



**Minutes** of the 211<sup>th</sup> Health & Safety Consultative Committee meeting on 11 February 2025 held via Teams.

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**Present:** Andy Allison (Chair), Hamera Bashir, Mobina Begum, Jo Benn, Helen Dickson, Katie Goodall, David Haigh, Jonathan Holland, Vicki Johnson, Vikki Johnston, Russ Jones, Gordon Knowles, Joan Sheehan

**In attendance:** James Chester, Meg Freeman, Paula Johnston, Sarah Swales, Liz Proctor (Secretary)

**Apologies:** Sareen Galbraith; Sean Beckingham, Oliver Bray, Jennifer Dods, Lizzi Kijewski, Nicola Queenan, Andrew Manley, Neil Mackenzie, Lokesh Sharma

**Note:** Meeting was recorded for minuting purposes.

### Preliminary Items

#### Membership Update 2024/25

019.2024.HEA The Chair presented the 2024/25 membership update (paper reference HEA-2024-011). It was noted:

- a) Director vacancy filled by Katie Goodall (Deputy Director of Finance).
- b) Russ Jones (Head of Library Services & Operations) had replaced Katherine Everest.
- c) Jonathon Holland was to represent the newly combined Communications & Marketing service area.
- d) Meg Freeman (Health & Safety Adviser) was attending her first H&SCC.
- e) Gordon Knowles was to take over the attendance at this meeting from Mobina Begum and Sean Beckingham as the Unison Health & Safety representative.

#### Terms of Reference for the Health & Safety Consultative Committee

020.2024.HEA The Head of Health & Safety presented the Terms of Reference (paper reference HEA.2024.012). It was noted:

- a) The Terms of Reference had been submitted to this Committee in October and were submitted to the HSW Wellbeing Steering Group and had been approved by UET.
- b) Two minor changes had been made that related to the format of the membership section and additional information added to paragraph 2.10 related to the Wellbeing Committee.

#### Declaration(s) of interest

021.2024.HEA No declarations of interest were made.

#### Minutes of the meeting held on 07 October 2024

022.2024.HEA The Committee agreed that the minutes of its meeting on 07 October 2024 were an accurate record (paper reference HEA-2024-013).

#### Matters arising

023.2024.HEA The Chair presented a report on the matters arising from the previous meeting held on 07 October 2024 (paper reference HEA-2024-014). The following was noted:

- a) Item reference 037.2023.HEA –The Deputy Director of Human Resources reported that although feedback for Disability Passports was in principle positive, there had been concern that it created another task for managers. It had been agreed to look at an alternative approach and do more focussed work on this. Item was to be closed.
- b) Item 009.2024.HEA – The Associate Director (FM) who was leading on this item gave an in-depth update on Martyn’s Law which was currently in Parliament and expected to be completed by May 2025.

The University would fall within the enhanced tier of the law and as such must take a number of measures to ensure premises are safe in the event of an incident. This included clear evacuation, invacuation and lockdown procedures and very clear inclusive communication channels for both the university community and visitors.

The Safezone (Critical Arc) app was being considered to assist with meeting our obligations and provided benefits of a shared network with other established users such as the neighbouring University of Leeds campus.

Trade Unions requested to be consulted on the process, and it was noted that at the appropriate stage the Unions would be consulted.

Questions were raised regarding data protection. The Head of H&S highlighted that Safezone was heavily audited by the Information Commissioner’s Office which gave guarantees of protecting personal data.

It was highlighted that data protection sat outside of the scope of health and safety and this Committee’s focus was the health and safety aspects.

It was noted that the university had two different evacuation procedures related to fire and bomb threat as they had different processes and assembly points was there to be an additional procedure.

The current information available on Martyn’s Law was focussed on getting people out of events but the AD (FM) was to carry out a deep dive on the requirements.

Briefing meetings were to be arranged, and appropriate colleagues would be invited.

024.2024.HEA

The Committee agreed:

- a) The Associate Director (FM) to carry out a deep dive on the procedure requirements.
- b) The Associate Director (FM) to provide an update on how the Bill was working through parliament.

