

# Department of Computing Health & Safety Committee Meeting

Date of Meeting: **Wednesday 5 March 2008 at 12:00**  
Place of Meeting: Room 344  
Notes by: Bridget Gundry

## **Attendees:**

Steve Ingram (RSI)  
Ian Harries (IH)  
Geoff Bruce (GNB)

Danny Sharpe (DLS)  
Bridget Gundry (BG)  
Simon Tagg (ST)  
Eddy Kavanagh (ETK)  
Christine Wright (CW)  
Peter Schreiber (PS)  
Michael Hoffman

## **Role**

Chairperson  
Departmental Safety Officer  
Display Screen Equipment Assessor /  
Amicus Representative  
Manual Handling  
Secretary to the Committee  
First Aid Co-ordinator  
Electrical Testing Manager  
Assistant Safety Director  
Building Manager for Blackett, Huxley  
2<sup>nd</sup> Year Student Representative

## **1. Apologies**

David Birch (DB)  
Leo Murray (LM)  
Margaret Cunningham (MRC)

## **Role**

JMC 3 Student Representative  
4th Year Student Representative  
Disabilities Officer (Students)

## **AGENDA**

1. Apologies
2. Previous minutes
3. First Aid
4. Fire Safety Information
5. Display Screen Equipment
6. Electrical testing
7. Building works
8. Manual Handling
9. Accidents reported
10. Disability
11. General Building Issues
12. AOB
13. Date of Next Meeting

**Department of Computing**  
**Health & Safety Committee Meeting (5/3/08)**

Description	Action
<p><b><u>2.</u></b> <b><u>Previous minutes</u></b>            Received, read and approved by all.</p>	
<p><b><u>3.</u></b> <b><u>First Aid</u></b></p>	
<p>3.1 Following up from the previous meeting, RSI asked GNB if he had prepared a spreadsheet of those staff who are qualified and when their refresher course is due so that we know when they need to be chased in the future. GNB advised that currently we don't have sufficient levels of staff to warrant a list.            CW suggested that we contact Eric Miranda for such a list.            "Post Meeting Comment"            BG has emailed Eric to request this list and it has been received and passed onto IH &amp; RSI.</p>	<p>GNB</p> <p>BG</p> <p>BG</p>
<p>The committee then discussed the need to recruit additional staff and students particularly on Levels 4 &amp; 5. BG agreed to go around recruiting and then advise ST if any staff agree to attend the courses.            "Post Meeting Comment"            Nick Dingle and Uli Harder attended the First Aid Lifesavers Course on 13/3/08 and passed.            Eskindir Asmare and Anandha Gopalan have signed up for the First Aid Lifesavers Course on 17/4/08 and passed.            Alex Summers and Rob Craven are considering attending this course but perhaps later in the year when they have more time.</p>	
<p>ETK is aware that he needs to attend a Lifesavers Refresher Course and ETK agreed to sign himself up on the Safety website.            DLS is booked to attend the First Aid at work Requalification Course on 6/7 March 2008.</p>	<p>ETK</p> <p>Comment</p>
<p>3.2 IH advised that we do not have a prominent notice board for H &amp; S notices for staff and students within the department. IH has spoken to Anne O' Neill regarding notice boards being put up in the labs for the students. IH suggests that one be put up at the front entrance and one at the back entrance of the labs. PS was asked arrange a new board for staff to be put up outside Room 437. PS stated that any boards put up in corridors must have a glass front.</p>	<p>PS</p>
<p>3.3 GNB and ST attended a First Aid in Practice Meeting and some new information regarding CPR has been released which GNB will send onto RSI.</p>	<p>GNB</p>
<p>3.4 Following an earlier incident when a student collapsed, AON ask PS to look into where we might be able to get a wheelchair from, should this situation arise in the future. CW advised us that Sheffield Security no longer keeps a wheelchair in case anyone falls out of the wheelchair and decides to pursue a claim against the College. If a wheelchair is required, Ext 4444 should be called and they will come to collect the person. The Health Centre do</p>	<p>Comment</p>

have a wheelchair.

