



Health and Safety Committee Meeting Minutes 12 December 2019, Informatics Forum, 5.42

Attendees: Jane Hillston (Chair), Joy Candlish, Dave Hamilton, Alison Downie, Nicola Drago-Ferrante, Tom Whigham, Bob Fisher, Carol Marini (Secretary)

Apologies: Jim Ashe, Patrick Hudson

Summary	ACTION
<p>1. Approval of Previous Minutes and Matters Arising</p> <p>Minutes were approved.</p> <p>H&S inspections of Informatics estate: DCH to make a list of high risk areas and prioritise. Update 12/12: Techs have gone round the areas, reported on all the risks and will monitor.</p> <p>Winter temperatures in internal Informatics Forum rooms – Ventilation is a current issue and is being dealt with by Buildings Committee. JH said there is an occupational hygiene department which looks at air quality. Action: DCH will contact them. Update 12/12: Carry forward.</p> <p>AON Recommendations: In relation to the AON visit and subsequent report and recommendations, the Committee made the following further observations:</p> <ul style="list-style-type: none"> • Action: DCH to speak to portfolio managers and procurement to establish system to receive advance notice of delivery of new equipment for research labs etc. Update 12/12: DCH has prepared an email to send. Will discuss with Janet Ball first about process, who is responsible and when to flag purchased equipment. • Action: DCH to remind all relevant staff of Lone Working policy and the need for compliance. Especially in relation to server rooms. Update: 12/12: DCH emailed staff about lone risk working. BF suggested a reminder be sent especially with holidays coming up. • Action: JH suggested that she should raise the need for an awareness of Health and Safety at a future School General Meeting – focusing on lone working. Update 12/12: Carry forward. Action: JC to put on February agenda. • Action: To use the School newsletter to help raise awareness of H&S issues. Update 12/12: Ongoing. It was requested that we use the February issue for a special push. • Action: DCH to send link to the policy and list of proposed changes to the Committee in advance of next meeting. That was in relation to a suggestion by MJW that the H&S policy should be reviewed by this committee every two years with the H&S Officer bringing forward proposals for changes/updates. Update 12/12: Adjustments have been made to policy. Carry forward proposals – DCH. <p>Vacancies on H&S Committee</p> <p>It was requested that we have a representative from IPAB on the committee. Action: CM to speak to Vlad and ask for him to attend.</p>	<p></p> <p></p> <p>DCH</p> <p></p> <p>DCH</p> <p></p> <p>JC</p> <p>DCH</p> <p></p> <p>DCH</p> <p></p> <p>CM</p>

