



Health, Safety & Wellbeing Committee Minutes 19 April 2022

Attendees: Jane Hillston (Chair), Joy Candlish, Dave Hamilton, Sam Inch, Cristina Alexandru, Eddie Wilkinson, Janet Ball, Kasia Stoinska, Carol Marini (Secretary)

Apologies: Patrick Hudson

	Summary	ACTION
1.	<p>Approval of Previous Minutes and Matters Arising</p> <p>Previous minutes were approved.</p> <ul style="list-style-type: none"> <p>New Research Lab Equipment: School processes are insufficient to identify when new equipment will be installed in research labs in order to assess H&S implications. The PMs do not always know and the purchases do not always go through the computing procurement team.</p> <p>Update 29/11/21: DCH previously discussed with Admin teams that procurement should notify DCH of any purchase but they were unsure what the purchases were. JH suggested a potential trigger to notify DCH could be size or cost. DCH to talk to JC and Janet Ball to identify a way forward. BF suggested Vlad may have more details too. [Post meeting note: New Deputy DoPS and H&S Manager roles have responsibility for development of a framework and procedures for management of research labs. This issue should be investigated within that piece of work</p> <p>Update_19/4/22: carry forward</p> <p>H&S Policy: DCH would like to make some changes to the school's policy, specifically providing links to our Fire Action Plans and our online inductions. Inspection lists are also old and need updated. DCH and CM are looking at a project for Aleks to tidy up H&S pages.</p> <p>Action: DCH to provide an overview of changes to website to future meeting: see 7. AOB</p> <p>Accessibility</p> <p>Aurora Constantin prepared a list of issues that could improve accessibility for those with a disability. JC provided these recommendations to Estates in January 2020 and had a response from Kyle Clark-Hay which referred some of the recommendations to the University's Accessibility Programme and others to Information Services. JC to follow up with Estates and ISG to clarify status now that staff are beginning to return to campus.</p> <p>29/11/21: JC spoke to Kyle Clark-Hay and has another meeting early in the New Year to see what can be implemented.</p> <p>Update 19/4/22: Kyle Clark-Hay has referred Joy to another person in Estates now and JC has asked Lorna to arrange a meeting.</p> 	<p></p> <p>DDoPS</p> <p>DCH</p> <p>JC</p>

	<ul style="list-style-type: none"> Laser Supervisor Given BF is reducing his hours DCH suggested that someone else should take on this role (or assist). There is an online course which someone could go on. With regards to risk Informatics are in the lower class of laser hazards and BF said there is little work involved. DCH advised this area also covers some of Design Informatics (laser cutters). BF to discuss with IPAB to identify a successor. Update 29/11/21: BF has not had any success and will carry on in the role until a successor is found. DCH brought this up with Robotics in general. They were of the opinion that the equipment they use is of low intensity and they would like to send people to do online courses, provided by H&S, which would cover them. JH said we still need a supervisor. JH asked MK from DI if they have any laser equipment. He confirmed that they have a class 2 laser cutter (which should be class 4 but given the safety provision it is classified as a class 2). Class 2 is a level of laser safety where normally people can interact with it. BF asked whether DI should take over this role if they were the only one with this equipment, however DCH said we have one of our own. JH asked DCH if we could do without a Supervisor. DCH said he would prefer one but if not would like to see a recorded list of people who have done training. All lab managers should be trained. PostDocs should also be included. DCH to collate list of staff who should undertake training, and date of training. Update 19/4/22: DCH suggested that anyone who uses Lasers go on the University's generic laser course but Vlad confirmed that no one is using any laser equipment just now. We also don't carry heavy grade lasers. The Committee agreed we don't need a laser supervisor just now, and anyone going on the course should provide a completed certificate. Action: DCH to develop a mechanism for monitoring who uses lasers and collation/recording and review of completion certificates. 	DCH
2.	Accident Reports DCH had circulated an accident/incident report to the Committee prior to the meeting, in relation to unmasked students using a computer lab. This has been superseded by relaxation of restrictions. Noted.	
3.	Fire Stewards and First Aid Cover Proposal for expanding Fire Steward Cover: At the last meeting the Committee tried to find a solution to the currently reduced number of Fire Stewards present in the building. A suggestion had been for PS staff to take this on due to them having more of a presence in the building due to hybrid working. CM presented a proposal that we remove the designated areas which volunteers cover, and request they now cover the floor they have been allocated. It was agreed that it was better to have more than one person check rather than rely on a colleague being in and doing it. She reported that some of the occupants on Level 8 of Appleton Tower were	

