



**Health and Safety Committee Meeting
Minutes
17 June 2017, Informatics forum, 5.42**

Attendees: Jane Hillston (Chair), Martin Wright, Dave Hamilton, Gordon Reid (in Alison Downie’s absence), Nicola Drago-Ferrante, Carol Marini (Secretary)

Apologies: Tom Whigham, Jim Ashe, Bob Fisher

	Summary	ACTION
1.	<p>Approval of Previous Minutes and Matters Arising</p> <p>Minutes were approved with a minor correction.</p> <p>Risk Assessments: It was agreed that risk assessments should be reviewed annually. DCH has received a risk assessment on the “animal” robot since Michael Mistry delegated to one of his students. Close.</p> <p>PIs not providing relevant Risk Assessments: DCH sent the risk assessment for the omni-copters to BF for Barbara Webb to sign and keep a hard copy in that room. Close</p> <p>H&S inspections of Informatics estate: DCH to make a list of higher risk areas and prioritise.</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.</p> <p>Dust level complaint regarding Appleton Tower: This is now complete after a deep clean. Close.</p>	<p>DCH</p> <p>DCH</p>
2.	<p>Accident Reports</p> <p>DCH said there have been several accidents outside Informatics of which he had been made aware, but no reportable accidents within the Informatics Estates or involving Informatics staff, students or visitors. The most dangerous incident happened in Appleton Tower, but not within the Informatics estate, where the automated door closures collapsed and parts fell down. This was reported to Estates, recorded on the University reporting system, and doors were de-activated. No one was injured on this occasion.</p> <p>Action: Print-outs from the H&S accident reporting system to be brought to each H&S committee in future.</p>	<p>DCH</p>
3.	<p>AON Recommendations (Paper 3.1)</p> <p>The University’s insurers, AON, made two routine visits to the School of Informatics as part of their general information-gathering regarding health and safety risks and management. The first visit, in March 2014, looked at health and safety, in general, and the second visit, in</p>	

	<p>October 2016, focused on the health and safety responsibilities of Principal Investigators and Research Leaders.</p> <p>Paper 3.1 provides an update regarding the recommendations arising out of each visit.</p> <p>The committee reviewed the current status in relation to each of the recommendations, noting that all of the recommendations from the first visit were categorised as ‘C’, representing low priority (there was no categorisation of the recommendations from the second visit). The committee made the following further observations:</p> <ul style="list-style-type: none"> • JH suggested that procurement should alert the School Health and Safety Officer as to the need for a risk assessment in advance of a piece of equipment arriving with the potential to withhold installation until it is done. This mainly affects IPAB but also ICSA since they have server rooms. 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. • All relevant staff to be reminded of Lone Working policy and the need for compliance. Especially in relation to server rooms. Action: DCH • 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. Action: JH • The School newsletter should also be used to help raise awareness of H&S issues. Action: CM. <p>MJW suggested that the School H&S Policy should be reviewed by this committee every two years, with the Health & Safety Officer bringing forward proposals for changes/updates to the committee. Action: DCH to send link to the policy and list of proposed changes to the Committee in advance of next meeting.</p> <p>GReid commented on the need for any legislative or central changes to be reflected in our policy.</p>	<p>DCH</p> <p>DCH</p> <p>JH</p> <p>CM</p> <p>DCH</p>
<p>4.</p>	<p>Reports from MOBUGS</p> <ul style="list-style-type: none"> • Appleton Tower This has not met since 2016. Action: DCH to organise • Potterow (which includes PPLS, Visitor Centre, Bayes) Action: DCH to organise. MJW advised that we have agreed that Informatics, rather than Bayes, will take H&S responsibility for the Design Informatics studios and labs on the ground floor of the Bayes ‘annex’ and BC.1.50 as part of the School’s H&S regime. 	<p>DCH</p> <p>DCH</p>
<p>5.</p>	<p>Fire Stewards and First Aid Cover</p> <p>Fire Steward cover is mostly complete but requires continual refreshing as staff leave or change location.</p> <p>The Informatics Forum basement is always an issue as there are no staff permanently based there. Action: 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.</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</p>	<p>ND-F</p>

	<p>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.</p> <p>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>First Aid cover is sufficient at the moment.</p>	MJW
6.	<p>Building Issues</p> <ul style="list-style-type: none"> • Informatics Forum Ventilation in internal offices – see matters arising. • Appleton Tower There was a report of the mechanism from above the automatic door on the basement collapsing, which has been reported (see above in Accident Reports). There are various ongoing works in the building. • Bayes Centre There are several outstanding snagging items still ongoing but no specific H&S risks. DCH has asked Design Informatics for risk assessments for all their new equipment. Action: DCH to chase up. 	DCH
7.	<p>AOB</p> <p>Vacancies on H&S Committee. Need an IPAB rep. Action: other committees have vacancies and we should seek to fill all before start of next academic year. Specific approach to be made to IPAB for representation from their labs on this committee.</p>	MJW
8.	<p>Date of next meeting: suggest Thursday 5 December 2019 at 11am</p>	