



AGENDA for the 06 February 2024 meeting

The 208th meeting of the Health & Safety Consultative Committee will be held via Teams.

Part A: Preliminary Items		Reference	Led by
A1	Apologies	Verbal	Chair
A2	Membership Update 23/24	HEA-2023-017	Chair
A3	Declaration(s) of interest	Verbal	Chair
A4	Minutes of the meeting held on 03 October 2023 CHAIR APPROVED	HEA-2023-018 CONFIDENTIAL	Chair
A5	Matters arising	HEA-2023-019	Chair/Secretary
Part B: Major Topics		Reference	Led by
B1	Wellbeing Policy	Verbal	S Swales
B2	Clinically Vulnerable Risk Assessment	Verbal	S Swales
Part C: Local Reports		Reference	Led by
*C1	Collated Report of Low Impact Areas	HEA-2023-020 CONFIDENTIAL	F Riley
*C2	Collated Report of Medium Impact Areas	HEA-2023-021 CONFIDENTIAL	F Riley
*C3	Collated Report of High Impact Areas	HEA-2023-022 CONFIDENTIAL	F Riley
C4	Common Themes Report	HEA-2023-023	F Riley
Part D: Safety		Reference	Led by
D1	Annual Accident & Incident Report 2023	HEA-2023-024 CONFIDENTIAL	F Riley
D2	Autumn Fire Drills Report	Verbal	F Riley
*D3	Fire Safety Management Update Report	HEA-2023-025 CONFIDENTIAL TBC	F Riley

D4	Annual PAT Testing Report	HEA-2023-026	P Atkinson
D5	New Legislation	Verbal	F Riley

Part E: Health & Wellbeing		Reference	Led by
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E1	Report from Wellbeing Sub-Committee	HEA-2023-027 CONFIDENTIAL	S Swales
E2	Sickness Absence Report (bi-annual)	HEA-2023-028 CONFIDENTIAL	S Swales


Part F: Other Matters		Reference	Led by
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*F1	Health & Safety Training Compliance	HEA-2023-029	F Riley
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Part G: Other Business		Reference	Led by
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G1	Schedule of Business 2023/24	HEA-2023-030	Chair
G2	Any Other Business	Verbal	Chair

Date of the next H&S Consultative Committee meeting: 04 June 2024, 13:30 to 15:30 via Teams.

 *Shaded items indicate that the Committee is being asked to make a decision.*

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that they wish the item to be open for debate*

Health and Safety Consultative Committee – Membership 2023/24			
Membership role	Name	Job Title	School/Service
Co-Chair - Mgt	Andy Allison (interim from Dec 2023)	Associate Director of Estates and Facilities	Estates Services
Co-Chair - TU	Sareen Galbraith (from Oct 2023)	UCU	Trade Union
Trade Union reps (2 from UCU and 2 from Unison)	John Heathcote	UCU	Trade Union
	Vacant (previously Roland Cross)	Unison	Trade Union
	Jennifer Dods	UCU	Trade Union
	Carole Birley and David Page (Rotational basis)	Unison	Trade Union
SMG (2 Deans and 2 Directors)	Dr Andrew Manley	Head of Subject-Deputy for CSS	Carnegie School of Sport
	Oliver Bray	Dean of Leeds School of Arts	Leeds School of Arts
	Helen Dickson	Service Improvement Manager	Sport and Active Lifestyles
	Andrew Allison [Also Co-Chair]	Associate Director of Estates & Facilities	Estates/FM Services
School and Service reps (4 Schools & 4 Services min.) (On a 2-year rotating cycle at discretion of Joint Chairs)	Ryan Hill	Head of Facilities Management (City)	Estates/FM Services
	Katherine Everest	Associate Director of Libraries & Innovation	Library & Student Services
	Tracy Commons	Associate Director-External Relations	Corporate Communications
	Jonathan Holland	Head of Student Recruitment & Outreach	University Recruitment
	Joan Sheehan	Development Specialist	IT Services
	Vikki Johnston	Academic Services Manager	School of Health
	Jo Benn	Academic Services Manager	Carnegie School of Education
	Hamera Bashir	Health & Safety Manager	Leeds School of Arts
	David Haigh	Head of Subject	School of Built Environment, Engineering & Computing
	Nicola Queenan	Academic Services Manager	Carnegie School of Sport
Lizzi Kijewski	Academic Services Manager	School of Humanities & Social Sciences	
Students' Union reps x2	Harsh Bhatia	Activities & Events Officer	Students' Union
	Kerry Radford	Office Manager	Students' Union
In Attendance/Advisers to the Committee (Appropriate individuals invited to attend as/when required for specialist advice, support or guidance)	Liz Proctor Sarah Swales James Chester Vacant position Fiona Riley/Chris Knagg	Committee Secretary Deputy Director of HR Head of Health & Safety Health & Safety Adviser H&S Consultants x2	Financial Services Human Resources Health & Safety Health & Safety Health & Safety



A5 - Matters Arising

Executive Summary

This paper provides an update on matters arising from the previous meeting of the Health & Safety Consultative Committee on 03 October 2023.

