

College of Life and Environmental Sciences

## HEALTH, SAFETY and WELL-BEING COMMITTEE

Tuesday 26<sup>th</sup> January 2016 14:00- 16:00

### Attendance:

Prof. Dan Charman (chair)	Sue Dummet (for item 3.)	Linda Peka (LP)
Amber Baker (AB)	Mags Grapes (MG)	Dr. Gail Reeves (GR)
David Childs (DJC)	Dr. Stephen Haley (SH)	Dr. Adrian Watson (AW)
Jon Cresswell (for item 4.)	Dr. Liz James (LJ)	Mike Wetherell (MW)
Charlie Dibble (CD)	Dr. Greg Paull (GP)	Secretary- Maria Rose (MR)

### Apologies:

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

## ACTION NOTES

1.	Action Updates	Action
	2.3: Mandatory training will be covered in the main agenda.	
	2.7 Ongoing action: please continue to send to MR any examples of outstanding PPE compliance and H&S more generally. GR advised that the Provost has agreed to write personally to anyone demonstrating good practise; DC noted that this could be then followed up with an Above and Beyond award. GR is happy to help with this from the Technical Services A&B budget.	
	2.10 LD has followed up on PAT testing and can report that almost all CLES areas are complete with just SHS to go; a list of equipment tested will be sent after completion. LD also noted that Campus Services will be looking in to the issue of labels peeling off.	
	<b>2.12 ACTION: MW will follow up OH dates for Cornwall before the next meeting.</b>	<b>MW</b>
	2.13 A critical incident workshop discussion is on the main agenda.	
	2.14 All have been carrying out spot checks on the Estate Patrol emergency number and will continue to do so as an ongoing action; GR highlighted the need for emergency numbers for both campuses to be known by those who visit or work at the Cornwall Campus.	
	3.4 The Safety Cross is on the main agenda.	
	5.4 DJC wrote to MW with some ideas for the central H&S budget; MW is considering using this budget towards the lone working app discussed in previous meetings; LP added that there is a need for PGR field trip first aid courses if any funds remain.	
	6.1 All took an ongoing action to raise awareness of wellbeing and mental health issues and to feel confident supporting and signposting other members of staff.	
	7.2 MW will be meeting with the web team to raise the issue of clear links to the correct field work risk assessment on the University website.	
	<b>ACTION: MG reported that work is due to be carried out on the GP stairs; LP will pick up with Campus Services the fall issue to see if this can be addressed as part of the works.</b>	<b>LP</b>
	7.3 A workshops update from JC is on the main agenda	

	<b>ACTION: LP will pick up the remaining Archaeology workshop issue with Hannah Rundle (HUMS) and will report back the outcome of that discussion to GR.</b>	LP
	7.4 SH confirmed that thirty six have signed up to FA training.	
	8.1 LP confirmed that Martin Schuster is the new CLES Laser Safety Officer.	
2.	<b>University Health and Safety Committee- Provost's email</b>	
2.1	DC explained that the Provost has asked that all H&S committee actions follow a RAG template and are time bound and achieved within 3 months unless agreed unattainable and the reason and a review date can then be monitored.	
3.	<b>Safety Cross next area of focus</b>	
3.1	The group agreed that the next area to utilise the safety cross tool will be mandatory training.	
	<b>ACTION: Safety leads to co-ordinate a safety cross per department for mandatory training for a trial of three months and report back at the next committee.</b>	Safety Leads
4.	<b>Critical Incident Workshop</b>	
4.1	SD attended to join in a discussion on running a critical incident workshop and to give examples of some types of workshops that she has helped run previously e.g. small desktop exercises, real-time, involving other parties etc. The group agreed that a spills training exercise would be helpful and would like to run one live exercise per area. The aim of the exercise will be to build confidence in dealing with a spill. MW will talk with AW on the similar exercise he has previously run and will come up with proposal. DC suggested linking to the Technical Services Conference.	
	<b>ACTION: MW to speak with AW on previously run incident training exercises and liaise with SD once a proposal has been drawn up.</b>	MW/ AW
4.2	GR added that she would like to run a 'What if Wednesday' training session once a month, for different areas within Technical Services; this will help identify different COSSH needs for different areas.	
4.3	MR reminded that Hatherly occupants as well as First Aiders and Fire Marshals should be included in any exercises run.	
5.	<b>Workshops</b>	
5.1	JC attended to update on recent progress with CLES workshops; governance has been discussed and it has been decided that Mark Levine has overall responsibility for the WSL workshop. MW has agreed to share Risk Assessments with JC as and when received. JC advised that all large equipment in the WSL workshop is currently locked, the key is held at WSL reception; timeframes and distance to resources are the key issues concerned in maintaining the facility. Psychology staff will need to put jobs through the workshops online request form and the workshop manager (Dave Gregory) has been briefed on the situation and will look out for their jobs on the system. JC will speak with Neville England regarding Darren Croft and his group being able to use hand tools in the Amory workshop under supervision. DC agreed that as much as possible needs to be centralised as long as there is no service issue and is happy to meet with Darren Croft to discuss. On behalf of Psychology, CD is happy with this proposal.	
	<b>ACTION: DC to meet with Darren Croft as soon as possible to discuss the WSL workshop; MR will circulate the written workshops update from JC to the group.</b>	DC/ MR

