**The University of Manchester**

**SEED Health and Safety Committee Meeting**

**Tuesday 4th December 12pm, room 1.69/70, HBS**

**Present**

Josh Arnold, Jim Backhouse, Monique Brown, Katrina Clark, Shelley Darlington, Janice Dodds, Martyn Edwards, Martin Evans (Chair), Peter Leigh, John Moore, Nick Ritchie, Lynda Rowlinson, Shirley Thomasson (for Kerry McCann,) Rosie Williams.

**In attendance**

Ruth Rawling - minutes

1. **Apologies**

Jonathan Lillie, Kerry McCann, Patrick Murray, Colin O’Neil.

1. **Minutes of the previous meeting**

JA queried whether the meeting to discuss the outcome/actions from the SEED Safety Culture Survey had taken place. It was agreed that a meeting with Catherine Davidge would be arranged.

**Action** – LR to arrange meeting with RW, JA and CD.

The minutes were approved as an accurate record.

1. **Matters Arising - Table of Actions**

A further reminder had been emailed out to academic colleagues regarding Risk Assessment Training. In the event there are non-completers of the training, this will be escalated to HoDs for action. JA queried whether 9b had been followed up with reference to the staff/student ratio allowed in the laboratories.

**Action** – JM and LR to have further discussions about this outside the meeting.

1. **Health and Safety Action Plan**

JA reported there are no dates scheduled for building inspections which LR confirmed are usually in September.

**Action** - LR and JA to follow up.

1. **Items for discussion**
2. **SEED’s Risk Profile submitted to Faculty with the Monitoring Report for 2017**

PGR fieldwork RAs – academics will be reminded to complete these and MB confirmed this has been discussed at the PGR committee.

At the induction stage and if necessary during classes, Students are being reminded to put their phone away when working in the Workshop.

1. **Safety Circular 2/2018 Supervision Arrangements for Research Students**

The above was noted and LR confirmed that this was coming from Faculty level and not just School level.

1. **Matters for Report**
   1. **Statutory Local Exhaust Ventilation (LEV) Inspection of MIE and Geography Laboratories and Architecture Workshop carried out in November 2018 by Allianz (JM/LR)**

**Action** – JA to send up to date reports to LR and JM.

* 1. **LEV & formaldehyde sampling of the Architecture Workshop undertaken on 23 November 2018 (JB/LR)**

LR noted she is waiting to receive the above report.

* 1. **Fieldwork (NR/KL)**

NR reported when trips are being booked a full understanding of allergies (minor or major) is being requested from students. NR and KC will meet with academics to give a full briefing before a trip commences.

Following an accident on a fieldwork trip to Keswick in September 2018, NR noted that academics will also be briefed on the full process of reporting accidents/incidents whilst on a trip. NR confirmed that RAs were being updated regularly and the process refined following on from this trip.

JA reported that a new Food Safety Policy may have an impact on future fieldwork trips requiring due diligence and ‘score on the door’ checks before arranging group meals. It was flagged with JA that many SEED trips are in remote and isolated locations and this may not always be possible.

**Action** – JA to report back to the committee regarding this with further information.

NR reported that Doctors notes were being used for ‘fitness to travel’ evidence rather than a report from Occupation Health as often Doctors had more information which was pertinent to the trip.

* 1. **Annual Observed Practice Evacuation Report for Arthur Lewis Building**
  2. **Annual Observed Practice Evacuation Report for Humanities Bridgeford Street Building**

The above items were noted.

* 1. **Student PEEPs and DSE Assessments (JD)**

JD reported the 2 week deadline for completing student PEEPs was challenging particularly for students who are based off campus. JA confirmed that the 2 weeks starts from when the student arrives on campus. Tom Goodison (Student Support and Guidance Officer) will be taking over this process from JD. JD reported SEED have purchased a height adjustable desk and that the University are looking into purchasing more of these for next year.

RW queried whether it was appropriate for the responsibility to be on SEED which relies on volunteers and goodwill to find and train a buddy to use an Evac chair. JA confirmed that the standard practice is for the individual to wait in the refuge areas whilst the building is cleared by marshals.

**Action** – LR to invite Jim Fearick to the next meeting to clarify this.

* 1. **Health and Safety Inductions and DSE Assessments (LR)**

It was reported that as the online version of the DSE Assessment was not secure, or supported and did not comply with the GDPR guidelines a copy of the form is currently emailed to colleagues. Discussions were held about how this could be remedied so the information can be used for reporting purposes.

**Action** – JA to follow up

* 1. **LabCup (LR/JM)**

JM confirmed that all chemicals are listed in the Geography Labs.

1. **For Information**
2. **PUWER questionnaire submitted to Health and Safety Services**

The above item was noted.

1. **Accident and Near Miss Reporting**
   1. **15 September 2018 - Fieldwork accident: Student fell backwards into the brook at Newlands**
   2. **18 October 2018 – Workshop accident: Student cut thumb with scalpel. Safety scalpels are to be trialled**

The above items were noted.

1. **Annual Review of Terms of Reference**

RW suggested adding in a more specific reference to ‘staff and students’ to make it unambiguous that this refers to both. RW suggested using people’s role title rather than names so if people change then it’s obvious who it should refer to. MEd suggested taking out acronyms.

JA reported guidelines have been published to advise ‘best practice’ to Chairs of Health and Safety Committees in setting out the agenda of these committees.

**Action** – LR to forward the guidelines on to ME

1. **Any Other Business**

NR raised an issue with school mobile phones not working when out of the country on fieldwork trips.

**Action** – RW and JL to discuss this.

MEd asked who was responsible for gritting areas around Ellen Wilkinson Building. LR informed the Committee that it was Campus Cleaning.

JA reported that the University is moving from Egencia to Key Travel and the insurance office is reviewing their policies regarding travel.

JA confirmed that Section 19 minibus permits are held centrally and are available for people to use.

**Action** – JA to confirm how many permits are available.

A query was raised regarding the insurance status in the event of an RTC of those who drive minibuses for work purposes.

**Action** – JA to clarify this at the next committee meeting.

NR raised a concern regarding the lack of availability of first aid courses including mental health, which are a requirement for fieldwork, ideally the 3 day course.

**Action** - JA to take forward and to report back at the next meeting.

1. **Date and Time of Next Meeting**

Thursday 20th June 2019 at 10.00am in room 1.69/1.70 Humanities Bridgeford Street Building.