UNIVERSITY OF LEEDS
Facilities Directorate Health and Safety Committee

Minutes of the meeting held on 17th February 2015

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

Apologies: Lee Bryan, Louise Ellis, Jolene Firth, Mike Howroyd, Neil Maughan and Martyn Spence

In Attendance: Alistair Cunliffe

Minutes of the previous meeting
14/37 RECEIVED: the minutes of the meeting held on 3rd November 2014 (AGENDUM1)

Matters arising from the minutes and actions
14/38 The minutes from the previous meeting were approved and it was noted:
   a) PV confirmed that the procedures for ringing an ambulance had been reinforced via the H&S network. Having discussed the issue with the Head of Security, it was agreed that a joined up Communication effort was necessary to ensure that the procedures were publicized.
   b) SG had spoken with the Head of Maintenance and Operations in regards concerns over workload issues raised at the last meeting. No specific issues had been identified however it was noted that the team was down on technical officers and this was being addressed. There was also a restructure of Estates underway which should address some of the issues.
   c) SR confirmed that he had met with the Childcare Centre and they were aware of the new food allergy labelling guidelines and had completed a process to ensure that these had been checked with a visual display produced.
   d) RH apologised for the late distribution of the papers for today’s H&S Committee and that they would be distributed earlier in the future.

Incident Summary & Accident statistics report
14/39 RECEIVED: the FD accident statistics Report (FDHS/14/09)

14/40 For the first time, the report included accidents to students and visitors when a contributory factor had been related to a working practice or premises issue.

14/41 The levels of incidents had continued to drop over the last three quarters, and incident levels remained low considering the interactions with students and visitors and the high risk work involved across the FD. No RIDDOR reportable incidents had taken place for the second quarter in a row.

14/42 RH noted that a further push was required to ensure that all near misses were reported in regards contractors and staff and students. NC noted that a near miss had been reported via his Faculty representative and this was not on the list. RH would check this; however it could appear on the Contractor Management report. PV noted that fields could be added to Sentinel to add a contractor related incident. NC noted that further guidance for filling in Sentinel reports may be helpful for all.

Fire wardens inspections report
14/43 RECEIVED: a report on fire inspections (FDHS/14/10)
RH noted that the Red areas identified within Estate Services were due to being unable to identify staff who were prepared to be Fire Wardens. Jane Holmes had completed the checks and there were no problems, therefore this was just a management issue. SG believed that the roles should be given to supervisors, as it fell within their remit. DH asked that SG speak with Steve Winter and ensure that supervisors were in place as soon as possible. NC noted that a distinction would need to be made as to whether the role was a Fire Warden or Fire Marshall. JO agreed that this issue would need to be looked at.

IR confirmed that the Small Properties identified as Purple did have fire risk assessments completed and would clarify the details for the next meeting.

A running man cover that was missing from Sports Hall 2 had been identified which would be addressed shortly.

A Fire Drill exercise in the Great Hall Kitchen had proved useful with a number of communication issues raised. It was noted that the Baines Wing kitchen was on a separate loop to the Great Hall. SR noted that he had been made aware and the plan was to manage the issue rather than connecting.

**FD Annual Inspections Overview**

RECEIVED: the FD Annual Inspections Overview Report (FDHS/14/11)

The report had been amended so that all Green areas had been removed so that only issues were highlighted.

Temperatures had been monitored in the Ziff coffee bar with results indicating a maximum 23°C. Further monitoring would take place however it was noted that there was no maximum temperature legally, and the current levels were acceptable.

IR noted that Security staff had raised the issue of an obstruction in front of the bank of screens was causing DSE issues. A report had been submitted to the Head of Security with recommendations.

Concerns had been raised in regards the office space for Sustainability; however this would be resolved following the planned Summer move.

**FD Health and Safety Objectives and Targets**

RECEIVED: FD H&S Objectives and Targets paper (FDHS/14/12)

RH noted that O3 (effective monitoring programme) had been changed from Green to Yellow as this was more realistic given the ongoing improvement to the SOTER system.

RH stated the O4 (effective H&S training) had been changed to Yellow as without the new software it was currently difficult to get information in regards what training was required. JO noted that H&S training was available and if required could be booked. Therefore there was not a need to wait for the software. RH was not confident that managers were aware of the training needs of their staff. He did not believe that training needs had fallen behind, however it was difficult to identify this easily. SG believed that managers needed to be made aware of who to contact to review if any training was required. The software issue appeared to relate to IT Services having a preference for SAP rather than EQMS.

JO noted that in regards O9 (Reduce work related stress) a specific question should be included within the next University survey. The FD staff survey was due for distribution later in the year with the questions currently being developed.
The Software Systems Development had now turned to Red due to the ongoing delays. SG noted that although the delay was frustrating it wasn’t causing issues from a safety perspective therefore Red was possibly not appropriate. DH noted that it may be time to review the FD specific actions as they had not been reviewed for circa 18 months.