## Major Topics

### Local Fire Evacuation Procedure

025.2024.HEA

The Committee received a verbal update on Local Fire Evacuation procedures from Beckett Sport and Leeds School of Arts.

#### Beckett Sport

- a) The Service Improvement Manager (Helen Dickson) gave a detailed update on how Beckett Sport ensure all staff have awareness of all aspects of fire safety management.
- b) It was noted that all facilities staff within Beckett Sport undertake fire evacuation duties as part of their roles and are trained accordingly. This entailed fire warden online mandatory and H&S essentials, along with more in-depth face to face training on the physical fire warden sweeping system, along with bomb evacuation training.
- c) Due to the diversity of the facility usage and the variation of staff contracts fire awareness training was critical along with fire evacuation drills.
- d) A common theme that had been highlighted from the update of the procedures was the staffing of the entry and exit points and having enough staff on duty. It was agreed that the Fire Safety Adviser and the Service Improvement Manager would look at this outside of the meeting for some solutions.

- e) All fire safety evacuation documents were uploaded to OpsPal software and was used as an operational tool.

#### Leeds School of Arts

- f) The Health & Safety Manager (Hamera Bashir) gave a detailed update on Leeds School of Art fire safety procedures.
- g) All LSA staff were enrolled on online fire warden courses and the majority had completed to date with some exempts due to medical conditions.
- h) New staff have information and presentation on fire evacuation and every semester students are sent the fire evacuation procedures.
- i) The existing Fire Evacuation Procedures had recently been reviewed and shared with staff members for feedback. This enabled staff to be involved in the process and have a collaborative document where staff felt engaged in the process.
- j) The Health & Safety Manager shared the LSA Fire Evacuation Procedure within the meeting and ran through key elements.
- k) It was agreed that the document be shared outside of the meeting once it was finalised, as some key elements in particular related to open days.
- l) The Fire Safety Adviser noted that during the review of the document the Security Manager within Estates/FM had been consulted in terms of the document matching the security SOPs (Standard Operating Procedures).

026.2024.HEA

#### The Committee agreed:

- a) The Fire Safety Adviser to meet with Sport Service Improvement Manager (Beckett Sport) to provide solutions for the staffing of entry and exit points during fire alarms/drills.
- b) The Health & Safety Manager (LSA) to share the Fire Safety procedure document with the Committee once finalised.

### Local Reports \* Starred Item

#### Collated Reports from Schools & Services and Common Themes

- 027.2024.HEA      The Committee received and noted the starred report from the Head of Health & Safety on the Collated Low, Medium, High-Risk Areas, and Common Themes (paper reference number HEA.2024.015).

### Safety Reports

#### Central Health & Safety Consolidated Report

- 028.2024.HEA      The Committee received a summary of the Health & Safety Consolidated Report from the Head of Health & Safety (paper reference HEA.2024.016. It was **reported:**

#### Safety, Health & Wellbeing Policy

- a) The Policy had gone live on 1<sup>st</sup> January following final approval from FSRC on behalf of the Board of Governors. All links to the policy had been updated.

#### New Legislation

- b) There had been no new Health & Safety legislation proposed that impacted the University.
- c) Martyn's Law was likely to be given Royal Assent in May 2025 and the University had 24 months to implement the requirements.

#### Inspections

- d) There had been no trade union inspection in November due to availability
- e) The terms of reference allowed for postponement/cancellation. A firm date was now set for 6<sup>th</sup> March and was to be an inspection of Caedmon Hall.

### Fire Safety

- f) All building fire risk assessments had been completed, and actions being progressed and monitored through the Fire Safety Group.
- g) Autumn Fire Drills completed, lessons learned had been collated and communicated.
- h) PEEP numbers had been similar to last year. It had been noted the two key points in the year for requests was the student intake in September and the January intake for Internationals.
- i) Some amendments had been identified to how PEEPs are processed on the MyHub system to improve the flow of information to improve efficiency.

### Fire Safety Policy and Procedures

- j) The Fire Safety Adviser had commenced the annual review of the Fire Safety Policy.
- k) This was to be presented at the next meeting of this Committee in June.

