

Minutes of the Health and Safety Committee Monday 30th July 2024

Present:

T Hase (Chair, TH), J Acton (JA), R Johnston (RJ), S Burrows (SB), D Mayoh (DM), J Duffy (JD), S Andrews-Brown (SAB), S York (SY), K Jewkes (KJ), V Kantsler (VK), M Prokešová (MP), G Hakes (GH), A Bastable (ABa), A Bunting (ABu), D Gibbons (DG), M Amini (MA)

1. **Apologies** – S Clark, J Weston, M Mills, G Loach, D Walker, K Branch, A Burton, M Newton, K Thompson
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**

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

TH informed the committee that Dinu Iuga has been proposed as the representative to the committee for Millburn House. There was strong support for the idea.

[Sep 19th 2023: 4] GH and ABa will investigate SB's outstanding ticket regarding ongoing issues with the fire doors in the Physics Teaching Labs.

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

5. Chemical Inventory Update

TH reported that the roll out of LabCup in the department is in its final stages, most labels have been printed and are being applied by PIs. Wafers and dewars will be exempt from LabCup categorisation.

SAB has updated the chemical ordering procedures. In the future, PIs will print labels when they pick up their chemicals in stores. This isn't quite ready so in the interim, SAB or RJ will print for PIs.

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. MA presented to the committee a map of planned works and evacuation routes for the new building (Figures 1 & 2). A temporary access road will be created through the building site to act as a delivery drive until a permanent access road can be created. Simulations based on fire trucks were used to test suitability and gate size. The temporary road will be gated and manned during construction hours with access to physics stores retrained.

There will be two temporary evacuation routes for each building (Physics and Physical Sciences). In 8 months, construction will need to block out the space in front of physical sciences and this will further impact these evacuation routes. MA, DG, and the STEM Connect team are looking at

creating alternative evacuation routes in this eventuality. Fire engines will be able to access Physics and Physical Sciences using the temporary road.

TH raised concerns about part of the evacuation route for Physics which narrows to the width of small footpath. MA assured the committee that the Connect team would double check to see if the evacuation route was feasible or if it could be potentially widened. 24/7 evacuation is needed.

GH and Abu confirmed that the department was overdue a fire evacuation test, and so the temporary system would be tested. **GH/GL/ABu**

It was agreed that DG will distribute comms via RJ to all staff regarding the new fire safety protocols. **DG/RJ**

RJ and KJ raised concerns about deliveries coming up the temporary goods drive, noting that the Nitrogen delivery lorry is likely to be larger than fire engines and make use of the roads more frequently. There was some concern about these large lorries leaving the site. STEM team will relook and make sure the proposed system works for the larger lorries. The MA suggested that it was possible to widen the gate or look at other possible amendments. GH suggested contacting BOC directly to see how they would want to proceed, whether it would be viable for them to reverse in, whether they would need a banksman, and what to do about out of hours deliveries. **RJ/KJ**

DG and MA suggested to the committee that they would be interested in attending further committee meetings to provide updates and receive feedback.

iii. Updates regarding estates

None received.

iv. Reports from H&S Coordinators

- a. RJ informed the committee that gas systems checks have recently been completed.

KJ updated the committee that he has received very little response to 3 emails regarding replacing expiring gas regulators. RJ and SAB will go around and remove them if they expire without being replaced.

KJ reported that PAT testing will commence for two weeks in early September.

- b. Nothing to report.
- c. GH informed the committee that a log/inventory of all UV sources is being developed.
- d. JD informed the committee that he is still waiting for a Radiation Protection Officer to be appointed, as he is carrying out tasks that should be carried out by an RPO. GH informed JD that an appointee has been identified and will be receiving training.
- e. Nothing to report.
- f. Nothing to report.
- g. Nothing to report.
- h. Nothing to report.

- v. The action plan developed by TH and SAB will be reviewed by the committee at the September meeting.

7. Items

- i.
 - a. 12 audits (including BSI and Internal), 6 inspections.
 - b. SB informed the committee that there are no overdue inspection or audit related actions.
- ii. Accidents and Incidents
 - a. There were 3 near misses and 1 incident of equipment/property damage.
 - b. No actions were raised.
- iii. Update on Risk Assessments
 - 78% of risk assessments (101) approved.
- iv. Update on Training
 - SAB confirmed that tracking of mandatory training is being moved to the ASSURE system.

8. AOB

TH and the rest of the committee commended SAB on all her hard work in preparing for the audit and implementing LabCup and ASSURE.

