

Health, Safety and Environment Committee

Minutes SAF19-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 5 June 2019

Attendance

Members:

Alan Bairner, Neil Budworth, Paul Drummond, Sandy Edwards (ab), Norma King, Chris Linton (Chair), Rahul Mathasing (ab), Graham Howard, Graham Moody, Chris Rielly, David Roomes (ab), Jo Shields (ab), Richard Taylor.

In attendance:

M Ashby (Secretary), Judy Billington (for M19/24), Craig Brown (for M19/24), Ruth Casey (for M19/22), Cees de Bont (for M19/24), Lyn Hough, Nik Hunt, Mark Lewis (for M19/24), Julie Turner (for M19/29 to 33), William O'Connell, Rory Pears, Andy Stephens (for M19/23), Sarah Van-Zoelen (for M19/27).

Apologies received from:

Sandy Edwards, Rahul Mathasing, David Roomes, Jo Shields,

19/20 Minutes

SAF19-M1

The minutes of the previous meeting held on 6 February 2019 were CONFIRMED.

19/21 Matters Arising from Previous Meetings

SAF19-P1

- 21.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 21.2 Arising from M18/36.2, The Committee considered that the status quo regarding the management of smoking around the School of the Arts was not acceptable. The HSR Manager would explore with the School of the Arts Operations Manager ways to better manage smoking around the School's buildings. The HSR Manager would report back to the Committee on progress at the October meeting. **ACTION: HSR Manager**
- 21.3 Arising from M18/29.2(viii), the HSR Manager would seek an update on developments in supporting PhD students with mental health difficulties. **ACTION: HSR Manager**

- (ii) The School also noted the potential risks to the wellbeing of its students due to their generally competitive nature and the self-induced pressure prior to assessment deadlines. Staff were aware of these potential threats to students' mental health and were working to counter them.
- (iii) No significant incidents or near misses had been reported within the School over the previous year. The Committee debated whether there had been no near misses or whether there was a culture within the School of not reporting near misses. The School's Senior Management team was confident that near misses were being captured but was encouraged to further promote the reporting of near misses. **ACTION: Dean, Operations Manager**
- (iv) The School had the potential to generate large amounts of waste materials because of the creative focus of its programmes and research. The School did not currently set targets for managing waste levels. Members noted that the School did not currently generate excessive levels of waste.

19/25 Health, Safety and Risk Manager Report

SAF19-P29

25.1 The Committee RECEIVED an update from the Health, Safety and Risk Manager.

25.2 The following points were NOTED in particular:

- (i) As a result of the very significant positive changes to the Occupational Health Service which had been made in recent months the Committee had been provided with an update ahead of schedule. Processes were being reviewed and strengthened, health needs assessments were being conducted, and improvements were already evident.
- (ii) An internal roof glazing panel weighing approximately 200kg had failed in the NCSEM Building. There are other, similar panels in the building and so a large area of the building had been cordoned off to ensure the safety of building users. Investigations were underway to resolve the issue. The investigation team was encouraged to arrange for the glazing panels to be replaced as soon as this was deemed possible. **ACTION: HSR Manager**
- (iii) Guidance was being developed following a number of incidents involving the use of inflatables. The guidance will be available by 15/10/2019 (e) (s)-28.3 (hapl)2.7 (ader)-6 (e) 8.9 (eer)5

given to line managers to allow them to manage individual sickness absences more effectively. Wider training on sickness absences would be needed for managers generally.

- (ii) The Service planned to promote measures to improve staff wellbeing such as short mindfulness breaks during the working day.
- (iii) It intended to work with Schools to take advantage of cutting edge-research being undertaken at the University.
- (iv) Members noted the importance of change being managed effectively to minimise stress amongst staff.

19/28 Statutory Compliance Key Performance Indicators

SAF19-P32

- 28.1 The Committee CONSIDERED information on the latest position in relation to statutory compliance key performance indicators and progress in developing KPIs for statutory compliance and actions relating to areas of concern.
- 28.2 Members noted that the new Director of Estates and Facilities Management was focussing in particular on water quality management.

19/29 Chemical and Biological Safety Update

SAF19-P33

- 29.1 The Committee RECEIVED an update on chemical and biological safety from the Strategic Scientific Development Officer.
- 29.2 Members approved a proposal for the disposal of mercury thermometers and their replacement with spirit thermometers. Requests to retain mercury barometers and other similar items would be considered on a case-by-case basis. These items could not be replaced but would be disposed of by the Health and Safety Service. **ACTION: SSDO**
- 29.3 Members noted a list of recent chemical incidents or near misses. They agreed that the category of 'clinical and hazardous waste' should be added to the list. **ACTION: SSDO**

19/30 Drug Precursors and Regulated Substances

SAF19-P34

- 30.1 The Committee RECEIVED a report on drug precursors and regulated substances by the Strategic Scientific Development Officer.
- 30.2 Members noted the requirement for School Safety Officers to be notified of any novel compounds that were created.

19/31 Future Biological Infrastructure Needs

SAF19-P35

- 31.1 The Committee RECEIVED a report on the anticipated future biological infrastructure needs of the University.
- 31.2 Members noted that future biological research and teaching would be required to be allied to existing areas to avoid silo working and the proliferation of small laboratories.
- 31.3 The Strategic Scientific Development Officer would discuss with the Procurement Team the possibility of putting in place University-wide service contacts for laboratory equipment. **ACTION: SSDO**
- 31.4 The Biolab Network would be asked to consider the update to identify which elements could be taken forward. **ACTION: SSDO**

19/32 Decommissioning of Buildings

SAF19-P36, SAF19-P37

32.1 The Committee RECEIVED

- (iii) **SAF19-P52**
Health and Safety Statutory Compliance Sub-Committee (1 May 2019)
- (iv) **SAF19-P53**
Non-ionising Radiation Safety Committee (27 March 2019)
- (v) **SAF19-P54**
Radiological Protection Sub-Committee (1 May 2019)
- (vi) **SAF19-P55**
Sustainability and Social Responsibility Sub-Committee (22 May 2019)

19/43 People Strategy

SAF19-P56

The University People Strategy was NOTED.

19/44 Valediction

The Committee thanked retiring members Norma King, Rahul Mathasing and Chris Rielly for their valued contributions to the Committee's discussions.11.2 (K)2 (i)2.Tw 5.(ons)-2 (.11.2)g 6 19/44