



## HEALTH AND SAFETY COMMITTEE

26 January 2016

### MINUTES

*PRESENT:*

Ms Lesley Alterman  
Ms Sue Chick  
Mr Max Hill  
Mr Doug King  
Mr Paul Stirk

Mr Rex Knight (*Convenor*)  
Mrs Sonia Buckingham  
Dr Alun Coker  
Mr Brian Kavanagh  
Mr David Ladd  
Mrs Elizabeth Sutton-Klein

Dr Paul Cassell  
Ms Jillian Deans  
Mr Peter Kelly  
Mr Richard Marguerie

*In attendance:* Mr Andy Minnis (Safety Adviser); Mr Steve Tidmarsh (Safety Adviser).

*Apologies for absence were received from:* Ms Cathy Brown, Mr Andrew Grainger, Mr Nigel Waugh.

*Key to abbreviations*

HSC Health and Safety Committee

#### Preliminary business

#### 1 MEMBERSHIP

- 1.1 **Noted** - Dr Alun Coker has replaced Ms Jenny Head as a UCU representative and Ms Theo Bryer has joined as a UCU observer.
- 1.2 **Noted** - this was Mr Richard Marguerie's last attendance at HSC and he was warmly thanked for his contribution over the last three years.

#### 2 MINUTES OF THE MEETING OF 15 OCTOBER 2015

- 2.1 **Approved** – the Minutes of the HSC meeting held on 15 October 2015 [*HSC Mins.1 – 12.1, 15.10.15*].

**3 MATTERS ARISING FROM THE MINUTES**

*PAPER 2-09*

<p style="text-align: center;"><b>Matters for discussion</b></p>
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**4 STANDARD FOR CONTROLLED MATERIALS**

*PAPER 2-10*

*Mr Andy Minnis (Safety Adviser) was in attendance for this item.*

**Received** – a report on the above.

- 4.1 It was emphasised that the main requirement of Appointed Persons would be to maintain an inventory of Controlled Materials in registers - to be created by Safety Services on riskNET - in the interests of having a live system available for inspection by the enforcing authorities. The registers would be pre-populated by Safety Services with the relevant Controlled Materials, as identified by departments for this year's returns to the enforcement agencies.

**Approved** – the above standard.

**5 STANDARD FOR STATUTORY TESTING OF LEV**

*PAPER 2-11*

**Received** – a report on the above.

- 5.1 It was felt that introductory training would be useful – this may take the form of an awareness session focussing on the main responsibilities.

**Approved** – the above standard.

**6 STANDARD FOR RISK ASSESSMENT**

*PAPER 2-12*

**Received** – a report on the above.

- 6.1 It was noted that it was important for departments to decide locally on the arrangements for their areas of responsibility and that the standard was only being prescriptive on what the arrangements should cover in the risk assessment process, for example levels of authorisation.
- 6.2 A standardised risk assessment model for pregnant workers would not be feasible, as it would not be appropriate for all situations and individual assessments are required. The aim of the risk assessment on riskNET was to provide the means of producing a bespoke risk assessment from a standard template.

**Approved** – the above standard.

## 7 CLEANING AND WASTE

**Received** – a verbal report on the above.

- 7.1 A stakeholder group had been set up and had met once. The initial view was that a process could be developed to ensure that a space was safe-to-access whatever the purpose of that access, but having discussed the issues, it was agreed that separate (albeit similar) arrangements would be needed for cleaning and maintenance. It was expected that a verbal update would be brought to the July meeting.

## 8 QUARTERLY PERFORMANCE REPORT

*PAPER 2-13*

*Mr Steve Tidmarsh (Safety Adviser) was in attendance for this item.*

**Received** – the above named report.

- 8.1 It was noted that there had been a reduction in the number of student work-related injuries which was attributed to improved safety management of dissection work.
- 8.2 It was observed that a number of faculties continued to report no staff work-related injuries. This could be due to under-reporting and further investigation would be needed.

<b>Other matters for approval or information</b>
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## 9 GM SAFETY COMMITTEE

- 9.1 The terms of reference of the committee had been expanded to include providing advice on assessments for work with wild-type (unmodified) Hazard Group 3 biological agents.

## 10 DATE OF NEXT MEETING

- 10.1 The next meeting of the HSC would take place on Thursday 21 April 2016 at 2.00 pm in Foster Court 114.

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