

Agenda for the 215th meeting of the Health & Safety Consultative Committee held on
02 June 2026 at 13:30 hours via Microsoft Teams

Agenda Item and Paper Reference		Led By
PRELIMINARY ITEMS		
1.	Apologies and Welcome	Chair
2.	Declarations of Interest	Chair
3.	Terms of Reference (HEA-2526-06-02-P1)	Chair
4.	Membership 2025/26 (HEA-2526-06-02-P2)	Chair
5.	Minutes of the previous meeting (HEA-2526-06-02-P3) To approve the minutes of the meeting held on 05 February 2026	Chair
6.	Matters Arising (HEA-2526-06-02-P4)	Chair/Secretary
MAJOR TOPICS		
7.	Thematic Topic – First Aid Needs Assessment Findings/Proposed Strategy (Verbal)	J Chester / M Freeman
LOCAL REPORTS		
*8.	Collated Reports from School & Services and Common Themes (HEA-2526-06-02-P5)	J Chester
SAFETY		
9.	Central Health & Safety Consolidated Report (HEA-2526-06-02-P6)	J Chester
10.	Draft for Endorsement: revised Code of Practice: Provision and Use of Work Equipment (PUWER) (HEA-2526-06-02-P7)	J Chester
11.	Draft document for endorsement: new Code of Practice: Health & Safety Training (HEA-2526-06-02-P8)	J Chester
HEALTH & WELLBEING		
12.	Report from Wellbeing Sub-Committee (HEA-2526-06-02-P9)	S Swales
13.	Sickness Absence Report-Bi-annual (shorter report) (HEA-2526-06-02-P10)	S Swales
14.	Annual Wellbeing Assessment Report (Verbal)	S Swales
OTHER MATTERS		
*15.	Report from Generic Modifications & Biosafety Sub-Committee (HEA-2526-06-02-P11)	Chair
OTHER BUSINESS		
16.	Draft Schedule of Business for 2026/27 (HEA-2526-06-02-P12)	Chair
17.	Any Other Business: • Overview of HASMAP (Verbal)	Chair J Chester
DETAILS OF THE NEXT MEETING		
18.	The next meeting of the H&S Consultative Committee meeting will be on Tuesday 13 th October 2026 at 13:30 hours via Microsoft Teams	Chair

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 & SAFETY CONSULTATIVE COMMITTEE

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 **the following legislation:**

Sections 2(4), 2(6) and 2(7) of the Health & Safety at Work etc. Act 1974;

Regulation 9 of the Safety Representatives & Safety Committees Regulations 1977;

Regulation 3 of the Health & Safety (Consultation with Employees) Regulations 1996.

Accordingly, the objectives of the Committee are to:

1. facilitate consultation with Trade Union Safety Representatives **and other representatives of employee safety** 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 Sub-committee: 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 Sub-Committee'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 **via an established and approved channel (see 7.3 below).**

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 <i>(plus Chairs, permanent advisors and co-opted members)</i>

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. **Quorum**

For the meeting to be quorate, half (rounding up) of the membership must be in attendance.

6. **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.

7. **Proceedings**

7.1. The agenda for each regular meeting of the Committee will be submitted to the Joint Chairs 7 weeks prior to the meeting.

7.2. 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.

7.3. ~~After each meeting, the following documents will be submitted to the University Executive Committee:~~

- ~~a. Chair-approved minutes from the HSCC meeting with an accompanying executive summary / report detailing any issues requiring escalation to UEC;~~
- ~~b. The reports from the Central Health & Safety Service and HR;~~
- ~~c. Any documents that require onward approval (Policies, Codes of Practice etc.).~~

Document Control:

Organisation	Leeds Beckett University
Author(s)	James Chester, Head of Health & Safety
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
Endorsed by	Health & Safety Consultative Committee (Chairs' action, 5 th May 2026)
Effective from	2 nd June 2026
Next review date	+2 years from last date of approval
Status	Published
Distribution	HSCC membership University Governance website pages
External references	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	1. Safety, Health and Wellbeing Policy. 2. Procedure: Health & Safety Consultation.
Version reference	2026
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. 2026: Revised following the dissolution of the Health, Safety & Wellbeing Steering Group.

