Joint Safety Advisory Committee

29th May 2014

Present: Professor M Stringer (Chair), Ms S Chalder, Mr D Checkley,

 Mr T Green, Ms A Gulliver, Mrs C Jarvis, Mr S Johnson,

 Mr M Moore, Professor J Preece, Mr G White, Ms D Willmetts (for Ms C Wellington).
In Attendance: Ms K Hall (Committee Secretary), Mr M Hoare, Mr L Wright.

Apologies: Mr J Cochrane, Mr K Dickinson, Professor J Heath, Ms O Kew-Fickus,

 Mrs H Paver, Mr M Raine, Ms C Wellington.

**14/38 Minutes**

The Minutes of the meeting held on 13th February 2014 were held as an accurate record of the meeting, but the following addition was noted:

 Under 14/32, vi – The Unions recalled saying that they wanted safety and wellbeing objectives to be compulsory. The Committee agreed on this being rolled out on a voluntary basis initially, with a subsequent review to consider a move towards mandatory safety and wellbeing objectives.

**14/39 Chairperson’s Items**

*The Chair asked everyone at the meeting to introduce themselves for the benefit of new members.*

1. Apologies
2. Membership and attendance

Noted: Those committee members who could not attend a meeting should send a deputy in their place.

**14/40 Matters Arising**

1. Membership and attendance

Mr T Wragg had been invited to attend JSAC to represent the Guild but had chosen not to attend, although it was noted he was now no longer in his post.

**Action**: To invite the appropriate Guild representative to the next meeting.

 **KH**

1. Wellbeing Day

Noted: This was a team objective for Workplace Wellbeing and would be delivered before December 2014.

1. Safety and wellbeing related objectives in the PDR/SDR process

Noted: That no feedback had been received from the colleges or the unions. That Mr L Wright had discussed this with Mrs H Paver and it was not a problem in theory.

Discussed: How this could be useful in colleges, but it was important to recognise that its implementation would have to vary depending on the diverse range of roles within the University. HR should lead on the guidance for implementation, but there should be flexibility in what they suggest.

**Action:** To make a formal recommendation to Mrs H Paver from the committee, that guidance be issued on the implementation of health and safety objectives in PDRs.

 **MS**

1. Induction review - POD

Received: A document detailing the outcome of a discussion between Mr L Wright and Kate Crane (POD).

Noted: That POD had been reviewing the induction process, where it was believed that the health and safety portion of the staff induction worked well. A review of Manager’s Induction Checklists had taken place, which included sections on health and safety. It was believed that these sections had not been changed as a result of the review. The proposed move towards systematic auditing would include questions designed to routinely monitor the review of local health and safety induction.

1. LEVs

Reported: That the process for repairing and re-commissioning LEVs was in play and was set to deliver by December 2014. The Committee commented that this was a positive step forward.

1. Rumble strips outside Guild and Barber

Noted: That there was no one present from Estates at the meeting to report on this issue.

Discussed: That this issue had been ongoing for over 6 months and had been frequently reported at this meeting with seemingly no action taken as a result. It was noted that although this was on the action plan for Estates, no progress was being made.

1. Training records

Noted: That this issue and the process for guidance documents (raised by the unions) had not yet been discussed by the Executive Group, as MS and LW had not yet been able to meet with Adam Tickell.

**Action:** To discuss this outside the meeting, in the Executive Group

**LW and MS**

1. Electronic cigarettes

Discussed: That guidance needed to be issued on this as various areas of the University would have to start implementing their own policies in the interim period. Ms S Chalder reported on the policy the Queen Elizabeth Hospital had adopted, namely that whilst evidence was still being collated on the harmful effects of E-cigarettes, they should be treated under the same policy as normal cigarettes. It was agreed that guidance needed to be issued across the whole University which was similar to the hospital’s policy, whilst a formal policy was being drafted.

**Action:** To send to Mr L Wright a copy of the hospital’s policy so formal guidance could be drafted and distributed.

**SC**

**Action:** To make a formal recommendation from the committee to UEB that E-cigarettes be treated under the same policy as ordinary cigarettes and to ensure this guidance was disseminated across the University.

**LW/MS**

1. Academic Sponsorship – Hazardous Substances and Radiation

Noted: That this would also need to be discussed within the Executive Group.

**14/41 Annual Assurance Report and Termly Reports**

Received: The Termly Health and Safety Briefing, dated 17th March 2014.

 Noted: That the Annual Assurance Report would go to UEB on 16th June and then on to Council on 2nd July.

 Discussed: Whether the Termly Report should be seen by the Committee before it went to UEB. This did not fit with the current process. It was discussed whether the Termly Report should give guidance to UEB or whether UEB should lead this committee. This issue would be kept under review.

 **Action:** To distribute the College and Directorate Health and Safety Action/Improvement Plan as soon as possible after the meeting, once it had been approved by Professor M Stringer.

 **LW**

**14/42 New Policy and Guidance Documents**

 Received: A new policy on Safe Working at Height.

 Noted: That this policy would replace the former sets of guidance on working at height. This policy had been to the colleges, the unions and Estates for their comments and feedback, which had been incorporated.

 **Action:** To cross-reference the specific policy on working with ladders in the WaH policy.

 **MH**

 **Action:** Once this amendment had been made, to put this on the web as a draft policy whilst submitting it to SPRC.

 **MH**

 Received: A new policy on Blood Taking from Volunteers for Research.

