

Minutes of the Health and Safety Committee Tuesday 12th December 2023

Present:

T Hase (Chair, TH), J Acton (JA), S Burrows (SBu), A Burton (AB), K Branch (KB), D Mayoh (DM), M Newton (MN), G Hakes (GH), S Brown (SB), D Walker (DW), S York (SY), K Jewkes (KJ), V Kantsler (VK), G Loach (GL), M Prokešová (MP)

1. **Apologies** – R Johnston, E MacPherson, J Duffy, S Clark, S Hanson, J Weston, M Mills

2. **Statement of any conflicts of interest** - Nothing to report.

3. **Approval of minutes of the last meeting** – Minutes were approved.

4. **Matters Arising and review of actions**

GH will raise the issue of observatory access with the projects team. SBu made the committee aware that this is a pressing issue, as some disabled students will be required to use the observatory from January 2024. **GH**

[Sep 19th 2023: 7 iv a] It was agreed that the department will only continue to maintain hand sanitiser containers in the teaching labs and the student workroom. SH will be the contact for the department to contact and request refills from cleaning supplies.

[Sep 19th 2023: 7 iv b] MP informed the committee that whilst the correct inspection stickers are on LEV systems, the corresponding certificates and paperwork might be missing, and this could represent an issue for Estates when it comes to accessing certification. It was agreed that SB would distribute some comms to the department regarding these stickers. **SB**

It was agreed that GH, KB, and TH would meet to discuss the new training completion system that will be rolled out in January 2024 as a stop gap measure to track the three core training Moodle modules. This system will be rolled out to other courses at department level. **GH/KB/TH**

TH reported that the fire department would be carrying out an inspection in the department. A pre-inspection carried out by SB, GL, TH identified the following issues:

- General tidying up
- Too many empty cardboard boxes
- Fire doors that won't shut
- Doors being wedged open
- Flammable material being stored incorrectly

DW and SY would like to investigate holding a number of guest access cards in the RtPs. **DW/SY**

GL reported that he will be providing the department with a proposal for zoning buildings for cigarette smoking. **GL**

A full review of completed and outstanding actions will be included at the end of these minutes.

5. **Chemical Inventory Update**

SB informed the committee that a LabCup compatible template has been sent to space holders to get data ready for LabCup and ease the transition.

GL encouraged the department to rationalise chemicals with STEMGC in mind. No chemicals can be left behind in the move, and there are significant costs associated with storing and moving chemicals.

SB has given a deadline for the next wave of chemical inventories for the end of January 2024.

6. Strategic review of Risk Assessments and Training compliance

There will be a BSI pre-audit in Spring 2024 (likely in February or March). SB and TH will distribute emails on how to get risk assessments on the system in preparation. This will be followed by an external audit in Summer 2024. **SB/TH**

7. Chair's business

i. Any significant changes in Department

Nothing to report.

ii. Communications received from UHSEC, UHSC etc.

SB has drafted an email to distribute some information on the new H&S web pages. **SB**

There has been an update to legislation on precursor explosive chemicals. A supplier may request additional details such as who the user will be and what it will be used for.

iii. Updates regarding estates

None received.

iv. Reports from H&S Coordinators

- a. KB informed the committee that the STEMGC asset management process is ongoing. They are assessing what we need, what is essential, and what would we want in our dream scenario.

KJ reported that, within this asset management process, there is an issue in terms of what we define as an asset. If we can't define what constitutes an asset (where do you draw the line? Do you link it to H&S?), it will be difficult to decide what needs to be tagged.

- b. Nothing to report.

- c. Nothing to report.

- d. Nothing to report.

- e. DM reported that chemicals have been appearing in P1.55 that need to be categorised and disposed of. KJ is aware of the situation.

TH asked if DM could get more involved in the process of transitioning to LabCup and will copy him into the next email.

It was agreed that, as part of the leaving process for staff, the department needs to implement a requirement for disposal of chemical samples.

- f. Nothing to report.

- g. Nothing to report.

h. Nothing to report.

v. Nothing to report.

8. Items

i. Monitoring H&S objectives

a. SB presented an overview of incidents from the calendar year 2023.

26 lab spaces were inspected with 6 reports generated since the last committee meeting.

b. No updates.

ii. Accidents and Incidents

67% of actions were not completed until after the due date, which is a figure we need to improve on as a department.

An escalation process via MN or TH potentially needs to be used for those actions that are overdue and haven't been progressed. It was agreed that this would be a focus of the committee in future meetings.

TH argued that it would be best to use internal department stop and improvement notices to manage these issues rather than going directly via central Health & Safety. This would be the responsibility of TH and MN to enforce.

iii. Update on Risk Assessments

56% of risk assessments have been approved, with 36% assigned.

iv. Update on Training

DSE 36%, Fire Safety 62%, HSE 62%.

9. AOB

MP reported that a lifting equipment inspection will take place on Friday 15th December, and currently 4 out of 6 items that are meant to be kept at Millburn are currently missing.

It was agreed that MP would contact Ben Breeze to check the Estates plant room for the missing equipment and distribute an email to the department asking for the whereabouts of this equipment. **MP**

10. Date of next meeting – March 2024 (TBC)

Actions:**Ongoing from March 2022:**

Item	Action	Responsible	Status
5	Review potential issues with chemical store in relation to Fire Safety and Compliance.	RJ/GL	Ongoing
6	List of what has been tested; when it was tested; and when it next needs testing.	SH/GL	Ongoing

Ongoing from Tuesday 21st March 2023:

Item	Action	Responsible	Status
6 iv h	Find a replacement for DK as the representative from Millburn House	JA/SB/TH	Ongoing

New actions from Friday 7th July 2023:

Item	Action	Responsible	Status
7 iii	Integrate the training matrix and risk assessments into Evox	TH/SB	Ongoing

New actions from Tuesday 19th September 2023:

Item	Action	Responsible	Status
4	Investigate why SBU's ticket relating to the issue with the fire doors in the physics teaching labs had not been resolved.	SH	Ongoing
7i	Check when the Physics building's gullies had last been cleared, and whether any factors on the building's exterior contributed to the flooding on Sunday 17 th September.	SH	Completed
7iii	Disseminate comms from Estates to the department to provide information and assurances regarding the ongoing issues with RAAC in some university buildings.	SH	Completed
	Hold an introductory meeting with the newly appointed compliance officer.	TH/SB/RJ/SH	Completed
7iv a	Meet to discuss the training requirements for the person who will replace TO as the representative for Gas cylinders and associated equipment.	RJ/TH	Ongoing
	Seek clarity as to how the department should get hand sanitiser dispensers refilled, and who will provide the sanitiser.	SH	Completed
7iv b	Check LEV systems for out-of-date inspection tickets.	JW/KJ/MP	Ongoing
7iv c	Confirm that all lasers are up to date ahead of the laser audit on October 18 th	EM/KJ	Completed
8iv	Discuss potential tactics to increase the number of completions of the mandatory H&S trainings	TH/KB	Superseded
9	Ascertain when the next available suitable NEBOSH course will take place that Matty Mills from the workshop could be sent on	JW/RJ/SL	Completed

New actions from Tuesday 12th December:

Item	Action	Responsible	Status
4	Raise the issue of observatory access with the projects team.	GH	
	Distribute some comms to the department regarding LEV inspection stickers.	SB	
	Meet to discuss the new training completion system that will be rolled out in January 2024 as a stop gap measure to track the three core training Moodle modules.	GH/KB/TH	
	Investigate holding a number of guest access cards in the RtPs.	SY/DW	
	Provide the department with a proposal for zoning buildings for cigarette smoking.	GL	
6	Distribute emails on how to get risk assessments on the system in preparation for the BSI pre-audit in Spring 2024.	SB/TH	
7 ii.	Distribute some information on the new H&S web pages.	SB	
9	Contact Ben Breeze to check the Estates plant room for the missing Millburn equipment and distribute an email to the department asking for the whereabouts of this equipment.	MP	

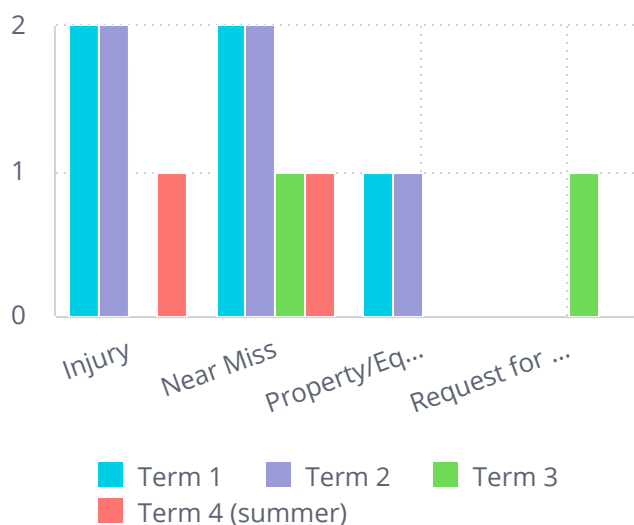
Safety Committee Dashboard

Incident Data

Incidents By Type

Type of Incident	Term 1	Term 2	Term 3
Injury		2	
Near Miss		2	3
Property/Equipment Damage		1	
Request for Advice			1