	<p>already Fire Stewards and she had asked the incoming Level 9 occupants to consider volunteering for both Fire Steward and First Aider roles. Action: CM to advise all existing Fire Stewards of the changes and update the records.</p> <p>CM advised that, whilst a number of First Aiders had left recently, there has been a good response to the call for replacement, with a few already having been trained and others on the waiting list.</p> <p>Wilkie: It was agreed that we still need a callout for Fire Steward volunteers in Wilkie but was previously noted that we may need to negotiate with level 1 of Wilkie if there are no volunteers. The existing PGRs are aware of the procedure whilst no Fire Stewards are in place. DCH pointed out that it was not a requirement to have a designated First Aider in Wilkie. Action: PH to recruit one or two Fire Stewards for Wilkie.</p> <p>Bayes: Bayes is lacking in Fire Stewards and JC suggested we put out a call for Level 1 amongst the PGR students and L1 occupants. Action: CM and PH to liaise to put out a call to L1 and L3 occupants for Fire Stewards for Bayes L1 and L3. It is expected that the Lab manager cover these areas.</p> <p>JC mentioned the basement of the Forum where Robin Hill is the lab manager. The person using the space should take on the responsibility of Fire Stewarding – and it should be Robin’s job to make sure they know what to do. JC and DCH to pick this up when his updated Risk Assessment is submitted. JH suggested an information sheet/poster inside lab advising them of the procedure. Action: CM to produce posters for display</p> <p>Mental Health First Aiders The School has an established Mental Health First Aiders Network with trained members of staff, as well as PGR students. Further staff to be recruited. Update 19/4/22: SI has drafted something for the next newsletter and has organised a team meeting to try and bring the community together. Contact details will be provided within the newsletter. JC suggested raising this with Dols to get some Academic nominations. Action: JC to email Dols (SI to prompt her). JH will also raise this during monthly meetings.</p>	<p>CM</p> <p>PH</p> <p>PH/CM</p> <p>JC/DCH</p> <p>CM</p> <p>JC</p>
4.	<p>Covid – Return to campus and Existing Measures</p> <ul style="list-style-type: none"> Risk assessment responsibilities – update DCH said that there is still some confusion with Risk Assessments. Our default RAs cover meeting rooms etc. These allow for masks to be removed when staff and PGR students are the only people present in a meeting and are more than 1 metre apart. Where this is changed organisers should produce their own RA along with a seating plan. This is not happening generally and puts us in a difficult position. JH asked for clarification on: when does a meeting become an event or it becomes necessary to do an RA. DCH advised that if you are changing the position of the chairs and/or increasing the numbers of capacity you need to do a Risk Assessment. There was a suggestion we add a default checkbox to the Room Booking System along the lines of: “I confirm that I have passed the default RA to the Event/Meeting organiser”. ND-F agreed this would be good to have something like this. Action: CM to organise/discuss with Eddie Wilkinson. 19/4/22: carry forward 	<p>CM</p>

