



11 FEBRUARY 2025

AGENDA for the 11 February 2025 meeting

The 211th 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 24/25	HEA-2024-011	Chair
A3	Terms of Reference	HEA-2024-012	J Chester
A4	Declaration(s) of Interest	Verbal	Chair
A5	Minutes of the meeting held on 07 October 2024 CHAIR APPROVED	HEA-2024-013 CONFIDENTIAL	Chair
A6	Matters Arising	HEA-2024-014	Chair/Secretary
Part B: Major Topics		Reference	Led by
B1	Thematic Topic – School/Service Local Fire Evacuations	Verbal	H Dickson H Bashir
Part C: Local Reports		Reference	Led by
*C1	Collated Reports from School & Services and Common Themes	HEA-2024-015 CONFIDENTIAL	J Chester
Part D: Safety		Reference	Led by
D1	Central Health & Safety Consolidated Report	HEA-2024-016 CONFIDENTIAL	J Chester
Part E: Health & Wellbeing		Reference	Led by
E1	Report from Wellbeing Sub-Committee	HEA-2024-017 CONFIDENTIAL	S Swales
E2	Sickness Absence Report (Bi-annual)	HEA-2024-018 CONFIDENTIAL	S Swales
Part F: Other Matters		Reference	Led by
*F1	Report from Generic Modification & Biosafety Sub-Committee	HEA-2024-019	Chair

Part G: Other Business		Reference	Led by
G1	Schedule of Business for 2024/25	HEA-2024-020	Chair
G2	Any Other business	Verbal	Chair

Date of the next H&S Consultative Committee meeting: 03 June 2025 at 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.*

A2-Health and Safety Consultative Committee – Membership 2024/25			
Membership role	Name	Job Title	School/Service
Co-Chair - Mgt	Andy Allison (from Dec 2023)	Director of Estates and Facilities	Estates/FM Services
Co-Chair - TU	Sareen Galbraith (from Oct 2023)	UCU	Trade Union
Trade Union reps (2 from UCU and 2 from Unison)	Mobina Begum and Shaun Beckingham (Rotational basis)	Unison	Trade Union
	Jennifer Dods	UCU	Trade Union
	Gordon Knowles	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
	Katie Goodall	Deputy Director of Finance	Financial Services
	Andrew Allison [Also Co-Chair]	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)	Vicki Johnson	Associate Director of Estates & Facilities	Estates/FM Services
	Russ Jones	Head of Library Services & Operations	Library & Student Services
	Jonathan Holland	Head of Student Recruitment & Outreach	Communications & Marketing
	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
	Helen Dickson	Service Improvement Manager	Beckett Sport
Students' Union reps x2	Lokesh Sharma	Activities & Events Officer	Students' Union
	Neil Mackenzie	Chief Executive – Student Union	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 Paula Johnston Meg Freeman	Committee Secretary Deputy Director of HR Head of Health & Safety Fire Safety Adviser Health & Safety Technician	Estates/FM Services Human Resources Health & Safety Health & Safety Health & Safety

A3 - Terms of Reference

1. Purpose and Objectives

The purpose of the Health & Safety Consultative Committee (“the Committee”) is to enable the University to comply with its duties under Sections 2(4), 2(6) and 2(7) of the Health & Safety at Work etc. Act 1974 and Regulation 9 of the Safety Representatives & Safety Committees Regulations 1977.

Accordingly, the objectives of the Committee are to:

1. facilitate consultation with Trade Union Safety Representatives with a view to the making and maintenance of arrangements which will enable the University and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees;
2. check the effectiveness of such measures; and
3. keep under review the measures taken to ensure the health and safety at work of its employees.

