

THE UNIVERSITY OF LEEDS

Facilities Directorate Health and Safety Committee

Minutes of the meeting held on 20th February 2019

Present: Dennis Hopper (Chair), Steve Gilley, Stewart Ross, Claire Copley, Ian Robertson, Lee Bryan, Nick Creighton, Stephen Day and Tim Gozzard.

Apologies: Paul Veevers, Rik Hutchins, Neil Lowley, Neil Maughan, Louise Ellis, Beverley Merry, Nickie Smith and Lynn Clarke.

In Attendance: Tracey Senior

Minutes of the previous meeting

RECEIVED: the minutes of the meeting held on 4th October 2018 (AGENDUM1)

18/15 The minutes were approved by the group.

Matters arising

18/16 **18/02** – SG advised a date had been set for Mo Azam to speak to West Yorkshire Fire Service re the cladding / Brenner Building. The issue regarding the matrix and Brenner is ongoing and DH asked for this to show as an outstanding action.

18/17 **18/04** – SG advised that works around the building management system were ongoing. A decision would be made on whether this was a safety or security related issue and if a consultant or technical officer (for a fixed period of time) should be appointed. A further update will be provided at the next meeting.

18/18 **18/05** – Willow Terrace road barrier was discussed. There were issues with the manned barrier and a small porta cabin had arrived for the security team to use. Len Wilson had looked at a permanent solution of rising bollards in the road. There was a question over funding if this option was taken. SG advised that there were some design concerns and the impact of this solution on traffic arriving, trying to turn round and was awaiting information on the design from Craig Hirst. The possibility of signage on the ground was raised i.e. speed limit / zebra crossing. CC advised that this would be discussed at the next Transport Management meeting of 14th March and an update will be provided.

Health & Safety Report

RECEIVED: Formal Annual Inspections, Significant Overdue Actions, Fire Safety Compliance and Complaints and Incidents including significant contractor Incidents (FDHS/18/6 & FDHS/18/6A)

18/19 The group reviewed the report and it was noted:

- a) Formal annual inspections were generally to schedule. Following discussions with the Estates Team 3-4 visits would now take place to review the work of the DLO outside the GSC. 2019/20 inspection programme would be circulated July/August to commence Sept 2019. NC requested to be copied in on the outlook invites when this system is up and running.
- b) Significant Overdue Actions are detailed in Appendix A. Climbing wall actions had been closed off. Residential Services had no outstanding actions on RIVO. CC

advised of a safety issue with the planting around the pond at Weetwood which was being addressed. Discussions were taking place with Teams / Managers to close out actions. Security had plans in place and the new Deputy should help.

- c) Fire Safety Compliance – General fire risk assessments had been completed on time. It was noted that the GSC didn't have a fire warden and that the safety team were picking these checks up. The assessment to Dalehead was outstanding. CC advised that the 6 weekly fire check figures had dropped slightly and FD Managers / Supervisors were being reminded of the importance of the safety checks.
- d) Complaints and Incidents figures are detailed in Appendix A. CC advised that going forward incidents for the quarter would be reported at each Committee with the 3 year review at the last committee of the academic year.
 - i) Discussions took place around the incident involving the electrical contact and the live data cable at Maurice Keyworth. Tom Price was looking at a safe system of work as a result. The person involved was luckily not seriously injured. LB pointed out that a less able person may have suffered a more significant injury. Both LB and TG expressed concerns over the way that asbestos removal works were being managed and lack of care by the removal contractors. SG advised that these were challenging works and that he would raise concerns with the Asbestos Team. Discussions took place over the incident where chairs had been placed in a red plant room. Every red plant room was currently being checked to ensure that signage was in place and a tool box talk had also taken place.
 - ii) There had been a serious incident in the asbestos enclosure operated by Aspect in Parkinson Court. A section of brickwork collapsed whilst the person involved was removing plasterboard. The IP was not seriously injured but the incident was reported to the HSE. A report was due from Aspect.
 - iii) There were 3 near misses related to vehicular movements - CC advised there were no trends with the incidents.
 - iv) An AXIS security officer suffered a fall as a result of a power outage and this was reported and investigated by the HSE. A recommendation was made by HSE to brief agency staff to avoid a similar situation happening again and this was being implemented.
 - v) There had been an issue with a floodlight at Weetwood. Abacus had been lowering a light to carry out maintenance work when it fell uncontrolled and was left leaning on a fence. The incident wasn't reportable but it took a week for a lifting plan to be provided by the contractor. Concerns were expressed about the contractor not following a safe system of work and lack of a contingency plan if the pin failed. A report was awaited.
- e) Training – An external company is going to be appointed to carry out face fit testing. Security have completed Red3 incident commander training and enhanced duct training. Fire Safety training is being completed in Catering.
- f) FD H&S Management System is due for re-audit 28/29/30 October under BS 18001. 18001 is being withdrawn and will be replaced with ISO 45001. Self-audits under HASMAP are due in June and the Safety Team will engage Managers in this. Health surveillance / vaccinations are being discussed with the Head of Occupational Health.
- g) Incident Poster – CC/SR handed out a copy of a proposed new incident poster for discussion. SR said that there was nothing on the University website that gave this information and as a result of this, the poster was drafted. This would be for staff

use and could be displayed in staff areas and the information could even be compiled on to small cards. It was suggested that risks associated with vehicles be included however CC advised that vehicle risks related to the precinct were being reviewed. There was a discussion around control measures / communication in a lockdown situation and the possibility of an app for messaging. The group received the poster positively and everyone thought that this was a good idea and should be rolled out across the FD as a pilot. It was suggested that PV could take this to the H&S Committee with a view to it being used University wide.

