

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

**OLLSCOIL LUIMNIGH**

## MINUTES

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Meeting** | : | Safety Representative Committee |
|  | **Venue** | : | MS Teams Meeting |
|  | **Date** | : | 9th September 2021 |
|  | **Time** | : | 14h00 – 15h15 |
|  | **Attendance**  **Recording Secretary** | :  : | J Kennedy, S Murphy, S Clothier, M Toomey, L O’Shea, T Considine,  M Hayes, M Finucane, A Moloney, G Armstrong, A Dormer, C McGettrick, P Thornton (Chair)  L Fitzpatrick |
|  | **Apologies** | : |  |

|  |  |  |
| --- | --- | --- |
| **1.**  1.1  1.2  **2.**  2.1  **3.**  **3.1**  **3.2**  **3.3**  **3.4**  **4.**  **5.**  **6**  **7**  **7.1**  **7.2**  **7.3**  **7.4**  **7.5**  **7.6**  **7.7**  **7.8**  **8** | **Welcome**  NOTED P Thornton welcomed all present to the Committee meeting. He welcomed  C McGettrick as the newly appointed safety representative replacing T Irwin for CSIS.  **Apologies**  NOTED None recorded.  **Minutes of previous meeting**  NOTED Minutes of previous meeting –10th June 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 & B&E Departments to discuss the list supplied by finance and it was agreed that the lists will be furnished to faculties and departments to identify their Service Providers from the list.  **ACTION** P Thornton will circulate the lists to Faculty Managers for review.  **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 SOP training will be postponed until the process of retrieving SP documentation is agreed with the departments. Training will be scheduled once the SOP has been finalised and agreed.  **Shared SPs**  The Ownership of SPs in common to most departments e.g., printer servicing and repairs/  Water provision/shredding was discussed.  **ACTION** T Considine is sending the revised maintenance schedule for water dispenser servicing to P Thornton for circulation to the committee. T Considine advised that half the dispensers are owned by B&E for the maintenance contract and the others are locally owned by University departments.  NOTED G Armstrong highlighted that the service visit that recently took place the engineer expressed that he was not being shown around and wasn’t aware of where all the water units were and the contact persons.  T Considine advised that the engineer was provided with a list of contact persons for the areas where the water dispensers were present in order to gain access to the spaces.  G Armstrong advised from liaising with the engineer he had stated that the servicing was taking much longer as he was unable to get in contact with some of the contact persons listed and in other instances, he would have to wait for them to allow access.  **ACTION** T Considine will liaise with the B&E team to address if there is a more streamlined approach to carrying out the servicing of the water dispensers.  **SP Insurance Indemnity Limits**  UPDATE: M Hayes reiterated to the committee that the insurance limits are as follows: the Employers Liability insurance for the University is €13m and public liability insurance is €6.5m. M Hayes highlighted that some UK Service Providers have £10m public liability cover which does not equate to UL’s €13m insurance requirement to work on UL Campus or within UL Buildings its important to meet the cover specified under the University insurance requirements. The current advice is that these are the insurance limits and should be met to ensure sufficient insurance cover is in place.  P Thornton advised that it is important from a University liability perspective to ensure those limits are in place before the SP arrives on campus.  NOTED L O’ Shea highlighted that the indemnity limits can be an issue for small companies to meet and the library would have a number of smaller service providers.  NOTED M Hayes advised that the only deviation from the limits would be if the company didn’t have any employees and therefore the Employer Liability limit would then not be required.  **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.  UPDATE: T Considine advised that B&E have not received contacts so far.  **ACTION** T Considine advised he would double check the B&E Minor Works Request log and report back with any update.  **ACTION** All departments were complete the designated form and send to [Buildingsmaintenance@ul.ie](mailto:Buildingsmaintenance@ul.ie) to B&E to identify the hazardous areas to erect the red/green card holders and to have contacts for call outs in the event of an emergency.  **ACTION:** Health and Safety Unit to contact UL departments again 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.  **Use of needles within laboratories:**  NOTED G Armstrong highlighted that due to an accident within the Bernal Institute involving a student needle stick inoculation, the use of needles during the procedure was reviewed and needles are now replaced with flat tipped needles.  NOTED P Thornton asked the committee members whether they also used sharp ended needles for any of their procedures and whether they could also be replaced with the flat tipped needles going forward.  