

## Minutes of the Health and Safety Committee Tuesday 29<sup>th</sup> July 2025

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### **Present:**

T Hase (Chair, TH), J Acton (JA), J Duffy (JD), S Andrews-Brown (SAB), K Jewkes (KJ), M Prokešová (MP), M Newton (MN), V Kantsler (VK), R Johnston (RJ), D Mayoh (DM), A Burton (AB), S Burrows (SB) D Walker (DW), D Gibbons (DG)

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1. **Apologies** – G Loach, K Branch, G Hakes, B Green, D Iuga, J Pring, B Breeze, A Bastable, K Thompson, S Clark
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**

[March 2025: 4] SAB will provide an update to RJ and the committee regarding the gas response policy for Millburn House. The committee agreed that this policy needs to be clarified and in place in preparation for RJ's replacement.

[March 2025: 7 iv c] It was agreed that JA will chase BG regarding compiling a list of UV/EMF/Microwave sources and the people who have access to them.

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

### 5. **Chemical Inventory Update**

SAB and MP reported that the issues with the LabCup printer in Physics Stores had been resolved. It was agreed that an email would go out to staff informing them that the printer was now in working order. **JA**

TH made a recommendation to the committee that moving forward on either an annual or 6-monthly basis, the committee should receive a paper that provides a summary of the chemical inventory of the department, with a focus on the most dangerous substances. The committee agreed that this should be done every 6-months. **TH**

### 6. **Chair's business**

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

Nothing to report.

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

- a. Nothing to report.
- b. Nothing to report.
- c. The committee received an update from DG regarding the progress of STEM Connect and the building works adjacent to the Physics, MAS, and Physical Sciences buildings. DG reported that in the near future, some members of the committee will be invited to walk the proposed emergency fire evacuation routes to make sure they will continue to be safe and appropriate as the hoardings are moved closer to the buildings.

DG also informed the committee that the new access road to the site from Gibbet Hill Road is being held up by the local authority. Gibbet Hill Road will be reduced to one lane whilst this

access road is put in place, so the team is focussed on getting that work completed as soon as possible and with as little disruption as possible.

DG reported that actual construction work on phase 1 is aiming to start in January or February 2026. Delays are a result of the rising costs of the project as the team needs to do some value engineering to keep costs down.

TH pointed out to DG that the windows of the undergraduate labs in Physics face directly on to the construction site and enquired as to whether they could expect any disruption. DG assured the committee that noise from construction will be no more than has been experienced because of the enabling works, and AC units may be fitted in rooms to reduce the need to open windows. Comms will be distributed if excessive noise is expected at any time.

MN and DG reported that, with regards to the decant plan, CFSA will be able to move into Millburn in December 2025. Psychology will move out of some of their offices in Easter 2026, which will make room to facilitate further office moves. Further information regarding the decant plan will be shared at the next Physics all staff meeting.

### iii. Updates regarding estates

Nothing to report.

### iv. Reports from H&S Coordinators

- a. RJ reported that the oxygen depletion monitors have been installed. RJ will draft a policy for ongoing inspections of the detectors. **RJ**

KJ informed the committee that he will shortly be booking the annual PAT testing.

- b. JP sent his apologies to the committee but provided an update in advance of the meeting.

One of the old pillar drills has been taken out of use and disposed of as it was not running safely and has been replaced with a new drill.

The workshop is currently reviewing how they handle chemical safety responsibilities. JP has completed LabCup training. Compressed gas training is upcoming.

- c. BG sent his apologies to the committee but provided an update in advance of the meeting.

“My principal update is that I have been working with ITS / IDG to install our laser safety calculation software onto a centrally managed server to ensure it is accessible to all groups which need it (including those beyond Physics). The server has been setup, and the software installed as of this week, and I will contact laser-using groups within August to provide details on how to access the software and a brief user guide.”

- d. Nothing to report.

- e. DM informed the committee that P155 is now clear of all legacy chemicals and samples.

It was agreed that DM, SAB, TH, and MP will meet to attempt to solve ongoing issues around logging gases on LabCup. **DM/SAB/TH/MP**

It was also agreed that DM, DW, and TH will meet to discuss creating a department policy and template on metadata of samples to comply with standards of FAIR and open data. **DM/DW/TH**

- f. Nothing to report.

g. Nothing to report.

h. Nothing to report.

v. Nothing to report.