2. Functions

- 2.1. To provide a forum for the University’s management to consult with employees and their recognised trades unions’ safety representatives on matters related to health and safety at work;
- 2.2. To consider and respond to the University’s plans and proposals for the development of policies and governance processes which are intended to safeguard the health and safety of those impacted by the University’s activities and that will enable the University to comply with its legal obligations;
- 2.3. To receive updates on changes to Health & Safety legislation;
- 2.4. To monitor the effectiveness of the University’s arrangements for the management of Health & Safety via reports from the Central Health & Safety Service covering key performance indicators;
- 2.5. To receive reports on the Health & Safety performance and plans of schools and professional services;
- 2.6. To monitor the University’s compliance with legal and statutory Health & Safety obligations;
- 2.7. To monitor the effectiveness and suitability of the University’s programme of Health & Safety training, information and supervision;
- 2.8. To receive reports on wellbeing and work-related absences from the Human Resources department;

- 2.9. To seek out and promote areas of good practice;
- 2.10. To receive and consider recommendations and inputs from the Wellbeing Subcommittee: the Wellbeing Sub-Committee meets in advance of the HSCC and is co-chaired between the Director of Student Services and the Deputy Director of Human Resources. The Deputy Director of Human Resources issues a report of the Subcommittee's activities to each meeting of the HSCC for information and discussion;
- 2.11. To review the scope of the University's Health & Safety arrangements to ensure that they are comprehensive and complete, with clear accountability for different responsibilities;
- 2.12. To escalate critical Health & Safety issues to the University Executive Team through the Health, Safety & Wellbeing Steering Group (HSWSG).

3. **Membership**

3.1. **Joint Chairs**

- a. The Committee will be jointly chaired by a Dean or Director from the Senior Management Group (SMG) and the Trade Union Chair; the post of Chair for the practical management of each individual meeting will alternate between the Trade Union Chair and the SMG Chair.
- b. The Trade Union Chair will be appointed by the mutual agreement of Unison and UCU and will alternate between UCU and Unison every two years.

3.2. **Committee Members**

In addition to the Joint Chairs, the Committee will consist of members representing the management, colleagues and students of the University as follows:

Constituency	Membership
Senior Management Group	2 x Deans of School 2 x Directors of Service <i>A Dean or Director may nominate a substitute who is agreed by the two Joint Chairs to have sufficient seniority to be a suitable substitute.</i>
School and Professional Services Representatives	4 x School Representatives 4 x Service Representatives <i>1 x representative per school or service; more than 8 in total may be permitted at the discretion of the Joint Chairs.</i>
Trade Union Safety Representatives	Up to 2 x nominated Safety Representatives of Unison Up to 2 x nominated Safety Representatives of UCU <i>Extension of membership to Trade Union officers who are not Safety Representatives is at the discretion of the Joint Chairs</i>
Students' Union	1 x Student representative 1 x Students' Union Representative
Total membership	18

3.3. **Co-opted members:**

The Committee shall have powers to co-opt at any time suitable persons for specialist or specific advice.

3.4. **Permanent Advisers to the Committee:**

- a. Technical advice, guidance and support will be provided to the Committee by the University's Central Health & Safety Service and Human Resources department.
- b. The Committee will be supported by the provision of a Secretary to assist with the practical administration of the Committee.

3.5. **Membership list**

The names of those making up the Committee's Chairs, membership and advisors will be included in the papers pack produced for each meeting.

3.6. **Duration of Membership**

Other than the permanent advisors to the committee, members are appointed on a two-year rotating cycle; membership duration may be extended at the discretion and agreement of the two Joint Chairs.

4. **Meeting frequency**

- 4.1. The Committee will meet once per term of each academic year.
- 4.2. Meetings will be held every October, February and June, and at least 5 working days in advance of the subsequent Health, Safety & Wellbeing Steering Group.
- 4.3. Once per year in September, the Committee will meet jointly with the Health, Safety & Wellbeing Steering Group.

5. **Schedule of Business**

The Schedule of Business for the next academic year will be drafted ahead of the June meeting of the Committee and will contain details of standing and specific agenda items.

6. **Proceedings**

- 6.1. The agenda for each regular meeting of the Committee will be submitted to the Joint Chairs 7 weeks prior to the meeting.
- 6.2. Documents required by the Committee shall be distributed by the Secretary to all members and attendees no later than 5 working days before the meeting.

