

HEALTH, SAFETY and WELL-BEING COMMITTEE

Thursday 29th January 2015 14:00- 16:00pm, Old Library A/B

ATTENDANCE:

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

Apologies: Brian Robertson (BR), Stephen Porter (SP), Dr. Steve Michell (SM)

ACTION NOTES

1.	Action Updates	Action
	All discipline leads to contact MW with suggestions for substances to be added to the Safety Office list for screening.	
	MW advised that a health surveillance standard is currently being written and will be circulated soon.	
	MW will follow up data provision with OH.	
	Karen Markes has since requested feedback on what data it would be useful to send to Colleges; LP agreed to meet with Occupational Health to discuss how we can better monitor OH. ACTION: LP	LP
	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.	
	GR confirmed that Estate Patrol are now on the Cornwall critical incident plans; MW added that discussion is ongoing as to how this works. MW also agreed to follow up on the high priority phone number (2222) being added to risk assessment forms. ACTION: MW	MW
	MR ring 4452 to check length of emergency message.	
	MR has done this and recorded a message length of just over 14 seconds. MW advised that he will be meeting with David Nearn on Monday (2 nd February) and will raise the length of time it takes for priority calls to be answered. ACTION: MW	MW
	4th floor lab pilot project to be put on the agenda for the next Bioscience Safety committee to take forward and gain academic support.	

	<p>MG advised that the GP Mezzanine and 4th floor projects have not started yet but the proposal had gained support from Prof. Rick Titball and wider academics at the Bioscience Strategy Group and she will be meeting with NW next week to discuss next steps. DJC added that the SHS safety cross pilot will be starting imminently.</p>	
	<p>All discipline leads to conduct a lone working/ out of hours working survey of CLES buildings on Thursday 30th October at 7:30pm with a repeat survey to be taken in three months (our next meeting is Jan 29th, 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. 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.)</p>	
	<p>On main agenda- item 3.</p>	
	<p>MW to approach John Malloch on procurement considerations in advance of a new online system for DSE.</p>	
	<p>MW reported that the Safety Office have worked with the Procurement team to offer a standard set of DSE compliant chairs and this will be extended to other key furniture e.g. tables and desks in due course. The Safety Office will have examples of these furniture options for trialling on campus and MW agreed to look into a set for Cornwall also. ACTION: MW</p>	<p>MW</p>
	<p>MW to send eye test voucher to MR for circulation.</p>	
	<p>Complete.</p>	
	<p>All to advise MW of any further services/ training needs required.</p>	
	<p>Complete; MW also advised that Learning & Development have taken on all health and safety training via Trent; all courses until July are now bookable and then courses next 12 months will become available. MW agreed to look into whether notice could be circulated to avoid courses being cancelled due to low numbers. MW is in discussion on PGR/PGT training needs and hopes to have this sorted for in time for the next intake. MW also confirmed that the online health and safety training now covers both the refresher and introduction and he agreed to send the ink to LP to distribute to wider CLES staff. ACTION: MW/ LP</p>	<p>MW/ LP</p>
	<p>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.</p>	
	<p>LP agreed to pick up ventilation in teaching lab GP101 with Property Services.</p>	
	<p>MG confirmed that Campus Services have carried out some work and the issue is partly resolved but there is still an issue with a blocked air intake to be addressed. MG will monitor and ensure this work is carried out at Easter once teaching has finished.</p>	<p>Ongoing MG</p>