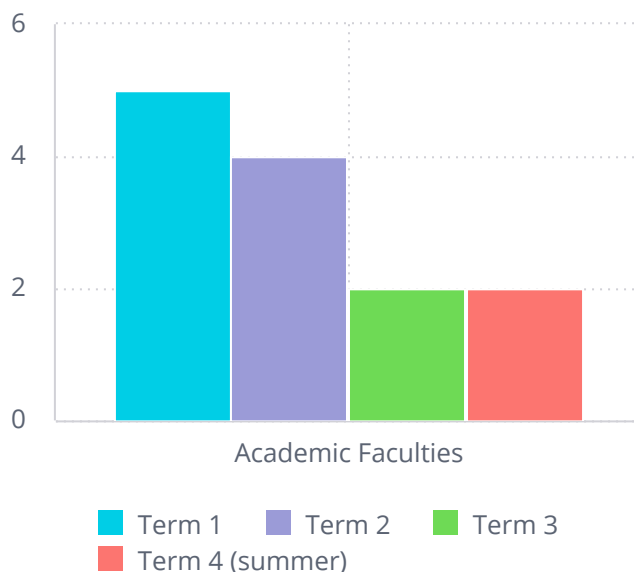
Incidents By Type

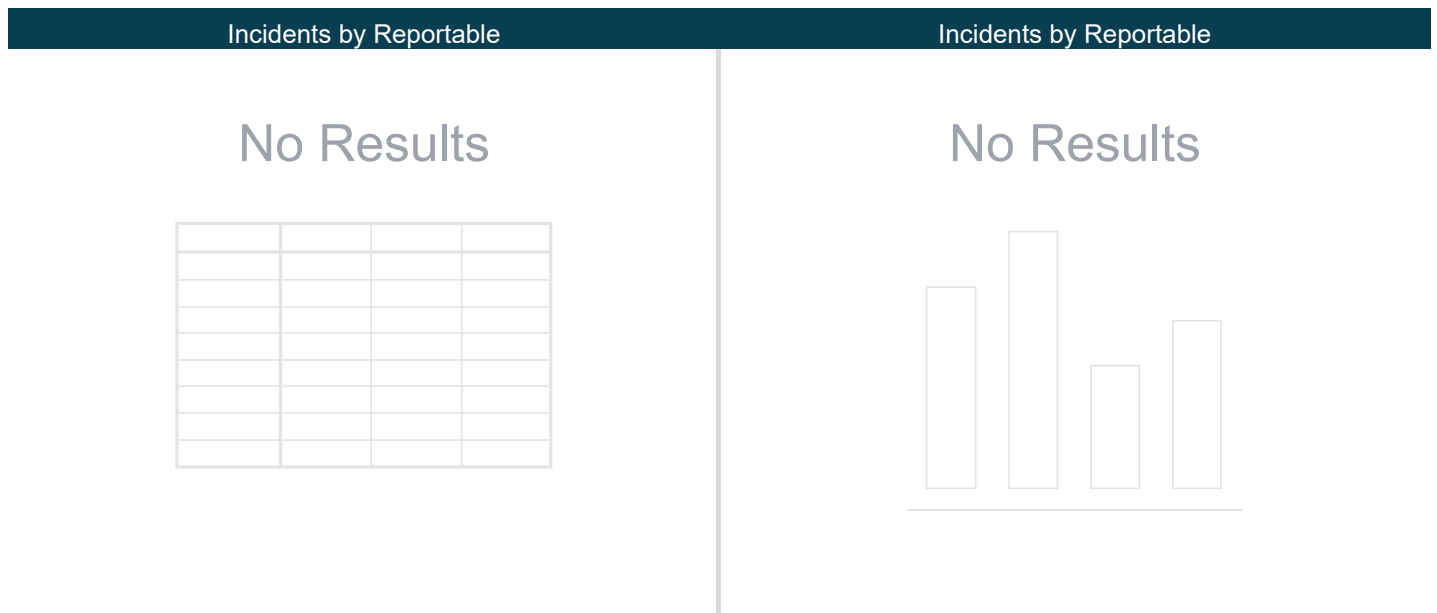
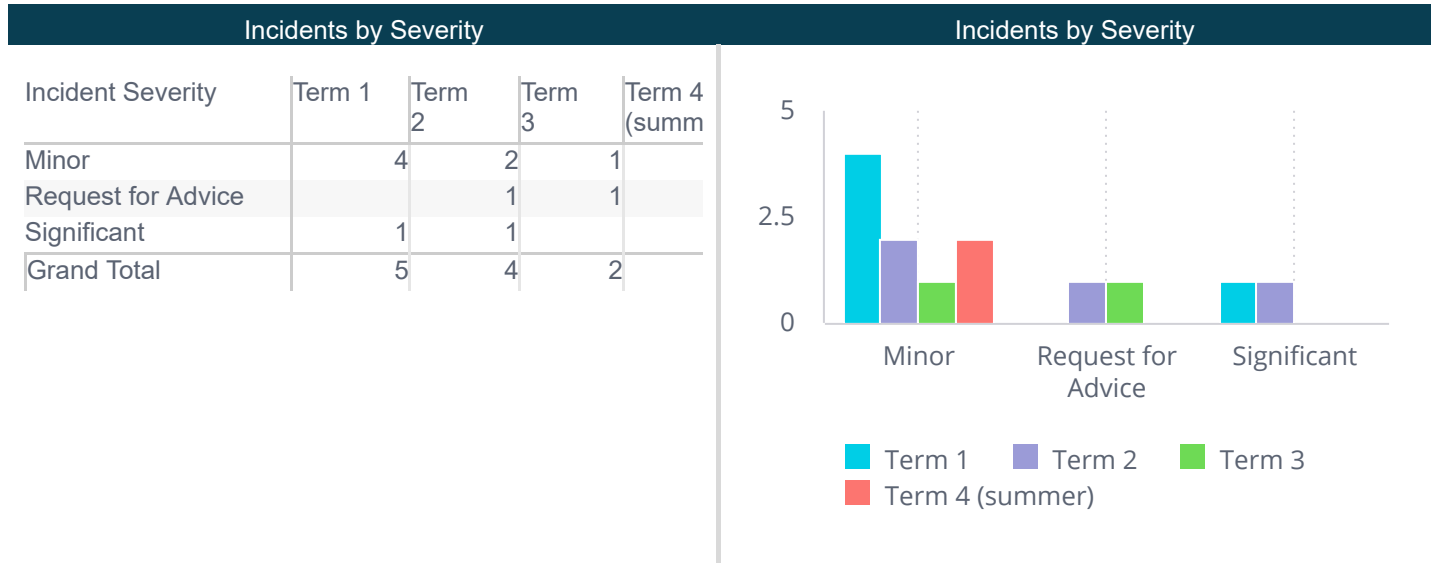


Incidents by Org

Level 1	Term 1	Term 2	Term 3	Term 4 (summer)
Academic Faculties	5	4	2	2
Grand Total	5	4	2	2

Incidents





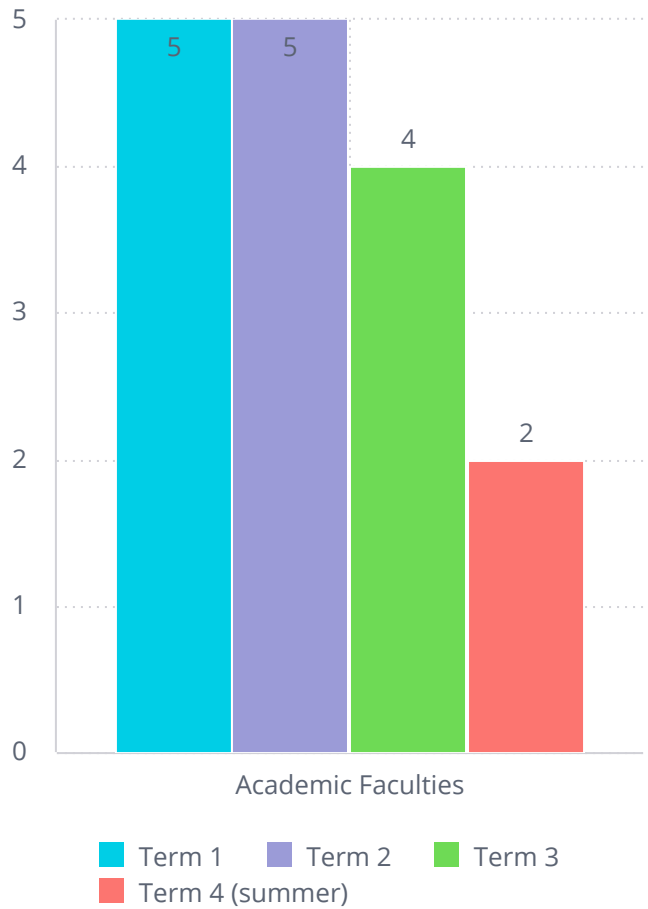
Audit Data

Filters **Date** 2023 | **Level 2** Faculty of Science, Engineering and Medicine | **Level 3** Physics

Audits by Org

Level 1	Term 1	Term 2	Term 3	Term 4 (summr)
Academic Faculties	5	5	5	4
Grand Total	5	5	5	4

