HEALTH & SAFETY CONSULTATIVE COMMITTEE

Local School / Service reporting June 2021

Published SHWAG Minutes:

- Minutes and Report: School of Built Environment, Engineering & Computing, 25/05/21
- Minutes: Carnegie School of Education, 20/04/2021
- Minutes: Carnegie School of Sport, 02/06/2021
- Minutes: School of Cultural Studies & Humanities, 03/02/2021
- Minutes: Composite, 05/03/2021
- Minutes: School of Events, Tourism & Hospitality Management, 24/03/2021
- Report: External Relations Health & Wellbeing activities, May 2021
- Minutes: IT Services, 22/04/2021
- Minutes: Leeds School of Arts, 11/05/2021
- Minutes: Libraries & Learning Innovation, 18/05/2021
- Minutes: Sport & Active Lifestyle – 10/05/21
- Report: Student Services Leadership Team meeting February 2021

Update not received/No formal meeting held within reporting period:

- Minutes: University Recruitment
- Minutes: Estates & CARES
- Minutes: Leeds Business School

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HEALTH & SAFETY CONSULTATIVE COMMITTEE
10 June 2021

Summary Report of Built Environment, Engineering and Computing

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Executive Summary

This is the summary report of the Built Environment, Engineering and Computing Safety, Health and Wellbeing Advisory Group meeting of 25th May 2021

Action Requested

This report is **for information and discussion**. The Committee is invited to note the report and discuss relevant points.

Appendices

None

Author

Name:	Dr David Haigh
Job title:	Head of Subject
Date:	27/5/21

Approval Route

<Date><Month><Year>	<Approving Person / Body>
<Date><Month><Year>	<Approving Person / Body>
<Date><Month><Year>	<Approving Person / Body>

SUMMARY REPORT OF Built Environment, Engineering and Computing

Introduction

1. This is the summary report of the BEC Safety, Health and Wellbeing Advisory Group meeting of 25th May 2021. Recent copies of the full minutes are available at www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee or thereafter from the Secretary.

Recommendations and referrals

2. All matters have been recommended/referred to the Committee for consideration

Major discussions

3. [*Summarise any key major discussions. The Summary report should be no longer than 1-2 pages in length*.]

3.1 The group received an update on previous Safety, Health and Wellbeing Committee
We reported fire drills, accidents, Stress Risk Assessments, mental health and wearing of face coverings

3.2 Accident reporting; LW gave a report on accident and incidents in the school CG talked about sharing reporting procedures to be shared in the School. **Action DH**

3.3 Stress risk assessment review: LW talked about completion of SRA; **Action all**
3.4 LW talked about Re orientation to campus for staff and to be mindful about processes and procedures on return. Short slides to be produced and shared. **Action All**
3.5 LW talked about risk assessment template for return to campus and to check against local procedures: Action **DH and JL.**
3.6 DH talked about need for new H&S RA for all activities in the school DH to prioritise when we return to campus**: Action DH**
3.7 DH talked about Safeguarding and student wellbeing in particular space requirements for student wellbeing. DH has met with School rep and will meet with Mark Wilson who is working with estates to discuss student space requirements. **Action DH**
3.8 Lab report – no issues – good practice. CG to check local procedures for COSHH with LSI receiving items. **Action CG.** DH to ask KV about hazardous gasses used in Computing**. Action DH.**
3.9 AOB – discussed electrical equipment from work taken home during pandemic which is past safety warning/test date. LW talked about visual safety checks and reporting to IT ASAP if any issues. Possible solution is 'bring items to work for checking' day! LW will report back. **Action LW.**

Attendance

Attendance:

Attendance:
Dr David Haigh – Chair & School HS&W Coordinator
Joanne Lloyd – Representative from Surveying & Construction Group

Laurie Wilson – Senior Health & Safety Advisor (LW)
Professor Chris Gorse– LSI
Andy Brannan – Representative from UNISON
Dr Andre Pusey – PHHG
Kev Smith – BEC lab technician
Jackie Leahy – Student Admin Manager

Apologies:

Kiran Voderhobli – Computing representative **(comments received via e-mail)**
Killian Ngong – Representative from Civil Engineering Group

HEALTH AND SAFETY ADVISORY GROUP

Carnegie School of Education

CHAIR APPROVED.

Carnegie School of Education

Health and Safety Advisory Group

Notes of the meeting held on 20th April 2021

Present:			
Damien Page (DP)	Rachel Boyle (RB)	Steve Burton (SB) (Chair)	Esther Cummins (EC)
Vicki Hassett (VH)	Doug Martin (DM)	Meri Nasilyan (MS)	Louise Nelson (LN)
Paul Ogilive (PO)	Laurie Wilson (LW)		
In attendance: Lianne Sweeting Richardson (LSR) (Secretary)			
Apologies:			
Tom Dobson (TD)	Sarah Hindmarsh (SH)	Peter Mellor (PM)	Mary Strode (MS)

1. Preliminary items

1.1 Attendance and Apologies.

The apologies were recorded above.

1.2 Membership and Schedule of Business.

Noted

1.3 Minutes from Previous Meeting.

The minutes from 5th November 2020 were passed as a true record**.**

1.4 Matters and Actions Arising from Previous Meeting – 5th November 2020

All actions had been completed. It was noted that the majority of staff had not been on campus in 13 months due to the global pandemic and had worked from home since 23rd March 202.

2. Items for Discussion

2.1 Accidents and Incident reporting.

SB reported that he had not been made aware of any accidents or incidents and all staff were continuing to work remotely. SB confirmed that all staff are aware that any accidents and incidents occurring at home during works time need to be reported.

2.2 Local Health and Safety Issues report.

SB reported that the school still needed to recruit more DSE Assessors and Fire Wardens. However, both Carnegie Hall and the Carnegie Teaching and Research Building are locked down Tuesday, Wednesday, and Thursday each week. Access to both building is only available on a Monday and Friday and must be booked through Google Forms. SB reiterated that both buildings operate a one-way system with 2 meters social distancing and face coverings.

SB further reported that PAT testing had been carried out in both Carnegie Hall and the Carnegie Teaching and Research Building, ready for colleagues return in September.

2.3 Health and Safety Audit Planning and progress update/action plan.

SB reported that last year audit plan had identified areas which required improvements. These have now been addressed and a new standard operating procedure for the school has been written. A fresh audit for 2021 will take place when colleagues return onto campus in September.

2.4 Training Update.

SB reported that the school current stands at 88% compliant in the key training areas, which include the Health and Safety and DSE Compliance online training. The school is above the university target of 80%. Reminder emails are sent out to colleagues, who training remains outstanding every few months. VH raised that some colleagues had experienced issues with the IT systems

and laptops, which had impacted on them been unable to complete the necessary training.

3. Any Other Business

LW reported that going forward they will be a new online DSE training course, which will be spilt for home and on campus working. This will need to be completed by every colleague every 3 years. The new online module will ensure that school are compliance and easier to manage. In addition, a new induction presentation on the “new normal” is available to all schools and services, which colleagues may find helpful when returning back to campus in September.

LW further reported that Fire Drills will take place in early May. SB reminded any staff who are scheduled to be on campus during the first two weeks in May, that they need to be wearing a face mask and adhering to social distancing.

LW reported that attendance at future school SHWAG meetings, will be split between himself and his colleague Steve Thackery. Steve will be supporting this group and LSR will send across details to Steve Thackery. LW suggested that “returning to campus” should be added as an item on the June agenda.

Carnegie School of Sport
Safety, Health and Wellbeing Advisory Group

Minutes

Venue: Virtual (Teams) Date/Time: Wednesday 2nd June 2021, 10am

Attendees: Andrew Abraham (AA), Sue Backhouse (SB), Matthew Barlow (MB), Jen Cartwright (JC), Jamie French (JF), Peter Mackreth (PM-Chair), Andrew Manley (AM), Laura McMahon (LM-Minutes), Emma Payne (EP), Nicola Queenan (NQ), Chris Roe (CR), Louise Sutton (LS), Ryan Wright (RW).
Apologies: Ingrid Griffiths (IG), Mark Robinson (MR)

Part A: Standing Items

A1 **Apologies (PM)**
Ingrid Griffiths (IG), Mark Robinson (MR)

A2 **Actions from last meeting**

ACTION – SM to circulate wellbeing conversation guide for managers

Part B: Local Reports

B1 **Carnegie Great Outdoors (CR)**

- Successful ARLA inspection – different challenge to previous years, done online. No follow up.
- Battleback is still running – operating at full capacity
- Lots of enquiries from School and youth groups – one going ahead on 21st June – no transport provided
- All operating procedures and RAs in place, COVID measures will be followed
- CGO have been in conversations around summer delivery of NCS – residential element cancelled. Some day long activities will run
- Teaching of Outdoor Education for OED and PE degrees: there was a delay to modules to hopefully enable some residential activity. This has not been able to take place. Just doing day activities now.

