UNIVERSITY OF LEEDS
Facilities Directorate
Health and Safety Committee

Minutes of the meeting held on 21st October 2013

Present: Dennis Hopper (Chair), Jo Firth, Nick Creighton, Lee Dewhurst, Steve Gilley, Josie Ormston, Ian Robertson, Stewart Ross, Neil Lowley

Apologies: Stuart Eyles, Mike Howroyd and Neil Maughan

In Attendance: Eloise Owram

Minutes of the previous meeting
13/01 RECEIVED: the minutes of the meeting held on 15th July 2013 (AGENDUM1)

Matters arising from the minutes and actions
13/02 Following a comparative survey with Surrey and York Universities the number of potential drowning’s in The Edge was slightly higher although this may be attributable to our diligent reporting system. As the spike in numbers had only arisen after three years of opening this indicated that it was not a design issue. Whilst the number was not of significant concern, it has raised the need to review signage.

Accident statistics report
13/03 RECEIVED: the FD accident statistics Report (FDHS/13/01-REVISED)
13/04 28 incidents had been reported in this quarter which was a reduction of six compared to the last quarter.
13/05 Overall there were no significant trends identified with the incidents covering a wide variety of areas.
13/06 There were two RIDDOR reportable accidents. The first was where a member of staff dropped a bottle and chipped a bone in their foot. The other was inadvertent exposure to asbestos at Devonshire.
13/07 The greatest number of incidents reported during this period was from Catering.

Fire wardens inspections report
13/08 RECEIVED: a report on fire inspections (FDHS/13/02)
13/09 JF had nothing to add to the report.
13/10 JF to confirm the meaning of the two asterisks and add to the key in future reports.

Safety co-ordinators inspections report
13/11 RECEIVED: the Safety Coordinators Inspections Report (FDHS/13/03)
13/12 Two overdue reports in the Mailroom and EC Stoner Porter’s Office had now been completed since the report had been produced.

FD Annual Inspections Overview
13/13 RECEIVED: the proposed new FD Annual Inspections Overview Report (FDHS/13/04)
13/14 JF proposed a new format of reporting which compared results from the last quarter with a traffic light system as well as reporting new items, showing type and date of
issues raised. The group agreed that once JF had added a key and crib sheet, this would be a useful tool which should be implemented.

**Standardising documentation across the FD**

13/15 JF tabled a flow diagram outlining proposals for the alignment and standardisation of H&S documents within the FD in alignment with University Protocols.

13/16 Group discussion took place around integrated management system software and who could lead this and how the information would be disseminated. DH requested proposals to be brought to the FDSMT.

**FD Health and Safety Training Update**

13/17 JO reported good progress being made in updating the H&S training matrices and the exploration of using external companies to support training management, with any future proposals being brought to the H&S Committee and FDSMT.

**Enforcing bodies interactions**

13/18 No incidents had been reported in the last quarter.

**Update from Trade Union representatives**

Nothing to report.

13/19

**Contractor Management Report**

RECEIVED: the Contractor Management Report (FDHS/13/05)

13/20 One Prohibition Notice had been raised against Farrar & Sons Ltd at Devonshire Hall and one Improvement Notice against William Birch & Son Ltd at Henry Price in the quarter. Both incidents had been investigated and recommendations made.

13/21 The recent incident at Henry Price was discussed. This was not an H&S issue but the result of poor workmanship which had resulted in part of campus being shut down. The Estates team had worked over the weekend to rectify and minimise disruption and the issue did not warrant either a Prohibition Notice or an Improvement Notice.

13/22 A new issue had arisen at the Farm where a contractor had removed asbestos and this would be reportable in the next quarter.

13/23 A business case had recently been submitted to improve SOTER – the system which records inductions, which required contractors to self-manage inductions.

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

13/24 SR reported that Environmental Health had inspected catering outlets across campus and all outlets had received a 5* rating.

13/25 SPA had run a Residential Sports Coaching Camp for 12-17 year olds which had driven a review of child protection protocols. The camp was a success with excellent feedback, and the income generated had highlighted the potential growth in this area.

13/26 More technical training was to be delivered within Estates including permit to work, scaffolding and confined space awareness.

13/27 A business case had been submitted to improve the contractor management system “SOTER”.

13/28 Costs were being reviewed to tackle traffic hot spots within the Green parking zone.
Compliance Auditing

Proposals were being considered from consultants to review compliance management within FM. This would include gas safety with a possible extension to Devonshire and across catering. The scope of this review would be for FD responsibilities only and would exclude faculty equipment.

Lease arrangements and landlord arrangements were being looked at with feedback to go to Gary Tideswell. Trade Unions were to be involved in the next stage.

Health and Safety Services Update

13/32 RECEIVED: the University of Leeds H&S Committee Agenda 7 October 2013 (FDHS/13/06)

13/33 LD updated the group on matters discussed at the latest University Health & Safety Committee held on the 7th October. These included the following items:

a) The University H&S Committee received the revised Service Strategy Map which highlighted the Services’ nine priority areas. Members had raised concerns about the use of technical measures and abbreviations as headings.

b) The Committee had received an update on the development of protocols since April 2013. The new Fieldwork Protocol had been launched.

c) The Committee had received an update on the monitoring of health and safety performance. The report presented data from the annual self-assessment questionnaires completed by Heads of Schools and Services. Members noted a concerning decrease in the performance for the Key Performance Indicators of Risk Control and Leadership.

d) In regards monitoring, members had agreed that a score of less than two was not acceptable. In particular it was noted that training for leaders needed to be addressed. Two new KPIs; Control, and Corrective and Preventative Measures, had been introduced this year and new baselines had been set for all the KPIs for 2013-2016.

e) The Committee had received a map displaying defibrillator zones and locations. Members agreed that it would be helpful to share the map with the ambulance service.

f) The Committee had received an update on the launch of the Vice-Chancellor’s Health and Safety awards. Members were encouraged to put nominations forward by 12 November 2013.

gh) Members had been informed that an incident involving the release of asbestos debris had been reported to the HSE. A detailed investigation had been undertaken and remedial action had been implemented. The HSE had not responded to the report.

h) The Committee was notified that Hazardous Substances had been selected as the subject of a University wide horizontal audit.

i) Members received (as (HSC/13/12) a report outlining the accident and incident statistics for 2012-13 which highlighted the continued decrease in the reportable accidents per 1000 staff at risk.

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<tr>
<th>Minute</th>
<th>ACTION</th>
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<td>13/09</td>
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<td>JF</td>
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<td>13/16</td>
<td>Proposals to be brought to FDSMT regarding integrated management system software</td>
<td>All</td>
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