

## **Minutes of the Health and Safety Committee**

### **Monday 18<sup>th</sup> March 2024**

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#### **Present:**

T Hase (Chair, TH), K Branch (KB), J Acton (JA), R Johnston (RJ), S Burrows (SBu), A Burton (AB), D Mayoh (DM), J Duffy (JD), M Newton (MN), S Brown (SB), S York (SY), K Jewkes (KJ), V Kantsler (VK), M Prokešová (MP), K Thompson (KT)

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**1. Apologies** – S Clark, J Weston, M Mills, G Loach, D Walker, G Hakes

**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**

KB welcomed Kate Thompson, Chemical Safety Advisor, to the committee.

[Sep 19<sup>th</sup> 2023: 4] SBu informed the committee that she is still waiting for a response from Estates regarding ongoing issues with the fire doors in the teaching labs. Sam Hanson was going to pick this up but has since left the committee and the university. SBu will raise another estates request to try and get this sorted.

SBu confirmed the hand sanitisers have now been removed from the teaching labs.

[Dec 12<sup>th</sup> 2023: 4] MP confirmed that of the 4 pieces of equipment that were missing from Millburn, 2 have been found and tested, and 2 were not found and have been removed from the asset register.

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

#### **5. Fire safety and compliance**

Nothing to report.

#### **6. Implementation of LabCup**

SB informed the committee that most chemical inventories have been added to the LabCup system. Label printers are being delivered the day after the committee meeting ready for labelling of chemicals.

MP suggested that waste chemicals be disposed of before the implementation of LabCup if possible. This will save them having to be put on the system only to be removed when they are disposed of.

KJ provided an update on BIFA's ongoing struggles with delivering their service. They have only just removed chemicals relating to a request that was placed shortly after the Christmas break. KT reported that BIFA are incredibly short staffed at the moment, and we may have to review our contracts as well as what services we can provide internally via Estates when it comes to chemical disposals.

#### **7. Chair's business**

##### **i. Any significant changes in Department**

Nothing to report.

**ii. Communications received from UHSEC, UHSC etc.**

Nothing to report.

**iii. Updates regarding estates**

None received.

**iv. Reports from H&S Coordinators**

a. Nothing to report.

b. Nothing to report.

c. Nothing to report.

d. JD raised an ongoing issue with training provision. The University is creating moodle courses for ionising radiation, but the issue is a level above that. JD argued that there needs to be something in the induction for new staff regarding how to order and handle ionising radiation sources. Currently, new staff members are placing orders without following the proper steps and without realising that there is a safety issue, and they are not even aware that there is a training course available for them to complete.

RJ advised JD that John Phillips is looking at how we can catch these issues at the point of purchase.

e. TH, SB, and DM agreed to meet to discuss how groups need to manage their sample inventories and distribute some guidance. **TH/SB/DM**

f. Nothing to report.

g. In the absence of a representative for Gas Cylinders, TH informed the committee members that gas regulators will be coming up for renewal shortly. On this occasion, the costs will be coming out of group discretionary budgets.

h. Nothing to report.

**v.** Nothing to report.

**8. Items**

**i. Monitoring H&S objectives**

a. 7 spaces were inspected, and there was 1 fire evacuation observation.

b. SB is waiting for a date from BSI for the Spring 2024 audit. There is a chance the date will be pushed back, taking into account the large number of staffing changes in the department.

**ii. Accidents and Incidents**

a. There was 1 minor injury and 1 minor near miss.

b. No actions were raised.

A large portion (70%) of the department's actions are being closed after the due date. SB confirmed that automatic email alerts for outstanding actions via the Assure system have been reactivated.

One of the central Health & Safety KPIs is to have only 5% of actions overdue. Physics currently have 20%, but this consist of 2 out of 10 actions.

KT informed the committee that they are welcome to get in touch with her if there are any long outstanding actions that may need to be reviewed and potentially removed from the system.

**iii.** Update on Risk Assessments

77 risk assessments have been approved, 18 have been assigned, 10 are in progress, 1 has been rejected, and 4 more have been submitted.

**iv.** Update on Training

DSE 38%, Fire Safety 56%, HSE 52%.

SB confirmed that the course tracking function is slowly being added to Assure.

TH raised the issue that may be presented by those who have multiple IT accounts associated with their name or who have multiple roles at the University. This can make it harder to track training completions depending on what account was in use when the training was completed. This needs to be considered for the new tracking system. SB will raise this with Health & Safety. **SB**

**9. AOB**

Nothing to report.

**10. Date of next meeting – June/July 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 21<sup>st</sup> 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 7<sup>th</sup> July 2023:**

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

**New actions from Tuesday 19<sup>th</sup> 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
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
7iv b	Check LEV systems for out-of-date inspection tickets.	JW/KJ/MP	Ongoing

**New actions from Tuesday 12<sup>th</sup> December 2023:**

Item	Action	Responsible	Status
4	Raise the issue of observatory access with the projects team.	GH	Complete
	Distribute some comms to the department regarding LEV inspection stickers.	SB	Complete
	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	Complete
	Investigate holding a number of guest access cards in the RtPs.	SY/DW	Complete
	Provide the department with a proposal for zoning buildings for cigarette smoking.	GL	Ongoing
6	Distribute emails on how to get risk assessments on the system in preparation for the BSI pre-audit in Spring 2024.	SB/TH	Complete
7 ii.	Distribute some information on the new H&S web pages.	SB	Ongoing