B2 **Sport and Exercise Science Learning Support (EP)**

- Lots of work from the team in putting together SOPs etc. for new facilities.
- Increase in activity for PhD students, all operations are within current level of controls

B3 **PE Learning Support (RW)**

- All reopening and support for teaching has gone well so far
- Planning for on-campus assessments is underway
- Outdoor track repairs are complete

PM thanked all of the teams for the huge amount of work that has gone on through the year to enable practical delivery to take place.

Part C: Matters for information

C1 **DEXA update (EP)**

- ERMER – Marina Alexander and Rowena Johnson are now responsible for this.
- The team are working through process of CQC approval

C2 **Accidents and Incident Reporting (PM)**

- All reports are scanned and sent to the central Health and Safety team
- LM to provide report for SHWAG going forward
- RW to send outstanding accident forms to NQ
- CGO – Accidents and Incident stats to be sent to NQ

C3 **Sickness and Absence Monitoring (PM)**

- JC noted that the reports are only representative if all absence is being officially reported. This is something to take particular care over whilst colleagues are working from home.
- Overall University report – no new trends, anxiety/stress top reasons for absence followed by muscular skeletal issues.
- Any individuals who are struggling can link in to the support systems

C4 **Fire Drill Report**

All actions are complete or in progress with estates from the last Fire Drill Report. Evacuation time was very low and there were no major issues.

ACTION – NQ to remind CD's of PEEP requirement

C5 **CSS Building Update – COVID measures (NQ)**

- Social distancing in place. Masks to be work whilst social distancing can't be maintained.
- Household bubbles not to be taken into account

C7 **Mentally Healthy Universities (NQ)**

- Uptake to the sessions could have been better but the feedback from attendees was very positive
- As a result some attendees from sessions have set up their own peer support groups
- We have Mental Health Champions in place (for staff) – their role is to publicise opportunities, organise activities etc.
- We will be allocated 2 peer supporters from another area for staff to utilise.

Part D: Discussion Items

D1 **Disability Access to track (JF)**

- The School have been made aware of some issues with ease of access to the outdoor track, particularly for wheelchair users
- Actions have been taken - raised with estates in line with snagging in building. There may be some things that are in addition that can be done, the School are looking into this

ACTION – JF and PMc to report back at the next meeting

D2 AOB

LEEDS BECKETT UNIVERSITY

SAFETY, HEALTH & WELLBEING COMMITTEE

COMPOSITE SAFETY, HEALTH & WELLBEING ADVISORY GROUP

Leeds Law School
School of Clinical and Applied Sciences
School of Health and Community Studies
Leeds School of Social Sciences

Friday 5th March 2021
10:00-11:00
MS TEAMS ONLINE

Present:

Duncan Webb (Chair)	Stacy Hopkinson (Secretary)	Emma Bates
Ian Richardson	Hayley Bardy	Paula Beesley
Julie Heaton	Gary Lawson	John George
John Craig		

Apologies:

Laura Jones	Steve Mole	Laurie Wilson
Kate Grafton		

Part A: Preliminary Items

A2. Terms of reference and membership

Reported: Julie Heaton was welcomed as a full member of the group. Julie is a learning officer in Psychology.

A3. Declaration of interest

Reported: None

A4. Minutes

Reported: Approved offline, acknowledged as a true reflection.
Health and Safety Consultative Committee meeting minutes received and uploaded to the Google Drive for members to access.

A5. Matters Arising/Actions Table from the Meeting Held on 6th November 2020

Reported: The action sheet is listed on Google drive and will be added to after every meeting. There is one outstanding action for updating the info and personnel list.

ACTION: Co-ordinators to update this and have it completed by 2nd April 2021.

Part B: Reports from the Safety, Health and Wellbeing Committee Meeting of 11th February 2021

B1. **Key points arising from the Committee reports/meeting**

Reported: Duncan updated the group regarding some important points that were raised at the Health and Safety Consultative Committee on 11th February.

- **Fire Safety**: Out of 52 buildings, 30 undertook successful fire drills. Some areas were unable to run a fire drill for numerous reasons one being the building is being used for COVID-19 testing. In the case of a drill not taking place other checks were undertaken and no issues arose.
- **Fire Warden training**: It was reported that across the University there are 88 people who are fire warden trained. This needs to be looked at on a School level regarding number of staff trained and if training needs renewing in preparation for returning to the University to work.

ACTION: Co-ordinators to check on trained fire wardens and anyone that needs their training renewing.

- **Portable appliance testing and PAT testing**: It was reported that the University has completed all requirements for PAT testing for the 2021 programme. Duncan raised at the meeting that staff have taken equipment home and asked the committee to consider a long term strategy for PAT testing staff equipment at home as some people may continue to work from home for a percentage of the week, even after restrictions ease. The Committee is going to review this and report back. Duncan advised co-ordinators to have a look within their areas at the equipment staff have at home and how we might capture PAT testing requirements.
- **Accident performance**: Across the whole University only 1 accident was reported in Q3 and 1 accident in Q4 alongside 2 near misses. A discussion took place regarding the process for reporting near misses as Duncan highlighted that he does not receive these reports, and these would be beneficial to help alleviate and/or mitigate future accidents. The group echoed this.

ACTION: Co-ordinators to communicate within their school the process of near miss reporting to ensure staff participate proactively in this.

- **Report from HR**: HR are the owners of the stress risk assessment process. Questions were asked regarding how schools conduct their stress risk assessments. From these questions is was clear that each school operates slightly differently in relation to completion and review of stress risk assessments. The main stresses listed by HR were workload, transition to online learning, job security, communication, IT, caring and working responsibilities to mention a few.

ACTION: Duncan to establish the stress risk assessment process for Clinical and Applied Sciences.

ACTION: Stacy to ask Laura what process is followed in the Law School and pass onto Duncan.

- **Working from home insurance purposes:** Duncan raised at the Committee meeting the potential requirement for extended home insurance for working from home purposes. As when using a car for work business you must be covered via business insurance on your car, does this also apply to working from home.

ACTION: Duncan to follow this up further and report back.

Part C: Local Issues

C1. Co-ordinator's Reports

Leeds Law School (LJ)

Laura registered apologies for the meeting but shared via the Secretary that there was nothing further to comment on outside of her submitted report.

Leeds School of Social Sciences (HB)

Nothing further to comment outside of report.

Health and Community Studies (IR)

Nothing further to comment outside of report.

Clinical and Applied Sciences (DW)

Duncan informed the group that the online training within the School remains monitored. The School is currently running at 91% compliance. There was an accident in the school during Q1 of this year which involved a student receiving a burn, in this case all practical activity was suspended until a review had been undertaken. Further points of interest can be found in report.

C2. COVID-19

Reported: Duncan informed the group that the one-way system in buildings has been changed due to some areas being cordoned off etc. However, in some cases the signage has not been updated to go with it.

ACTION: Staff asked to report to Estates to review the signage in these areas when noticed.

A discussion took place regarding vaccinations. Staff were encouraged to take advantage of this should they be offered the opportunity to have one.

Part D: Any Other Business

D1. Any Other Business

Reported: None

Date of Next Meeting: **2nd July 10am**

Signed as a Correct Record: Duncan Webb

LEEDS BECKETT UNIVERSITY
SCHOOL OF CULTURAL STUDIES & HUMANITIES

SCHOOL OF CULTURAL STUDIES AND HUMANITIES
SAFETY, HEALTH & WELLBEING ADVISORY GROUP

Wednesday 3 February 2021 at 14.00am via MS Teams

MINUTES

DRAFT

A1 - Attendance
Andrew Cooper (Dean, Chair)
Robert Burroughs (Head of English)
Charlie Garfoot (Academic Quality Support Officer)
Katherine Harrison (Head of Media)
Simon Morgan (Head of History)
Tina Rawcliffe (Academic Services Manager)
Stephen Thackray (Health and Safety Liaison Officer)
Charlotte Plumb (School Secretary - notes)

Apologies
Ruth Robbins (Director of Research)
Susan Watkins (Director – Centre for Culture & the Arts)

A2 – Terms of Reference and Membership
AC welcomed SP to the Safety, Health & Wellbeing Advisory Group – SP will replace Laurie Wilson moving forward as the group's Health and Safety liaison and regular point of contact.

All members were in agreement with the Terms of Reference and Membership.

A3 – Declarations of Interest
None declared.

A4 – Minutes of the last meeting held on 14 October 2020
The minutes of the last meeting were confirmed as an accurate record.

A5 – Matters Arising
All matters are now closed.

A6 – Schedule of Business
The Schedule of Business outlines the standing items for consideration by the School Safety, Health and Wellbeing Advisory Group. The Schedule was noted and agreed.

