

# 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