

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 6th March 2012**

Present:

(DC) Dick Kroon (Chair)
 (HP) Helen Pearson (H&S Manager for School)
 (GW) Gordon Waugh (Facilities Manager)
 (CP) Clare Peters (Biochar)
 (AS) Annie Silburn (Drummond Library)
 (PN) Pete Nienow (Research Training and Development)
 (MS) Mike Summerfield (Teaching Organisation)
 (KH) Kate Heal (Crew)
 (AT) Andrew Tedstone (Grad School)
 (TW) Tom Wade (Airborne GeoSciences)

1 Apologies

(ST) Sandy Tudhope (HoS)
 (SG) Stuart Gilfinnan (Research Staff)

2 Minutes of last meeting

The previous minutes of December 2011 were agreed and DK welcomed Tom Wade and Andrew Tedstone to their first meeting.

3 Review of actions from last meeting

3.1 Actions completed since last meeting

| Date | Minute | Action | Action by | Deadline | Status |
|----------|--------|-------------------------------------------------------------------------------|-----------|----------|------------|
| 7/3/11 | 10 | Speak to Biochar team directly re pooling resources. | MW | Mar 11 | Completed |
| 7/3/11 | 8 | GW to approach E&B re improved lighting for this area (side of Crew Building) | GW | Jun 11 | Completed. |
| 19/12/11 | 8 | Problems with chairs in Annexe | HP | Dec 11 | Completed |

3.2 Actions still outstanding since last meeting

DK reviewed the actions from the previous meeting;

| Date | Minute | Action | Action by | Deadline | Status |
|----------|--------|----------------------------------------------------------------------------------|-----------|----------|------------------------------------------------------|
| 13/9/11 | 9 | Look into funding & apply if possible. Order 3 defibrillators as finances permit | HP | Dec 10 | Will order 1 a year. |
| 7/3/11 | 5.1 | Consider annual newsletter. | HP | Mar 11 | Agreed would be sent in September – Send ideas to HP |
| 7/6/11 | 4 | Is it possible to have emergency shower in labs? | GW | Sept 11 | Graham has quotes |
| 20/9/11 | 6 | Create shorter FA1 form for conferences /workshop | HP | Dec 11 | In progress |
| 20/9/11 | 9 | Improve path to gas storage area at Crew | GW | Dec 11 | On going |
| 20/9//11 | 11 | Investigate phone for Biochar Pilot plant | GW | Dec 11 | Ongoing |

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4 Legal update

HP reported that changes were being made to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). As of 6 April 2012, RIDDOR's over-three-day injury reporting requirement was changing. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened). Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. Employers and others with responsibilities under RIDDOR must still keep a record of all over-three day-injuries – if the employer has to keep an accident book, then this record will be enough. The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

5 Accident statistics / Accident reporting

| Location | Date | Person | Report |
|----------|------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grant | 27/02/2012 | Staff | Leak reported in room 222. When investigating, water still was discovered to be leaking. While checking still connection dropped, pouring boiling water over abdomen. |
| Vehicle | 29/02/2012 | Staff | While exiting van. Hit top of head on roof of van. Small cut and bruise. |

6 Result of Aon Audit for overseas travel / fieldwork

On the 31st January, the School was audited by AON on how we risk assesses and manage fieldwork and foreign travel. The assessors were very pleased with what we did. There are some areas for improvement as would be expected. The School Safety Manager and Administrator will work on addressing some of these issues.

7 Airborne GeoSciences

TW had been invited to the meeting by DK as he had been unable to make the previous meeting. TW explained that the Group have to create a safety management system of their own to comply with the Aviation Authority. HP was helping with this and would be undertaking annual audits and would be involved in their team meetings. Some of what the Group would be doing would feed into the School safety system and where it was relevant, this would be reported to the School Safety Committee. TW gave the Group a brief overview of the system and the progress made so far.

8 Healthy Working Lives Award

HP had emailed the committee information on the Health Working Lives Award prior to the meeting. HP explained the award and her experiences of it previously and what it involved. The committee reviewed the pros and cons and finally agreed that the award was too prescriptive and not suitable at this time. KH raised the Sustainability Award that the Crew Building was working towards. The Crew students were putting in a lot of work and were using it as a pilot for the School. The committee agreed that this was something that they could more relate to.

9 Review of Safety policy sections 10 – 15

There were a number of suggestions for amendments made. HP will make these amendments as discussed.

10 Chemical Waste Uplifts

Since the Chemistry dept. has stopped collating the waste chemicals, it has proved to be a costly and onerous task. HP & GW have come up with a solution which will be trialled. GW will pay for

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the admin costs of the uplifts which HP will organise and co-ordinate on a quarterly basis. Individuals wishing to dispose of chemicals will submit their list to HP, a quote will be obtained and approval or not given by the individual and then HP will organise the uplift. HP reminded staff to remind their areas that when applying for grants, to include the cost of chemical disposal, not just purchasing.

11 Laundry collection / drop off point

The issue was raised that due to the new regime of having a clear main entrance in the Grant that there was nowhere to leave lab coats for collection by the laundry company. Unfortunately we don't have a specific pick up time and it may be a couple of days before they are actually collected.

Action: GW to find alternative

12 Template for School Certificate / Record of Training

There was a request for a certificate that could be used for internal training. It could be used for lab and staff inductions.

Action: HP to draw up certificate

13 Emergency Shower update for Biochar & Crew

The Biochar and Crew labs don't currently have emergency showers and some quotes have been provided by E&B but it is thought that these may be able to be done more cheaply.

Action: GW to continue researching.

14 Stress Relief Massages

One of the PhDs has asked if it was possible to have workplace stress relief massages. The committee didn't think it could be justified or where it would be funded from.

15 Waste Bins at Drummond – Health Hazard

Due to the recent works at High School Yards the large waste bins have been moved to the front of the geography building. They are proving to be unsightly as they are overflowing and are on occasions smelly. There are health concerns and also about the image that it gives of the School.

Action: HP to inform HoS and to contact waste team to see if uplifts can be increased.

16 Radon & rock store in Grant

HP reported that the results of the monitoring that the corporate team had undertaken in the rock store with radioactive rocks had come back positive. The current recommendations of limited access must remain and that HP & Janet Bell are working towards tidying the other rock store, which is ventilated and then the radioactive rocks could be moved to this area.

17 AOB

AT: There are some PhD rooms with old papers/equipment belonging to old students and not sure what to do with it.

Action: HP to work with AT to establish what it is and if it is owned by any of the academics.

KH: A lot of the lights are Fluorescent and cause headaches. Is it possible to get LED equivalents.

Action: GW to investigate.

18 Next Meeting: TBC as 5th June is a holiday