B1 – Update on impact of COVID-19 on working practices
Two draft documents were shared for discussion with the group with an invitation for colleagues to provide comment and feedback – the revised School Risk Assessment (Covid-19) and related Staff Guidance document, both updated as a result of revisions made to the Pan-University Risk Assessment. AC gave thanks to TR and CP for their work on these. All updates were considered by the group who agreed that these documents were now in a position to be shared with colleagues across the School.

ACTION: CP to share the revised School Risk Assessment (Covid-19) and Staff Guidance Document with all colleagues in CSH.

It was noted that the documents act as means of signposting and navigating the Covid-19 information in place, but that the most comprehensive and up-to-date source of information is the University's microsite, which colleagues can refer to on a regular basis. These documents will continue to be updated as necessary, and all actions arising from the Risk Assessment will be monitored to ensure that effective measures are in place to mitigate any risks.

B2 – Health & Safety Management Audit
The updated Action Plan was shared and discussed with all members. TR confirmed that the Action Plan continues to be monitored and that any outstanding actions are all in hand. AC gave thanks to TR for her work on this.

B3 – Accidents, near-misses and dangerous occurrences update
The School has had no reported incidents since the last SHWAG meeting in October 2020.

B4 – Health & Safety Inspection (to include COSHH)
The H&S Inspection is currently absorbed by the School Risk Assessment in relation to Covid-19. Site visits will continue after the current lockdown to ensure that measures in place regarding Covid-19 risk management are updated as required. The standard Health and Safety inspection will resume again when the pandemic comes to an end and colleagues return to normal on-site working.

B5 – Update from each Subject Group on local Health, Safety and Wellbeing issues
Line Managers noted that the majority of colleagues reported feeling safe on campus during face-to-face teaching (prior to the national lockdown restrictions). However, local areas reported the difficulty in relying on short-term planning due to the uncertainties surrounding the Covid-19 pandemic and that long-term issues are currently hard to predict. Pressure is also being faced by colleagues who have caring or home-schooling duties, alongside workloads. The long-term impact on research was also raised, with colleagues having concerns about the impact that the Covid-19 pandemic is having on their ability to undertake research activity. AC noted that we continue to offer multiple ways in which colleagues can raise issues e.g. via 1-1s, team meetings, School Meetings, School Academic Committee, SLT and Management Meetings. QR funds are also available to support research activity until July 2021.

B6 – First Aiders and Fire Wardens Update
TR noted that the School has sufficient First Aid and Fire Warden cover, however under the current lockdown restrictions there are no School First Aiders or Fire Wardens currently operating on campus. It is expected that the University Security Team will act as first responders, including covering Fire Warden duties, in the event of minimal face-to-face onsite teaching resuming under pandemic conditions. Academic staff will also be responsible for supporting building evacuation in the event of a fire.

B7 – Health, Safety & Wellbeing Training Update
The School falls well within the required minimum compliance levels for health and safety training, currently at 98%. TR thanked Adele Jackson for her support in monitoring compliance and training re-enrolment. AC also thanked all teams for their work in ensuring staff compliance re H&S training.

B8 – **Stress Risk Management**
The School Stress Risk Assessment was last reviewed at SLT on 6 January 2021. However, additional measures were noted today in relation to mitigating stress as a result of the additional responsibilities faced by colleagues under the current lockdown restrictions e.g. caring and home-schooling duties:

1. *Management of stress related to Covid-19 with regards to measures taken by the university during the pandemic for on-site teaching duties and adaptation of resources for on-line delivery, continuation of research and enterprise, and School business continuity.*

   The Pan-University Risk Assessment (Covid-19) has been written into the School Risk Assessment and Staff and Student Guidance Documents.

2. *Maintenance and development of cross-School programme of work focused on Progression by identifying and implementing an equivalent approach to Making the Grade during the pandemic.*

   The School Academic Calendar has been revised to reflect the University's reintroduction of revised regulations and 'safety net' approach for students. The School has also introduced tailored 'Study and Complete' plans for students.

3. *Support for all researchers in final stages of REF preparation and increasing focus on transition to new research assessment period.*

   There is recognition of obstacles faced by colleagues when progressing research activity, however QR funds are in place to offer as much targeted support as possible.

4. *Continuous support for wellbeing.*

   Measures have been put in place and we will continue to be vigilant as circumstances (national and individual) are prone to change at short notice and we recognise that there are no easy ways of removing stress entirely in this context. MOVE TO AMBER.

5. *Continuous provision of information, guidance and training for all colleagues to adjust to new academic calendar and delivery of blended learning.*

   No change.

6. *Adjust to 3 teaching periods rather than 2 semesters during the pandemic, and monitor impact.*

   There has been an overall move to online working that has seen positive feedback from students – this can be seen as a reflection that the School is maintaining its commitments to students.

AC noted that risks can be raised through a number of different avenues (formal and informal), and the School Stress Risk Assessment remains open for discussion under a standing item on the SLT agenda and is checked and updated on a regular basis. Stress Risk features as a regular item at a variety of meetings (School Academic Committee, Team, SLT, School, SHWAG) and line managers remain in direct conversation with any colleagues who have wellbeing issues.

ACTION: AC to update the School Stress Risk Assessment Action Plan and share with members of SHWAG for further comment.

C1 – Chair-Approved Minutes from the University Health & Safety Consultative Committee on 8 October 2020

The minutes were shared and an opportunity for discussion provided. SP noted that the focus of the last meeting had been on matters arising as a result of the Covid-19 pandemic. The next meeting will be held on 11 February 2021 and will be an opportunity for collation of information from across all Schools and Services regarding how Covid-19 matters are being addressed. Long-term impacts will also need to be taken into consideration.

C2 – HR Update – Sickness Absence and Wellbeing Issues

AC maintains regular discussions with Louise Tornetta from the People Team, during which a confidential overview of wellbeing and sickness absence is undertaken.

D1 – Any Other Business

AC thanked all colleagues for their commitment to the Covid-19 policies and procedures.

D2 – Date of next meeting

26 May 2021.

DRAFT

LEEDS BECKETT UNIVERSITY

SCHOOL OF EVENTS, TOURISM AND HOSPITALITY MANAGEMENT

SAFETY, HEALTH AND WELLBEING ADVISORY GROUP

MINUTES of the 24 March 2021 meeting

Present:
Professor Rhodri Thomas (Chair)
Simon Bell
Dr Christina Papadopoulou
Faye Thompson
Linda Hepworth
Annemarie Piso
Laurie Wilson
Dr James Musgrave
Dr Peter Robinson

In attendance:
Rebecca Lefever (Secretary)

Apologies:
Dr Davina Stanford

Part A: Preliminary Items

Declarations of interest

074.2020.SHWDY No declarations of interest were made.

Minutes

075.2020.SHWDY

> The Group **AGREED** the minutes of its meeting of 6 January 2021 (paper SHWDY-2020-016) with no amendments.

Matters arising

076.2020.SHWDY The Group **noted** that Linda Hepworth has now left the School. Members expressed thanks to Linda for her contribution to the Group as Administration Staff Representative.

077.2020.SHWDY As well as this new vacancy for an Administration Staff Representative, it was **noted** that here is still a vacancy for a Unison Safety Representative.

078.2020.SHWDY

> It was **AGREED** that a call for nominations would be issued to recruit a new Administration Staff Representative to the Group. The potential to recruit to the Unison Safety Representative would also be explored.

079.2020.SHWDY The Group **received** a report on the agreed actions from the previous meeting held on 6 January 2021 (paper SHWDY-2020-017).

080.2020.SHWDY *Arising from minute 059.2020.SHWDY:* It was **reported** that a School social event took place. Members thanked Annemarie Piso, James Musgrave and Linda Hepworth for organising this successful event. It was **noted** that regular social events could be beneficial. Colleagues may volunteer to organise another event in Term C, where time constraints and commitments allow.

081.2020.SHWDY *Arising from minutes 065.2020.SHWDY:* The Safety, Health and Wellbeing Coordinator **reported** that the social distancing protocol issues identified will be reported and reviewed as part of the plans being made for staff and students to return to campus in Term C.

Part B: Items for Discussion/Decision

University Health and Safety Update

082.2020.SHWDY The Group **received** the minutes of the University Health and Safety Consultative Committee held on 11 February 2021 (paper SHWDY-2020-018).

083.2020.SHWDY The University Health and Safety Consultative Committee discussed the effectiveness of the live, corporate level Pan University Risk Assessment document. The University Health and Safety Adviser **noted** that the presentation prepared for the Committee is available for circulation.

084.2020.SHWDY It was **reported** that the Committee received a fire safety management update. Fire drills have taken place where buildings have been in use. Drills will be reviewed as colleagues and students return to work on campus. Fire risk assessments are up to date.