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	Complete
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**New actions from Monday 18<sup>th</sup> March 2024:**

Item	Action	Responsible	Status
7 iv e	Meet to discuss how groups need to manage their sample inventories and distribute some guidance.	TH/SB/DM	
8 iv	Raise with Health & Safety the issue that may be presented by those who have multiple IT accounts associated with their name or who have multiple roles at the University. This can make it harder to track training completions depending on what account was in use when the training was completed. This needs to be considered for the new tracking system.	SB	

# Safety Committee Dashboard

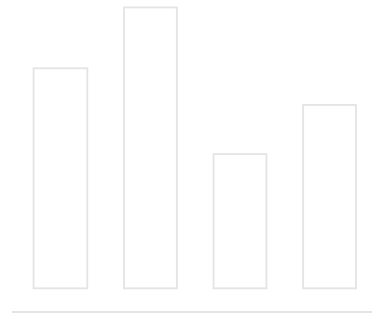
## Incident Data

Incidents By Type

Type of Incident	Term 1	Term 2	Term 3	Term 4 (summer)
Injury			1	
Near Miss			1	

Incidents By Type

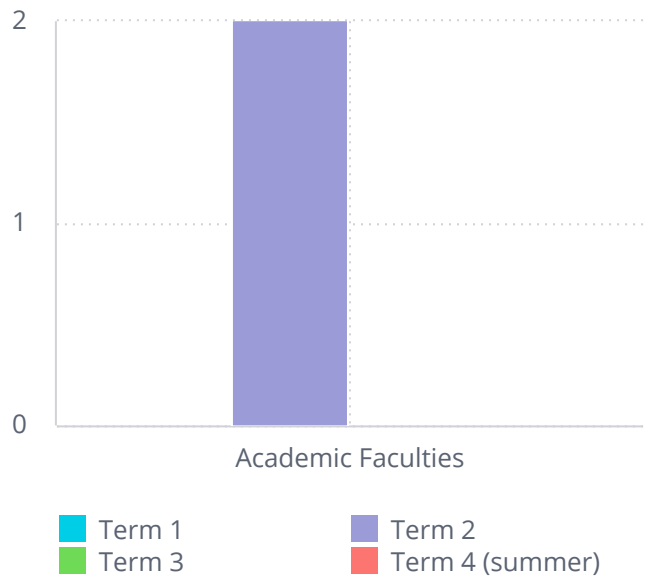
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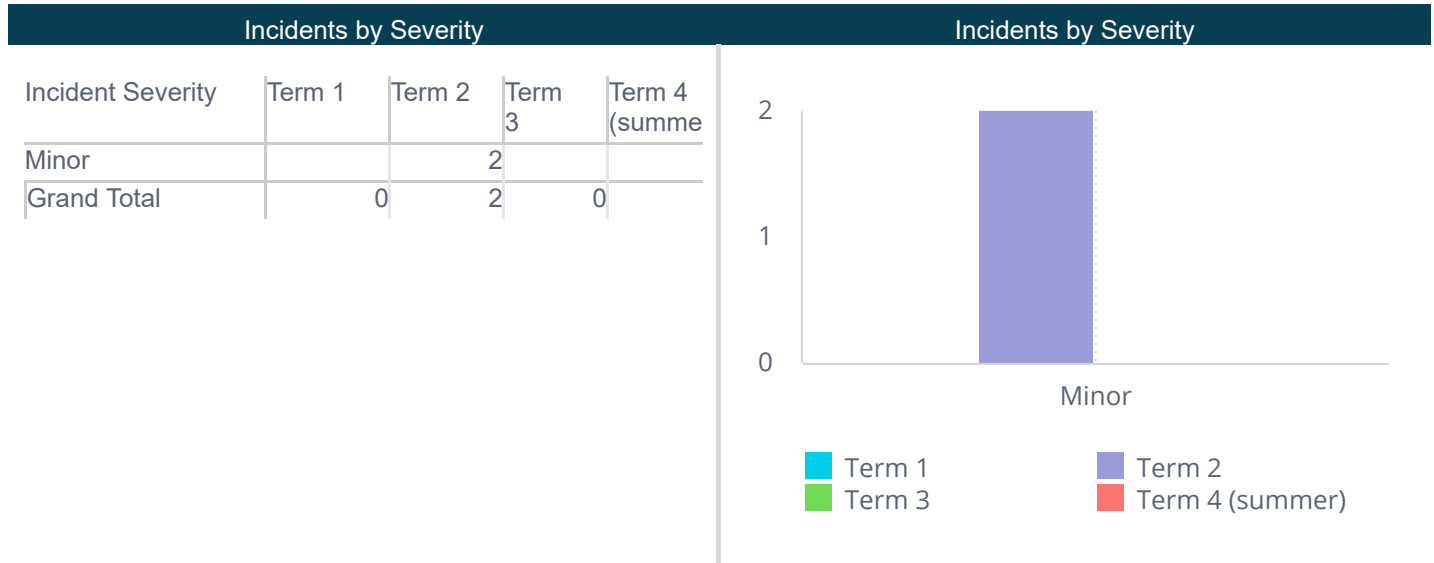