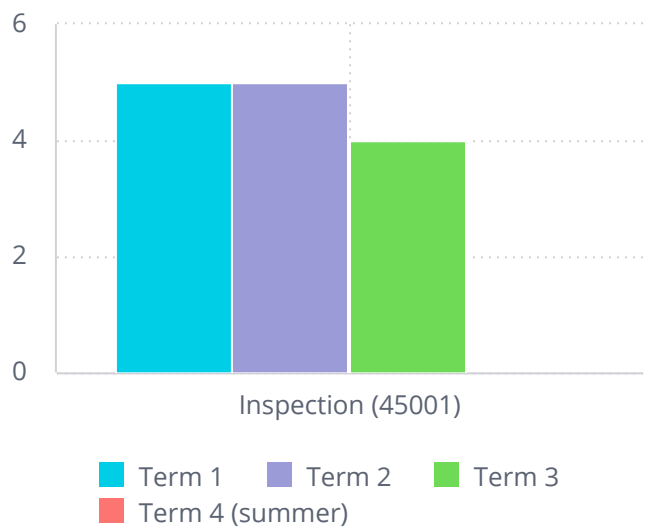
Audits by Org



Audits by Template

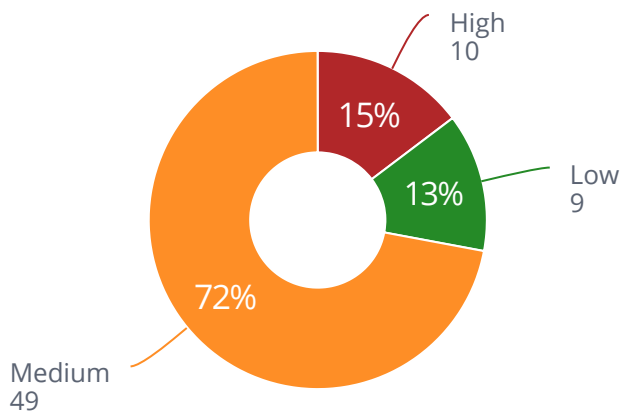
iQ Template Name	Term 1	Term 2	Term 3	Term 4 (summ)
Inspection (45001)	5	5	5	4
Grand Total	5	5	5	4

Audits by Template

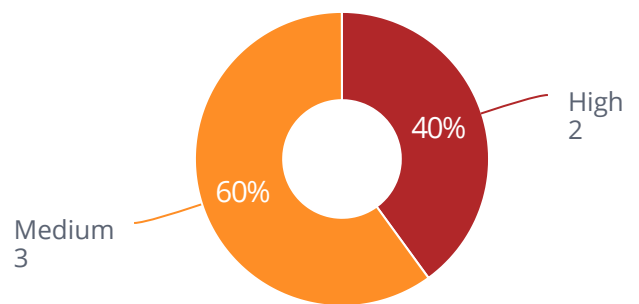


Actions Data

Actions by Priority (Audit)



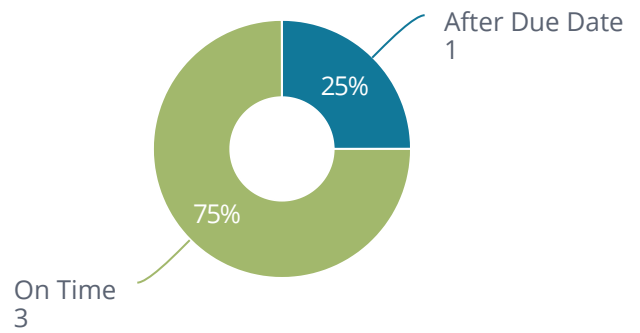
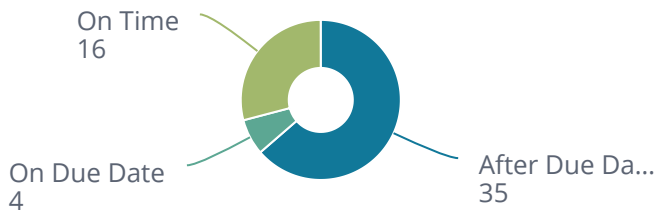
Actions by Priority (Incidents)



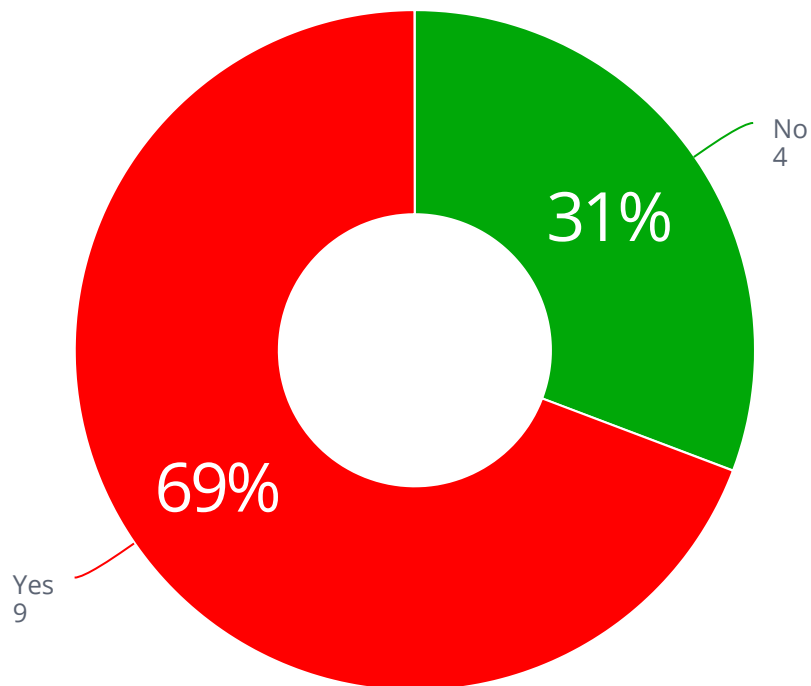
Filters Date 2023 | Level 2 Faculty of Science, Engineering and Medicine | Level 3 Physics

Stage when Closed Action Completed (Audit)

Stage when Closed Action Completed (Incident)



• KPI 1. Are Inspection and Audit open actions overdue?