The committee reviewed the H&S Responsibilities document that had been distributed by MP and requested the following changes:

- Rewording of the phrasing 'significant risk' to better clarify when risk assessments are required, providing some examples and explicitly mentioning COSHH.
- Clarifying that RtPs are not only responsible for disposal and destruction of samples, but also for returning them to the third party where relevant.
- Clarification that for the purposes of the BSI audit, Physics and the RtPs are considered separate entities.

9. Date of next meeting – September 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.	ABa	Ongoing
6	List of what has been tested; when it was tested; and when it next needs testing.	SH/GL	Ongoing

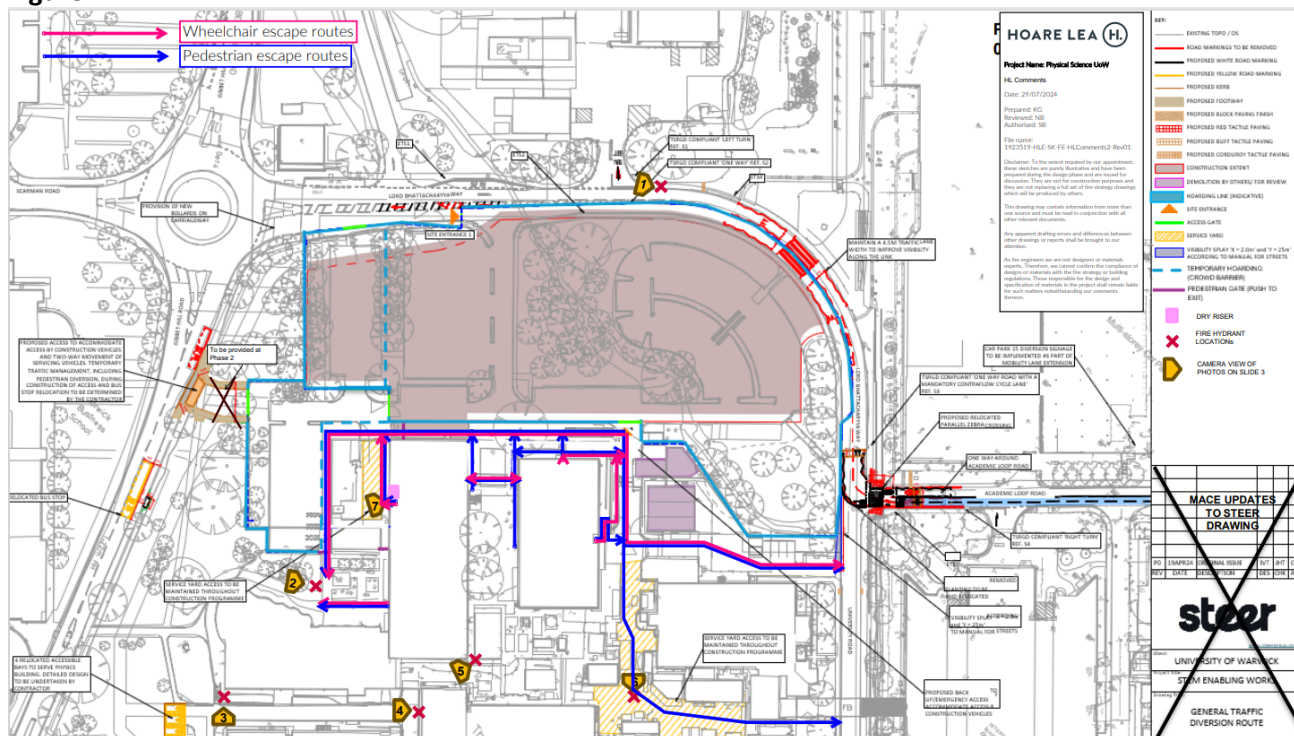
Ongoing actions from September 2023:

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 July 24:

Item	Action	Responsible	Status
5	Finalise labCup printing procedures	SAB/TH	
6 ii c	Carry out a fire alarm test to stress test the new temporary fire safety protocols.	GH/ABu/GL	
	Distribute comms to all staff regarding the new temporary fire safety protocols.	DG/RJ	Completed
	Contact BOC regarding the temporary delivery drive and what arrangements they might require for gas deliveries.	RJ/KJ	

Figure 1:



