**CONFIRMED JSA 13.5.1**

**Joint Safety Advisory Committee**

**12 February 2013**

**Minutes**

**Membe rs** Professor M Stringer (Chair), Mr L Wright, Mr K Byng, Ms S Chalder,

**Present:** Professor JK Chipman, Mr D Checkley, Mr TL Green, Mrs C Jarvis, Professor J Preece, Ms A Sathi, Mr M Tomlin.

**In Attendance** Mrs P K Hawkins, Mr M R H Hoare, Mrs D Eden.

**Apologies:** Miss K East, Professor J Franklyn, Mrs H Paver, Ms C A Wellington,

Mr J Cochrane, Mrs L Heslington.

**13/01 Terms of reference**

The revised terms of reference for the committee (JSA 13.2.2) were agreed.

**13/02 Minutes**

*Approved:* The minutes of the meeting held on 30 October 2012 (JSA 13.2.1) were approved.

**13/03 Chairperson’s items**

*Welcome:* The Chair welcomed Mr Les Wright, the new Assistant Director of HR for

Workplace Wellbeing. Mrs Hawkins was also welcomed to speak on the First Aid

Policy and the sickness absence statistics.

**13/04 Matters Arising**

**a) 12/14 b) Transport safety on campus**

*Reported:* The new speed limit of 15mph on campus had been introduced and seemed to be working well. Extra humps on the road outside the Munrow Sport Centre had been installed. The Transport Safety Group have identified where additional humps would be beneficial. A source of funding needs to be identified. The group continues to encourage cyclists to wear high visibility clothing and purchase lights for their bicycles. This is being done through road shows on campus and by advertising the availability of lights and clothing from the University Centre, Police Office.

*Discussed:* Mr Checkley felt there should be a sign outside Mechanical Engineering indicating that there is a crossing. **Action:** For Safe Campus Transport and Travel Group to discuss.

*Further discussed:* Mr Checkley enquired regarding the Traffic Management Regulation for roads on campus. Mr Byng replied that the General Manager (Support Services) would hold this information. (Regulations available at <https://intranet.birmingham.ac.uk/has/documents/public/UoB-Traffic-Regulations.pdf>

*Agreed:* JSAC would like to continue to receive updates from the Campus Safe Transport and Travel Group on a regular basis.

**b) 12/30 b(i)** *Noted:* Mr Hoare stated he had passed the Guidance on ‘New and Expectant Mothers’ onto the HR ‘Athena SWAN’ working group.

*Further noted: (12.21)* The Radiation Store on campus had now been re-roofed.

**13/05 Report to UEB**

*Received and noted:* Latest Briefing on Health and Safety issues to UEB (JSA 13.2.3). This had been reported at UEB. The committee noted the minute received from UEB re: the visibility of cyclists on Edgbaston Park Road and the wearing of headphones.

**13/06 New Policy and guidance documents**

**a)** *Noted:* the following were approved by SPRC on 15/1/13.

i)Biological policy and code of practice.

ii) First Aid policy (incorporating issues raised at the previous meeting).

*Discussed:* The process of *g*enerating new policies. Consultations would continue to be undertaken and an impact assessment would also be considered. The wording of policies often seemed too long. It was suggested that a simplified front page be produced for future policies.

**b)** i) Draft Radiation Policy (JSA 13.2.4)

*Agreed:* Comment was made that a risk assessment proforma would be useful.

ii) Ionising Radiation Code of Practice (JSA 13.2.5)

Mr Wright introduced into discussion two proposals. Firstly, that in the interest of simplicity two forms of University generated documentation should be developed, Policy and guidance. Other types of supporting documentation such as Approved Codes of Practice will remain in place (including external documents) but the use of Policy and guidance would be sufficient and reduce confusion.

The second point was a proposal that all future proposed Policy and guidance will include an impact assessment.

iii) Draft Working at Height Policy (JSA 13.2.10)

*Noted:* This policy combines and updates the current policy and guidance. A future Wellbeing Campaign to raise awareness for ladder safety would be considered.Mr Byng asked if he could meet with Mr Hoare to discuss this policy. **Action:** Mr Byng to meet with Mr Hoare.

iv) Draft Cryogenic Liquids Policy (JSA 13.2.11)

*Noted:* The Chemical Safety Adviser, Mr Dean Cross, had carried out a survey of Cryogenic Liquid facilities on campus. Mr Cross had copies of the survey and has produced its policy to encourage good practice across the University.

*Discussed:* The need to have records where cryogenic liquids are used. The question was asked if there is a University wide inventory. Mr Cross will be asked to provide a response for next meeting.

**13/07 Trade Union Matters**

**a)** Reactive maintenance when dealing with issues which have health and safety implications.

*Reported*: Mr Checkley enquired regarding maintenance priorities for job requests. He was still concerned at the delay in dealing with these issues and with the lack of communication from Estates, while a repair was awaited. Mr Green’s department had also experienced long waits for repairs to be carried out.

*Discussed:* The possibility of addressing the overall maintenance job request system, in connection with communication, manpower, labour and outside contractors. Mr Byng stated that checks for repairs concerning such things as fire door safety could not be relaxed. The need to increase ‘in house’ or outside contractors’ assistance would be down to funding. *Reported:* Mr Byng said that the maintenance reporting system is being looked at. Mr Wright would take the issue into a discussion with Estates Management.