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	<b>Description</b>	<b>Action</b>
<b>4.</b>	<b><u>Fire Safety Information</u></b>	
4.1	<p>PS advised us that the College are currently reviewing the fire assembly points for the entire campus. The proposal will be to sign post the new assembly points – a new one is being proposed for the rear of the building. PS will decide how to disseminate the information on the new fire assembly points. IH suggested this information is also put on the departmental H &amp; S website.</p> <p>There was a general discussion about the on-going problem of trying to get people to stand away from the entrance point on Queens Gate as this area would need to be kept clear to allow access for the fire brigade during a fire. In previous meetings, we have discussed using portable signs to direct people to these points however ETK stated that in the event of a real fire we cannot guarantee these portable signs so people should learn the assembly points without relying on the portable signs being there. RSI suggested that feedback should be provided to all within DoC following a fire drill/evacuation. ETK advised that feedback is currently provided but only to the fire wardens. PS advised that he would start to pass the feedback onto ETK who will pass this onto all within the department.</p>	Comment  Comment
4.2	<p>The issue of fire wardens was again discussed. PS thinks there should be fire wardens on each floor to usher people out of the building as there are fire wardens in other buildings. PS proposed that the fire wardens are issued with fluorescent jackets to wear to help to identify them as fire wardens during drills and evacuation. ETK advised that we used to have fire wardens but this has stopped as no-one had received training for this. CW advised that the situation varied around campus regarding fire wardens and that these staff should not be more at risk than anyone else exiting the building. CW has asked Peter Seal to provide training for the fire wardens and will once again approach him to see if there are any courses they can attend. CW will let us know at a future meeting if this is possible.</p>	Comment
<b>5.</b>	<b><u>DSE (Display Screen Equipment)</u></b>	
5.1	<p>The issue of RSI was raised. In previous meetings we have discussed GNB installing Word Rave onto the PC's in the labs, but this has not yet been done. Word Rave can be downloaded free of charge and it's a program that assists in the recovery and prevention of RSI by forcing the users to take breaks. MH, the 2<sup>nd</sup> Year Student Rep was asked for his input. MH didn't think it would be a good idea to install Word Rave on the Lab PC's but rather to raise awareness of RSI. MH agreed to set up an on-line poll asking students for their opinion on the installation of Word Rave.</p>	GNB

MH will get all the details from GNB and then conduct the poll. Feedback will be given to Steve Ingram.

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<b><u>6.</u></b> <b><u>Electrical Testing</u></b>	
6.1 Nothing new to report however ETK is continuing the electrical testing within the department and it is all up to date. DLS needs to attend an Electrical Portable Appliance Testing Course. CW advised that the next PAT Course is due to be held on 7/5/08. DLS will sign himself up on-line for the course.	DLS
<b><u>7.</u></b> <b><u>Building Works</u></b>	
7.1 PS advised that the Phase One of the Huxley Toilets Refurbishment Project is now complete. Phase Two is on-going with the handover dates in the near future. Phase Three has yet to start. PS advised it is difficult to do the works whilst the building is in use. PS is aware that the exams are due. BG agreed to send Peter the exam timetable for Computing and Maths. The exam period runs from 28 April until 3 June 2008. PS will send them onto the foreman to keep noise to a minimum whilst they are on. RSI said that students can appeal if noise disrupts their exams.	BG
7.4 PS stated that the works are on-going on the lifts. Due to issues of completing the noisy works, the project has been slower than planned. It is hoped that life number 5 will be finished by the end of March 2008.	Comment
<b><u>8.</u></b> <b><u>Manual Handling</u></b>	
8.1 Staff who use ladders as part of their duties will now need to attend a half day training course. All the ladders to be used will need to be tested and tagged. Only trained staff should have access to the registered ladders. ST has attended this training course and ETK/DLS need to attend this course. ETK also wants certain students to go on this course. CW advised that the next training course at SK is due to be held on 11 March 2007 but that the Scaftag system was presently down. Once this is back up ETK/DLS should go on-line and book themselves onto it.	ETK/DLS
<b><u>Accidents Reported</u></b>	
9.1 ETK confirmed that he has now submitted a Dangerous Occurrence Form for the accident which had happened in Room 344 in November 2007, when part of the ceiling had fallen down. This had been caused by drilling taking place within the building. No one was injured when this occurred.	Comment

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	<b>Description</b>	<b>Action</b>
<b>10.</b>	<b><u>Disability</u></b>	
10.1	Nothing to report.	Comment
<b>11.</b>	<b><u>General Building Issues</u></b>	
11.1	GNB advised that students have been asking to use Room 210 as a quiet study area. PS stated that he would be having a meeting later on this week regarding the room however it should be back within use within a week.	Comment
<b>12.</b>	<b><u>Any other business</u></b>	
12.1	In the previous meeting, IH thought it would be a good idea to have a health and safety section on the departmental website and agreed to set this up. IH advised us that this has now been done. The link for this webpage can be found at : <a href="http://www.doc.ic.ac.uk/~ih/safety/">http://www.doc.ic.ac.uk/~ih/safety/</a>	Comment
12.2	CW and IH conducted a H & S Inspection of the building on 23/1/08. A few issues had been raised : fire extinguishers missing, a few trip hazards etc.. They also followed up regarding the fire damage in Room 305.	Comment
12.3	CW enquired about how the Day One Safety Induction is operating within the department. Its was confirmed that our Head of Department, Jeff Magee had decided that Safety Induction should be undertaken by the supervisor or line manager. If they are not available, then the DSO will conduct it. Sherfield Security will not issue a swipecard for new starters without the signed form. BG confirmed that supervisors are reminded of this both by HR and herself prior to the arrival of the new staff/student. The information regarding this is also on our H & S webpage.	Comment
<b>13.</b>	<b><u>Date of next meeting</u></b>	
13.1	The next meeting will be held on Wednesday 18 June 2008 at 14:30 in Room 217.	