**UNIVERSITY OF MANCHESTER**

**FACULTY OF HUMANITIES**

**CONFIRMED MINUTES**

**Health and Safety Committee**

**Summary:** Minutes of the 24 May 2018 meeting of the Humanities Faculty Office Health and Safety Committee

**Present:** Richard Seeley (Chair), Nicola Sheehan, Ewan Hannah, Tracy Timperley

**In Attendance:** Martin Banks, Eleanor Battrick

1. **Minutes of the 26 April 2018 meeting**

* Minutes approved with one correction; to remove the ‘Private and Confidential’ from the top.

1. **Review of actions**

|  |  |
| --- | --- |
| **RS to email link to Risk Awareness training to NS** | **Completed** |
| **EH to update other members after undertaking the classroom training.** | **Completed** |
| **TT to add link to checklist to Humanities StaffNet.** | **TBC** |
| **RS to write to Heads to remind them that health and safety induction is a key part of new starter induction and to remind them to refer to local safety advisors.** | **Pending** |
| **Each local safety advisor: Find out what the planned evacuations are by asking the Fire Safety Officer.** | **Unable to complete because only Fire Marshalls are privy to this information and only one week ahead.** |
| **RS to create a terms of reference document and circulate it.** | **Pending** |
| **TT to upload the terms of reference and minutes to Humanities StaffNet.** | **Will be completed once these documents have been sent to TT.** |
| **Local officers to revisit that process. RS to send the master list for them to check against their local knowledge.** | **Pending** |

* Noted that it may be worthwhile linking with the safety services site to ensure consistency.

**Action: RS to contact Arthur Nicholas to ascertain what should be on our local H&S site.**

1. **Training**

* EH and TT attended classroom training two weeks ago and found it quite interesting and useful as a basic grounding, but it highlighted the need for more training, e.g. how to carry out a risk assessment was not covered. It is noted that this is covered in IoSH 3.
* The course was quite compressed as it is normally spread over three days. Attendees received a helpful information book. EH and TT are still waiting for the results of the test to discover if they passed the training.

**Action: EH to send NS the details of the training.**

* It was noted that there is a stand-alone risk assessment course so might be useful to do that instead of more general training. RS completed it recently and it took about 40 minutes. It is more focused on what to look for and how to carry out risk assessments, although it does also cover the principles. Also shows the form and how exercises relate to the form. Risk assessment forms are on the shared drive which members have access to. EH asks for guidance on the form and RS advises needs an update to reflect current situation.
* NS still to do training; considering doing the classroom training.
* RS recommends that local safety advisors maintain that training and update their knowledge where necessary.

1. **Review of objectives**

* 100% induction rate objective: TT and EH confirm that they are aware of new starters and have checked they have/will receive the health and safety.
* Members have confirmed that there are processes in place for catching new starters and making sure they receive inductions. Committee are reminded that even transfers into the department need a briefing.
* Review an update to PEEPs policy and current PEEPs: A reminder has been sent to Heads of function. The response has been that there is no need for any PEEPs and no one has expressed a need. PEEPs policy is University policy, so as long as we are compliant with University policy this objective is satisfied.
* Next objective is regarding risk assessments. RS advises members to begin these as soon as they have had the training.

1. **General issues**
   1. **Fire evacuations**

Nil return.

* 1. **Accidents/Incidents**

Nil return.

* 1. **Risk assessments**

Just Waterloo Place has been completed so far.

* 1. **Inspections/reviews**

MB raises an issue with rats chewing through wires in Ellen Wilkinson, which could affect telecoms. While this is principally an Estates/Telecoms issue, it does carry a possible fire risk.

1. **Any other Business**

* Noted that the next event of the Safety Advisors Networking Event (SANE) is 21st June. Chair encourages all to attend. TT has registered.
* Discuss local advises specialising to reduce need for training. Confirm that the training they are undertaking will give them a broad basic understanding. Chair encourages members to take lead on particular interests after the basic training if they would like to.
* Chair suggests focusing the end of each meeting on one particular issue. For example, next month the Committee could focus on slips and trips/accidents, and discuss how to think of that in risk assessments and particular issues. Agreement from members.
* Members agree to continue meeting monthly until reach a point where can drop it to bi-monthly.