

## Department of Earth & Environmental Sciences Health and Safety Committee Meeting Minutes

**15<sup>th</sup> November 2022 - 3pm**

**Zoom meeting ID: 443-449-7565**

### 1. Apologies & introductions

Julia Cheung, Helena Gittins

### 2. Minutes of the meeting held August 2022

The minutes from the previous meeting were confirmed.

#### **Actions from last meeting**

- Mike B to make a further call for UG/PG student representatives to sit on the H&S Committee: ROLLED OVER
- Send reminder email to staff about COSHH awareness training: COMPLETED

### 3. Accident/incident reports

#### ***Health, Safety and Compliance Advisor Report – Earth and Environmental Sciences***

#### ***Health, Safety and Wellbeing Committee – 15<sup>th</sup> November 2022***

<i>School/Institute</i>	<i>Earth and Environmental Sciences</i>
<i>Date of Report</i>	<i>8<sup>th</sup> November 2022.</i>
<i>Completed by</i>	<i>Carl Jackson – School Safety Advisor</i>
<i>Accident/Incident/Near Misses</i>	
<p><b>Fall During Fieldtrip.</b>  <b>Fieldtrip Details</b> – 43 Undergraduate Students and 5 Staff Members  <b>Location of Fieldtrip</b> – Clumanc near Barreme, France.  <b>Date of Accident</b> – 21/09/2022 at 4:15pm  <b>Summary of Accident</b> – A group of 25 Students and 3 staff members were climbing near Barreme. The group gathered at the Codamine Viewpoint. A student stepped on a large rock near to the edge. The rock unexpectedly dislodged causing her to lose her footing and fall roughly 2 metres and slide / roll a further 15 metres down a slope. During the fall smaller rocks were dislodged. One of which hit her above her left eye and caused a significant cut. Other minor cuts and scrapes were received to her right shoulder, both hands and arms. She remained conscious at all times. First aid treatment was given immediately by trained staff. Student was then driven to hospital accompanied by two staff members. Student received 3 stitches to the cut above her eye and returned to the group later that day.  The Department recognise that this incident could have resulted in more serious injuries and a full review of current fieldwork procedures / guidance is being undertaken.  Fieldtrips are a key part of the students learning experience and contribute hugely to the</p>	

success of the Department. The Department have robust procedures in place to ensure the safety of staff and students when attending fieldtrips and are continuously looking to improve this. For this reason the Department are currently reviewing guidance and best practice in terms of fieldwork safety to ensure that they continue to provide the best education and experience whilst ensuring that safety standards are above that of best practice and guidance.

Control measures in place during trip:-

- Suitable and sufficient risk assessment of trip completed, reviewed by safety team and shared with all participants.
- 5 Experienced staff members supervising students during trip.
- Briefing sessions held with students and Travel Checklist completed.
- Insurance held through AIG.
- First aid treatment provided immediately to student and hospital treatment received promptly.
- Incident reported to Safety Team on the same day.
- Fieldtrip Co-ordinator group held several meetings to discuss incident and ensure that the team can learn from this incident.

Considerations to discuss during Health and Safety Committee:-

- Firstly, thank you to the staff who were present at the incident and ensured that the student received treatment quickly.
- The Injured Person stepped within two metres of a steep slope / drop. This is advised against in the risk assessment and reminded numerous times by staff during the trip.
- The group size was 28 (25 students and 3 Staff). This size of group may have contributed to the reasoning for the student stepping towards the edge. Group sizes to be considered in these locations to ensure that adequate space is available and it does not persuade students to walk closer to the edge. This section has been added to the template risk assessment and should be closely monitored by staff during fieldtrips.
- Although it is recognised that a helmet would not have prevented this fall, the review has prompted the Department to reconsider the provision of helmets as it has become apparent that although staff and students are advised to remain two metres from the edges and steep slopes, it is not always possible to guarantee this – PPE / Helmets to be discussed.
- The risk assessment was received by the student but was not fully read / understood. The risks were shown to the students during the trip and verbally given during briefings but the student did state that she failed to read the risk assessment document fully.
- Reminder to staff to not give tablets / medication to students. Although in this instance, the paracetamol was requested and given with the best intentions – staff are reminded of policy (see paragraph 40 at [Guidance on First Aid Arrangements](#)).

- The Department have staff trained in fieldwork first aid and the first aid support given during this incident was excellent. This incident has highlighted the importance and usefulness of this course, even on relatively low risk trips. The Department are looking at providing Field Work Staff with a refresher course in fieldwork first aid. Currently pencilled in for January 2023 once confirmation is received from the providing company.
- Reminder to staff that if driving an injured person to hospital there should be two people in the car. This is to ensure that if the injured person requires immediate treatment, the driver can continue to safely drive the car. If this is not possible, a taxi or ambulance should be called. This is both during fieldtrips and on campus.