## 7. Items

i.

a. Two overdue actions from an inspection that occurred a few months ago. One has since been resolved, one is still outstanding.

b. Nothing to report.

ii. Accidents and Incidents

a. 3 medium actions – all closed

b. No outstanding actions.

iii. Update on Risk Assessments

A total of 280 RAs have been identified as being required across the department (including RTPs), of which 243 are in place. This is a 3% increase in completion rate since the last reporting period.

iv. Update on Training

SAB informed the committee that completion rates for the three mandatory trainings remain stagnant:

DSE: 35.1%

Fire Safety: 41%

H&S Induction: 31.7%

TH made a recommendation to the committee that at the next all staff meeting we ask everyone in the department to complete the three mandatory training courses regardless of when they were last completed. The committee could then issue reminders to everyone every three years when the renewal date for the trainings was approaching.

SAB informed the committee that for the 2025/2026 academic year, Community Safety will be launching a communication app called SafeZone. This can be downloaded by all staff and students and there will be training drop-in sessions available. SAB will disseminate information at the next all staff meeting. **SAB**

## 8. AOB

MN passed on his thanks to KT, SAB, and colleague for all their hard work on the clean rooms.

TH and the committee thanked RJ for all of his hard work over the years. He has been a great support to the committee and an invaluable help to TH as committee chair. The entire committee wishes him all the best in his well deserved retirement.

## 9. Date of next meeting – September 2025

**Actions:****Actions from September 2024:**

Item	Action	Responsible	Status
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	Ongoing

**Actions from November 2024:**

Item	Action	Responsible	Status
6	Raise with ASSURE the issue of our risk assessments not being accessible enough (poor font size, text colour etc.) and speak to the accessibility team to find out where this can be improved.	GH	Ongoing

**Actions from March 2025:**

Item	Action	Responsible	Status
4	Ask Estates to come over to Millburn to check the location of two gas sensors which are close to failing.	GH/BB	Ongoing
7 iv c	Distribute emails to the department to start to put together a list of UV/EMF/Microwave sources and the people who have access to them.	BG/JA	Ongoing
8 iv	Send out an email to the department asking everyone to complete the three mandatory training courses, providing links to both the initial and refresher training courses.	JA	Ongoing
	Add the overarching risk register for the department to the front page of the H&S web pages.	SAB	Ongoing

**Actions from July 2025**

Item	Action	Responsible	Status
5	Send an email out to staff informing them that the printer was now in working order.	JA	
	Arrange for the committee to receive a summary of the chemical inventory of the department, with a focus on the most dangerous substances, on a biannual basis.	TH	
6 iv a	Draft a policy for ongoing inspections of the oxygen depletion monitors.	RJ	
6 iv e	Meet to attempt to solve ongoing issues around logging gases on LabCup.	DM/SAB/TH/MP	
	Meet to discuss creating a department policy and template on metadata of samples to comply with standards of fair and open data for academic papers.	DM/DW/TH	
7 iv	Disseminate information at the next all staff meeting regarding SafeZone.	SAB	

**Assurance**

Assurance Level: **Limited**

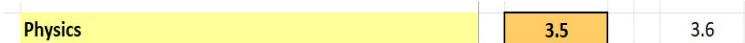
Limited Assurance Definition: Whilst there are some areas of good control, design and implementation, there are also a number of significant weaknesses which need to be addressed.

Assurance comes from the three lines of defence model. This is a useful tool to help committees understand where their assurance is coming from.

Both KPIs 1 and 2 are currently below the 95% target. KPIs 3 and 4, whilst improving, are currently falling short of the 95% target.

**Risk Profile**

Below is the department residual risk summary score. Residual risk is the risk that remains after attempts to reduce a risk have been made. This risk total consists of individuals weightings: physical, chemical, biological, organisation and assurance. Risk profiles are reported to UHSC.



**University Key Risks**

Batteries/battery storage

Progress has been made using a battery inventory system to locate batteries and track them.

Vehicle movement

Vehicle Safety Working Group established and providing oversight of actions from an audit carried out by Estates Compliance and Assurance. Risk has been increased recently due to traffic hazards presented by forthcoming construction projects – further work is required by the Capital Projects team including reports to UHSEC.

PUWER (Work Equipment)

A full work equipment audit planned for July 2025, after gaps in risk assessments have been addressed

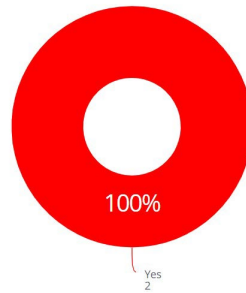
COSHH (Hazardous Substances)

Labcup has been implemented with Chemistry and is in progress for Engineering, Physics, WMS and SLS. WMG will be the final department to adopt. Improved monitoring of chemicals will help facilitate a full audit in Summer 2025.

