

# SLS H&S Steering Committee Meeting Minutes

Held on Friday 29<sup>th</sup> March 2002 at 2pm in Meeting Rm 111, WTB

## *Present*

Irene Blair

Gail Alexander

Monica Wilson

Lisa Grayson

	<b>Action</b>
<b>1. Finalising the SLS H&amp;S Policy document</b>	
<ul style="list-style-type: none"><li>• Gail pointed out a few minor errors. Lisa to fix errors then submit a copy to CPD for review.</li></ul>	<b>LG</b>
<ul style="list-style-type: none"><li>• Monica noted that Marilyn had not been asked to assume the role of OMS/OTI H&amp;S Co-ordinator but is listed as such in Appendix 3. Monica will ask Marilyn if she wishes to take on the role.</li></ul>	<b>MW</b>
<ul style="list-style-type: none"><li>• Irene asked Sandy Chudek if he thought a Carnelley representative should join the Steering Committee. Sandy did not think this necessary providing he is kept informed and minutes are copied to him. Lisa to delete reference to Carnelley rep from Appendix 2 and ensure minutes are copied to Sandy.</li></ul>	<b>LG</b>
<ul style="list-style-type: none"><li>• A clerical/admin rep has not yet been identified for the H&amp;S Management Committee. Lisa to ask Janette for her thoughts on this matter.</li></ul>	<b>LG</b>
<ul style="list-style-type: none"><li>• Any reference to "the Safety Office" must be changed to "Safety Services".</li></ul>	<b>LG</b>
<b>2. Procedure for Visitors to SLS Premises</b>	
<p>Lisa and Irene prepared a draft procedure, after discussions with the SLS Publicity Officer, regarding the safety of visitors touring the WTB. Copies were issued to Gail and Monica for their comments. Suggested amendments should be forwarded to Lisa as soon as possible.</p>	<b>GA/MW</b>
<b>3. Fire Procedures and Drills</b>	
<ul style="list-style-type: none"><li>• OMS fire alarm system to be tested on Wednesday 3<sup>rd</sup> then drill held on</li></ul>	

Friday 5<sup>th</sup> April. Staff will be forewarned but not students, as they tend to not turn up until the drill is over.

- If the IT department do not have any fire procedures in place in OTI Monica will make the necessary arrangements. Irene pointed out that Larry Fortune should be involved in this. **MW**
- BSI and MSI/WTB will hold fire drills in the summer term. MSI/WTB drill will take place when PC is off site. Staff will be forewarned.
- During drills, Wardens must time their area sweep to ensure it can be done in less than three minutes.
- Irene to supply Gail with four Fire Warden's jackets and two Fire Marshall's jackets for BSI and Springfield. **IB**
- OMS have jackets.
- Carnelley have jackets and clipboard checklists in place. Irene to ask Sandy for a copy of his checklist to see if it could apply School wide. If not, Lisa and Irene will draft one for MSI/WTB, BSI and OMS/OTI. **IB/LG**
- A copy of the relevant fire procedure should be pasted on lecture theatre podiums to ensure visitors using these rooms know what to do in the event of a fire alarm sounding. **All**
- Irene suggested every building keeps an "emergency rucksack" for use in real emergency situations. Rucksack contains a first-aid kit, foil blankets, dextrose sweets, small sum of cash etc. Irene will send full list of contents to Gail, Monica and Sandy. **IB**
- Irene will also make formal arrangements for refuge areas, to be used after emergency evacuations when staff are forbidden to re-enter their own building for a significant length of time. **IB**
  - MSI/WTB → sports hall
  - BSI → MSI/WTB
  - OMS & Carnelley → Bonar Hall

#### **4. New Accident & Incident Report Form**

A new accident & incident report form has been issued by Safety Services to replace the old style accident report form. Irene has been asked to pilot the form in SLS and report back to Safety Services. If the form works well it will be converted into copybook format. Each building will then keep an accident & incident report book. Copies are available from Irene or Safety Services. Any comments on the form should be forwarded to Irene. **IB**

#### **5. Informal Inspections**

All members agreed that these should begin very soon. To avoid causing unnecessary concern the visits will be conducted as information gathering exercises rather than inspections. The relevant senior staff must be given advance warning to avoid any misunderstanding. It was agreed that the first visit would take place on Thursday 4<sup>th</sup> April, starting at 10am, in OMS and OTI. Monica to **All**

**MW**

notify senior staff. Gail, Irene and Lisa to meet at WTB reception at 9.45am. Bring lab-coats.

## 6. AOCB

- **ROSPA Risk Assessment Training Course**  
Irene is organising this course. There will be places for 12 SLS staff. Course will be held on-site. Ian has agreed to cover the costs. **IB**
- **General Risk Assessment Form**  
No feedback on draft general risk assessment form so far. Irene to chase up. **IB**
- **COSHH Database Access**  
Lisa to issue current passwords to Gail and Monica. Lisa pointed out that the current system will be significantly reworked in the near future but all existing data will be preserved. **LG**
- **Human Blood in OMS/OTI**  
As of yet, Monica has received no feedback from the Phase 1 group meeting. **MW**
- **Gas safety in OMS**  
Contractors working in OMS have voiced concerns over the safety of the gas system. Allegedly, there are uncapped pipes in areas where the supply has been disconnected and not all gas shut-off are clearly signed. Monica to query this with the Clerk of Works and Irene to check legislation. **MW/IB**
- **"No Entry to Cleaning Staff" signs**  
Safety Services have come up with new signs designed to clearly indicate areas that cleaners must not enter. Cleaning staff have been trained to recognise the signs and heed the warning. All SLS buildings should post these signs appropriately. Copies are available from Safety Services.
- **Permits to Work**  
Irene highlighted the need for a simple and effective permit to work scheme that will exercise better control over contractors working on SLS premises. Also, there appears to be some confusion over the responsibilities of SLS H&S staff in relation to ensuring the safety of contractors i.e. what information/instruction are we required to supply and what comes from E&B? These issues will be clarified in the near future, prior to recording in the SLS H&S Procedures Document. **IB/LG**