

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 5th March 2013**

Present:

(HP) Helen Pearson (H&S Manager for School)(Chair)
(CP) Clare Peters (Biochar)
(NDJ) Nimi Dan-Jumbo (Drummond Library)
(YS) Yann Salamon (Research Staff)
(KH) Kate Heal (Crew & Research Training and Development)

1 Apologies

(ST) Sandy Tudhope (HoS)
(GW) Graham Walker deputising for Gordon Waugh (Facilities Manager)
(WW) Wyn Williams (Teaching Organisation)
(FM) Frank Mayle (Drummond Street)

2 Absent

(AT) Andrew Tedstone (Grad School)

3 Minutes of last meeting

The previous minutes of December 2012 were agreed, although a few amendments were required. Helen explained that Sandy had given his apologies but they had chatted over the key issues in the morning over the phone.

4 Review of actions from last meeting

4.1 Actions completed since last meeting

Date	Minute	Action	Action by	Deadline	Status
4/12/12	7	HP to query costs of Chemical Waste	HP	Jan 13	Complete
4/12/12	7	Repair Catch on rear door of Grant	HP/GW	Mar 13	Complete

4.2 Actions still outstanding since last meeting

HP reviewed the actions from the previous meeting;

Date	Minute	Action	Action by	Deadline	Status
6/3/12	12	Create School Template / Certificate	HP	Jun 12	HP to ask Alastair for his template.
4/12/12	7	AT to feedback security number to postgrads	AT	Mar 13	
4/12/12	7	Signs to show emergency/security numbers	HP	Mar 13	Nimi to check if present in Drummond Library.

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 5th March 2013**

5 Accident statistics / Accident reporting

Location	Date	Person	Report
Crew	17/1/13	Undergrad	A student was making her way across to the Crew Building for a meeting. She stated that as she went to climb the steps at the entrance to the building that she felt really faint and close to passing out. She therefore sat/lay on the steps at the bottom until someone passed by to help her. Another individual (name not known) helped her into the foyer and a number of students and Christine Wilson (staff member) were alerted to the situation, and Christine was looking for a first aider. I saw the student lying on the floor with a number of people gathered around her as I walked up from the coffee room. As I got to my office I decided to go back and check that one of the people present was a first aider and see if I could help as I have a first aid qualification through GirlGuiding UK. When I arrived no first aiders were present. The student recounted what had happened and had cold hands, was feeling clammy but her forehead was warm. She was lying down as she felt best in that position and felt sick if she sat up. I encouraged her to sit on the floor with her head between her knees to help the blood flow to her head. As she did this she began to feel better and I sent someone to get her a cup of tea with sugar in it. As she drank this her colour was coming back and she was feeling much better. We were then able to get her to sit in soft chair for a while. She phoned the University Health Centre where she is registered to get advice on whether to see a doctor. This was recommended as it was an unusual occurrence and she had both eaten and drunk that morning. The on call house visit doctor was then to call her on their return to the practice. Her boyfriend had been contacted and arrived and she was by this point able to stand and walk although was not feeling 100%. She went with him to sit somewhere warm to eat and drink and wait for the doctor to call back.
Geography	16/1/13	Staff	While descending an internal staircase the foot of the staff member slipped on the last step and he twisted his ankle.
Crew Labs	7/2/13	Staff	Returning from UKBRC pilot plant to the Crewe Building office lower ground floor. The staff member walked down the brick steps adjacent to the main door to the rear of the building to gain access to the regularly used path that runs alongside the lower ground floor in order to gain access to the Crew building lower side door. On stepping down from the bottom step the staff member stepped onto a loose piece of stone with his right foot. He went over on his ankle which took the full weight of his body and it twisted to the side badly. The injury to his ankle was instantaneous and caused acute pain. He composed himself as best he could and limped back to my office to seek help.