Document Control:

Organisation	Leeds Beckett University
Author(s)	James Chester, Head of Health & Safety (2024)
Owner	Head of Health & Safety, Central Health and Safety Service
Target audience	Health and Safety Consultative Committee members
Sensitivity	Restricted
Approved by	University Executive Team (14 th January 2025)
Endorsed by	Health & Safety Consultative Committee (7 th October 2024) Health, Safety & Wellbeing Steering Group (21 st October 2024)
Effective from	14 th January 2025
Next review date	+2 years from last date of approval
Status	Published
Distribution	HSCC membership University Governance website pages
External references	<ol style="list-style-type: none">1. The Health & Safety at Work etc. Act 1974.2. The Safety Representatives and Safety Committees Regulations 1977.3. The Health & Safety (Consultation with Employees) Regulations 1996.4. HSE publication “L146: Consulting workers on health and safety: Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended): Approved Codes of Practice and guidance” – second edition, published 2014 (current at the date of the current version of this Terms of Reference).5. HSE publication “HSG263: Involving your workforce in health and safety: Guidance for all workplaces” – first edition with amendments, published 2015 (current at the date of the current version of this Terms of Reference).6. USHA publication “HASMMap: Health & Safety Management Profile”.
Links to other internal policies / procedures	<ol style="list-style-type: none">1. Safety, Health and Wellbeing Policy.
Version reference	2025
Version History - summary of changes	2019: Adopted September 2019. 2025: Revised to take account of new senior management structure, Central Health and Safety Service reporting line and requirements of USHA HASMAP.

Matters Arising

This report summarises the matters arising from the last meeting of the Health & Safety Consultative Committee on 07 October 2024:

Arising from Minute:	Context	Action required	Responsibility	Status and Progress
007.2023.HEA	<p>The Committee received a report on e-scooter risks, it was noted:</p> <ul style="list-style-type: none"> 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. b) The Joint Chair (UCU) highlighted the importance of protecting pedestrians on campus, not just from e-scooters but all forms of transport. c) The H&S 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>The Committee agreed:</p> <ul style="list-style-type: none"> 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. 	James Chester	<p><u>COMPLETED</u></p> <p>The Head of Health & Safety confirmed the fire safety aspect of e-scooters was to be picked up by the Fire Adviser as part of their ongoing objectives for this academic year. There was no data available in terms of near-misses or accidents from e-scooters to suggest this was a problem that warrants immediate attention at this stage. The Committee agreed this could be closed until a later date.</p>
018.2023.HEA	<p>The Committee received verbal update regarding training and refresher training records. It was noted:</p> <ul style="list-style-type: none"> a) The Trade Unions had requested previously an improved format to identify levels of training and having assurance that colleagues with H&S responsibility had the relevant training. b) The H&S 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 reasons for the enrolment to provide clarity. c) The Dean of LSA highlighted the approach of H&S within LSA including having the role of a H&S Manager. It was noted the importance of sharing good practice was essential. 	<p>The Committee agreed:</p> <ul style="list-style-type: none"> a) The H&S Consultant was to provide the additional training confirmation within the training report with improved format to identify levels of training for colleagues with health & safety responsibility. b) A future suggested thematic topic was for members to give thought/ provide examples of best practice to share across schools/services. 	<p>Fiona Riley James Chester</p> <p>All members</p>	<p><u>COMPLETED AND CLOSED</u></p> <p>The training and compliance reports were covered in the training report on the agenda of 04/06/24.</p> <p><u>COMPLETED AND CLOSED</u></p> <p>Sharing of good practice had been a thematic topic on the agendas 04/06/24, 07/10/24 and 11/02/25.</p>