085.2020.SHWDY The University Health and Safety Adviser **noted** that discussions had taken place around appliance testing. There has been concern about remote working appliance testing. Work is under way to plan for this to ensure safe working at home.

086.2020.SHWDY The University Health and Safety Consultative Committee noted the low numbers of accidents reported in Quarters 3 and 4. The University Health and Safety Adviser **noted** that colleagues are still required to report any accidents occurring while working at home.

087.2020.SHWDY Group members **discussed** issues around students and staff returning to campus and resources that may be beneficial to support this. It was **noted** that a centralised approach was helpful when the campus opened at the start of the academic year.

088.2020.SHWDY The University Health and Safety Adviser **noted** that each building may need a different approach depending on the circumstances and activities planned to take place. Information could be issued to each School or service or made accessible through the University website.

089.2020.SHWDY Members **noted** that the information on the Covid-19 web pages is very useful as a definitive source of up to date information. A reminder of requirements would be useful alongside some specific localised information.

090.2020.SHWDY A question was raised about staff access to offices when teaching on campus. In Term C teaching will largely take place in the James Graham Building. It was **noted** that staff would find it useful to be able to access their office in Macaulay between teaching sessions.

091.2020.SHWDY The Chair **AGREED** to seek clarification on the issue of staff access to offices.

092.2020.SHWDY It was **noted** that the University Covid-19 web pages should be updated for students as early as possible and in a simple way that is easy to follow. This will support the School to deal with specific queries or issues.

093.2020.SHWDY The Academic Services Manager **AGREED** to check that the website communications are up to date and to confirm any additional messages the School may be required to communicate to students.

Part C: Update on Local Issues

Staff Stress Risk Assessment

094.2020.SHWDY The Group **received** the School's staff stress risk assessment updated in January 2021 (paper SHWDY-2020-019).

095.2020.SHWDY Members **noted** the increased workload caused this academic year by the large numbers of extension and mitigation applications. Further stress is caused by being exposed to the challenging circumstances experienced by students.

096.2020.SHWDY It was also **noted** that workload demands will be greater in the last part of this academic year. There will be a higher number of students submitting late or resit work. Some measures have been put in place to help staff manage this workload, for example by reducing assessment word counts and not double marking all assessments.

097.2020.SHWDY It was **noted** that staff have been encouraged to plan and take their leave rather than roll it over. Setting clear marking deadlines has helped colleagues plan their time off.

098.2020.SHWDY It was **AGREED** that Subject Groups and the Administration team would further discuss how to manage workload pinch points and their impact.

099.2020.SHWDY It was **AGREED** that the Staff Stress Risk Assessment would be updated to include stressors relating to the return to working on campus.

Training Update

100.2020.SHWDY The Group **received** the latest update on health and safety online training compliance for the School (paper SHWDY-2020-020) and **noted** the compliance rate of 100%.

Report on Display Screen Equipment / DSEA

101.2020.SHWDY The Safety, Health and Wellbeing Coordinator **reported** that DSE training is up to date and colleagues are aware of DSE guidance and issues. Colleagues are still able to access equipment they need to work safely at home.

102.2020.SHWDY Two DSE issues have been identified by staff in the School. It was **reported** that these relate to campus workstations and so will be followed up once colleagues return to work on site.

103.2020.SHWDY It was **reported** that the School currently has only one trained DSE assessor. The Safety, Health and Wellbeing Coordinator will be trained to undertake DSE assessments once this training is available again.

104.2020.SHWDY The University Health and Safety Adviser **reported** that an online DSE assessment tool is being developed which will capture both onsite and offsite working issues.

105.2020.SHWDY

In relation to training issues, it was **noted** that in the future colleagues may work from home more, and that any health and safety training will support both modes of working.

Accident and Incident Reports

106.2020.SHWDY The Safety, Health and Wellbeing Coordinator **reported** that no accidents or incidents have been reported since the last meeting. Colleagues are reminded that any accidents or incidents still need to be reported in the usual way while working off campus.

Part D: Other Business

107.2020.SHWDY No other additional business was raised for discussion.

HEALTH & SAFETY CONSULTATIVE COMMITTEE

10 June 2021

Summary Report of External Relations, Corporate Communications

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Executive Summary

This is the summary report of External Relations Safety, Health and Wellbeing activities for January to May 2021.

Action Requested

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

Appendices

None

Author

Name: Tracy Commons

Job title: Associate Director, External Relations

SUMMARY REPORT OF EXTERNAL RELATIONS, CORPORATE COMMUNICATIONS

Introduction

1. This is the summary report of External Relations Safety, Health and Wellbeing activities between January and May 2021.

Recommendations and referrals

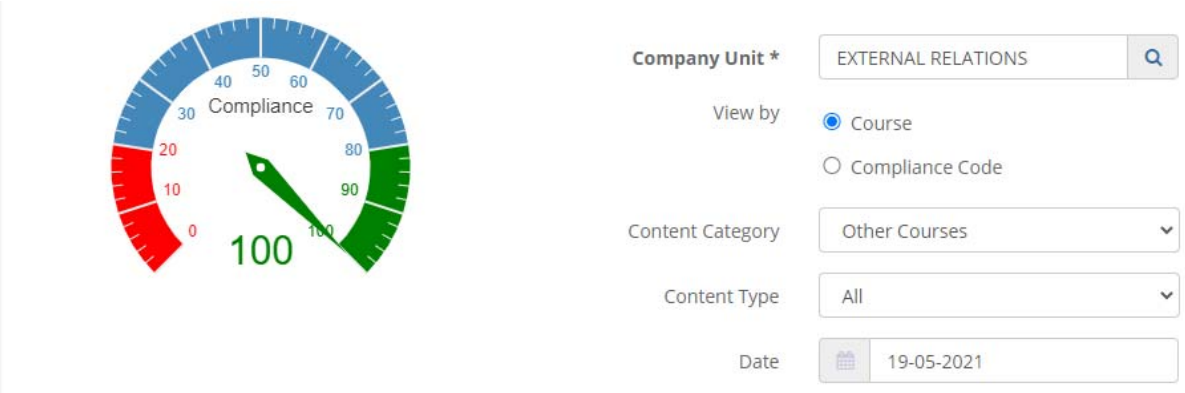
2. The committee is invited to receive the report for information and no items have been requested to be raised for discussion.

Activities

3. Leadership:
   Each month Health and Safety is reviewed as part of the standing agenda items for the External Relations Management Team meetings. The team update the Service risk register and review and manage the risks monthly.

   All External Relations colleagues continue to work from home, and we have adapted our management practices to ensure regular contact and awareness of colleagues' wellbeing. This includes each team holding a daily video call, a weekly 'all service' video call and a bi-weekly leadership video call. Colleagues identified as vulnerable or lone workers have additional touchpoints and support. This is in addition to regular one to one meetings.

4. Training:
   External Relations regularly monitor the recommended/required training modules and ensures that they are completed by all colleagues, offering support if required. The service is currently 100% compliant.



   Since January two colleagues have joined the External Relations Service (Catherine Wright and Karis Welch) and one colleague (Ciara Mahoney) has returned from maternity leave. They have all completed the required modules.

   4.1 First Aid: Six members of the External Relations Service are due to complete their First Aid at Work training by August 2021. External Relations are working remotely from home, so they are unable to support the first aid provision on campus.

   4.2 Fire Wardens: All External Relations Fire Wardens' training is up to date however, as colleagues are working from home, they are unable to support the fire warden provision on campus.

4.3 DSE Assessors: External Relations have no trained DSE Assessors. External Relations have requested training from the Health & Safety team to train new assessors. This is currently not available due to the pandemic and all colleagues from working home.

5. Working from home/ access to campus:
   All colleagues in External Relations are working from home on a day-to-day basis. Over this reporting period, a number of colleagues have been required to attend campus for essential work (photography, filming and media interviews). On these occasions, a full risk assessment has been completed for the work activity and External Relations have maintained a detailed record of the visit.

   External Relations are complying with the University process of filling in an 'Access to Campus' form and only allowing essential visits. With the easing of Government restrictions on the, 17 May 2021, where appropriate some meetings are now being planned to be in person.

   The updated Pan-University Risk Assessment has been reviewed and the guidance and check list on working from home has been reissued to colleagues and discussed in team meetings.

6. Wellbeing:
   Team Stress Risk Assessments and the Service Stress Risk Assessment were completed in January 2021 and submitted to HR. The service is due to repeat this in July 2021.

   External Relations has continued to actively support flexible working to ensure work / life balance. This includes colleagues taking scheduled lunch breaks, time away from the desk, time for exercise during winter daylight and to balance childcare and caring responsibilities.

   People & Organisational Development courses have been circulated to colleagues, and they are encouraged to enrol on wellbeing sessions. A summary of all wellness initiatives across the university is being compiled and will be shared with staff when completed.

