



The  
University  
Of  
Sheffield.

Health &  
Safety.

**The Council, 25 April 2016**

## **Report of the Health and Safety Committee**

Date: 8 February 2016

Chair: Mr A Dodman, Director of Human Resources

Secretary: Mrs D L Fisher

### **1. Matter Arising – ACS Food Hygiene Report**

Mr McKown informed the Committee that Procurement was to create an approved suppliers list of which would include all subsidiary companies within University premises. Once completed, Mr Fleming would issue to all Heads of Department.

### **2. Matters Arising – Policy and Guidance on the Placement of Students**

Mrs Gouldsbrough informed the Committee that the proposed piloting stage to be conducted by Professor Jackson and Mr Ashman remained outstanding due to the policy being reviewed by Health and Safety.

### **3. Matters Arising – Procedures for Evacuation – Other than Fire**

Professor Jackson confirmed that the meeting between Mr Fleming and himself had taken place and that the wording of the procedure had been slightly altered. Mr Fleming to redraft the document and present at the next Committee.

### **4. Matters Arising – Report of the Biosafety Committee**

Mrs Gouldsbrough informed the Committee that the EFM Health and Safety Projects Group had agreed to fund vaccinations of all identified individuals within the Medical School for the interim. All vaccinations required after this initial input would be the responsibility of the department to fund.

Ms Rodger confirmed that the University Health Service was to immunise from August 2016 and re-charge departments.

### **5. Progress of Management Health Surveillance Policy**

All departments have been asked to complete a risk audit to identify the potential environmental hazards so that planning for a health surveillance programme can take place. Human Resources and Health & Safety colleagues would work closely with the departments yet to respond to ensure a fully completed audit prior to transfer.

Ms Rodger advised that early review of audit data suggests that 1298 individuals had been identified with a possible need for health surveillance. Of these, 1149 are staff

and 149 are PhD students, it was likely that a significant number of the individuals identified by the audits do not require health surveillance and therefore in practice a much lower proportion of the 1298 staff and students identified would need an assessment.

Ms Rodger established that HML had also conducted a site visit, led by their Consultant Physician, to build a contextual understanding of the hazards that exist in the University and the likely health surveillance needs. The visit included a tour of facilities in Biomedical Science, Biological Services, Infection and Immunity and the Physics and Astronomy workshop. Other site visits were to be arranged as appropriate to ensure a good understanding of other working environments.

A review of the processes is planned to ensure a fully compliant programme of health surveillance can be maintained in future. Arrangements need to be put in place to identify new starters who may need health surveillance and similarly where job / role changes lead to new requirement for surveillance. Finally, the audit process will be repeated annually in order to capture any change of circumstance in Departments that had not been identified via other means.

## **6. Leadership in Higher Education**

Mrs Gouldsbrough presented the paper produced by USHA on behalf of UCEA and informed the Committee that it was a straight forward document giving guidance to leaders and managers of higher education institutes. As the document had replaced the health and safety management code of best practice (2001) Health & Safety were to issue – along with a covering letter created by Mr Fleming to University Heads of Department and Executive.

## **7. Stress Policy and Procedures**

Mr Dodman informed the Committee that the policy had been approved by the HR Committee

Ms Rodger notified the Committee that the Task and Finish Group (Human Resources and Trade Unions) had worked together to create the policy and stress management workshops had taken place with the help of Health & Safety.

## **8. Significant Accidents and Incidents Report**

Mrs Gouldsbrough presented the paper and informed the Committee that there were were no accidents or incidents to report.

## **9. Report of the BioSafety Committee**

Mrs Gouldsbrough presented the paper to the Committee.

The members accepted the report of the BioSafety Committee.

## **10. Report of the Radiation Working Group**

Mrs Gouldsbrough advised that since the retirement of Trevor Moseley, Dr Chris Bull had temporarily taken on the responsibilities of the radiation protection advisor (RPA). However, as Dr Bull was also retiring mid-April 2016, interviews had been held for a full time Radiation Protection Officer of which an appointment had been made. The employment start date was 15 February 2016 ensuring a short hand over period before Dr Bull's retirement.

Mrs Gouldsbrough notified the Committee that talks were in progress with the radiation protection group at the Northern General Hospital for a possible offer of University RPA services on a part time consultancy basis.

**11. Report of the Fire Key Risk Review Group**

Mr Lilley presented the paper from the Fire Key Risk Review Group.

Mr Lilley noted that progress and high assurance had been received and there was nothing to highlight or inform the Committee.

**12. Report of the Energy and Utilities Key Risk Review Group**

Mr Lilley presented the paper from the Energy and Utilities Key Risk Review Group.

**13. Any Other Business – Malicious Fire Alarm Activations within Communal Areas**

Mrs Gouldsbrough informed the Committee that the Fire Key Risk Review Group had discussed the rise of malicious fire alarms within communal areas. The KRRG had agreed for plastic covers be fitted over the manual call points and installation of CCTV.