	<p>Existing Measures</p> <p>DCH advised that we have now moved from requiring masks to encouraging masks. All RAs will be changed with appropriate wording. H&S have advised that cleaning materials should be slowly phased out from within offices however we will leave existing materials in meeting rooms and maximise ventilation as much as we can. People will still be advised not to come in with symptoms. The University has removed limits for meetings and events – no longer 120 capacity. RAs still required for events, generic RA for meetings will be held in meeting rooms. JC said that travel RAs have been simplified.</p> <p>JC confirmed we are retaining the building induction process and will continue to have an in-person induction. She will be sending out an email soon to update people on the needs for a risk assessment. EW advised that Institute Admin are directing academics planning to travel to the new guidance.</p>	
5.	<p>Health, Safety & Wellbeing issues or concerns</p> <ul style="list-style-type: none"> • Informatics Forum No issues or concerns were raised. • Appleton Tower No issues or concerns were raised. • Bayes Centre No issues or concerns were raised. • Wilkie Building There have no further reports of unauthorised access. As we share the building with those on Level 1, the importance of locking doors has been reiterated. No further issues or concerns. • General No issues or concerns were raised. 	
6.	<p>Staff Wellbeing Issues or Concerns</p> <p>This month is Stress Awareness month and this was highlighted in one of JH’s weekly messages. There are courses which people can attend, all delivered in May. JC asked Sam to reiterate this, and the courses, in the piece she is preparing for the newsletter.</p> <p>JH asked if there were any suggestions for wellbeing and ideas to bring people together. It was suggested we look at restarting yoga.</p> <p>Action: CM: to look into this.</p> <p>Cristina suggested we have more informal coffee events. JH said there are plans to have a summer party for all staff. We may perhaps have smaller targeted events introducing particular teams. JC asked SI and CM to liaise with a view to look at this.</p>	CM

	<p>Action: SI to liaise with CM to have events and introduce PS staff. SI advised that HR are going to be updating their induction materials so would be useful to have each Head /DoI preparing something saying what they do. JC said she would like to raise the profile of teams, perhaps tie this with meet and greets, and understanding the new structure.</p> <p>DCH asked if we should unlock and re-instate the table-tennis table. This was agreed, and that it should be kept in MF2.</p> <p>Action: DCH to reinstate table tennis table in MF2 and advise InfPeople</p> <p>The next school general meeting will be in person.</p>	<p>SI</p> <p>DCH</p>
7.	<p>AOB</p> <ul style="list-style-type: none"> <p>Commercial Kitchen</p> <p>DCH advised the kitchen been out of action for two years during the pandemic and asked when it was planned to be brought back into action as it will need to have a deep clean. It will also need the gas checked. It was agreed to get it up and running before the end of the financial year. As a professional kitchen it officially needs a KP to clean it; DCH will need to go back to Central for this service. EW said the School is currently interviewing for a new Events role so this will be an asset for supporting events.</p> <p>Action: DCH to arrange cleaning of kitchen</p> <p>Action: CM to contact Bly Sky Catering to see when they may start using the kitchen.</p> <p>Website changes</p> <p>DCH advised that work had been undertaken by Aleks to health and safety webpages which included changes to basic practices and editing web pages to remove outdated links. DCH hasn't had time to action but will get the links fixed. DCH asked, with the new H&S Manager coming on board, if the changes should be made or whether it would be better to wait for the H&S Manager to do this review. JC suggested DCH go ahead and get it updated given the likely start date of 3+ months; they would have a current starting point.</p> <p>Action: DCH to action updates proposed by Aleks.</p> <p>DCH told the Committee that one of the techs has arranged to buy a laser cutter, of which he was not aware. He'd like to suggest that anyone buying large equipment notifies the School properly and has a risk assessment in place in advance. DCH would like to suggest this is a policy. JH asked which funds purchased this. It has been purchased from a teaching fund, Level 3, SDP-type stuff. There was the concern that this could end up in a student area where people could use it without supervision. It was noted that this was the same issue as raised in the actions carried forward above (procurement process) and JH asked Janet to include this within that.</p>	<p>DCH</p> <p>CM</p> <p>DCH</p> <p>JB</p>
8.	<p>Date of next meeting: 19 July at 2.00pm (3 times a year as per remit)</p>	