

The University of Manchester

SEED Health and Safety Committee

Thursday 11th May, 2pm

Attendees:

Tim Allott, Katrina Clark (Suzi Edwards), Jim Backhouse, Tom Bishop (John Moore), Shelley Darlington, Janice Dodds, Jonathan Gawn (Arthur Nicholas), Jas Hamer (Robert Buck), Peter Leigh, Jonathan Lillie, Lynda Rowlinson, James Whitehouse, Rosie Williams

Present:

Ruth Rawling - Minutes

1. Apologies:

Robert Buck, John Moore, Kerry McCann, Arthur Nicholas, Nicholas Ritchie, Manuel Silva

2. Minutes of previous meeting – 25th November 2016

Amendment to previous minutes item 2b): SE requested that this should have read that SE is pulling information from the MIE ethics Risk Assessment and integrating that with the current SEED Generic A and B Risk Assessments. Where RAs are included as part of the ethics application the sign off from the Supervisor on the application is confirmation that they have read and agreed to the RA attached to the application.

Residential Fieldtrips will have a separate RA and a policy will be created on how these should be approved which SE will roll out.

3. Matters arising from previous meeting

Item	Responsibility	Action	Update
1		Management of MIE Labs agenda item	Item 5b) on today's agenda
2 (a)	All	Update changes to SEED H&S Policy	Received updates. Policy document is in the process of being updated.
2 (b)	SE	Risk Assessment update for insect stings	Approved by HoS – completed
2 €	All	LR to notify JM in advance of future practise fire evacuations	Completed
3 (a)	All	Good practise examples to LR for inclusion in the H&S action plan	Completed
3 (b)	RW	Management of MIE Labs	Item 5 (b) on today's agenda
5	LR	Turn down heating in EWB	Completed
	SE	To produce key contact cards for students	Completed

	JM/JB	Update RAs to include hazardous liquids under pressure in syringes	Completed
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4. Health and Safety Action Plan

The Health and Safety Action Plan is linked to the HASMAP audit, which is carried out annually in SEED, the action plan serves as a reminder for this document. LR requested to be notified of any testing, training or other good practices which can be fed into the Action Plan.

5. Matters for Discussion

a) Safety items raised by PGR Students (JW)

James Whitehouse brought to the table a range of Health and Safety related matters on behalf of fellow PGR students.

Issue	Description	Discussion	Action
Fire alarm practice	Student with a disability made to evacuate the EWB building down a flight of stairs from the 5 th .	<p>Lengthy discussions were held on this matter. To avoid such situations students who declare disabilities are registered with the Disability Advisory and Support Service (DASS) then a Personal Emergency Evacuation Plan (PEEP) is prepared for that student. University staff should inform their line manager of any disabilities either pre-existing or recently incurred and a PEEP can be put in place. It is then the responsibility of the holder of the PEEP to make sure they know the refuge areas in the buildings they may use.</p> <p>The incident could also reflect the requirement for refresher training of the FEM.</p> <p>JG reported that during a recent fire evacuation in ALB it came to light that a member of SoSS staff did not have a PEEP in place. LR confirmed that discussions on PEEPs are included on the SEED induction check list.</p>	<p>KC to raise this with Monique Brown.</p> <p>LR will look into who the FEM was and review training needs.</p>
Condition of carpet in Ellen Wilkinson room C1.19/20	Torn carpet	SD reported the carpet has been taped to remove the immediate trip hazard; however the carpet does need replacing to avoid further deterioration and future	PJ will review the condition and possible replacement of the carpet.

		incidents.	
Ellen Wilkinson security	Students are concern about unauthorised access and theft. PGR students are using the building during weekends and evenings when the building is quite empty so it would be useful if the University could increase security patrols in the building during these times. The University should install a card entry system at the rear (large entrance) into A block near the café to reduce unauthorised access (C block has a staffed entry point).	PJ confirmed that security staff regularly patrol the EWB during the evenings and early mornings. PJ is aware that the B Block entrance does not lock behind someone leaving the building and is looking into the possibility of swipe access.	PJ to report back to the committee about the swipe access to B block EWB.
Ellen Wilkinson signage	Concerns about the lack of clear signage around B and C Blocks in EWB.		JW to report any signage which needs updating to either LR or SD.
Ellen Wilkinson first aid kits	Locations of first aid kits, particularly in C Block are a concern.	As EWB is a multi-user building, SEED has first aid kits in its areas only. First aid kit to be added to the student hub.	LR to organise additional first aid kit.
Ellen Wilkinson lighting	Insufficient lighting across C Block (opposite Samuel Alexander Building) causing a potential hazard and stress to PGRs when leaving the office in the dark.	PJ asked for further clarification as to the exact location of the lights.	JW to clarify location. PJ to discuss with the estates team.
Ellen Wilkinson kitchens	Limited access for PGRs to kitchens; some designated staff only; not conducive to productivity thus increasing stress.		KC to raise this with Monique Brown.
Ellen Wilkinson social space	No designated PGR social space to foster networking and collaboration, which could reduce stress and promote wellbeing; opportunity to locate social space in vacated areas of EWB.	There is a designated common room in EWB. SD confirmed notice boards have recently been installed.	KC to raise with Monique Brown about communicating this to the PGR students.

