UNIVERSITY OF SHEFFIELD
Notes of SchARR Health & Safety Meeting
Monday 7th March 2016
3pm Trent Room

Present
Cheryl Oliver – Chair, DSO (CO)
Gill Rooney HEDS Section Safety Officer (GR)
Jo Turner – HSR Section Safety Officer (JT)
Sue Wilson – PHM Section Safety Officer (SW)
Mike Holmes – HEDS Section Safety Officer (MH)
Steve Preston – EFM Advisor (SNP)
Denise Faulkner – Disability Liaison Officer (DF)
Emma Cordell – Students (EC)
Richard Simmonds – HSR Section Safety Officer (RS)
Nikki Croft – CRG Section Safety Officer (NAC)
Catherine Grinold (CG)
Karen Beck - DTS Section Safety Officer (KB)
Dave Hoyland (DH)
Mark Tinker (MT)

1. Welcome and Apologies
CO welcomed the new members of the group

2. Notes of Previous Meeting
The notes of the previous meeting will be discussed at a later date, due to the University Audit, which is the main reason for calling a meeting.

3. Annual Audit w/c 16 May 2016
CO provided everyone with a copy of the Office Area Health and Safety Check List (which is used by SchARR) and the DSE Workstation Assessment Checklist.
The audit will be carried out week commencing 16 May 2016. In preparation for this all section H&S officers and DSE assessors should:

- check their respective areas/sections. Cabling is usually an issue resulting from members of staff moving equipment and furniture around. Everyone is responsible for their own work areas. Cable Curbs and ties are available and can be ordered from CPC (external company) using a purchase requisition, this is a section expense. Section H&S reps can book a job in with IT if there are any complicated jobs or for advice on cables.
- Check the fire training register for members of staff within their respective sections. CO to advise the group the instructions to access the register. PGR’s need to be included.
- CO to enquire about Casual, honorary and in-bound secondees. Check if an audit trail is required.
• CO to book in appointments to visit all sections safety officers and DSE assessors prior to the audit.
• Make sure all fieldworkers have risk assessments in place, including staff visiting parents in their own home and staff/students travelling overseas:
  o Risk assessments can be amended, depending on the situation
  o RS to check if risk assessment in place for Homelab
  o All risk assessments to be copied to CO for files
  o PEEPS – DF to look into inbound secondees
  o DF suggested an email from JPN to all staff, which should be strongly worded. CO to draft an email for JPN.

4. **Call for Section DSE Assessors**
   Make sure all sections have at least one DSE assessor. MH volunteered for HEDS, RS volunteered for HSR and offered to help with students if he is able to go on the training in time. DF also offered to attend DSE training. CO to advise on how to book on the training.

5. **Refuge Points**
   The call refuge button currently goes to the control room who take the details, but then nothing happens.
   JPN to contact Keith Lilley re: unacceptable procedure. CO to draft an email for JPN. SNP to check if the porters are also notified.

6. **Fire doors**
   It was reported that students are leaving open the fire doors into the quad, EC to look into this.
   G33 on the ground floor, the corridor door is on a swipe, but the lock has been removed. CO to find out from Corinne if we should remove locks from other fire doors around ScHARR.

7. **AOB**
   • **PAT Testing**
     Microwave on 3rd floor has not currently been tested. No equipment should be used until at least a visibility inspection has been carried out, including students using adapters from overseas, members of staff using mobile phone chargers etc.
     All section H&S officers and DSE assessors should mention in section meetings/send emails to their sections. EC suggested signs in the student common room. CO to look into adding to the website, although currently the website is for staff only. EC to look into where students go for H&S advice.
     RS advised that CMS is outward facing. DF aware of someone who has done CMS training, who would be willing to develop this.
   • **First Aid Boxes**
     All members of the committee to check the stocks.
1. Welcome and Apologies
   CO welcomed everyone to the meeting and expressed thanks of support and assistance with the University H&S Audit.