Incidents by Org

Name	Term 1	Term 2	Term 3	Term 4 (summer)
Physics		2		
Grand Total	0	2		0

Incidents





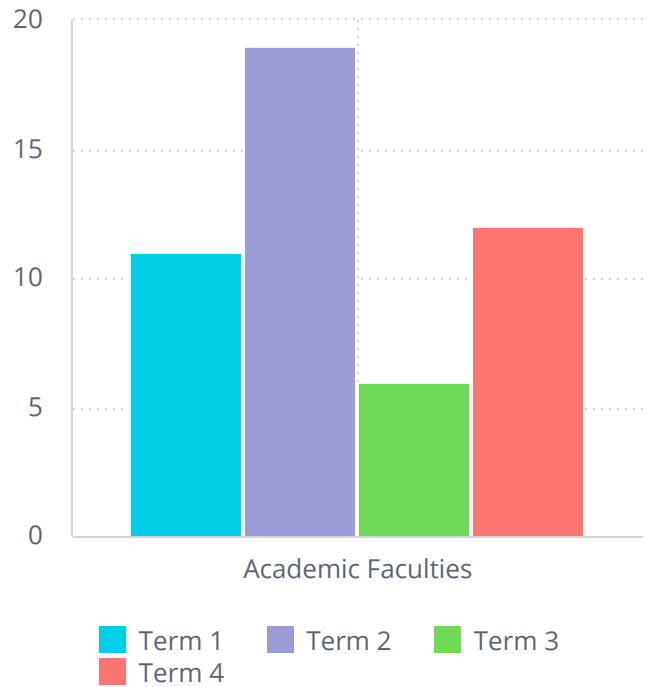
## Audit Data

# Safety Committee Dashboard

Audits by Org

Level 1	Term 1	Term 2	Term 3	Ter 4
Academic Faculties	11	19	6	
Grand Total	11	19	6	

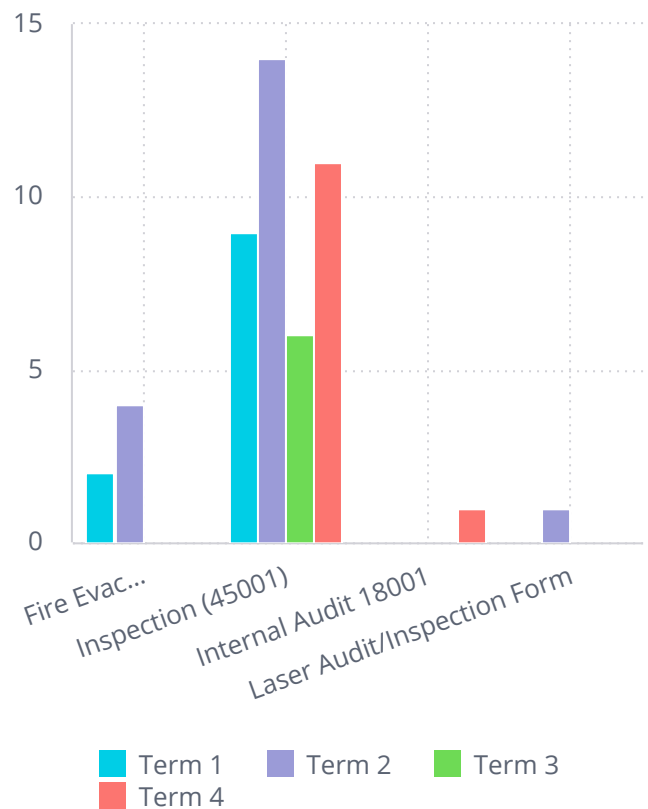
Audits by Org



Audits by Org

iQ Template Name	Term 1	Term 2	Term 3
Fire Evacuation Observations		2	4
Inspection (45001)		9	14
Internal Audit 18001		0	0
Laser Audit/Inspection Form		0	1

