



LEEDS
BECKETT
UNIVERSITY

HEALTH & SAFETY CONSULTATIVE COMMITTEE

Local School / Service reporting October 2020

Published SHWAG Minutes:

- Minutes: School of Cultural Studies & Humanities, 03/06/2020
- Composite Safety, Health & Wellbeing Advisory Group, 26/06/2020
- Minutes: Carnegie School of Education, 15/06/2020
- Minutes: School of Events, Tourism & Hospitality Management, 23/09/2020
- Minutes: Leeds School of Arts, 24/09/2020
- Minutes: Libraries & Learning Innovation, 05/10/2020
- Minutes: Built Environment, Engineering & Computing, 29/09/2020

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

- Minutes: IT Services
- Minutes: Sports and Active Lifestyles
- Minutes: CARES
- Minutes: Carnegie School of Sport
- Minutes: Student Services
- Minutes: Built Environment, Engineering & Computing, 29/09/2020
- Minutes: Leeds Business School
- Estates Services



LEEDS BECKETT UNIVERSITY
SCHOOL OF CULTURAL
STUDIES & HUMANITIES

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

Wednesday 3 June 2020 at 11.00am over Skype

MINUTES

A1 - Attendance

Andrew Cooper (Dean, Chair)
Robert Burroughs (Head of English)
Charlie Garfoot (Academic Quality Support Officer)
Lisa Taylor (Head of Media)
Tina Rawcliffe (Academic Services Manager)
Ruth Robbins (Director of Research)
Charlotte Plumb (School Secretary - notes)

Apologies

Simon Morgan (Head of History)
Susan Watkins (Director – Centre for Culture & the Arts)
Laurie Wilson (Health & Safety Adviser)

A2 – Terms of Reference and Membership

No changes have been made since the last meeting. 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 23 October 2019

The minutes of the last meeting were confirmed as an accurate record.

A5 – Matters Arising

B4 (23.10.19): Action ongoing, LW to liaise with LT regarding further Fire Warden training.

D1i (29.01.20): Discussion ongoing, options re inviting Sarah Moore (Wellbeing Manager) to a future School Meeting to be explored so that information re student mental health initiatives can be shared.

All other matters closed.

A6 – Schedule of Business

The Schedule of Business outlines the standing items for consideration by the School Safety, Health and Wellbeing Advisory Group. No changes have been made since the last meeting.

B1 – 12-month Post Audit Action Plan

The updated Action Plan was shared and discussed with all members. TR confirmed that any outstanding actions are all in hand and that most deadlines are set at end of June 2020. The group is happy with progression in all areas.

B2 – Accidents, near-misses and dangerous occurrences update

The School has had no reported incidents since the last SHWAG meeting. Staff who have a work-related accident whilst currently working from home are still required to complete the electronic word copy of the HS1 form (which can be found on the H&S A-Z web pages) in the usual way.

B3 – Health & Safety Inspection (to include COSHH)

A full School office and space inspection was carried out by AC, TR and CP on 6 November 2019. Any outstanding matters are now closed.

B4 – Update from each Subject Group on local Health, Safety and Wellbeing issues

One of the main issues arising is the impact of the Covid-19 lockdown on colleague wellbeing. Line managers are in direct conversation with any colleagues concerned, and Individual Stress Risk Assessments are being carried out on a 1-1 basis as necessary (including signposting to additional services if needed).

Colleagues can speak to TR or Adele Jackson regarding any DSE issues. Due to the Covid-19 pandemic, university plans are currently underway to ensure DSE requirements are fulfilled re a more sustained period of home-working. The current priority is for any colleague with OH equipment to make arrangements for collection from campus.

Health, Safety and Wellbeing is an item under discussion at regular Management Meetings and relevant information, support and guidance is shared across the school as necessary.

B5 – First Aiders and Fire Wardens Update

TR noted that a current First Aider within the School is seeking to step down from duties. As such, a replacement is still being sought.

Concern was raised that restricted and infrequent occupancy of Broadcasting Place by School staff will have an adverse effect on the presence of First Aiders and Fire Wardens on site.

ACTION: CP to refer the matter to the University Health & Safety Consultative Committee

B6 – Health, Safety & Wellbeing Training Update

The School falls well within the required minimum compliance levels for health and safety training, currently at 95%.

B7 – Stress Risk Assessment

Risks can be raised through a number of different avenues, 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 has featured as a regular item at a variety of meetings (Management, Team, SLT, School) since the commencement of the national lockdown due to the Covid-19 pandemic. As per Item B4, line managers are in direct conversation with any colleagues with wellbeing issues and Individual Stress Risk Assessments are being carried out on a 1-1 basis as necessary.

TR also noted that line managers also have the option of completing a Wellbeing Action Plan with their team members, as an alternative to Individual Stress Risk Assessments.

A School communication tree was also established at the start of lockdown and regular communications and updates provided for all students and staff.