   The External Relations Senior Leadership Team have completed the "Leading for Positive Energy" (29 April 2021). The SLT have since met and are developing actions to impart the lessons learnt from the training. The SLT also completed the "Dimensions of Wellbeing" training course (5 May 2021). The learning materials from this course have been shared with all staff in the service via Teams.

   The External Relations team completed the pilot PULSE survey in February 2021, feedback sessions were within the various teams and also as a Service (facilitated by People Development colleague) and the responses from the team are now being used to help inform how we plan our ways of working going forward.

   The Employee Assist Programme has been promoted to colleagues through their team meetings.

   In line with the lifting of Government restrictions, on the 17 May 2021, some team meetings are now being organised in person.

7. Personal Evacuation Plans:
   External Relations currently has no colleagues who required a Personal Evacuation Plan.

8. Work with the Health and Safety Department
   The Associate Director, HSW Co-ordinator, and the Events and Creative teams have meet with Wendy Huntriss to look at the current Health and Safety processes employed and discuss ways for improvement.

   External Relations supplied support materials on Covid 19 responses and communications with staff, student and the community as part of the KPMG audit (April / May 2021).

With the return of more students and staff to campus, External Relations is supporting the Health and Safety team with communications materials, such as posters advising staff and students to keep windows open to allow maximum ventilation.

Conclusion

The Committee is invited to note the report.

Attendance

Dee Reid [Chair]

Tracy Commons	Sarah Stone	Dee Grismond
Alison Barker	Catherine Wright	Elisabeth Hamilton (Lis)

IT SERVICES SAFETY, HEALTH & WELLBEING ADVISORY GROUP

MINUTES of the Wednesday 22 April 2021 IT Services SHWAG meeting

Present/Apologies

✓	Becky Nicholson (Chair)	X	Graeme Bromley	✓	Roland Cross
✓	Paul Hartshorne	✓	Param Singh	X	Wendy Huntriss
✓	Joan Sheehan	X	Tatiana Hepplewhite	✓	Laurie Wilson
✓	Ebrahim Mayet				

Part A: Preliminary Items

Minutes of the Last ITSHWAG meeting held on 22 April 2021

138.2020.ITSH The minutes of the last meeting were approved as an accurate record (paper reference ITSH-2020-48)

Matters Arising

139.2020.ITSH The Group reviewed and updated all outstanding actions (paper reference ITSH-2020-49)

A1
141.2020.ITSH **Introduction**

Chair welcomed Ebrahim Mayet as a new member to the IT SHWAG Committee who will be responsible for Health and Wellbeing.

Manual Handling will be managed by Callum Webster and Joan will be taking over First Aid & Fire wardens. Appropriate handover with Joan, Ebrahim and Callum will be conducted and if any further support is required Laurie Wilson will also be available to provide support as and when required. Group also gave a verbal update of their roles and responsibilities with SHWAG committee.

Action: Param and Becky to arrange handover meetings for Callum to take over Manual Handling and Ebrahim for Health and Wellbeing and Joan for First Aid and Fire Warden.

Part B: Reports from Officers and Committee

B1 **Safety, Health & Wellbeing Committee Update (Grange Building Works)**

142.2020.ITSH Chair gave a verbal update on the Grange current work plan and timescales and following on the conversations with Estates and IT Director, further conversations have already begun where the staff will be relocated to whilst the work is undertaken. Reopening of the buildings will be restricted until17 May (Phase 1), following that phase 2 begins, we might be able to access Grange, but this will be confirmed once we have completion reports from Phase1.

Action: Becky to check the rooms in back of the Grange for colleagues to work if required. Also, to update on the outcomes from Estates and IT Directors to SHWAG Committee.

Part C: Matters for Information

C3	Governance (policies & procedures) KPMG H&S Audit report (COVID Risk Management control
143.2020.ITSH	Chair gave a verbal update on the upcoming KPMG H&S Audit regarding Risk Management control to the group. It is proposed this audit will take place from Middle of May 2021 and Becky (Chair) will be the main point of contact from IT Services. This Audit will cover the areas around Managing COVID around University and within individual departments. Chair will contact all the relevant SHWAG members for any update which may be required for the Audit report. Laurie Wilson also gave an update on progress with the home working risk Assessment and training for onsite for staff (refreshers training) where colleagues will be able to complete an online assessment before returning to campus in near future will be published on Covid Microsite in near future. University is also updating the PAN risk assessment and it will be shared with all areas once it is updated.
C3.1	**Performance Review** **KPIs**
095.2020.ITSH	All members to build on the audit 2018 feedback, to take ownership of actions, and feedback to the Group on better ways to improve day-to-day Health and Safety matters in line with KPI's. **Action: c/fwd (22/04/2021) Reminder to all IT SHWAG members in continuing to take ownership of actions and feedback the group to improve the Health & Safety matters in line with KPI's**
C7	**Training**
134.2020.ITSH	Training re enrolment on courses which are not automatically enrolled should be continued and Param to go through the list and start enrolling staff whose training is outstanding. **Action: c/fwd 22/04/2021 Laurie Wilson to investigate why IT Security online course is not under Mandatory training.**
C9	Electrical Safety (PAT)
144.2020.ITSH	Update 22/04: Chair has confirmed that whilst Grange is undergoing major building maintainance, IT Services will not be conducting any further PAT testing in Grange area until further notice. This has also been formally agreed between chair and Estates Project manager. Other areas for IT Services i.e. James Graham, PD404 will still be PAT tested.
C10	**First Aider and Fire Wardens Training**
135.2020.ITSH	On campus social distancing training is available for all First aiders. It was noticed majority of IT Services staff are working from home and in current situation there is not adequate coverage from IT Services onsite to support any first aiders duties and most of us those working on campus will be relying on Estates First Aiders but it is important to ensure our ITS Staff are retrained as required because the refresher's training courses offered on site are safe to attend and is very well organised.

	Update: No refreshers training is currently been held due to site being used for Testing but will resume (First Aid and refresher) **Action: c/fwd 22/04/2021. Param to contact all first aiders with the refreshers training and Fire Warden training refreshers training to be re enrolled**
C11	**Hazardous Substances (COSHH)**
121.2020.ITSH	Graeme to speak to Ed Stout (Support Service Manager) and ask for volunteers in his team to do the COSHH internal training and Graeme Bromley to speak to Ed Stout (Support Service Manager) and ask for volunteers in his team to do the COSHH internal training **Action: C/fwd (22/04/2021) Graeme to investigate of any new chemicals brought in for use by ITS. If there are any new chemicals, Graeme to contact Laurie and arrange any further training as required. Param and Becky to meet with Graeme to get an update.**
C12	**Manual Handling**
122.2020.ITSH	It was suggested to conduct another Manual Handling training for our new technicians for both Headingley and City site, along with colleagues from IT Service Desk Any new staff needs to be enrolled for online training in first instance as this is not part of University mandatory training. Managers to contact Param for any online enrolments. **Action: c/fwd (22/04/2021) Face to Face Manual Handling training to be resumed once on site but online training where necessary must be carried out.**

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

Signed: _____ Date: 22/04/2021

MINUTES of the meeting held on 11 May 2021, 10.00 – 12.00 held via Teams due to Covid-19 lock-down situation.

Present:

Professor Lisa Stansbie (Chair)	Hamera Bashir	Dr Oliver Bray
Dr Mark Flisher	Helena Hanson	Sarah Mills
Annabelle Pangborn	Frazer Shelton	Andy Solomon
Steve Mardy		

In attendance:
Sherran Thompson (Secretary)

Apologies:

Justin Burns	Andy Brannan	Ivan Crouch
Neil Masterman	Alison Munn	Laurie Wilson

Part A: Preliminary Items

A2. Terms of reference and membership

032.2020.LSA The Advisory Group received the current terms of reference and membership (paper reference LSA-2020-001).

A3. Minutes from previous meeting

033.2020.LSA The Advisory Group received the minutes of the previous meetings held on 19th January 2021 (paper reference LSA-2020-015)

034.2020.LSA The minutes of the previous meeting were accepted as a true and accurate record of the proceedings.

A4. Actions from previous meeting

035.2020.LSA The Advisory Group received the actions from the previous meetings held on 19th January 2021 (paper reference LSA-2020-016)

036.2020.LSA *Arising from action 020.2020.SHW:* Lisa Stansbie to review the Stress Risk Assessment Process at the Senior Leadership Team meeting.
Action Closed

The Chair notified colleagues that the Stress Risk Assessment Process had been reviewed at SLT. Aneliese Jackman was now the main administrative point of contact for Stress Risk Assessments and had overhauled the documentation. Aneliese will circulate the documentation link to staff.

