

**School of Environment, Education and Development
The University of Manchester**

Minutes of the Health and Safety Committee held on Monday 16 October 2017 at 2.00pm, in room A3.12, Ellen Wilkinson Building

Attendees:

Tim Allott (Chair), Katrina Clark, Jim Backhouse, Monique Brown, Martin Evans, Peter Jacomb, Peter Leigh, John Moore, Kerry McCann, Patrick Murray (UNISON Representative), Nicholas Ritchie, Lynda Rowlinson, Rosie Williams

Present:

Shelley Darlington - Minutes

1. Apologies:

Robert Buck, Janice Dodds, Jonathan Lillie, Arthur Nicholas, Manuel Silva

2. Minutes of previous meeting – 11th May 2017

The Minutes of the last meeting were approved as a true record.

3. Matters arising from previous meeting

| Item | Responsible | Action | Update |
|---------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 5a) | | | |
| Fire alarm practice | LR | No PEEPs in place for the student. No trained FEM available with the knowledge of where local refuges are located, of how they are used. | Actioned. |
| Condition of carpet in EWB room C1.19 | PJ | Update to be provided at this meeting | PJ to check and report back |
| EWB Security | PJ | Security has confirmed they check the building regularly during out of hours. PJ to confirm if the lock on the entrance door in B Block has been replaced. | PJ reported new spring return lock to be fitted |
| Signage | LR | | Actioned |
| First aid kits | RW | First aid kits placed in student hub (BG.14) and A1.18 | Actioned |
| Lighting | PJ | Foyer lighting meets standards. Maintenance carried out on external lighting, and this will be reviewed during prior to the onset of darker evenings. | Actioned |
| Kitchens | KC | Kitchen located on 3 rd floor C Block for use by PGR students Access to kitchen facilities in room B2.1. | Actioned. MB to communicate this to the PGR students. |
| Social Space | KC/MB | Directional signage to the Common room improved and increased. Improvements made to the Common | Actioned. MB to communicate to |

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|----------------------|-------|-------------------------------------------------------------------------------------------------|------------------|
| | | room to encourage students to use the space. | the PGR students |
| 6e) | | | |
| Wider Lessons Learnt | JB/JM | Following the recent HASMAP audit these lessons were addressed and good practice reported back. | |
| 7d) | | | |
| | JB | Safety sign placed by the Workshop sander | |

4. Health and Safety Action Plan

The Health and Safety Action Plan supports the annual HASMAP audit by providing information on planned and completed actions relating to Health and Safety carried out by SEED colleagues.

5. Matters for Discussion

a) HASMAP audit – TA/RW/LR

TA talked about the recent Health and Safety Management Profile (HASMAP) audit. The audit takes place every four to five years in a selected School. The purpose of the audit is to review the health and safety management within the selected School. It was agreed that the focus of the audit in SEED would be Residential and day Fieldwork trips in Physical Geography and the Global Development Institute (GDI). The audit provides a good framework to work from. Upon completion by SEED the report was submitted to Patrick Seechurn in Health and Safety Services and a subsequent summary of actions from the audit process has been received, with actions to be completed within an agreed timescale.

LR was thanked for her contribution in collating and submitting the information required for the audit.

b) HASMAP audit recommendations:

1. Health and Safety Policy – LR to circulate an electronic copy to Committee members for their feedback and comments. The Policy document will then be updated, signed by TA and ME and submitted to Health and Safety Services as part of the agreed actions. The Policy will be made available on SEED's intranet for reference purposes.
2. Notes to accompany General Risk Assessment Forms – LR reported that these had recently been updated by Health and Safety Services, and should replace all existing notes attached to RAs.
3. H & S Committee Terms of Reference – As part of the HASMAP audit it was advised that there should be Terms of Reference in place. LR welcomed feedback on the contents.

c) Fire Evacuation Report – Arthur Lewis Building

The evacuation was well covered by fire marshals within the Building. A problem with automatic front door and communication audibility from the refuge area. These are to be resolved Estates.

6. Items for Information

- a) Safety Circular 2/2017 – First Aid Arrangements – *attached* – LR

Noted.

- b) Safety Circular 3/2017 – Changes to University Health and Safety Policy and related documents – *attached* – LR

Noted.