NOTED S Murphy and C McGettrick advised that their departments don’t use any needles in their procedures.  **ACTION** J Kennedy and S Clothier advised they would need to double check within their departments. J Kennedy advised that an assessment would need to be conducted to check the use of syringes and needles.  **Accidents & Dangerous Occurrences**- **for the period 10.06.2021-9.09.2021.**  **The following accidents were reported in respect of STAFF:**  Remote Working: Staff member experienced two separate accidents when she leaned forward on her home working chair, the chair went from under them and they sustained an injury. First aid was self-administered. Chair was returned to UL for inspection.    **The following accidents were reported in respect of STUDENTS:**  Bernal Institute: Student sustained a needlestick inoculation when transferring an aliquot of liquid during a dissolution study.  First aid was self-administered. The use of needles during the procedure was reviewed and needles are now replaced with flat tipped needles.    **The following accidents were reported in respect of Visitors**  Remote Working: Staff member's spouse sat on the vacant office chair to review a document on behalf of their spouse. When they leaned back towards the head rest the chair fell backwards and they banged their head. First aid was self-administered. The chair was returned to UL for inspection.  Courtyard outside the Scholars:  Visitor sustained an injury to their wrist when they fell when getting up from a seating bench.  First aid was administered followed by medical attention.  **The following accidents were reported in respect of Service Providers**  Thomond Village Student Accommodation: Service Provider cut their finger when disposing of furniture in a skip. First aid was administered.  Foundation Building: Service Provider sustained a sprained foot when they missed a step and fell while sanitising a stairs handrail. Medical aid was administered by the Service Providers GP. Accident was reported to the Health and Safety Authority.  Dromroe Student Accommodation: A Service Provider was inoculated in the eye with a small volume of a chemical cleaning agent when was splashed into her eye. Eye protection was not worn at the time. First aid was administered.  Troy Village Student Accommodation: Service Provider fell from an unbraced ladder when accessing the first floor of Troy Village. Medical aid was administered.  A safety audit was conducted on the Service Provider.   Service Provider returned to work the next day after the accident.    **The following Dangerous Occurrences were reported**  Main Building: Asbestos containing material (ACM) was detected in an old fume cupboard during a laboratory clear out works.   ACM was removed and disposed of in accordance with regulatory requirements. An asbestos consultant was employed to review older fume cupboards for the presence of ACM.  Remote Working: Researchers were harassed and threatened by a Research participant. The incident was reported to the Gardai. The PI to the project conducted an interview with this individual which has resulted in the communications being stopped. Since this interview took place, there has been no further communication.  Bernal: Fire outbreak in a furnace during an experiment due to a possible leaking joint in the apparatus. Experiment apparatus and standard operating procedure were amended to prevent a possible reoccurrence.    **A.O.B**  **ACM**  NOTEDT Considine advised that H&S had sent out a one point lesson plan to all relevant departments and asked them to report the presence of any older type fume cupboards to B&E. An asbestos consultant was employed to review older fume cupboards for the presence of asbestos containing material (ACM)  NOTED M Hayes advised that the only areas that reported back were by S Clothier: PESS and by the School of Engineering: N Coleman and H&S were not aware of any additional asbestos being found.  **KBS Building Accessibility Issue**  NOTED M Finucane raised concerns about an issue regarding the accessibility of the KBS building during evening programmes that took place on the first week back. She highlighted that the doors were locked by security at 9pm while there were still students in the building and the lights to the car parks were turned off, leaving students using their phone torches to find their way to exit the campus.  NOTED T Considine advised that B&E are currently discussing the issue that occurred in the KBS & car parks and it has been raised with the electrical team as the lights should not have went off, he advised this will be rectified. T Considine highlighted that regarding the locking down of the buildings P McMahon and R Reidy are writing to various managers. The evening classes are arranged with SAA and the KBS room bookings regarding doors being locked there was a fall in communication and T Considine stated he will come back regarding an answer to why this happened.  