2.	Pilot Project updates	
	<p>Cornwall Main Lab</p> <p>MH advised that the safety cross was rested and then re-launched at the end of October with 91% compliance for the teaching lab and 100% for the molecular lab (around 86% before.) MH explained that the cross is situated on the doors to the labs and used to monitor according to the highest risk in that area e.g. lab coats and gloves/ goggles carrying out work and any non-compliance witnessed results in a red cross for that day. Random inspections take place and everyone to take responsibility and report. GR added that it is helpful to have academic inspections too. DC suggested that senior academics in trial areas publicise the projects initially.</p>	
3.	Out of hours working	
3.1	<p>MG noted that in GP and Biocat the issue is with those not signing in and working late at night on their own. Rick Titball has requested for names of individuals from the next walk-around and has agreed to write to them directly; out of hours working times will be extended from 6pm to 6:30pm in line with practicals finishing times and MG noted that with the proposed changes to the teaching day this may need to be 7pm in due course. LP agreed to speak with Phil Atwell to ensure Campus Services respond to any teaching day changes. LP also added that the teaching day will be taken into account as part of the Technical Services Review.</p> <p>ACTION: LP</p>	LP
3.2	<p>The group discussed Amory fire procedures and MW and NT agreed to look further into more comprehensive fire cover; MW will pick up as an issue with Building Directors in general and NT will meet with Amory fire marshals to discuss and will report back to the group at the next meeting. LP recommended a CLES out of hours book for Amory in the short term.</p> <p>ACTION: NT/ MW</p>	NT/ MW
3.3	MW is looking into apps and systems on the market for facilitating safer out of hours working.	
3.4	<p>LP agreed to pick up PS out of hours working at CPSMG.</p> <p>ACTION: LP</p>	LP
4.	PPE	
4.1	The PPE focus is ongoing and will be being picked up in pilot projects via the safety cross. AA has forwarded a glove training course to be advertised to wider staff by MR.	
4.2	<p>LP will discuss with NT PPE best practise being picked up in Hatherly labs; SH agreed to help with this alongside Phil Shears.</p> <p>ACTION: LP/ NT</p>	LP/NT

5.	Health and Safety audit	
5.1	NT reported that the College has been audited by the Safety Office and has been given an action plan that has highlighted some key areas for improvements such as more methods of and more regular communication, a standardised and better documented induction process and standardised agenda items in line with the central office/ committee.	
5.2	MW agreed to forward the monthly mandatory training percentages to CLES. ACTION: MW	MW
5.3	Claire Lambert is working on the University induction procedure and also that the DSE procedure is due to be centralised and online; in the interim, NT agreed to collate all DSE forms for the College with Sally Bennett collecting and sending on those from Cornwall.	
5.4	A follow up meeting with Kate Lindsell will take place on 29 th May and NT will be asking for reports at the end April from safety leads in advance of this. An actions database will be passed to all safety leads.	
5.5	MR to consult MW for a standards agenda item for the committee ACTION: MR	MR
5.6	Mandatory training compliance is a University wide issue and the Safety office are investigating whether linking this with passing probation may be effective in increasing compliance going forward.	
6.	Senior Health and Safety Advisor report Environment Agency inspection update	
	MW reported that the Environment Agency inspection went well and the progress made has been noted; the next inspection will now be in two/ three years' time.	
7.	University Committee report	
	NT is looking into more comprehensive Fire Marshalling in Amory and will be meeting about this next week; additional HF training for key staff has also taken place. NT also reported that the Construction Health and Safety Advisor Steve Jones is retiring; the group agreed to formally note their appreciation for his role and that his input has been invaluable, MR will pass to Hugh McCann. ACTION: MR	MR
8.	Wellbeing	
	AA advised that wellbeing was raised at the Bioscience discipline group in light of the upcoming VSS and PS Transformation; MG is looking into a wellbeing and change management course for Bioscience staff with help from MW; if this is felt worthwhile it could be rolled out to other disciplines. LP added that change management and wellbeing courses are being looked into for both the Senior PS managers and wider PS staff and will also take regular temperature checks on PS staff via the ACMs at CPSMG and OH data will be monitored.	

9.	Reports from Disciplines/ Incidents/ accidents/ near misses	
	AA queried protocol on e-cigarettes; MW informed that an updated smoking policy (to include e-cigarettes) is waiting for approval by Geoff Pringle at present. MH advised that OH have agreed to attend Cornwall Campus one day a month; MW added that more support will hopefully be imminent as some new OH appointments have been made. MH agreed to report back to the committee if appropriate support was not forthcoming and DC agreed to write to Kate Lindsell to raise OH support to Cornwall as a concern; MH will provide further detail if needed.	
10.	AOB	
10.1	LP reported that the BSL 3 small refurbishment project has been approved.	
10.2	NT advised that he and MW have met with Gail Seymour over the University applying for a drug licence.	
10.3	AA commented that papers further in advance of the meeting would be helpful and suggested five days prior; as such it was agreed that reports should be passed to MR one week in advance of meetings.	
10.4	MR will send out proposed dates for next year very shortly. ACTION: MR	MR
	Date of next meeting Wednesday 13 th May	