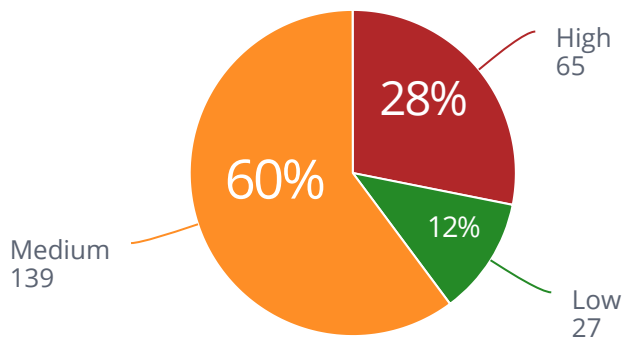
Audits by Org





# Actions Data

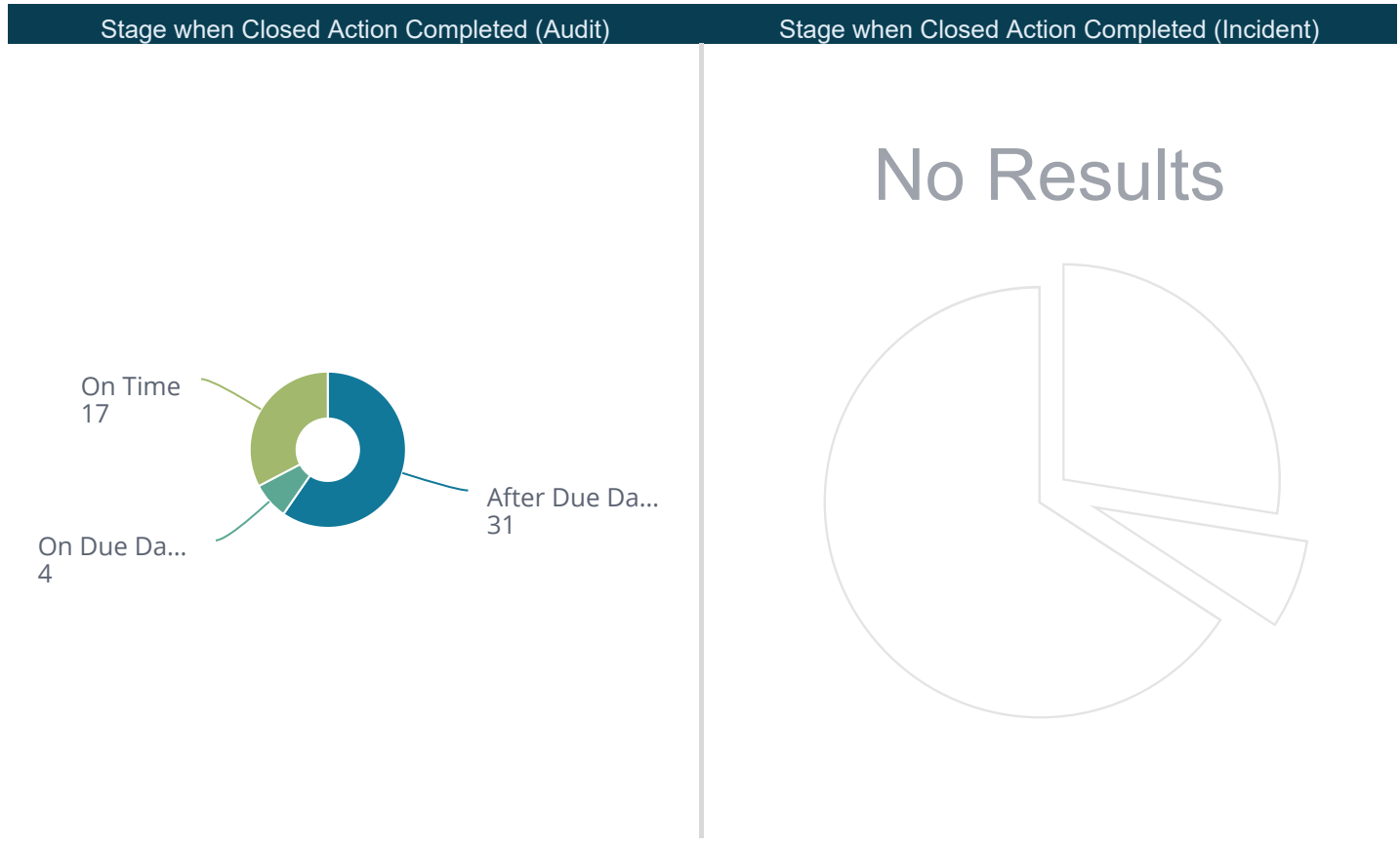
Actions by Priority (Audit)



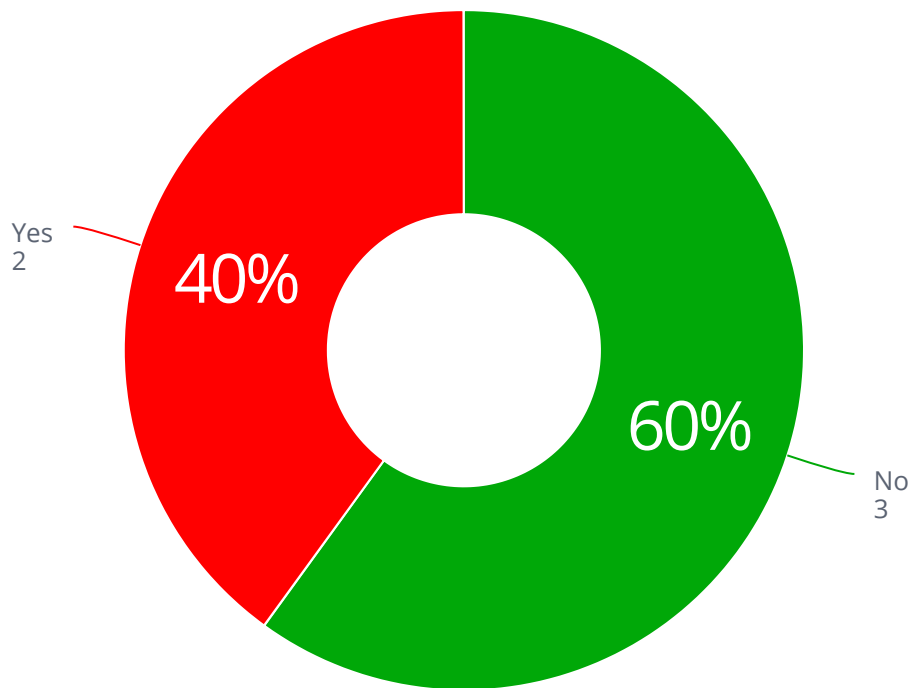
Actions by Priority (Incidents)

No Results





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



# Safety Committee Dashboard

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## • KPI 1. Summary

Link to Ac...	Org Unit	Audit Re...	Date Ra...	Ra... by User	Act...	Due Date ^	As... to	Pri...	Cu... St...	iQ Te... Na...
<a href="#">Link to this record</a>	Phys...	2211	4/2/24	Step... Andr... Brown	Review lab notic... to show correct hazard levels and clean... access.	5/24/24	Maks... Myro...	Medi...	In Progr...	Inspe... (45001)
<a href="#">Link to this record</a>	Phys...	2204	3/28/24	Step... Andr... Brown	Update emer... respo... plan with laser eye strike	6/14/24	Emma Mac...	Medi...	In Progr...	Inspe... (45001)

