



Minutes of the 197th Health & Safety Consultative Committee meeting on Thursday
04 June 2020 (held via Skype for Business)

Present: Trevor Armour (Joint Chair)

Mobina Begum; Carole Birley; Alison Caswell; Jess Carrier; Tracy Commons; John Craig (*1st hour only*); Roland Cross [Joint Chair]; Denise Dixon-Smith; Jennifer Dods; Sally Griffiths; David Haigh; Victoria Johnson; Becky Nicholson; David Procter; Priscilla Preston; Ian Richardson; Lisa Stansbie; Claire Williams;

In attendance: Sally Banton (*Secretary*); Katie Dent; Paula Johnston; Laura McMahon; Damien Page (*2nd hour only*); Stephen Thackray;

Apologies: David Page; Nicola Queenan; Kerry Radford;

Attendees apologies: Laurie Wilson;

Preliminary Items

2019/20 Membership & Terms of Reference

112.2019.HEA The Chair presented the Terms of Reference for information and reported on changes to the Committee membership (paper reference HEA-2019-063). The following was **reported**:

- (a) A nominated representative for Carnegie School of Education was pending.
- (b) Carole Birley and David Page had been nominated as joint representatives of the Trade Unions, to attend on a rotational basis, following Roland Cross assuming the role of Co-Chair.

Declarations of interest

113.2019.HEA No declarations of interest were made.

Minutes of the meeting held on 27 February 2020

114.2019.HEA The Committee **agreed** that the minutes of its meeting on 27 February 2020 were an accurate record (paper reference HEA-2019-064).

Matters arising

115.2019.HEA The Chair presented a report on the matters arising from the previous meeting of the Committee held on 27 February 2020 (paper reference HEA-2019-065). The following was **reported**:

- (a) The Trade Unions now had full representation on the Wellbeing Sub-Committee membership (previous minute reference: 060b.2019.HEA).
- (b) Concerns were raised that presentation of the revised Corporate Health & Safety Risk Assessment had been deferred to the next meeting of the Health & Safety Consultative Committee meeting set to occur on 08 October 2020 (previous minute reference: 093.2019.HEA).

116.2019.HEA The Committee **agreed** that the Director of Estates would seek and share further clarity on the ownership and responsibility for updating the University Corporate Health & Safety Risk Assessment.

Major Topics

Working Safely at LBU During Covid-19

- 117.2019.HEA The Committee received a thematic presentation by the Director of Estates. The following was **reported**:
- (a) The main priority to date had been enabling colleagues to work from home following lockdown commencement in March 2020. The focus was now on enabling access to specialist equipment, full IT systems access and providing longer term solutions to create a safe remote working environment for staff.
 - (b) There had been a continual staff presence on campus throughout lockdown to maintain essential functions such as Security, IT provisions, Fire safety, Legionella testing and to oversee the retrieval of essential materials.
 - (c) Plans to facilitate a physical return to campus for the start of term were in progress. Although there was considerable appetite for the facilitation of face to face tutorials, it was envisaged that working from home arrangements would still stand for most Professional Services and Administrative colleagues.
 - (d) Preparation and planning for a return to on-campus activity had to date included updated floor plans, review of lift, stairwell and corridor capacities, assessment of toilet provision, planning for one-way systems and the feasibility of re-opening of practical teaching areas such as labs and studios.
 - (e) The associated Estates work streams had been and would continue to be co-ordinated by the University Major Incidents Team (MIT).
 - (f) A sub-group of the Joint Consultative Committee (JCC) had recently been established, entitled: 'Working Safely at LBU During Covid-19'.
 - (g) A proposed first draft of a pan-university Covid-19 Health & Safety Risk Assessment was circulated to members shortly before the Committee meeting and feedback invited (tabled paper reference: HEA-2019-080). It was noted that the draft document presented provided a comprehensive starting point which encompassed the current Public Health England (PHE) guidance. It was noted that the document focussed heavily on managing the risks of those presently working on campus but did not yet cover the risks associated with off campus activity, such as international travel and field visits. It was suggested that the document may benefit from further detail around the 'Emotional & Psychological' risks associated with the students taking part in blended learning activities.