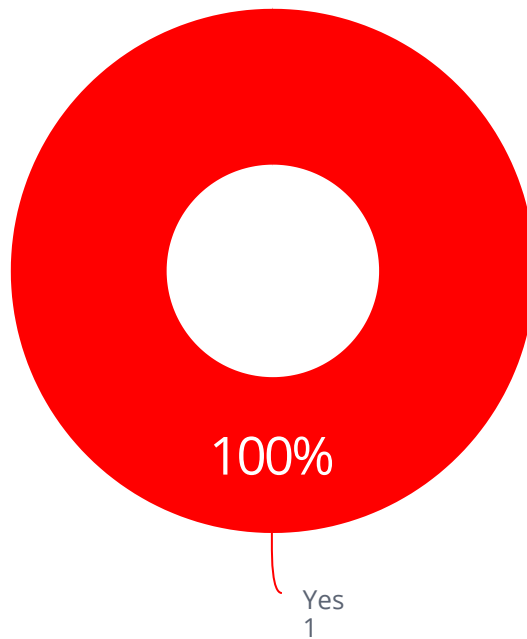


Filters **Date** 2023 | **Level 2** Faculty of Science, Engineering and Medicine | **Level 3** Physics

• KPI 1. Summary

Link to Action	Org Unit	Audit Ref...	Date Rai...	Rai... by User	Action Title	Due Date	Assi... to	Prio...	Curr... Status
Link to this record	Physics	1340	1/16/23	Steph... Brown	After a chemical invent... and COSHH asses... have been undert... you will need to purch... a suitable flamm... COSHH cabinet.	1/31/24	Paul McCar...	Medium	In Progress
Link to this record	Physics	1340	1/16/23	Steph... Brown	Purch... suitable chemical storage cabinet for other non flamm... chemi... (if applic... after review... chemi...	1/31/24	Paul McCar...	Medium	In Progress
Link to this record	Physics	1905	11/30/23	Steph... Brown	Review QuEMIS hazard asses... for P1.65	12/15/23	Steven Dixon	Medium	Not Started
Link to this record	Physics	1905	11/30/23	Steph... Brown	House... impro... to P1.65	12/15/23	Steven Dixon	Medium	Not Started
Link to this record	Physics	1905	11/30/23	Steph... Brown	Review and update the hazard notice... for P1.65.	12/15/23	Steven Dixon	Medium	In Progress
Link to this record	Physics	1905	11/30/23	Steph... Brown	Please add milling machine risk asses... to Fvotix	12/15/23	Steven Dixon	Low	Not Started

• KPI 2. Are Incident open actions overdue?

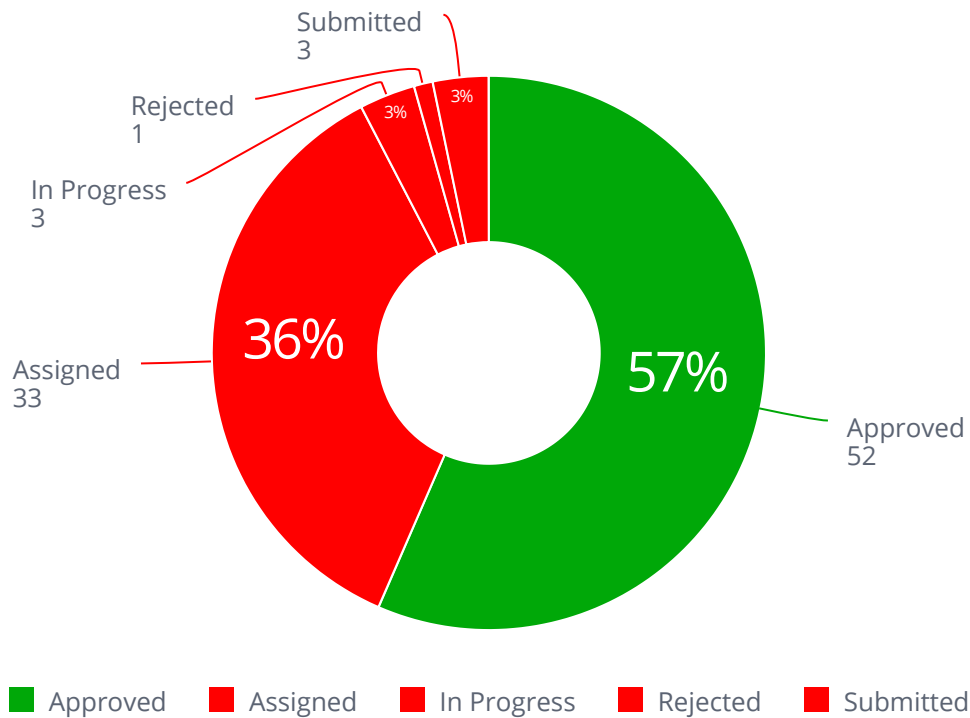


• KPI 2. Summary

Link to Action	Org Unit	Inci... Ref...	Date Rai...	Rai... By User	Action Title	Due Date	Assi... to	Prio...	Curr... Status
Link to this record	Physics	5257	12/6/23	Steph... Brown	Risk asses... for use of NMR and COSHH asses... need to be review... following incident. Evide... of this is to be added to this	12/15/23	Dominik Kubicki	Medium	In Progress

Risk Data

• KPI 3a General RA by Approval Stage



• KPI 3b General RA (With Attachments) by Approval Stage

No Results



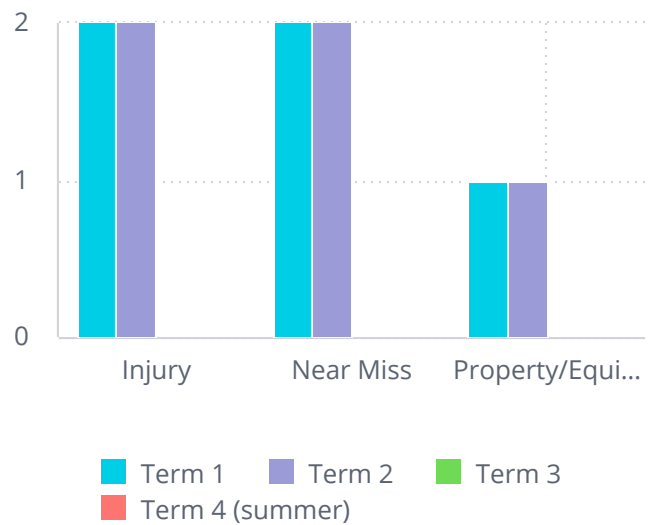
Safety Committee Dashboard

Incident Data

Incidents By Type

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Injury		2	
Near Miss		2	
Property/Equipment Damage		1	

