



The
University
Of
Sheffield.

Health
& Safety.

The Council, 16 April 2018.

Health and Safety Update

Date: 4 April 2018

Tom Fleming Director of Health and Safety

This update aims to provide Council with sufficient information on health and safety risks and the manner in which they are being managed to enable Council to discharge its legal responsibilities in this area

Issues of note

1. University Health and Safety Risk Register

The University Health and Safety Risk Register currently stands independent of the main University Risk Register. Following on from a meeting between the University Secretary and Director of Strategy and Governance and the Director of Health & Safety it was agreed that the appropriate high-level health and safety risks should transfer from and form part of the corporate risks.

Action: The Director of Health & Safety will meet with the Risk Review Group to discuss integration of the high-level health and safety risks into the overall risk register.

Timescale: April 2018

2. Liabilities Arising out of Partnership Accommodation - post Grenfell.

As part of the review carried out by the Task and Finish Group of University accommodation following the Grenfell fire, it was discovered that while all University properties (both teaching and residential) met the highest fire safety standards a number of partnership properties did not in terms of:

- Unsuitable (domestic) fire detection/alarm systems.
- 'Stay put' response procedures in event of fire.
- Absence of staff training

Actions:

- 1. Interim arrangements agreed with private providers pending upgrade of alarm/detection systems**
- 2. Agreed appropriate standard of alarm/detection to be installed.**
- 3. ACS staff to ensure all partnership accommodation meets University required fire safety standards going forward, prior to entering into agreement.**

3. Student and Staff Mental Health

Student mental health is a major issue of concern for all HE institutions. The Mental Health Strategy Group, led by Professor Wyn Morgan has been key over the last 12 months in raising awareness about this topic and in providing training to all staff to help recognise mental health issues in students.

Alongside the student mental health strategy there is an HR-led strategy in raising and tackling staff mental health issues and staff wellbeing. HR colleagues are currently organising a tripartite group representing HR, H&S and Trades Unions to consider workplace sickness issues and to specifically focus on work-related stress issues.

Actions: Both of the above mental health strategies are ongoing

4. Failure to Implement sufficiently robust health and safety management systems at departmental and faculty level.

Investigation into a chemical scald in September 2017 identified that a root cause of the incident was a lack of management involvement in or understanding of risk management at a local (departmental) level. It was also identified that at faculty level there were some issues with compliance reporting procedures.

The Director of Health and Safety was asked to present a paper to UEB identifying the issues and proposing a strategy to deal with them. An action plan was adopted by UEB and is currently (March/April) being rolled out across faculties.

Actions:

- 1. All departmental Health and Safety Committees to be chaired by the Head of Department (HoD) or in their absence a senior departmental manager**
- 2. All Heads of Department are required to report regularly to Faculty Executive Board (FEB) on their health and safety compliance**
- 3. Heads of Department to ensure appropriate inspections take place for all laboratories and workshops under their management**
- 4. A full review of all CoSHH assessments is carried out by departments involved in the use of hazardous substances.**
- 5. All staff working with hazardous materials to have completed a formal CoSHH training session.**
- 6. A central member of the Health & Safety Department will work to support with each faculty and monitor compliance with this strategy going forward.**



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Report of the Health and Safety Committee

Date: 13 February 2018

Chair: Mr Dodman

Secretary: Mrs D Fisher

Please note that this is a summary of the Health and Safety Committee minutes of 13 February 2018. The full set of minutes can be found at https://www.sheffield.ac.uk/polopoly_fs/1.765408!/file/201813February.pdf

1. University Health and Safety Risk Register

Mr Fleming presented the paper to the Committee explaining the problems identified, actions required, timescales given and whom was held responsible.

Mr Fleming highlighted a few of the risks that were marked as amber or red, noting that management had been advised of the risks involved that held possible threats of prosecution or injury if actions were not undertaken.

Mr Fleming informed the Committee that the major focus of the Health & Safety team would be conducting departmental audits. The major concerns identified would be discussed at departmental and faculty Health and Safety Committees.

The Committee approved the Risk Register.

2. University Solicitors View of Liabilities Arising out of Partnership Accommodation / post Grenfell.

Mr Lilley informed the Committee that all partnership accommodation had been checked and liabilities had been found which were unacceptable for UoS student residence.

Mr Lilley noted that although one partnership had gone above and beyond expectations to resolve the problems found, another partnership had not carried out any of the regulatory upgrades required to University standard.

Mr Lilley advised that checks must be carried out before contractual agreements are made and failure to reach University standard would result in the loss of contract.

3. Legionella Policy and Procedures

Mr Lilley informed the Committee that the University was committed to meeting its legal obligations with respect to all of the quality, health, safety and environmental aspects of water.

Mr Lilley informed the Committee that an external auditor would be brought in for an independent review.

Mr Lilley advised that all activities undertaken would be managed and training to prove compliance would be completed before use.