2. Notes of Previous Meeting/Matters Arising
   The notes of the previous meeting were approved as a correct record.

3. Annual Audit Feedback
   CO reported to the group that the first University Audit had been completed. It was understood that the feedback report would be returned to us within 2 weeks and CO would then present to the Executive Group for an action plan to be submitted within 2/3 weeks. CO to complete the Audit spreadsheet for the students and asked if Safety Officers could follow up on any actions within their section and update the spreadsheet.

There were six subject areas that had been covered in the audit:
- Policies
- Fieldworkers
- DSE Training
- PAT Testing
- First Aid
- Fire Safety

**Policies**

The current in house policies were in need of revising with a more robust fieldworker risk assessment policy put in place as well as being more explicit with the content on first aid and revision dates.

**Action:** CO is looking to develop these policies once feedback is received.

**Fieldworkers**

It was identified that although a number of staff and students were involved in fieldwork, it was apparent that there were very few risk assessments to cover everyone who was out in the field. CO had given some thought as how best to tackle the issue, suggesting that fieldworkers could be targeted via the ethics committee.

Andrew Johnstone, who undertook the audit, thought we should look to include lone workers into the risk assessment for field workers. A template would be drawn up by CO.

**Action:** CO would take the proposal to the Executive Committee to look into the Ethics route when the feedback was received.

DEF offered to make contact with Engineering and Psychology to establish their strategy for capturing fieldworkers.

**DSE**

ScHARR has a low rate of DSE user training 33.14% 115/347. Section Health & Safety Officers were asked to encourage staff to undertake training which all staff should complete. RS mentioned the outsourcing of Occupational Health to HML (Health Management Limited). DEF confirmed that costs are being picked up centrally at present but could default to departments in future. The Exec group agreed that all referrals should go via DEF or Section Managers.

DEF confirmed she has enrolled on the DSE Assessor course for early July and MH for the end of July.

CO directed the current DSE assessor to the DSE assessor survey responses and requested that DSE assessors check the webpage and update the training records for their respective sections. A number of issues were backdated to 2013 which most would likely to have been resolved by now.

[https://hs.shef.ac.uk/admin/survey_responses/requiring_action](https://hs.shef.ac.uk/admin/survey_responses/requiring_action)

**Pat Testing**
During the internal audit it was identified that a number of electrical equipment had either been missed or not brought in for the annual PAT testing. CO had been in contact with Andrew Johnstone about the possibility of Henry Leah’s’ team coming in to test these items, but it had been refused. It was still under review as H&S had said it would be acceptable to undertake a visual check by a competent person until the next round of PAT testing, however ScHARRs IT team were concerned of any comeback following a visual inspection of any kind.

**First Aid**
The local First Aid policy will be reviewed again to include trained first aiders. CO asked if the people responsible for the first aid boxes if they would check for low stock and out of date items. Any out of date items should be returned to CO for them to be sent back and used for training.

**Fire Safety**
Andrew Johnstone was overall happy with the fire safety within ScHARR although there should be 100% compliance rate, at present we have 86.38% 298/345. It had been noted and reported that some staff members had actually completed their training but was not showing on the records.

### 4. Any Other Business
#### 4.1
The group were informed the plan for 20 HEDS staff and 30 PGR students are to move to West Court. DEF to advise CO of who will be moving so appropriate first aid and fire marshall training can be put in place.

**Post meeting note:** CO has received this information and it has been established with H&S that if we can advise staff and students of first aiders in the vicinity then staff can move without having a first aider on site as the first available training course will be September 2016.

**First Aid**
Tracey Young – Sept 2016
Clara Mukuria – April 2017
Jill Carlton
Liz Metham

**Fire Marshalls**
Eva Kaltenthaler
Kathryn Cousins
Liz Metham
Tess Peasgood
Tracey Young
John Brazier
4.2 It was reported that the Ground Floor open plan still needed a Fire Marshall volunteer. HEDS had asked around but no one was willing to take up the role. CG suggested as the area was shared with PH a call would be put out for someone in their section to act as fire marshall.

Action: Sue Wilson to ask Ground Floor PH if someone would volunteer to cover Fire Marshall duties.

