Present
Cheryl Oliver – DSO (CO)
Andrea Shippam HEDS Section Safety Officer (AS)
Jo Turner – HSR Section Safety Officer (JT)
Sue Wilson – PHM Section Safety Officer (SW)
Marianne Lewis – Minute taker (ML)
Steve Preston – EFM Advisor (SP)
Charlotte Hollins – Disability Liaison Officer (Students)
Lauren Powell – HSR Section Safety Officer (LP)

1. Welcome and Apologies
Apologies received from Catherine Grinold, Rosie Duncan, Michelle Johnson, Karen Beck, Nikki Croft, Denise Faulkner and Sara North-Cook.

2. Notes of Previous Meeting
Annual Audit – still issues with various rooms – CO advised for SSOs to try to keep on top of people and if still problems escalate to CO. University audit happening at some point but no date given yet, usually get 2 weeks notice. CO asked if anyone had any ideas on how to conduct the audit another way to advise CO. CO advised that MT would share his ideas at the next meeting.

PEEPS – CH stated that she had an issue with a student who had a PEEP and there was an incident in another building. Query over who is responsible for PEEP, do people have to inform they have a PEEP if they go to another building? CO advised that central University might be able to offer suggestions. CO advised that we have to think about visitors who come into SchHARR as who would be responsible. CO advised reception aware of information to advise visitors (i.e. safe place in stairwell). AS queried whether Fire Marshalls should be given information about people who have PEEPS. LP stated it would be good to raise awareness of PEEPS. CO stated that there is an Evac Chair but no-one is trained to use it.

3. Remit of Health and Safety Committee
CO provided everyone with a copy of the Remit and everyone agreed it was OK. CO to send remit to Exec Group for verification.

4. Call for Section DSE Assessors
Since last meeting ML, SW and JT had successfully trained as DSE Assessors. LP advised that she could see if she could attend training in order to cover Innovation Building. So far no one from DTS had been trained – CO to speak to KB.
5. **First Aiders – booking on course**
   CO advised that ScHARR has 7 first aiders and this is sufficient for us legally. CO advised that still difficult to get on course as there is an extensive waiting list and other departments who require first aiders will get priority. LP queried if she could legally treat someone as she has some first aid training but not via University. CO advised that you have to have completed Health & Safety at Work training through to University to be legally able to treat someone.

6. **AOB**
   No other business

7. **Date of Future Meetings**
   CO advised next meeting should be 28 September 2015.
1. Welcome and Apologies
   Apologies received from Catherine Grinold, Rosie Duncan, Nikki Croft, Denise Faulkner, Lauren Powell, and Mark Tinker

2. Notes of Previous Meeting
   PEEPS – CO advised that after speaking to Health & Safety that we cannot carry out PEEPS for everyone in every building therefore it is the visitors responsibility to make themselves aware of evacuation procedures and make themselves known to a member of staff if they require assistance.

   H&S Remit – this has been taken to Exec Group but a response has not been given.

   DSE Assessors – KB advised that she has completed the DSE Assessor Training.

3. First Aid Boxes
   CO advised that the information sheet for the first aid boxes has been updated and all boxes should contain this new information. CO has already emailed this to the members of staff who are responsible for the boxes. CO asked if boxes could be checked against this new information to ensure that all stock is correct and up to date.

4. Fire Alarm and Fire Training
   CO advised the group regarding the outcome of the most recent fire evacuation. There were a few key things that Safety Officers did note, one was that a few people were exiting with hot drinks. Another issue was an issue with the fire door to the ground floor open plan having a lock. A discussion was had over the issue of whether the door should have a lock. CO then passed round a list of people who haven’t completed their fire safety training with a request to gently remind them to complete it.
5. **Annual Audit**

CO confirmed that the next ScHARR annual audit is starting in January 2016. CO enquired as to ideas as to how each section would like this to be carried out and when in 2016 would be best for the sections. CO advised that there is a checklist which could be distributed prior to the Audit in order to allow people to know what the Audit is looking for. CO advised that ScHARR IT had done lots of work around the issue of trailing wires so hopefully this won’t be an issue this time around.

CO went round the group confirming who each section’s DSE Assessors are.

**ACTION:** CO to send round the risk assessment for group to comment

6. **Call for Section DSE Assessors**

This was combined with the Annual Audit in point 5 above.

7. **H&S Website**

CO advised that she will be looking to streamline the website and is looking for comments on what would people like on the website. Issues that were raised at the meeting were:

- Information for staff
- Having a public face
- Students cannot view information

8. **AOB**

KB brought up the issue of cable on the conference phone in Room 214 as the wires are coming loose. The cable curb isn’t working as it might be too heavy therefore a better solution is required. SP advised that the mats might help with the weight distribution. GR queried if the room layout could be changed and KB said that she would look into that. SP advised that he could get a long thin table to put over the table. KB advised that might be suitable and to give it a try.

9. **Date of Future Meetings**