6 Legislation

- 6.1 Helen explained that H&S legislation changed in April & October each year. Although not directly relevant to H&S, staff and students should be aware of the current consultation to reducing the drink driving limit in Scotland. The University already has guidance on drinking when working away, but this may provide further limitations if it is brought in

“The Scottish Government is seeking views on proposals to lower the drink drive limit in Scotland. The consultation paper provides an overview of drink driving legislation and procedures and other drink driving related matters. Transport Scotland’s Reported Road Casualties Scotland 2010 estimate that just over one in nine deaths each year on Scotland’s roads is the result of drink driving. In 2009 there were 30 fatalities and 920 casualties estimated to be due

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 5th March 2013**

to drink driving. For the period 2005-2009, it is estimated that on average each year there were 30 fatal accidents, 130 serious accidents and 520 minor accidents that were the result of drink driving.

These figures show that Scotland has a continuing problem with drink driving and it is a problem the Scottish Government is determined to address. Drink driving remains a constant hindrance to efforts in Scotland to make the roads and communities safer and continues to be the cause of far too many accidents, injuries and deaths on the roads."

Document Summary (Provided by the Barbour Editorial Team) [Scotland]

This year there were no specific legislation changes pending for April, but the School should be aware of some changes that were happening to H&S guidance.

- 6.2 A review, commissioned by the Government and chaired by Professor Ragnar E Löfstedt recommended that "The Health and Safety (First Aid) Regulations 1981 should be amended to remove the requirement for HSE to approve the training and qualifications of appointed first-aid personnel."

Impact of the proposed changes

Removing the HSE approval process will give businesses greater flexibility to choose a training provider and first aid training that is right for their work place, and based on their individual business needs. The provider will be required to meet a certain standard, set by HSE. The legal requirement for employers to ensure they have an adequate number of suitably trained first aiders (or appointed persons) in accordance with their first aid needs assessment will remain unchanged.

- 6.3 Also following the Lofstedt review, Professor Lofstedt advised that H&S legislation and guidance should be slimmed down to make it less onerous and easier for business to navigate through. Professor Löfstedt's suggestion was that the current HSE approval process went beyond the minimum requirement laid out in EU legislation. The following changes are undergoing review, following a consultation process.

- **CD241 -Proposals to review HSE's Approved Codes of Practice (ACOPs)**

The consultation set out HSE's proposals to review its Approved Codes of Practice (ACOPs) as recommended by Professor Löfstedt's independent review of health and safety legislation 'Reclaiming health and safety for all'.

The consultation sought views on proposals for the revision, consolidation or withdrawal of 15 ACOPs which are to be delivered by end-2013 and on proposals for minor revisions, or no changes, to a further 15 ACOPs which are to be delivered by 2014.

These include a proposal to withdraw the ACOP for the Management of Health and Safety at Work Regulations 1999 and replace it with a suite of more specific, updated guidance by 2013. It also seeks views on a proposal to limit all ACOP documents to a maximum length of 32 pages, other than in exceptional circumstances.

Section 1 - Proposals to revise, consolidate or withdraw ACOPs

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 5th March 2013**

Listed below are ACOPS suggested for change, with further details on those relevant to the School.

[Dangerous substances and explosive atmospheres \(ACOPs L134 - 138\)](#)

Proposal: To consolidate these five ACOPs (L134-138) into a single revised ACOP (L138) to be published by end-2013.

These five ACOPs (L134-L138) provide advice on compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) with a considerable amount of repetition across the documents. It is proposed that all five ACOPs are consolidated into a single revised L138 which brings together the ACOP advice from all of them with suitable navigation to enable the dutyholder to find the advice that is of most interest to them.

Currently, employers may need to purchase (or download) and read five documents covering the same set of Regulations, particularly where their work cuts across a range of DSEAR related work activities, e.g. storage of substances and maintenance of equipment. Removal of duplication (especially in relation to Regulations 5 and 6) and incorporation into a single document will make it easier for employers to identify and access the information relevant to them when seeking to meet their legal obligations. There are no proposed changes to the methods of compliance with DSEAR advised by the ACOPs.

[Legionella \(ACOP L8\)](#) – handled by E&B

[Asbestos \(ACOPs L127, L143\)](#) - – handled by E&B

[Gas safety \(ACOPs L56, COP20\)](#) – relates to domestic gas

[Hazardous substances \(ACOP L5\)](#)

Proposal: To revise this ACOP in combination with improvements to other HSE COSHH guidance for low risk industries to be published by end-2013.

