1. Welcome and Apologies
   Apologies were noted as above.
   CO welcomed John McKie to the Meeting. JMcK introduced himself to the committee. One of his roles in the University is to report to the Executive Board and Vice Chancellor as well as providing advice and training centrally. DEF and EC explained to him that SchHARR was unique in itself, having approximately 350 Staff, 100 Honorary staff and 400 PGT students.

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

2.1 Matters Arising
   Fieldworker Risk Assessments were discussed. If staff or students were going abroad then JMcK recommended that they went online to check their insurance was valid for their destination country.
Fire Marshalls:
The Ground Floor in Regent Court has two new Fire Marshalls Martin Fox (F/T) and Katie Powel (P/T).
2nd Floor: Katie Biggs has taken over from Eva Kaltenthaler who has moved to West Court.
Stephen Potter has taken over from Claire Bentley who is currently on maternity leave in the Innovation Centre.

3.1 The School could not justify having an internal member of staff trained as a PAT tester.
DEF had undertaken the H&S course and would therefore be on hand to act as the Deputy Safety Officer for the School.

3. Fieldworker and Risk Assessments
A draft Risk Assessment is still in progress and needs to be taken to the Dean for consideration.
CO and DEF are looking to create an online system in the hope it would make it easier to use.
Once a decision has been made CO would circulated the document to the committee for comments.

The Section Safety Officers reported concerns of knowing exactly where their section members were going and looking into getting into a culture where Risk Assessments are done as a matter of course. The Exec Group had suggested to have a Risk Assessment/Field worker Advisor volunteer from the Ethics Committee but no one had come forward to date.

JMCK advised there would be two Fieldwork Supervisory Courses available to staff for the coming year. Please refer to the H&S training website for details.

Action: CO and DEF to discuss with Jon Nicholl and John Brazier as the new Dean.

4. PAT Testing in ScHARR
A reminder for all staff that Shane Eales would be on site for approximately six weeks PAT testing. If staff have anything that is usually hidden out of sight (e.g. laptops, phone chargers), please let CO know or leave them out in plain view.

5. ScHARR H&S Policy
CO presented a draft H&S policy which will include the risk assessment policy once it has been approved. The committee indicated that there was already information that was outdated. CO asked for comments/changes to be send via email so that it could be altered accordingly. JMCK suggested using job titles instead of named individuals and having these as an appendix, this way only one page would need updated.

Action: CO look to redrafting the H&S policy with revisions and speak to Jon Nicholl and John Brazier for approval.
Section Safety Officers to inform CO of any out of date information.
6. **HEDS Deputy H&S Representative Replacement**

   Mike Holmes the DSE Assessor and Deputy Section Safety Officer for HEDS has recently retired. GR would put a call out to HEDS staff asking for volunteers. GR proposed to ask for volunteers from West Court as they would be up-to date with any issues arising there. In the meantime GR would be the main contact for any new starters or issues in HEDS.

   **Action:** GR to find a replacement for Mike as Deputy and DSE Assessor for HEDS.

7. **Training Reports**

   CO presented the DSE and Fire reports for the month. It was requested that Section Safety Officers remind staff in their section to complete their training where necessary. CO reported a significant increase in statistics particularly in DSE training. CO reported that there were still staff members on the list that had either actually completed training or were on maternity leave/study leave which would affect the statistics. JMcK offered to look into this and rectify the data for staff who had completed training.

   Current statistics are:
   - DSE 87.54% (295/337)
   - Fire Training 92.88% (313/337)

8. **DSE Survey Responses**

   CO reminded DSE assessors to close any out of date survey reports or reports that had been actioned. There are currently 194 records open and some going back to 2013, which need to be either closed or actioned. If you have any queries, please do not hesitate to contact CO. One recurring issue is taking regular breaks. JMcK suggested informing staff of ‘protect my eyes’ app.

   **Action:** ALL DSE Assessors to update the survey response reports for DSE.

9. **Annual H&S Internal Inspections**

   CO notified the committee that the audit would take place sometime after the PAT tester had completed his work.