The School Stress Risk Assessment Action Plan was considered and updated where necessary. Matters arising:

A1, A2: Managers are confident that Making the Grade 2.0 remains ongoing and that the ethos and practice has continued working from home. Plans for 2020-21 are currently being considered by the School Leadership and Management Team, to include the principles of Making the Grade.

Additional Action: An extended version of Making the Grade 2.0 will be needed to address sharing of good practice across the School and new methods of online delivery. AC is confident that good practice is already being shared across the university (DEAP, CLT, Distance Learning Team) and across subject teams, and that specific guidance is being sought by certain colleagues re the School's particular online requirements – with the potential for findings to be shared more widely at a later date.

Additional Action: Further information, guidance and training is needed for all colleagues re. online practice and teaching delivery.

A3: Additional Action: Due to the need for the University to plan for online delivery in 2020-21 as a result of the Covid-19 pandemic, there may be a resulting pressure on teaching deployment and research activity. This may be mitigated to a certain extent via efficient timetabling and individual time management and all efforts this year will need to be regarded as investment for the future.

A4: Action ongoing.

A5: Support for all researchers in final stages of REF preparation is in place and communications from the Director of Research have been sent to all colleagues. Some colleagues have felt additional pressure as a result of the national lockdown and internal REF deadlines remaining in place.

Stress in relation to this can be mitigated by the Director of Research continuing to explain how colleagues will complete the final stages of REF preparation and supporting colleagues who have internal deadlines for completion of REF materials in readiness for the final submission.

A6: Individual Stress Risk Assessments are being carried out by line managers and their team members where appropriate.

A7: Staff development opportunities in relation to research and travel are currently limited due to the Covid-19 pandemic. Colleagues will need to bear the ongoing situation in mind in relation to future plans.

A8: Action closed 29.01.20

A9: Regular School meetings remain ongoing (currently being undertaken virtually over Skype due to the lockdown) and a follow-up Research Update meeting is to be planned.

A10, A11: This remains ongoing. Plans are underway re use of the space in 2020-21 to include social distance measures as a result of the Covid-19 pandemic.

A12: Action completed until the next cycle.

A13: This is on hold due to the Covid-19 pandemic, however the VC continues to provide regular communications and updates to all colleagues across the University.

A14: Monitoring the impact of a move to comprehensive use of Turnitin remains ongoing.

A15: Recruitment figures remain a constant source of pressure, currently exacerbated by the uncertainty around the impact of the Covid-19 pandemic and the resulting evolving situation. Recruitment of home students is expected to drop by 20% and international students by 50% however it is uncertain how this will affect individual Schools. On-year data is difficult to compare due to a shift in deadlines this year. UCAS has also stated that it will act in an advisory capacity this year during clearing. Clarity of information to new and existing students will also be paramount. As a result, there is a great deal of uncertainty around the unknown, and the financial implications of the situation.

Stress in relation to this can be mitigated by acknowledgement of the introduction of student number controls (in an effort to protect institutions and stabilise the recruitment market), and by ensuring that regular communication of the situation is shared with all colleagues.

A16: Continuous shared information re support for wellbeing remains a priority and continues to be addressed since the beginning of the Covid-19 pandemic.

B8 - Campus Occupancy and Social Distancing

The University is making plans for 2020/21 on the basis that social distancing measures will be in place next academic year as a result of the Covid-19 pandemic. This will reduce occupancy of teaching and social spaces by 80% and will affect circulation of individuals around buildings. The School is currently planning on the following basis: that content delivery (lectures) will be undertaken online; module-specific content (seminars) will shift to online webinars; students will be allocated 90mins per week face-to-face activity on campus. However, the situation is complex, and any face-to-face teaching will not be module related. This matter will be addressed at the School Away Day on 5 June. Student Admin support will also need to be provided in a virtual capacity next academic year.

C1 – Minutes from Safety, Health & Wellbeing Committee on 3 October 2019

The minutes were shared and an opportunity for discussion provided. No matters arising.

C2 – HR Update – Sickness Absence and Wellbeing Issues

AC maintains regular discussions with Louise Tornetta from the People Team, during which a thorough overview of wellbeing and sickness absence is undertaken. Summary reports of these discussions are provided by LT and are filed confidentially.

D1 – Any Other Business

No matters arising.

D2 – Date of next meeting

Date TBC - next academic year 2020-21.

DRAFT



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 26TH JUNE 2020

10:00-11:00

MS TEAMS ONLINE

Present:

Alison Caswell (Chair)	Stacy Hopkinson (Secretary)	Laura Jones
Hayley Bardy	John George	Julie Blythe
Laurie Wilson	Duncan Webb	John Craig
Paula Beesley	Ian Richardson	Vikki Roberts
Emma Bates	Pauline Fitzgerald	Kate Grafton

Apologies:

Deveral Capps

Part A: Preliminary Items

A2. Terms of reference and membership

Reported:

Stacy Hopkinson was welcomed as the new Secretary for the group.

Duncan Webb was welcomed to his first meeting. He will become the Health and Safety co-ordinator for the School of Clinical and Applied Sciences when AC retires on 31st August 2020.