- (h) It was acknowledged that the further development of the pan-university Covid-19 risk assessment should incorporate the views already captured from staff and students prior to website publication. It was also noted that this document would require underpinning with supplementary specialist risk assessments and method statements to be truly effective.
- (i) The University's existing Stress Risk Assessment provision would ultimately benefit from alignment to the pan-university Covid-19 risk assessment document.
- (j) The communications plan following the publication of the pan-university Covid-19 risk assessment would need careful consideration. It was noted that key messages would be reinforced with new signage and revised induction procedures and it was suggested a bespoke online learning module could be developed for staff to promote its correct application.
- (k) Consideration of the risks associated with lone working, reduced building occupancy and maintaining adequate First Aid and Fire Warden provision would continue and sector best practice would be adopted where possible.
- (l) The aforementioned workstreams would continue to be progressed 'offline' from formal Committee business to ensure that the University responds to the challenges presented in an agile and responsive manner. Although, the possibility of organising an extra-ordinary meeting of the Committee would be kept under consideration as the situation progressed.
- (m) Revised space capacity guidelines currently under consideration were:
 - i. Standard room utilisation reduced to 20% of normal capacity
 - ii. Lecture theatre utilisation reduced to 10% of normal capacity

118.2019.HEA

The Committee **agreed** that:

- (a) The Director of Estates would facilitate feedback arrangements on the draft University Covid-19 Health & Safety Risk Assessment utilising the central Health & Safety Team email address (H&S@leedsbeckett.ac.uk).
- (b) The pan-University 'Working Safely at LBU During Covid-19' and 'Working at Home' risk assessments would be published on the website to enable local managers to identify any areas where local risk assessments need to be conducted for activities not covered in the pan-University risk assessments.
- (c) The development of a pan-university Covid-19 Health & Safety Risk Assessment, incorporating campus planning scenarios, would continue to be progressed by the central Health & Safety Team following an opportunity for Committee member feedback and the finalised document would be circulated for information when complete.
- (d) The Director of Estates confirmed that proposals for adapted floorplans and special adaptations (e.g. Perspex screens, floor tape and sanitizing stations) at physical contact points (i.e. Reception areas and Helpdesks) would be drawn up and made available to Committee members for their review and comment.

Local Reports

Collated Report of Low Impact Areas

COMMITTEE APPROVED

- 119.2019.HEA The Committee received a verbal update from the Health & Safety Liaison Officer. The following was **reported**:
- (a) Update reports had not been received from all areas.
 - (b) No formal matters were raised for Committee consideration.
 - (c) Pre-lockdown, areas reported no significant incidents and only a couple of minor accidents. Since lockdown there have been no reported accidents/incidents.
 - (d) All areas had made regular contact with their staff since lockdown. In some cases, flexible working patterns had been agreed.
 - (e) Training compliance was above 90%.
 - (f) First Aid certifications would soon expire for some colleagues as consequence of the suspension of all face to face training provision.
 - (g) The following issues had been raised relating to home working:
 - i. Furniture requests (desks and chairs etc.)
 - ii. Additional DSE to facilitate longer-term home working.
 - iii. Lack of space to set up a home workstation.
 - iv. Requests for additional IT kit e.g. headsets
 - v. Workload concerns owing to at home distractions and caring responsibilities etc.
 - vi. Difficulty establishing work-life balance, leading to longer working days and a lack of distinction between work and home life.
 - (h) No musculoskeletal concerns had been raised to date.

120.2019.HEA The Committee **agreed** that the Health & Safety Liaison Officer would circulate an updated working from home risk assessment and supplementary checklist to Committee members for their review and comment.

Summary reports from High Impact Areas

CARES

- 121.2019.HEA The Committee received a verbal update from the Associate Director of Campus and Residential Services (CARES). The following was **reported**:
- (a) Training compliance was at 97%.
 - (b) Alternative First Aid provisions would need to be implemented to compensate for expired certificates.
 - (c) There had been only one reported incident of a small fire occurring in residences and this had been dealt with appropriately.
 - (d) Many staff from CARES had been unable to perform their duties since the commencement of lockdown. Efforts to maintain communications with those affected had been a top priority.
 - (e) Around 300 students had remained onsite since lockdown measures came into effect. There had also been a high level of activity to enable students to retrieve their personal possessions from site.
 - (f) A Staff Stress Risk Assessment review had recently been undertaken.

- (g) Site access requirements would continue to be reviewed and appropriate systems and procedures implemented to support this activity.
- (h) A review of campus cleaning regimes was in progress to address the additional requirements arising from the pandemic.
- (i) Procurement of additional PPE was under consideration.

