

Minutes of the Health and Safety Committee

Wednesday 25th September 2024

Present:

T Hase (Chair, TH), J Acton (JA), S Burrows (SB), J Duffy (JD), S Andrews-Brown (SAB), S York (SY), K Jewkes (KJ), M Prokešová (MP), G Hakes (GH), A Bastable (ABa), D Gibbons (DG), K Branch (KB), A Burton (AB), D Iuga (DI)

- 1. Apologies** – S Clark, G Loach, D Walker, M Newton, K Thompson, R Johnston, D Mayoh, V Kantsler, B Green
- 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**

ABa informed the committee that a new system for compliance and testing of fire safety equipment will be in place for March 2025.

[March 2022: 6] ABa can arrange for members of the committee to have access to a compliance folder listing what equipment has been tested and when it is next due for testing. However, the information that the folder contains is limited. TH and ABa agreed to have a discussion outside of the meeting. GH updated the committee that a new system for tracking compliance is currently being trialled in Estates with May 2025 as an estimated date for completion. **TH/ABa**

[Sep 19th 2023: 4] Investigations are ongoing regarding SBs unresolved ticket relating to the fire door issues in the student labs.

SAB confirmed that the rollout of LabCup is being finalised.

GH informed the committee that a fire test will take place during term 1 to stress test the new fire escape routes, and that they will aim to run the test towards the end of lectures.

The committee were aware of some issues that had occurred with delivery drivers not being confident where they were supposed to make deliveries now that the hoarding had gone up. DG confirmed that new signage was in place to make it clear that the temporary entrance just off Gibbet Hill Road is the access for the Physics goods yard. DG also confirmed that trucks carrying gas from Bruker have been able to make deliveries without issues.

New maps of fire escape routes will be distributed to the department and shown at the staff meeting on Friday 27th September.

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

5. Review of ToR and Membership

ABa pointed out that his correct title is Estates Zone Manager rather than Estates Building Manager.

MP requested to be added to the list of committee members.

TH informed the committee that he is planning to draft a reporting template for each role on the committee to make it clear what each person's responsibilities are. This template will be circulated to each member individually. **TH**

KB reported that a new Facilities Manager has been appointed and will take up the role in January 2025. Either they or their representative from the workshop will attend committee meetings.

6. Annual Objectives

The department aims to use the People module on ASSURE to deliver and track core training modules, with a long-term goal of having future space risk assessments tied to training delivery on ASSURE.

7. Chair's business

i. Any significant changes in Department

TH reported that the hoardings have gone up around the old Physics car park, including new fire signage. GH informed the committee that the planned fire safety test for Physics has been moved forward from term 2 to term 1. **GH**

DG informed the committee that, as evenings draw in, lighting will be installed in any areas around the hoardings that are identified to be 'dark spots', and trip hazards will be removed from emergency routes. Other than that, no major changes are expected between now and the next committee meeting when DG will provide another update. **DG**

KB reported that discussions are ongoing regarding office moves, with the possibility of moving those based in Physical Sciences to Millburn House.

ii. Communications received from UHSEC, UHSC etc.

- a. Nothing to report.
- b. Nothing to report.
- c. Nothing to report.

iii. Updates regarding estates

None received.

iv. Reports from H&S Coordinators

- a. KJ reported that PAT testing had been completed. However, due to hybrid working, a lot of Academic's equipment did not get tested.
- b. MP raised an issue to the committee of equipment being borrowed and then not being accessible for inspection or tagging. When equipment is borrowed, a record needs to be kept of who has borrowed it and where they are keeping it. An example would be lifting gear borrowed from Physics Stores.
- c. Nothing to report.
- d. GH informed the committee that, in addition to appointing a new RPA, someone from Health & Safety will be undergoing the RPO training as the department has the bandwidth to offer more support than has previously been available.

GH also informed the committee that an Aurora audit will take place in the next few months.

TH will redistribute a guidance note on UV equipment, as this can often be overlooked when it comes to radiation safety. **TH**

- e. SAB reported that the final close out for Ella and the LabCup team is coming soon.
- f. Nothing to report.
- g. The gas regulators in the department are reaching the end of their 5-year shelf life mandated by university policy. KJ will be sending another email reminder and, if necessary, will go round to lab spaces and check that regulators have been replaced. If they have not been replaced, they will be removed. **KJ**
- h. DI informed the committee that there are containers of chemical samples that need collecting from Millburn, but they are unlabelled so BIFA will not carry out the collection. DI will discuss with Ryan Williams and KJ regarding how they can proceed with a collection. KJ suggested that they may need to carry out some basic tests to identify that they are inert substances. SAB suggested that if these tests couldn't be carried out, it may just need to be an expensive collection, with the samples being treated as dangerous. **DI**

The Millburn extension has almost been completed and as a result the route through to Kirby Corner Road should be reopened shortly.