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	

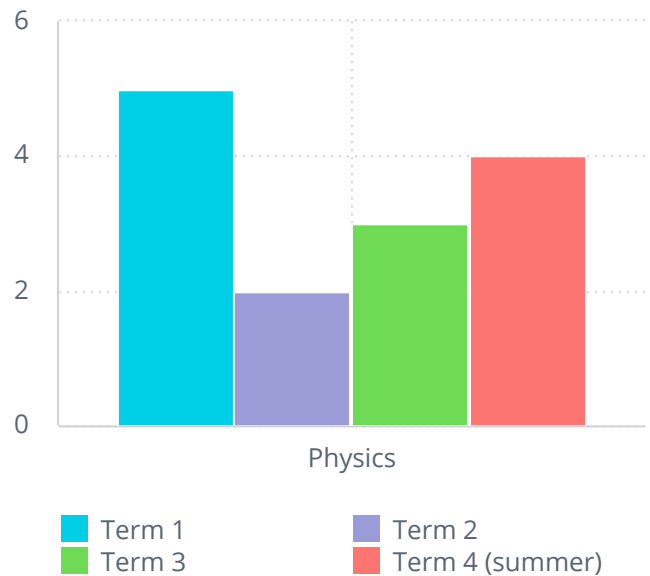
Incidents By Type

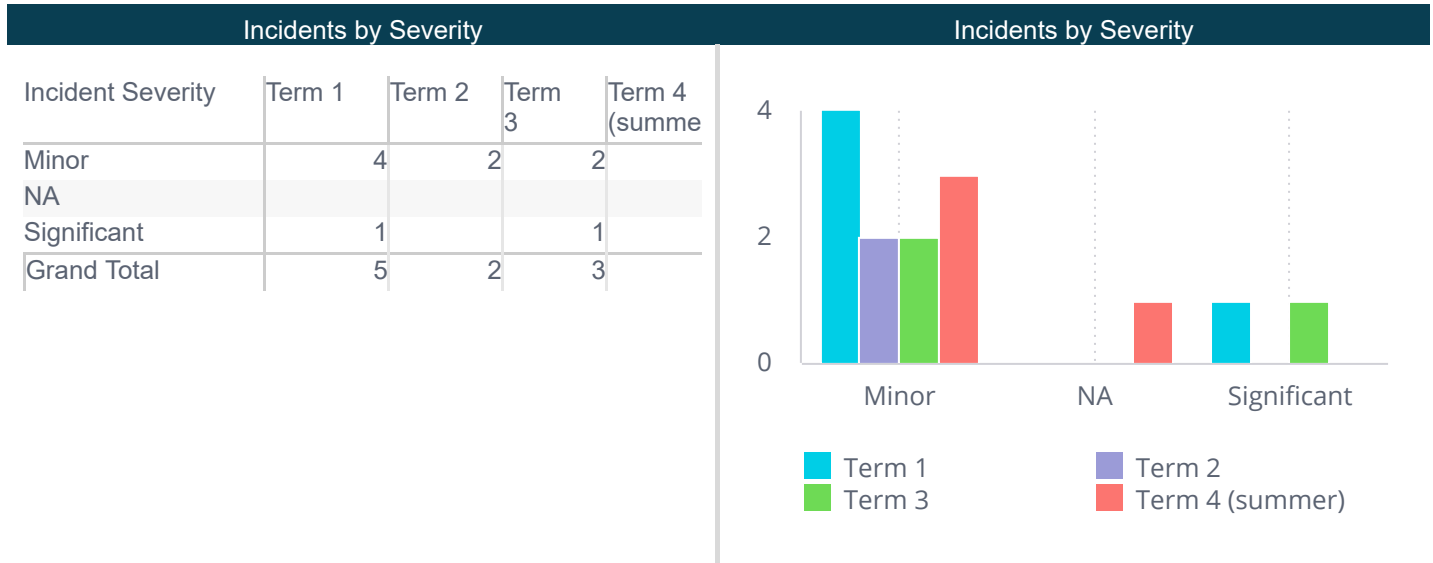


Incidents by Org

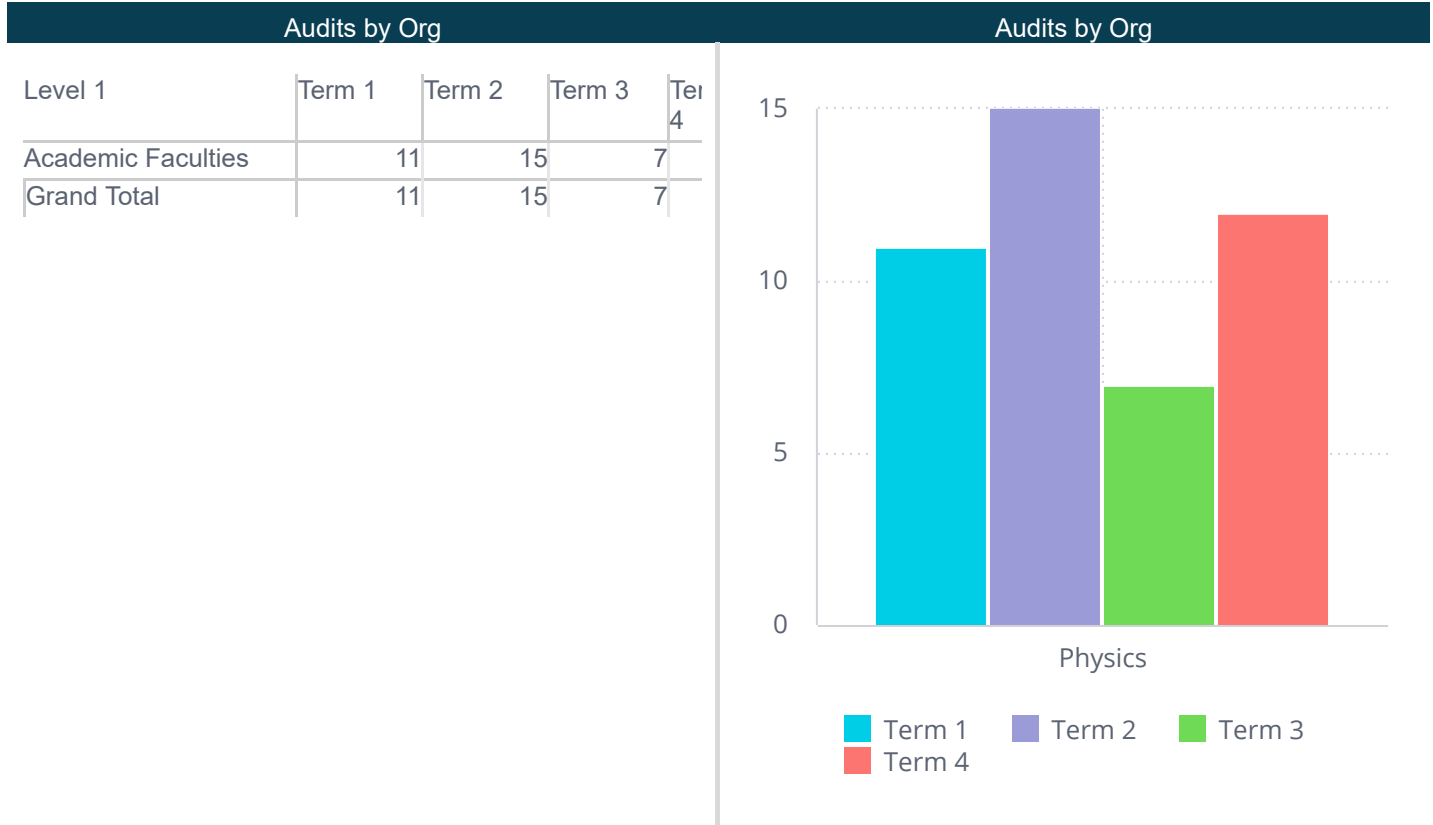