## • KPI 2. Are Incident open actions overdue?

# No Results

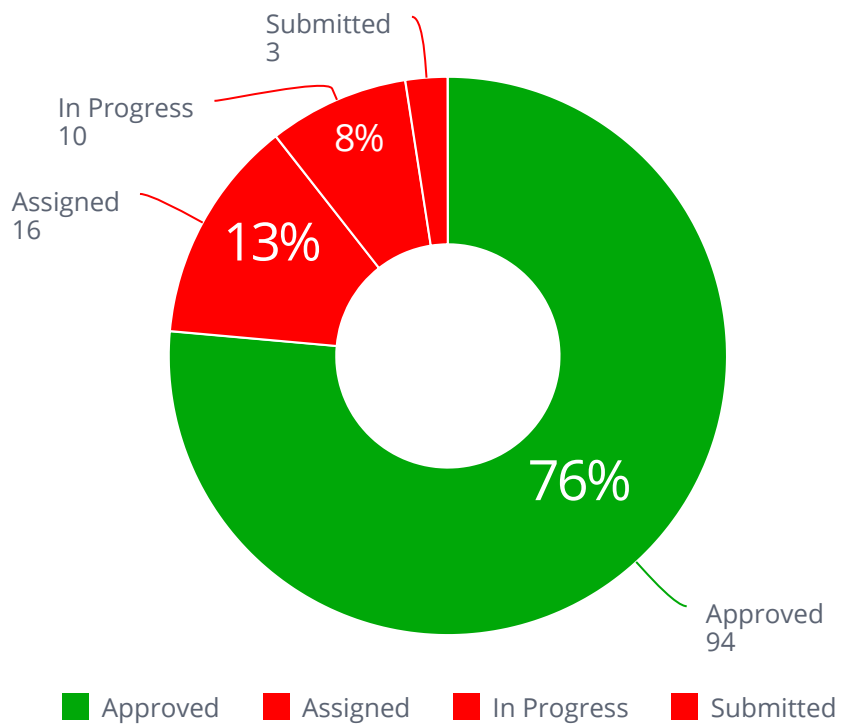


- KPI 2. Summary

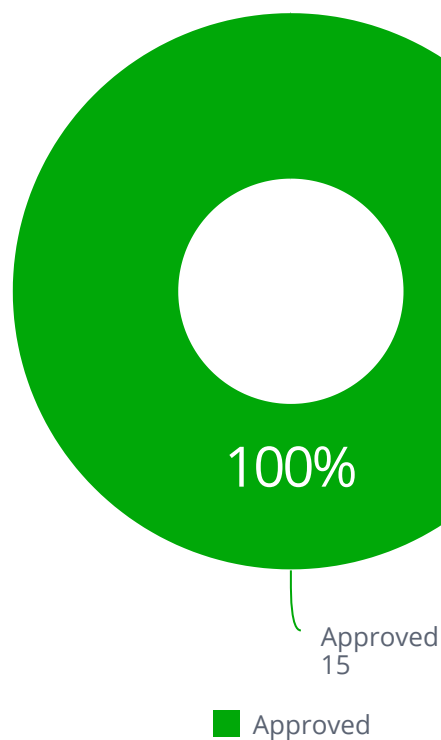
# No Results


Risk Data

• KPI 3a General RA by Approval Stage



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



## Training Data

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- KPI 4 Completion of Mandatory Training (moodle)