The Committee approved the Policy.

4. Assistance Dog Policy

Mr Fleming presented the policy to the Committee on behalf of Student Support Group. Mr Fleming noted that Mr Coleman, Head of Disability and Dyslexia Services wanted to encourage inclusivity and to differentiate between assistance dogs and animals brought on to University premises as pets.

The Committee approved the Policy.

5. Progress of Management of Health Surveillance Policy and Referral Process

Ms Tait notified the Committee that from the 650 people identified as requiring health surveillance, 88% had attended a health surveillance appointment.

Ms Tait noted that using the staggered approach for the first round had worked well and working closely with Administration staff, Departmental Safety Officers and Line Managers had proved to be a good procedure for appointments.

Ms Tait explained that an on-line investigation system that was due to start had been delayed until at least late 2018 though the provider for this was yet undetermined. This was due to the contract for the current Occupational Health provider 'HML' would expire November 2018 and a tender process was due to get underway soon.

Concerns were raised over confidentiality should the contract provider change and what would happen in transition. Ms Tait confirmed that the medical and health surveillance information would transition to the new provider.

6. University Stress Risk Management and Mental Health & Wellbeing Strategic Aims

Ms Tait informed the Committee that the papers responded to the full and frank discussion made at the October 2017 Committee meeting. The papers detailed progress towards a strategic approach to staff mental health and wellbeing and to the management of stress. Ms Tait advised the Committee that HR reviewed all its policies on a rolling basis and members last received the University's Stress Policy and associated guidance in February 2016; the next formal review date being November 2018. The mental health and wellbeing strategic plan was in draft form and would be discussed further internally and at the HR Committee. HR was working with Student Support Services to ensure work aligns with recent work concerning the student mental health strategy and support.

7. Annual Report – Students Union

Ms Thompson advised that the report showed improvement of Students' Union understanding of health and safety operations and staff engagement.

Over the past 12 months there were seven accidental fire alarm activations. Ms Thompson noted that five of the seven accidental activations related to artificial smoke escaping from the level two venues into other parts of the buildings. These activations have resulted in remedial actions being taken to improve fire containment and compartmenting in ceiling voids by University of Sheffield.

The report showed that the accident analysis reported H&S accidents incidents and near misses showed a rise of slips, trips and falls. Ms Thompson informed the Committee that the vinyl flooring in the SU bar and on the nightclub dancefloor had been upgraded and accidents of this nature had since reduced.

8. Students Union – Annual Food Hygiene Report

Ms Thompson informed the Committee that the Product Development department within the SU carried out internal audits following the external 2016 audits.

Following on from the external audit where the Nursery had received a low percentage rating of 67%, the internal audit completed November 2017 gave 82% rating and a 5* rating had been received from the HMO.

Although external auditing was to be discussed at the next Students' Union Health and Safety Committee meeting, Ms Thompson is confident that the internal auditing was fully sufficient as all SU food outlets at present held a 5* rating apart from two which received 4*.

9. Trade Union Inspection – Pam Liversidge Building

Mr Ashman presented the paper of the Pam Liversidge Building health and safety audit conducted by the Trade Union.

Mr Ashman stated that no significant issues required remedial action and both the Health & Safety Department and Estates and Facilities Management dealt with all actions as appropriate.

10. Significant Accident and Incidents

Mr Fleming presented the paper which outlined the number of accidents, incidents and near misses that had occurred since the last meeting.

Mr Fleming informed the Committee that three of the recorded incidents had resulted in formal notification to the Health and Safety Executive under RIDDOR.

11. Students Union Health and Safety Update

Mr Dodman informed the Committee that the matters recorded in the Students' Union health and safety update had already been discussed.

12. Health and Safety Annual Report Update to UEB and Action Plan

Mr Fleming presented the paper which was discussed at the UEB on the 23 January 2018.

Mr Fleming stated that the purpose of the paper was to give a brief summary of health and safety management across the University over the past 12 months as well as informing the UEB of a serious chemical incident in the Faculty of Engineering and the recommended actions taken to prevent a similar incident from occurring in any area of the University.

The Committee agreed the actions as outlined in Mr Fleming's paper.

13. Report of the BioSafety Committee

Mr Fleming presented the report.

The Committee accepted the report.

14. Report of the Radiation Working Group

Mr Fleming presented the report.

The Committee accepted the report.

15. Report of the Fire Key Risk Review Group

Mr Lilley presented the paper to the Committee.

The Committee accepted the report.

16. Report of the Energy and Utilities Key Risk Review Group

Mr Lilley presented the paper to the Committee.

The Committee accepted the report.

17. General Data Protection Regulation Legislation (GDPR)

Mr Dodman stated that it had been requested that all Committees were obliged to review the Terms of Reference to ensure GDPR compliance and to highlight the health and safety implications.

Update to be given at the next meeting.

18. Any Other Business

No further issues were raised.