



Wednesday 15 January 2020, 1400 in the Jaffna Room at Greenwich House

Present: Dr Martin Vinnell (MV - Acting Chair and Director, Health, Safety and Regulated Facilities), Mrs Andrea Eccles (AE - Secretary and Safety Adviser), Dr Pieter Brooks (PB - School of Technology representative), Dr John Ellis (JE - School of Physical Sciences representative), Mr Mark Elsdon (ME - School Safety Officer, Biological Sciences), Mr S Halliday (SH - University Library), Mr John Hulme (JH - Chemical/Physical Safety Adviser), Mr Tim Jones (TJ - Senior Maintenance Manager, Estate Management), Mr Gary Steele (GS - Departmental Safety Officer, Engineering), Dr Keff Tibbles (KT - Clinical School Safety Officer)

Minutes: Miss L Durrant (Safety Office)

Apologies: Ms Saba Alai (SA - Chair and Physics), Dr Adrian Carpenter (AC - Clinical School representative), Ms Nili Getman (NG - Safety, Quality and Compliance Manager, Estate Management), Mrs A Gower (AG - Assistant Safety Adviser), Mrs Liz Smith (LS - Occupational Health Manager), and Dr Richard Turner (RT - Departmental Safety Officer in Chemistry)

Absent: Mr Mrityunjoy Guha Majumdar (MGM - Student representative) and Mr Will Smith (WS - Union representative)

Sub-committee for Physical Safety

1. Minutes of the Sub-committee meeting held on 16 October 2019

The minutes were approved.

2. Matters arising not covered elsewhere

There were no matters arising.

3. University policies and guidance

The Fieldwork Guidance was reissued last year. Feedback was positive and comments received about the Guidance being succinct and having less ambiguity concerning staff and students.

It is difficult for departments and the University to know the exact location of staff and students working away if travel is not booked through Key Travel and the University's insurers. This information is critical in the event of a situation that may occur somewhere in the world ie natural disaster, travel disruptions or terror attack. Knowing if we have any

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members in the vicinity of such events allows us to carry out our duty of care to individuals in terms of contacting them to assess their safety and if they require assistance in any way. Departments are encouraged to recommend that staff and students use these providers.

The Committee discussed this and raised the following: Some people object to this considering academics should be able to go where they want and make their own arrangements. Implications of imposing restrictions, making it mandatory that staff and students use Key Travel need careful consideration as this could limit flexibility and have cost implications, an important factor when funding is limited. The process is likely to take longer with a third party involved and so individuals may choose not to go abroad despite an event being beneficial for their work. Group bookings can be problematic when being done through Key Travel.

The Committee recommended that it be mandatory to use the University's insurers for travel outside the UK. This will allow the University to locate those who are working away when required. Insurance can be arranged instantaneously, whilst someone is still in the UK for most destinations. Insurance is not required for individual travel in the UK, but is still a requirement for organised groups within the UK.

The Committee also recommend that it would be sensible to use Key Travel for certain destinations, as they will repatriate individuals if necessary.

The Head of Group Insurance Services will be asked to clarify insurance arrangements for undergraduates who go abroad for fieldwork and/or to spend a year abroad. There needs to be a way of obtaining data on where students are so support can be provided when necessary.

ACTION: Head of Group Insurance Services to be invited to the next meeting to clarify insurance arrangements for undergraduates.

4. Audits

The Secretary reported that AG had found workshops were not managed well and some equipment does not comply with the PUWER Regulations. AG is arranging for the Health and Safety Laboratory (HSL) to run suitable training for departments to allow them to carry out suitable and sufficient risk assessment for such equipment.

5. Pressure vessels and lifting equipment statutory inspections

The Secretary reported that a new contract manager and planner are now in post.

At present 104 items are overdue (out of thousands) and 86 have not had a confirmed visit. It is not clear if the 86 items fall under Estate Management or the Department of Engineering. GS will look into these outstanding items and arrange inspection if they are indeed Engineering assets.



7. Occupational Health

MV reported that numbers of those who do not attend an appointment are the main issue and ways of reducing this are being considered. Letters confirming appointments now state that departments may be charged for non-attendance. Whilst introducing a charge may have a positive affect Occupational Health do not have the staff resources to implement this. In October, the Committee recommended that a charge be imposed for non-attendance and MV will ask Occupational Health to implement that.

A charge was recently introduced for those who book a place and fail to turn up for a Mental Health Awareness and Support Skills Workshop. This resulted in a full turnout at the last session.

ACTION: MV will ask Occupational Health to change the wording in their appointment letters to say departments will be charged for non-attendance.

Text message reminders about appointments are sent by doctors' surgeries so introducing this system may result in better attendance for Occupational Health appointments. MV reported that there are plans to provide Information Technology support to improve Occupational Health's systems.

8. Accidents and incidents

The accident/incident report was circulated prior to the meeting. A few RIDDOR reportable accidents/incidents had occurred:

Incident number 2019407

A visitor received treatment having broken a wrist and hip.

Incident number 2019510

The injured person was unable to work for more than 7 days.

Incident numbers 2019466, 2019489, 2019490 & 2019491

These incidents were intended for report at the Sub-committee for Chemical Safety.

The new Riskex online accident/incident reporting system has received some positive feedback, although at least one user indicated there were many layers and it is difficult to make a report without training. The system was designed so anyone with a CHRIS id can report an incident or accident and users should be able to use the system without training, like online shopping with Amazon. Training is currently being offered to Departmental Safety Officers (DSOs) and then rolled out to first aiders.

9. Action plan update

The action plan will be updated following the meeting.

10. Any other business

There was no other business.



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11. Date of the next meeting

The next meeting will be held on Wednesday 1 April 2020 at 1400 in the Jaffna Room,
Greenwich House.