Health and Safety Induction - KPI 4

Fire - KPI 4

DSE - KPI 4

KPI 4. Summary

# No Results









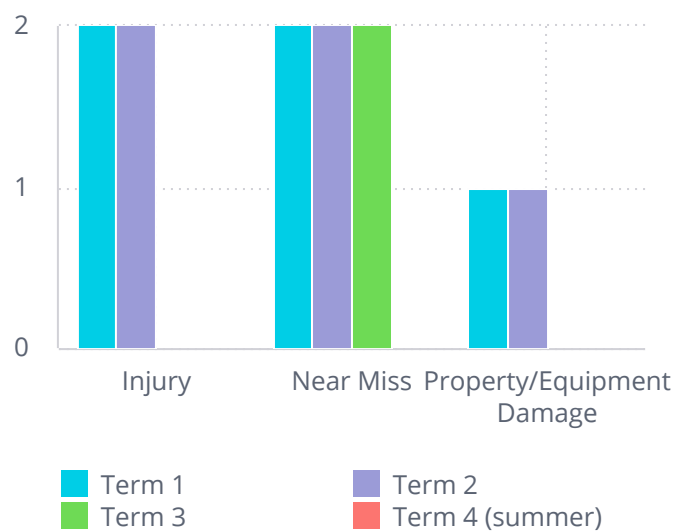

# Safety Committee Dashboard

## Incident Data

Incidents By Type

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

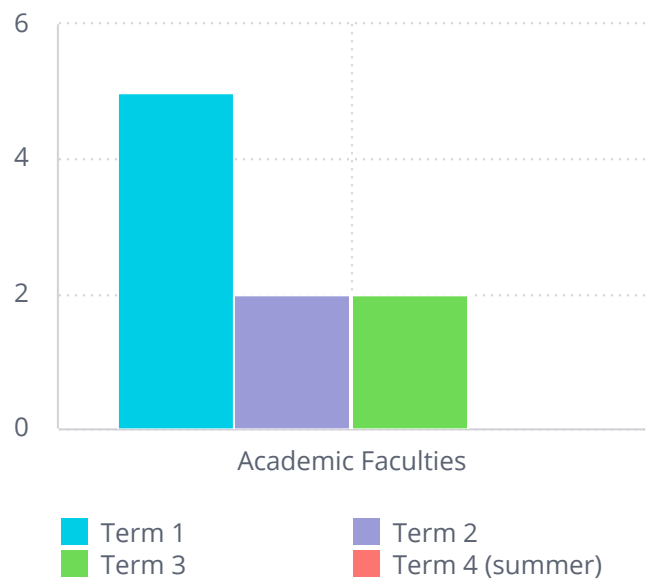
Incidents By Type



Incidents by Org

Name	Term 1	Term 2	Term 3	Term 4 (summer)
Physics	5	2	2	0
Grand Total	5	2	2	0

Incidents



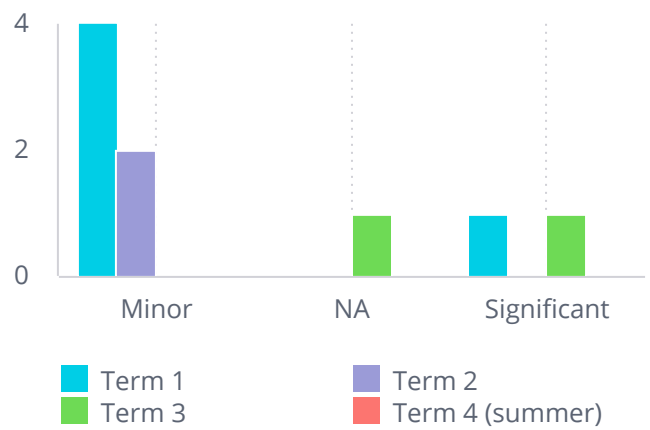
# Safety Committee Dashboard

Filters **Date** 10/1/23 to 9/30/24 | **Level 3** Physics

Incidents by Severity

Incident Severity	Term 1	Term 2	Term 3	Term 4 (summe
Minor	4	2		
NA				1
Significant	1			1
Grand Total	5	2		2

Incidents by Severity

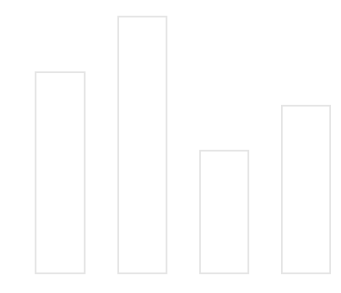


Incidents by Reportable

No Results


Incidents by Reportable

No Results



## Audit Data

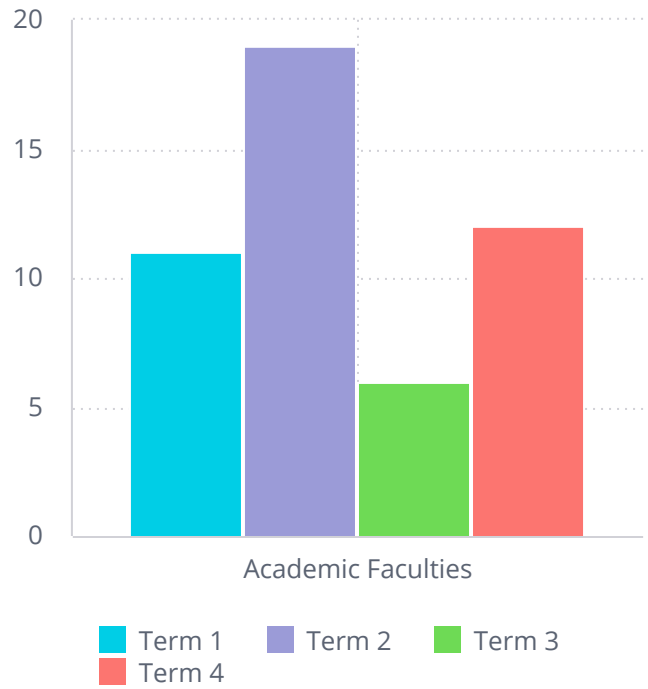
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Filters **Date** 10/1/23 to 9/30/24 | **Level 3** Physics

Audits by Org

Level 1	Term 1	Term 2	Term 3	Ter 4
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Grand Total	11	19	6	6

