

THE UNIVERSITY OF LEEDS

Facilities Directorate Health and Safety Committee

Minutes of the meeting held on 25th June 2019

Present: Ian Robertson (Chair), Claire Copley, Johanna Sheen, Nick Creighton, Beverley Merry and Tim Gozzard.

Apologies: Dennis Hopper, Steve Gilley, Stewart Ross, Paul Veevers, Neil Lowley, Neil Maughan, Louise Ellis and Lee Bryan.

In Attendance: Tracey Senior

Minutes of the previous meeting

RECEIVED: the minutes of the meeting held on 20th February 2019 (AGENDUM1)

18/31 The minutes were approved by the group.

Matters arising

18/32 **18/16** – SG to provide the date given to Mo Azam to speak to West Yorkshire Fire Service re the cladding / Brenner Building. SG to provide via MA the risk Matrix regarding the cladding on building. CC to speak to SG and provide an update.

18/33 **18/17** – SG to provide an update on the management system. CC to speak to SG and provide an update.

18/34 **18/18** – SG to provide on update on the proposals for Willow Terrace bollard. CC to speak to Len Wilson and provide an update.

18/35 **18/18** – CC to update committee on the Transport Management meeting of 14th March. **Update 25/6** – Concerns with the area around Nexus have been addressed (raised bump, pedestrian crossing/signage) and will be monitored. A further update will be provided at the next meeting. Cycle behaviour on Campus was discussed in general, with the precinct being a particular area for concern. It was suggested that signage could be improved as to where cyclists should dismount.

18/36 **18/19d** – SG would raise concerns about the management of works with the Asbestos Team. CC to speak to SG and provide an update.

18/37 **18/24** – Grip paint applied to the floor of the electrical section in the GSC reported as not affective. SG will investigate. CC to speak to SG and provide an update as it was believed this was still outstanding.

18/38 **18/25** – Smoke free report to be provided to SR. CC to check if this has been done and provide an update. There are ongoing meetings about this and signage is being developed to implement this.

Health & Safety Report

RECEIVED: Health & Safety Report, Formal Annual Inspection, Fire Safety Compliance, Significant Complaints and Incidents this reporting period and University Training KPI's (FDHS/18/9, FDHS/18/9A, FDHS/18/9B, FDHS/18/9C & FDHS/18/9D)

18/39 The group reviewed the H&S report and it was noted:

- a) Formal annual inspections were behind schedule due to changes in the team. These will be complete by the end of August. A more detailed approach is being

taken with Estate Services. Residential Services were up to date. Cleaning Services (Jill Roberts) are working through an action plan.

- b) There were no Significant Overdue Actions and discussions were taking place with Teams / Managers to close out actions and liaise with Estate Services.
- c) Fire Safety Compliance – Really good improvements made by Catering. It was believed that the figures for Weetwood (SPA) were a result of a recording issue rather than inspections not done. Residential Services were up to date. Overdue risk assessments were thought to be a result of Fire Wardens being on annual leave.
- d) Significant Complaints and Incidents were discussed and are detailed within the main H&S Report (FDHS/18/9) and Appendix C (FDHS/18/9C) for EC Stoner. It was noted:-
 - i) Central Village – The decorative glazing panel was located in a refurbished building previously owned by Leeds Beckett. The windows are currently being inspected by Graham's.
 - ii) Staff comfort and temperatures in EC Stoner will be monitored following 50 windows being screwed shut that were identified as being in a poor state of repair. Appendix C is to be circulated to the Professional Services H&S Committee due to the number of professional services staff located in this building.
 - iii) A member of staff in an Estates Services vehicle was seen using a mobile phone on Campus whilst driving. It was suggested that an all staff email be issued to remind staff of the policy about mobile usage whilst driving. This could also be an opportunity to remind drivers about considerate parking and not parking on pavements. The driver assessment process (via Leeds City Council) for new staff was discussed and CC agreed to share the flow chart which detailed the assessment procedure.
 - iv) There had been 29 incidents this reporting period – full details are within the H&S Report.
 - v) There were no RIDDOR incidents.
 - vi) Due to work undertaken within Services there has been an increase of reporting, in particular near misses, which was expected.
- e) Training – The FD is currently below the 90-95% KPI target. These figures are reported to the University H&S Committee in September and work needs to be done before then to improve the figures. Managers will be asked to reiterate the importance of completing the training to staff, so that the required improvements are made. Sessions are being organised for those staff who need face to face training. Going forward, this would be incorporated in to the induction process and would include on-line asbestos training which had been developed by Vicki Grimshaw.
- f) Contractor Management (Interactions & Concerns) – 8 Contractor Issues this period - detailed in the H&S Report. A good response was received from Henry Boot about the issues raised. KPI's for interactions will hopefully be developed by the new H&S Manager (Construction). Issues with working safely and a tidy work area were discussed and it was thought that this could be reinforced as part of the induction process.