Action Requested

The report is for information. The Committee is invited to note the report.

Appendices

None

Author

Name: Liz Proctor
Job title: PA to the Director of Estates & CARES
Date: 25th January 2024

Matters Arising

This report summarises the matters arising from the last meeting of the Health & Safety Consultative Committee on 03 October 2023:

Arising from Minute:	Context	Action required	Responsibility	Status and Progress
029.2022.HEA	The Acting Chair presented the 2022/23 Committee membership update for information (paper reference HEA-2022-017). The following was noted : a) There remained an outstanding vacancy on the Committee following the departure of the Dean of Social Sciences. The Chair was to approach an alternative Dean to fill this vacancy.	The Committee agreed : a) The Chair (Director of Estates) was to approach an alternative Dean to fill the current vacancy on the membership.	Trevor Armour	COMPLETE Dr Andrew Manley-Head of Subject- CSS had been nominated by the Dean of CSS to fill this vacancy.
051.2022.HEA and 004.2023 HEA of meeting 03/10/23	The Head of Student Recruitment and Outreach highlighted that University Recruitment had been split into two separate directorates. This was following the appointment of the new PVC, and the two directorates were headed up by Charlotte Renwick (AD Marketing & UK Student Recruitment) and Joe Rossiter AD (International Recruitment & Partnerships). This raised questions in relation to how this was to impact on representation and reporting at this meeting.	The Chair agreed : The Head of Health & Safety was to review and discuss with the Head of Student Recruitment in relation to the changes within the University Recruitment directorate and the impact on representation and reporting.	Fiona Riley/ Jonathan Holland	ONGOING The Health & Safety Consultant and Head of Student Recruitment/ Outreach had met. Head of SRO had been unable to confirm if two new groups were to be formed.
074.HEA.2022	The Committee received a starred report on the Health & Safety Training Compliance. It was noted: a) The Trade Union H&S representative queried the Health & Safety Matrix. It had previously been requested that management training be included in the training matrix, with greater clarity on where that level of health and safety training fit within the matrix and who should be conducting this. b) The reporting only indicated numbers rather than individuals. c) It was noted that perhaps as part of this report it reflected more informative information.	The Committee agreed : The Health & Safety team would review the training compliance report to reflect more informative information as requested.	Fiona Riley	COMPLETE AND CLOSED The Health & Safety Consultant confirmed that this was in progress and would be best achieved with a discussion with the Joint Chair (UCU) to agree an acceptable format for the updated report. Discussed in meeting 03/10/2023 and new action (018.2023) covering change to format of the training compliance report.

