

HEALTH AND SAFETY COMMITTEE

15 October 2015

MINUTES

PRESENT:

Ms Lesley Alterman
Dr Paul Cassell
Mr Andrew Grainger
Mr Brian Kavanagh
Mr David Ladd
Mrs Elizabeth Sutton-Klein

Mr Rex Knight (*Convenor*)
Ms Cathy Brown
Ms Sue Chick
Mr Max Hill
Mr Peter Kelly
Mr Richard Marguerie
Mr Tom Robinson

Mrs Sonia Buckingham
Dr Alun Coker
Ms Jenny Head
Mr Doug King
Mr Paul Stirk

In attendance: Mrs Rhona Brown (Safety Adviser); Dr Jon Moon (Agile Working Project Manager); Professor Ivan Parkin (Head of Department of Chemistry); Mr Steve Tidmarsh (Safety Adviser); Mrs Suzy Wright (Estates Strategy Manager).

Apologies for absence were received from: Ms Jillian Deans, Mr Steve Margiotta, Mr Munya Marisa, Mr Nigel Waugh.

Key to abbreviations

DSE	Display Screen Equipment	HSC	Health and Safety Committee
SENIT	Student Enabling Information Technology	UCU	University and College Union

Preliminary business

1 CONSTITUTION AND 2015-16 MEMBERSHIP; TERMS OF REFERENCE

11A.1 Concern was expressed by academic representatives on the Committee that DSOs were to be made appointed persons to maintain a list of specific types of equipment that could present a risk of exposure to legionella bacteria. The tendency for the Departmental Safety Officer to 'do everything', from taking on multiple safety roles to authorising all risk assessments and carrying out all inspections has been identified as an issue by Safety Services from the Senior Management Conversations. It was clarified that the revised Legionella and Management Control Standard only specified that Heads of Department should identify and appoint a responsible person to maintain a local inventory of both specific items and types of equipment that could present a risk of exposure and to ensure that all equipment is assessed and subject to appropriate controls. This was necessary to close an identified gap in the arrangements.v5.1(s)5.3(s)2he arne OntM-1.7(t)6(c