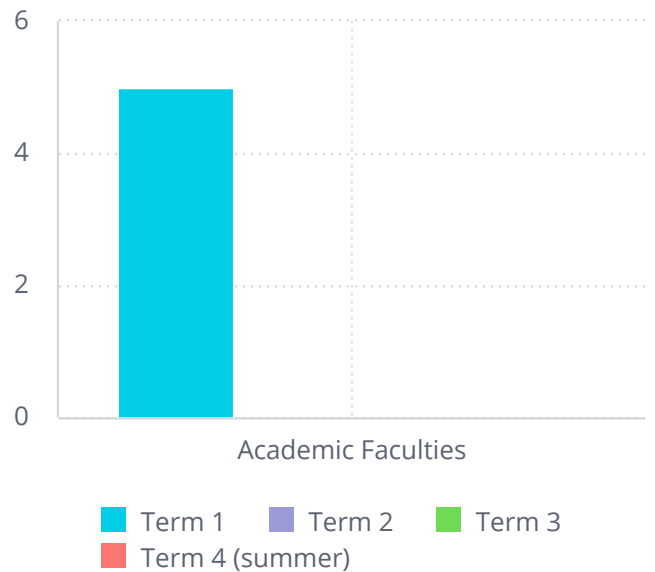
Incidents By Type

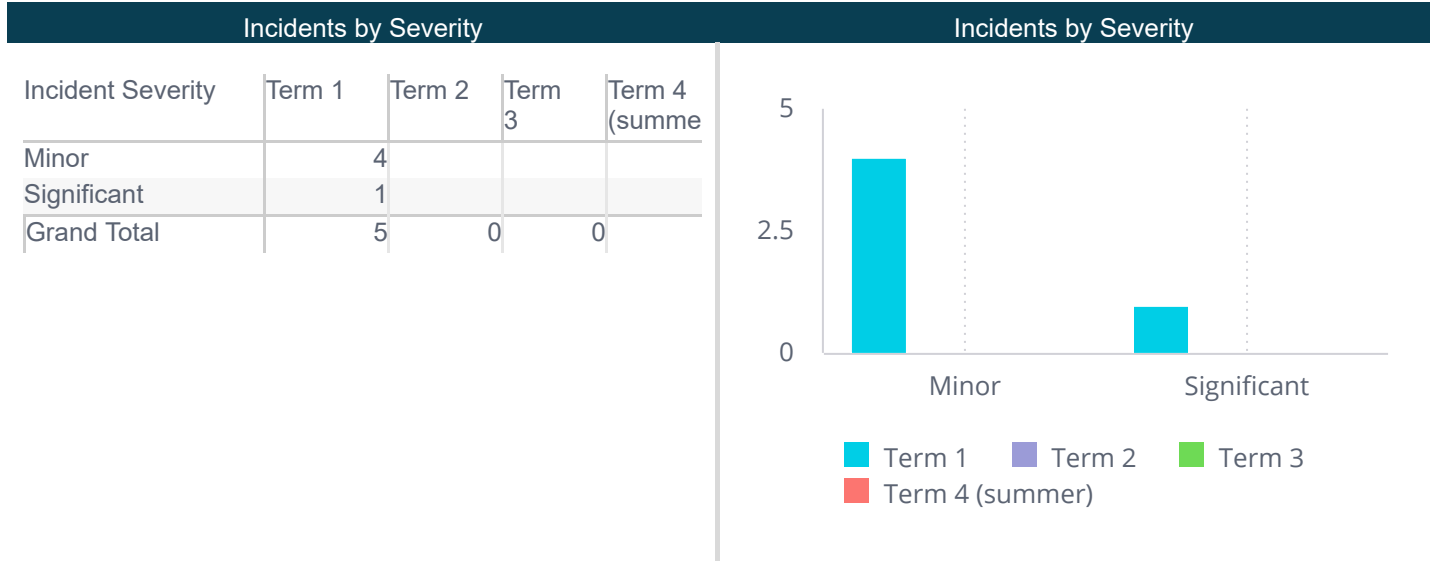


Incidents by Org

Level 1	Term 1	Term 2	Term 3	Term 4 (summr)
Academic Faculties	5	0	0	0
Grand Total	5	0	0	0

Incidents





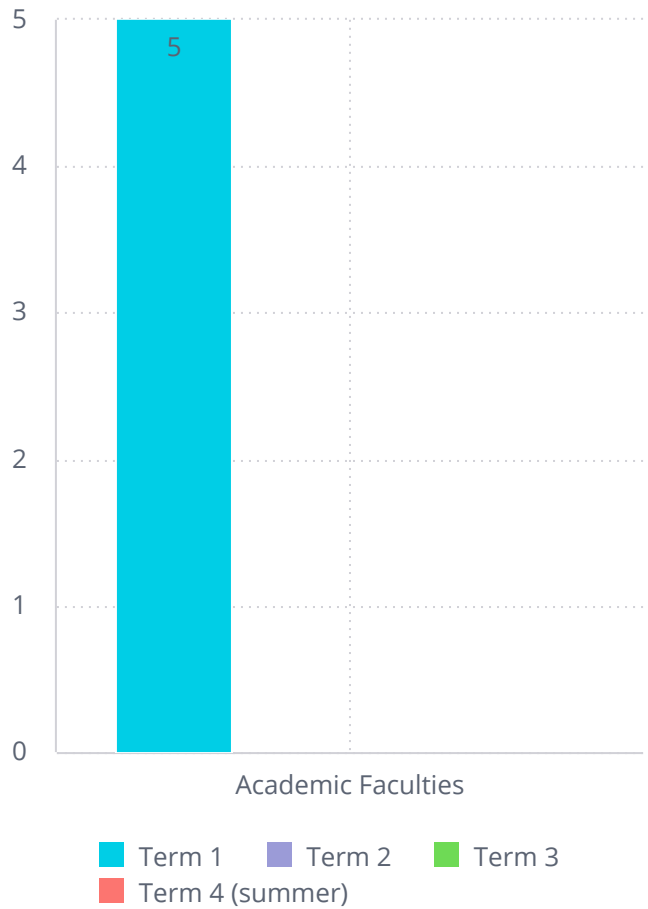
Audit Data

Filters **Date** 2023 | **Month Of Year (1=Jan 2=Feb)** 10, 11, 12 | **Level 2** Faculty of Science, Engineering and Medicine | **Level 3** Physics