037.2023.HEA	<p>Verbal update from the Deputy Director of HR on the Clinically Vulnerable Risk Assessment. It was reported:</p> <p>a) Occupational Health had not received any new clinically or updated vulnerable risk assessments in the last 12 months related to the infection.</p> <p>b) The Joint Chair (TU) emphasised that the covid infection was still a risk to those who are clinically vulnerable and those with long covid symptoms.</p> <p>c) Initial work had been undertaken on the Disability Passport Scheme by HR. The purpose of the passport was to record adjustments and requirements in the workplace for individuals.</p>	<p>The Committee agreed:</p> <p>a) The Deputy Director of HR to revisit the Disability Passport Scheme and report back to the Committee.</p>	Sarah Swales	<p><u>ONGOING</u></p> <p>The Deputy Director of HR to update on progress at the meeting on 11/02/2025 due to Disability Passports requiring further work.</p>
061.2023.HEA	<p>The Committee received a verbal update from the H&S Manager on good practice within LSA.</p>	<p>The Committee agreed:</p> <p>If any other members would be interested to share further good practice at the next meeting to come forward to the Joint Chairs or Committee Secretary.</p>	All members	<p><u>COMPLETED AND CLOSED</u></p> <p>Good practice item had been included in previous agendas.</p>
071.2023.HEA	<p>The Committee received a report and verbal update from the Deputy Director of HR on the Annual Wellbeing Assessment.</p> <p>a) The TU Union Officer noted that a request had been made to JCC for a university wide risk assessment to monitor the impact on health [REDACTED]</p> <p>b) The Deputy Director of Human Resources was to follow up the Unison request with the HR Associate Director and respond to the Union via JCC.</p> <p>c) The Joint Chair (TU) had previously requested risk assessments for the areas already [REDACTED] this was to be picked up by the Deputy Director of HR.</p>	<p>The Committee agreed:</p> <ul style="list-style-type: none"> • The Deputy Director of Human Resources to follow up on the requests made. • A University wide risk assessment to monitor impact on health [REDACTED] previously requested at JCC. • Follow up with the HR Associate Director on risk assessments for those areas already [REDACTED] 	Sarah Swales	<p><u>COMPLETED AND CLOSED</u></p> <p>The Deputy Director of HR confirmed the draft university wide assessment was shared with union colleagues on 30/07/24. No comments/amends received from Union colleagues. This has been followed up with Unions at sub-JCC meetings. The plan is to review this regularly (once a term). However, we would give due consideration to the level of change activity and review earlier if purposeful.</p> <p><u>COMPLETED AND CLOSED</u></p> <p>The Deputy Director of HR confirmed this was discussed at</p>

				wider JCC and the assessments were shared at the time by the HRBP.
007.2024.HEA	<p>The Committee received verbal update on Fire Evacuation/Wardens Procedures from Libraries/Student Services:</p> <p>a) The service had adopted the approach that all on campus staff consider themselves fire wards (unless medically unable).</p> <p>b) A number of other schools had already similar models such as Beckett Sport and Leeds School of Arts and these two schools would share their good practice at the next meeting.</p>	<p>The Committee agreed:</p> <p>Helen Dickson from Beckett Sport and Hamera Bashir from LSA to share their school local fire evacuations at the next meeting.</p>	Helen Dickson Hamera Bashir	<p><u>COMPLETED</u></p> <p>On the agenda for 11/02/2025.</p>
009.2024.HEA	<p>The Committee received the Collated Low, Medium, High Risk and Common Themes report. It was reported.</p> <p>a) Concerns had been raised By Libraries & Student Services regarding procedures/guidance to follow during security incidents such as terrorism or civil unrest. It was queried whether LSS should develop local interim guidance for staff until a university approach is developed/share.</p> <p>b) The Joint Chair (Estates) urged against local arrangements and would raise these concerns with the DVC (Resources) and was to respond at the next meeting or required arrange an additional meeting.</p>	<p>The Committee agreed:</p> <p>The Joint Chair (Estates) was to raise concerns of colleagues with DVC (Resources) in relation to procedures to follow during security incidents and bring this back to the next meeting or before.</p>	Andy Allison	<p><u>IN PROGRESS</u></p> <p>A group had been established, led by Vicki Johnson to look at this across the University, within the context of the impending Martin's Law.</p>
011.2024.HEA	<p>The Committee received the Consolidated Health & Safety report. It was reported:</p> <p>a) The draft Health & Safety policy had been presented to the Annual H&S meeting in September. UCU had raised concerns which had been reviewed by the Head of H&S and the Joint Chair (UCU) was to return to UCU Branch Committee with those responses.</p> <p>b) It was requested by the Joint Chair UCU to raise a chair action to allow a further two weeks for consideration by the UCU Branch Committee for members to vote on the revised H & S policy.</p>	<p>The Committee agreed:</p> <p>The Joint Chairs and Head of H&S was to meet week commencing 21st October to discuss the UCU Branch outcomes related to the H&S Policy.</p>	Andy Allison Sareen Galbraith James Chester	<p><u>COMPLETED</u></p> <p>The Joint Chairs and the Head of H&S met on 22nd October. SG relayed the feedback from UCU Branch. It was agreed that the Policy could go to FSR for approval on the provisos that:</p> <p>a) a supplementary document detailing the University's arrangements for H&S Consultation was progressed;</p>

