



The  
University  
Of  
Sheffield.

## The Council, 26 November 2018

### Report of the Health and Safety Comment and Update

Date: 7 November 2018

Tom Fleming Director of Health & Safety

#### Key Issues of note

##### 1. Stress Risk Management Update

Ms Tait (HR) presented the paper to the Committee noting x4 Stress Risk Management Group meetings had taken place since the last Health and Safety Committee meeting. This group is comprised of Human Resources; Health & Safety and Trades Union colleagues.

The Committee was informed that the 'Group is aiming to produce recommendations on proactively managing stress in the workplace.

##### 2. Training Update - COSHH – As Per UEB Action Plan

Mr Fleming presented the paper and noted that since the online course had been launched on 05 March 2018, a total number of 2108 staff and postgraduate students had successfully completed the training.

Mr Fleming informed the 'Committee that since 31 May 2018, a further 8 half day training courses had been delivered, bringing the total number of attendees to 136 across 14 sessions for the Academic Year 2017-18.

##### 3. Annual Report – Health & Safety

Mr Fleming presented the annual report and provided the Committee with a health and safety overview from the last 12 months. Particular attention was made to the following key points: -

- The main theme of the 2017-18 Annual Health & Safety report was the need for closer engagement between the Health & Safety team and faculties/departments.

It was clear that a more robust system had been required to ensure on-going compliance and good health and safety practice at all levels. To enable this to happen a significant restructuring of the way in which the central Health & Safety team related to the Faculties was required with a Health & Safety Manager being appointed to liaise with each Faculty.

- One topic which continued to be a significant issue at national as well as local level was the increasing incidence in mental health, including the health and safety topic of workplace stress. A working group comprised of representatives from Human Resources; the Trades Union Safety Representatives; and the Health & Safety Department have been working jointly to try and produce a risk assessment model

which will allow us to prevent incidents of workplace stress; to identify local 'hot spots' of stress; and to intervene and work with local managers to resolve these at the earliest possible opportunity.

**Action: Mr Fleming to produce an individual Stress Risk Management progress paper for discussion at the February 2019 meeting of the Health and Safety Committee.**

It was commented that a common theme for concern was the lack of suitable risk assessments, particularly in relation to student activity which was unacceptable.

**Action: Mr Fleming to produce a report indicating specific areas of concern for discussion at the February 2019 meeting of the Health and Safety Committee.**

#### 4. **Annual Report – Human Resources Sickness Absence and Statistics**

Ms Tait informed the members that Human Resources had been focusing on the Juice (health and wellbeing offer) and continued to deliver a wider and more diverse range of activities across campus with more choice available for staff at different times of the working day.

A new Stress Risk Management Working Group had also been set up, as a sub-group of Health & Safety Committee. The aim was to look collectively at improvement in the approach to stress risk management along with the use of stress indicator tools and the role of Trade Union inspections.

Following a review of procurement options and the most appropriate solution for the re-procurement of the University's occupational health services, a decision had been made to continue the contract with HML (our current provider), under the CCS framework agreement for occupational health services. This contract will be for an initial term of 2 years from 1<sup>st</sup> December 2018 to 30<sup>th</sup> November 2020 with an option to extend by a further 2 years (in 1 year increments) subject to performance.

#### 5. **Significant Accidents and Incidents**

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

**On 16 May 2018** – A member of staff slipped on some polystyrene packaging that had been left on some stairs. The member of staff fell down three steps causing pain to their arm and neck which resulted in an overnight stay in hospital and an over 7-day lost time absence.

**Remedial Action:** - The associated department sent a communication around informing staff of their responsibilities to themselves and others along with an instruction to ensure they clear up after themselves.

**On 4 July 2018** – A member of staff was bending down to pick up some tools when they felt a sharp pain in their lower back. This resulted in an over 7-day lost time absence.

**Remedial Action:** - The associated department were reviewing their risk assessments and method statements.

Mr Fleming stated that although not falling within this reporting period he felt the Committee should be aware of the following incidents:

On **6 October 2018** at 20:35. A fire caused substantial damage to Lab A10 in Electronic and Electrical Engineering, within the George Porter Building, where experimental equipment was under test. No persons were injured.

The seat of flame appeared to be a domestic freezer which had been modified by Departmental staff and rewired to act as an incubator for the experiment. A heater had been installed to hold temperature above ambient temperature.

It was noted that the incident was still under investigation at the time of the meeting.

**Actions:**

- 1. All similarly modified items were immediately taken out of use.**
  - 2. No further modifications to take place without full consideration of both the need to modify and the safety implications of modifying equipment.**
  - 3. All Departmental Safety Officers to be briefed on this incident to raise awareness of the risks of modifying equipment.**
- A briefing report has been submitted for discussion to UEB.**

On **12 October 2018** at 10:35. In preparation for the installation of machinery at the AMRC, upgrade work changes to the electrical switches was required. The work was to be undertaken by NRC (approved contractor) who had sub-contracted to acquire reputable and competent assistance from Rappel (the electrical panel manufacturer).

The Rappel apprentice (who was supervised by the Rappel electrician) was asked to prepare for the switch change-out by removing the now isolated control circuitry. The Rappel electrician went to the toilet, an NRC electrician was close to where the apprentice was working. The apprentice clipped a plastic tie-wrap to release part of the control circuit on the de-powered side of the compartment. While he was doing this there was a sudden flash and a loud bang; he felt a sudden pain in his left forearm. The power to the building tripped.

