



The
University
Of
Sheffield.

Health
& Safety

The Council, 8 July 2019

Health and Safety Update

Date: 8 July 2019

Tom Fleming

Director of Health & Safety

Key Issues of note

1. Introduction

The purpose of this report is to inform Council of the mechanisms in place to ensure the University of Sheffield is meeting health and safety requirements and to highlight the actions being taken where these standards fail to be met.

2. Health and Safety Risk Register

The Committee was informed that the paper showed significant improvements had been made from the previous year.

On item 9 of the register the campus Trade Unions (TU) queried that moving forward whether considerations could be given to raising the 'inherent likelihood' scoring on the register to 'high'. This request was quantified by the fact that from the reports TUs received, stress was perceived to be one of the biggest risks and evidence could be brought to the Committee to support the claim.

Discussions had taken place and the Committee agreed that this should be passed to the Stress Risk Management Working Group for review and the outcome be reported back to the next meeting of the Committee.

Pressure Systems Policy and Procedures

Mrs Gouldsbrough presented the paper.

Mrs Gouldsbrough advised that the draft Policy had been consulted with the Head of Engineering and Maintenance within Estates and Facilities Management. The Committee was asked for any comments with regards for the Policy to be approved to be forwarded to her for consideration and where necessary amended.

3. Stress Risk Management Working Group – Progress Report

Ms Faulds presented the paper to the Committee noting three Stress Risk Management Working Group meetings had taken place since the last Health and Safety Committee meeting.

Ms Faulds informed the Committee that moving forward, the first step would be an awareness stress risk assessment template which would become live shortly.

The Committee had been made aware that Human Resources and Health & Safety were currently in contact with Robertson Cooper, a company who provide training to deliver innovative, integrated wellbeing solutions for mental health. A pilot training scheme is currently being arranged for University staff, in particular those who managed teams and/or individuals in problematic areas raised through the Staff Survey Review.

Training will be monitored through feedback provided by delegates following each session.

4. **Significant Accidents and Incidents and Trends**

Mrs Gouldsbrough presented the paper to the Committee which showed three of the recorded accidents resulted in formal notification to the Health and Safety Executive under RIDDOR.

On 13 February 2019 – A member of staff had put a vacuum cleaner to one side whilst they picked an item up off the floor. The staff member then caught their foot in the vacuum cleaner cable causing them to fall over, which resulted in a broken wrist.

Remedial Action – The Facilities Manager was arranging to carry out a tool box talk with the injured person that would highlight the hazards of their role and the safe use of equipment.

On 11 March 2019 – A member of staff was assisting a Facilities Assistant to move some staging from the Bar Lounge in the Octagon into the main hall, by holding open a door. After the first caddie had passed through the door the member of staff went back to the Bar Lounge where the remainder of the staging had been stored, to assess the situation and understand what equipment had been left. It was at this point that the member of staff stated that one of the 18” staging fell and hit his foot. The member of staff could not recollect moving any equipment.

Remedial Action – Safe systems of work were to be reviewed, trained against and inducted to all internal/external sourced crews/teams. A review of the storage of the staging is to be undertaken by the stakeholders.

The following was reported as a Dangerous Occurrence – Failure of a pressure system:

On 13 March 2019 – DPTC part of AMRC carries out testing on various automotive/aircraft parts. Testing was being carried out on an automotive part that had been designed as part of a project. The rig had been running intermittently for approximately 65 minutes when a high pressure hose from the receiver detached emitting a loud noise. The equipment was immediately shut down and an investigation initiated. The finding for the cause of detachment was that the hose attached was not of sufficient rating for the task. A member of staff working in the adjacent cell reported ‘noise’ in his ears after the event. The member of staff attended hospital as a precaution but did not receive any treatment.

This RIDDOR report came under the previous reporting period 1 October 2018 – 31 January 2019. It was reported after the previous Committee papers had been submitted:

On 15 January 2019 – A member of staff was walking down some stairs, empty handed, to collect a wet floor sign. The member of staff reported falling down three steps, spraining their wrist and shoulder. This resulted in an over 7-day lost time absence.

