

## Health and Safety Committee Minutes

### 6<sup>th</sup> December, 2017, Room 5.02, Informatics Forum



**Attendees:** Johanna Moore (Chair), Martin Wright, Dave Hamilton, Douglas Howie, Bob Fisher, David Sterratt, Heather Low, Carol Marini (Secretary)

**Apologies:** Tom Whigham, Jim Ashe

	Summary	ACTION
1.	<p><b>Previous Minutes and Matters Arising:</b> DCH said that the AON report was also discussed at the previous meeting. <b>ACTION:</b> MJW + DCH to look again at the previous AON recommendations and any actions required. <b>Update 6/12/17:</b> Carry forward.</p> <p>AON visit: PI and Postdoc H&amp;S Training. <b>Action:</b> DCH to look at Informatics' standard H&amp;S training. It had been agreed that all PIs should know how to do a Risk Assessment and should make individual judgements after training. BF suggested concentrating on ICSA and IPAB PIs. <b>Update 6/12/17: ACTION:</b> MJW to take the issue of developing a school-specific policy to Strategy Committee for approval.</p> <p>Research Group Leader Responsibilities. This relates to our H&amp;S policy. <b>ACTION:</b> DCH to review current school H&amp;S policy and ensure this makes reference to Research Group Leaders. <b>Update 6/12/17:</b> Ongoing, DCH to find out who Research Group Leaders (PIs) are.</p> <p><b>Informatics Fire Steward and First Aid Cover:</b> Fire Stewards: Due to changes in staff etc, MJW had suggested we put out a call for volunteers for the Forum. <b>ACTION:</b> DCH to send email. <b>Update 6/12/17:</b> People have come forward and have been trained but we are still short on some levels. Institute Directors were asked to help provide staff. <b>Action:</b> DCH to let MJW/JM know which areas still need filled.</p> <p>First Aiders: DCH said we had sufficient First Aiders and some people on a waiting list. <b>Action:</b> DCH to follow up on available places and find out if outside providers are available.</p> <p><b>Risk Assessments</b> DCH had informed the committee previously that the completion of the annual risk assessments had been delayed due to the recent works. <b>ACTION:</b> DCH to put in progress and have completed by the end of the year. <b>Update 6/12/17:</b> This has been done and updated. He is now starting next year's as these get reviewed annually. <b>Action:</b> DCH to look at whether any can be reduced to being reviewed bi-annually.</p> <p><b>PIs not providing relevant Risk Assessments</b> DCH has been concerned about equipment, especially omni-copters being brought in without risk assessments being done. One in particular was still outstanding, requiring BW to sign. <b>Update 6/12/17:</b> BF said that BW did not remember having signed any risk assessment. DCH referred to a quad-copter assessment where a student had finished the project. Another student produced a risk assessment based on the first one and it was sent to Barbara. <b>Action:</b> DCH to send to BF (BW to sign and keep a hard copy in that room)</p>	<p>MJW/DCH</p> <p>MJW</p> <p>DCH</p> <p>DCH</p> <p>DCH</p> <p>DCH</p>
2.	<p><b>AON Visit: Review of where are with regards to their suggestions from last visit:</b> Subsequent to this report, there was a fact finding visit from the Health and Safety team to speak to a number of PIs and to find out H&amp;S arrangements particularly with regards to PI and Research Group Leaders re training. We should expect a report on this visit.</p>	