10. **Date of Next Meeting**

    Wednesday 10th May, Trent Room, 1.30pm - 2.30pm
University of Sheffield
Notes of ScHARR Health and Safety Meeting
Wednesday 10th May 2017
1.30pm-2.30pm Trent Room

Present
Cheryl Oliver – Chair, DSO (CO)
Denise Faulkner – Disability Liaison Officer (DEF)
Catherine Grinold – PH Deputy Section Safety Officer (CG)
Steve Preston – EFM Advisor (SNP)
Gill Rooney – HEDS Section Safety Officer (GR)
Jo Turner – HSR Section Safety Officer (JT)
Sue Wilson – PH Section Safety Officer (SW)
Rebecca Swift – DTS Section Safety Officer (RSw)
Richard Simmonds – HSR Section Safety Officer (RSi)
Nikki Croft – CRG Section Safety Officer (NAC)
Magda Bell – Information Resources Representative (MB)

Apologies
Sonia Rizzo – Information Resources Representative (SR)
Emma Cordell – Learning and Teaching Manager (EC)

1. Welcome and Apologies
Apologies were noted as above.

2. Notes of Previous Meeting/Matters Arising
The notes of the previous meeting on the 6th February 2017 were confirmed as a correct record.

2.1 Matters Arising

Fire Marshalls:
All Fire Marshalls are now up to date in all three buildings.

3.1 Fieldwork Risk Assessment:
CO updated the meeting regarding Fieldwork Risk Assessment. CO and DEF are meeting with John Brazier to finalise the policy. The policy will then be circulated to the Health and Safety Meeting for comments and then to Exec for finalisation.

Action: CO and DEF

4.1 PAT Testing in ScHARR:
The PAT tester has been and completed ScHARR however there are still some items outstanding. CO asked that any items that were missed if they could be arranged through CO and she will contact the Head of PAT Testing to arrange.

CO reminded the group to remind and reinforce to staff that when the annual PAT tester comes to ScHARR to ensure that they leave out all items that need testing and to bring in equipment from home.

5.1 ScHARR H&S Policy
CO and DF will discuss this with John Brazier next week when they meet.

6.1 HEDS Deputy H&S Representative Replacement
A H&S Deputy and a DSE Assessor in HEDS still outstanding. Julie Johnson
3. Accidents and Incidents reported in ScHARR
There has been 1 incident reported since the H&S meeting last met in February 2017. A light casing fell from the ceiling narrowly missing a member of staff in the Innovations Building shortly after a new light bulb was replaced. Karen Beck reported this to Jayne Taylor and the same afternoon an electrician was called and all light cases were sealed to make sure they were safe.

4. Water in West Court
There are still problems with the water in West Court in the first floor kitchen. DEF reported the whole water system will be chlorinated shortly. Staff and students will be given 7 days’ notice so they can work from home or find somewhere else to work from if they wanted too. John Brazier and Nicola Donohoe have been informed.

5. Training Reports – DSE
CO reported that the current figure for ScHARR DSE completion is 88.1% or 296 completed out of 336. This figure has gone up and is the highest compliance in the faculty. It was agreed that if a member of staff has had new equipment in relation to an outstanding DSE survey they must sign the DSE form or send an email to confirm they are now happy.

6. Training Reports – Fire
The current figure for the completion of the fire survey for ScHARR is 86.9% or 292 out of 336 members of staff.

7. DSE Survey Responses
RSi raised about members of staff who hot desk and completing a new DSE form every time they sit at a new desk or at a desk that may have already worked at before but the set up may be different from the last time. It was discussed and agreed upon that staff cannot complete a new DSE survey every time and that the member of staff has to ensure they know what is comfortable for them.

8. AOB
CO circulated a generic evacuation plan for Regent Court and is currently working on a plan for West Court and the Innovations Building. CO asked the group to review the plan and to pass any feedback to her.

It was discussed in the meeting whether to add visual impairment into the plan.

DEF informed the meeting that a disabled person recently attended a meeting in the West Court Meeting room and West Court is not DDA compliant. A note has since been added to the West Court booking form to remind staff when they book the room that it is not DDA compliant as it has no lift and there is no toilet on the ground floor.

CG reported that boxes of paper had recently been delivered in trip hazard positions and abandoned in three different locations in Public Health and HEDS. It was agreed that DF would get in touch with the porters to inform them of this.

Action: DEF
RSi reported that they has recently used the ICOSS building for a meeting and the lift was broken and they had a wheelchair user attending the event. RSi reported that there seemed to be no rush to call out an engineer and the lift was not repaired on the same day. After discussion it was agreed it was not a H&S issue but it would have been if the lift had broken if the wheelchair user was stuck on the first floor.
It was also discussed in relation to this if reception staff should attend a Manual Handling Course. After discussion it was agreed it would be a good idea and DEF would suggest. There is also an online course they could complete.

**Action:** DEF

9. **Date of the next meeting**  
   Monday 11th September at 11am, Trent Room.