Focus Topic This Quarter

RECEIVED: Contractor Management Review (FDHS/18/7)

- 18/20 The group reviewed the report and it was noted:-
- a) CC said she found that a lot of information was recorded but there was no benchmark to measure progress or expectations against. There was work to be done in the categorising of visits and a process would be implemented to provide a better understanding of the figures. SG thought that a good indicator would be site activity in relation to the figures – a drop in 10 point checks being carried out could be because of less sites or not enough checks being done.
 - b) Contractor Management Report Table 4 – Comparison of Issues from the Issue and Opportunity log was discussed. A review of the data being pulled in to the Opportunity or Issue section and the Complaint section was required. CC advised that there wasn't any significant patterns or trend related to Contractor Accidents. Unauthorized access on to roofs was discussed, there had been 2 reported incidents recorded. SG was happy with the contractor measures in place and said that if people were persistent enough to gain access to a roof, they would find a way to do so.
 - c) An exercise is being undertaken to compare the functionality with Soter against Planon, for contractor management and permits. Consideration is being given to whether it would be possible to use one system but it was envisaged that Soter would still be in use for at least the next 12 months. Matthew Bostridge was working with Russell Allen on this area.
 - d) DH questioned if lessons learnt from the cable drum incident were shared in the Contractor Induction sessions. SG/CC confirmed that RH shared such information in the inductions and safety alerts were issued.

Enforcing Bodies Interactions

- 18/21 CC advised of one interaction with the HSE following the incident involving a security guard from Axis (Agency) which is detailed under minute 18/19, d, iv.

Update from Trade Union Representatives

- 18/22 TG asked if any progress had been made with the signing of a contract for a disposal firm to remove the clinical waste behind EC Stoner. CC advised that Sarah Burdall is leading on this and a solution is being sought. NC advised that this had been discussed at the H&S Committee.
- 18/23 LB raised the health surveillance / vaccination programme and asked if this would be reintroduced as historically longer serving staff members had benefitted from this and newer staff had not. This had been raised at the Unison Branch H&S meeting. CC advised that this is being dealt with by the Head of Occupational Health as noted under minute 18/19, f and within the H&S Report FDHS/18/6.

18/24 LB raised an issue about the grip paint applied to the floor of the electrical section in the GSC. The paint had been re-applied but is not as “sticky” as it once was. SG will investigate.

University of Leeds H&S Committee Agenda – for information

RECEIVED: Copy of the University Health and Safety Committee Agenda – 4th February 2019 (FDHS/18/8)

- 18/25 The agenda was received for information and it was noted:-
- a) Discussions were taking place around the smoke free campus and it was hoped that this may be implemented by summer 2019. DH said that there was no intention to build shelters or actively police this. SR requested a copy of the report – CC to provide.
 - b) Healthcare waste and protocols were items on the agenda. The fire safety protocol is out for consultation.
 - c) The power outage incident was an item on the agenda and a discussion took place around this subject. There had been an issue with the emergency lighting in the MSCP. SG confirmed that the emergency lighting worked - every 3rd light to the stairwell has a backup battery power and 300+ emergency lights were utilised. The problem with the incident was that the power outage occurred at 9.30am and the battery life was approx. 3 hours so by lunchtime the emergency lighting had discharged. Unfortunately, when people accessed the car park in the late afternoon there was no emergency lighting and there is no natural light in the stairwells. Security were on hand to provide help and assistance. DH advised that lessons had been learnt from the incident and a further update would be provided.

Other Business

- 18/26 SR advised that the delivery rooms in the basement of the Refectory were being assessed to see if needed, due to concerns over ventilation.
- 18/27 SR / DH thanked CC for the work done in her new role of Senior H&S Manager.
- 18/28 SG advised that a replacement for RH unfortunately hadn't been appointed following the recent interviews. The job advert was to be amended slightly to include the Construction Certificate requirement and the position would go out to advert again.
- 18/29 CC asked for the date of the next meeting to be amended due to annual leave.

Next Meeting

18/30 Monday 1st July 2019, 14.00 – 15.30, Hazel Meeting Room (1.01) FD Building – **To be amended**

Minute	Action	Owner
18/16	SG to provide the date given to Mo Azam to speak to West Yorkshire Fire Service re the cladding / Brenner Building.	SG
18/16	SG to provide via MA the risk Matrix regarding the Cladding on building.	SG
18/17	SG to provide update on the building management system.	SG
18/18	SG to provide an update on the proposals for Willow Terrace bollard.	SG

18/18	CC to update committee on the Transport Management meeting of 14 th March.	CC
18/19 a	CC to advise the H&S team to invite the unions to any new proposals.	CC
18/19 d	SG would raise concerns about the management of works with the Asbestos Team.	SG
18/19 g	CC to ask PV to take incident poster to H&S DW for use over campus.	CC
18/19 g	CC to arrange use of poster in FD.	CC
18/24	Grip paint applied to the floor of the electrical section in the GSC reported as not affective. SG will investigate.	SG
18/25	Smoke free report to be provided to SR.	CC
18/30	Date of next meeting to be amended as requested by CC. Initial proposal Tuesday 23 rd July 11.00 – 12.30 – To be confirmed.	TS