#### ***Any other Business***

##### **Signage**

There has been a good response to the signage updates throughout DEES. This is a reminder to PI's / responsible persons for labs and workshops. The door signage should be updated to ensure that all contact details are up to date with lab rules, control measures and hazards identified – [Template Attached](#)

##### **First Aid – On Campus**

The department currently have 20+ staff members trained in first aid. Details of these can be found using the QR code located in each corridor. Staff are encouraged to attend the First Aid training on Campus. Details can be found here -

<https://app.manchester.ac.uk/THS119>

1.18 / 1.22 now have a Diphtherine Station.

##### **Fieldwork First Aid.**

This is pencilled in for January 2023. Currently looking at a 2 day course. One day is online and one day will be in person at Williamson / Outside.

##### **DSE Display Screen Equipment Awareness.**

The next Display Screen Equipment (DSE) awareness session will take place on 16 November, between 10am and 11am. The session will help colleagues avoid potential health issues from computer work, by outlining the ideal workstation setup and suggesting innovative ways to achieve this in a home office. It will also include basic exercises to help alleviate discomfort. [Join the meeting via Teams.](#)

To complete an online assessment please use this link - [ONLINE DSE SURVEY V1 \(onlinesurveys.ac.uk\)](#)

##### **Chemical Risk Assessment Training**

Chemical risk assessment awareness training for both beginner and intermediate levels. The training will take place on Thursday, 17 November at 11am, via Teams. Registration is required; please [click here to register.](#)

The standard of COSHH forms received recently has been excellent.

##### **EES Health and Safety Inductions.**

It is essential that all new staff members and students attend the DEES Health and Safety

Induction. This is held monthly via zoom. It is asked that EES staff and EES Ops confirm with students that they have attended the induction and have approved risk assessments in place before granting out of hours access or access to high risk areas. Registration details can be found here:

[https://teams.microsoft.com/registration/B8tSwU5hu0qBivA1z6kadw,hJl5c\\_2CJEyXj3A3wRwjGQ,SQnMnM33XUWOwEdIGLADEQ,2rLJxNjcyE-3aXKwOE-xsw,sCdYHACpK0OjW8MwrKJFMg,9HrqxslWL0aJCwGIXtTX2w?mode=read&tenantId=c152cb07-614e-4abb-818a-f035cfa91a77](https://teams.microsoft.com/registration/B8tSwU5hu0qBivA1z6kadw,hJl5c_2CJEyXj3A3wRwjGQ,SQnMnM33XUWOwEdIGLADEQ,2rLJxNjcyE-3aXKwOE-xsw,sCdYHACpK0OjW8MwrKJFMg,9HrqxslWL0aJCwGIXtTX2w?mode=read&tenantId=c152cb07-614e-4abb-818a-f035cfa91a77)

### **Personal Protective Equipment.**

#### **Safety Glasses and Lab Coats.**

Current Departmental Health and Safety Policy States that Safety Glasses and lab coats should be worn in all Laboratories. Please ensure that staff and students within your teams abide by this rule and promote it within your groups. Risk assessments should state the type of glasses / goggles worn for each task.

#### **Helmets.**

Following a recent fall during the France Fieldtrip, the Department has reviewed the Safety during fieldtrips. This is to be discussed during safety committee. There are multiple types of helmets, tested to different standards. The type of helmet required should be stated in the risk assessment. If helmets are not worn, justification should be given on the risk assessment.

#### **Template risk assessments to be added to Staffnet.**

I am currently producing template risk assessments for the following areas:

- Fieldwork
- Travel
- Display Screen Equipment
- Personal Emergency Evacuation Plan
- Lone Working
- Young Person
- Contractors
- Out of Hours Working
- Generic High risk areas (Labs and workshops) – Additional docs include - Door sign, Monthly Checks, Experiment in Progress form.
- COSHH – Control of Substances Hazardous to Health

Current location to place these items is on Staffnet under EES – Health and Safety. Please inform me if you have any additional useful template documents.

#### **Liquid Nitrogen Tank Removal.**

Following an incident relating to this tank, its infrequent use, age of tank and its increased maintenance costs it has been decided to remove this tank. Users should now arrange with Physics to collect Liquid Nitrogen and ensure that a suitable and sufficient risk assessment is completed.

#### **Basement Stores and Stairwells.**

EES Ops have emailed Staff asking that these areas are cleared. The basement store (where the LN2 Tank is / was stored) will be cleared by house services in the coming weeks. This area should also be signposted with a Responsible person and contact details. Sample collection / drop off point has moved to the Seating area next to the Rader Facility. Remaining items should be removed from under the stairwell.

