

**University *of*****Limerick**

**OLLSCOIL LUIMNIGH**

## MINUTES

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|  | **Meeting** | : | Safety Representative Committee |
|  | **Venue** | : | MS Teams Meeting |
|  | **Date** | : | 11th of February 2021 |
|  | **Time** | : | 12h00 – 13h00 |
|  | **Attendance**  **Recording Secretary** | :  : | P Thornton (Chair), G Armstrong, J Kennedy, S Clothier, S Murphy, M Hayes  T Considine, A Moloney  L Fitzpatrick |
|  | **Apologies** | : | M Fernstrom, P Davern, A Dormer, M Toomey, L O’Shea |

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| **1.**  1.1  1.2  **2.**  2.1  **3.**  **3.1**  **4.**  **5.**  **6.** | **Welcome**  NOTED P Thornton welcomed all present to the Committee meeting.  **Apologies**  NOTED M Fernstrom, P Davern, A Dormer, M Toomey, L O’Shea.  **Minutes of previous meeting**  NOTED Minutes of previous meeting – 21January 2021 were approved.  **Safe Access to Laboratories & Workshops by B&E Staff;**  **UPDATE:**  All CTOs agreed that option 1 the smaller doorplate sign works best. All agreed and look forward to the B&E roll out.  **Control of Service Providers (SP):**  **UPDATE:** M Hayes informed the committee that the Service Provider (SP) SharePoint platform has now been set up and is available for SP Co-ordinators to add their Service Provider safety management documentation. She highlighted that many departments have been proactive and have begun requesting and collating SP documentation to be added to the SharePoint site. The Standard Operating Procedure (SOP) document for the Control of SPs is currently going through the HR Quality Management System for approval. The SOP contains updated information regarding roof access protocol. The responsibility for necessary supervision and safe working by UL staff and Service Providers on a roof ultimately lies with the Head of Department/Unit or nominee. Departments employing SPs to conduct work on UL building roofs must document a risk assessment for SP roof access to ensure all hazards in the area of work on the roof have been identified and risk assessed. UL departments can contact [buildingsmaintenance@ul.ie](mailto:buildingsmaintenance@ul.ie) for additional information on roof access hazards specific to their building, if necessary.  No lone working is permitted on UL Building roofs. Suitable control measures must be implemented by the department depending on the work being conducted, the following measures can be taken for e.g. supervision, designated contact checks by phone i.e. every ½ hour etc. UL staff accessing the roof must complete Work at Height training. The health and safety unit will be arranging Work at Height training for the assigned personnel in each department/unit. The names of nominated personnel that require Work at Height training can be emailed to [hnsbookings@ul.ie](mailto:hnsbookings@ul.ie).  NOTED: M Hayes advised that there would be staff training and support provided to address any concerns or questions. M Hayes opened the floor to any questions from committee members.  NOTED S Clothier queried when the fume cupboard requires servicing who should be contacted to arrange the roof access for the callout of the SP.  NOTED M Hayes explained if departments are having difficulties with completing the risk assessment for roof access that they can contact B&E and they will be able to provide information specific to each building roof.  NOTED T Considine advised if depts. /units are arranging a SP to come on site that requires roof access that B&E are happy to assist with the risk assessment given appropriate notice. He stated that in the event of an emergency, these are facilitated from time to time.  M Hayes advised when a SP comes on site the SP Co-ordinator must first issue a UL General Permit to Work and then acquire the roof permit, if access to the roof is necessary. It was emphasised that B&E would not issue any additional permits without the completed signed General Permit to Work form.  NOTED S Clothier identified that training on this process would be needed.  NOTED M Hayes explained there would be training provided to all appointed SP Co-Ordinators and their alternates once nominated by their areas. M Hayes highlighted that the names are to be forwarded to the H&S unit to provide access to the SharePoint file.  NOTED G Armstrong asked when the SOP would be available.  NOTED P Thornton advised that the SOP would be uploaded to the SharePoint platform early next week.  NOTED S Clothier stated that the UL indemnity insurance document request is causing delays with the SP, as they need to write to their insurance company.  NOTED T Considine advised that sometimes there can be a delay for the return of the paperwork but the insurance companies are well used of these type of requests. He advised depts. /units need to be persistent and ensure all documentation is provided before the SP arrives on campus.  NOTED M Hayes stated that sometimes SPs do not realise that they can request the indemnity from their insurance company. However, insurance companies will provide this documentation. With any new system, there is a transition phase and when the SP library is established, it will be easier to maintain.  