DI reported that Ben Green's new lab is now in use.

KJ informed the committee that there have been discussions of a potential new chemical disposal facility near to Millburn House so that it is not necessary for chemicals to be transported across campus.

DG reported that, to enable the new building work, the helium recovery line will need to be removed, and the liquefier may need to be removed to Millburn. The liquefier is nearing the end of its life, so there is some reluctance to go to the trouble of moving it. DG also reported that there have been discussions on potentially having two liquefiers in case one fails.

v. N/A

8. Items

i.

- a. SAB reported that inspections of the RTPs have been carried out.
- b. Internal actions raised because of the BSI audit are ongoing.

ii. Accidents and Incidents

a. N/A

b. N/A

iii. Update on Risk Assessments

N/A

iv. Update on Training

N/A

9. AOB

N/A

10. Date of next meeting – Thursday 28th November 2024

Actions:**Ongoing from March 2022:**

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

Ongoing actions from 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.	GH/ABa	Ongoing

Actions from September 2024:

Item	Action	Responsible	Status
4	Have a discussion outside of the meeting regarding access to a compliance folder listing what equipment has been tested and when it is next due for testing.	TH/ABa	
5	Draft a reporting template for each role on the committee to make it clear what each person's responsibilities are. This template will be circulated to each member individually.	TH	
7 i	Carry out a fire safety test in Physics during term 1.	GH	
	Install lighting in any areas around the hoardings that are identified to be 'dark spots' and remove trip hazards from emergency routes.	DG	
7 iv d	Redistribute a guidance note on UV equipment	TH	
7 iv g	Send another email reminder regarding replacement of gas regulators and, if necessary, go round to lab spaces and check that regulators have been replaced. If they have not been replaced, they will be removed.	KJ	
7 iv h	Arrange for collection of unlabelled chemical samples from Millburn House.	DI/KJ	

Safety Committee Dashboard

Incident Data

Incidents By Type

IncidentType_id	Term 1	Term 2	Term 3	Term 4 (summer)
Injury	2	1		
Near Miss	2	1	3	3
Property/Equipment Damage	1			1
Request for Advice				1

Incidents By Type



Incidents by Org

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

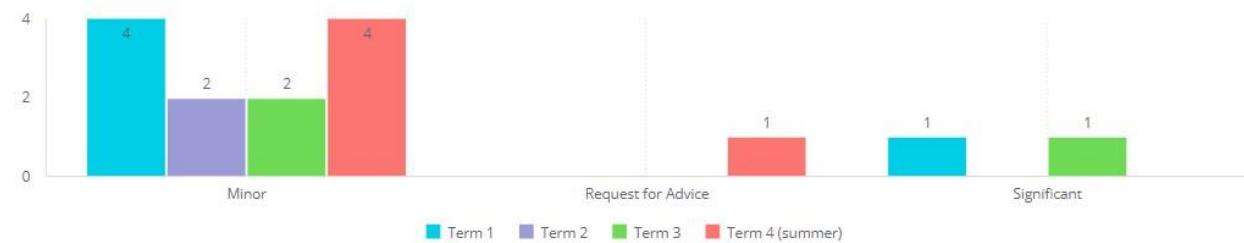
Incidents



Incidents by Severity

IncidentSeverity_id	Term 1	Term 2	Term 3	Term 4 (summer)
Minor	4	2	2	4
Request for Advice				1
Significant	1		1	
Grand Total	5	2	3	5