2.	<p>Accident Reports</p> <p>Action: Print-outs from the H&S accident reporting system to be brought to each H&S committee in future. Update 12/12: DCH summarised 3 reports that had been received; two were minor injuries which were addressed by first aid kits and not indicating any action required on behalf of the School to address an underlying risk; one related to a floor tile that an estates person had left unsecured and someone tripped over it. This was reported to Estates and signed off. JH questioned whether there are more accidents which aren't reported. Action: CM put note on First Aid boxes with a link to reporting accidents.</p>	CM
3.	<p>Reports from MOBUGS</p> <ul style="list-style-type: none"> • Appleton Tower Appleton Tower MOBUG met and DCH produced a fire action plan for the building which has just been approved by the Fire Office. This to be kept near main reception door. JH suggested a link to it to be sent to all new staff. Action: CM to liaise with HR to include this in inductions. The servitors have been sent a copy of this too. • Potterow Potterow MOBUG met. Nothing to raise from this. 	CM
4.	<p>Fire Stewards and First Aid Cover</p> <p>There had been a request that we should provide Fire Steward instruction to those who use/book the perception labs etc., most of which are PPLS (booked through L3 admin who should give them these details). Need for special lift training if someone using the lab with special access requirements. Update 12/12: ND-F spoke to RH and Frank Keller re basement labs. They have now put in place processes for a proper tour for anyone who hasn't used the facilities before. RH will advise them on fire safety etc. No one in a wheelchair has requested to use the space as of yet but in such cases they will be made aware of issues.</p> <p>ND-F reported that currently anyone requiring access is directed to Simon King or Robin Hill and shown how to use the lab but nothing else. MJW suggested Robin Hill as a member of this committee or at least that he needs to be made aware of these requirements. Action: MJW to advise Robin Hill of need for instruction for lab users. Update 12/12: Action: JC to carry forward. If there is no responsible trained person in attendance then there may need to be no out of hours use of the basement labs.</p> <p>TW reported that all fire notices are up to date. There is adequate fire warden cover in AT.</p> <p>In the Forum one or two fire wardens are still required. Still waiting on courses for First Aiders to be trained and CM advised that there is a long waiting list for First Aid training. Action: JC and CM to look at provision for First Aid and who is needing training.</p> <p>JH advised the Committee that the School is training mental health first aiders. Carol Dow has completed training and volunteered to be available to staff. ITO will have people trained to assist students. JC advised that HR are going through training, as well as a member of Comms team and a member of academic staff. Action: JC to meet with them in the New Year and discuss how they want to take this forward, ie how to contact them, in what circumstances etc. Record keeping will need to be considered, respecting confidentiality, to monitor trends.</p>	<p>JC</p> <p>JC/CM</p> <p>JC</p>

5.	<p>Building Issues</p> <ul style="list-style-type: none"> <p>Informatics Forum TW raised a discrepancy in the activation system for the fire alarms, with regards to the Core stairwells and the disabled refuge point. These points have been labelled by Fire Safety with the wrong Core letters. TW has spoken to Andy Mackay and explained the potential for a disabled person to not be found quickly due to their location being incorrect. Fire Office have said not actioned anything as yet despite a lengthy period passing. It was suggested that a solution would be to just swap the labels over. Action: TW to swap the posters. Action: JH will send the fire office notification of us having corrected this.</p> <p>Ventilation JC advised that she had received a report from the engineers about fixing this. Has met with Estates and they are moving ahead with quotes, and a schedule of works. We are waiting for Estates to come back to us with quotes and schedule. Hoped to start in spring with aim to be done by summer. Action: DCH will also speak to Occupational Hygiene to investigate if funding available.</p> <p>Appleton Tower Nothing to report.</p> <p>Bayes Centre DCH now has risk assessments from DI. BF mentioned that two labs on level 1 have no decent ventilation. He has raised with Bayes but no action so far. Action: DCH to raise initially with Natalia.</p> 	<p>TW JH</p> <p>DCH</p> <p>DCH</p>
6.	<p>AOB</p> <p>Aurora Constantin prepared a list of issues that could be improved (disability/accessibility). HR are contacting Disability Services for advice on progressing this. Action: Joy to follow up with Sam Inch. Will also raise in meeting with Grant Ferguson as to who they should send these on to.</p> <p>DCH raised the ongoing problems with Risk Assessments for events, both Informatics and non-Informatics and whether we want to see them?</p> <ul style="list-style-type: none"> - For internal events, we are having issues where the organiser doesn't want to prepare/sign off on them and it is being left to admin to do (but it's not their event and they most likely are not in attendance). We agreed to do example risk assessments and templates to cover a selection of internal events, eg game/arts, seminars etc. - For external events we will add a few points to our booking form covering the points we are concerned about and must be taken into consideration. It is requested that this also have a tick box saying they must have their own first aider and fire warden. <p>It was agreed that we don't need to see sight of a risk assessment, just confirmation that they have considered the matters that affect us. We are working on wording to add to the booking form and need something which people can just tick off "yes" against but it needs to be made clear that the person making the booking is the person to sign off the risk assessment, not DCH or an admin person. Responsibility needs to be taken by people.</p>	<p>JC</p>
7.	<p>Date of next meeting: Thursday 11 June 2020 at 11am</p>	

