Present
Cheryl Oliver – DSO (CO)
Karen Beck – DTS Section Safety Officer (KB)
Nikki Croft – CRG Section Safety Officer (NC)
Catherine Grinold PHM Section Safety Officer (CG)
Andrea Shippam HEDS Section Safety Officer (AS)
Jo Turner – HSR Section Safety Officer (JT)
Sue Wilson – PHM Section Safety Officer (SW)
Claire Bentley HSR Section Safety Officer (CB)
Mark Tinker – DSE Assessor (MT)

1. Welcome and Apologies
   Noted as above
   Shelf in the CRG meeting room to be moved higher.

2. Notes of previous meeting
   Approved as a correct record.

3. Annual Audit - Update
   Discussion took place regarding the School annual audit and who would report back the
   findings of the section inspections.
   It was agreed that CO as Health & Safety officer would send a report back to Section Safety
   Officers with a template email of what would need to be fed back to staff within their section.
   The SSO would send the individual the report and give a month to rectify the issues. It was
   suggested that if staff continued to ignore the advice given to them then it would be escalated
   appropriately as a breach of their contract.

   MT advised that all SSO had access to the photos relating to the staff who had failed and
   should they need extra help, they would need to book a time with IT if necessary. Printers had
   all been removed in ScHARR which would alleviate a number of fails reported.

   CG reported a number of desks that had an issue with floor flaps in the way of chairs. These
   problems would need to be reported to CO so they could be discussed separately.
   CO notified SSO’s that if they had any problems with individuals she would be happy to send
   the emails out directly.
   Cable ties available from IT.
4. **H&S Website**  
It was reported that the School H&S website was live and if anyone had any comments to let CO know.  
http://www.sheffield.ac.uk/scharr/staffinfo/healthandsafety

5. **Smoking in the Courtyard**  
An incident had occurred when a visitor had reported that there had been smoking under the archway of the Regent Court Courtyard. CO had received guidance from central H&S that smokers were permitted to smoke in the central area of the courtyard but not under the shelter with is classed as an enclosed area.

6. **First Aiders**  
Claire Bentley and Marianne Lewis had successfully completed the first aid at work course and Claire Relton & Claire White were due to attend the 3 day course in July.  
CO asked if SSO could check their first aid boxes and to inform her if stock was low.

7. **AOB**  
MT mentioned the importance of possibly having a DSE assessor for each section. NC thought it would be a good idea for this to be discussed at section meetings to ask for any volunteers.  
This course is a 3 hour course.

**Post meeting notes:** CO has contacted H&S to find out more information regarding DSE assessor training and will forward relevant information once received.

It was thought it would be beneficial to the Committee if Steve Preston attend future meetings to advise on any EFM issues.
1. **Welcome and Apologies**
   Apologies received from Catherine Grinold, Charlotte Hollins, Joanne Turner and Sara North-Cook. CO welcomed new members to the group and advised LP, who is taking over the role of SSO from CB, that she would provide her with details of the job role.

2. **Notes of Previous Meeting**
   Audit – this was discussed later in the meeting
   H&S website – KB said it was OK. No other feedback.
   Smoking in courtyard – still happening in archway. Let CO know if anyone is smoking there.

3. **Annual Audit – Update**
   Audits have taken a lot of time and paperwork. DTS have been done and have had re-inspection. HEDS have gone through re-inspection but found further issues. Haven’t moved onto re-inspection of HSR, CRG or Public Health. Main issue is cabling as it has been affected by desk or seating changes within an office. SP has requested a quote to move the floor flap in 1 person’s office. MT stated that accommodation issues are affecting where floor flaps are located and went onto to stated that this needs to be tackled at source prior to changing desk locations within an office.

   First point to raise such an issue would be with your SSO then it will need to be booked via ScHARR Tech as a proper job where it will be assessed fully.
Financing such tasks was queried and SP stated that DSE issues were funded by section. New sockets might be funded centrally by ScHARR. SP went onto to state that there is a repairs budget as part of the Health & Safety budget which might be looked at again. NC stated that the budget has had cuts from faculty so to ask for more will be unlikely. Therefore where desks are sited within an office will be the first point to look at.

4. **Remit of the Health & Safety Committee**  
Not discussed as discussion over Annual Audit was lengthy.

5. **Personal Emergency Evacuation Plan for staff and students**  
CO highlighted that if staff member or student requires a Personal Emergency Evacuation Plan (PEEP) to make the H&S Committee aware.

6. **Call for Section DSE Assessors**  
CO advised that MT is the only DSE Assessor for the whole of ScHARR and now we are needing assessors for each section. MT advised that there is a 3hr training session and CO advised that assessors are not making occupational health recommendations. MT advised that assessors look at workstation and state if it meets DSE requirements.

   CO advised that preferable that SSO should be trained as DSE assessor. ML offered to be DSE advisor for HEDS. Need 2 for HSR. CO to chase training.

7. **New First Aiders**  
CO advised that we have 2 new first aiders. Claire White for DTS and Claire Relton for Public Health

8. **AOB**  
CB brought up the issue regarding room 106 meeting room in the innovation centre and MT advised that he would put something in writing suggesting on how to make the room safe.

9. **Dates of Future Meetings – Paper attached**  
CO advised that she would advise dates for 2015 and look into possibility of new meeting room.