

HEALTH, SAFETY and WELL-BEING COMMITTEE

Wednesday 4th November 2014 14:00- 16:00

Attendance:

Chair: Linda Peka (LP), Secretary: Maria Rose (MR), Nick Tongue (NT), Mike Wetherell (MW), David Childs (DJC), Charlie Dibble (CD), Dr Steve Michell (SM), Dr. Stephen Haley (SH), Dr, Liz James (LJ), Greg Paull (GP), Brian Robertson (BR), Amber Baker (AB)

Apologies:

Prof. Dan Charman, Dr. Gail Reeves (GR), Dr Steve Porter (SP), Mags Grapes (MG)

ACTION NOTES

1.	Introduction	Action
1.1	LP welcomed new members LJ (Space Manager- providing the Biosciences update on behalf of Mags Grapes), GP (BSU representative) and AB (Unions representative) to the group.	
2.	Action Updates	
2.1	Ongoing action 1.1: MW agreed to look into a trial set of DSE compliant chairs for Cornwall. Completed: MW confirmed that 110 new chairs have been purchased for Cornwall to replace old chairs; Rhian Loosemore is working with those who are left with older chairs to ensure there are no DSE issues.	
2.3	Ongoing action 1.3: NT will send mandatory training reports for each discipline plus a draft email to be sent out from HoDs; LP will mention mandatory training at CEG and will highlight the request from Council to achieve 95% compliance. Ongoing: LP advised that HR are now picking up mandatory training at probation completion, and staff will not be confirmed into post until training is completed. LP highlighted the need for academic leadership to tackle outstanding mandatory training amongst academic staff and agreed to take to CEG on Monday; MW agreed that the Safety Office could assist with tailored sessions for disciplines to address this backlog. ACTION: LP will write to the group after she has discussed mandatory training at CEG. CD agreed to take short term action for NHS Trust employees working in Psychology by requesting proof of equivalent H&S training and course content for information; MW will also follow this up with CD outside of this meeting. Update 23/11/15: LP has arranged for College Administrators to send monthly individual emails cc. to the HoD as agreed at CEG.	LP/ CD/ MW
2.4	Ongoing action 1.6: LP also will pick up fire marshalling in Amory with the other College Managers. Completed: LP raised the issue of fire marshalling in Amory with College Registrars and as a result, a couple more names have been added from other Colleges. SH informed that one of his team (Natascha Steinberg) is now an Evacuation Officer. Update 23/11/15: SH informed that there will be a whole	

	Amory Fire Marshals meeting taking place Wed 25 th November.	
2.5	Action 2.3: MR to send minutes from the meeting 13 th May 2015 to Kate Lindsell to highlight the success of the Safety Cross tool and to thank her for her help introducing this. Completed: LP wrote to KL re. the Safety Cross.	
2.6	Action 3.3: Technical managers will be needed to help promote the Technical Services Conference to staff and to encourage attendance for the whole day or for particular items of interest and to help organise the fit around essential duties and other colleagues/ service needs Completed: The Technical Conference was well attended and a 2016 event is being planned.	
2.7	Action 4.1: All PPE examples are needed for a celebrating success item at the next all staff meeting, please send to MR to compile (or any other examples of improvements made that you can think of) Ongoing: ALL Please continue to send any examples of outstanding PPE compliance and H&S more generally, as these successes can be included in the next round of All Staff meetings.	All
2.8	Action 5.1: NT to pick up concerns over the Field Work standard with MW and also send the link to approved standards to the safety leads for information Completed: Rhian Loosemore has been working with Geography academics to support on the fieldwork standard; MW is also working with the Insurance Office to try and offer a more streamlined, joined-up form.	
2.9	Action 5.2: MG to co-ordinate Lab Managers to review chemicals stocks with a view to a chemical amnesty; NT to be informed of chemicals needing disposal so that an appropriate senior person can be identified to be in charge of disposal. The Safety Office to be consulted on PGR COSHH training. Completed: A chemical amnesty did take place and Jamie Harrison is now the CLES COSHH officer and MW confirmed that CLES is not an area of concern.	
2.10	Action 6.1: LP to pick up overseas ordering and electrical safety with central Procurement; Completed: MR wrote to Nick Taylor for a reminder on the protocol around purchasing electrical goods. LJ confirmed that Campus Services have undertaken a full PAT testing programme in Geoffrey Pope and Karl Barry is the contact, with Tom Adams co-ordinating; this included all offices. Recent guidance was sent around about PAT testing for electrical items independently brought into offices. AB commented that it would be helpful to have itinerary notes back and also noted that some stickers are coming off tested items already or items have had older labels left on. ACTION: LJ will feed back to Campus Services the suggestion for providing itinerary lists for areas PAT tested and the labelling issues highlighted.	LJ
2.11	ACTION 1.7: MR to send revised out of hours procedures email to CPMSG Completed: MR did send an update on out of hours times to CPMSG.	

