

## HEALTH, SAFETY and WELL-BEING COMMITTEE

21<sup>st</sup> October 2014 2:00- 4:00pm

### Attendance:

Chair: Prof. Dan Charman Chair, Secretary: Maria Rose (MR), Linda Peka (LP), Nick Tongue (NT), Mike Wetherell (MW), Mags Grapes (MG), David Childs (DJC), Anna Ames (AA), Charlie Dibble (CD), Dr Steve Porter (SP) Dr. Gail Reeves (GR), Dr. Michelle Hares (MH) Dr. Stephen Haley (SH), Jan Shears (JS), Brian Robertson (BR)

Apologies: Dr Steve Michell

### ACTION NOTES

1.	Action Updates	Action
	All to put forward ideas of the groups of staff that could be a priority to health screen and inform NT.	
	MW confirmed that there is an ongoing programme for those working with animals at present but there is no plan to extend this unless a specific risk has been identified and he is happy to take advice from the College on this.	
	<b>Ongoing ACTION: All discipline leads to contact MW with suggestions for substances to be added to the Safety Office list for screening.</b>	<b>Discipline leads</b>
	NT and MW to draft a communication to be sent out by DC to encompass all updates on H&S for the College to include radiation and GM. To include a link to the College H&S website pages.	
	Complete: A communication on the Safety First initiative has gone out and DC will send a similar all staff email to update after each termly HS&W meeting	
	MW to send LP the updated Safety First document by Friday 13th June to include links to College H&S webpages.	
	Complete: MW sent this to LP and a version was sent to all staff from DC.	
	LP requested the data be put in to a more useable format for the next meeting.	
	Ongoing: New data style is more difficult to breakdown into useful job families.	
	<b>ACTION: MW will follow up data provision with OH.</b>	<b>MW</b>
	NT to confirm arrangements for GP hot water unit to be lowered.	
	Ongoing: NT confirmed this is being taken forward by Bioscience committee.	

	<p>Discipline leads to talk to Chairs of discipline committees to organise one inspection of our of hours working after 6pm and report back information (who is present, any unsafe activity, who has signed in) to MR in four weeks (4th July)- make sure all buildings are covered and let MR know who is taking what building.</p> <p>To be updated under item 3.</p>	
	<p>Safety Cross to be implemented by the two pilot projects to monitor out of hours working.</p> <p>To be updated under item 2.</p>	
	<p>LP and MW to write to Kate Lindsell about 24 hour contact for Cornwall.</p> <p>MW confirmed that he has spoken to Allan Edgcumbe about Cornwall using Estate Patrol as the 24 hour emergency contact but this has not been confirmed.</p> <p><b>Ongoing ACTION: MW write to Phil Atwell about Estate Patrol being the 24 hour emergency contact for Cornwall Campus and GR provide the emergency contact list for the Cornwall campus to MW to pass to Estate Patrol for this purpose.</b></p>	<p>MW/ GR</p>
	<p>MW agreed to communicate to the College that paperwork for GM will still be necessary for the term one and a switch to the electronic system is to be confirmed.</p> <p>Complete.</p>	
	<p>CD report to LP on the issue with two people not leaving the building during fire drill conditions.</p> <p>Complete.</p>	
	<p>All to complete colour coding diagrams of each area to supply to Campus Services to highlight areas of Health and Safety priorities by Friday 13th June for use when attending incidents and handling call outs to jobs. It was agreed to use red for priority H&amp;S and amber for prime research activity and sensitive equipment and key contacts and directors of buildings to be included for information. Send to MR for collation; MR will inform SH of this action.</p> <p>Complete</p>	
	<p>CH to send the new Campus Services organisation chart once complete to Directors of Buildings and liaise with MR to organise an event to share information and meet key contacts for late June/ early July. Invitees, time and venue to be in place by Friday 13th June.</p> <p>Complete, with one more event to take place on 10<sup>th</sup> December.</p>	

	CH to look into the long telephone message on the emergency number	
	CH did this and advised MR that the message is of satisfactory length.	
	<b>ACTION: MR ring 4452 to check length of emergency message.</b>	<b>MR</b>
<b>2.</b>	<b>Pilot Project Updates</b>	
	<p>Cornwall Main Lab</p> <p>MH advised that the pilot has been rolled out into the Cornwall main lab to improve PPE with 100% success rate by the end of the pilot, approx. 80% overall; the Safety Cross will be rolling out to all labs in Oct including the teaching lab. GR advised that a 'Take control of your space' initiative has been launched with an aim to empower lab users to take control and ownership and to be able to challenge unknowns in the lab space e.g. contractors. MH has compiled and sent to technical staff a list of what projects are happening and when. Regular signage changes/ updates are being used to avoid information overloading; MW agreed that this is a good tactic, with a focus on the significant risks in an area most important. LP recommended that the success of the Cornwall project be captured and celebrated.</p>	
	<p>201 Geoffrey Pope</p> <p>GR and MH offered to visit Bioscience and share good practise; MG suggested starting the Streatham pilot with a smaller lab e.g. GP 4<sup>th</sup> floor or mezzanine to lead an example and to then partner up and encourage other areas; <b>the group agreed.</b></p>	
	<b>ACTION: 4<sup>th</sup> floor lab pilot project to be put on the agenda for the next Bioscience Safety committee to take forward and gain academic support.</b>	<b>MG</b>
<b>3.</b>	<b>Safety First Key Theme Updates</b>	
	<p>Lone Working</p> <p>MG reported that the Bioscience committee have decided, in light of teaching going on until 6pm, the signing in time has been moved to 6.30pm. Inspections have been taking place which have generally poor compliance on signing in. Rick Titball has emailed a reminder on the signing in and out procedure and MG will conduct an inspection next week and report back to Rick. MW advised that there are tools available to aid lone working provided by the Safety Office. MG suggested that Safety Leads meet outside this committee to discuss an overarching policy and the <b>group agreed.</b> GR suggested that the policy should identify which procedures should not happen in a lone working situation and have this specified in risk assessments. LP requested two lone working/ out of hours surveys to establish a baseline assessment of both lone working and out of hours as a starting point.</p>	