Health and Safety Consultative Committee – Membership 2026/27

Membership role	Name	Job Title	School/Service
Co-Chair - Mgt	Grant Anderson	Director of Estates/FM	Estates & Facilities
Co-Chair - TU	Gary Lawson	Unison	Trade Union
Trade Union reps (2 from UCU and 2 from Unison)	Jennifer Dods	UCU	Trade Union
	Sareen Galbraith	UCU	Trade Union
	Gordon Knowles	Unison	Trade Union
SMG (2 Deans and 2 Directors)	Grant Anderson (also Joint Chair)	Director of Estates & Facilities	Estates & Facilities
	Oliver Bray	Dean of Leeds School of Arts	Leeds School of Arts
	Katie Goodall	Deputy Director of Finance	Financial Services
	Dr Andrew Manley	Head of Subject-Deputy for CSS	Carnegie School of Sport
School and Service reps (4 Schools & 4 Services min.) (On a 2-year rotating cycle at discretion of Joint Chairs)	Jo Benn	Academic Services Manager	Carnegie School of Education
	Hamera Bashir	Health & Safety Manager	Leeds School of Arts
	Helen Dickson	Service Improvement Manager	Beckett Sport
	Adam Greenwood	Associate Director of University Degree Apprenticeships	Employer Partnerships & Student Futures
	David Haigh	Head of Subject	School of Built Environment, Engineering & Computing
	Jonathan Holland	Head of Student Recruitment & Outreach	Communications & Marketing
	Vicki Johnson	Deputy Director of Estates/FM	Estates & Facilities
	Vikki Johnston	Academic Services Manager	School of Health
	Jo Jones	Director of Student Services	Student Services
	Lizzi Kijewski	Academic Services Manager	School of Humanities & Social Sciences
	Erin Nephin	Head of Student Experience	Library & Learning Services
	Gareth Robertson	School Manager	Leeds Business School
	Joan Sheehan	Learning Spaces Liaison Specialist	Digital Services
Students' Union reps x2	Christopher Osifo	Student Representative – Student Union	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	Committee Secretary	Estates & Facilities
	Sarah Swales	Deputy Director of HR	Human Resources
	Ros Mason	Deputy University Secretary	Registrar Secretary Office
	James Chester	Head of Health & Safety	Health & Safety
	Paula Johnston	Fire Safety Adviser	Health & Safety
	Meg Freeman	Health & Safety Technician	Health & Safety

Matters Arising

Executive Summary

This paper provides an update on matters arising from the previous meeting of the Health & Safety Consultative Committee on 05 February 2026.

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/FM
Date: 18th May 2026

Matters Arising

This report summarises the matters arising from the last meeting of the Health & Safety Consultative Committee on 07 October 2025:

Arising from Minute:	Context	Action required	By Whom	Status and Progress
046.2024.HEA	The Committee received the starred report on Low, Medium, High-Risk Areas and Common Themes. It was reported: a) <u>PAT Testing process</u> - Concerns had been raised in relation to the timeline between testing being carried out and receiving feedback on items that had failed. The Director of Estates was to review the process with his team.	The Committee agreed : a) The Director of Estates to check the PAT process in relation to timelines.	A Allison / V Johnson	<u>COMPLETED AND CLOSED</u> It was confirmed at the meeting 22/10/25 by the Interim Director of Estates that a review was to take place of the entire PAT testing process, and a full update would be provided at the meeting on 05/02/2025.
07 October 2025 Minute Ref: 8.2	<u>Capacities of rooms booked for activities insufficient for the number of participants</u> a) Two schools had reported that rooms timetabled for induction events did not have sufficient capacity to accommodate the expected numbers. b) This was not isolated, and eight schools had experienced similar issues. It had been raised at SMG, and School Managers and Deans had been asked to provide feedback. c) Concern was raised on areas of the campus being unfit for purpose, particularly for those students with reasonable adjustment plans.	The Committee agreed : a) The Joint Chairs to meet to discuss the concerns faced in relation to timetabling of unfit rooms on campus and the challenges of schools and timetabling. b) The Joint Chair (Estates/ FM) to meet with the School Manager within School of Health regarding accessibility and reasonable adjustments.	S Galbraith / V Johnson V Johnson / V Johnston	<u>COMPLETED AND CLOSED</u> The Deputy Director (Estates/FM) had confirmed discussions had taken place with timetabling. <u>COMPLETED AND CLOSED</u> The Deputy Director (Estates/FM) confirmed discussions had taken place and resolved.
07 October 2025 Minute Ref: 14.2	It had been requested by the Head of Legal, Governance & Compliance that Martyn's Law be included as a regular standing item in the Central Health & Safety reporting. This was to be reflected in future reports and added to the schedule of business.	The Committee agreed : This standing item should be added to the Schedule of Business.	L Proctor	<u>COMPLETED AND CLOSED</u> This had been added to the Schedule of Business.
07 October 2025 Minute Ref: 15.2 And 05 February 2026 Minute ref 2.3	Student Representation on the Committee: a) The Interim Director of the Student Union had raised a query in relation to student representation on the Committee.	The Committee agreed : As the Interim Director was unable to attend this meeting the Joint Chairs agreed to speak	S Galbraith / V Johnson	<u>COMPLETED AND CLOSED</u> A Student Union representative had been confirmed for 25/26 committee schedule. However an alternative would need to be