2.12	Action 7.1: LP will pick up monthly visits to Cornwall with Karen Markes in OH.	
	Ongoing: MR has written to OH and a response has been given but no Cornwall dates have been advertised for this year yet.	
	ACTION: MR will ask OH again for the list of dates for Cornwall and help advertise these to Cornwall staff.	MR
2.13	Action 8.5: GR to write to LP (cc. MR) with a possible date for a critical incident scenario workshop so that Streatham staff can be informed and attend.	
	Ongoing: A critical incident workshop did not take place but the group agreed that a refresher training session would be helpful. Michelle Hares did write to LP re. the food allergy incident in Cornwall, there have been two such incidents now.	
	ACTION: ALL to consider potential incidents that could be used as test scenarios and write to MR with these by Friday 27th November; MR will contact MW and Sue Dummett to help co-ordinate a session, this could be part of the next H&S committee.	All/ MR
2.14	Action: 8.5.2: All to take an ongoing action to spot check individuals on emergency numbers to ring starting with CLES and Nick to feed this back to MW and this could be a potential quiz at the Senior PS Safety workshop and all to encourage the use of ICE numbers on phones.	
	Ongoing: DJC reported that he surveyed knowledge of the emergency number at a meeting of 31 people and only 2 knew it correctly.	
	ACTION: ALL to spot check 20 people on the correct University emergency number (2222) and ask them to pass on to a further 20 people. MR will request a reminder in the Weekly Briefing and will contact the card office to alert them to the need for a change in template to show this new number.	All/ MR
3.	PPE/ Safety Cross Updates	
3.1	DJC reported that the Safety Cross has been running at St. Luke's for few months, it has had a positive impact and will be rested for now, to be re-visited at a further point if compliance is slipping or there are changes in protocol to highlight.	
3.2	LJ reported that the use of the Safety Cross in the Biosciences Mezzanine lab had resulted in 99% compliance and noted that friendly competition or use across the whole building could maintain motivation. MW also suggested linking to Above and Beyond to thank individuals.	
3.3	SH advised that he had not employed the Safety Cross but instead operated a zero tolerance policy across the Geography labs.	
3.4	CD informed that though Psychology aren't specifically using the Safety Cross, Christine Soper has been coordinating improvements in the WSL lab.	
	ACTION: For the next meeting the ALL to consider areas for where next could be targeted for improvement with the Safety Cross. MR will add to the agenda for the January meeting.	All/ MR