Arising from action 022.2020.SHW Colleagues to indicate floor and wall signage requirements and respond to the Health and Safety Manager's e-mail request.
This information has been received and this action is now closed.
Action closed

Arising from action 022.2020.SHW: The Chair to e-mail staff to reinforce the need to complete online DSE and H&S training.
This information has been distributed and is now closed.
Action closed

Arising from action 007.2020.SHW: The school's Health & Safety team to share relevant inspection and Covid19 documentation with the university Health & Safety team.
This information has been shared, the sharing of information via H Drive and One Drive is working well and colleagues were thanked for their input. The action is now closed.
Action closed

Arising from action 022.2020.SHW: Colleagues to contact Paula Johnston with details of any students moving to the new building who require Personal Emergency Evacuation Plans.This information has been shared and the action is now closed.
Action closed

Arising from action 026.2020.SHW: AS to check arrangements for contractors to provide equipment training after lockdown.
This is in progress; some training has been organised and some is still outstanding.
Action ongoing

Arising from action 009.2019.SHW: Produce a standard operating procedure for the newly formed School.This is in progress, the document has been produced, but is evolving to incorporate additional documentation.
Action ongoing

Arising from action 012.2019.SHW: Work through the draft Health & Safety Annual Plan and submit to Heads of Subject for them to update/include additional items.
This information has been shared and the action is now closed.
Action closed

Arising from action 008.2020.LSA: More staff (including academics) to be enrolled on Fire Warden training.
The Health and Safety Manager confirmed that due to the move to the new building and Learning Officers attending onsite on a rota we still require more academics to train as fire wardens.

A request had been issued for more people to train as fire wardens. However, more cover is required to cover all floors.
Action ongoing

Part B: Matters for Discussion

B1. Local Safety, Health & Wellbeing Updates and Issues

037.2020.LSA The Advisory Group received a report from the Health & Safety Manager (paper reference LSA-2020-017).

038.2020.LSA

a) School Covid Risk Assessments are in place, covering all areas, and are reviewed monthly or earlier following significant change or Government guidance with a standalone Risk Assessment for the migration of staff on the shared drive.
b) The Risk Assessments for all operational areas in LSA have been updated.
c) Students have resumed some off-campus projects. These have been Risk Assessed and Covid measures are in place to ensure safe working practices.
d) Managers are working with their teams to ensure Stress Risk Assessments are taking place, with any concerns or issues being formally reported with action plans.
e) Codes of Practice have been reviewed with the Risk Assessments and amended accordingly. Codes of practice have been produced for the LSA Building and method statements created for the seating banks, lifting panes and lighting rigs.
f) Formal inspections are taking place in BP, any issues raised are being followed up.
g) Spot checks are taking place with liaison with the project teams for items on the snagging list.
h) PUWER equipment and COSHH assessments are being reviewed and records amended for every area.
i) A LSA Building induction presentation including Covid briefing has been produced for staff to use before their face to face induction. Staff inductions are being undertaken by Andy Solomon's team.
j) Students moving to the LSA Building have an induction and Covid briefing with PEEPS being updated for relevant students.
k) Staff have been sent reminders to complete their H&S training. Another e-mail will be sent in the next few weeks. Reminders will also be issued for any outstanding job-related training, for example, working at height.
l) A maintenance schedule is being created for equipment in the new building.
m) Estates have updated and reviewed capacities in the LSA Building, including for the rooftop terrace. A Risk Assessment is required before keys can be obtained from Security.
n) Extra cleaning is taking place in the LSA Building to reduce dust levels.

o) Colleagues were reminded that Health & Safety information is available on the shared drives – H drive and One Drive.
p) The Chair thanked staff for organising the inductions within a short time frame.

B2. First Aiders and Fire Wardens Update

039.2020.LSA The Advisory Group received a report on the School's first aider and fire warden numbers (paper reference LSA-2020-018).

040.2020.LSA

a) The Health & Safety Manager summarized the number of first aiders by building and added that Security were also qualified first aiders. Although it was considered that there was adequate coverage for the 3D Workshop from Learning Officers, it would be advantageous to have more academics trained.
Action – HB to send out an invitation to academics to complete the first aid course.

b) Learning Officers and academics (mainly Performing Arts staff) have registered for the Carnegie CCE first aid course which had now resumed after being paused due to the lockdown.
c) First aid boxes had been installed in the LSA Building.
d) First aid notices have been updated and displayed in both BP and the LSA Building. The stock in the boxes needs to be checked on a rota basis. SM queried whether details of first aiders could be made available in a list.
Action – HB to send out a list of first aiders sorted by building to staff, so this information to hand.

e) All academics have been enrolled in fire warden training.
f) Evacuation chairs are in place around the LSA Building. Training is to be given to fire wardens in their use.
g) Fire Extinguisher training will be provided by the H&S team.
h) A new role of Fire Co-ordinator (to co-ordinate feedback from fire wardens) has been created for the LSA Building.
i) Face to face fire warden training is in place for the LSA Building, delivered by the H&S team. Uptake has been good.
j) There is a challenge in providing fire warden cover on all floors in the LSA building and whether fire wardens should go up a floor in order to ensure adequate coverage. Wendy Huntress was working with her team to identify a solution/offer guidance.
k) A fire drill held last week identified several issues – although the report is not yet available for analysis. The grab bag was not in place, fire wardens were unaware of the areas they should be covering and there was confusion around the fire coordinator role. It was felt that the drill had proved a good opportunity to address these issues.

B3. Leeds School of Arts Building: Migration Update

041.2020.LSA The Advisory Group received a report on the School's preparations ahead of the move to the new building (paper reference LSA-2020-019).

042.2020.LSA

a) AS discussed the main issues in his report. This included the issue of LSO staff having to cover more helpdesks at the moment and the movement and installation of kit into the new LSA Building.
b) Concerns had been raised regarding the space required to teach students if social distancing remains as all Music and Performance students wouldn't fit into the new building with social distancing. Therefore, additional space was still being retained at Headingley in the interim. MF confirmed that an initial meeting between MF/OB and Louise Child had been held. AS asked if he could be included in any further meetings.
c) AP confirmed that this was also an issue affecting the Film School and that she was aware that timetabling were working on two scenarios (one with and one without social distancing). Numbers of Film students working together may still be restricted to a maximum of 20.
d) LS confirmed that student numbers would be available later in May. AP should meet with AM to discuss plans.
e) AS confirmed that his team had carried out 37 inductions to the LSA Building with another 6 planned on the 19th May. He could send the updated list to HoS to ensure that all staff requiring induction had completed this. Coming up to September, a much wider group would need to be induced.

B4. Northern Film School Risk Assessments – Creative Safety

043.2020.LSA The Advisory Group received a report on the Northern Film School Risk Assessments (paper reference LSA-2020-020).

a) HH confirmed that her new documentation – specific to the Film School – had been added to the School's shared drive.
b) Each year has completed some practical filming, adhering to industry standards for social distancing, equipment cleaning etc. Masks were worn on set to reduce the risk of transmission.
c) Work has also taken place in the teacher education building. Students were issued with Covid kits including mask, wipes and hand sanitiser.
d) Some students had tested positive, but spread was prevented due to protocols in place. Students complete fit for work forms every day and undertake regular lateral flow tests.
e) Tutors have supervised a number of shoots. These were socially distanced with hi viz jackets being worn, and restrictions adhered to.
f) HH is to meet with HB to discuss school responsibilities, Risk Assessments for Film and safe operation of specialist equipment – for example, the lighting rigs.

g) The paperwork for Film's H&S will be overhauled to ensure that it is streamlined with detail on where filming is permitted and studio inspections and in line with industry practice.
h) Inductions will be updated to include the LSA Building Induction, manual handling, use of the loading bay. Level 5 will include hazard spotting and Level 6 students will undertake a 6-hour course to enable them to complete their own Risk Assessments to ensure students are equipped for industry.

B4. Accidents, Near Misses and Dangerous Occurrences

044.2020.LSA The Advisory Group received a report on the Northern Film School Health and Safety (paper reference LSA-2020-020).

a) Three accidents, near misses and dangerous occurrences had occurred in April.
b) Whilst contractors were working on a ceiling panel which was lifted from above, a staff member was underneath, and small debris fell around him. Risk Assessments and Method Statements were reviewed, a banksman was employed, and staff movements restricted during the procedure with spot checks introduced to ensure compliance.
c) A student had an epileptic seizure in the performance areas in the LSA Building. An ambulance was called. The student reported a lack of sleep the night before and that the room was too warm. Estates checked the temperature in the room and Disability Services are liaising with HB to review his Reasonable Adjustment Plan.
d) Three students became stuck in a 7th floor studio in the LSA Building and were unable to exit the area. The thumb-turn on the door was in the locked position, and the area was unlit as the lighting was out. Estates/Project Team have asked the contractor to resolve the lighting issue and check the thumb turns for the door are operating correctly.