Incidents by Severity

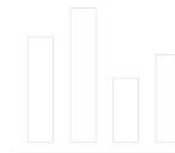


Incidents by Reportable

Incidents by Reportable

No Results

No Results

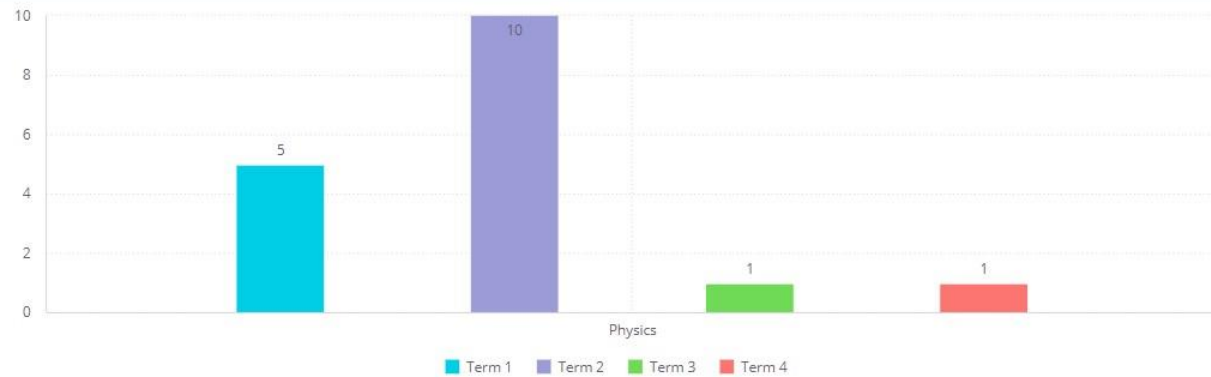


Audit Data

Audits by Org

Name	Term 1	Term 2	Term 3	Term 4
Physics	5	10	1	1
Grand Total	5	10	1	1

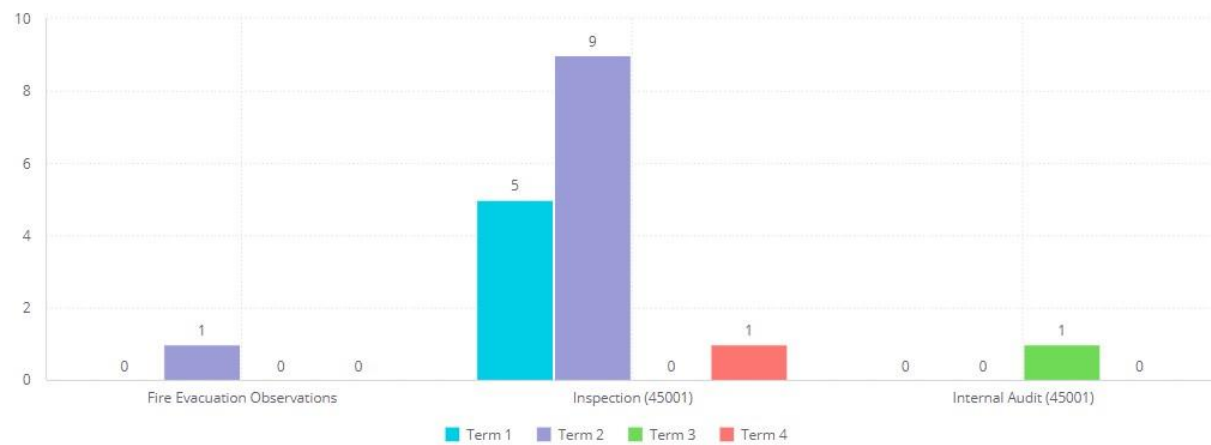
Audits by Org



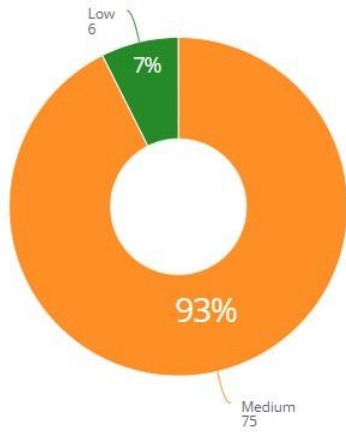
Audits by Org

Name	Term 1	Term 2	Term 3	Term 4
Fire Evacuation Observations	0	1	0	0
Inspection (45001)	5	9	0	1
Internal Audit (45001)	0	0	1	0

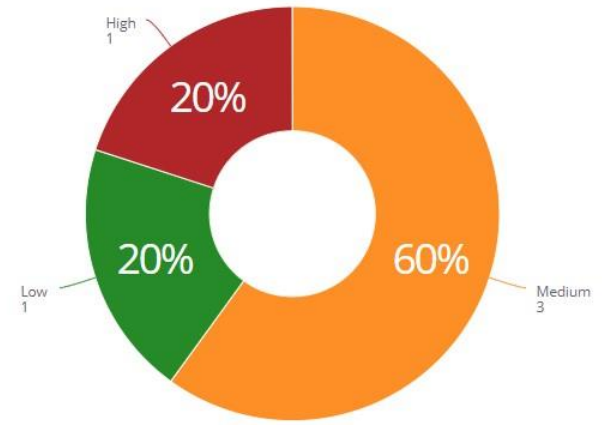
Audits by Org



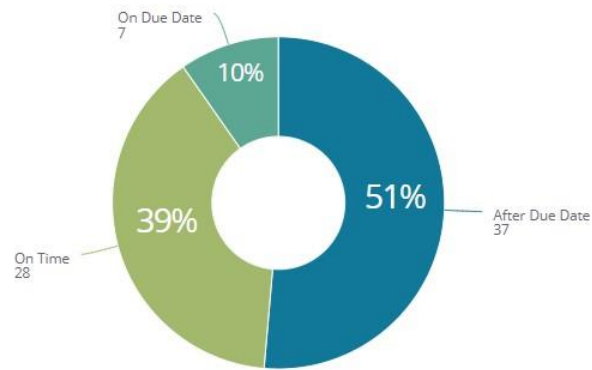
Actions by Priority (Audit)



