**School of Environment, Education & Development**

**The University of Manchester**

**Minutes of the Health and Safety Committee held on Monday 21 November 2016 at 2.00pm, in the 1st floor Nile meeting room (1.006), Arthur Lewis Building**

**Present:** Tim Allott, James Backhouse, Suzi Edwards, Janice Dodds, Jonathan Lillie, John Moore, Kerry McCann, Arthur Nicholas, Lynda Rowlinson (Minutes), Manuel Silva, James Whitehouse, Rosie Williams

**Apologies:** Shelley Darlington, Peter Jacomb, Peter Leigh

**Introduction**

TA thanked colleagues for attending the meeting and explained that the Health and Safety Committee should meet bi-annually.

1. **Confirmation of minutes of last meeting**

**Action:**

TA requested that MIE Lab management remained on the agenda.

JM to place Risk Assessment on the staff intranet for working in G.023 Spectroscopy Laboratory.

1. **Matters for Discussion**
2. **School Health and Safety Policy (RW)**

The Health and Safety Policy for the School of Environment, Education and Development is annually updated to reflect any changes in health and safety practices.

**Action:**

TA asked if colleagues could take time to look through the Health and Safety Policy and notify LR of any changes, or inclusions that may be necessary. The document can be found by visiting the following link:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=25919%20>

1. **Risk Assessment (RA) Update (SE)**
   1. Following a woodland fieldwork trip and the disturbance of a wasps’ nest, resulting in staff and students having to be treated for insect bites, SE confirmed that insect bites would now be a standard item on the Generic Risk Assessment
   2. SE reported that as part of her role in ethics, she is combining the residential fieldwork risk assessments from the School of Education and the School of Environment and Development. Particular attention is being given to Lone Working and having a signature box inserted in the RA to ensure the document has been read.

**Action:**

SE to complete the documents and roll out when approved.

1. **Incident Report May 2016 – Richard Mbilinya MSC Student** **(AN/LR)**

AN had requested that this incident was added to the School’s Health and Safety Committee agenda as a similar incident had occurred previously and AN wanted to ensure that the School had a robust system in place from preventing any further occurrences. TA requested that a robust guidance procedure is put in place of head counting students on and off transport, and communicating to students the consequences of leaving a vehicle once a headcount had been carried out.

**Action:**

RW/SE and James Walker to action a communication strategy. TA to sign off on Chair’s action and undertake a review of the communication strategy.

1. **Systems in place for reporting near misses, accidents and incidents (LR)**

There is a lack of awareness on how to report near misses, accidents and incidents. In order to make colleagues in SEED aware of this process it has been included in the Health and Safety Induction process for all new and transferring members of staff.

1. **Report on recent ALB Fire Evacuation (LR)**

An email had been received from a SEED colleague in the Arthur Lewis Building noting the lack of urgency in building users evacuating the building. This evacuation preceded the annual Emergency Fire Evacuation carried out by Health and Safety Services, which reported an efficient evacuation process, had been carried out.

Discussion was held on the duty of care academics and lecturers have towards their students, in ensuring their swift evacuation from buildings during fire evacuations.

AN explained that there are three strands to Fire Evacuation Marshal training, details of which are on line (<http://www.healthandsafety.manchester.ac.uk/toolkits/fire/training/>).

PJ had sent his apologies, but wanted to note that the Tuesday market stall holders had been notified to avoid the south entrance of the Arthur Lewis Building when setting up their stalls, in case of an emergency evacuation.

JM requested that the Geography Lab were notified of any practice evacuations, so they can ensure no experiments are set up at this time.

**Action:**

LR to notify JM in advance of any future practice evacuations.

1. **Prompt reporting of internal and external Building and Environment defects in the prevention of accidents (LR)**

Following a number of accidents involving SEED colleagues on public realm areas, emphasis was placed on the importance of reporting any hazards colleagues may come across i.e. raised flag stones, holes etc., either directly to the Estates Helpdesk, or to LR, who will report them on their behalf.

**3. Items for information:**

1. **Health and Safety Action Plan (LR)**

LR encouraged colleagues to submit any good practices specific to Health and Safety for inclusion on the Health and Safety Action plan, which is annually submitted to Faculty as part of the monitoring process.

**Action:**

All

1. **PAT Testing – ALB, EWB, HBS Building (JL)**

JL confirmed that the PAT testing had been carried out across the three buildings, and a thorough report had been received. There had been difficulty accessing the laboratory in the Ellen Wilkinson Building.

**Action:**

RW to identify someone to take responsibility for the Secondary Teaching Laboratories.

1. **Safety Circular 1/2016: Travelling abroad, the risk of terrorist attack (LR)**

It was noted that the above document had been uploaded to the School’s intranet.

**4) Accident and Near Miss Reporting**

LR reported that there had been an increase in accident reporting, but this could be a result of colleagues being made aware of the procedure of reporting accidents and incidents.

**5) Any Other Business**

JW asked if a report to Estates could be made to reduce the temperature of the heating to A Block Ellen Wilkinson Building.

**Action:**

LR to place a request with the Faculty Estates Office requesting the heating is turned down.

TA spoke on the importance of communication and what we choose to communicate to colleagues, and making Risk Assessments, particularly for day trips, more robust.

**Action:**

SE will produce a card for students providing information on key contact details.

AN provided the following Advisory Notice information:

Schools are requested to review risk assessments for activities involving hazardous liquids under pressure in syringes. Where luer-lock syringes are not available additional control such as full face visor should be considered.

**Action:**

JM and JB to include in the RAs for the Geography Laboratories and Architecture Workshop.

**6) Date of next meeting**

The date of the next meeting is Thursday 11th May 2017, at 2.00pm in the 1st floor Nile meeting room, Arthur Lewis Building.