



The
University
Of
Sheffield.

Health
& Safety.

The Council, 28 November 2016

Report of the Health and Safety Committee

Date: 24 October 2016

Chair: Mr Dodman

Secretary: Mrs J Kearney

1. Terms of Reference

The Chair presented the paper and noted that no notable changes had been made.

The Committee approved the Terms of Reference.

The Chair informed the members that Professor Jackson had stepped down from the Committee and wished to thank him for his considerable input and support over the last three years.

2. Health Surveillance Update

The report informed the Committee that the health screening programme had commenced in June 2016 and was due to be completed in December 2016.

Human Resources and Health Management Limited (HML) are reviewing processes to ensure that a fully compliant programme of health surveillance can be maintained in the future.

3. Waste Management Strategy

A paper outlining the Waste Management Strategy for the University had been presented; and the Committee welcomed and accepted the Strategy in principle and requested that regular updates are provided as an agenda item going forward.

The Chair suggested that the Strategy should be presented at the University Executive Board (UEB) and University Council for endorsement.

4. Annual Report – Health & Safety

The Committee received the Annual Report¹ for Health & Safety. The Head of Health & Safety had informed the Committee of each of the 'key issues' within the Health and Safety Annual Report.

¹ A full copy of the Report is available from Mrs Joanne Kearney, Secretary to the Health and Safety Committee, Health & Safety, Extension 27461

At the end of the last academic year it had been agreed that the Health and Safety Management Group had been disbanded due to duplication of the work of other groups and committees. As a result of this the University Health and Safety Risk Register had been incorporated for the first time into the Annual Report. It was agreed that the Risk Register would be presented as part of the Report annually.

The rising number of malicious activations in residences had been discussed and it was noted that Accommodation and Commercial Services continued to educate and discipline students with regards to malicious activations.

It was put to the Committee that by anonymising the information and circulating the disciplinary penalties imposed it may help dissuade others from malicious activity.

The Committee thanked the Health & Safety Team for the good work carried out over the past 12 months.

5. Annual Report – Security Services

The Committee received the Annual Report² for Security Services. It was noted that overall crime figures for the first time in seven years had increased from 152 crimes in 2014-2015 up to 188 crimes in 2015-2016. This could be partly due to the continued expansion of the University in terms of both infrastructure and student numbers. In addition, the displacement of vagrants and street drinkers away from the city centre onto the University Campus had also been a contributory factor.

It was highlighted that mental health issues amongst young people is a growing concern nationally and that this issue presented a significant number of challenges for Security Services.

The Committee thanked Security Services for the good work carried out over the past 12 months.

6. Annual Report – University Sickness Absence and Statistics

The Committee received the report and provided the Committee with an overview of the University's staff sickness absence data recorded over the last four years.

The Committee noted that Human Resources had been focusing on the mental wellbeing of staff by encouraging conversations and dialogue including the collation of statistics for this topic area.

7. Students Union Health and Safety Update

A representative from Students Union was not in attendance – this Report to be held over to the next meeting.

8. Annual Report – Food Hygiene

The Committee had been informed that 29 Accommodation and Commercial Services and UNICUS units had been audited by Highfield Ltd, an external food hygiene and food safety consultancy.

The total average score for the businesses was 86.5% and a score above 85% would be recognised as good compliance.

The Students' Union have commissioned an external audit for the end of November 2016. This audit will cover the systems, procedures and practices in all food handling outlets.

For consistency both the University and Students' Union commissioned the same external auditor.

² A full copy of the Report is available from Mrs Joanne Kearney, Secretary to the Health and Safety Committee, Health & Safety, Extension 27461

9. Residences Waste and Recycling

Mr McKown presented the Report and it was welcomed by the members.

10. Significant Accidents and Incidents Report

The Committee received the report which outlined the number of accidents, incidents and near misses that had occurred since the last meeting.

Five of the recorded accidents resulted in formal notification to the Health and Safety Executive under RIDDOR.

The Head of Health & Safety provided a verbal update in relation to a fire that occurred at the residences on 22 October 2016, resulting in significant damage to a bathroom in a flat. An investigation had been carried out by the University Fire Officer and would be forwarded to the Director of ACS.

The Committee welcomed the accident statistics that provided percentage ratios.

11. Health and Safety Executive Visit

The Committee received a report which summarised the recent visit by a Health and Safety Executive (HSE) Inspector. The inspection was of the containment level 3 facilities and the transgenic animal facilities. The outcome was very positive, with the HSE Inspector recognising many good working practices.

12. Procedures for Emergency Evacuation – Other than Fire

The Committee received and approved the document.

13. Report of the Biosafety Committee

The Committee accepted the Report and no comments had been raised.

14. Report of the Radiation Working Group

The Committee accepted the Report and no comments had been raised.

15. Report of the Statutory Maintenance Key Risk Review Group

The Committee accepted the Report and no comments had been raised.

16. Report of the Waste Management Key Risk Review Group

The Committee accepted the Report and no comments had been raised.

17. Any Other Business

The Chair informed the Committee that Pinsent Masons had carried out a Council Effectiveness Review on all University central committees. The audit had questioned the Health and Safety Committee's membership and governance reporting line. The Chair to provide information on the outcome when available.