

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

**OLLSCOIL LUIMNIGH**

## MINUTES

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|  | **Meeting** | : | Safety Representative Committee |
|  | **Venue** | : | MS Teams Meeting |
|  | **Date** | : | 13th May 2021 |
|  | **Time** | : | 14h00 – 15h00 |
|  | **Attendance**  **Recording Secretary** | :  : | A Moloney , M Hayes (Acting Chair), G Armstrong, L O’Shea, M Toomey, P Davern, S Clothier, S Murphy, T Considine.  Maggie Hayes |
|  | **Apologies** | : | A Dormer, J Kennedy, L Fitzpatrick, M Finucane, P Thornton |

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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**  **3.7**  **3.8**  **4.0**  **5.0**  **6.0** | **Welcome**  NOTED M Hayes welcomed all present to the Committee meeting.  **Apologies**  NOTED A Dormer, J Kennedy, L Fitzpatrick, M Finucane, P Thornton  **Minutes of previous meeting**  NOTED Minutes of previous meeting –8th April 2021 were approved.  **Matters Arising from Previous Meeting**  **Control of Service Providers (SP): C/F**  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 June 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.  UPDATE: T Considine provided an overview of the draft 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** T Considine to send the finalised preventative maintenance schedule to Lynda Fitzpatrick for distribution to the committee members.  **SF033 General Permit to Work Form**  UPDATE: M Hayes advised that a request to further amend the SF033 General Permit to Work form was received via the B&E, H&S, S&E steering committee. M Hayes and G Armstrong met offline to amend the form. The latest revision will be presented and agreed at the next steering committee meeting on 14th May 2021. Upon approval the latest revision will be sent to the Safety Rep committee for review and approval.  **ACTION:** Latest revision of the SF033 form to be sent to the Safety Rep Committee for review and approval.  **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.  Noted: T Considine advised that he was not aware of when B&E had to accept lower indemnity limits.  Noted: L O’Shea queried the effect of varying currency exchange rates on SP insurance certificates.  **ACTION**: Required SP insurance indemnity limits and the management of currency exchange limits to be discussed during a meeting with B&E, Finance and H&S. Committee to be advised of meeting outcome.    **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.  **Clinical Placement Students- Use of Student Day Pass Portal**  UPDATE: M Hayes advised that this issue was discussed at the Space Management Committee and the following was agreed:  Years 1&2 Students will use the Student Day Pass Portal.  Years 3&4 students will use the School of Medicine system on placements. However, they will use the Student Day Pass Portal when on campus to access the library.  **Accidents & Dangerous Occurrences**- **for the period 08.04.2021-13.05.2021.**  **The following accidents were reported in respect of STUDENTS:**   * Thomond Village: Student hit their head on the door of a kitchen cabinet. First aid was administered.     **The following accidents were reported in respect of Visitors**   * Cycle path between the Stables and the Library: Member of the public fell off their bike and sustained an injury to their head and arm. First aid was administered, and the injured party was transferred to hospital via ambulance.   **Any Other Business**  NOTED: T Considine advised of a previous request to return the Emergency Response procedure for hazardous areas to the committee agenda. The committee is required to agree wording to alert Heads of Department to submit a list of areas (i.e., room numbers) which area hazardous/have the potential to be hazardous in an emergency. B&E will then then use the returned information for the installation of the red/green card door holders.  **ACTION:** Emergency Response procedure to be added to the June meeting agenda.  NOTED: In relation to remote working/ working on campus advice provided in the HR Notice dated 10th May 2021, S Clothier queried the lack of the word “essential” and queried if additional staff could be requested to return to work. M Hayes advised that Universities are permitted to operate during the government Level 5 restrictions and under the internal implemented UL COVID-19 control measures, the Head of Department is responsible for identifying who is essential to return to work on campus. If additional personnel are required to work on campus, the approved business response plan must be reviewed and revised, as necessary. If the business response plan is revised it will require approval by the Space Management Committee. M Hayes advised that personnel can contact H&S directly should they have any queries on the implement Return to Work process.  **Next Meeting**  Next meeting will be on June 10th, 2021 @ 14H00. | **PT & MH**    **TC & LF**  **LF & MH**  **PT & MH**  **PT & MH**  **LF & PT** |