Audits by Org

Level 1	Term 1	Term 2	Term 3	Term 4 (summ
Academic Faculties	5			
Grand Total	5	0	0	0

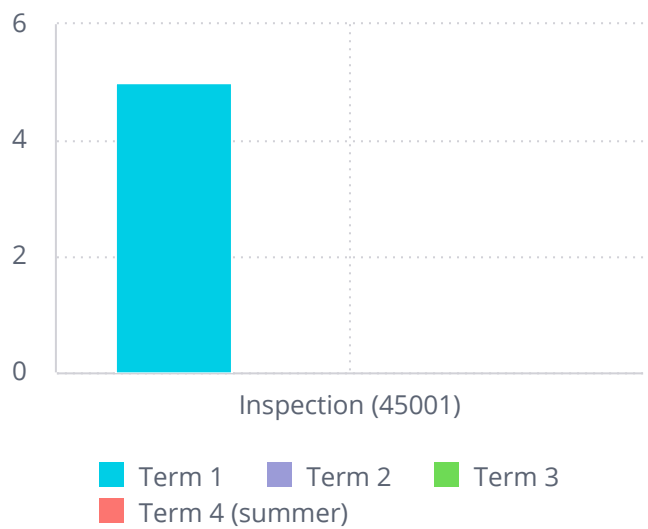
Audits by Org



Audits by Template

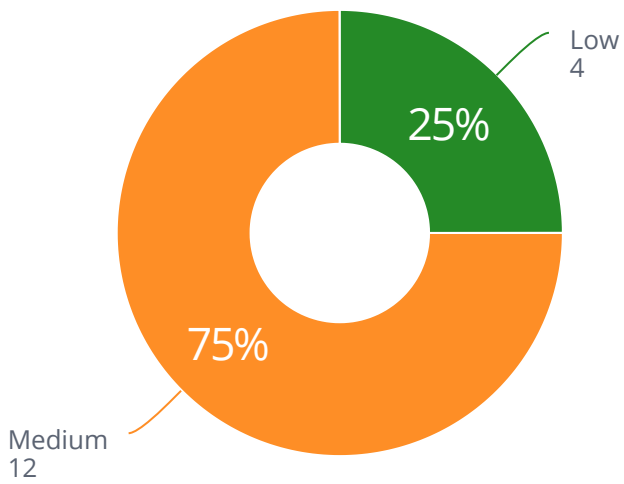
iQ Template Name	Term 1	Term 2	Term 3	Term 4 (summ
Inspection (45001)	5			
Grand Total	5	0	0	0

Audits by Template

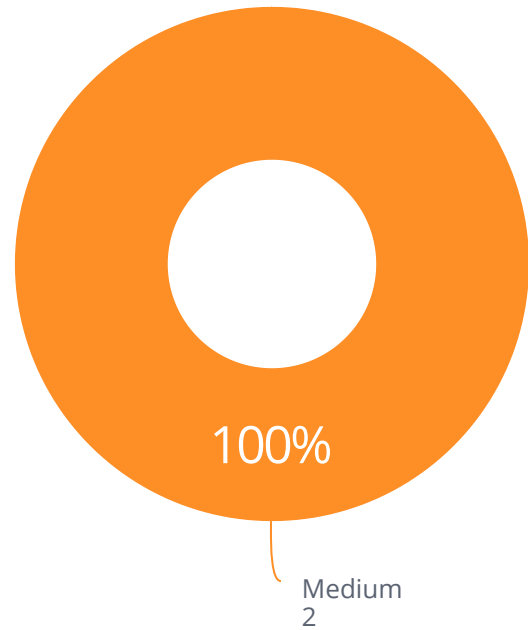


Actions Data

Actions by Priority (Audit)

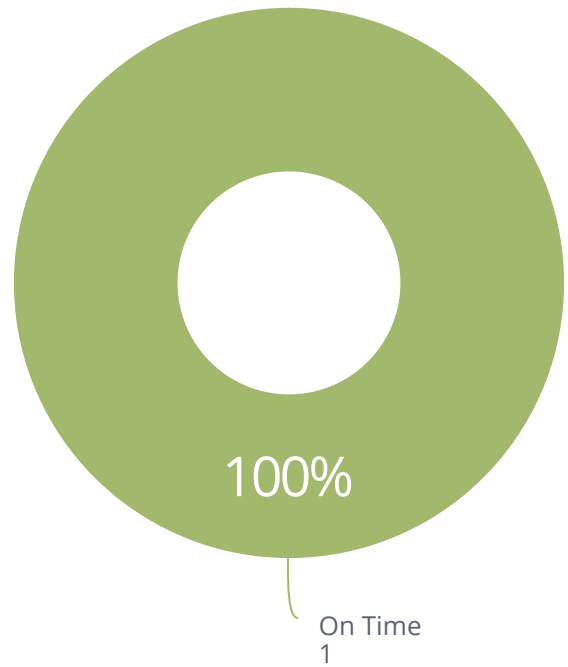
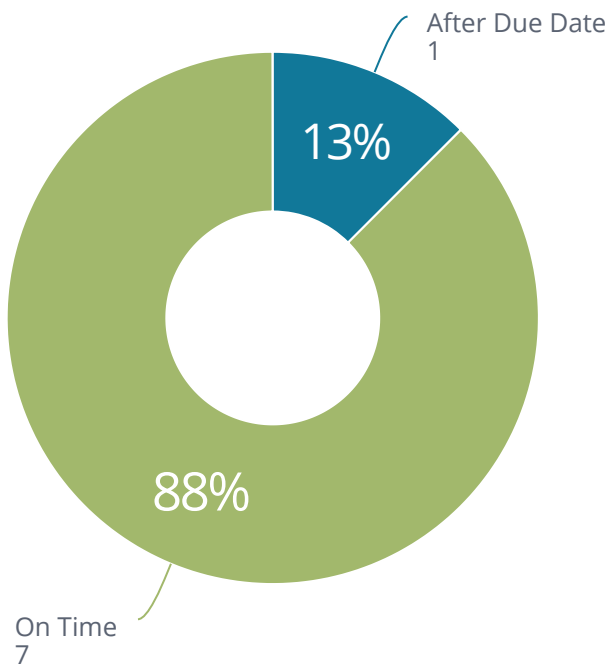