Emergency procedures had been immediately put into place and an ambulance called. The casualty had suffered what appeared to be 'flash' burn to his lower left arm and torso and was taken to hospital but released later that day.

Neither of the qualified and experienced electricians from Rappel or NRC had seen a similar type of flashover.

**Action:**

**A full investigation took place and indicates that the flashover may have taken place as a result of carbon composite dust in the air from previous process. A full shutdown of all equipment followed by a 'deep clean' to remove all dust particles will take place before any similar electrical maintenance activity is carried out.**

# Health and Safety Committee

## Terms of Reference:

To actively promote continuous improvement in health and safety across all activities and premises of the University for the benefit of staff, students, visitors and contractors by:

1. Encouraging co-operation between University and campus Trade Unions.
2. Studying trends of accidents, incidents, dangerous occurrences and notifiable diseases and making recommendations for corrective actions to relevant services.
3. Receiving and considering reports of accidents and incidents, and to note where improvements can be made.
4. Receiving and considering relevant audit and inspection reports from Health and Safety, relevant Working Groups and sub-groups to the Committee.
5. Receiving and considering health and safety inspections from University recognised Trade Union Representatives and determining actions and priorities.
6. Receiving and considering the implications for the University of inspections and audits by, and reports and information from, Enforcing Authorities.
7. Evaluating the effectiveness of health and safety training.
8. Receiving statutory compliance updates from the Students' Union.
9. Monitoring the adequacy and effectiveness of health and safety communications and publications.
10. Assessing and monitoring the impact of new or amended legislation on the activities of the University, and evaluating Safety Policies and making recommendations for revision.
11. Sharing best practice and comparative data.
12. Considering sickness and absence statistics and reasons for absence.
13. Reviewing annually the University's Health and Safety Policy and Arrangements.
- [14.](#) Ensuring a robust health surveillance programme is in place.
- [14-15.](#) Ensuring robust procedures are in place for the management of wellbeing protocols

**Reports to:** Council.

## Membership:

Chair	Mr Andrew Dodman
<i>Ex-officio members:</i>	
The President & Vice-Chancellor or the Provost & Deputy Vice-Chancellor	<del>Professor Gill Valentine (from 1 October to 31 October 2018)</del> Professor Koen Lamberts ( <del>from 1 November 2018</del> ) / Professor Gill Valentine
The <del>Head-Director</del> of Health and Safety	Mr Tom Fleming
The Director of Estates & Facilities Management & IT	Mr Keith Lilley
The Associate Director of Human Resources (incorporating Workplace Health & Wellbeing)	Ms Gill Tait
<del>The</del> Head of Campus Services	Mrs Lisa Woods
<del>The</del> Health & Safety Manager, Facilities Students' Union	Miss Jill Thompson
A representative of Accommodation & Commercial Services	Mr David McKown
A Representative of the Advanced Manufacturing Research Centre (AMRC)	Mr Stephen Davies
<u><i>Four members of the academic staff, appointed by the Senate with consideration given to representation across the different disciplines within the University; A representative for each of the five faculties nominated by the relevant Vice President and one from Professional Services nominated by the Chief Operating Officer</i></u>	
<del>Dr Colin Bingle (Academic Unit of Respiratory Medicine, Medical School)</del> <u>Dr Colin Bingle</u>	2007-10, et seq, <del>15-16</del> , 2016-19
<u>Representative for the Faculty of Science, Ms Melanie Hannah (Biomedical Science)</u>	2016-19
<u>Representative for the Faculty of Social Sciences, Ms Cristina Molina-Hall (School of Education)</u>	2017-20
<del>Dr Maria Romero-Gonzalez (Department of Geography)</del> <u>Representative for the Faculty of Engineering, Mrs Johanna Marriott</u>	<del>2017</del> 2018-2021
<u>Representative for the Faculty of Arts &amp; Humanities, Professor Caroline Jackson</u>	<u>2018-21</u>
<u>Representative for Professional Services, Dr Malcolm Butler</u>	<u>2018-21</u>
<u><i>Two representatives of the Council: One member of Council and one representative of Council</i></u>	
<del>Ms Samantha Bartholomew</del> <u>Professor Keith Layden</u>	<del>2013-16, 2016-19</del> <u>2017-20</u>
<u>Ms Samantha Bartholomew</u> <del>Professor Keith Layden</del>	<u>2017-20</u> <u>2013-16, et seq 16-19</u>
<i>A representative of each recognised Trade Union:</i>	
UCU	Mr Mick Ashman (Nursing & Midwifery) Mr Scott McMullin (Corporate Information & Computing Services)
Unison	Mr Robert Hemus (School of English Theatre Workshop) <u>Vacancy</u>

<i>Unite</i>	Mr Andrew Platts (Department of Oncology, Medical School) Mrs Yvonne Stephenson (Department of Infection & Immunity, Medical School)
<i>A representative of the Students' Union</i>	Ms Cecilia Hudson Molinaro (Activities Officer) (2018-19)
<i>In attendance (ex-officio):</i>	
<i>Deputy Director of Health &amp; Safety</i>	Mrs Beverley Gouldsbrough
<i>Secretary</i>	Mrs Debra Fisher (Health & Safety)

**Quorum:** To be one third of the membership.