AC raised questions regarding chairmanship once she leaves. The suggestion is that the 4 co-ordinators meet to discuss this and decide.

AC discussed the representation from the Learning Officers. Adding in another member will enhance the imbalance of representation within the group however, due



to research expanding and there being a large Health and Safety aspect, AC recommended adding Gary Lawson to the group.

JC added that the learning officer within Psychology could also become a member. JC also raised the school leaving this group and forging their own due to the size of the school.

Agreed:

The 4 co-ordinators to meet to agree on how future meetings will be chaired.
Gary Lawson to be a full member of the group
Learning Officer from Psychology to be given full membership to the group if the school decide to remain in the composite SHWAG group
John Craig will decide on whether the School of Social Sciences will leave this group and form their own. This will be fed back once a decision has been made.

A3. Declaration of interest

Reported:

No declarations of interest were made

A4. Minutes

Reported:

Previous meeting was a short catch up and not recorded as a meeting therefore, minutes were not generated. AC shared that a more comprehensive report after this catch up was submitted to the University committee. As a group can we accept this as a report of that meeting which took place.

Agreed:

Report to be accepted as a true reflection and record.

A5. Matters Arising/Actions Table from the Meeting Held on 20th March 2020

Reported:

Discussed at length under individual agenda items below.

Part B: Reports from the Safety, Health and Wellbeing Committee Meeting of 4th June 2020

B1. Working safely at LBU during COVID-19

**Reported:**

AC updated the group regarding information from the Committee meeting. Section C of the papers are on the Google Drive folder for members to review should they wish. Areas that are being focused on are the wellbeing of staff and DSE issues due to long term working from home. All staff will be required to complete an online DSE assessment for home working to ensure staff have correct set ups. The main 3 strands of working at the University are as follows:

1. Preparation of buildings for re-opening. It will take 2 weeks for the buildings to be ready for staff and students to use again. Ensuring the occupancy is kept low and social distancing can be maintained. Parking will be made available for staff to discourage the use of public transport where possible.
2. Home working. A responsibility to ensure all staff are properly assessed and have access to equipment.
3. Staff health and wellbeing. A need for a longer-term flexible working pattern to be established. Proper management of workloads and email traffic.

AC shared that risk assessments are being produced and are currently out for consultation. AC has added these to the Google drive in a sub folder. They are very thorough and comprehensive, and feedback is welcomed. AC has already fed back that these are too long and exhaustive, it is unlikely that staff will have the time to read in detail.

ACTION: Can people look at these risk assessments and feedback to AC.

B2. Accident and incident report**Reported:**

LW updated the group that he did not attend the committee meeting and did not provide the update. He did share that reminders to staff regarding support during home working are still being circulated. Staff are being advised individually in relation to home working.

B3. Internal Health and Safety Audit proposal**Reported:**

LW shared that the recently planned audit has been put on hold whilst areas focus on COVID-19. Once the approach is more balanced there will be checks for further support, advice and guidance rather than an audit.

B4. Fire safety management update

**Reported:**

A full written report is available in the google drive folder for members to access in their own time.

B5. Report from Wellbeing sub-committee and proposed ToR update**Reported:**

A full written report is available in the google drive folder for members to access in their own time.

AC informed the group that a full risk assessment is currently being undertaken for on and off site. AC has raised lone working, low occupancy and an even distribution of first aiders as a potential risk. Many of the issues are due to the reduction in occupancy, this means Security are likely to cover first aid.

LW added that all out of date first aid training has been extended until 30th September and all staff that are due a training refresher are being compiled into a list. A COVID-19 evacuation document is being put together and the first aid procedures and risk assessments are also being updated.

B6. Annual Stress Risk Assessment report**Reported:**

Each school and service area are reviewing stress risk assessment more than usual and are adding in elements relating to COVID-19.

B7. Bi-Annual Sickness Absence report**Reported:**

AC shared that this has not been restricted as normal and has been released with the open papers. Deans are working individually with HR when a concern arises. AC shared that the school support staff are pulled together in one category due to small individual admin teams and therefore within this area you cannot see the difference between the schools. The stress figures were the same and consistent. These will be something that the University is monitoring.

DW questioned regarding staff that are unable to work from home long term and how these staff will be accommodated. AC added that the Vice Chancellor made it clear in his emails that those needs will be taken into account and staff being allowed back on campus full time will be done through mutual agreement with line managers and the Dean.

Part C: Local Issues



C1. Co-ordinator's Reports

Leeds Law School (LJ)

Report listed in Google Drive, nothing to add on top of the report.

Leeds School of Social Sciences (HB)

Report listed in Google Drive, nothing to add on top of the report.

Health and Community Studies (IR)

Report listed in Google Drive, nothing to add on top of the report.

Clinical and Applied Sciences (AC)

No accidents reported, training proving problematic.

C2. Training update

Reported:

This was covered by LW under point B5.

C3. COVID-19 (issues at school level).

Reported:

AC shared that action plan with the group. There are 4 areas of concern and all have been progressed.