007.2023.HEA	<p>The Committee received a report on e-scooter risks, it was noted:</p> <p>a) The Head of Student Recruitment had highlighted that aside from the use of e-scooters in buildings and charging, the document had not targeted the use of any other forms of transport on campus.</p> <p>b) The Joint Chair (UCU) highlighted the importance of protecting pedestrians on campus, not just from e-scooters but all forms of transport.</p> <p>c) The Health & Safety Consultant confirmed they would review the e-scooter arrangements more broadly with a view of including all forms of transport, whether this be in a separate document or within the same policy.</p> <p>d) To date there had been no feedback on whether the e-scooter document had improved the situation, however this was to be monitored and fed back.</p>	<p>The Committee agreed:</p> <p>a) The Health & Safety Consultant to review more broadly the e-scooter arrangements for the inclusion of other forms of transport used on campus, or alternatively a separate document.</p> <p>b) The Health & Safety Consultant was to feedback any improvements with e-scooters following the new arrangement.</p>	<p>Fiona Riley</p> <p>Fiona Riley</p>	<p><u>ONGOING</u> The H&S Consultant had confirmed a broader document needed to be considered around driving on campus.</p> <p><u>COMPLETED</u> The H&S Consultant confirmed that no further concerns about E-scooters on campus had been received.</p>
018.2023.HEA	<p>The Committee received verbal update regarding training and refresher training records. It was noted:</p> <p>a) The Trade Unions had requested under previous (matters arising reference 074.HEA.2022) an improved format to identify levels of training and having assurance that colleagues with health & safety responsibility had the relevant training.</p> <p>b) The Health & Safety consultant highlighted that all online training provided was outside of people development and known as Vital Skills. Additional information from this could be provided within the report along with incorporating reasons for the enrolment to provide additional clarity.</p> <p>c) The Dean of LSA highlighted the approach of health and safety within his school including having the role of a Health & Safety Manager. It was suggested with the various models of health and safety across the institution and varying approaches, the importance of sharing good practice was essential.</p>	<p>The Committee agreed:</p> <p>a) The Health & Safety Consultant was to provide the additional training confirmation requested within the training compliance report with improved format to identify levels of training for colleagues with health & safety responsibility.</p> <p>b) A suggested thematic topic to come to a future meeting was for members to give thought and provide examples of best practice that could be shared across schools/services.</p>	<p>Fiona Riley</p> <p>All members</p>	<p><u>ONGOING</u> The H&S Consultant had confirmed this required discussion based on all TU members experiences of undertaking IOSH Managing Safely through Vital skills.</p> <p><u>ONGOING</u> To be brought to a future agenda, possibly the June meeting.</p>

	d) The Joint Chair (UCU) suggested sharing of examples of good practice would be an ideal thematic topic.			
021.2023.HEA	<p>The Joint Chair (UCU) raised the issue around the scheduling of inspections on both campuses due to timetabling delays. It was noted:</p> <p>a) Due to teaching timetables, it had proved difficult to schedule inspections.</p> <p>b) The Health & Safety Consultant agreed to schedule various dates in the diary, with assistance from the Committee Secretary. Trade Union Officers are then able to select their availability from the dates.</p>	<p>The Committee agreed: The Health & Safety Consultant and Committee Secretary to allocate dates for the inspections and inform Trade Union colleagues.</p>	Fiona Riley/ Liz Proctor	<p><u>COMPLETE AND CLOSED</u> Dates had been put on hold in diaries from November through to March for inspections.</p>
023.2023.HEA	<p>The Chair (UCU) raised the risk assessments for the clinically vulnerable, it was noted: Risk assessments for colleagues who continue to be clinically vulnerable sat within HR as part of Occupational Health.</p>	<p>The Committee agreed: The Joint Chair (UCU) was to contact the Deputy Director of HR in relation to Risk Assessments for the clinically vulnerable.</p>	Sareen Galbraith	<p><u>COMPLETED</u> This was an item under the thematic topic section of the 06/02/24 agenda.</p>



C4 - Summary Report of Common Themes within SHWAGs

Executive Summary

The purpose of the report is to identify common themes of discussion in schools and services, and bring this to the attention of the Committee for information.

Action Requested

This report is for information

Appendices

None

Author

Name: Fiona Riley
Job title: Associate Health and Safety Advisor
Date: 24th January 2024

Approval Route

Name: Andy Allison
Job title: Associate Director (Estates)
Date: 26th January 2024

Summary Report of Common Themes within SHWAGs

Introduction

1. The purpose of the report is to identify common themes of discussion in schools and services and bring this to the attention of the Committee for information. Information on common themes that has been gathered from local Safety Health and Advisory Groups (SHWAGS).

Common Themes

2. Schools and Services have reported on efforts ensuring risk assessments remain current and up to date. Additionally recognising the need to focus on risk assessments for activities off campus.
3. SHWAGs are actively reviewing accident data and monitoring this to identify any emerging themes.
4. There has been a lot of activity relating to the wellbeing assessment and activities to promote wellbeing within Schools and Services to support this.
5. Challenges around ensuring compliance with essential training requirements and ensuring Staff undertake this training.
6. Portable Appliance testing and how this can be organised.
7. Impact of recent moves and the challenges this presented.
8. Ongoing challenges associated with hybrid working; ensuring sufficient fire wardens and first aiders are available and supporting colleagues working remotely. Ensuring pertinent health and safety signage is current to reflect first aid and fire arrangements.

Recommendations and referrals

9. To enable continued support and presence from the Central Health and Safety Service and Trade Union Health and Safety Representatives, within local SHWAGs, the SHW Co-ordinators were invited to populate dates for planned meetings throughout the Academic Year through the SHW Co-ordinators Teams site to enable representation to support and advise. There is currently limited information available. It is also the point of communication for Union Health and Safety representatives to raise safety concerns communicated via their members.