- c) Safety Circular 4/17 – Availability of Hepatitis B Vaccine

Discussions were held about the lack of Hepatitis B vaccine for fieldtrips, which is a global shortage. The advice is that students can still travel. Occupational Health provided advice on washing hands, food hygiene; not eating salads washed in local water.

Action: KC speaking with Occupational Health about this issue week commencing 23 October.

- d) Combined Accident/Incident/Ill Health notification form – *attached* - LR

Action: LR will arrange for the form to be uploaded onto SEED's intranet and included in Health and Safety Inductions.

- e) Defra Licence received to import, move and keep prohibited soil for chemical and physical analysis – *attached* – JM

JM reported that now we have the licence this will be relayed to students.

7. Items for Discussion:

Fieldwork – KC/NR

NR spoke at length on students attending both residential and day fieldwork trips with pre-existing medical conditions. Currently students are not obliged to declare these before travelling, and in not doing so this has resulted in emergency medical treatment being required whilst overseas. Concerns were raised that students may not be covered by the University's insurers if they do not declare existing medical conditions.

KC and NR confirmed that they are putting in place a more robust process for trying to capture pre-existing medical conditions that students may have before travelling, and any essential medication which they may currently be prescribed and require whilst overseas.

Information from all students will be gathered using Select Survey. This information would then be reviewed and any students declaring mitigating circumstances or DASS records would be referred to Janice Dodds, the Student Experience and Support Manager, who would meet with the student.

Any pre-existing medical conditions and medication would be considered in relation to the country the student was visiting, and if deemed necessary the student would be referred to their own GP, along with an itinerary and information of the type of fieldwork being undertaken. The individual's GP would be required to sign the student off as medically fit to travel.

Students will still be referred to Occupational Health for inoculations for international fieldtrips and, should students declare any ill health at this stage, fitness to travel can be signed off by Occupational Health.

Checks will also be made to ensure that students have EHIC cards.

Discussions were held whether staff should be expected to declare any pre-existing medical conditions, again for insurance purposes.

It was confirmed that pre and post meetings, before and after the trip, to discuss what has gone well and what hasn't will be held.

Following on from fieldwork trips held this year the reporting of accidents, incidents or ill health has now been improved and updated and as soon as practicably possible the Field Course Leader is expected to inform the Fieldwork Team by telephone (emergency contact details are provided to all fieldwork staff in their departure pack one week before) of the initial incident, and is required to complete and submit an Accident/Incident/Ill Health Notification Form using the link below within 12 hours, unless in exceptional circumstances.

<https://apps.mhs.manchester.ac.uk/surveys/TakeSurvey.aspx?PageNumber=1&SurveyID=983M4841&Preview=true>. Following completion the form is submitted directly to seedschooloffice@manchester.ac.uk which is monitored by School Office staff throughout the working week.

This information has been updated in the Fieldwork Handbook and the SEED Health and Safety Policy.

KC confirmed that business type cards containing contact information had been printed and will be distributed to staff and students.

It was also noted that as each fieldtrip is unique, this needs to be reflected in the form of a bespoke risk assessment for each and every trip, and separate RAs will be produced.

MB reported that PGR fieldwork is managed separately and the current processes are under review.

Action: MB & LR to discuss processes

8. Accident and Near Miss Reporting

- a) 4 April 2017 – Crete medical emergency (Residential field trip)
- b) The above form had been submitted to Health and Safety Services in July. Following the medical emergency School processes have been reviewed and updated.
- c) 5 May 2017 – Small fire in laser machine (Workshop)

Following the above incident the risk assessment has been reviewed and updated to ensure that all material to be used is free from adhesives and a fire blanket has been installed beside the laser cutter.

- d) 26 May 2017 – Cut thumb using chisel (Workshop)
- e) 8 June 2017 – Cut finger using sander (Workshop)

The increase in the trend of accidents was noted. Around the time of project submissions the demand on machinery is increased. JB/SW will encourage students to use the facilities at MMU.

Action: Continue to monitor amount of Workshop incidents.

9. Any Other Business

TA – commented on the amount of work that has gone in to the HASMAP audit and consideration should be given to annually updating each ‘theme’ to maintain and improve upon the level of assurance achievements.

TA thanked Patrick Murray for attending SEED’s Health and Safety Committee meeting and the contribution made by Committee Members.

10. Date of Next Meeting

Tuesday 22 May 2018 at 2pm. Venue tbc