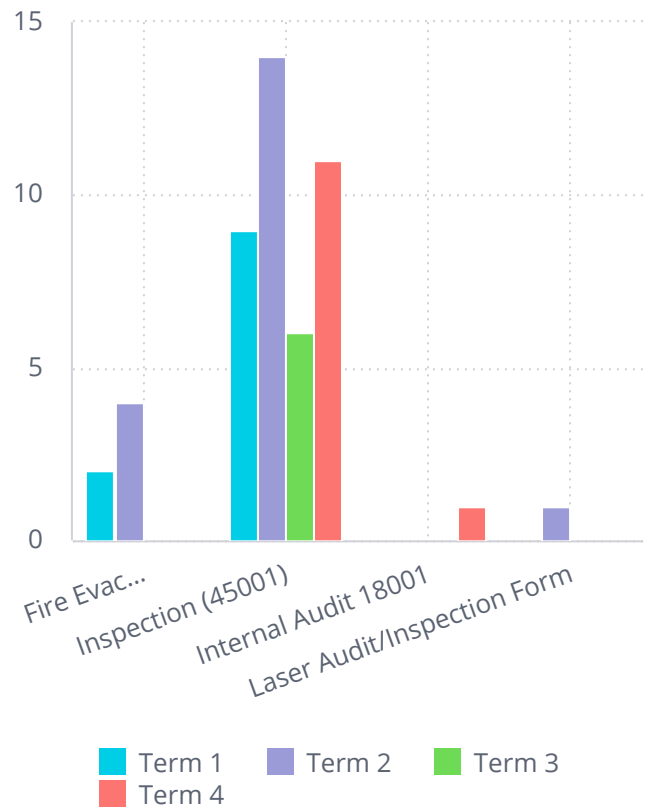
Audits by Org



Audits by Org

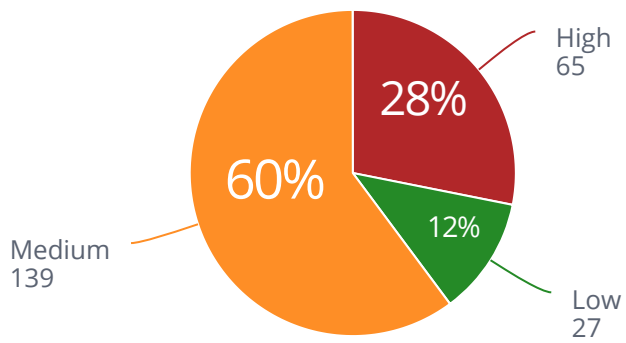
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Inspection (45001)		9	14
Internal Audit 18001		0	0
Laser Audit/Inspection Form		0	1

Audits by Org

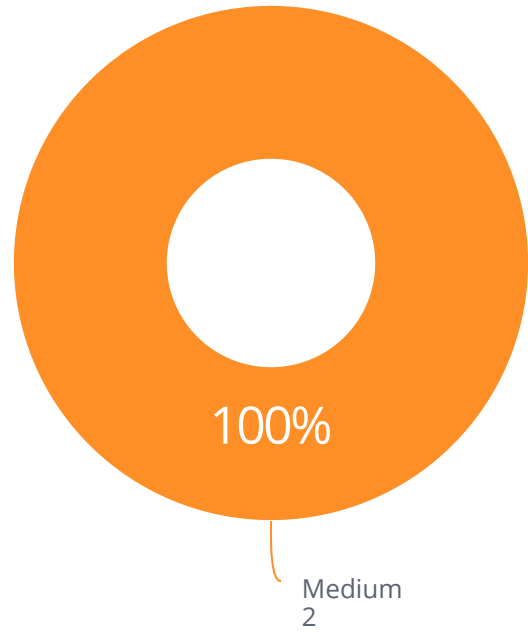


# Actions Data

Actions by Priority (Audit)



Actions by Priority (Incidents)

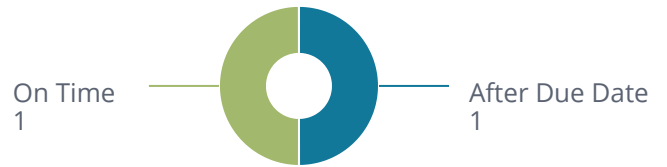
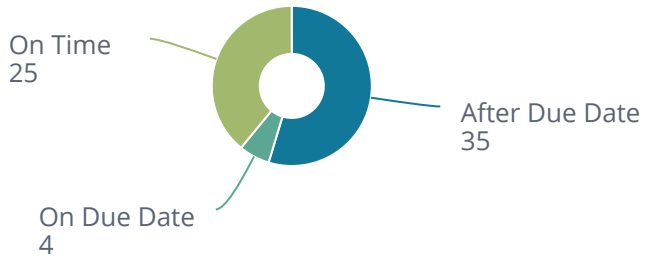


# Safety Committee Dashboard

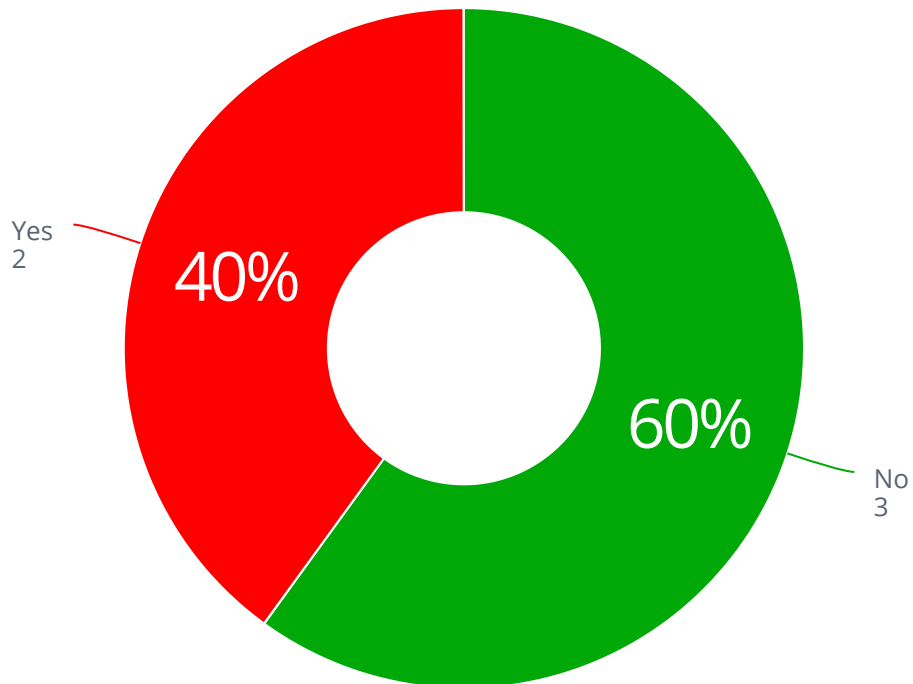
Filters **Date** 10/1/23 to 9/30/24 | **Level 3** Physics