1. **Lab and recommencement** - this included cleaning and equipment. This is underway and has therefore been marked as complete
2. **Concerns ahead of lockdown about cleaning regimes** – The University has responded quickly and implemented more bin clearance and other measures. Moving forward this can be marked as complete but may be monitored to ensure its continuance.
3. **IT provision** – Ensuring staff who did not have access to equipment were supported. This is a work in progress and is on its way to being fully addressed.
4. **Low occupancy issue** – this has been noted and passed on and is currently being worked on.

Leeds Law School (LJ)

Nothing further to add, as detail is listed in report. The risk assessment has been redone and a wellbeing task force has been created. Their main areas of concern are around transitioning, staff with childcare and also staff who live with those who are shielding. This is informing a large consideration of which staff are being brought back onto campus, but this ongoing process is being checked off at every stage.

**Leeds School of Social Sciences (HB)**

Nothing further to add, as detail is listed in report. A COVID-19 stress risk assessment has been completed. This has been emailed to staff within the school and staff have been encouraged to share any steps taken. The risk assessment and risk register have been updated as well as guidelines and policies.

School of Health and Community Studies (IR)

Nothing further to add, as detail is listed in report. Measures to support colleagues are being put into place, weekly meetings are being held which look at the risk register and stress risk assessments. COVID-19 has been added. The DSE assessments are not currently available, staff have attempted to enrol everyone onto this but have been unable to. More frequent team meetings are being supported alongside more frequent 1-1 meetings. The school is currently making the shift from Skype to MS teams and colleagues are responding well to the changes. The only concern that IR has is staff are being asked to complete a large amount of work in a short space of time and adhere to very tight deadlines. This poses a large stress risk to colleagues. Staff are working hard to meet demands, but some colleagues are not being sympathetic in relation to staff workload. Regular reports are being made to SMT regarding this. AC added that this will need escalating to the schools Dean as this is an issue.

LW added that the online DSE assessment has been under review which is why staff cannot be enrolled on it. The review is to ensure that the assessment is more pertinent to home working. This will be going back online soon.

School of Clinical & Applied Sciences (AC)

AC updated the group regarding the large piece of work currently being undertaken to ensure the lab spaces are ready to be occupied. Reviews have been undertaken by Estates, and the school is now aware of the number of students allowed in each area and how these are arranged. Vikki and the team are producing risk assessments for the labs and clinical spaces. Gary Jones has produced formal guidance on research students and how their lab access will be managed. Several pieces of documentation have been created and added to the Google Drive folder. Staff were asked to look at these and provide comments to ensure that nothing has been missed. A formal meeting of the Biological Safety Committee will take place in which risk assessments will be formally signed off.

AC reported travel being as an area for concern. Placement visits are taking place virtually for as long as possible but there are already a couple of instances where team members are required to undertake travel. A draft risk assessment for this travel has been created and is currently with the external partner to review. Once complete AC will share as an example of good practice.

AC added that the school is working to identify longer term home working needs and ensure that staff have up to date software and DSE. Staff were asked to consider the



careful use of emails and to consider booking in a call or meeting with staff over sending several emails and that working patterns should be respected.

Part D: Any Other Business

D1. Any Other Business

Reported:

JC thanked AC for chairing the group and for all the work and leadership. The staff wished AC the best for the future and a happy retirement.

AC thanked all for the year, it was not how planned, but the group has worked well and been effective. It has been good to work with all involved and AC wishes everyone well for the future. She has been a part of SHWAG since 2005. Future meetings will be in September, the date for this will be dependant upon when the committee meeting takes place.

Date of Next Meeting: Friday 6th November 2020 10am

Signed as a Correct Record: Duncan Webb, Ian Richardson, Laura Jones, Hayley Bardy (Co-ordinators of the SHWAG) on 7th October 2020.

HEALTH AND SAFETY ADVISORY GROUP

Carnegie School of Education

CONFIRMED

Carnegie School of Education

Health and Safety Advisory Group

Notes of the meeting held on 15th June 2020.

Present:

Damien Page (DP) (Chair)	Steve Burton (SB)	Tom Dobson (TD)	Vicki Hassett (VH)
Sarah Hindmarsh (SH)	Louise Nelson (LN)	Peter Mellor (PB)	Laurie Wilson (LW)

In attendance:

Lianne Sweeting
Richardson (LSR)
(Secretary)

Apologies:

James Archer (JA)	Doug Martin (DM)	Paul Ogilvie (PO)	Mary Strode (MS)
Sarah Swann (SS)			Sarah Swann (SS)

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 21st January 2020 were passed as a true record.

1.4 Matters and Actions Arising from Previous Meeting – 21st January 2020

All actions had been completed and no further matters were risen.

HEALTH AND SAFETY ADVISORY GROUP

Carnegie School of Education

2. Items for Discussion

2.1 Accidents and Incident reporting.

SB reported that they had been no accidents or incidents. All staff were working remotely. SB has been working with Liz Birch to support staff where necessary with equipment to support them working from home. A spreadsheet on staff needs has been submitted to the University Major Incident Group on time.

