

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

**OLLSCOIL LUIMNIGH**

## MINUTES

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|  | **Meeting** | : | Safety Representative Committee |
|  | **Venue** | : | MS Teams Meeting |
|  | **Date** | : | 11th November 2021 |
|  | **Time** | : | 14h00 – 14h30 |
|  | **Attendance**  **Recording Secretary** | :  : | J Kennedy, S Murphy, S Clothier, M Toomey, L O’ Shea, T Considine,  G Armstrong, C McGettrick, J M Kelly, P Davern, M Hayes (Chair)  L Fitzpatrick |
|  | **Apologies** | : | M Finucane, A Moloney, A Dormer |

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| **1.**  1.1  1.2  **2.**  2.1  2.2  2.3  2.4  2.5  **3.**  3.1  3.2  3.3  **4**.  **5.** | **Welcome**  NOTED M Hayes welcomed all present to the Committee meeting.  **Apologies**  NOTED M Finucane, A Moloney & A Dormer.  **Minutes of previous meeting**  NOTED Minutes of previous meeting –14th October 2021 were approved.  **Matters Arising from Previous Meeting**  **Control of Service Providers (SP):**  UPDATE: M Hayes updated the committee that the lists of Suppliers and Service Providers provided by the Finance department have been circulated to Faculty Mangers to identify their Service Providers from the Suppliers listed. Additional departments have returned with their updated lists.  **Crystal Clear water dispenser maintenance schedule**  UPDATE: T Considine advised L O’ Shea that B&E have confirmed they will continue to act as the library’s contact for the water maintenance dispenser visits.  NOTED S Clothier queried whether the SP paperwork was in place for Crystal Clear.  UPDATE: M Hayesadded the documentation received from the SP. Departments in advance of their organised service date will need to ensure that intended SP employees have completed the Induction training, competency check, COVID-19 screening questionnaire and issue the general permit to work.  **Emergency Response procedure for hazardous areas**.  University departments are required to identify potentially hazardous areas and department emergency contact personnel who may be contacted for advice in the event of an emergency to the Buildings and Estates department. 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 checked the account mailbox and there were new contacts & lists of areas requiring the door notices received to date.  UPDATE M Hayes advised that a reminder was sent out by H&S Unit to the HODs of departments to request a list of their areas which currently or have the potential to present a hazard in their departments and a list of emergency contact persons for these areas.  M Hayes advised that the School of Education and School of Allied Health have reverted and confirmed they do not have any hazardous areas requiring the B&E red/green emergency door card holders.  UPDATE M Hayes reissued the spreadsheet to J Kennedy to log their area doors which required red/green card holders and to update their call out list of emergency contacts.  **ACTION** J Kennedy stated that their department have updated the log and will send it to [BuildingsMaintenance@ul.ie](mailto:BuildingsMaintenance@ul.ie) following the committee meeting.  UPDATE G Armstrong confirmed that the Bernal has received a few emergency contacts to date but is still awaiting more before providing the list to B&E.  **ACTION** G Armstrong will forward T Considine the list of hazardous areas for the Bernal and will follow up again with the line management of Researchers utilising the laboratories within the Bernal to discuss further emergency contact persons.  **ACTION C/F** All remaining departments to 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 personnel to contact for advice in the event of an emergency in their area.  **Road Surface Hazard near MSSI/PESS**  UPDATE T Considine advised that the Facilities Manager for PESS, Sean Collins was unaware of the issue regarding the road surface area between PESS and the MSSI. T Considine advised S Clothier to log the query with [Buildignsmaintenance@Ul.ie](mailto:Buildignsmaintenance@Ul.ie) and S Collins will discuss the query further.  **PESS Roof Leaks**  UPDATE: S Clothier advised that the PESS roof is continually leaking, and that staff are using their common sense to remove the B&E barriers in place when the water pooling has been controlled for classes to commence. S Clothier highlighted that they are continuing to monitor the roof and clean up leaks for the interim until the roof repairs can take place.  UPDATET Considine advised S Clothier to log the leaks with buildings as much as possible and liaise with S Collins until the roof is fixed. T Considine advised that funding designated for fixing the roofs is due for approval, which B&E will be updated on in the coming months.  **Accidents & Dangerous Occurrences**- **for the period 10.09.2021-14.10.2021.**  **The following accidents were reported in respect of Students:**   * Outdoor Sports Facilities: Student dislocated their finger during UL GAA training. Medical aid was provided. * Schrodinger Building: During a laboratory a student sustained a cut to their finger when they deviated from the laboratory safety precautions demo while cutting a piece of brass using a piercing saw. First aid was administered. A second demonstration was provided to confirm the safe use of the saw and highlight risks associated with the use of hand tools.   **The following accidents were reported in respect of Visitors:**   * Pavilion Soccer Pitch: During a soccer match a visitor sustained a (closed fracture) to the shin area of their leg. First aid and medical aid were provided. * Outdoor Sports Facilities: Visitor dislocated their ankle during a soccer match tackle. Medical aid was provided. * Outdoor Sports Facilities: Visitor suffered concussion during a tag rugby match. First aid and medical aid was administered. * Outdoor Sports Facilities: Visitor was hit on the back by the portable goals which were blown over by high winds. No first aid was required. The light portable goals were not secured with weight bags at the time of the incidents. Portable goals have been replaced by portable goals with built in weights.   **The following dangerous occurrences were reported:**   * Member of the public reported to a Kirby electrical apprentice that they had witnessed an individual with impaired vision walking into the temporary pedestrian barriers outside CG-033. Incident was investigated but nobody was present at the location. Buildings and Estates are currently in the process of designing and installing a permanent railing that will guide persons with impaired vision away from the exit. * Buildings & Estates Security were notified that video footage was circulating on social media of unauthorised access to Student Centre tower crane. Additional security patrols have been put in place. Hoarding around base of tower crane has been improved and increased in height to prevent access to the tower crane.   **No accidents were reported in respect of Staff or Service Providers.**  **A.O.B**  NOTED L O’ Shea raised a query on behalf of the library staff reporting that the outdoor lights by the KBS carpark not working. L’ O Shea advised that there is concern among the library staff finishing at 9pm regarding the safety of pedestrians as it is difficult to see other people when driving out of the KBS carpark. The issue was raised with D Kiely in B&E and she highlighted that he has been very helpful. An underground issue has been identified and it was queried whether a temporary fix could be set up in that area.  ACTION T Considine advised that he will raise the issue with the electrical team to find a temporary solution until the underground cable can be fixed.  UPDATE: M Hayes informed the committee that she would be reverting to her original post when the newly appointed Safety Officer begins the appointment on 6th December 2021.  **Next Meeting**  Next meeting will be held on 9th of December 2021 @ 14h00. | **JK**  **GA, TC**  **ALL** |