Stage when Closed Action Completed (Audit)

Stage when Closed Action Completed (Incident)



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



# Safety Committee Dashboard

Filters **Date** 10/1/23 to 9/30/24 | **Level 3** Physics

## • KPI 1. Summary

Link to Ac...	Org Unit	Audit Re...	Date Ra...	Ra... by User	Act...	Due Date ^	As... to	Pri...	Cu... St...	iQ Te... Na...
<a href="#">Link to this record</a>	Phys...	2211	4/2/24	Step... Andr... Brown	Review lab notic... to show correct hazard levels and clean... access.	5/24/24	Maks... Myro...	Medi...	In Progr...	Inspe... (45001)
<a href="#">Link to this record</a>	Phys...	2204	3/28/24	Step... Andr... Brown	Update emer... respo... plan with laser eye strike	6/14/24	Emma Mac...	Medi...	In Progr...	Inspe... (45001)

## • KPI 2. Are Incident open actions overdue?

# No Results





- KPI 2. Summary

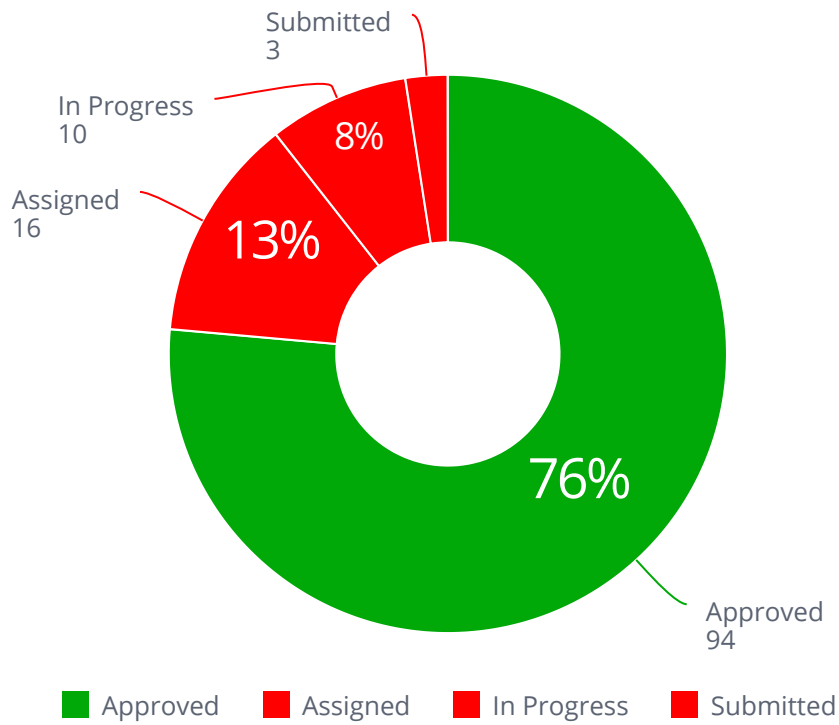
## No Results


## Risk Data

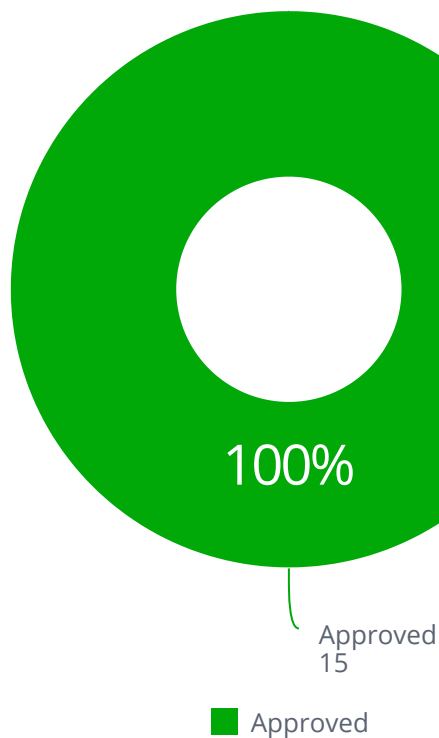
# Safety Committee Dashboard

Filters **Date** 10/1/23 to 9/30/24 | **Level 3** Physics

## • KPI 3a General RA by Approval Stage



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



# Training Data

- **KPI 4 Completion of Mandatory Training (moodle)**

Health and Safety Induction - KPI 4

Fire - KPI 4

DSE - KPI 4

## KPI 4. Summary

# No Results


# Safety Committee Dashboard

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Filters **Date** 10/1/23 to 9/30/24 | **Level 3** Physics

# Safety Committee Dashboard

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Filters **Date** 10/1/23 to 9/30/24 | **Level 3** Physics

# Safety Committee Dashboard

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Filters **Date** 10/1/23 to 9/30/24 | **Level 3** Physics