It was further reported that a small number of staff had reported coronavirus symptoms either prior or following the University shutdown on Wednesday 18th March. These details had been passed onto the relevant teams as per the University guidance.

2.2 Local Health and Safety Issues report.

SB reported that there were no local H&S issues. It was noted that the disabled ramp outside side door to Carnegie Hall had been removed, following the re-opening of the main doors.

SB reported that consideration is needed for a permanent evacuation point following the opening of Sports Building and removal of fencing around the front of Carnegie Hall.

SB expressed his thanks to Liz Birch, who has been coordinating a rota for staff to pick up key items from their offices on campus. At the moment, only staff who have occupational health needs are able to collect their items.

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

SB reported that there was no progress to update, however, the vast majority of areas are in relation to the extra information which is required in the School Operating Procedures, which will be updated during the summer period.

2.4 Training Update.

HEALTH AND SAFETY

ADVISORY GROUP

Carnegie School of Education

SB reported that as it currently stands the school has an overall 88% compliance with the online training, including 91% for Health and Safety essentials. However, the data shows that they are 7 staff members who are not compliant, however, 1 staff member is newly appointed and 2 do not recognise their name, so wondered if they are not part of the school

3. Any Other Business

LW reported the following notes, that had been discussed as the Health and Safety Consultative Committee:

- (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.
- (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) A sub-group of the Joint Consultative Committee (JCC) had recently been established, entitled: 'Working Safely at LBU During Covid-19'.
- (f) 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. It was noted that the draft document presented provided a comprehensive starting point which encompassed the current Public Health England (PHE) guidance.
- (g) 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.

HEALTH AND SAFETY ADVISORY GROUP

Carnegie School of Education

- (h) The University's existing Stress Risk Assessment provision would ultimately benefit from alignment to the pan-university Covid-19 risk assessment document.
- (i) 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.
- (j) 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



SAFETY, HEALTH AND WELLBEING ADVISORY GROUP

MINUTES of the 23 September 2020 meeting

Present:

Professor Rhodri Thomas (Chair)

Simon Bell

Dr Christina Papadopoulou

Dr Davina Stanford

Linda Hepworth

Annemarie Piso

Faye Thompson

Dr James Musgrave

Dr Peter Robinson

In attendance:

Rebecca Lefever (Secretary)

Apologies:

Laurie Wilson

Part A: Preliminary Items

Apologies

001.2020.SHWDY

The Group **AGREED** that if the University Health and Safety Adviser is unable to join the meeting that Stephen Thackray, or an alternative Health and Safety Liaison Officer, would be invited to attend.

Declarations of interest

002.2020.SHWDY No declarations of interest were made.

Membership

003.2020.SHWDY The Group **noted** the 2020/21 membership (paper SHWDY-2020-001).

004.2020.SHWDY

It was **noted** that Linda Hepworth's term of office as administrative staff representative is ending. If no replacement representative can be recruited it was **AGREED** that Linda would remain a member of the group for another term.

Schedule of Business

005.2020.SHWDY The Group **noted** the Schedule of Business for 2020/21 (paper SHWDY-2020-002).

Minutes

006.2020.SHWDY

The Group **AGREED** the minutes of its meeting of 8 July 2020 (paper SHWDY-2020-003) with no amendments.

Matters arising

007.2020.SHWDY The Group **received** a report on the agreed actions from the previous meeting held on 8 July 2020 (paper SHWDY-2020-004).

008.2020.SHWDY

Arising from minute 104.2019.SHWDY: It was **reported** that the Chair has contacted Priscilla Preston, Head of Student Services, and the support materials

provided by the Chaplaincy to help when offering condolences and support following the death of a student will be changed.

009.2020.SHWDY *Arising from minutes 137.2019.SHWDY and 139.2019.SHWDY:* It was **reported** that the Staff Stress Risk Assessment is being reviewed and updated and will address concerns raised over workloads and wellbeing. Members also **noted** that wellbeing is a focus of PDRs.

010.2020.SHWDY It was **AGREED** that reference to PDRs should be included in the Staff Stress Risk Assessment.

011.2020.SHWDY *Arising from minute 142.2019.SHWDY:* It was **noted** that the timings of Group meetings have been brought forward. Members **received** updated meeting dates for 2020/21 (paper SHWDY-2020-010).

Part B: Items for Discussion/Decision

Risk Assessments

012.2020.SHWDY The Group **noted** the University Overarching Stress Risk Assessment (paper SHWDY-2020-005).

013.2020.SHWDY The Group **noted** the University Covid-19 Health and Safety Risk Assessment (paper SHWDY-2020-006).

014.2020.SHWDY The Group **noted** and **discussed** the General Risk Assessment (Form B) for the School (paper SHWDY-2020-007).

Covid-19 Reporting Protocols

015.2020.SHWDY The Group **noted** the strict protocols that must be followed when reporting confirmed cases of Covid-19 and for reporting symptoms that may signify Covid-19 in students or colleagues (paper SHWDY-2020-008).