		separately and pick up formally at the next meeting.		provided for 26/27 and be picked up at a later date.
05 February 2026 Minute ref: 6.2.	<u>PAT testing process</u> The LSA Manager noted that their school utilised QR codes for visual inspections which displayed a document advising on visual inspections.	The Committee agreed: The LSA H&S Manager would share the QR codes for visual inspections document with the Head of Health & Safety to incorporate into the main health & safety site.	H Bashir	<u>COMPLETED</u> The LSA H&S Manager had shared the QR codes document with the Head of H&S and the Deputy Director of Estates.
05 February 2026 Minute ref:8.2	<u>Bronte fire evacuation procedures</u> had been launched, however the sessions to update fire warden colleagues on the new procedures had been poorly attended. Additional sessions were to be scheduled direct to colleague diaries.	The Committee agreed: The_H&SCC members based in Bronte were to encourage their fire wardens in their areas to attend an update fire warden training session.	All members	<u>COMPLETED</u> This was a reminder to all members of H&SCC based in Bronte.
05 February 2026 Minute ref: 10.2.	<u>For Approval: Code of Practice for DSE</u> The group endorsed the revised Code of Practice.	The Committee agreed: The Head of Health & Safety was to submit to the Steering Group for final approval.	J Chester	<u>COMPLETED</u> This had been approved at the last HSW Steering Group.
05 February 2026 Minute ref: 12.2.	<u>Sickness Absence Report</u> A query was raised on the absence levels and whether reduced sickness levels may reflect fewer staff available to report due to VS and overall reduced staffing.	The Committee agreed: a) The Deputy Director of HR to explore comparisons of the sickness absence data including leaver information.	S Swales	<u>COMPLETED</u> The calculations used are important. When the <i>% of working days lost</i> or <i>average working days lost</i> is used this is calculated as 'Total days of sickness absence divided by the total FTE'. This is scalable and means we can compare between different years/departments even when the FTE varies. However, it does mean that it is difficult to infer that any reduction is due to a lower headcount/FTE or that those who left were more likely to be off sick. In terms of purely days lost as a measure, this did reduce from 2023-24 to 2024-25. It is more reasonable to attribute this to a

				reduction in headcount/FTE. We do not look specifically at specifically at the sickness absence of the cohort who left and compare that to the wider workforce. <table><tr><th>Year (Year)</th><th>Average FTE</th><th>FTE Days Lost</th></tr><tr><td>2020-21</td><td>2,079.8</td><td>10,544</td></tr><tr><td>2021-22</td><td>2,073.4</td><td>14,221</td></tr><tr><td>2022-23</td><td>2,054.8</td><td>13,019</td></tr><tr><td>2023-24</td><td>2,079.2</td><td>12,784</td></tr><tr><td>2024-25</td><td>1,837.2</td><td>10,503</td></tr></table>	Year (Year)	Average FTE	FTE Days Lost	2020-21	2,079.8	10,544	2021-22	2,073.4	14,221	2022-23	2,054.8	13,019	2023-24	2,079.2	12,784	2024-25	1,837.2	10,503
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2023-24	2,079.2	12,784																				
2024-25	1,837.2	10,503																				
		b) The Deputy Director of HR to forward sickness absence presentation to the Committee Secretary for circulation.	S Swales / L Proctor	<u>COMPLETED</u> The sickness absence data presentation had been shared with the group.																		

