UNIVERSITY OF LEEDS
Facilities Directorate Health and Safety Committee
Minutes of the meeting held on 2nd June 2015

Present: Steve Gilley (Chair), Lee Bryan, Nick Creighton, Neil Lowley, Josie Ormston, Ian Robertson, Stewart Ross and Paul Veevers

Apologies: Louise Ellis, Jolene Firth, Dennis Hopper, Mike Howroyd, Neil Maughan and Martyn Spence

In Attendance: Alistair Cunliffe

Minutes of the previous meeting

14/69 RECEIVED: the minutes of the meeting held on 17th February 2015 (AGENDUM1)

Matters arising from the minutes and actions

14/70 The minutes from the previous meeting were approved and it was noted:
   a) It was confirmed that no volunteers had been identified to become Fire Wardens within Estate Services current vacant areas. SG would speak with Brian Ford to try and resolve this issue with the support of JO if necessary.
   b) A short brief had been written identifying the ongoing recruitment process and proposed restructuring for Estates staff.

Incident Summary & Accident statistics report

14/71 RECEIVED: the FD accident statistics Report (FDHS/14/15)

14/72 The format of the report had been amended slightly with circa 120 sports injuries taken out. SR noted that the number of sports injuries, not just to staff, was monitored to try and identify any trends.

14/73 There had been a RIDDOR reportable incident when a student had left a residential property by the rear door, which was an access not normally used. The lighting failure had contributed to the individual falling on the steps.

14/74 A metal decorative plate had fallen in the Edge sports hall missing some fencers. All remaining fixings had now been removed and an ongoing review of inspections requirements was being undertaken. The team would try and raise awareness to look out for any loose objects during walkrounds.

14/75 A near miss was noted as the swimming pool became overcrowded during a women’s only session without the appropriate number of female lifeguards being available. The incident was being reviewed alongside the pool emergency plan. SR confirmed that a faster response was needed to monitor pool numbers and bring in extra lifeguards. SR confirmed that there was a ratio of lifeguards per swimmers with 2 normally available when busy. NL requested that SR send out a copy of the Standard Operating Procedures to the group for information. SR would action this.

14/76 In Commercial Services working conditions remained the key issue for catering teams with works requested to establish if any improvements could be made. In PCB a review of the guidance in relation to the requirement for guillotine inspections had been undertaken, with a need to service items every 6 months rather than 12 months.

14/77 In Estate Services the DLO teams had received a Behavioural Safety Training course to encourage the reporting of near misses and the prompt closing out of issues. LB noted that although the training was useful he was slightly concerned that some items
were brushed over during the discussions, and he wanted to ensure that members were fully informed.

**Fire wardens inspections report**

14/78 RECEIVED: a report on fire inspections (FDHS/14/16)

14/79 The Edge entrance ramp door required replacement due to water damage and this would be actioned shortly.

14/80 IR noted that following the last meeting he had met with the Fire Officer, and it had been agreed that annual assessments of the smaller properties would be undertaken in the public areas only. It was noted that any rooms supplied by Unipol were monitored under their code of practice for properties.

**FD Annual Inspections Overview**

14/81 RECEIVED: the FD Annual Inspections Overview Report (FDHS/14/17)

14/82 There were no major issues identified within the report.

**FD Health and Safety Objectives and Targets**

14/83 RECEIVED: FD H&S Objectives and Targets paper (FDHS/14/18)

14/84 JO queried why O4 was not Green given that all teams did have a training plan, and that awaiting a system was not a reason to stay as Amber. RH believed that it was currently difficult to access the information in regards training needs. JO believed that the current spreadsheets would match up with what was held on SAP. It was noted that discussions in regards the software was still ongoing with ISS

14/85 IR noted that in regards driver awareness, his team had just changed training supplier and moved to the Council. It was envisaged that this could be taken on board by other areas of the FD. LB confirmed that this would be useful within Estates as he himself had not received any training for driving large vehicles. SG confirmed that this was a concern and that the training should be taken on board across the FD. JO agreed that this should be built into next year’s training. SG also queried the training for gardeners in the small tractors.

**Statutory Compliance within the Facilities Directorate**

14/86 PV noted that every Faculty/School had been asked to look at the current list held by Allienz to check what items were missing or no longer applicable. The results identified kit that didn’t need an assessment such as fixed ladders which did not need an annual inspection, and also some missing items.

14/87 Tenders were due back at the end of the month with a Service Level Agreement to be setup with the winning tender. Lines of communication, principles and process need to be agreed with the winning company. A quarterly meeting would also take place to monitor the system. It was likely that Estate Services would manage the SLA with the Secretariat only brokering the insurer. It was likely to be September/October before a final decision was made on the tender.

**FD Health and Safety Training Update**

14/88 SG confirmed that he would speak with DH in regards progressing the training software. JO confirmed that discussions with ISS were not progressing as quickly as desired.

**Enforcing Bodies Interactions**

14/89 It was noted that a visit from the HSE was due within the next week with a focus on scaffolding in enclosed spaces and works in ducts. Visits to Duct 12 were likely with
the team to explain the strategy for working within the ducts. NC asked that RH/PV provide an update to the group following the visit.

**Update from Trade Union representatives**

14/90 No major issues were noted by Union members.

**Contractor Management Report**

14/91 **RECEIVED:** the Contractor Management Report (FDHS/14/13)

14/92 The report was received by the group and it was noted:

a) SG confirmed that the number of site visits would increase significantly over the forthcoming period with circa £120M activity on site until Christmas. Noise and traffic issues would increase over this period.

b) Whilst removing existing floor screed on level 11, Windmill inadvertently dislodged a sleeve which fell into level 10. A comprehensive survey was completed to all areas of level 10 to identify any additional similar scenarios. SG confirmed that disturbances in Worsley were likely as Medicine had failed to agree periods for noisy work, unlike those agreed within the Engineering Building construction.

**Feedback from FD Health and Safety Management Groups**

14/93 SR noted that the internal audit for the IS18001 would take place this week, with further assistance/guidance to then be provided to Estates.

14/94 SG noted that the Asbestos project was due to go to Capital Group for approvals this month at a cost of circa £8.5M for the ducts work only. Works would commence on site over the next few months.

**University of Leeds H&S Committee Agenda – for information**

14/95 **RECEIVED:** a copy of the University Health and Safety Committee Agenda

PV noted that at the next meeting in October it was envisaged that the performance management objectives be confirmed with a more proactive planning perspective.

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<th>Minute</th>
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<td>14/70a</td>
<td>SG would speak with Brian Ford to try and resolve the Estates Fire Wardens issue with the support of JO if necessary.</td>
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<td>14/75</td>
<td>SR would send the group a copy of the Standard Operating Procedures for the swimming pool. (e-mailed 23.06)</td>
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<td>14/85</td>
<td>Training for driver awareness in vehicles would be implemented into next year’s training plan for Estates.</td>
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<td>RH would provide an update to the group following the forthcoming visit of HSE.</td>
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