016.2020.SHWDY The Chair **noted** that all colleagues have a responsibility to follow these guidelines. The Group was assured that this information is available to and understood by School staff.

017.2020.SHWDY The Academic Services Manager **reported** that all staff in the School have received a link to the reporting form. Queries from colleagues around the reporting process are being answered.

018.2020.SHWDY Heads of Subjects **reported** that focused reminders have been sent to colleagues. The Events Management team went through the Covid-19 information on the University website at a recent planning day.

019.2020.SHWDY It was **noted** that Covid-19 reporting information has been sent to Heads of Subject and Course Directors, but it was **AGREED** that the latest information be sent to all School staff as well.

020.2020.SHWDY	Members noted that the guidance provided has sometimes appeared to be conflicting. There are some discrepancies in guidance published on the University web pages and in information sent to colleagues. For example, the website refers to reporting Covid-19 symptoms, but the reporting guidelines refer to reporting positive Covid-19 tests and self-isolating.
021.2020.SHWDY	It was AGREED that the Academic Services Manager will monitor the University website and report any inconsistencies in Covid-19 information.
022.2020.SHWDY	It was noted that communication on Covid-19 protocols and guidance need to be very clear. This may be difficult in an evolving situation. Colleagues are overwhelmed with messages so this essential information must be communicated effectively. Important messages are being reinforced and colleagues can be reassured that they are supported when trying to do the right thing.
023.2020.SHWDY	It was reported that Faye Thompson, Academic Services Manager, is the School's liaison contact for the University's Covid-19 outbreak response team.
024.2020.SHWDY	It was noted that the School is currently deciding on the best way to collect and monitor attendance data to support Covid-19 reporting.
025.2020.SHWDY	The Group AGREED that the Covid-19 reporting guidance should feed into the update of the School's General Risk Assessment (Form B) in October. Updated School attendance monitoring processes would also be included in the assessment.

School Health and Safety Update

026.2020.SHWDY	The Chair recognised the challenges that colleagues and students are facing entering the new academic year. The responsiveness of managers in ensuring a safe campus environment was noted . The Chair also noted the efficient, effective and informed support provided by central University units at this time.
027.2020.SHWDY	The Chair noted the importance of colleagues knowing what is expected of them and of contributing to dialogue around making improvements. It is important that the School is compliant but it is understood that mistakes can happen.
028.2020.SHWDY	It was reported that the School's Risk Assessment and Staff Stress Risk Assessment will be reviewed and updated on an ongoing basis. This will help reassure colleagues, manage stress and anxiety and identify actions to support colleagues. For example, face guards have been ordered for colleagues to use to help them feel safer when teaching face to face.
029.2020.SHWDY	Members discussed the return to working on campus. It was noted that there has been a high level of anxiety, but that those who have now held on campus sessions are reassured. It was felt that colleagues understand and appreciate the plans put in place.
030.2020.SHWDY	High workload and stress were identified as two areas of concern for colleagues. Concerns may be higher for those who have caring responsibilities or who consider themselves to be vulnerable. It was noted that the University is understanding of

these concerns and sensitive to this whilst ensuring staff can meet their employment obligations.

- 031.2020.SHWDY The Chair **noted** that the School and the University must follow official guidance around safety at work. Any anxiety felt by colleagues around the new environment can be managed sensitively and confidentially.

Part C: Update on Local Issues

Safety, Health and Wellbeing Standard Operating Procedures

- 032.2020.SHWDY The Group **noted** that significant updates will be made to the School's Safety, Health and Wellbeing Standard Operating Procedures to incorporate new on campus and home working practices and the Covid-19 protocols. New Operating Procedures will be circulated in October.

Safety, Health and Wellbeing Management Audit 2020

- 033.2020.SHWDY It was **reported** that the University Health and Safety Adviser is putting together a collective report from low risk areas for the University Health and Safety Consultative Committee. The Safety, Health and Wellbeing Coordinator has completed the required work for the School to inform this report.

Accident and Incident Reports

- 034.2020.SHWDY It was reported that no accident or incidents have been reported since the last meeting. This was expected as the campus has been closed.

Training Update

- 035.2020.SHWDY The Group **noted** the current health and safety training compliance rate of 100%. This is an excellent position for the School.

Part D: Other Business

- 036.2020.SHWDY No other additional business was raised for discussion. The Chair thanked members for their input, which is more important than ever at this time.

- 037.2020.SHWDY The Group **noted** the meeting dates for 2020/21 (paper SHWYDY-2020-010).

MINUTES of the meeting held on 24th September 2020, 10.00 – 12.00 held via Skype due to Covid-19 lock-down situation.

Present:

Professor Lisa Stansbie (Chair)	Hamera Bashir	Martin Briggs
Justin Burns	Mark Flisher	Sarah Mills
Alison Munn	Annabelle Pangborn	
Andy Brannan	Steve Mardy	

In attendance:

Sherran Thompson (Secretary)

Apologies:

Dr Oliver Bray	Seb Budniak	Ivan Crouch
Helena Hanson	Neil Masterman	Frazer Shelton
Andy Solomon	Laurie Wilson	

Part A: Preliminary Items

A2. Terms of reference and membership

001.2020.LSA The Advisory Group received the current terms of reference and membership (paper reference LSA-2020-001).