 Noted: That the main point was on how much blood could be taken from a volunteer, for which a limit had now been set. This had not been present in previous policy.

**14/43  Trade Union Matters** i) Feedback from health and safety questions in staff survey
 Requested: That feedback be broken down to provide responses from health and safety questions.
 **Action:** To meet to discuss how to access and evaluate the data from the staff survey.
 **MS/LW** ii) HAZDAT database
 Reported: How, due to lack of resources available, this was not being kept up to date and was therefore becoming unusable. It was suggested that MSD could be used instead as this was completely up to date.

 **Action:** To investigate options and report on these at the next meeting.
 **DC**

iii) Local staff inductions

 Reported: The unions were concerned that certain members of the cleaning staff and in the catering outlets were not having local staff inductions, which posed risks, particularly concerning staff entering areas that were unsafe.

 Noted: That this had been raised with HAS and Cheryl Shepherd was taking care of this.

iv) Flow training pilot

 Reported: The unions were concerned that in certain areas those with no access to a computer were unable to do online training. The Flow training was just a pilot however, so their comments would feed into this.

 v) Absence due to sickness statistics

 Reported: The unions were concerned statistics on sickness levels did not necessarily match individual experience in certain areas.

 Noted: That this data was pulled from Alta HR. If errors were arising, it was down to local areas and line managers to capture and report sickness properly. It was emphasised that Workplace Wellbeing does not rely solely on statistics to make assumptions on the health of areas within the University.

vi) Workplace stress monitoring

 Requested: Information on how stress and mental wellbeing was monitored within the University.

 **Action:** That a report would be brought to the next pre- JSAC meeting.

 **LW/PH**

**14/44 Standard Reports**

Received: Standard Health and Safety reports and attachments from various H&S teams and advisory groups were submitted to JSAC and commented upon.

Noted:

i) Fire Safety
Noted: That the fire at the Glasgow School of Arts was food for thought in the implementation of fire safety at this University and showed that we could not become complacent in this regard.

 Discussed: Sprinkler systems were being installed in some halls of residence. This posed a potential problem of the alarms being maliciously started. This concern would be kept under consideration.

ii) Hazardous Agents

 a) Radiation safety
 Reported: The issue of the lack of Chairs for this group and the Hazardous Substances group (due to approval being required from UEB) was hopefully going to be remedied through Professor Adam Tickell. **Action:** To discuss this issue at the Executive Group.

 **LW and MS**

 b) Biological safety

 Received and noted without comment.

 c) Hazardous substances

 Received and noted without comment apart from the issue of the Chair, as noted under 14/44 ii a.

 iii) Physical workplace and work equipment

 Noted: That an issue had arisen where equipment had been purchased from China and was not CE marked and subsequently was not able to be brought into service.

 Discussed: How this was to do with a lack of education and could have been avoided. This highlighted awareness needs which impacted across other areas of the University where work equipment compliance issues may exist.

 **Action:** To develop a programme of actions and update the Committee.

 **LW/MH**

Noted: The University had been visited by UMAL who had given a good report but we must not get complacent. The issue of waste bins was raised.

 **Action:** Updated UMAL reports and actions to be sent to colleges.

 **MH**

 iv) Transport and Pedestrian Safety
Reported: That Living Streets had been commissioned by BCC to do a safety audit of Edgbaston Park Road. This was welcomed by the Committee.
Discussed: The parking space outside Staff House. Professor J Preece reported that this issue, which had been raised at previous meetings, was getting worse and he had begun to take photographic evidence. It posed a significant risk to pedestrians and drivers alike. Fresh Thinking vans were amongst those parking where they should not. It was again noted that no one from Estates was present at the meeting.

 **Action**: To forward all photographic evidence to Mr L Wright.

 **JP**

 **Action**: To raise the issue of Fresh Thinking parking where they should not with Stuart Richards and Ian Barker.

 **LW**

v) Accident statistics:

 Noted: The main incidents were reported and considered. Two incidents not on this report were an accident at Winterbourne where a worker dropped and then tried to catch a hedge cutter, badly cutting his hand and two students on a gap year in China who were involved in a car crash in a taxi, where the driver had died. Ms C Jarvis reported that University and College emergency response had been effective in this instance.

 Noted: The University accident data were also briefly considered in relation to recently published sector accident data.

 **Action**: To further review these data and report back to the Committee.

 **MH/LW**

 Discussed: The importance of behavioural changes in reporting accidents, even those which are less serious. This would hopefully lead in some cases to Estates improving things around the campus such as the uneven pavement and holes in roads near University Station, where accidents occurred but were often not reported so not enough was being done.

 vi) Wellbeing Advisory Group:

 Noted: A report had been included which offered a useful breakdown of sickness absence data against other institutions, where UoB was doing well. In terms of Occupation Health data, the reasons for self-referral were documented, which included psychological/ psychiatric reasons, with stress included within this. It was important to note however that in order to anonymise individuals, all statistics were in percentages.

 Noted: A College Annual Return form for Occupational Health needs was circulated. This had gone to the colleges but no feedback had been received as yet, so committee members were encouraged to submit comments if they had any. It would be useful to have these by the Spring in order to be able to plan for the next budget round.

**14/45 Any other business**

 There was no other business to report.

**Next Meeting:** To be determined.