Health and Safety Committee Minutes
31st May, 2017, Room 5.02, Informatics Forum

Attendees: Martin Wright (Chair), Dave Hamilton, Douglas Howie, Pavlos Andreadis, Alison Downie, Bob Fisher, Heather Low, Carol Marini (Secretary)

Apologies: Johanna Moore, Tom Whigham

	Summary	ACTION
1.	**Previous Minutes and Matters Arising:** It was noted that there were no recorded minutes from last year (September 2016). PA recalled the following issues: - The electrical testing of personal items. After some discussion about bringing items into the Forum and expecting a testing service, and where the responsibility lay for faulty items, MJW stated that the School's position is: members of staff who bring in their own equipment are responsible for ensuring that it is safe to use. - The safety around Campus during construction periods. See below (point 5) for further details. DH said that the AON report was also discussed at the previous meeting. **ACTION:** MJW + DCH to look again at the previous AON recommendations and any actions required.	MJW/DCH
2.	**AON Visit: Review of where are with regards to their suggestions from last visit:** 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&S arrangements particularly with regards to PI and Research Group Leaders re training. We should expect a report on this visit. The committee looked at the recommendations from the last report: 1. PI and Postdoc H&S Training. MJW asked if there was a standard H&S online course and DCH confirmed there was a risk assessment. BF suggested it would be good to do an internal 10 minute video. **ACTION**: DCH to look at Informatics' standard H&S training. It was agreed that all PIs should know how to do a Risk Assessment and should make individual judgements after training. **ACTION:** MJW to take the issue of developing a school-specific policy to Strategy Committee for approval. 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&S to incorporate point 1 above. 3. Research Group Leader Responsibilities. This relates to our H&S policy. **ACTION:** DCH to review current school H&S policy and ensure this makes reference to Research Group Leaders.	DCH MJW DCH
3.	**Informatics Fire Steward and First Aid Cover** Fire Stewards: DCH reported that the technicians provided fire steward cover in AT in the basement. Other staff are responsible for levels above them. He reported that there are no fire stewards in the basement of IF (as there are no staff based there), ground floor has sufficient, there are two vacancies on L1, a fully contingent on L2, 3 and 4, and only one fire steward on L5. HL said that as Magda is leaving they would need someone to replace her. MJW suggested we put out a call for volunteers for the Forum. **ACTION:** DCH to send email. FH has enough, one on each level with one extra. WB has enough on the ground floor. The commercial tenants are responsible for doing their own fire stewarding. First Aid: There is one first aider in FH, two in AT, two in WB and five in IF. **ACTION:** DCH to speak with Neil Heatley to encourage new staff in ISS to volunteer as first aiders and/or fire stewards.	DCH DCH

	PA asked what help/checks there were for anyone who may be in the basement, especially if disabled. DCH said that anyone with special requirements should have an Emergency Evacuation Plan in place. There are no steward checks for the basement as there are no permanently occupied offices. Anyone holding an event in the labs there would be the responsible person. BF asked about Comp Support using the server rooms. The audible alarms are picked up by security. Anyone using that area should do a risk-assessment and if necessary have a companion with them.	
4.	**Risk Assessments** DCH informed the committee that the completion of the annual risk assessments has been delayed due to the recent works. **ACTION:** DCH to put in progress and have completed by the end of the year.	DCH
5.	**Informatics Forum Accessibility** The roads will be closed again during the Festival. Any concerns about immediate hazards should be notified to Security. Anything non-urgent can be reported to the Festival people via DCH. DCH has suggested that any lorries be redirected to AT car park. There is still concern regarding emergency vehicles accessing any of the buildings, eg Charles Street, due to road blockages.	
6.	**Accident Report** DCH said there was nothing serious to report for our areas.	

7.	**PIs not providing Relevant Risk Assessments**
	DCH was concerned about equipment, especially omni-copters being brought into the building without risk assessments being done. There is one risk assessment in particular still outstanding which needs Barbara Webb to sign before it can be signed off. He also has concerns about a quad-copter being flown outside the University without any risk assessments. MJW said awareness raising is needed for Heads of Institutes and a workflow should be introduced. This should be as follows:
	   - Risk identified
	   - Risk Assessment completed
	   - Risk Assessment signed off by PI
	   - If not done, to be escalated to Head of Institute
	   - If still not done, to be escalated to Head of School.
	ACTION: MJW to suggest to BW and Heads of Institutes that DCH be invited to an Institute meeting to raise awareness of risk assessments.
		BF
		
		MJW

8.	**AOB** **Frequency of meetings:** MJW suggested we hold meetings twice a year. PA to be invited to attend the July Buildings Committee in order to raise his concerns about security etc. **ACTION:** CM to invite PA to July meeting.	CM
9.	**Date of next meeting:** Wednesday 29 November at 2pm in Rm 5.02.	