122.2019.HEA The Committee also received a verbal update on the headline findings from the recent CARES Health & Safety survey. It was **reported** that:

- (a) 70 survey responses were received.
- (b) Most colleagues were clear of their role and responsibilities concerning Health & Safety.
- (c) Many colleagues were aware of the University accident and incident reporting procedures.
- (d) 4 out of 5 colleagues felt supported by their line manager concerning health & safety affairs.
- (e) Most colleagues felt comfortable requesting health & safety training.
- (f) Many colleagues expressed their preference for team briefings to discuss health & safety matters.

123.2019.HEA It was **noted** that written reports would normally be provided for high risk areas but that the Chair had authorised verbal reports to be presented on this occasion. However, following the Committee meeting, full local Safety, Health and Wellbeing Advisory Group (SHWAG) minutes would be published on the Committee webpages as normal.

124.2019.HEA It was **agreed** that the Associate Director of CARES would share the full CARES Health & Safety survey results with the Committee at the request of Unison.

Estates Services

125.2019.HEA The Committee received a verbal update from the Director of Estates. The following was **reported**:

- (a) Statutory estates maintenance was ongoing (plant room inspections, alarm and lift maintenance etc) and this activity would intensify immediately prior to campus re-opening.
- (b) Estates colleagues onsite continued to work whilst observing social distancing measures (split shifts etc.).
- (c) A booking system would soon be established to facilitate the collection of personal belongings from site.

Leeds School of Arts

126.2019.HEA The Committee received a report from the Dean of the Leeds School of Arts (paper reference: HEA-2019-066). The following was **reported**:

- (a) 3D printers had been deployed to aid with the manufacturing of PPE for the NHS.
- (b) Creative Safety's report for the Northern Film School was on hold given the suspension of all production during lockdown.

School of Built Environment, Engineering & Computing

- 127.2019.HEA The Committee received a report from the Head of Subject of the School of Built Environment, Engineering & Computing (paper reference: HEA-2019-067). The following was **reported**:
- (a) No accidents or incidents had been reported.
 - (b) Stress Risk Assessments were under regular review.
 - (c) The following specific issues had been raised relating to Covid-19:
 - i. Practicalities of office sharing
 - ii. Likelihood of LBU purchasing of testing kits
 - iii. The need to support our International student body
 - iv. The management of Degree Apprentice students that had been furloughed by their employers
 - v. Concerns raised about those undertaking offsite research involving the general public
 - vi. Food court provision and cleaning regimens following campus reopening
 - vii. Higher demand for parking spaces
 - (d) The Director of Estates confirmed that additional parking provision was being considered at a City-wide level in consultation with Leeds City Council.

Summary Report of School of Clinical & Applied Sciences, School of Health & Community Studies, Leeds School of Social Sciences (medium risk areas), and Leeds Law School (low risk area) Joint Summary Report

- 128.2019.HEA The Committee received a report from the Head of Subject of the School of Clinical & Applied Sciences (paper reference: HEA-2019-068). The following was **reported**:
- (a) Colleagues had begun to consider the implications of shared equipment in laboratory and practice areas.
 - (b) A review of DSE set-up had been encouraged for those working from home.
 - (c) Colleagues sought reassurance that lower building occupancy would be considered as part of the facilitation of a safe return to campus.
 - (d) All SHWAG actions would be fed into local School action plans to ensure appropriate escalation and follow-up.

Carnegie School of Sport

- 129.2019.HEA The Committee received a report from the Academic Services Manager of Carnegie School of Sport (paper reference: HEA-2019-069). The School Secretary in attendance at the meeting **reported** that the Learning Support Officers had now migrated into the new Carnegie School of Sport building. Appropriate risk assessments had been undertaken and colleagues had reported no health & safety concerns.

Sport & Active Lifestyles

- 130.2019.HEA The Committee received a report from the Director of Sport & Active Lifestyles (paper reference: HEA-2019-070). The following was **reported**:

- (a) Over 50% of Service staff were still unable to work following campus closure. A virtual away day had been planned to engage with these colleagues.
- (b) The Service continued to provide input and advice concerning plans for campus reopening.
- (c) The Service were poised and ready to respond to potential changes to First Aid training delivery.

131.2019.HEA The Committee **agreed** that The Health & Safety Liaison Officer would circulate the latest official guidance on First Aid provision.

Leeds Business School

132.2019.HEA The Committee received a report from the Academic Services Manager of Leeds Business School (paper reference: HEA-2019-071). The report was taken without discussion.

