**UNIVERSITY OF MANCHESTER**

**FACULTY OF HUMANITIES**

**CONFIRMED MINUTES**

**Health and Safety Committee**

**Summary:** Minutes of the 26 April 2018 meeting of the Humanities Faculty Office Health and Safety Committee

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

**In Attendance:** Eleanor Battrick

It was noted that this is the first formal meeting of the Health and Safety Committee.

1. **Training**

* The Chair requests an update on the members’ training. NS has completed Fire Awareness and plans to complete another module in Blackboard, but has been unable to find Risk Awareness. EH has signed up for classroom training on the 11th May due to difficulty making time to complete the online training, and has booked Fire Marshall training in June or July. TT has signed up for the Blackboard courses but has not yet completed them, and is completing the First Aid refresher in May. RS has completed all of the training other than DSE.
* It was noted that the training is key to demonstrating the competencies of the Committee.
* **Action: RS to email link to Risk Awareness training to NS.**
* **Action: EH to update other members after undertaking the classroom training.**

1. **Faculty Office H&S objectives**

* Every year Faculty office and Schools produce an annual monitoring report.
* It was noted that the first objective, regarding H&S induction, is particularly important for staff and students because in the future, within APR, the Senior Leadership Team will have reported to them compliance rates for new staff members’ inductions. The Committee will need to be able to report a completion rate for that (online module). While the full induction checklist should be completed, it is particularly important for the online module to be completed for this reason.
* The Checklist can be located under A-Z on the safety website.
* The Committee needs to ensure that there are local systems in place to make sure new members of staff are inducted either by the local safety advisors or by line managers (checklist to be reviewed by local safety advisors afterwards). It was noted that the lack of a standardised induction process within Faculty office may be a barrier to this.
* It was noted that there was message in eNews regarding assistance in evacuation, advising staff who need assistance to ensure they have a Personal Emergency Evacuation Plan (PEEP) in place, and for those who need more information to contact their manager who would liaise with the local safety advisors. No members of staff had been in touch with the Committee.
* The second objective is risk assessments. It was noted that old risk assessments are stored on the Hums shared drive within Health and Safety 2017. There is one for Waterloo Place, one for Crawford House and possibly one for Ellen Wilkinson; these can be used as starting points. If there is not one for Ellen Wilkinson, it may be useful to connect with a building user group to see if there is one for the floor above or below which can be used.
* The Committee need to review these and assess whether or not the statement of risks are still appropriate, whether they need changing or updating and whether the control actions are still appropriate or whether they need changing or updating. In Waterloo Place RS found very little had changed and expects will be similar for others as these buildings are low-risk office environments.
* There was a discussion of whether the existence of a ‘dumping ground’ counts as a risk – depends on whether there is a risk of fire or slipping. The appropriate control would be to keep combustible material stored appropriately or to keep corridors clear. If this is the case the dumping ground needs to be remedied. It is within the authority of the local safety advisor to specify the remedies. It is noted that the University are only called on to do things which are reasonably practicable.
* It is noted that risk assessments are particularly important because after training they are the starting point to managing those risks.
* The objectives discussed are to be completed by the end of August.
* **Action: TT to add link to checklist to HumNet.**
* **Action: 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.**

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

**Action for each local safety advisor: Find out what the planned evacuations are by asking the Fire Safety Officer.**

* 1. **Accidents/Incidents**

Nothing to report. It is noted that it is important to ask staff so that we can record these, including near misses.

* 1. **Risk assessments**

Nothing to report.

* 1. **Inspections/reviews**

Local safety advisors should carry out annual office inspections using the form and toolkits on the safety services website. This involves looking at the physical state of each office and each space. Historically July has been a good time for these because it is quieter.

For this reporting period, aim is to get all inspections done before the end of September. Advisors can notify people that these will be carried out if they feel it would be helpful. Objective is to be assured that any issues have been identified. It is within the Committee’s remit to capture any systemic issues such as the heating in Crawford House.

1. **Any other business**

* Chair will create a ‘terms of reference’ document and circulate it. TT will add it to HumNet and can also upload minutes of this meeting. RS will also create a Faculty office Health and Safety policy. The purpose of this document is for the Director of Faculty Operations to state commitment to health and safety and to show the organisation of it within the office.

**Action: RS to create a terms of reference document and circulate it.**

**Action: TT to upload the terms of reference and minutes to HumNet.**

* It is noted that a staff member on secondment needs a briefing rather than induction.
* It is noted that rather than accident books, the Faculty use a form which is sent to Health and Safety Services, with Faculty retaining a copy.
* RS sent a list of first aiders and fire evacuation officers to the Heads of Function and received some variable responses back.

**Action: local officers to revisit that process. RS to send the master list for them to check against their local knowledge.**