	c) It was agreed by Joint Chairs and the Head of H&S to meet w/c 21/10/24 in order to report back on the vote taken by the UCU Branch Committee.			b) that SG would collate queries from the UCU branch and submit them to JC for comment / response.
017.2024.HEA	<p>The Head of H&S reported a concern that had been raised by staff related to students vaping across the University. It was noted:</p> <p>a) This had resulted in a review of the smoking policy which had been updated on the websites, now titled 'Smoking and Vaping Policy.'</p> <p>b) There was to be a campaign to raise awareness to that smoking or vaping was not permitted within buildings and for schools to highlight this.</p> <p>c) The Health & Safety Manager (LSA) had raised a request for signage through Planon to tackle this and was to share this with the Joint Chair (Estates).</p> <p>d) The Joint Chair (Estates) to speak to his team regarding ordering of signage in order to target more problematic areas.</p>	<p>The Committee agreed:</p> <ul style="list-style-type: none"> • The H&S Manager to provide photographs of the signage used in LSA to the Joint Chair (Estates). • The Joint Chair (Estates) to speak to his team regarding ordering of standardised signage for buildings to tackle this increased risk. 	<p>Hamera Bashir</p> <p>Andy Allison</p>	<p><u>COMPLETED</u> The LSA H&S Manager had provided photographs as noted to the Director of Estates.</p> <p><u>COMPLETED</u> If not already installed, we are installing additional signage around the main areas of campus</p>



***F1 - Genetic Modification & Biological Safety Subcommittee Report**

Executive Summary

This report summarises key points from the Genetic Modification & Biological Safety Subcommittee meeting on 8th October 2024. Including the purpose of the subcommittee, its terms of reference and meeting topics, which include preliminary items, local issues, and other business. Such as COSHH Register, accident and incident reporting and other outstanding business.

Action Requested

This report is for information. The Committee is invited to note the report and feedback to the subcommittee with any guidance on the points raised in this report.

*This report is a starred item.

Appendices

Biosafety Committee agenda 08.10.2024.pdf

Author

Name: Lisa Hope
Job title: School of Health Secretary
Date: 8th October 2024

Approval Route

10/01/2025 Professor Gary Jones, Director of Research

Genetic Modification & Biological Safety Subcommittee Report

Introduction

The Genetic Modification & Biological Safety Subcommittee provides specialist advice and guidance on the use of genetically modified organisms and infectious agents at work. Its purpose is to:

- a. Review the policy on and arrangements for biological Health and Safety matters including control of hazards associated with pathogenic organisms.
- b. Make recommendations to the Health and Safety Management Group on policy and arrangements required under current or proposed biological Health and Safety regulations, Approved Codes of Practice and Guidance.
- c. Act as the Statutory Committee for oversight of Genetic Modification.
- d. Form Project Groups to review and report back to the Committee on specific issues.
- e. Oversee the investigation of incidents arising from or associated with biological agents at work and the preparation of reports and recommendations to the Health and Safety Management Group.
- f. Commission-specific reports necessary for specialist advice.

This report summarises key points raised in the Genetic Modification & Biological Safety Subcommittee meeting which took place on 8th October 2024.

The meeting consisted of three main parts, Part A: Preliminary items, Part B: Local issues and Part C: Other Business. A description of key points arising is outlined below.

Preliminary items (A)

A3) Gary Jones reviewed the outstanding actions on the committee's action tracker.

Outstanding actions include:

A3 (i) Gary Jones asked John George and Lisa Hope to assist with setting up regular meetings for the GMO group. John confirmed he had contacted group members who were happy to proceed. Gary will chair these meetings.