NOTED G Armstrong highlighted that proficient SPs have no problem providing the paperwork.  NOTED M Hayes explained if depts. /units are working with a SP that is a small time operation it may take them longer to forward the documentation and you may have to educate them on exactly what you are requesting. M Hayes highlighted that the documentation that we are requesting is all legally required under the **Safety, Health and Welfare at Work Act 2005. M Hayes advised that departments should contact their SPs (normal operation and emergency requirements as soon as possible to request the necessary safety documentation.**  **NOTED P Thornton addressed the committee if they had any feedback/comments regarding the Control of SPs. He stated that the SOP will be available early next week and the H&S Unit and B&E are available to provide assistance. P Thornton advised that SP Co-ordinator training would be commencing in week 5.**  **ACTION P Thornton confirmed that an email notification would be sent to the committee that the SOP has been uploaded to the SharePoint platform.**  **NOTED M Hayes advised that the Covid-19 declaration be stored locally by depts. /units.**  **NOTED G Armstrong stated that a query arose under a GDPR review as to how long should a Covid-19 declaration be retained.**  **NOTED M Hayes confirmed that the completed document is seen as a health record and should be retained in accordance with the Records Management and Retention policy.**  **Accidents & Dangerous Occurrences**- **for the period 22.01.2021-11.02.2021.**  **The following accidents were reported in respect of Students:**  Thomond Village Student Accommodation:  Student amputated the top of their finger when they caught it in their bedroom door.  First aid and medical aid was provided.  Kilmurry Village Student Accommodation:  Student cut their finger with a knife while preparing food. First aid was provided.  **No accidents were reported in respect of Staff, Visitors or Service Providers.**  **No dangerous occurrence reports were received since the previous Safety Reps meeting.**  **Any Other Business**  **UPDATE** M Hayes highlighted that there is on campus Covid-19 testing for Students taking place this weekend 12th and 14th February from 10:00am to 6:00pm each day. In order to increase the footfall as much as possible please remind students about the testing this weekend. There is a large campaign for the students to attend.  NOTED S Murphy confirmed that they have included the notification in their PowerPoint slide to address students.  NOTED S Murphy asked for clarity on whether students requesting to collect materials for their programme and travelling outside the guidelines was allowed or whether they would have to wait until the week they were allowed on campus.  NOTED M Hayes and T Considine agreed that if it was essential to their studies that the travel would be deemed essential.  NOTED P Thornton advised if it is compulsory and necessary for the student to have those materials for their studies then it is acceptable.  S Murphy queried would a short-term visit form apply in those cases.  NOTED T Considine confirmed a short-term visit form would be applicable.  NOTED S Clothier raised the query on whether a distance of 2metres or 1metre was appropriate in on campus face to face teaching in labs and what is the process of ensuring the doors are open if labs are to take place in week 5.  NOTED P Thornton advised the distance of 1metre is being applied but 2 metres if feasible to be put in place should be implemented where possible.  NOTED T Considine explained that buildings are closed and are only reopened under two classifications. One is planned teaching and the other is an adhoc need through requests. For teaching situations, the request would come to B&E through scheduling and this details week-by-week requests of what teaching was approved through the scheduling committee and space management committee. The building will be open on the date specified by scheduling.  NOTED S Clothier queried when the roll out of FFP2 facemasks would be.  NOTED M Hayes advised that FFP2 facemasks can be ordered through [PPErequests@ul.ie](mailto:PPErequests@ul.ie)  NOTED J Kennedy informed S Clothier that M Munroe has a delivery of FFP2 facemasks scheduled to arrive and that detail has been emailed out to CTOs.  S Clothier queried whether the FFP2 masks could be washed.  P Thornton confirmed that they were disposable similar to the surgical masks.  NOTED J Kennedy raised heating concerns on behalf of the CTO in ECE. J Kennedy stated that some buildings are having heating issues. The main building heating requirement is for labs is for staff preparing online material. She advised an email has been sent to buildingsmaintenance@ul.ie.  NOTED T Considine advised that under the current circumstances, most UL buildings are empty and B&E cannot turn on the heating in all buildings. He stated B&E are actively responding to requests. If B&E are advised through facilities, heating is enabled and all Security access requests go into the B&E log and the heating requirements are reviewed on a daily basis.  **Next Meeting**  NOTED P Thornton confirmed our next meeting would be @ 12h00 on March 4th 2021. | **PT** |