



5 October 2023

Present:

Professor David Cardwell, (Chair)
Dr Mick Mantle
Mr Graham Matthews,
Dr Tamsin O'Connell
Professor Richard Sandford.
Professor Robert Henderson
Dr Anne-Marie Farmer

Mr Paul Brown
Mr Andrew Smart
Ms Emma Rampton
Dr Martin Vinnell
Dr Caroline Edmonds
Mrs Sarah Boggie

Apologies: Received from Mr Luke Syson and Ms Sarah Fecondi

Declarations of Interest: There were no declarations of interest.

1. Minutes

The minutes of the meeting held on 8 June 2023, were approved.

2. Matters arising

None.

Principal Business

3. Compliance Report

Mr Smart presented the report with three main items to note:

1. The overall compliance score was approximately 10% lower due to a delay in receiving certain metrics and some double handling of response data, with the latter being resolved when the latest data set is uploaded;
2. The scope of items reported on has been expanded;
3. The reporting model methodology is being revised. The report currently states inspections completed but does not provide details of inspections/remedial actions/follow ups. Professor Cardwell noted that the closing of the loop following inspections was vital.

Prof Mantle noted the low figures for ManSafe fall-arrest systems; it was noted that those items are inspected by the external contractor resulting in delay with the data input.

The Chair noted that the low levels of reporting were from both Equans and Mears and that with more effective data handling, there was confidence that the overall compliance figure should be returning to the previously reported higher levels.

Dr Farmer requested information on data for Pressure System Assets. Mr Smart reported that this currently includes estate assets only and discussions were underway as to how best manage departmental assets for insurance inspections.

4. HSE and Other Enforcement Agency Actions, Visits and Information

Dr Vinnell reported on the visit by DEFRA to the Crop Science Centre, with one minor issue identified, with no enforcement action.

5. Unconfirmed minutes of the Consultative Committee for Safety (CCFS).

This committee does not meet until November. Dr Farmer reported that she is currently liaising with a potential candidate for the Chair of this Committee.

6. Safety Office Activities and Priorities

Paper B4. Dr Farmer reported on the summary paper:

Online H & S Platform: Members of the Safety Office have spent a large amount of time working with UIS and Nexa to progress the discovery phase of the IT solution for departmental health and safety support. This work is on-going and the Safety Office is grateful for the input provided by those at departmental level; the finished project will address the specific actions required by the Audit Committee, as previously reported to HSEC.

Safety Hazard and Risk Register for departments: This is a piece of work that HSEC agreed to delay until the system is fully formed before rolling-out to departments, although an Excel based solution was available to undertake this specific piece of work, likely next term (Lent 2024).

Safety Auditing: Dr Farmer reported on progress with safety auditing undertaken by the Safety Office auditing team.

Dr O'Connell noted a Declaration of Interest, as HoD of a department that was audited and reported the engagement of staff and the exercise was very positive and thanked the auditing team for the way this was undertaken. The Chair and HSEC members noted these comments and asked that the audit team receive these positive comments and thanks.

University Health and Safety Plan 2022-2025: The schedule produced last year will be updated with projects to be completed by the end of the academic year.

Committee Oversight of Health and Safety: This includes the updated HSEC Terms of Reference (ToR) in the University format.

As noted by Dr Edmonds, the numbers of people involved with the central safety committees is quite large and thus it was agreed that these changes will be notified to all staff involved in the current committee structures first and details to all staff will be transmitted via the Key Information Bulletin. During consultation on these changes, there had been support from the union representatives.

Dr Farmer reported that CCFS is included in Statutes and Ordinances so the new ToR's will require formatting ready for submission. These changes will take effect from 1 October 2024 as submission will be made over the Research Period 2024. Dr O'Connell asked for a timeline re implementation so the interested parties, especially in Schools and Departments will have time to plan. Information will be sent directly to Hols as those responsible for departmental health and safety.

8. Any other business

Disposal of Irradiator – Further to the funding from the department and Safety Office, staff from the department and the radiation team co-ordinated this removal; the sealed source has been removed from the department and final disposal will be confirmed in due course.

Mr Smart on behalf of Estates Division provided information on RAAC – evaluations started in June looking at buildings relating to their age. As this is a large piece of work for the estate, Mott McDonald have been appointed and survey reports will be available in December. Independent to the survey, some RAAC has already been identified in the West Forvie building. The area has been

propped as a precautionary measure to enable the research group currently occupying to relocate. A full consultation on the future of this building is to be considered, as it is largely vacant. Dr Edmonds (noting a Declaration of Interest as the building is within the Clinical School) thanked the Estates Division for their swift action on this issue. The Chair looked forward to receiving more details at the next meeting.

Dr Farmer noted that the First aider provision report will be submitted to the next meeting.

The University has a new hazardous waste contract – issues have been raised in relation to the handling of chemical waste from embedded companies who are adding their waste to the university waste stream. Relevant contracts between occupiers and the University will be reviewed and updated where necessary and will also include clarification on the reporting routes for accidents and incidents in third party occupied areas.

9. Date of next meetings of the HSEC

2023/24 dates, format of meetings to be confirmed as hybrid venue/Teams/Zoom (to be circulated as Teams invites in the first instance):

Wednesday 13 December 2023 1530-1700,

Thursday 28 March 2024 1330-1500 (may be amended),

Monday 3 June 2024 1530-1700