B5. Health & Safety Consultative Committee Report

045.2020.LSA The Advisory Group received the minutes of the Health & Safety Consultative Committee meeting held on 11th February 2021.

046.2020.LSA Hamera Bashir – Health and Safety Manager summarised the report:

- The PAN University Covid document was beneficial in assisting local level processes and had received praise from the NHS, Public Health England and Leeds City Council Environmental Health.
- PAT testing had been completed by an external company in liaison with Estates during lockdown.

- Accident reports for the University were the lowest in the HE sector for accidents and incidents.
- That a summary of the Wellbeing Sub-Committee meeting minutes would be useful going forwards.
- The Committee had received a summary report on Stress Risk Assessments and Health and Safety Compliance.

C1. Any Other Business

047.2020.LSA

a) The Chair reminded members that a staff survey (PULSE) had been issued to analyse how people have worked during the pandemic. The aim is to look at an approach for future working. Colleagues were encouraged to complete the survey.
b) MF asked if students would be able to attend the open day on campus this year, and felt it would be beneficial if applicants would also be able to attend as it was identified that allowing prospective students to see the facilities in the LSA Building would be beneficial.

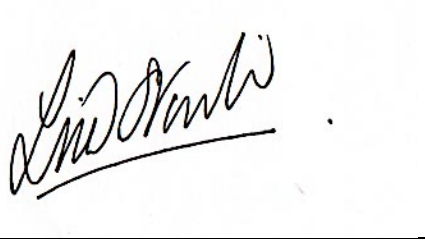
C2. Date and Time of Next Meeting

048.2020.LSA The date and time of the next meeting is still TBC.

Confirmed by the Advisory Group as a correct record and signed by the Chair:

Professor Lisa Stansbie

Signed: Date: 12/05/21



LIBRARIES & LEARNING INNOVATION

SAFETY, HEALTH AND WELLBEING ADVISORY GROUP

NOTES for the 18 May 2021 meeting

Part A: Preliminary Items

Attendees: Claire Williams (Chair), Carole Birley, Nada Ellis (Student Services), Stephen Grindrod, Tom Guest, James Hochstrasser, Eric Jackson, Andy Key (part), Kate Kluttz (notes), Stephen Thackray (H&S).

A1. Apologies were received from Karl Darbyshire and Laura Young.

A2. Terms of Reference and Membership
The group welcomed Stephen Thackray to his first meeting, succeeding Laurie Wilson. Nada Ellis attended on behalf of Student Services.

A3. Declarations of Interest
There were no declarations of interest.

A4. Minutes of the last meeting held on 21 January 2021.
These were confirmed as an accurate record.

A5. Matters Arising
The action point table was updated.

Part B: Report from the University Health and Safety Consultative Committee

B1. To receive an update on the University Health and Safety Consultative Committee
CW attended the February 2021 meeting, as did Jo Jones, Associate Director, Student Services.

- The discussion focused upon the successful University Risk Assessment for Covid-19.
- An update on Fire safety policy was presented, including testing of fire evacuation procedures; student ambassadors proved very helpful in this.
- The Wellbeing Committee has provided support for staff and students throughout the pandemic, with much positive feedback. In future, the group will deliver a standing item report at each HSCC meeting.
- In the next academic year, the Committee will meet on 14/10/21, 10/2/22, and 9/6/22.

Part C: Local Issues

C1. Accident reporting.
SG reported one potential hazard involving a kickstool in the Bookroom; staff have been reminded to keep all pathways clear.

C2. Fire safety and fire wardens

SG reported that more staff have completed online FW training and Hi-Vis vests are available. Spring 2021 fire drills were successful with sufficient trained staff to supervise the evacuations.

C3. Online training
KK reported training compliance at 86% for DSE training, 94% for H&S Essentials. All staff with outstanding training have been reminded – some are currently absent from work. Uncompleted training will be flagged with managers if not completed within a few weeks.

Action: KK to re-check compliance levels in June 2021 and alert line managers to non-completion if necessary.

ST indicated that a homeworking training and assessment package is currently under testing with ITS and HR for feedback and may be helpful to colleagues. Staff undertaking blended working may be required to do both home and on-campus DSE training/assessments in future.

C4. DSE Assessment Update
SG reported there was nothing to flag up regarding DSE assessments – all OH recommendation have been met. ST confirmed that in-person DSE assessments can be carried out with 2m social distancing; however home visits should be a last resort, and photographs taken by a household member may be a useful substitute.

CB queried whether those working both from home and on campus currently should fill out DSE assessments for both locations? ST advised using the existing DSE assessment in the office, and to either revisit the WFH checklist issued last summer or to wait for the new one (see C3) for home working.

C5. PAT testing
PAT testing took place in Autumn 2020, nothing new to report.

C6. LLI Environment Update
SG reported that library procedures continue to operate well and safely. All services have been risk-assessed; this includes changes to Library services/environment (such as self-service Click & Collect). LLI continued to work closely with CARES and Estates regarding safety measures and both staff and user feedback has been positive.

The Sheila Silver Library lift replacement is underway, managed by Chris Naylor in Estates and reviewed by Laurie Wilson from Health & Safety at the project start.

C7. Relaxation of Covid restrictions.
KK reported that further gradual changes to services may take place, with appropriate consultation and risk assessment updates, including possible student access to Bookrooms, use of QR codes for student study space check-in, and the potential for shared staff workstations to support blended working.

C8. Wellbeing update - Mind: Mentally Healthy Universities project
- LLI piloted the staff side of this project, while CSS and LSA piloted both staff and student support.
- This collaborative project with MIND seeks to reduce stigma and increase awareness around MH issues in HE.

- Student take-up is understood to be good with very positive feedback.
- Mental Health Peer Supporters have undergone training; and will be available to support staff in the three areas – an individual may be paired with a supporter from another area.
- LLI has organised a series of events (including a "Common Thread" group and a lunchtime "Walk and Talk" for staff to promote awareness of both the project and the importance of mental health in general.
- Discussion is ongoing around promoting good mental health after the pilot project is completed. It is currently unclear whether the MIND training materials will remain available for use.

C10. Student Services SHWAG.

NE joined the meeting part-way to observe LLI practice in light of the two services aligning under one Director. Student Services are considering reviving their SHAWG, with the support of the Health & Safety team. CW suggested there is scope for potential collaboration and synergies between LLI and SS.

NE queried Wellbeing having been taken out of SHW remit to sit under HR. ST clarified that Wellbeing was removed from the Committee due to the volume of work, but area SHWAGs can keep them together; as LLI does. Sarah Swales can provide support for any initiatives. CW observed that LLI does not have a representative on the Wellbeing sub-committee and asked ST whether he was willing to raise any issues which arise, as LW had done previously. ST agreed.

C11. Health & Safety Team Update.

ST reported that the new head of the H&S team is Wendy Huntriss. Consideration is being given to the composition and operation of the annual Health & Safety audit, given the impact of Covid-19 upon both activities and building access. The procedure will be scaled down and different. One possibility is a discussion with key personnel from each School / Service to understand the activity undertaken and make recommendations.

Guidance on the wearing of face coverings has been updated in the University risk assessment and is currently in consultation. Face coverings are no longer required in static situations where 2m social distancing and sufficient ventilation can be maintained; but are required whilst moving. 2m social distancing remains in effect across campus. The new guidance should be updated on the website by 19/5/21. CB noted the policy was raised at the JCC meeting of 18/5/21 as requiring further discussion by the JCC; further clarification is awaited.

Part D: Closing Items

D1. Schedule of Business for 2021-22.

Meetings will be scheduled 3 weeks prior to the HSCC meetings given above.

Action: Laura Young to schedule 2021-22 SHWAG meetings.

D2. Any Other Business

EJ queried the Covid test advice for staff attending campus sporadically (e.g. once a fortnight) Best practice is two tests per week with testing available on campus or test kits for collection – from campus, chemists and the NHS.

CW noted that LLI teams have been encouraged to review their Stress Risk Assessments to feed into the service-wide SRA review.

D3. Date of next meeting

Upcoming meetings will be scheduled in advance of the HSCC meetings.