Actions by Priority (Incidents)

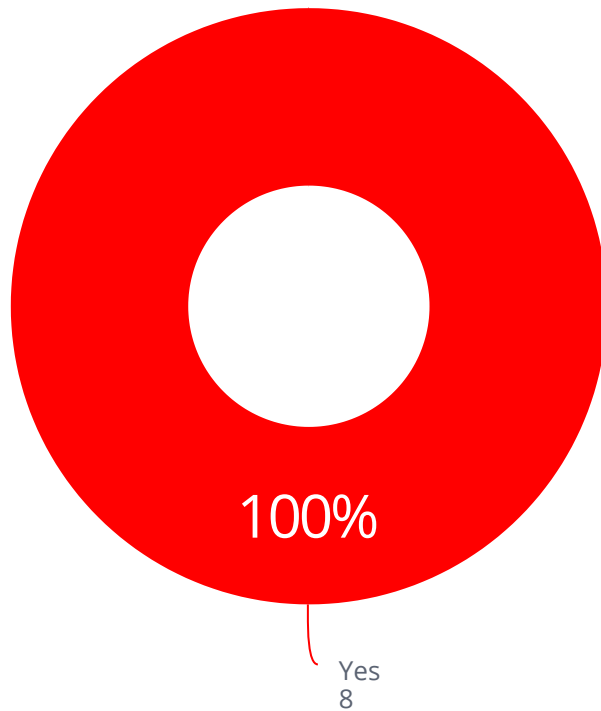


Stage when Closed Action Completed (Audit)

Stage when Closed Action Completed (Incident)



• KPI 1. Are Inspection and Audit open actions overdue?

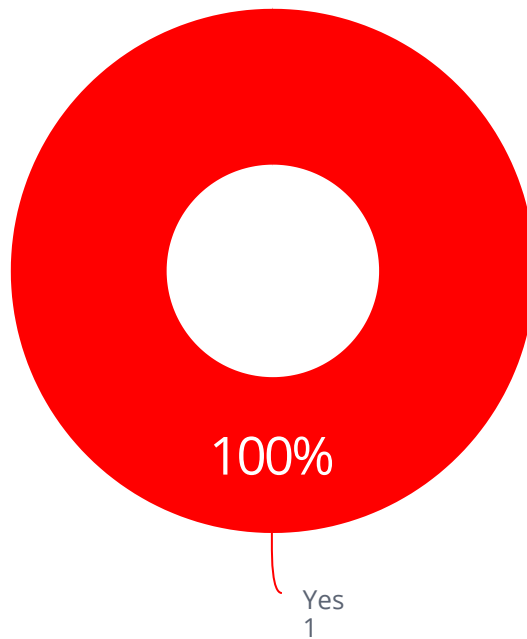


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Link to this record	Physics	1905	11/30/23	Steph... Brown	Please add milling machine risk asses... to Evotix Assure.	12/15/23	Steven Dixon	Low	Not Started
Link to this record	Physics	1799	11/1/23	Steph... Brown	Add all risk asses... to Evotix Assure and create a risk asses... for solderi... activities in P4.49 and P1.73	12/22/23	Ankush Mitra	Low	In Progress
Link to this record	Physics	1799	11/2/23	Steph... Brown	Compl... COSHH asses... for chemi... that are being actively used in lab spaces	12/22/23	Ankush Mitra	Medium	In Progress

• KPI 2. Are Incident open actions overdue?

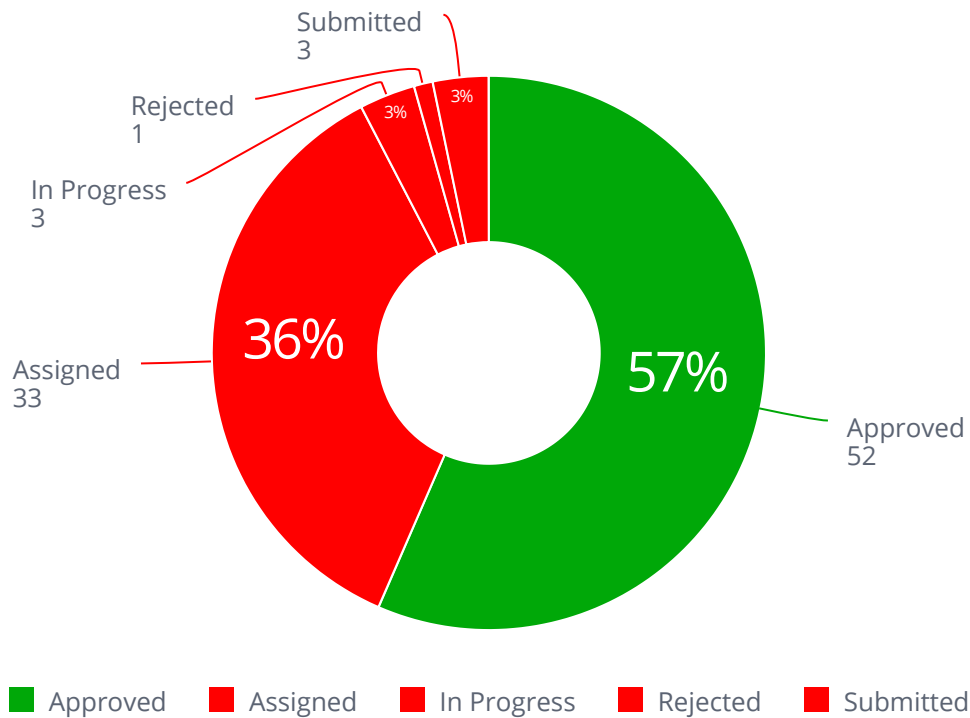


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Risk Data

• KPI 3a General RA by Approval Stage



• KPI 3b General RA (With Attachments) by Approval Stage

No Results