Accident & Incident 5 year review – trends and pattern analysis

RECEIVED: 5 Year Incident Review (FDHS/18/10)

18/40 The group reviewed the report and it was noted:-

- a) A 5 year review will take place at the last Committee of the academic year. Quarterly figures are included within the main H&S Report.
- b) Staff have been encouraged to report near misses which has resulted in an expected increase in figures.
- c) NC questioned vehicle incidents and CC advised that these would be included within "hit by a moving vehicle".
- d) NC requested that a RIDDOR overview be included within this report.
- e) NC questioned how threats of violence or aggression towards front of house staff would be recorded and CC advised that these would be included under "Other". It was suggested that comments could be added by CC under this category so that any issues could be identified and tracked.

Risk Register

RECEIVED: Risk Register (FDHS/18/11)

- 18/41 A draft copy of the Risk Register was provided. This will be used for the whole of the FD and CC asked that this draft be reviewed by the Committee and that feedback on the document be provided to CC by the end of July.

Enforcing Bodies Interactions

- 18/42 CC advised of one interaction with Environmental Health at Dalehead which resulted in an enforcement notice being issued following the failure of biological testing (twice). Dalehead is currently closed and a further clean of the system has been programmed for week commencing 1st July.

Update from Trade Union Representatives

- 18/43 NC asked if any progress had been made with the health surveillance / vaccination programme. CC advised that Occupational Health and Health & Safety were looking at the vaccination and screening policies and a decision would be made in due course. There had been changes made to work practices, systems and PPE requirements which could impact on the requirement for surveillance / vaccination, if it was decided that adequate safe systems were already in place. CC advised that the FD contact is Louise Newsham. CC will provide an update on developments.
- 18/44 NC thanked CC for the work undertaken with the paint store.

University of Leeds H&S Committee Agenda – for information

RECEIVED: Copy of the University Health and Safety Committee Agenda – 17th June 2019 (FDHS/18/12)

- 18/45 The agenda was received for information. It was noted:-
- a) NC advised that discussions continued around the smoke free campus.
 - b) NC advised that DH provided a verbal update on the lessons learnt following the power outage. A formal report will be issued mid-July.
 - c) The HSE would be visiting the FBS site over 25/26 July – this was a routine visit.

Other Business

- 18/46 There were no other items of business.

Next Meeting

- 18/47 Thursday 24th October 2019, 14.00 – 15.30, Oak MR (G.02), FD Building

Minute	Action	Owner
18/32	CC to speak to SG and provide an update on the date given to Mo Azam to speak to West Yorkshire Fire Service re the cladding / Brenner Building.	CC
18/32	CC to speak to SG and provide an update on the risk Matrix regarding the Cladding on building.	CC
18/33	CC to speak to SG and provide update on the building management system.	CC
18/34	CC to speak to Len Wilson and provide an update on the proposals for Willow Terrace bollard.	CC
18/35	CC to update committee on the success of arrangements around Nexus and traffic management.	CC
18/36	CC to speak to SG and provide an update on whether concerns about the management of works have been flagged to the Asbestos Team.	CC
18/37	Grip paint applied to the floor of the electrical section in the GSC reported as not affective - CC to speak to SG to see if this has been addressed.	CC
18/38	Smoke free report to be provided to SR - CC to check that this has been done.	CC
18/39 d, iii	CC to share the flow chart which details the driver assessment procedure.	CC
18/40 d	RIDDOR overview to be included in the 5 year report.	CC
18/40 e	Comments to be added to breakdown incidents classed as "Other" so that any issues / trends can be identified and tracked.	CC
18/41	Provide feedback on the draft copy of the Risk Register to CC by 31 st July.	ALL
18/43	Provide an update on the health surveillance / vaccination programme.	CC