ACTION POINTS

Action points from the meeting held on 18 May 2021

Agenda Item	Action	Responsibility	Progress
C3 Online training	Check online training system for compliance and liaise with line managers as necessary in June-July 2021 to achieve compliance.	KK	
D1 Schedule of business	Schedule 2021-22 SHWAG meetings in advance of HSCC meeting dates on 14/10/21, 10/2/22, and 9/6/22.	LY	

Action Points from the meeting held on 12 January 2021

Agenda Item	Action	Responsibility	Progress
C1 Risk Assessments	Contact Vikki Johnson in CARES regarding supply of new masks for the library	SG	**Complete**
C1 Risk Assessments	Review locations within the Libraries where masks are made available to students	SG	**Complete**
C1 Risk Assessments	Contact Sharon Swales to clarify the scope of the marshal work	SG	**Complete**

LEEDS BECKETT UNIVERSITY
SPORT & ACTIVE LIFESTYLES

SAFETY, HEALTH & WELLBEING ADVISORY GROUP

SPORT AND ACTIVE LIFESTYLES

Monday 10th May 2021 @ 10:30 Teams Meeting

1. Preliminary Items

1.1. Welcome, Introductions & Apologies

Attendance:	Apologies:
Sally Griffiths (Chair)	Laurie Wilson (LW)
Mark Dunstan MD	Jen Cartwright (JC)
Dan Stanley (DS)	
Sharon Meredith (SM)	
Becky Smedley BS	
Helen Dickson HD	
Roland Cross (RC)	
Annette Mesher (Minutes)	

1.2. Previous Minutes

- The previous minutes were accepted as a true and accurate record of the meeting except for the action from 2.2 which now reads:

Action: HD to hold Training Sessions on Accidents. (HD & BS) to review Safe Systems of Work and the Training Matrix.

1.3. Matters Arising/Action Points

- There were no matters arising and the outstanding action points were reviewed and updated on the separate actions sheet.

2. Safety

2.1. Accident & Incident Reports / Summary

- Summary including in with papers.
- HD collated annual report in addition to quarterly reports.
- Accident statistic to be altered to be Accident Frequency Rate and useful for benchmarking.
- Near misses are now being reported.
- Potential of slippery floors in wooden floored sports halls to be investigated – Contractor, engaged by Estates, coming to do comprehensive slip test on floors.

- Selected Duty Managers to attend accident investigation course to ensure staff have knowledge to ask sufficient questions to get to the root cause of accidents.

Action: BS to provide update on results of slip test once completed.

Action: BS to chase date for repair to damage on arena floor and provide update on outcome to next SHWAG meeting.

2.2. Safety Focus Forum Group Update

- Aim to progress Leisure Safe in November / December 2021.
- Items identified as actions in QSA audits will assist with our level of compliance.
- H&S annual review of policies, procedures & documentation discussed, and responsibilities around this task to be shared across relevant staff in the Service. Document on H&S Teams channel identifies all actions to be done before 31st July.
- CIMPSA Risk Assessment responsibility document shared as due for review.
- AU risk assessments being carried out now.
- Accident stats reports discussed.
- Workplace equipment service schedule shared.
- Ops Pal discussion.
- Contact Number for emergencies and changes discussed.
- Safe systems of work discussed.

Action: HD, MD & BS to peer review CIMPSA Risk Assessments.

Action: HD to ensure that previous emergency number can be changed to new one and the change is communicated to all users.

Action: BS looking into access to pool following a near miss, with an unlocked entry door when pool was closed.

2.3. QLM & Risk Assessment Update

- Covered in previous section.

2.4. Improvement / Action Plan

- Shared in papers for the meeting.
- Plan written following ROSPA QSA audit carried out by HD.
- Concern over realistic timescales of actions and resourcing to be reviewed.

Action: HD, SG & MD to look at how S&AL is progressing with actions from QSA Audit & review resourcing for delivery of action plan.

Action: AM to set up initial meeting.

Action: HD & BS to review ways to improve worker engagement.

2.5. Update Health & Safety Office

- Overview meeting took place between S&AL leads and Wendy Huntriss, Head of Health & Safety, and a meeting in person to walk around site arranged soon.

2.6. Annual Review

- H&S annual review of policies, procedures & documentation in H&S Channel.

3. Health & Wellbeing

3.1. Staff Absence (subject to report availability)

- 1 member of staff currently on sickness absence.

3.2. Remote working: Team Updates

- Changes to number of staff flexi furloughed, on site and/ or remote working expected following Step 3 changes, on 17 May 2021, detailed in the COVID road map.

3.3. Staff Training Update - Mandatory & all other

- Priority for 2021 / 2022 that we have a system that recognises the PDR process and what training needs are required. SM leading on this.

Action: ALL need to understand what training is required outside of mandatory training.

Action: ALL to ask team to use time to undertake mandatory training when on furlough.

Action: BS to speak to Duty Managers re: supporting operatives with allocating time to complete mandatory training.

3.4. Stress Risk Assessment Update/ Summary

- Service summary sheet included within papers along with Service Stress Risk Assessment.
- Some areas of concerns dropping but lifts in others, which need to be monitored and addressed.
- Some staff may be brought off furlough to fulfil business needs as road map changes such as longer opening times, etc.
- It was confirmed that the Rugby area has no concerns.

4. COVID-19

4.1. Step 2: Re-opening Plans, Procedures & Protocols

- Step 2 coming to an end now and Step 3 starts on 17th May and is now the main focus.
- TOPS has been reviewed and updated.

Action: BS to issue new version of TOPS prior to Step 3.

5. Major Topics/Events

5.1. S&AL Risk Register 20/21 (Q3 – April 2021)

- Quarter 3 of Service Risk Register included with the papers for this meeting.

Action: ALL to scan through Service Risk Register and provide feedback around detail included.

Action: SG & SM to discuss updates required for Service Risk Register regarding GDPR and Customer Service

- S&AL have agreed, through ITS to procure review of all ITS systems to.

5.2. S&AL Strategic Plan 2021-26 – Review & Development

- S&AL in early stages of creating plan for the Service that fits in to the University's approach moving forward. This plan will also consider the strand around the University's anchor institution work and more importantly the sports strand that fits within this.
- SG met with 28 members of the Service to discuss our currently plan and future focus, present these initial findings in an all staff Away Day (virtual) recently.
- Findings now forming part of further survey to go out to all students, members and non-members. This will be followed by a survey of University staff, wider partners and community members. Aim to be completed by August 2021

6. **Other Business**

- Two documents were sent out with the papers that staff asked to read through them. These are:
- Managing for Health & Safety
- Leading health and safety at work

Meeting closed time; 12:00pm

HEALTH & SAFETY CONSULTATIVE COMMITTEE

10 June 2021

Summary Report of Student Services

Executive Summary

This is the summary report of the Student Services Leadership Team meetings since the last Health & Safety committee in February.

Action Requested

This report is **for information.** The committee is invited to note the report.

Appendices

None

Author

Name: Nada Ellis
Job title: Head of Operations & Business Support
Date: 26 May 2021

Approval Route

26 January 2021 Jo Jones, Associate Director Student Services

SUMMARY REPORT OF STUDENT SERVICES

Introduction

1. This is the summary report of the Student Services Leadership Team meetings since the last Health & Safety Committee meeting. Recent copies of the full minutes are available at https://www.leedsbeckett.ac.uk/our-university/governance/health-and-safety-consultative-committee/ or thereafter from the Secretary.

Recommendations and referrals

2. None

Major discussions

3. The Health & Safety Co-ordinator raised a question at the Leadership Team meeting about resurrecting the Student Services, SHWAG group. A few years ago, guidance came out that stated those areas deemed low risk no longer required a local SHWAG group. At that time, it was agreed by senior management to disband the group. However, it meant that the H&S Co-ordinator was no longer supported with the tasks essential in this role i.e. workplace Inspections etc. and had to rely on volunteers. It was agreed at the meeting that the SHWAG group would be revived and mangers were asked to submit nominees to the H&S Coordinator. It is proposed that the SHWAG will meet at least 3 times a year in line with the Committee and that an invite would be extended to the Universities Health & Safety Adviser.

4. In addition, the H&S Coordinator also attended the Libraries & Learning Innovation (LLI) SHWAG group to ascertain whether the new alignment with Student Services and LLI could foster shared health and safety issues.

5. Last year the normal health and safety audit was cancelled due to the pandemic. However, the Health & Safety Liaison Officer confirmed that discussions will be taking place about a possible light touch audit. At this stage nothing has been decided and changes to the criteria would need to be made to the audit as the majority of staff are working from home.

6. The Health & Safety Adviser informed us that Pan Risk Assessments were being updated to reflect the changes to the wearing of face coverings on campus. It is no longer a requirement to wear face masks in lectures/seminar where the 2 metre social distancing is in place. The Health & Safety A-Z would be updated accordingly.

7. Our online course compliance report shows that the Service stands at 98%. The 2% non-completion rates are in the main related to our new starters. Reminders have been sent to these staff.

8. No accidents have been reported from those staff working on campus.

Attendance
Jo Jones, Nada Ellis (H&S Co-ordinator), Andy Withey, Sarah Tomlinson, Kathryn Hassell and Kate Cunningham

LLI SHWAG Group
Claire Williams, Kate Klutz, Stephen Thackray (H&S Liaison Officer) and other members