Name	Term 1	Term 2	Term 3	Term 4 (summer)
Physics	5	2	3	
Grand Total	5	2	3	

Incidents



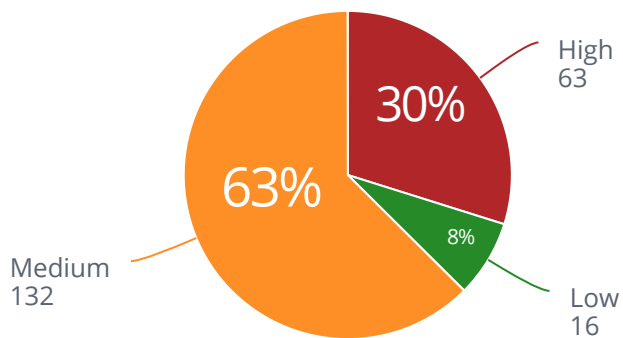


Audit Data

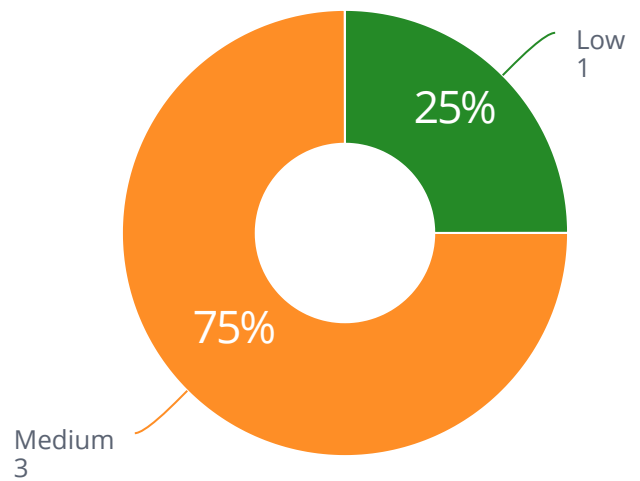


Actions Data

Actions by Priority (Audit)