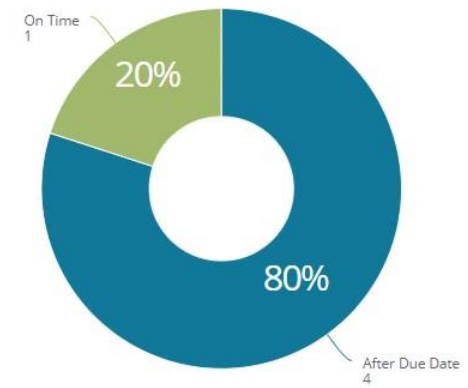
Actions by Priority (Incidents)



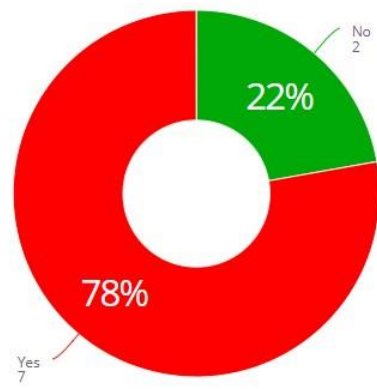
Stage when Closed Action Completed (Audit)



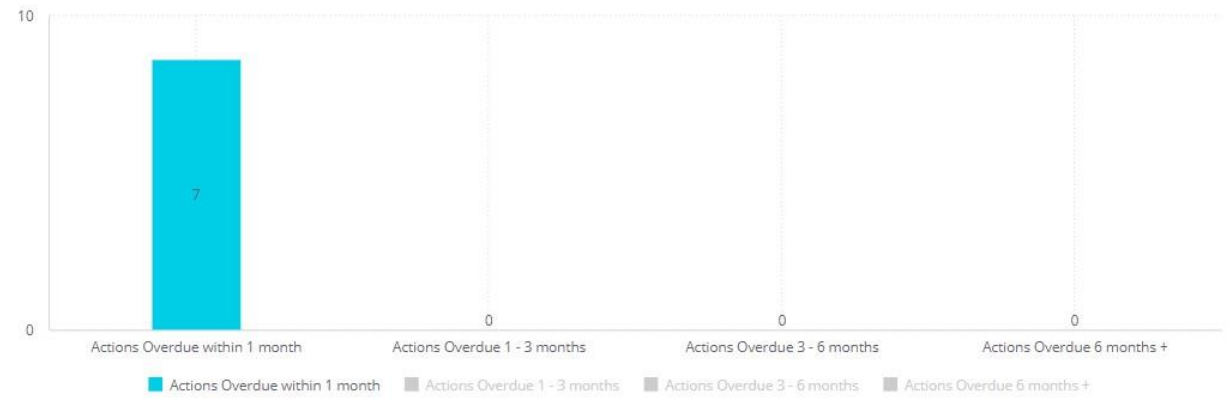
Stage when Closed Action Completed (Incident)



KPI 1. Are Inspection and Audit open actions overdue?



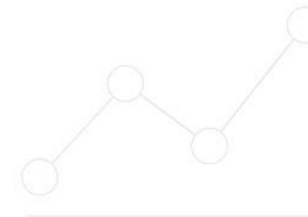
KPI 1 Trend



No Results



No Results

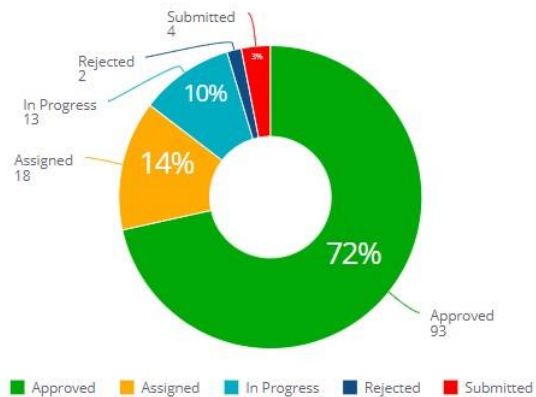


• KPI 2. Summary

No Results

Risk Data

• KPI 3a General RA by Approval Stage



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