A3. Minutes from previous meeting

002.2020.LSA The Advisory Group received the minutes of the previous meetings held on 05th May 2020 (paper reference LSA-2020-002)

003.2020.LSA The minutes of the previous meeting were accepted as a true and accurate record of the proceedings.

A4. Actions from previous meeting

004.2020.LSA The Advisory Group received the actions from the previous meetings held on 05 May 2020 (paper reference LSA-2020-002)

005.2020.LSA *Arising from action 018.2017.SHW:* Managers had been asked to organise Stress Risk Assessment meetings with staff. The process was nearing completion

Action ongoing

Arising from action 012.2019.SHW: The draft Health & Safety Annual Plan continued to be updated, but had been delayed due to the Covid pandemic.

Action ongoing

Arising from action 099.2019.SHW: A staff migration proforma was produced to assist with the office move. In addition, OB had e-mailed staff on the 18 September 2020 with details of the process, key dates and timeframe for staff to pack prior to the move. Due to the Covid pandemic, some space may need to be retained in the old buildings to allow social distancing.

Action closed

Arising from action 105.2019.SHW: The Chair had contacted staff development to request Management of Change sessions for staff moving to the new building. Following discussion with several staff, it was confirmed that there was a lack of demand for this training.

Action closed

Part B: Matters for Discussion

B1. Local Safety, Health & Wellbeing Updates and Issues

- 006.2020.LSA The Advisory Group received a report from the Health & Safety Manager (paper reference LSA-2020-004).
- 007.2020.LSA a) Guidance and risk assessments for home working have been sent out by managers to staff.
b) Staff who are considered vulnerable have been asked to complete a vulnerability risk assessment with their managers. Heads of Subject must ensure these are completed before staff return to work on campus. These can be shared with HR where staff have given permission via the tick box on the form.
c) Risk assessments and COVID briefings were given to staff (3D Workshop, Fashion and Learning Officers) to carry out essential maintenance and prepare for the students' return.
d) Staff in the 3D workshop produced training videos for students. Students would have to answer set questions at the end of the presentation before coming onto campus. Students will be supervised on campus until they are proficient in the use of the equipment.
e) Lone working risk assessments were produced and completed for staff working independently on campus.
f) An overall LSA COVID risk assessment was produced to capture all workshops / practical spaces.
g) A risk assessment has been produced for all low risk teaching areas in the School.

- h) A separate risk assessment has been produced for Broadcasting Place due to the requirement for all staff and students to wear Fluid Resistant Surgical Masks (FRSM) in practical workshops. For close work, staff should also wear a visor.
- i) A risk assessment has been produced for students collecting work in Gallery House and Broadcasting Place.
- j) Risk assessments have been produced for students working independently on off campus projects / field work during COVID which complies with the current restrictions on group numbers.
- k) All risk assessments and videos will be available via One Drive and the H Drive.
- l) Codes of Practice, which reflect COVID measures, have been produced for all workshop / practical / performance teaching spaces.
- m) A H&S COVID briefing / checklist has been produced for students and staff.
- n) Members raised concerns regarding student safety during online sessions if a student were to fall unconscious. It was decided to raise this issue at the University H&S Committee meeting.

Action – Student safety during online sessions – if a student were to fall unconscious – to be raised at the University H&S Committee meeting.

- o) A special COVID presentation had been created. This should be added to the student induction presentation.
- p) COVID Personal Protective Equipment – Fluid Resistant Surgical Masks (FRSM) to be worn by all staff and students in workshop / practical and teaching areas. Staff teaching where a 2-metre distance can be maintained are exempt. For close work with students, a FRSM and a face visor would have to be worn.
- q) PPE donning and doffing guidance for FRSM has been circulated and displayed.
- r) Learning support will check stock levels for masks / cleaning stations.
- s) Estates provided the School with maximum student capacity numbers. The reduced numbers permitted has led to the reconfiguration of some areas – in particular studios in Broadcasting Place – to enable safe working. Estates submitted floorplans showing proposed layouts and one-way systems. Signage has been installed, cleaning stations installed, and screens provided for help desks etc. Learning support staff to order cleaning station supplies when running low.
- t) COSHH and PUWER assessments for all areas in our School have been reviewed and updated.
- u) The Health and Safety training matrix has been reviewed and updated.
- v) The inspections schedule will start next month for all areas.
- w) Estates have completed most of the PAT testing. Following the merger of the School, a standardised procedure for PAT testing will be issued.
- x) The Standard Operating Procedure will be updated to reflect COVID guidance.