References and further information

None

Author

Name: Fiona Riley
Job title: Associate Health and Safety Advisor
Date: 24/01/2024



Leeds Beckett University Portable Appliance Testing

Executive Summary

The purpose of this report is to inform the Health and Safety Consultative Committee of the status of Portable Appliance Testing (PAT) within Leeds Beckett University and significant changes that are being implemented in the management of PAT within the new contract.

Action Requested

This report is for information/discussion & comment. The Committee is invited to make themselves familiar with the changes within the University PAT arrangements, discuss as they feel appropriate and pass comment if required.

Appendices

None

Author

Name: Phil Atkinson

Job title: Electrical Engineer and
Approved Person.

Date: 12th January 2024

Approval Route

Name: Andrew Allison

Job title: Associate Director (Estates)

Date: 31st January 2024

Leeds Beckett University Portable Appliance Testing.

1. Introduction

Regulations such as the Health and Safety at Work Act 1974, Electrical Equipment (Safety) Regulations 1994 and the Electricity at Work Regulations 1989 place a duty on employers and landlords to ensure that electrical equipment provided for use by staff and the public on their premises is fit for purpose and maintained.

Portable Appliance Testing (PAT) whilst not a statutory obligation is viewed by many, including the university's insurers, as a strongly recommended body of work which aims to limit the risks associated with the use of electrical equipment; namely electric shock, electrocution, fire, and nuisance tripping of electrical circuits and demonstrates a reasonably practicable approach has been taken by responsible parties.

2. Previous Process.

- a. The Service Contract Manager (SCM) within Estates liaised with the Safety Health and Wellbeing Coordinator (SHWC) of each School/Service Area, to ensure PAT was undertaken within their areas on all known equipment. The PA testing contractor would then visit the school or area and undertake the testing of all available equipment.
- b. Testing of equipment outside of the responsibility of schools/ service areas was arranged by Estates.
- c. Additionally, the following were also issues that increased cost, created risk, or affected university activities:
 - A blanket approach of annually testing all equipment was adopted meaning that some items were tested more frequently than necessary and others less frequently (taking a risk-based approach and following HSE guidance).
 - Often equipment was not made available for testing due to being in use, loaned out or locked in cupboards / desks which were not accessible at the time of testing.
 - Equipment stored in locations such as IT stores was tested and potentially left in storage until the next round of testing.
 - Equipment that may have been appropriate to test more frequently (say 6-monthly) was tested annually or when available. If this was a loanable item this could mean it could miss consecutive tests.
 - IT and AV equipment would be tested which would cause faults on items such as lecterns and AV screens / IT Racks which would affect teaching.
 - Asset lists produced at the time of testing were difficult to compare to previous years due to them being tied to space - meaning that equipment was difficult to track if it moved for any reason.
 - Failed equipment that was found in use was set aside with a failure sticker with no follow up to investigate how the equipment became damaged, why it was still in use, or any record of its future following test.
 - Advice from insurers has changed relating to equipment used by persons working from home, stating that they believed the opportunity for users

to have testing undertaken should be provided as if they were based upon university premises.

- Student-owned equipment was never tested but often used on university premises.
- Colleagues operating loan desks are required to assess the ongoing safety of loan equipment. Advice and training on doing so has not always been consistent.

d. Due to these issues the previous process was reviewed, and the following process has been created to improve the delivery of the contract, improve safety reduce costs and provide more control of testing to School/Service Area to suit their own timetables of activity.

3. Proposed PAT Process

3.1. School / department owned areas / equipment:

a. Process

- Testing can be requested directly by the School/Service Area through the maintenance helpdesk system (Planon)
- A new work request flow shall be added to Planon, accessible by named SHW personnel from within each school or department, where PAT can be requested for their respective areas, this shall be for a minimum of *(to be determined)* items to be tested and will provide a minimum of *(to be determined)* notice prior to the window of opportunity.
- The further ahead SHW coordinators plan for their testing to take place, the greater the chance of the contractor being able to adhere to specific timescales where required.
- The testing will then be carried out in liaison with the School/Service Area in a block.
- A digital inventory, listing all tested items, shall be produced by the Contractor, and provided to the School/Service Area SHW coordinator and the Service Contract Manager.

b. Benefits:

- Schools/Service Areas shall have greater control of when testing takes place, tailored around their timetable of activities and increasing the likelihood of all equipment being available for testing.
- All assets will be tagged, and each School/Service Area will be provided with an asset list which is not tied to space, meaning greater tracking ability of university owned equipment when activities such as space moves take place – currently we have no ability to track equipment (Some IT equipment is tracked by IT Services) other than local knowledge.