5b) Management of MIE Laboratories (RW)

LR reported that John Moore is working with Rob Buck and Jas Hamer on Health and Safety aspects of the MIE labs, with the intention of sharing resources and bringing the management of the labs into the School structure. This will enable a central record of all SEED labs to be held and make future Health and Safety audits easier to respond to. A meeting is being held on 30th May to discuss the finer details.

5c) Reporting procedure for Accidents/Incidents on Residential Fieldwork Trips (KC)

KC reported that guidelines have been created for the reporting of an accident, incident or near miss during fieldwork. Fieldwork leaders are requested to complete either a Health and Safety Accident Form, or Incident/Near Miss Form, including nil returns, within 15 days of returning. This will be built in to the fieldwork handbook for all trips.

An emergency contact card has been designed and has been given to all students on trips. RW requested early reporting to herself and TA when an incident occurs on a trip.

5d) General Fire Safety Issues (LR)

Due to the recent fire at the Christie Hospital site the School Safety Advisors have been asked to report how many fire marshals are in each building. HBS and ALB are well covered however EWB has irregular cover due to recent staff moves and a number of SEED staff retiring. LR confirmed this was raised at the recent Building User Group meeting and other Schools and Departments located in this building are seeking volunteers. It was confirmed that PGR students and Research Associates are able to volunteer for the training.

Action – TA to raise Fire Marshal Training at the next HoDs meeting.

6. Items for Information

6a) Update on Health and Safety Practices for Architecture Workshop collaboration with MMU

JB reported that he had attending a meeting with MMU to collate the induction records across UoM and MMU. A shared drive is being used to collate the data where records of every student's induction will be held.

6b) Updated Generic Risk Assessment

Suzi Edwards has updated the overseas fieldwork risk assessment and this has been uploaded to the school intranet.

6c) Safety circular 1/2017 Lone Working

This is for information. Notices on Lone Working are also displayed at the entrance to ALB.

Action – LR to display this in EWB and HBS Buildings.

6d) Provision and Use of Work Equipment (PUWER) submission to Faculty (LR)

LR reported that the above questionnaire had been completed for both the Geography Laboratories and the Architecture Workshop and returned back to Faculty.

6e) Wider lessons arising from internal Health and Safety Audits and incorporating into 2-17/2018 HASMAP audits

Action – JB and John Moore to review this for the next meeting to highlight changes.

New PIs will supervise RAs and this will be included in the induction checklist.

7. Accident and Near Miss Reporting

a) Accident with disc sander – 5.05.17

Action JB – will arrange for signage to be placed next to the sander highlighting danger.

b) Raised flagstone between ALB and AMBS construction work – 26.04.17

This had been reported to the Estates Helpdesk.

c) Manual Handling incident lifting chairs – 20.04.17

An accident investigation was carried out.

d) Accident with disc sander (reported retrospectively) 14.03.17 – As above.

e) TA briefly reported x2 incidents on fieldwork trips relating to pre-existing medical conditions. Occupational Health had cleared the individuals for travel but health concerns flared up whilst away. TA will report in more detail about this at the next committee meeting. TA noted the staff dealt with the incidents in a very dedicated manner.

8. Any Other Business

The HASMAP auditor Sheila Chisolm has completed the SEED audit and has arranged a closing meeting with TA, RW and LR.

Date of Next Meeting

The next meeting will be held on **Thursday 16th November 2017 at 2pm** in the 1st floor Nile meeting room, Arthur Lewis Building

Summary of Actions:

KC to raise student PEEP with Monique Brown.

PJ to review provision of a new carpet to room C1.19/20 EWB.

PJ to report back to the committee about the swipe access to B block EWB.

JW to report any signage which needs updating to either LR or SD.

LR to organise additional first aid kit to the student hub area in EWB.

KC to raise PRG student kitchen access with Monique Brown.

KC to raise with Monique Brown increasing communication regarding the designated common room to the PGR students.

TA to raise Fire Marshal Training at the next HoDs meeting in June.

LR to display 1/2017 Safety Circular in ALB.

JB to create new safety sign for the disc sander.