4.3 DEF thanked CO for all her work on preparing for the audit.
UNIVERSITY OF SHEFFIELD  
Notes of SchARR Health & Safety Meeting  
Thursday 8th September 2016  
10am Eric Wilkes Room

Present
Cheryl Oliver – Chair, DSO (CO) 
Karen Beck - DTS Section Safety Officer (KB) 
Mark Clowes – IR Representative (MC) 
Nikki Croft – CRG Section Safety Officer (NAC) 
Steve Preston – EFM Advisor (SNP) 
Gill Rooney HEDS Section Safety Officer (GR) 
Richard Simmonds – HSR Section Safety Officer (RSi) 
Rebecca Swift - DTS Section Safety Officer (RSw)

Apologies
Denise Faulkner – Disability Liaison Officer (DEF) 
Catherine Grinold - PHM Section Safety Officer (CG) 
Michelle Johnson – Student Representative 
Jo Turner – HSR Section Safety Officer (JT) 
Sonia Rizzo

1. Welcome and Apologies
   CO welcomed the new members, Rebecca Swift who will be taking over from Karen Beck and 
   Mark Clowes attending on behalf of Sonia Rizzo.

2. Notes of Previous Meeting/Matters Arising
   The notes of the previous meeting were approved as a correct record.

2.1 Matters Arising
   Actions to be carried forward from previous meeting due to apologies:
   Actions:
   DEF offered to make contact with Engineering and Psychology to establish their 
   strategy for capturing fieldworkers.
   Sue Wilson to ask Ground Floor PH if someone would volunteer to cover Fire Marshall 
   duties.
3. **Annual Audit Feedback**

The ScHARR annual audit report that had been sent to Jon Nicholl was presented. CO informed the group that the report had previously been discussed at Exec Level. The outcome from the Exec was that:

- a PGR student and a member of the Ethics committee attend the Health and Safety meeting for their expert advice and leadership on fieldworkers.
- Staff/students attending conferences abroad or in high risk areas should possess risk assessments.
- Section Directors would be happy to send out reminders to staff within their sections to complete online training and fieldworkers to complete risk assessments if Section Safety Officers drafted relevant emails to staff outstanding in their training.
- Recommendation into having a ScHARR risk assessment policy with a possible link to online risk assessment forms and training. Nicola and CO are working on this policy which will go to the Exec before being rolled out.
- A staff member would be trained as internal PAT tester for adhoc items.
- A Deputy Safety officer would be appointed.

Following these suggestions there had been no volunteers from the ethics committee so CO advised she would chase this up once more.

Other suggestions which would need to be followed up by the Committee members:

- Risk assessments to be signed off and dated by the assessor and line or study manager/supervisor.
- Those undertaking risk assessments should have appropriate knowledge, experience and training. CO pointed the committee in the direction of the risk assessment training.
- To remind staff that it is a requirement for staff to redo DSE training/risk assessment in the event of significant change.
- DSE assessors should ensure the survey responses are closed in a timely manner.
- Staff travelling should have the relevant online travel insurance printed prior to travel.

The committee discussed that it may be difficult to get staff to complete these travel forms for every trip but they would encourage them to do so.

**Action:** CO to chase up volunteers from the Ethics Committee and PGR student.
4. **Training Reports**
   CO presented the DSE and Fire reports for the month. It was requested that Section Safety Officers inform their Section Directors and draft an email to the staff in question asking them to complete their training the relevant areas.

   Current statistics are:
   DSE 48.25% 164/340
   Fire Training 87.65% 298/340
   Both have had a slight increase on previous data.

5. **Annual Audit Feedback**
   CO reminded current DSE assessors to close the reports on the DSE assessor survey responses where necessary. A copy of the responses had been previously circulated. [https://hs.shef.ac.uk/admin/survey_responses/requiring_action](https://hs.shef.ac.uk/admin/survey_responses/requiring_action)

6. **AOB**
   **Action:** RSi to look to finding a replacement fire marshall for HSR due to Claire Bentley going on maternity leave.

7. **Date of next meeting**
   Date of next meeting to be added into diaries in 3 months.