### Central Health & Safety Updates

- l) The health and safety risk profiling exercise had commenced.
- m) Leeds Law School risk profiling pilot exercise had completed along with RSO. The process was to be rolled out to the wider university and dates had been agreed for Leeds School of Arts and the Business School to undergo the exercise.
- n) Positive feedback had been received for the new HS1 form which went live on 1<sup>st</sup> January.
- o) The Health & Safety Adviser was to lead on a deep dive audit on the first aid provision to review how we recruit first aiders and formulating a record of first aid trained colleagues.

### Accident Statistics

- p) Key messages was the slight increase in number of reports received compared to the previous year. The increase in reports had been around near misses, which indicated that colleagues were reporting an accident prior to anyone getting injured.
- q) A number of trends related to security issues around vandalism, trespassing, property damage and faulty equipment.
- r) There was a downward trend of people getting injured at the university.
- s) Causes and demographics were consistent with previous years and across the university sector.
- t) [REDACTED]
- u) The most common causes for staff injuries had been manual handling, slips, and falls in line with sector trends. Most common occurrence amongst students was sport injuries.
- v) [REDACTED].

### Training Compliance

- w) [REDACTED].
- x) [REDACTED].
- y) There was an ongoing project within Human Resources to review training compliance across all areas of the mandatory training.

## Health & Wellbeing

### Report from Wellbeing Sub Committee

029.2024.HEA The Committee received a summary report from the Deputy Director of Human Resources on the Wellbeing Sub-Committee (paper reference HEA.2024.017). It was reported:

- a) The last Committee met in January and was a staff focussed meeting.
- b) It was two years since the university received the Mental Health Charter. There was a continued requirement to review and update the improvement/action plan and this was due to be re-submitted in summer 2025.
- c) The university was still in discussion with the Charter to progress recognition at a higher tier without going through a full application process again.
- d) As a result of changes last year, the Occupational Health and Colleague Wellbeing had been combined into one service.
- e) Health Surveillance work continued and there was a requirement to do a number of health surveillance monitoring checks for certain colleagues who are at risk. Essential had the right staff and number of staff to carry out and run the appropriate clinics.
- f) R;pple suicide prevention browser extension had been installed across the University network. Hidden within the software infrastructure and was a pop-up box with support information for a person in crisis.
- g) Next meeting will be more focussed on student and financial wellbeing and hardship.

### Sickness Absence

030.HEA.2024

The Committee received a summary report from the Deputy Director of Human Resources on Sickness Absence (paper reference HEA.2024.018). It was **reported**:

- a) The report covered the last 12 months and included the quarterly information along with benchmarks and looked backwards at previous years.
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED]
- h) [REDACTED]
- i) [REDACTED]
- j) It was noted that by combining occupational health and wellbeing it enabled the service to provide a better connection and approach between health and wellbeing.
- k) [REDACTED]
- l) Next step was a better understanding of the absence patterns for the university.

### Other Matters \* starred item

#### Genetic Modification & Biosafety Sub Committee

031.2024.HEA

The Committee received and noted the starred report from the Generic Modifications & Biosafety Sub Committee from within the School of Health (paper reference HEA.2024.019).

**Other Business**

032.2024.HEA      The Committee noted the Schedule of Business (paper reference HEA-2024-020).

**Any Other Business**

033.2024.HEA      The Joint Chair reminded the Committee about suggested thematic topics for the next meeting. Some suggestions included:

- a) Estates/FM case study on how health and safety is managed on large refurbishment projects.
- b) Water hygiene, asbestos management, or the arrangements in place to meet statutory obligations to keep students/staff safe on campus.
- c) The Joint Chair requested members provide any suggestions outside of the meeting.

034.2024.HEA      

The Committee <b>agreed:</b> Members to provide suggested thematic topics for the next meeting.
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035.2024.HEA      The Joint Chair thanked Mobina for her contribution to the Committee as this was her last meeting. To also pass on thanks to Sean Beckingham who was not in attendance.

036.2024.HEA      The next meeting of the Committee was to be held on Tuesday 3<sup>rd</sup> June 2025 at 13:30 hrs via Teams.

Confirmed by the Committee as a correct record and signed by the Chair:

Signed: ..... Date: .....