	<p>The committee looked at the recommendations from the last report:</p> <ol style="list-style-type: none"> <li>1. PI and Postdoc H&amp;S Training. MJW asked if there was a standard H&amp;S online course and DCH confirmed there was a risk assessment. BF suggested it would be good to do an internal 10 minute video. <b>Update 6/12/17:</b> As all staff have access to Linda.com, which has training courses, it was suggested we could create some web content with a link to an appropriate course and send out an email? <b>Action:</b> DCH to write something for our InfWeb on guidance on risk assessments and perhaps find some existing training courses. He will email all staff once this is ready.</li> <li>2. Role and Career Development Training Standards. We note recommendation 2 and are having an ongoing discussion about improving school staff development with a wider view beyond H&amp;S to incorporate point 1 above. <b>Update 6/12/17:</b> CM has updated Cardinus and done an IOSH course.</li> <li>3.</li> </ol>	DCH
3.	<p><b>Informatics Fire Steward and First Aid Cover</b> DCH has spoken with Neil Heatley to encourage new staff in ISS to volunteer as first aiders and/or fire stewards. <b>Update 6/12/17:</b> Gillian Bell has provided names for training.</p>	
4.	<p><b>Risk Assessments</b> DCH reported the same issue as in past - they are not being done despite prompting. No risk assessment been done on “animal” robot despite requests. <b>Action:</b> DCH to ask Michael Mistry to delegate this to one of his students. Any issues should be escalated to MJW.</p>	DCH
5.	<p><b>Accident Report</b> Since Aug 2016 we have had four accident reports. Most concerning was a shelf collapsing on a member of staff due to incorrect brackets having been fitted by a contractor. These have now been replaced. The others were mainly trips on stairs, through carelessness.</p>	
6.	<p><b>Pls not providing Relevant Risk Assessments</b> See matters arising (point 1).</p>	
7.	<p><b>Failure to complete H&amp;S tours of Informatics areas this year</b> DCH said he has not managed to complete the H&amp;S tours this year. Our policy is to complete these once a year. DCH asked if we should change it and target offices of concern. <b>Action:</b> DCH to do an estate wide assessment over a two year period, and target specific offices more frequently.</p>	DCH
8.	<p><b>Winter temperatures in internal Informatics Forum rooms</b> – complaints of not enough cool air coming through the floor vents. DCH reported that people in inner rooms don’t get enough air. This was referred to Buildings Committee. <b>Action:</b> CM to add to BC agenda.</p>	CM
9.	<p><b>Build-up of items in offices that are not owned by any of the occupants.</b> MJW and CM are looking at ways of sorting this – perhaps an amnesty-type solution.</p>	
10.	<p><b>Build-up of items in open areas, whose owners are unknown</b> As per item 9.</p>	
11.	<p><b>Rodent issue in Wilkie Building</b></p>	

	<p>This has been reported by admin staff and pest control actioned. It has now been escalated to Estates to handle since the current solution is not working.</p> <p><b>Action:</b> DCH to email to staff generally re house-keeping and storage of food items.</p>	DCH
12.	<p><b>Dust levels complaint regarding Appleton Tower</b></p> <p>There is an ongoing issue with a member of staff unable to occupy the building due to dust. H&amp;S took measurements and found nothing of any concern with levels being well below the statutory limit. OT say the building should have a deep clean before that person returns to work. <b>Action:</b> MJW to consider what interim steps might be possible at the end of the works.</p>	MJW
13.	<p><b>Forthcoming disruption in Charles Street and Charles Street Lane</b></p> <p>Charles Street and Charles Street Lane are due to be dug up in order to replace central heating/hot water pipes. This is due to start imminently and continue until June 2018. It will disrupt Charles Street along G07/G.07a and the entire length of Charles Street Lane when they remove the old pipework. DCH has been given a schedule of works. <b>Action:</b> DCH to send the schedule out to staff, warn event bookings and maybe try and avoid bookings in G.07/G.07a.</p>	DCH
14.	<p><b>Removal of “emergency” (analogue) phone lines</b></p> <p>Estates have been removing “infrequently used” analogue phone lines from our building for a while and are rolling this out throughout the University. L5, L4, reception and basement server rooms have been removed. Estates have agreed to put the line back in the basement server room as that is vital for COs to talk to people when servers are down. The currently working analogue lines will be converted to run over the network. However, if the network goes down we will have no emergency lines. Lifts still have analogue lines but these are likely to also be changed over. There is the intention to provide 1 emergency line per building but we could do with more (ie 1 per level). We would need to make a case for each emergency line we would need.</p>	
15.	<p><b>Remit of Membership</b></p> <p>MJW said the H&amp;S Committee membership list does not match the email-shot. <b>Action:</b> MJW to review membership. BF offered to step down if someone wanted to replace him but he is the only laser safety person who has been on a course.</p>	
16.	<b>AOB</b>	
17.	<p><b>Date of next meeting:</b></p> <p>Wednesday 4 July, 2018 at 2pm in Rm 5.42 (TBC).</p>	