



The  
University  
Of  
Sheffield.

Health  
& Safety.

**The Council, 3 July 2017**

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

**Date:** 17 May 2017

**Chair:** Mr Dodman

**Secretary:** Mrs D Fisher

### **1. Provision and Use of Work Equipment (PUWER) Health and Safety Policy and Procedures**

The Committee accepted the paper in principal but agreed that the Policy would be circulated in word format to the members for comment.

Once amendments had been made the Policy would be circulated for approval.

### **2. Progress of Management of Health Surveillance Update**

Mr Fleming felt that in addressing the non-attendance of staff a rigorous risk assessment at departmental level was required. Ms Tait noted that although the pre-screening questionnaire needed to be clearer, the details of the individual hobbies and outside of work activities proved helpful for health surveillance so requested this remain. Mr Fleming and Mr Ashman felt these questions were intrusive and often irrelevant.

It was noted that guidelines were already on the web pages and guidance would be given in more detail with post clinic actions shared with Heads of Department.

Concerns of non-attendance were raised and queried whether risk assessments were in place should the non-attendeo require screening. It was recommended that as the individual held responsibility to comply with the risk assessment they were fully advised of the risk assessment before the referral took place to ensure a full understanding was made.

### **Significant Accidents and Incidents**

A paper was presented which outlined the number of accidents and incidents and near misses that had occurred since the last meeting.

There were no recorded accidents which had resulted in formal notification to the Health and Safety Executive under RIDDOR.

### **3. Students' Union Health and Safety Update**

A paper was presented to the Committee.

Ms Thompson informed the Committee that the fire activations reported had been caused by smoke machines being used. The Committee was informed of surveys

carried out which highlighted a number of defects. Balfour Beatty had been contacted and would be rectifying the defects.

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

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

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

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

#### **6. Report of the Statutory Maintenance Key Risk Review Group**

Mr Fleming highlighted section 3.5 where it was indicated that EFM would be bringing inspection and maintenance of fire doors 'in house'. Mr Fleming highlighted that although this had taken place in early 2016 it was noted that due to illness within the in-house team the fire door inspection and maintenance schedule was running approximately 3 months behind. External contractors had been re-engaged on a temporary basis until the back-log had been cleared.

The Committee accepted the report.

#### **7. Report of the Environment and Waste Key Risk Review Group**

The Committee accepted the report.

#### **8. Health and Safety Policy Update**

The Committee approved minor changes to the following University Policies and Procedures:-

- Health and Safety Policy and Arrangements;
- Auditing & Monitoring Policy and Procedures;
- Biosafety Policy;
- Display Screen Equipment Policy;
- Fire Safety Policy and Procedures;
- Work with Lasers Policy and Procedures;
- Non-Ionising Radiations Policy and Procedures;
- Working at Height Policy.

#### **9. Any Other Business**

- Mr Fleming informed the Committee that a letter had been received from the South Yorkshire Fire and Rescue Service regarding call-outs to the Dainton Building. The letter informed the University that as the threshold had been crossed with regard to the false activations, either charges could be levied or call-outs be halted. Mr Fleming stated that a full system upgrade had been completed and as it was now under management control the false activations had ceased.
- Mr Brown advised the Committee that a tender had been created to control the contractors supplying food to the University and was due to close on 03 June 2017.

Mr Fleming to notify all Heads of Department once the preferred supplier had been selected and guidelines had been produced and published on the ACS webpage.