School of Events, Tourism & Hospitality Management

133.2019.HEA The Committee received a report from the Academic Quality Support Officer of the School of Events, Tourism & Hospitality Management (paper reference: HEA-2019-072). The report was taken without discussion.

School of Cultural Studies & Humanities

134.2019.HEA The Committee received a report from the Dean of the School of Cultural Studies & Humanities (paper reference: HEA-2019-073). The report was taken without discussion.

Summary reports from Medium Risk Areas

External Relations

135.2019.HEA The Committee received a report from the Associate Director of External Relations (paper reference: HEA-2019-074). The following was **reported**:

- (a) Discussions had taken place with the central Health & Safety team to address a lack of DSE trained assessors within the Service as a result of recent staffing changes.
- (b) Many First Aider certifications in the Service would soon expire without intervention.
- (c) A review of the Service Stress Risk Assessment was due to be undertaken.
- (d) The Service Risk Register remained under continual review as the Service continued to respond to challenges emerging from the Covid-19 situation.

IT Services

136.2019.HEA The Committee received a report from the Head of Change Delivery of IT Services (paper reference: HEA-2019-075). The following was **reported**:

- (a) The main concern reported amongst colleagues pertained to mental wellbeing.
- (b) Service colleagues had expressed their appreciation for the daily corporate communications received since lockdown.

- (c) The Service would now focus on planning for a safe return to campus and ensuring effective delivery of frontline services.

Libraries & Learning Innovation

- 137.2019.HEA The Committee received a verbal update from the Head of Learning Services based within Libraries & Learning Innovation. The following was **reported**:
- (a) No formal matters had been referred to the Committee.
 - (b) The Service Stress Risk Assessment had recently been updated to reflect Covid-19 issues and concerns.
 - (c) The Service were working hard to maintain staff morale by enhancing communications and by hosting virtual service-wide events.
 - (d) The Service would continue to work with Estates Services to plan for a phased re-opening of on-campus delivery.

Carnegie School of Education

- 138.2019.HEA The Committee received a verbal update from the Dean of Carnegie School of Sport. The following was **reported**:
- (a) There had been no reportable incidents or accidents.
 - (b) Concerns were noted about those colleagues who may be more prone to feelings of isolation during lockdown and to address this, regular virtual coffee mornings had been initiated by the School.
 - (c) Some colleagues had noted issues in accessing I-Trent to record sickness absence data.
 - (d) The number of issues raised regarding working from home had begun to subside as colleagues had now adjusted to their new work set-ups.
 - (e) Many colleagues had expressed their excitement at the prospect of returning to campus, but some colleagues remained anxious.

University Recruitment

- 139.2019.HEA The Committee received a verbal update from the Head of Admissions. The following was **reported**:
- (a) Colleagues continued to report demand for the obtainment of additional IT/DSE equipment.
 - (b) Planning was underway for this year's confirmation and clearing activity.
 - (c) Colleagues had expressed concerns regarding space to work, caring responsibilities and feelings of isolation. The Service had maintained regular communications with the affected individuals and working hours had been adjusted where it was practicable to do so.
 - (d) Following the recent bereavement of team member, David Houston, the People Team had signposted colleagues in the Service to appropriate support resources.
 - (e) A recent virtual applicant day was hugely successful, and the Service would look to replicate these arrangements in the future.
 - (f) Most colleagues had adjusted well to working from home.
 - (g) The Services Stress Risk Assessment was due for review at the end of June.

- (h) Scenario planning had begun to facilitate a safe return to campus.

Student Services

- 140.2019.HEA The Committee received a verbal update from the Director of Student Services. The following was **reported**:
- (a) For the period of February – May 2020 there were no reported accidents or incidents.
 - (b) Health & Safety had been added as a standing agenda item at the now weekly Service Leadership Team meetings to allow the Service to address concerns without the need to wait for the less frequently scheduled SHWAG meetings.
 - (c) Training compliance was at 98%.
 - (d) The Service reported full compliance in terms of its DSE and First Aider provision.
 - (e) Full-service continuity had been maintained since lockdown despite all Service colleagues working from home.
 - (f) Wellbeing support guidance had been revised to reflect the Covid-19 situation and the Money Team were working hard to support students accessing financial aid.
 - (g) The Service continued to track Student Covid-19 cases and had contacted those affected.
 - (h) Targeted communications had been sent out to vulnerable students.
 - (i) Guidance to support colleagues working from home had been distributed and regular staff contact had been maintained through MS Teams conversations.
 - (j) Colleagues had expressed their gratitude for the regular email communication from the Vice Chancellor.
 - (k) Regular communications with vulnerable staff members had been facilitated and the Service would continue to support those colleagues with additional caring responsibilities and to adopt flexible working practices where feasible.
 - (l) The Service would continue to review the longer-term equipment and IT needs of those working from home (i.e. IT peripherals, access to desking, chairs, software, systems and training).