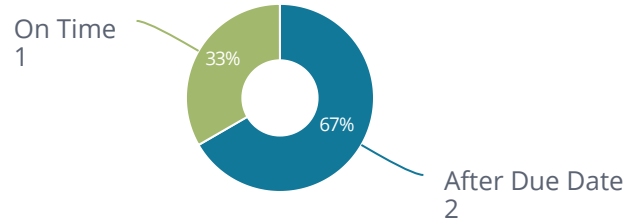


Actions by Priority (Incidents)



Stage when Closed Action Completed (Audit)

Stage when Closed Action Completed (Incident)



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

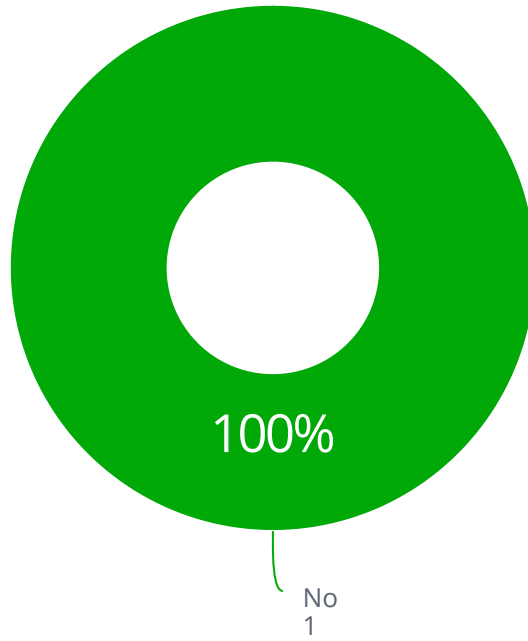
No Results



- KPI 1. Summary

No Results

• KPI 2. Are Incident open actions overdue?

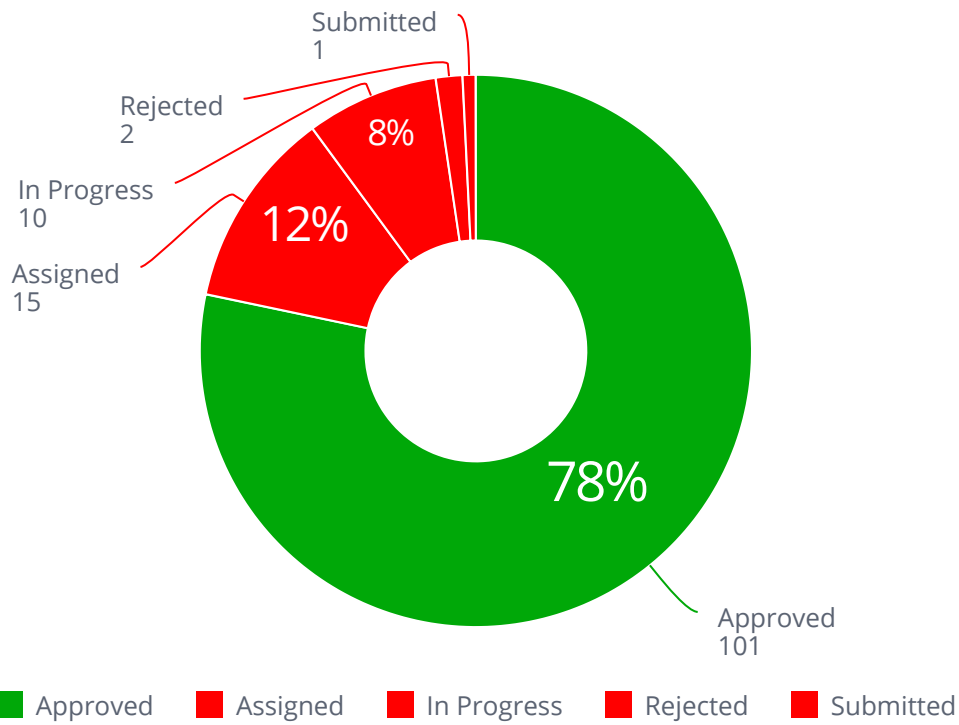


• KPI 2. Summary

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	6077	7/17/24	Robb Johnst...	Create a pre-user checkl...	7/31/24	Robb Johnst...	Low	Not Started

Risk Data

• KPI 3a General RA by Approval Stage



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