6.	<b>CLES Webpage</b>	
6.1	MG raised the issue of the CLES H&S webpages needing to be refreshed with updated information and links to new standards. The Safety Leads agreed to meet to do this and also to decide on an ongoing plan to keep these pages updated; LP suggested looking at this once a quarter.	
	<b>ACTION: MG to coordinate a meeting of the Safety Leads, MW and Ed Creed (CLES Web Marketing Officer) and to decide on an ongoing plan to keep these pages updated, to report back to the next committee.</b>	<b>MG/ Safety Leads</b>
6.2	SH highlighted the issue of making sure promotional material demonstrates following correct protocol e.g. PPE.	
7.	<b>Senior Health and Safety Advisor report</b>	
7.1	MW reported that a new HSE compliant diving standard is being implemented; this will have financial implications for CLES (which have been discussed with LP.) The process will involve a dive consultant signing off risk assessments and inspecting certain dives. DC recommended that an academic consultation group is engaged as an action.	
	<b>ACTION: MW to engage an academic consultation group on the new Diving Standard to gather feedback on the proposed process and to ascertain the best way of rolling out the process to academic colleagues.</b>	<b>MW</b>
8.	<b>University Committee report</b>	
8.1	The central Safety Committee has a new format going forward, MW will report for CLES as SO representative; DC or LP will need to sign off the report.	
8.2	The Provost has noted the mandatory training compliance issue in some areas.	
8.3	Following a CO2 incident at St Luke's, Alan Orgee has been assigned responsibility for Campus Services inspecting fixed gas line facilities and their compliance and management across Streatham and St Luke's; assurance is being sought by MW for Cornwall facilities. BOC have been appointed to carry out an audit and give recommendations. The non-fixed gas standard is due to change in light of this and Colleges will be responsible for implementing this; Tom Adams has been on the consultation panel and will be implementing for CLES. To summarise, fixed gas costs will fall to Campus Services and non-fixed will fall to Colleges; a proforma will be produced to help Colleges determine which category their facilities fall under. DC and LP would like a gas update per building on this at the next committee.	
	<b>ACTION: MW will obtain a report on gas updates per building for CLES from Campus Services; MR will add to the agenda for the next meeting.</b>	<b>MW/ MR</b>
8.4	MW reported that the Safety Office are working on a combined online refresher training for Equality and Diversity and Health and Safety and will announce once live. DC agreed to give another message to HoDs to address mandatory training at discipline meetings; LP confirmed that College Administrators are being sent the monthly reports when they come through, so they will have up to date lists. LD reported that Biosciences have run sessions in the computer cluster for staff to attend and complete training with tea and coffee provided. GR reassured that Technical Services mandatory training completion is no concern.	
	<b>ACTION: DC will give another message to HoDs to address mandatory training at their discipline meetings.</b>	<b>DC</b>

8.5	<p><b>Wellbeing:</b> LP noted that the OH data provided with the CLES reports will now only include academic colleagues due to the rehoming of Technical and PS staff; mental health/ stress anxiety is the main concern. LP has raised the issue of matrix management issue and the need for MIS to reflect this but will also pick up with MW outside the meeting.</p> <p><b>ACTION: LP to meet with MW to discuss how OH data is managed post re-homing.</b></p>	LP/ MW
9.	<b>Reports from Disciplines/ Incidents/ accidents/ near misses</b>	
9.1	SHS: DJC thanked MW for his help with developing the liquid nitrogen shared storage with UEMS.	
9.2	<p>Psychology: CD reported that Christine Soper has been very proactive with PAT testing; LP suggested that she could be a candidate for a letter from the Provost and GR agreed to pick this up.</p> <p><b>ACTION: GR follow up on the recommendation for Christine Soper to receive a thank you from the Provost for her help with PAT testing.</b></p>	GR
9.3	Biosciences: MG queried whether Cornwall should have their own GM committee; MW advised that it is standard practice for Universities to have one committee. GR advised that Daniela Farina is handling GM in Cornwall and she should sit on the CLES committee; MG will pass this information back to Steve Bates.	
9.4	<b>ACTION: LP will liaise with MW and GR to make sure everything is in order for the Laser Safety inspection; MW will check whether an official appointment letter is needed for the Laser Safety Officer role.</b>	LP/ GR/ MW
	MG assured that Biosciences are ready for the up-coming HSE BSR3 (likely also to include GM.)	
9.5	<p>Geography: SH confirmed that work is ongoing on out of hours working and a fire drill has taken place which went well for Geography but highlighted once again the issue with fire practice from other colleges within Amory.</p> <p><b>ACTION: MW will pick up Amory fire procedure at the next University committee.</b></p>	MW
10.	<b>AOB</b>	
10.1	<p>The group would like an updated ToR to show the new membership.</p> <p><b>ACTION: MR will update the committee ToR in time for the next meeting.</b></p>	MR
10.2	In light of the recent email from Phil Atwell and the advice that staff should not carry out their own works to buildings, GR advised that she is involved in coming to an arrangement on a delegation of authority for two members of CLES staff who are sometimes engaged to carry out building/ decorating work.	
	<b>Date of next meeting</b>	
	Tuesday 10 <sup>th</sup> May 2016 14:00- 16:00	