Health & Safety Meeting

Monday 5th February 2018

10.30-11.30am

Trent Room

**Agenda**

1. Apologies

2. Notes of Previous Meeting & Matters Arising from 10 May 2017
   Paper 1 Attached

3. West Court Fire Updates

4. Crockery in the Corridors

5. Training Reports - DSE/Fire
   Papers Attached

6. DSE Survey responses (Fire Training 88.60%) (DSE Training 92.02%)

7. AOB

8. Date of next meeting  Wednesday 13 June
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.
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## Fire Training Report 2018

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<td>Monday 5 February 2018</td>
<td>10.30am</td>
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<td>Wednesday 13 June 2018</td>
<td>10.30am</td>
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<td>September/October 2018</td>
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Notes of ScHARR Health and Safety Meeting
Wednesday 8th August 2018
11.00am-12.00am Trent Room

Present
John Brazier – Chair, Dean (JEB)
Cheryl Oliver – 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)
Nikki Croft – CRG Section Safety Officer (NAC)
Karen Beck - DTS Section Safety Officer (EB)
Emma Cordell – Learning and Teaching Manager (EC)
Julie Johnson – HEDS (West Court) Deputy Section Safety Officer (JJ)

Apologies
Rebecca Swift – DTS Section Safety Officer (RSw)
Sonia Rizzo – Information Resources Representative (SR)
Magda Bell – Information Resources Representative (MB)
Sue Wilson – PH Section Safety Officer (SW)

1. Welcome and Apologies
Apologies were noted as above. CO welcomed JEB as Chair of the group. It was also acknowledged that this meeting would be DF last meeting. DF’s role as Disability Liaison Officer was queried how that would be managed and EC advised that this could be merged with the Student Disability Liaison Officer and that she would speak to Charlotte and that this could be revisited in the future.

2. Notes of Previous Meeting/Matters Arising
The notes of the previous meeting on the 5th February 2018 were confirmed as a correct record.

2.1 Matters Arising

3.1 Fieldwork Risk Assessment:
CO updated the meeting regarding Fieldwork Risk Assessment. CO advised that this is just about finalised and that there is a meeting with John McKay on 22 August to discuss this matter.

5.1 ScHARR H&S Policy
See item 5 for updated information

4. Crockery in the corridors
CG advised that there hasn’t been any more crockery left in the corridor however the refurbishment of the Pemberton Room could have had an impact on this. CO has emailed Gusto to have a note on the bookings for Pemberton.
5. **Training Reports – DSE**  
See item 7 for updated information.

6. **Training Reports – Fire**  
See item 7 for updated information.

8. **AOB**  
- CO is carrying out the internal inspections with West Court being completed.

3. **Incidents Reported**

   3.1 **New Hot Water Jugs** – CO reported that due to a recent incident the risk assessment for the new hot water jugs has been updated for the jugs to be filled over a sink. CO advised that there are new risk assessment sheets to be signed. CO also advised that as the jugs are smaller then there are more jugs available for sections if required.

   3.2 **Incident in BSI** – CO reported a security incident had taken place at BSI with a member of public gaining entry to the building. The incident was defused quickly but CO noted that Campus Security wasn’t contacted. A discussion took place regarding the openness of Regent Court to members of the public however due to the small number of incidences that happen the committee decided that no action was required.

4. **West Court Fire Risk Assessment**

   CO reported that an assessment was carried out for West Court which advised that there were no high risks but just a few small notes (e.g. propping doors open etc) to be aware of. JJ advised that rubbish in the courtyard area is better but not gone completely and that a fire alarm test was carried out although this was at 8.30 am so no one really around to take part. JEB advised that PGRs do need to have a test however it was advised that as shops are on the same fire alarm loop that testing needs to be done outside of shop hours.

5. **Health & Safety Policy**

   CO presented the Health & Safety Policy to the committee and advised that if everyone was happy with it then it can be put on the Exec agenda. There were a couple of minor comments and CO asked members to email their comments so that the document can be updated prior to the next Exec Group

   **ACTION:** To be added to agenda for Exec Group

6. **Out of Hours for PGRs**

   DF submitted a draft paper for comments due to several issues with PGRs working out of hours. DF had investigated several other schools to find out their policies were and, there were a mixture. The committee discussed the issues raised with PGRs working out of hours and the new document.

   **ACTION:** DF to check policies with other smaller, non-portered buildings. Document to go to Exec for information

7. **Compliance Training Reports**

   CO brought to the committee’s attention the staff who haven’t completed their mandatory fire training. CO also provided the committee a list of staff members who have queries raised from their DSE training.
ACTION: DSE Assessors to speak to staff members regarding their responses.
DSOs to speak to staff members about their fire training requirements

8 AOB

- CO advised that there had been a request to purchase a device to crush hard drives. JEB queried if this is something that CICS do. **ACTION: CO to contact CICS**
- CO advised that the Health & Safety webpages have been moved to the staff pages. DF advised that we have several non-staff and PGRs who cannot access the staff pages. JEB queried if there isn’t another solution. EC stated that she will be meeting Chris Blackmore soon so she could discuss this matter at the meeting. **ACTION: EC to meet with Chris Blackmore**
- GR advised there have been issues on the 2nd floor, Regent Court with cleaners propping open fire doors and leaving windows open. **ACTION: email DF with issues/examples to be reported**

8. Date of the next meeting
14th November 2018