**Statutory Compliance within the Facilities Directorate**

RECEIVED: a paper on meeting statutory compliance requirements for the maintenance of assets across the University (FDHS/14/15)

The report was received by the group and it was noted:

a) Following the recent prosecution of a third party organisation relating to statutory compliance, a review of processes employed within the FD was carried out. The University engaged the services of Allianz Engineering to complete inspections associated with lifting equipment including passenger lifts etc. The contractor management relationship was maintained by the Secretariat, who were also responsible for the periodic tendering of the service. RH noted that having the contract managed by the Secretariat was not ideal.

b) The report also noted that there was no system to check on items missed off an inspection. There was also a concern that the change in staff from both Allianz and within the University led to poor communication.

c) There was also the issue of items of equipment being added and removed within the University without the knowledge of the FD or Allianz.

d) Knowledge and understanding of the Allianz database and its functionality was limited. This was a particular issue within Grounds and Gardens and Commercial Services with a number of B defects identified to be outstanding.

e) A number of recommendations had therefore been identified whilst all of the defects and PNA’s identified during the audit have been resolved.

PV noted that the paper would be taken to the University H&S Committee with the main issue being that the system was very heavily people based. Meetings had taken place with Allianz representatives whilst a further debate was required as to where the system and the tender process should sit. The next tender process was due at the end of 2015. PV also noted that improved communication processes were key as often if Allianz could not gain access to a particular area, then they would simply leave as they did not have the correct contact. Indeed the contacts needed to be updated as they were circa 5 years old. PV was looking to ensure that before the next tender, there was an accurate list of contacts and the correct level of equipment. DH agreed that this report presented a good opportunity to change the procedures and to allow ownership of the system to be taken, and if this was with the FD then a clearly written procedure/protocol needed to be developed with a definition of compliance.

NC agreed that the system was hit and miss with only vague information often available. Trying to contact engineers for regular regime testing was also difficult. NC also noted that purchasing may need to be involved with any new system as they could identify any new expensive pieces of equipment which needed to be logged.

**FD Health and Safety Training Update**

JO noted that dialogue was ongoing with One IT in regards the training software however without the system, all H&S training requested was being planned as normal.
Update from Trade Union representatives
14/63 NC noted that a further push was required on general H&S awareness given the large number of large capital projects appearing on campus over the next few years to ensure that staffs are not afraid to report any issues identified.

14/64 NC noted an anxiety from some members in regards the number of senior managers leaving, particularly within the Estate Services. SG confirmed that there was an ongoing recruitment process to replace the Head of Maintenance alongside a re-structuring which would require an interim position to be filled. Discussions were due to take place with the current Head of Maintenance in regards the handover. DH noted that a short written brief for staff would be useful which could identify the proposed changes.

Contractor Management Report
14/65 RECEIVED: the Contractor Management Report (FDHS/14/13)
14/66 The report was received by the group and it was noted:
   a) SG noted that the forthcoming CDM2015 Regulations would have an impact on the mainly smaller schemes currently dealt with by Estate Services.
   b) SG noted that the report did not include 2 near misses in the Worsley Building with concrete falling through the ceiling into level 10, due to work taking place on level 11. RH confirmed that any incident such as this would result in a reactive visit. SG and RH were also confident that there was clarity in the documentation given to contractors in regards working hours/locations. Further efforts needed to be made in communications to staff to ensure that they were aware of any work/restrictions especially at the weekends and evenings. DH confirmed that given the increase in works on site due to the Capital Programme it was important the systems in place were well documented and clear to all.

Feedback from FD Health and Safety Management Groups
14/67 SG noted that an Asbestos Safety Group had been formed which would help to identify and prioritise the risks especially in regards the issues identified in the Ducts and Plant Rooms. A 5 year programme of works was being developed with the costs and priorities to be made available by the end of February. RH confirmed that enhanced PPE was being used by those entering the affected areas, and contractors also being asked to abide by these rules.

University of Leeds H&S Committee Agenda – for information
14/68 RECEIVED: a copy of the University Health and Safety Committee Agenda

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<th>Minute</th>
<th>ACTION</th>
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<td>14/44</td>
<td>SG would speak with Steve Winter to ensure that Fire Wardens were identified within Estate Services as soon as possible.</td>
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<td>14/45</td>
<td>IR confirmed that the Small Properties identified as Purple did have fire risk assessments completed and would clarify the details for the next meeting.</td>
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<td>14/64</td>
<td>To keep Estates staff informed, a short written brief would be written identifying the ongoing recruitment process and proposed restructuring.</td>
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