UNIVERSITY OF LEEDS
Facilities Directorate Health and Safety Committee

Minutes of the meeting held on 18th November 2015

Present: Steve Gilley (Chair), Lee Bryan, Claire Copley, Nick Creighton, Jolene Firth, Josie Ormston, Ian Robertson, Stewart Ross and Paul Veevers

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

In Attendance: Alistair Cuncliffe

Minutes of the previous meeting

15/01 RECEIVED: the minutes of the meeting held on 2nd June 2015 (AGENDUM1)

Matters arising from the minutes and actions

15/02 The minutes from the previous meeting were approved and it was noted:
   a) SG would speak with the new Head of Maintenance Craig Hirst to try and resolve the lack of Fire Wardens within Estates.
   b) SR had e-mailed the group a copy of the Standard Operating Procedures for the swimming pool as requested.
   c) Training for driver awareness had progressed onto Estate’s staff. IR confirmed that Security would also be taking part in the training and also completing an assessment.
   d) No issues had arisen following the recent visit from HSE which had mainly focused on scaffolding within the ducts.

Membership and Terms of Reference as 1st meeting of the 2015/16 session

15/03 RECEIVED: a copy of the Membership and Terms of Reference (FDHS/15/01)
15/04 The Membership and Terms of Reference were approved by the group and it was noted that Claire Copley would attend this meeting.

Incident Summary & Accident statistics report

15/05 RECEIVED: the FD accident statistics Report (FDHS/15/02)
15/06 There had been 44 work related staff and contractor injuries from the period 9th May – 31st October 2015.
15/07 There had been 3 staff RIDDOR incidents including a member of the DLO who had slipped on a ladder guard and cut his eye and damaged tendons in his arm.
15/08 Further checks were taking place to ensure that radios were linking to Security correctly on a weekend and that Security responded.
15/09 3 non staff RIDDOR incidents had been reported including an incident with a sliding shower door shattering in St Marks residences leading to cuts. A random number of shower doors were checked and no grommets had been installed to the hole in the glass panel meaning the bolt could make contact with the glass edge. Corrective action had taken place to resolve the problem.
15/10 A significant Near Miss had been reported at Henry Price Flats when a contractor (Gemini) internally cleaned a kitchen fan. Unscrewing the fan internally meant that part of the fan fell to the ground in the car park.
Fire wardens inspections report

15/11 RECEIVED: a report on fire inspections (FDHS/15/03)
15/12 An issue had been identified with the Central Teaching Space and a lack of clarity over the latest fire evacuations. Further work would take place with the fire wardens centrally. This issue was also being looked at within multi occupancy Service areas such as EC Stoner and Ziff. It was understood that Facilities Managers within Faculties had responsibilities for areas such as Engineering, LUBS etc. The group agreed that a mapping exercise needed to be completed to see what areas the Facilities Managers covered and potentially extend these roles into zones on campus.

FD Annual Inspections Overview

15/13 RECEIVED: the FD Annual Inspections Overview Report (FDHS/15/04)
15/14 No trends had been identified within the report. No evidence of PPE being recorded within the Estates Building had been identified. Staff had therefore been provided with new items.

FD Health and Safety Objectives and Targets

15/15 RECEIVED: FD H&S Objectives and Targets paper (FDHS/15/05)
15/16 O1 required action in regards asset management with a team of consultants surveying across campus.
15/17 O2 was being progressed via EQMS with the training module being progressed. This would then be demonstrated to FDSMT with training to follow.
15/18 The group agreed that there needed to be further education for staff in regards behaviours and cultures to allow for pro-active staff who would encourage others to work in a safe environment. LB confirmed the need for staff to be supported and encouraged to report issues. Behavioural Training should be revisited across the FD. PV confirmed that across University the overall approach was trust with accountability and this was being encouraged by the Vice Chancellor. The H&S Policy was to be relaunched to encourage more openness to report issues alongside a work equipment campaign which would confirm the required protocol. A trade Union forum was also being reviewed to allow another avenue of reporting.
15/19 Staff training would be captured and managed across the FD via EQMS which was being developed.
15/20 SG queried how as part of (O1-1) accreditation could be attained outside of Res/Com/Estates. JF confirmed that the scope could be extended to HR, Procurement and Finance.