Genetic Modification & Biological Safety Committee Report		
1.	Purpose and action required	
1.1.	This report is to note . The HSCC is invited to feedback with any guidance on the points raised in this report.	
2.	Legal / regulatory / governance context	
2.1.	Committee is required to meet Health & Safety Executive [HSE] requirements.	
3.	Approval arrangements	
3.1.	Sponsor:	Duncan Sharp
3.2.	Author(s):	Professor Gary Jones, gary.jones@leedsbeckett.ac.uk
3.3.	The papers will be discussed for further comment at the SHWAG Committee in June.	
4.	Executive Summary/ Report Highlights	
4.1.	This report summarises key points raised in the previous meetings which took place on 16.04.2026 (GMO) and 30.04.2026 (Biological Safety). A description of key points arising is outlined below. Preliminary items (A) A3) Matters Arising: Action C2 (I) John George will liaise with Jim Boyne about preparing an overview of current research work. John will pick this action up at the start of the next academic year, as no new students have joined since the last meeting. Action B2 (I): To review the status of setting up in-house training sessions on COSHH. James Chester is currently reviewing the COSHH training guidance, with a view to set up new training sessions in the next academic year (Sept 2026). A4) Review of GMO: At the recent GMO meeting there was no new business to report. Local Issues (B) B1) The COSHH register continues to be updated on a continuous basis. B2) There were no accidents or incidents reported at this meeting. Other Business C1) Postgraduate Student Representatives attended the session. No issues were raised from a student perspective. C2) Updated Terms of Reference: JC and JB (Chair) noted the new 50% quoracy requirement for each meeting. JB emphasised the importance of future attendance. The meetings quorate was met. JC requested a sense check of the revised Terms of Reference, and the committee confirmed no further changes were needed.	

	JC asked for the new membership table to be completed and signed before submission to SHWAG for final approval of the new TOR in June 2026. C3) JC raised the question of whether or not certain colleagues from the School of Sport, and/or School of Humanities and Social Sciences should sit on this group, as the School of Sport conduct and analyse human biopsies, and some areas of Humanities and Social Sciences also collect biological samples such as blood for research. JB suggested that historically the committee has been centred around biosafety containment, but we could explore whether to extend the membership, and for JC to have a conversation with GJ initially for his thoughts.
5.	Strategic Alignment
5.1.	This committee has oversight of all H&S elements for the biomedical research laboratories.
6.	Background or developments since the previous meeting
6.1.	N/A
7.	Options appraisal/analysis
7.1.	N/A
8.	Finance / resource / risk implications
8.1.	N/A
9.	Consultation
9.1.	Key stakeholders are all biomedical research staff and PGR students, all represented by nominated colleagues on this committee.
10.	Timeline
10.1.	Actions will be reviewed at the September 2026 meeting.
11.	Further information / Appendices
11.1.	N/A

HEALTH & SAFETY CONSULTATIVE COMMITTEE

Schedule of Business 2026/27

13 th OCTOBER 2026 at 13:30-15:30 Via Teams (Chair: Grant Anderson)		9 th FEBRUARY 2027 at 13:30-15:30 Via Teams (Chair: Gary Lawson)	1 st JUNE 2027 at 13:30-15:30 Via Teams (Chair: Grant Anderson)
<i>Report deadline: 28th SEPTEMBER 2026</i>		<i>Report deadline: 25th JANUARY 2027</i>	<i>Report deadline: 17th MAY 2027</i>
- Safety, Health, and Wellbeing Policy Update – Head of H&S (J Chester) - HASMAP Update – Head of H&S (J Chester) - Schedule of Trade Union Inspections – Head of H&S (J Chester) - Annual Wellbeing Assessment Report – HR Team (S Swales) +/- Thematic Topic: TBC		- Autumn Fire Drills Report – Head of H&S (J Chester) - Sickness Absence Report – Deputy Director of HR (S Swales) - Annual Accident & Incident Report 2025 – Head of H&S (J Chester) +/- Thematic Topic: TBC	- Fire Safety Procedures Annual Review – Head of H&S (J Chester) - Spring Fire Drills Report – Head of H&S (J Chester) - Draft Schedule of Business 2027/28 – Chair +/- Thematic Topic: Good Practice
Standing items	Part A: Preliminary Items	Declarations of Interest - Chair	
		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 – TBC	
	Part C: Local Reports	*Collated Reports from School & Services and Common Themes (collated reports of low, medium, high impact areas – Head of H&S (J Chester)	
	Part D: Safety	<u>Central Health & Safety Report -' includes:</u> (Head of H&S-J Chester) -Accident and Incident Reports -Fire Safety Management Update Report -New Legislation -Martyn's Law -Health & Safety Training Compliance	
	Part E: Report from other Committees	Report from Wellbeing Sub-Committee –Director of HR (S Swales-Joint Chair of Wellbeing sub-committee) *Report from Biological Safety Committee (provided by Prof Gary Jones (Chair of Biosafety Committee) - Chair	
	Part F: Other Matters	Good Practice – Head of H&S (Ad hoc)	
	Part G: Other Business	Schedule of Business – Chair	
	Part H: Next Meeting	Details of next meeting - 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.*