



## Health and Safety Committee minutes

### 13<sup>th</sup> February 2015, Turning Room, Informatics Forum

**Attendees:** Johanna Moore (Chair), David Hamilton, Dougie Howie, Pavlos Andreadis, Martin Wright, Tom Whigham, Alison Downie, Bob Fisher

**Apologies:** Eileen Mehta, Sofi Freijeiro-Armitage, Kristof Kessler

	Summary	ACTION
1.	<p><b>Approval of Previous Minutes</b></p> <p>a) Minutes from the previous meeting dated 3<sup>rd</sup> May 2013 were approved as a true representation of the meeting. Actions 4.3, 4.4 and 5 were showing as outstanding but have now been actioned.</p>	
2.	<p><b>Matters arising since previous meeting:</b></p> <p>Possible risk due to people bringing their own furniture into the Forum. MW raised the risk that these may not comply with fire regulations.</p> <p>ACTION – MW to speak with DH to discuss this and other issues and look at how to raise awareness in the Forum.</p> <p>Project work isn't being risk-assessed. Supervisors should take responsibility for this.</p> <p>ACTION – MW to speak to Victor Lavrenko</p>	<p>MW/DH</p> <p>MW</p>
3.	<p><b>Updated Health and Safety Policy</b></p> <p>Once we have moved in to the new buildings, the H&amp;S policy will have clickable links for those policies.</p> <p>Display Screen Equipment – people can join with the new online assessment tool (Cardinus). This will be, in the first instance, new staff, anyone reporting issues and people who have moved offices. This assessment will allow people to be able to check that their desk is set up correctly.</p> <p>ACTION – MW to find out about making sure that new joiners get this information.</p> <p>ACTION – DH to update the membership list for this committee online.</p>	<p>MW</p> <p>DH</p>
4.	<p><b>Fire stewarding coverage</b></p> <p>Fire coverage is not as good as it should be. There are issues on the 1<sup>st</sup> and 5<sup>th</sup> floors in the Forum and on the 5<sup>th</sup> to 7<sup>th</sup> floors in Appleton Tower.</p> <p>ACTION – JM to speak to Murray Cole about a level 1 fire steward.</p> <p>ACTION – PA to get information from DH about fire steward role.</p>	<p>JM</p> <p>PA/DH</p>
5.	<p><b>Cardinus DSE assessment for all</b></p> <p>Discussed as part of item 3.</p>	
6.	<p><b>Temperature issues in the Forum and Inspace</b></p> <p>Some issues (hot/stuffy offices) are because of the number of people in offices. Bennetts have done a review of space issues. We are already making some changes – making two offices in to three for example.</p> <p>Meetings have been set up with E&amp;B to look at all of these issues.</p> <p><b>Ongoing</b></p>	
7.	<p><b>Health and Safety risk assessments – student compliance</b></p> <p>Projects have been completed without adequate risk assessment, not happening all the time but is still a concern. Robots need to have stickers/signage highlighting the correct risk assessment form to use before using the equipment.</p> <p>ACTION – DH to speak to Sethu and Ram about labelling robots.</p>	<p>DH</p>
8.	<p><b>AOB</b></p> <p><b>Frequency of meetings:</b></p> <p>Annual is acceptable with any interim issues being raised via Buildings Committee.</p>	

	<p><b>Access to Bristo Square during Festival</b>  PA raised this issue as during the raising and removal of the Udderbelly there were issues of access to Bristo Square. This would particularly affect people with mobility issues.  ACTION – DH to raise with Premises.</p>	
9.	<p><b>Date of next meeting:</b>  Early 2016</p>	