Safety

Accident and Incident Report

- 141.2019.HEA The Committee received a verbal update from the Health & Safety Liaison Officer. It was **reported** that the H&S team had received no HS1 report forms since full lockdown commenced on 23 March 2020 and only minor accidents and incidents had been reported prior to this date. 60 minor incidents were reported in March 2020, decreasing to 35 in April 2020. The incidents were largely Security related matters, i.e. skateboarders on site, false alarms, members of public accessing campus grounds for recreational activities.

Internal H&S Audit Proposal

- 142.2019.HEA The Committee received a verbal update from the Health & Safety Liaison Officer. The following was **reported**:

- (a) Callidus Consultancy were engaged with the Central Health & Safety Team and had provided specialist guidance on Health & Safety Audit delivery.
- (b) Sample question sets had been developed for those areas categorised as either high or medium risk.
- (c) Low risk areas would likely be asked to complete an online-only audit submission.
- (d) The audit process was on hold indefinitely as a result of current risk management being focused around working from home and returning to campus safely during the Covid-19 pandemic. Any revised audit proposals would need to be tailored to the new health & safety management context in which we operate.

Fire Safety Management Update

143.2019.HEA The Committee received a report from the Fire Safety Adviser (paper reference HEA-2019-076). It was **reported** that following the handover of the Carnegie School of Sport Building, a review of fire risk and building occupancy was underway.

144.2019.HEA The Committee **agreed** that the Fire Safety Adviser would circulate supplementary report figures pertaining to:

- (a) Staff and Student Personal Emergency Evacuation Plans (PEEPS).
- (b) Fire Safety Training completions.

Health & Wellbeing

Report from Wellbeing Sub-Committee and proposed ToR update

145.2019.HEA The Committee received a report from the Director of Student Services (paper reference HEA-2019-077). The following was **reported**:

- (a) The focus of the last Wellbeing Sub-Committee meeting was responding to the Covid-19 situation.
- (b) A proposed revision to the Wellbeing Sub-Committee's Term of Reference was presented for the Committee's consideration.

146.2019.HEA The Committee **ratified** the changes to the Wellbeing Sub-Committee's Term of Reference.

Annual Stress Risk Assessment Report

147.2019.HEA The Committee received a verbal update from the Employee Relations Manager of the People Team. The following was **reported**:

- (a) An annual Stress Risk Assessment report had not yet been compiled owing to the notable change in focus because of the Covid-19 situation.
- (b) HR Business partners would continue to support their respective areas in reviewing and updating their local Stress Risk Assessments factoring in Covid-19 matters.

148.2019.HEA The Committee **agreed**:

- (a) The completed annual Stress Risk Assessment report would be presented at the October 2020 Committee meeting.
- (b) The Employee Relations Manager would provide an update to the Committee on the work being undertaken between the People and Team and the Trade Unions, as a sub-set of the JCC meeting, concerning a review of the University Stress Risk Assessment process.

Bi-annual Sickness Absence Report

149.2019.HEA The Committee received a report from the Employee Relations Manager of the People Team (paper reference HEA-2019-078). The report was taken without discussion.

Other Matters

150.2019.HEA No other matters were presented.

Other Business

Any other business

151.2019.HEA It was **noted** that some of the web links contained within the local SHWAG reports were not functional following the changes made to the Committees composition.

152.2019.HEA The Committee **agreed** that the Secretary would remind SHWAG meeting Secretaries to update their local reporting templates with the up-to-date web links.

Proposed Schedule of Business 2020/21

153.2019.HEA The Committee received a report from the meeting Chair (paper reference: HEA-2019-079). It was reported that the Joint Chair (Trade Unions) would Chair the next meeting.

Date of next meeting

154.2019.HEA The next meeting of the Committee would be held on Thursday 08 October 2020 at 13:30 in G07 Old Broadcasting House, City Campus.

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

Signed: _____ Date: _____

COMMITTEE APPROVED