Remedial Action – The member of staff has been advised by their Manager to be extra careful when working in and around staircases and also advised that the lifts must be used when transporting cleaning equipment.

The data below shows the number of accidents for the same period during 2018. There were 92 accidents and 27 near misses.

Notification of Significant Incidents

Also worthy of note for the Committee is the following incident which has occurred since the last meeting in February 2019: -

On **16 March 2019** the roof on the Addison Building lifted, it had been damaged by high winds. Safety measures were put in place until a temporary repair could be effected on Monday, 18 March 2019, when the winds had subsided.

5. **Students' Union Health and Safety Update**

Ms Thompson presented the report and provided the Committee with a Students' Union overview relating to term 2 of the 2018/19 academic year.

There had been 3 fire activations in term 2. One malicious activation and two false activations as follows.

08.03.2019 - Malicious fire activation - Raynor Lounge.

The Manual Call Point outer cover had been removed and the inner cover was pushed in so much that it had distorted resulting with the call point having to be taken out and bent back before it would re-set. CCTV of those responsible was found and saved. One of the perpetrators was found approximately two weeks later and following Students' Union Disciplinary processes was ejected and banned.

13.03.2019 - False fire activation - Plant room, Studio venue.

Artificial smoke activated an overhead detector, the insulation in the plant room had fallen out of position in various locations around the ceiling and walls. This has now been rectified. Investigations into the sensor showed its activation history was very sparse and that the activation was the result of either a 'glitch' or literally a bug in the system.

03.04.2019 – False fire activation – Production kitchen area, level 1.

The activation was caused by a faulty sensor. EFM attended site and confirmed the sensor was faulty and at the end of life. A replacement has been arranged with Honeywell.

The Students' Union are aiming to gain information from the contractors Honeywell, listing all of the sensors included in the 'Performance Mode' sensors loop (those that would be switched to "heat rising only" as part of our Performance Mode Procedure); this would give assurance that all the appropriate sensors are included.

Accidents and near misses reported through the University Accident reporting system

Total incidents 12 (14 in 17/18) RIDDOR reportable 0 (1 in T2 17/18)

42% of accidents are to staff, with the other 58% to customers. Of the 12 reports:

• 5 x Slips Trips Falls –

- x1 within the Level 2 venues,
- x1 at the nursery
- x1 behind the Welcome Desk
- x2 in the Octagon.

- **2 x Sharps injuries** – broken glass and kitchen knife use;
- **1 x child behaviour** related incident at the nursery.
- **1 each of:** collision with fixed object, struck by moving object, and 1 minor illness.
- **One near miss was reported this term** This related to a contractor narrowly missing dropping a tool from a ladder onto a member of staff.

6. **Report of the BioSafety Committee**

Ms Gouldsbrough presented the report.

The Committee accepted the report.

Due to Professor Andrews' retirement as Chair at the end of the current academic year, Biosafety Committee members had unanimously nominated Dr Martin Nicklin for Chair of the Committee from 2019/20.

The Committee approved the appointment of Dr Martin Nicklin as Chair.

7. **Report of the Radiation Working Group**

Mrs Gouldsbrough presented the report.

The Committee accepted the report.

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

Mr Lilley was not present.

The Committee accepted the report.

9. **Report of the Statutory Maintenance Key Risk Review Group**

Mrs Gouldsbrough presented the report.

The Committee accepted the report.

10. **Completion of the Annual Fire Evacuation Drills 2018/19**

Mrs Gouldsbrough informed the Committee that all 2018/19 fire evacuation drills were now complete.

11. **Update of Health and Safety Policies**

Mrs Gouldsbrough notified the Committee that the following policies had been reviewed and updated. It was advised that no significant changes had been made.

- Fire Safety Policy and Procedures
- DSE Policy and Procedures
- Control of Contractors Policy and Procedures
- Work Related Driving Policy