It is proposed that L5 is retained and revised to make it clearer what duty holders can do to comply with legal requirements and to reduce duplication of other more targeted guidance.

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 5th March 2013**

Areas of change proposed are:

- Material supporting Regulations 7, 9, 10 and 11 to be updated to take account of regulatory changes such as the introduction of the EU regulations for REACH and CLP.
- Material to be updated and amended to reflect other ongoing reviews of technical guidance associated with COSHH, e.g. for Local Exhaust Ventilation (LEV) and Health Surveillance.
- Guidance material provided in the appendices to the ACOP, e.g. guidance on the principles of good practice, to be removed and made available separately on the HSE website.

Improvements will also be made to the HSE COSHH website to improve the clarity of guidance and provide additional guidance, particularly for low risk industries.

[Workplaces \(ACOP L24\)](#)

Proposal: To revise this ACOP and review other HSE publications that provide guidance on related workplace health, safety and welfare issues

It is proposed that this ACOP is retained and revised to make it clearer what duty holders must do to comply with legal requirements and reduce duplication in the ACOP of duties covered in the legislation. The publication does not include current statutory provisions as amended by the Miscellaneous Amendment Regulations 2002 and other regulations. Areas for change are to update the publication to reflect subsequent regulatory change in the following areas:

- Building stability
- Workplace insulation & excessive sunlight and temperature
- Accommodating for disability
- Falls from height
- Traffic Signs
- Smoking
- Construction (Design and Management) Regulations 2007
- Quarry Regulations 1999

Alongside these changes, duties that are no longer current will be removed and the language used simplified and clarified where this would be helpful to improve the understanding of dutyholders' responsibilities.

[Management of health and safety \(ACOP L21\)](#)

Proposal: To withdraw this ACOP and replace it with more specific, updated guidance.

The Management Regulations provide a framework for managing health and safety. The ACOP currently provides explanation of the regulations, definitions and provides principles to be applied in complying with the regulations. In most cases there is no one recommended method to be used to achieve compliance. This will vary depending on the size and nature of a business, and consequently the ACOP does not describe methods of compliance with sufficient precision for duty holders to be certain they have complied with their legal obligations. The generic nature of the ACOP means that it is unable to offer the 'practical guidance' that ACOPs are

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 5th March 2013**

intended to be used for. It has been identified as being in need of reform by both Lord Young in his report '*Common Sense Common Safety*' and Professor Löfstedt in '*Reclaiming health and safety for all*'(<http://www.dwp.gov.uk/policy/health-and-safety/#reform>).

It is proposed to withdraw the ACOP and for its place to be taken by structured, well sign-posted guidance including:

- Health and Safety Made Simple
- a revision to the guidance previously branded as "Essentials"
- revised Five Steps to Risk Assessment
- Managing for Health and Safety (HSG65).

This would provide comprehensive advice to businesses and safety representatives on how to comply with the law in a way that is much more specific than the current ACOP. Much of this guidance already exists and any remaining advice currently provided by the ACOP would be carried across to these publications. These changes will clarify the guidance provided on compliance with the Management Regulations, making it more useable and therefore easier for duty holders and to understand and meet their legal obligations.

[Agriculture \(ACOP L116\)](#) – N/A

[Pipelines \(ACOP L81\)](#) – N/A

Section 2 - Proposals to make minor amendments or no changes to ACOPs

[Diving \(ACOPs L103 - 107\)](#)

Proposal: To update and revise these ACOPs for publication by end-2014.

It is proposed that these five ACOPs are retained and revised to update their contents and make it clearer what dutyholders can do to comply with legal requirements. All five ACOPs provide advice on the Diving at Work Regulations 1997. Areas of change proposed are:

- Further guidance to be added which will provide additional options for compliance.
- Advice on common issues, e.g. first aid provision, to be rationalised across the ACOPs so all diving sectors have the same understanding of issues.
- Areas of ambiguity identified in the advice provided by these ACOPs to be clarified.
- Updates to reflect advances in diving technology to be made.
- References to other relevant legislation and guidance to be updated.