A4) Gary Jones stated no formal conversation has taken place about a HTA licence. Gary Lawson has reviewed current documentation and determined that a HTA licence is not required at present, due to the current way of working and storage. However, Gary J highlighted a potential future need for a licence and asked if Gary L would explore the process to obtain a licence.

Local Issues (B)

B1) There were no updates in relation to the COSHH Register, or Risk Assessment. The documents can be found in a central depository which is accessible to everyone and are reviewed at the end of the academic cycle annually.

B2) Regarding the incident reported in the meeting 21/06/24 related to [REDACTED]; Gary J confirmed the colleague involved was spoken with [REDACTED]

and did contact Vikki Roberts to confirm the correct disposal procedure. John George will investigate whether a HS1 form was completed.

- B2 (i) James Chester reported that four accidents & incidents have occurred within the School of Health for 2024. This included a fallen ceiling tile, a guided walking practical to stimulate sight loss resulting in a student falling 3 steps. IP reported a dislocated knee and a PhD student who had an accident on their way home. However, none of the incidents related to biosafety.

Other Business

- C1) Sareen Galbraith raised that two postgraduate students have enquired about having a representative on the committee. There were no objections to this. Gary J suggested having two representatives. Lisa Hope was asked to reach out to Emily Moss, Postgraduate student representative to enquire about Emily or a nominated person to join the committee.
- C1 (i) Gary J informed the subcommittee that Lisa Hope had submitted a short report of the meeting discussions to the HSCC as part of its request. Three reports will be submitted annually following each subcommittee meeting. Sareen G confirmed the report had been reviewed as part of the HSCC meeting.

Conclusions and recommendations

Conclusions of the report include:

Regular working group meetings to be scheduled for GMO's.

HTA Licencing process and costings to be explored.

HS1 form to be reviewed in relation to lab tissue incident 21.06.2024.

There are no recommendations actions the committee is asked to consider.

Author

Lisa Hope, School of Health Secretary, 21st October 2024.

G1 - Schedule of Business 2024/25

	7th OCTOBER 2024 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)	11th FEBRUARY 2025 at 13:30-15:30 Via Teams (Chair: Andy Allison)	3rd JUNE 2025 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)
	<i>Report deadline: 19th SEPTEMBER 2024</i>	<i>Report deadline: 28th JANUARY 2025</i>	<i>Report deadline: 20th MAY 2025</i>
	<ol style="list-style-type: none"> 1. Safety, Health, and Wellbeing Policy Update – H&S team 2. Health & Safety Risk Assessment Update – H&S team 3. Quarterly Accident & Incident Report – H&S team 4. Schedule of Trade Union Inspections – H&S team 5. +/- Thematic Topic: TBC 	<ol style="list-style-type: none"> 1. Autumn Fire Drills Report – H&S team 2. Sickness Absence Report (Bi-annual) – HR team /Sarah Swales 3. Annual Accident & Incident Report 2024 – H&S team 4. +/- Thematic Topic: TBC 	<ol style="list-style-type: none"> 1. Fire Safety Policy and Procedures Annual Review – H&S team 2. Spring Fire Drills Report – H&S team 3. Sickness Absence Report (Bi-annual) – HR Team/Sarah Swales (shorter absence report) 4. Annual Wellbeing Assessment Report – HR Team 5. Draft Schedule of Business 2025/26 – Chair 6. Accident & Incident Report – H&S team 7. +/- Thematic Topic: Good Practice
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	Collated Reports from School & Services and Common Themes (collated reports of low, medium, high impact areas – H&S team)	
	Part D: Safety	<u>Consolidated 'Central Health & Safety Report' includes:</u> (Head of H&S) -Accident and Incident Report -Fire Safety Management Update Report -New Legislation -Health & Safety Training Compliance	
	Part E: Report from other Committees	Report from Wellbeing Sub-Committee –S Swales (Joint Chair of Wellbeing sub-committee) *Report from Biological Safety Committee – Prof Gary Jones (Chair of Biosafety Committee)	
Part F: Other Matters	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.*