

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

**OLLSCOIL LUIMNIGH**

## MINUTES

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|  | **Meeting** | : | Safety Representative Committee |
|  | **Venue** | : | MS Teams Meeting |
|  | **Date** | : | 10th June 2021 |
|  | **Time** | : | 14h00 – 15h00 |
|  | **Attendance**  **Recording Secretary** | :  : | J Kennedy, S Murphy, S Clothier, Philip Thornton (Chair), L O’Shea, T Considine  Maggie Hayes |
|  | **Apologies** | : | A Dormer, M Toomey, L Fitzpatrick, |

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| **1.**  1.1  1.2  **2.**  2.1  **3.**  **3.1**  **3.2**  **3.3**  **3.4**  **3.5**  **3.6**  **4**  **5**  **6**  **7.** | **Welcome**  NOTED P Thornton welcomed all present to the Committee meeting.  **Apologies**  NOTED A Dormer, L Fitzpatrick, M Toomey  **Minutes of previous meeting**  NOTED Minutes of previous meeting –13th May 2021 were approved.  **Matters Arising from Previous Meeting**  **Control of Service Providers (SP): C/F**  UPDATE: UPDATE: M Hayes informed the committee that H&S met with the Finance Department to discuss whether the SP insurance documentation can be requested by them as part of the approval and setting up process of SPs.  During the meeting, the size and scope of the project was discussed.  > 4500 suppliers <€25k annual spend. Finance advised that B&E are responsible for signing off on insurance suitability. Finance understanding is that for SP under €25k per annum, it is the University department who is responsible for ensuring insurance is correct. The Finance department can investigate the feasibility of attaching SP insurance certificates that have been approved as sufficient by the University and advising intending SPs of the required insurance indemnity limits at the tendering/quotation stage.  Finance agreed to run a report of supplier spend of <€25K and for the UL departments to identify their SPs from the list. In addition, Finance are going to introduce supplier codes to specifically identify those who were supplying services rather than equipment or consumables.    NOTED: G. Armstrong queried re the previous practice for SP < 25k were department staff required to confirm sufficient insurance cover at the SP set up stage or prior to commencement of work. G Armstrong advised that staff may not be aware of the set up stage requirement if applicable.    **ACTION** M Hayes advised the committee that H&S will be arranging a meeting with both Finance and B&E to discuss the next steps and feedback will be provided at the next committee meeting.  **UL Staff SOP Training C/F**   * Awareness of Heads of Department of the new process and work involved – HOD need training * All UL staff need training in this process. * Dates for additional Service Provider Co-Ordinator training   NOTED P Thornton advised that the competent person will require further review and a trainer has been lined up from Optima to deliver the training to the Service Provider Co-ordinators and their alternates. The training dates will be scheduled once the SOP has been finalised and agreed.  NOTED M Hayes advised that the H&S Unit will be arranging a Control of SP Awareness workshop for HOD’s through MS Teams to create further awareness, on finalisation of the SOP.  **Shared SPs**   * Ownership of SPs in common to most departments e.g., printer servicing and repairs/   Water provision/shredding. General permits for same.  T Considine provided an overview of the Water Dispenser Maintenance Schedule currently being agreed with Crystal Clear. The revised schedule will help eliminate repeat visits to University buildings when conducting preventative maintenance on the plumbed water dispensers.  **ACTION** Departments to provide contact details for the Service Provider to contact on the Maintenance Schedule and return to Tony Considine and Eric Crowe.  **Additional Permits & Roof Access**  UPDATE: M Hayes and T Considine have agreed the following text for inclusion in the Control of Service Provider standard operating procedure.  “ When additional permits are required, the Department/Unit host should contact the Buildings and Estates department at [buildingsmaintenance@ul.ie](mailto:buildingsmaintenance@ul.ie) well in advance of the planned Service Provider work commencement date.  Buildings and Estates will assign a staff member to manage the request and this person will contact the requestor directly. Any changes in work or planned schedules can be directed to the assigned Buildings and Estates staff member.  If an additional permit is required during the Service Provider work operation e.g., equipment breaking during Service Provider works, the UL Department/Unit host can contact Buildings and Estates at [buildingsmaintenance@ul.ie](mailto:buildingsmaintenance@ul.ie) or at 061 202006/202001”  **ACTION:** Text to be added to Control of SP SOP.  **SP Insurance Indemnity Limits**  UPDATE: P Thornton contacted Cliona Donnellan to investigate the feasibility of accepting SP’s insurance certificates with lower indemnity limits. C. Donnellan advised that regarding a sole trader, Employers Liability insurance of €13m is not a requirement once they have no employees. Regarding the level of public liability insurance at €6.5m, this can only be reduced if the works are risk assessed and the University is willing to accept a reduced limit of indemnity. This means in the event of a loss and an SP has a limit of indemnity below the amount of the loss, UL must be willing to absorb the potential cost burden. These circumstances are assessed on an individual basis. A lot of the time once UL push back, the SP can come up with the documents required so reduced limits would be an exception in limited circumstances, the rule remaining at €6.5m.  **SharePoint Site**   * Can departments access the B&E Service Provider library?   UPDATE: M Hayes shared access to the UL Service Provider SharePoint site to required B&E team members to review set up.  **Emergency Response procedure for hazardous areas**.  University departments are required to identify potentially hazardous areas and department emergency contact personnel to Buildings and Estates. B&E will then then use the returned information for the installation of the red/green card door holders.  **ACTION:** Health and Safety Unit to contact UL departments to request a list of their areas which currently or have the potential to present a hazard in their departments. Departments are required to provide emergency contact information in the event required callout during an emergency in their department.  **Accidents & Dangerous Occurrences**- **for the period 13.05.2021-10.06.2021.**  No accidents or dangerous occurrence to report.    **A.O.B**  P Thornton thanked the Committee for their work throughout the year.  **Next Meeting**  Next meeting will be on September 9th, 2021 @ 14H00. | **PT & MH**  **PT & MH**  **Department Heads**  **PT & MH**  **NOTED**  **NOTED**  **PT & MH**  **NOTED** |