[Work equipment \(ACOPs L22, L112, L114\)](#)

Proposal: To update and revise these ACOPs for publication by end-2014.

It is proposed that these three ACOPs are retained and revised to update their contents and make it clearer what dutyholders can do to comply with legal

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 5th March 2013**

requirements. All three ACOPs provide advice on the Provision and Use of Work Equipment Regulations 1998 (PUWER 98). Areas of change proposed are:

L22 – Safe use of work equipment

- Material supporting Regulation 6, inspection, to be amended to clarify that inspection requirements for work equipment used for work at height are now provided by Regulation 12 of the Work at Height Regulations (WAHR) 2005 rather than Regulation 6 of PUWER 98.
- Material supporting Regulation 9, training, to be reviewed to provide further advice on refresher training for chainsaw operators.
- Material supporting Regulation 7, specific risks, to be clarified and updated.

Lifting equipment (ACOP L113)

Proposal: To update and revise this ACOP for publication by end-2014.

It is proposed that this ACOP is retained and revised to update its contents, clarify the scope of the regulations and make it easier for duty holders to understand what they can do to comply with legal requirements

Confined spaces (ACOP L101) – N/A

Pressure systems (ACOP L122)

- **Proposal:** To update and revise this ACOP for publication by end-2014.
- It is proposed that this ACOP is retained and minor amendments made to make it easier for duty holders to understand what they can do to comply with legal requirements.

Hazardous substances - pottery production (ACOP L60) – N/A

Hazardous substances - lead (ACOP L132) – N/A

Quarries (ACOP L118) – N/A

7 Drummond Street Laboratories

HP mentioned that when the labs had been re-commissioned in Autumn 2012, the School had been given a deadline of 1 year to find alternative premises or re-do the labs in Drummond Street so that they were fit for purpose.

HP raised this as a concern and to keep in it the limelight so that we don't suddenly get to a year and have no plans in place.

8 AOB

KH: Raised the ongoing use of the 'basement' entrance area being used as a storage area and blocking potential fire escape routes from the photocopy area and the kitchen. It is currently being used for old electrical equipment but also used for new computers, cleaning materials etc.

ACTION: HP to speak with IT team / Graham Walker

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 5th March 2013**

KH also raised one of the 4th year students (Rosalind Irons) went to chemistry stores on Friday for ice and they gave her dry ice without asking if she knew how to deal with it. She could have stuck her hands into it and been injured – the lab manager disposed of it safely.

ACTION: HP to raise this as a near miss.

KH also raised serious concerns regarding the security of the Crew Annexe. The door is coded but staff and students are regularly putting this on the latch and it has been left open over the weekends and overnight. The students have been written to several times as there are computers and students working 'after hours'. There had been a possibility of the building becoming swipe access only, this was quoted at £6K.

This was discussed and HP to investigate whether the idea has been completely binned and discuss with GW any other options if this is the case.

KH also raised the issue that some undergraduates seemed to be bypassing the supervisor review of their projects.

HP & KH explained that this may be because there are teething problems with the handover from Helen McKeating to Meredith Corey, but plans were in place to stop this happening again.

YS: Asked what the procedure was for lone working as it had been asked by an academic. HP explained that there was a Lone Working Risk Assessment and that there should be a procedure in place for checking in and checking out and that a system must be in place if the check in doesn't happen.

YS: Mentioned that more space was needed for lab workshop top work on equipment. HP mentioned that Tom Wade was creating a workshop area in the Crew Labs.

NDJ: Asked if there was any progress on a sink being installed in the Drummond Library.

Action: HP to check with GW

NDJ: Also asked if it was possible to minimise the dust coming from the construction site.

Action: HP to check with GW

NDJ: Also asked if a larger sign could be put on the door of Rm G.10 as people didn't know where to find it when they entered the Drummond Library.

Action: HP to ask Judy to make sign for door.

9 Next Meeting:

Next Meeting: 4th June