Statutory Compliance within the Facilities Directorate

15/21 The final tender was to be confirmed shortly with Allienz Insurance likely to continue working with the University. Within the tender it had been agreed that a Service Level Agreement would be developed with Allienz to attend meetings and produce quarterly updates. SG noted that the Faculty Facilities Manager should also have this role of co-ordination written into their job description.
15/22 Those items that were not part of the Allienz register would need to be reported on the new system with Allienz to be pressed to include this. They would also be committed to periodic training for the nominated staff. Further discussions were still required as to who would manage Allianz with FD involvement likely rather than the Secretariat.

FD Health and Safety Training Update

15/23 JF and JO were looking to meet shortly to review how to progress with the changeover onto EQMS with a Project Manager from IT required. It would be vital to have a good SAP contact and PV noted that some of the work already completed with the change from SAP to Complywise could be helpful.
Enforcing Bodies Interactions
15/24 No enforcing bodies interactions had been noted during the period.

Asbestos Strategy Group Update
15/25 Works were progressing on the stripping out of the Boiler House. Works for the Brotherton Library would be more problematic as they would require a full shutdown. PV noted that the work that had been completed by the group should be applauded and that the progress was positive.

Management of Work Equipment
15/26 The Management of Work Equipment Standard was due to be issued on the 30th November 2015. A campaign would commence to get a clear message out to users with briefing sessions and e-mails to be sent out.
15/27 The gardening team were currently trialling Hand Arm Vibration equipment.
15/28 PV noted that there had been a slight change to the Health and Safety campaign at the University with the revised ‘You and Me’ focus. This pressed users to follow the framework but also take responsibility for their own actions, whilst ensuring the University remained supportive.
15/29 Statistics had been taken to University Council which had illustrated the lack of compliance being at 60%. JF noted that although it was difficult to increase this figure due to non PC based staff, and turnover of staff, the University were targeting increasing this figure to 85%. The new platform was easier to use online and more entertaining. SG noted it would also be easier if it could be completed on a mobile device. SR queried whether the data was available for each area so that a targeted push could be made.

Update from Trade Union representatives
15/30 Concerns had been noted in regards the proposed move of the Mail room into Roger Stevens and whether the space was fit for purpose. This move could also affect the flow of traffic in this area for FBS/Geography/Astbury Centre. SG confirmed that a design segregation was being looked at and it was believed that Royal Mail deliveries could be scheduled. SR agreed that further communication was required with staff to illustrate how the area would operate and this would be progressed along with Michele Troughton.
15/31 LB noted concerns that had been raised in regards the Go Getters cyclists on campus and the speed which they were riding, in particular in confined areas. SR noted that Purchasing were re-tendering this business and the H&S issues were being reviewed with an induction required. The concerns would be re-enforced with Go Getters via Peter Rous. LB noted that cyclists in general often ignored the dismount signs on campus and this would be fed back to Louise Ellis and the Cycle Hub.
*Stewart Ross confirmed via e-mail on the 22nd November that Peter Rous had met with the Go Getters courier manager on the 20th November and had re-iterated the safety standards that were expected and the concerns raised. The courier manager was also given another copy of the cycle induction booklet to cascade to her team.*

Contractor Management Report
RECEIVED: the Contractor Management Report (FDHS/15/06)
15/32 The report was received by the group and it was noted:
15/33 a) It was pleasing to see more than a doubling of 10 Point Safety Checks being undertaken by Technical Officers.
15/33 b) Out of the 864 completed 96.9% had an overall health and safety standard considered at or above University expectations. The 20 Poor interactions mainly related to induction failures and process and procedure problems.

Feedback from FD Health and Safety Management Groups
15/34 SR noted that the relationship with agency staff was being reviewed to ensure that in the future all agency staff were inducted and also to monitor that they were first aid trained. NC noted that there had been a concern raised that only agency Porters were available at a recent event.
15/35  RECEIVED: a copy of the University Health and Safety Committee Agenda

15/36  The agenda was reviewed by the group with no other issues requiring discussion.

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<tr>
<th>Minute</th>
<th>ACTION</th>
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<tr>
<td>15/02</td>
<td>SG would speak with the new Head of Maintenance Craig Hirst to try and resolve the lack of Fire Wardens within Estates.</td>
<td>SG</td>
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<td>15/30</td>
<td>Further communication with Mail Room staff was required to illustrate how the proposed relocation in Roger Stevens would operate.</td>
<td>SR / Michele Troughton</td>
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<td>15/31</td>
<td>Concerns around the Go Getters cyclist’s speeding around campus would forwarded onto Peter Rous. <em>action completed – see 15/31</em></td>
<td>SR / Peter Rous</td>
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