	<p><b>Action: all discipline leads to conduct a lone working/ out of hours working survey of CLES buildings on Thursday 30<sup>th</sup> October at 7:30pm with a repeat survey to be taken in three months (our next meeting is Jan 29<sup>th</sup>, so it might have to be just less than three months in order to report back then.) Number of people in the building, number of lone working and number of those signed in should be recorded.</b></p>	Discipline leads
	<p><b>ACTION: Discipline leads to meet and work on an overarching College lone working/ out of hours policy to bring back to the January committee (MR to help schedule if needed.)</b></p>	Discipline leads
	<p>GM: MW reported that GM is being taken on as central project and MW as the central safety officer will have overall control.</p>	
	<p>Using technology and on-line resources to better manage safety and communicate more effectively: MW advised that the GM database in final stages of completion with testing taking place; DC and LP <b>agreed</b> that the system could be taken centrally with the project.</p>	
4.	<p><b>Activity Focus for 14/15</b></p>	
	<p>Work to continue on existing themes but <b>the group agreed</b> to add basic PPE as a focus for 14/15 with use of the safety cross in all labs. MW urged caution over what is included as PPE due to variance in requirements and the group agreed to that it will be down to lab managers identifying what PPE is needed on top of basic PPE of lab coat, appropriate footwear and glasses if there is to be a remote chance of splashes. MW recommended encouraging people to attend the Safety Office PPE training.</p>	
	<p><b>ACTION: Discipline leads to put on the agendas for the next discipline safety committees and then roll out to disciplines; MH to send an example of the safety cross and with GR is available to offer help if needed.</b></p>	Discipline leads
5.	<p><b>College DSE procedure</b></p>	
	<p>NT reported on the DSE audit with CLES achieving 39% in the sample of 38 surveyed. MW advised that the process is on the central list to become electronic. DC also suggested adding to the survey for if nothing has changed since the last survey. Infrastructure restrictions in some areas of Cornwall Campus were discussed and LP recommended a conversation with Procurement on approved suppliers; MW will approach John Malloch in light of the possible new online system. Action on Colleges to improve communication- MW send eye voucher to MR.</p>	
	<p><b>ACTION: MW to approach John Malloch on procurement considerations in advance of a new online system for DSE.</b></p>	MW
	<p><b>ACTION: MW to send eye test voucher to MR for circulation.</b></p>	MW/ MR

6.	<b>Senior Health and Safety Advisor report</b>	
	MW advised the group that if there are any services needed by the Safety Office please let him know. Cornwall requested Spills Training. MW also advised that in January the Safety Office will advertise the whole calendar of training for the year and please encourage staff to attend if needed once it has been circulated. LP requested another spot check for Cornwall.	
	<b>ACTION: All to advise MW of any further services needed.</b>	All
	<b>ACTION: GR/ MH to send a list of priority areas for MW in advance of a Cornwall Campus spot check.</b>	MW/ GR/ MH
7.	<b>Brian Robertson WSL report</b>	
	Brian Robertson attended as central Radiation Protection Officer and he reported that the Environment Agency is due back to inspect on 8th/ 9th Dec and have requested reports on historic building activity (e.g. decommissioning) which he is now putting together. DC suggested contacting discipline committees to start putting together.	
	<b>ACTION: BR to contact discipline committees to start gathering information for the report and send a template of the historic activity building report to GR for her to start putting together for Cornwall.</b>	BR
8.	<b>University Committee report</b>	
	NT circulated the University committee report and highlighted up-coming gas training scheduled for w/c 3rd Nov and meetings coming up with BR and the College RPS officers in preparation for the Environment Agency inspection in December. There is still a reported lack of Fire Marshals in Amory. A Policy and audit timescale has been issued for information and MW advised that once a policy has been issued by the Safety Office an audit will follow within six months.	
9.	<b>Reports from Disciplines/ Incidents/ accidents/ near misses</b>	
	Cornwall- GR reported a spate of accidents and the spot check by MW will help facilitate actions in light of this. MH is following up an exposure issue and risk assessments and SOP have been changed in light of this.	
10.	<b>AOB</b>	
	AA highlighted a ventilation issue in teaching lab 101; MG has written to Campus Services to expedite.	
	<b>ACTION: LP agreed to pick up ventilation in teaching lab GP101 with Property Services.</b>	LP
	<b>Date of next meeting</b>	
	Thursday 29 <sup>th</sup> January 2015 2-4pm	