### **Fire Marshals**

With increased numbers of staff working some days at home it's possible that we might have low numbers of fire marshals present in DEES Buildings. It is important that we have enough fire marshals available, and everybody is aware of how to complete a safe and efficient evacuation.

After discussions we have concluded that the most robust approach is that we are all trained as fire marshals and can respond appropriately in case of need. We are therefore asking all staff to complete the online Fire Evacuation E-Learning module and to act as a Fire Marshal for your area when working on Campus.

Sweep your area to ensure that occupants have heard the alarm and are evacuating the building to the nearest Assembly point. This should add no more than 2 minutes to your own evacuation

Link to training - Fire Evacuation elearning – [Fire Evacuation elearning – TLCF101E Fire Evacuation ... \(manchester.ac.uk\)](https://www.manchester.ac.uk/tlcf101e-fire-evacuation)

I am currently awaiting building Maps to highlight expected sweep areas which will be discussed in person when the hi vis is delivered.

### **Chemicals Removed from Williamson 1.18 / 1.22.**

Following the chemical collection / disposal prior to lockdown, a large amount of chemicals were stored in 1.18. These have now been collected by CSG and removed. I suggest that future collections are arranged periodically and chemicals are collected from their safely stored locations – not transported / stored in 1.18 as there is not sufficient storage there.

Mental health training is being looked at currently for staff to undertake. Staff in the Dept. are very field-orientated and therefore well-equipped to deal with mental health issues for students.

### **ACTION – Book training session with external provider, prioritising staff taking next field course (MB/CJ)**

CJ issued a reminder not to issue paracetamol, and also that 2 people are required if driving an injured person whilst on fieldtrip.

### **ACTION – Meet to discuss chemical disposal requirements in Williamson/Simon (AS/CJ)**

## **5. Estates**

Some ongoing issues such as LEV out of use.

Fixed appliance testing is due in Williamson (and overdue in Simon). AS will coordinate this.

## **6. COSHH**

No updates.

### **ACTION – Send reminder email about not repeating COSHH for same tasks (CJ)**

## **7. Biological safety**

## **Biological Safety Report for DEES Health & Safety Meeting on Tuesday 15<sup>th</sup> November 2022 from Dr Clare H. Robinson (CHR)**

The last FSE / MIB Genetic Modification and Biohazard Safety Committee meeting was held on Monday 17<sup>th</sup> October 2022. There were two applications from Jon Lloyd's laboratory that received feedback before they could be put into practice. The next FSE / MIB Genetic Modification and Biohazard Safety Committee meeting will be in approximately two months' time.

### **8. Radiological safety**

A recent environment agency inspection highlighted a number of actions for the Atmospheric group:

- Compliance safe needs replacing
- Alarm system needs reactivating as we are supposed to be using
- Static permit for the Firs
- Disposing of all strontium sources

#### **ACTION – chase RSU for compliance safe requirements (JA)**

The ONR nuclear transport restriction has been lifted from the University, although rules for transporting accepted packages makes things tricky.

Abby has developed the training profiles for new handheld XRF to be used in the field. RSU to sign off and then they will be available.

### **9. Display screen equipment (DSE)**

Monthly training is being completed, no further updates.

### **10. Wellbeing, stress and anxiety**

#### **ACTION – replace Cathy W with Sophie Nixon for this item/brief on subject matter for next meeting (MB/RJG)**

### **11. Any other business**

HM raised an issue, Faculty-wide, with the H&S signage not being very helpful. It was requested to take this forward to Faculty Health & Safety.

A DEFRA plant health licence inspection took place on 24 October. A few technical issues are being addressed.

Disposal is required for material left behind by a previous colleague in Geography.

#### **ACTION – Define requirements for disposal of Geography colleague's material (DP/MB)**

#### **ACTION – DEFRA to be added back on the agenda (RJG/DP)**

#### **Actions:**

- Mike B to make a further call for UG/PG student representatives to sit on the H&S Committee. ROLLED OVER

- **ACTION – Book training session with external provider, prioritising staff taking next field course (MB/CJ)**
- **ACTION – Meet to discuss chemical disposal requirements in Williamson/Simon (AS/CJ)**
- **ACTION – Send reminder email about not repeating COSHH for same tasks (CJ)**
- **ACTION – chase RSU for compliance safe requirements (JA)**
- **ACTION – replace Cathy W with Sophie Nixon for this item/brief on subject matter for next meeting (MB/RJG)**
- **ACTION – Define requirements for disposal of Geography colleague’s material (DP/MB)**
- **ACTION – DEFRA to be added back on the agenda (RJG/DP)**

**The next Health and Safety Committee meeting is to be held at TBC, February 2023 via Zoom.**