NOTED A Moloney stated that room bookings are circulated every Monday and the class finished at 10pm. If we could receive an answer regarding the lights being turned off that would be great.  **ACTION** T Considine stated that P McMahon is looking into it as B&E don’t turn off lights normally and it is likely a fault that occurred. T Considine advised that an update and feedback will be provided to the KBS directly regarding the issues raised.  **Covid-19 Queries**  NOTED L O’ Shea queried whether the same protocol of recording staff coming into the library would be required for contact tracing and security used to take the lists.  NOTED M Hayes advised that the lists were previously required for cleaning and sanitisation purposes.  NOTED P Thornton advised that if operating at full capacity it is not a requirement to log all staff that are entering the building.  NOTED M Hayes highlighted if staff require access out of hours this must be endorsed and authorised by their HOD.  M Toomey raised a query regarding whether all student names had to be logged for contact tracing if close contact was established or is it just the name of the class group that is required.  NOTED M Hayes advised that it is only the staff that require to be logged and UL don’t carry out contact tracing.  S Clothier queried what the was the protocol for classroom teaching regarding should the windows be open before they arrive, should students sanitise the tables on entry or after. He stated it would be beneficial to get an email communication sent to everyone regarding the correct protocol to follow.  M Hayes stated that the teaching rooms are facilitated with sanitisation and the lecturers can invite students to sanitise the furniture. Ventilation surveys have been carried out on the teaching spaces and the windows are to remain open.  **ACTION** M Hayes will contact the communications manager E Brady to send a notice through HRNotices regarding the points raised.  M Hayes & P Thornton encouraged people to access the Q&A section on the Covid19 Sharepoint hub and staff can access this to address many of their queries.  **Government Work Safety Protocol**  NOTED S Clothier asked whether the 3 day completion of the COVID-19 declaration by SPs was still applicable.  NOTED M Hayes advised that the 3 days is a Government Work Safety Protocol that must be implemented for compliance.  **Biological Sciences Laboratories- One way system**  NOTED J Kennedy raised concerns regarding the one way system for students arriving to their labs was not working and the students were not paying attention to the signs displayed and are congregating in narrow corridors. J Kennedy asked whether there was a way of policing this.  P Thornton advised that informing students of the signage to follow and asked T Considine unless Porter staff can assist in some way.  T Considine advised that it is very difficult to ensure compliance and B&Es position of enforcing is very limited.  NOTED T Considine advised J Kennedy to contact B&E Facilities Manager to make changes to the one way system if it is not working for the department.  **ACTION** J Kennedy advised that she has contacted their Facilities Manager and will discuss changes.  **Worker Representative Presence for after hours**  M Finucane raised concerns that there was no worker representative within the KBS after 5:15pm and at the weekends for classes being held.  NOTED P Thornton advised that he would meet M Finucane to discuss this further.  **PPE Request**  NOTED A Moloney queried where they could get more sanitiser as the PPE order that was put in they were short 10 buckets of sanitiser.  NOTED T Considine advised A Moloney to contact G Hallinan directly regarding the PPE ordered.  **Library Staff room occupancy requirements**  NOTED L O’ Shea queried numbers allowable in their staff room canteen area with the 2metre distancing and queried whether there is an exemption.  NOTED M Hayes advised that she should review the recommendation in the business response plan approval and B&E can be contacted to conduct a ventilation survey for that space.  NOTED T Considine advised that if it is a multi-occupancy space the rule is that the ventilation needs to be checked and he stated you apply the strictest of the two; ventilation numbers vs 2metre distancing allowable in the space.  **ACTION** T Considine advised L’O Shea to send the query to [Buildingsmaintenance@ul.ie](mailto:Buildingsmaintenance@ul.ie) and they will follow up.  **ACTION** M Hayes stated that she can liaise with L O’ Shea regarding sanitation requirements and updating the safety management plan for that space.  On behalf of the committee M Hayes thanked P Thornton for all his work and support to the Safety Representative Committee over the past number of years, this being his last committee meeting as Chairperson. Everyone wished P Thornton the very best in his upcoming retirement.  **Next Meeting**  Next meeting will be on 14th October, 2021 @ 14H00. | **PT**  **TC & PT**  **TC**  **TC**  **ALL**  **H&S**  **JK & SC**  **TC**  **MH**  **JK**  **TC & LOS**  **MH & LOS** |
|  |