3.2. General and communal locations:

- a. Equipment that is not 'owned' by any School/Service Area will be managed by The Service Contract Manager.
- b. A digital inventory, listing all tested items, shall be produced by the Contractor, and provided to the Service Contract Manager.

3.3. AV / IT and AV and School / Department Loans Equipment:

- a. AV equipment and lecterns are managed by IT Services in a way that means PAT is not required unless requested,
- b. IT stored equipment not to be blanket re-tested- visual and functional inspections to take place by IT when equipment is deployed and if necessary then the equipment will be retested on demand.
- c. School or department equipment loan providers should be undertaking visual and functional checks of equipment before issue and upon return of any equipment and recording the checks. Training can be provided (recommended annually) by PAT Service Contract Manager if required.

3.4. Space Moves / Projects or Area Renewals of Equipment

- a. IT Services to raise jobs (or ensure the School/Service Area SHW coordinator does) on Planon when areas of equipment are changed, for example when a whole computer lab equipment is upgraded.
- b. Project Managers / Space Team to raise jobs (or ensure the School/Service Area SHW coordinator does) on Planon when areas of equipment are moved.
- c. A schedule of all equipment affected by the move or changes shall be provided to the PAT contractor by the project or works manager.
- d. Recently disrupted / relocated equipment subject to PAT shall be retested following its relocation, providing more confidence in the validity of the PAT test date.

3.5. PAT Workshops for Students and Remote Workers:

- a. Process
 - 2x PAT workshops per site are to be held where staff and students can bring in equipment to be tested.
 - This shall be equipment such as power leads / chargers etc. there shall be no requirement to test monitors / laptops / PC Towers etc, - advice shall be distributed to undertake visual checks on this type of equipment.
 - The open workshops shall be located in the library of each campus and advertised to staff and students.
 - All testing shall be offered subject to agreement that any failed equipment shall only be returned on a signed receipt of an acknowledgement of failure.
- b. Benefits
 - Offering open workshops to both staff and students follows advice from our insurers that persons working from home and those bringing personal equipment to use on university premises should be offered the same service as we provide to university equipment used on university premises.
 - People shall be able to subject equipment to testing where they may be unsure of its safety.

- Increased availability of testing shall also enable School/Service Area to pick up any items that may have been missed during their scheduled testing that may have been out on loan / recently procured etc.

3.6. PAT Test Frequencies:

- a. PAT Stickers shall no longer provide an expiry date, only a last tested date.
- b. PAT testing frequencies guidance shall be issued to all stakeholders but shall initially be left to the School/Service Area SHW coordinator to assess, in consultation with the central H&S team and the Estates Service Contract Manager.

3.7. Faulty Equipment:

- a. All equipment found to be faulty shall be removed from service or made unusable by the PAT contractor, it shall be the responsibility of the School/Service Area SHWC to arrange removal/disposal or arrange for repair and re-test.
- b. Where equipment is not university owned, that equipment shall be made unusable without the use of a tool and / or clearly labelled failed with the owner being asked to sign a "Item Failed Record" which shall state they are aware that the item is not safe to use.
- c. A report on the condition of the failed item shall be provided by the contractor to both the responsible SHWC and PAT Service Manager, and if found to be in use at the time of testing the PAT Service Manager shall conduct an investigation into the nature of the failure, reasons for failure, and reasons the equipment was still in use, with reports and recommendations provided to the area SHWC and / or H&S team as appropriate.

References and further information

HSG107 – Health and Safety Executive Portable Appliance Testing Guidance – 3rd Edition.
<https://www.hse.gov.uk/pubns/books/hsg107.htm>

Author

Phil Atkinson, LBU Electrical Engineer and Approved Person, 12/01/2024.

F1 - Summary Report of Health and Safety Training

Executive Summary

This is the summary report of Health and Safety Training across the University

Action Requested

This report is **for information***

This is a starred agenda item.