**b)** Health and safety issues around cleaning standards in Gisbert Kapp.

*Reported:* There had been a shortage of cleaning staff recently. HAS had carried out a thorough inspection. *Noted:* Since reporting the poor standard of cleaning within Gisbert Kapp, standards had now improved. *Further noted:* JSAC did not have a representative from HAS on the group. **Action:** Mr Wright would explore the possibility of having a representative from HAS with Mr Stuart Richards, Head of HAS.

**c)** To note changes to the guidance re: portable appliance testing.

*Noted:* The University was looking at reviewing PAT testing. The frequency of testing and cost issues would be considered. A review of electrical safety policy and guidance is being planned for late 2013. Mr Wright requested that Mr Checkley would participate in this review.

**d)** The fitting of reversing alarms on University vehicles.

*Discussed:* Concern was expressed regarding the reversing of University vans. *Noted:* It was now policy to fit reversing alarms when replacing University vans. *Further noted*: To date 60% of University vans had reversing alarms fitted.

**13/08 Fire Update**

*Received (JSA 13.2.6)*

*Noted:* The Fire Safety Team had produced contingency packs to cover buildings on the University campus. The Fire Brigade had praised these packs and were already using them. *Discussed:* There was some confusion surrounding the use of pagers in the event of an emergency. **Action:** Mr Les Wright to seek clarification of pagers/alarms in buildings for next meeting.

*Reported:* IT Health and Safety Committee had raised the issue regarding responsibility for evacuating staff. Mr Wright stated that changes in regard to alarms and phased evacuation were being discussed by Estates and the Fire Safety Advisers. **Action**: Mr Wright to give an update at the next meeting.

Charlotte Jarvis left the meeting at 3.20pm

**13/09 Radiation Adviser Report**

*Received*. There is a security issue with a door in BMSU as highlighted by the report from Dr Zabierek giving details of an environment agency/counter terrorist Security Adviser inspection. EA/CTSA are advising upgrading security system or fitting new door. Estates will be requested to consider the options.

**13/10 Health and safety statistics**

Accident data for the preceding quarter and 2012 (JSA 13.2.8) *reported:* Accidents in 2012 had shown a slight increase since 2011. Mr Hoare said University of Birmingham accident numbers were compatible with other Universities.

Sickness Absence (JSA 13.2.9) *Reported:* Mrs Hawkins had spoken to the Payroll Section within the Finance Office regarding sick leave recorded as ‘Other Ailments’. It was felt that one reason for using ‘other ailments’ was when Doctors’ writing could not be deciphered on sick notes. Absence Management Sheets had been sent out to all managers before Christmas. It was hoped some simplification for recording reason for absence would now be possible due to the informative management sheets now available. Mrs Hawkins confirmed that self certification notes were still valid for 7 days only.

*Reported:* In future the percentage of head count absent will be recorded, so that the figures will not be divided into three tables, this will prevent individual staff being identifiable. *Discussed:* Diseases were not registered as accidents. HSE need to be advised of certain diseases under RIDDOR.

*Further discussed:* (JSA 13.2.8) Currently accident statistics are collected by the University Safety and Health Association. HEFCE consideration for collecting accident statistics through the Estates HEFCE database. Mr Byng asked about near misses reporting. Estates have a system for their department*. Agreed:* the group felt it was a good idea to report near misses – this would allow information of where, when and how often to be highlighted. Action to prevent such incidents could be addressed. **Action:** Mr Wright to investigate the Estates Near Miss System (to consider broadening it to include extra data) and even be reviewing accident and incident data reporting in general.

*Reported:* Sue Chalder, mentioned the incident regarding the HIV splash at the Medical School. It was reported that a risk review had been carried out by the manager of the department and the process had now changed. *Noted:* The risk of working with HIV in this instance was assessed as relatively low – but obviously quite a concern for the person involved at the time. HIV was handled in this particular clinical area but it was not generally worked with elsewhere. The incident had since been discussed at a Medical School Safety Meeting.

**13/11 Any Other Business**

* + Sector Guidance

Mr Wright introduced a point that sector guidance is increasingly being produced and a most recent example being the Responsible Research guidance (available on line from IOSH). This is a potentially important document which should be promoted across the University.

* + IOSH online – good summary for Health and Safety Risks for Managers. Plan to promote this by the next JSAC.
  + Snow/Extreme Weather Conditions

Professor Stringer introduced the issue of safety during recent periods of heavy snow, and reflected on the largely effective response by HAS and others to ensure the University was safe. Mr Wright agreed this was an important area of policy, and it would be beneficial to review the arrangements – with input from those who have a role in Winter weather preparedness and response.

* + **Action:** Mr Wright to consider health and safety issues that arise around extreme weather conditions and report to the next meeting

* + *Discussed:* The recent Power Outage incident of campus. Mr Wright had attended a meeting to discuss this with the Registrar and Secretary, and other senior Managers during March 2013 to discuss improving the resilience of the University to this type of incident. Actions are under development to ensure lessons are learnt and incorporated into our arrangements.

**Next Meeting: Tuesday 21 May 2013 at 2pm – Seminar Room at 54 Pritchatts Road.**