4.	Senior Safety Officer Report	
4.1	MW advised that the Safety Office are now getting to end of the backlog of new standards, Diving and Confined Spaces, Roads and Pathways and Pressure Systems are still outstanding. LP noted her thanks for the work introducing the comprehensive new standards and the full consultation from the Safety Office.	
4.2	GP queried what the correct UG field work protocol is; SH advised that he has been referring to lone working standard to help brief students and will send the checklist to GP for information. GP will feed this information back to other ARC colleagues. SH also advised that he strictly does not give out fieldwork kit unless the correct risk paperwork has been completed and seen.	
5.	University Committee report	
5.1	NT has been working to make sure that Estate Patrol have the correct and up to date list of out of hours contact details. MW advised that these numbers do get tested on occasion.	
5.2	The University Controlled Drugs Licence applies per premise and may need to be repeated for other buildings/ campuses if required there. NT isn't sure at present whether this license has been approved.	
5.3	There have been seven referrals to OH this period; there was one RIDDOR slip incident that had to be reported for resulting in the member of staff's time off work.	
5.4	In light of the new Technical Services Structure, the committee is re-writing the ToR and the Provost is now Chair. There is a 5k budget associated with the committee and MW would like any ideas for what this could be used towards; an initial suggestion was H&S related Above and Beyond rewards, any other ideas would be welcome.	
	ACTION: ALL to let MW know of any ideas for spends from the University Committee budget to benefit wider staff and promote a positive H&S culture and also to encourage the use of the desktop DSE survey to aid identifying those needing a replacement DSE compliant chair.	All/ MW
6.	Wellbeing	
6.1	LP briefed the group on the wellbeing report summary for CLES from Kate Lindsell; this report has also gone to CEG and CPSMG. It highlighted that 24% all absences are for mental health reasons and so there is a need for confidence around early intervention and encouragement of the use of the wellbeing tools online. CLES has the highest attendance on the University run wellbeing courses; these courses can help equip managers to appropriately support and communicate. There is an excellent uptake in training in general but a focus in engagement by academics is needed. CLES staff are amongst the highest users of Care First. GG noted that wellbeing can be effectively highlighted as part of PDR discussions. The overall message to take away from the report is that the College is doing well with awareness but could be doing more on taking action and having the confidence to intervene appropriately.	
	Action: ALL as managers to encourage amongst staff awareness on wellbeing issues and to be mindful of taking appropriate care of themselves and others and lead by example.	All

7.	Reports from Disciplines/ Incidents/ accidents/ near misses	
7.1	Sport and Health Sciences: DJC reported that a liquid nitrogen storage issue at St. Luke's has been ongoing and was due to a lack of gas monitoring, Estates have been looking into this; MW also confirmed that he is aware of action being taken. AB highlighted the need for training on the hand-held devices. LP thanked DJC for his support with the recent incident in UEMS.	
7.2	Biosciences: LJ reported that Tom Adams has been working on updated and consistent safety signage in Geoffrey Pope. Weekly lab manager meetings will be taking place from now on; MW will be invited to attend one of these. Jamie Stevens has agreed to be Field Officer. Spot checks have been taking place with good results on PPE. There is an ongoing issue with items accidentally falling down gaps on the Geoffrey Pope stairs due to the building design; netting is an option being looked at to help prevent this. SM highlighted the difficulty with finding the correct fieldwork risk assessment form on the University website; MW agreed to pick up.	
7.3	ACTION: MW to pick up with IT the need for a clear link to the correct form on the University website when searching for fieldwork risk assessments.	MW
7.3	Psychology: CD reported that good feedback has gone to Jamie Harrison for improvements to the animal facilities in WSL; work has also taken place to address trip hazards. CD highlighted the need for band-saw training and protocol for the WSL workshop and advised that these facilities also exist in the Archaeology department.	
7.4	ACTION: CD agreed to follow up with a room itinerary and what training needs are required and who is using this equipment for Psychology and Archaeology and report this back to LP.	CD/ LP
7.4	Geography: SH highlighted the need for a fire drill in Amory and he has made contact with the Fire Office about this; LP recommended doing it this in term-time. SH has had some requests for First Aider training and he agreed to write to LP with details on the likely financial commitment needed. MW also wanted to highlight that all training for PGR students is done via the DTC and Kellie-Louise Priest can be contacted with any related queries.	
	ACTION: SH to write to LP with an estimate of costs for First Aider training for those who have requested it.	SH/ LP
8.	AOB	
8.1	BR made the group aware that Kate Lindsell has requested two audits from Public Health England- Radiation will take place on 15 th December and Laser Safety Management in February, exact date tbc.	
	ACTION: LP will speak to Dan Charman about the CLES Laser Safety Officer role.	LP
	Date of next meeting Tuesday 26 th January	