meetings were arranged on a Friday, with events / works over the weekend period being discussed with input provided from the DLO and Capital Development. LC confirmed that the HSE investigation was ongoing and the report would be shared with DH when received.

Update from Trade Union Representatives

- 18/10 KD emphasised that individuals needed to understand the importance of being safe and highlighted concerns within Faculties (Teaching Labs / Research Labs / Workshops) where procedures were not being followed. KD and LC were to have a discussion following this meeting to talk about these concerns so that these can be brought to the attention of the relevant persons.

University of Leeds H&S Committee Agenda – for information

RECEIVED: Copy of the University Health and Safety Committee Agenda – 1st October 2018 (FDHS/18/4)

- 18/11 The agenda was received for information and it was noted:-
LC provided an update from the meeting. The Brenner building and cladding issues were discussed. The H&S annual report was being prepared and would be presented to the Committee before being submitted to Council. The H&S objectives were tabled and agreed and would be built in to the strategic plan. The smoke free working group was ongoing and liaising with the NHS and looking at government research – a timeframe could be provided for the next committee.

Renewed Terms of Reference

RECEIVED: Membership and Terms of Reference 2018/19 (FDHS/18/5)

- 18/12 DH requested that meeting attendees and job titles were checked to make sure up to date. TS to contact attendees to confirm and make any amendments.

Other Business

- 18/13 SR advised that an external auditor had been appointed to look at processes with food allergens. Challenges in this area involved last minute substitutions from suppliers (often without notice) and the movement of staff. Mystery shoppers will be appointed to test the service from an allergen perspective.

Next Meeting

- 18/14 Thursday 7th February 2019, 13.30 – 15.00, Hazel Meeting Room (1.01) FD Building

Minute	Action	Owner
18/02	SG/LC to confirm to DH that audit trail exists for closure of investigations to other buildings re cladding. Timeframe to be confirmed by LC re Brenner building.	SG/LC
18/03	CC to obtain actual number of doors for replacement in Worsley and obtain cost.	CC
18/04	CC/SR to provide an update on the building management system.	CC/SR
18/05	CC to provide an update on arrangements for the barrier close to The Edge.	CC
18/06 e	SR to raise alarm procedures in Refectory with Bev Kenny/Graeme Wood and David Weaver.	SR
18/08 g	SG to establish whether the GSC should be covered in the Construction Report.	SG
18/09	HSE report re agency security guard incident to be shared with DH when received.	LC
18/12	TS to check attendees and job titles and amend the Terms of Reference as required.	TS