Appendices

- 1 - A table demonstrating compliance to health and safety courses on MyDevelopment (accurate on 11th January 2024)
2. - A table showing compliance rates 'Health and Safety Essentials' by School/Service (accurate on 11th January 2024)

Author

Name: Fiona Riley
Job title: Associate Health and Safety Advisor
Date: 12th January 2024

Approval Route

Name: Andrew Allison
Job title: Associate Director – Estates
Date: 15th January 2024

SUMMARY REPORT OF HEALTH AND SAFETY TRAINING

Introduction

1. This paper provides information on training through reports from the People Development Online tool that consider health and safety training within our University, status and provides a summary of observations and recommendations. The tables within the appendices of this report demonstrate compliance ratings accurate on 11th January 2024.

Observations made from the Health and Safety Training Reports

2. Table 1 (appendices) demonstrates the percentage compliance rates of colleagues registered for online courses to MyDevelopment. The committee are invited to note that some of the training courses may be mandatory due to a risk/activity within a School/Service but may not be a global mandatory course.
3. Table 2 (appendices) demonstrates the percentage compliance rates of colleagues registered for and completed the global mandatory training 'Health and Safety Essentials'. Health and Safety Essentials is a mandatory health and safety course which must be completed as part of our induction process and repeated every 3 years. At the time this report was prepared, 5 schools/services had attained 100% compliance rate; a further 8 schools/services attained above or higher than 90%; whilst 11 schools/services had dropped below 90% which is the minimum training compliance audit value.

Conclusions and recommendations

4. Overall average compliance to health and safety 'essentials' training is currently at 89%. This is 1% below our University's acceptable compliance limit of 90%. Local schools and services take accountability for managing mandatory and other health and safety training compliance rates and support their SHW Co-ordinators to effect change.
5. Health and safety training is a key method of raising health and safety awareness to reduce the risk of accidents, incidents and near misses. It is recommended that Deans and Service Area Directors are asked to remind colleagues to complete mandatory training modules.

References and further information

None

Author

Name: Fiona Riley

Job title: Associate Health and Safety Advisor

Date: 12th January 2024

Schedule of Business 2023/24

03 OCTOBER 2023 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)		06 FEBRUARY 2024, at 13:30-15:30 in Via Teams (Chair: Trevor Armour)	04 JUNE 2024, at 13:30-15:30 in Via Teams (Chair: Sareen Galbraith)
<i>Report deadline: 18 SEPTEMBER 2023</i>		<i>Report deadline: 18 JANUARY 2024</i>	<i>Report deadline: 15 MAY 2024</i>
<ol style="list-style-type: none"> 1. Fire Safety Policy and Procedures Annual Review – H&S team 2. Safety, Health and Wellbeing Policy Update – H&S team 3. Corporate Health & Safety Risk Assessment Update – H&S team 4. Quarterly Accident & Incident Report – H&S team 5. Spring Fire Drills report 6. +/- Thematic Topic: TBC 		<ol style="list-style-type: none"> 1. Autumn Fire Drills Report – H&S team 2. PAT Annual Tender Process – P Atkinson 3. Sickness Absence Report (Bi-annual) – HR team /Sarah Swales 4. Annual Accident & Incident Report 2023 – H&S team 5. +/- Thematic Topic: TBC 	<ol style="list-style-type: none"> 1. Spring Fire Drills Report –H&S team 2. Sickness Absence Report (Bi-annual) – HR Team/Sarah Swales (shorter absence report) 3. Annual Stress Risk Assessment Report – HR Team 4. Draft Schedule of Business 2024/25 – Chair 5. Quarterly Annual Accident & Incident Report – H&S team 6. Safety, Health & Wellbeing Policy Annual Review – H&S team & HR Team 7. +/- Thematic Topic: TBC
Standing items	Part A: Preliminary Items	Terms of Reference and Membership Updates- Chair	
		Minutes of the Last Meeting – Chair	
		Matters Arising – Chair/Secretary	
	Part B: Major Topics	Listed above +/- 30minute thematic topic	
	Part C: Local Reports	*Local Summary Reports (collated reports of low, medium, high impact areas via H&S Team)	
		Common Themes Report – H&S team	
	Part D: Safety	Accident and Incident Report – H&S team	
		*Fire Safety Management Update Report – H&S team	
New Legislation – H&S team			
Part E: Health & Wellbeing	Report from Wellbeing Sub-Committee –S Swales (Joint Chair of Wellbeing sub-committee)		
Part F: Other Matters	*Health & Safety Training Compliance – H&S team		
	Good Practice – H&S team (Ad hoc)		
Part G: Other Business	Schedule of Business – Chair		

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary that they wish the item to be open for debate.*