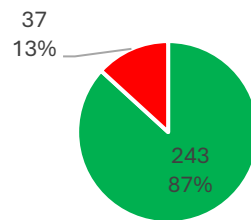
**General Commentary**

SafeZone is being launched by Community Safety for the start of the 2025/2026 academic year. This is communication app which can be downloaded by all staff and students. This will improve contact with Community Safety during emergency responses (first aid, building evacuations, lone working, out of hours working etc).

**KPI – 1 Are Inspection & Audit open actions overdue?**



**KPI – 3 Completion of Risk Assessments**



- Risk Assessments completed
- Risk Assessments missing

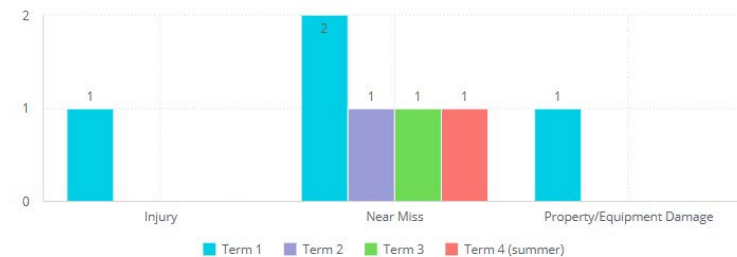
A total of 280 RAs (space & equipment) has been identified as being required across the Department (including RTP's), of which 243 are in place. The completion rate has increased since the last reporting period by 3%. Work will continue to close the missing RA's with Space Owners & Principals Investigators.

**KPI – 2 Are Incident open actions overdue?**

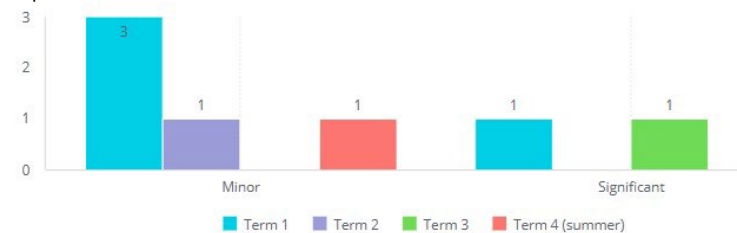
During the reporting period there were 3 medium actions relating to incidents. There are no open actions overdue at end of this reporting period.

**Incident data for reporting period**

The table below shows the number of incidents by type per term during the reporting period. No clear incident H&S incident trends. Continue to encourage employees to report all incidents, including near-misses and minor injuries. Ensure they understand that reporting is a crucial part of maintaining a safe workplace.



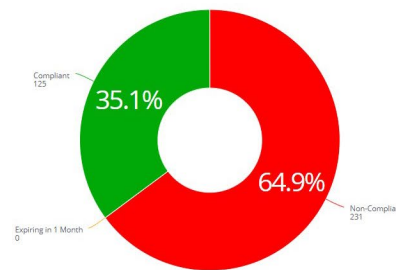
The table below shows the severity of incidents per term during the reporting period.



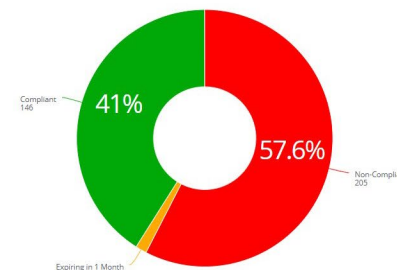
**RIDDORS for reporting period: 0**

**KPI 4 – Completion of Mandatory Training**

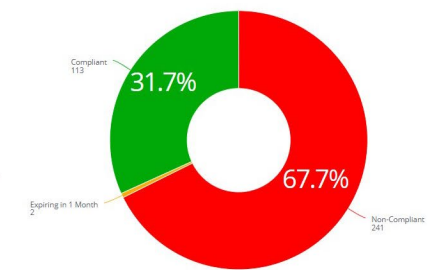
Data is now available via the Assure People Module. Reporting from the system is not yet fully functional, but this is in the process of being addressed. In the meantime, departments can have access to 'read-only' data respectively. Data for period 01/10/2024-28/07/2025



**DSE**



**Fire**



**H&S Induction**