- 008.2020.LSA
- a) First aiders have received updated information on first aid and resuscitation during the COVID pandemic.
 - b) First aider staff (excluding admin) by area would be circulated to staff. Colleagues were reminded that due to reduced numbers of first aiders on site that Security were the first responders.
 - c) Security have details of all our first aiders on site.
 - d) Carnegie Coach Education will run a first aid course. Heads of Subject to send details of staff who need first aid training or refresher training to HB/ST.
 - e) First aid boxes now contain COVID PPE.
 - f) Fire warden staff numbers would be circulated to staff. Due to reduced numbers of on-site staff, all staff have been briefed on how to act as fire wardens.
 - g) A fire warden rota will be completed weekly by IC and AS and sent to Security to assist them with maintaining adequate cover.
 - h) Following a meeting with Security, it was agreed that more staff should be enrolled on the fire warden training course, with training broadened to include academics in all areas where numbers are low.

Action – More staff (including academics) to be enrolled on fire warden training.

- i) Staff discussed whether, in areas with poor ventilation (House 14 and Beckett Studios), fire doors could be opened to improve air flow, with academic staff taking responsibility. Estates have received this request and will look at the possibility of this with Security.

B2. Leeds School of Arts Building: Migration Update

- 009.2020.LSA The Advisory Group received a report on the School's preparations ahead of the move to the new building (paper reference LSA-2019-018).
- 010.2020.LSA
- a) The Chair summarized the report submitted by the Learning Support Team Leader.
 - b) The Project Steering group met recently and have approved the migration into the new LSA building.
 - c) The migration phases for equipment were detailed.
 - d) The staff office migration has now been scheduled. Jayne Utley is collating information re staff computers and DSE equipment.
 - e) Each member of staff will receive 10 boxes and labels during the w/c 28th September 2020. All boxes must be clearly labelled. The deadline for packing boxes is the 11th December 2020.
 - f) Sensitive material should be disposed of in confidential waste bags, available via the CARES helpdesk.
 - g) BMG will be moving all boxes to the new building on Monday 14th December.

- h) Office items which can't or shouldn't be relocated by BMG should be discussed with Andy Solomon in the first instance.
- i) There is an office moves Risk Assessment which AS is managing.

B3. Northern Film School – Health & Safety Update.

011.2020.LSA The Subject Head for the Northern Film School informed the Advisory Group that students would be inducted before teaching officially starts on the 05 October. A risk assessment for Film students had been completed, based on industry requirements and students must adhere to these guidelines.

B4. Accidents, Near Misses and Dangerous Occurrences Update

012.2020.LSA The H&S Manager confirmed that she had received no reports of accidents, near misses or dangerous occurrences since the last meeting.

B5. Health and Safety Consultative Committee Report

013.2020.LSA The Advisory Group received the minutes of the Health & Safety Consultative Committee meeting held on 04th June 2020.

C1. Any Other Business

014.2020.LSA No other business was discussed.

C2. Date and Time of Next Meeting

015.2020.LSA The date and time of the next meeting was confirmed as Tuesday 19th January 2021.

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

Professor Lisa Stansbie

Signed:

Date: 29/09/20





Summary Report of Libraries & Learning Innovation

Executive Summary

This is the summary report of the LLI Safety, Health and Wellbeing Advisory Group updated at 5 October 2020.

Action Requested

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

Appendices

None

Author

Name: Claire Williams
Job title: Head of Learning Resources, Libraries and Learning Innovation
Date: 5 October 2020

Approval Route

5 October 2020 Jo Norry, Director of Library and Student Services

SUMMARY REPORT OF Libraries and Learning Innovation

Introduction

This updates as at 5 October 2020 the summary report of the LLI Safety, Health and Wellbeing Advisory Group meeting of 29 April 2020.

Recommendations and referrals

No matters have been recommended or referred to the Committee for consideration.

Key points

1. The Service Stress Risk Assessment was reviewed and updated in May 2020 ahead of its scheduled review date, to identify and address potential stressors relating to the pandemic and changes resulting from it. It will next be reviewed in November 2020.
2. Risk assessments for on campus working processes and adapted services have been developed and approved through the Working Safely at LBU group. These are live documents which are revised in light of any new guidance, regulations or campus developments.
3. Advice and DSE assessment checklists to use whilst working from home have been shared with staff. Staff proposals to modify their working hours to facilitate caring responsibilities have been implemented.
4. Communication and support is being maintained online. Managers are communicating regularly with both their teams and individual members of staff, as well as sharing best practice amongst line managers. Several service-wide work and social events have been organised to maintain the sense of service identity and connections with staff outside an individual's immediate team.
5. The Service continues to follow national and University protocols during the pandemic. LLI managed a phased re-opening of services on campus from mid-August. Support and advice from Estates, the Health and Safety team, ITS and CARES was a vital element of the planning of adapted services and work practices.
6. The Advisory Group received a report at the last meeting from the Safety Health & Wellbeing Co-ordinator indicating the percentage figures for compliance on mandatory online Health & Safety training.

Attendance at the Advisory Group, 29 April 2020

Present:

Claire Williams [Chair]	Carole Birley	Karl Darbyshire
Stephen Grindrod	Tom Guest	Eric Jackson
James Hochstrasser	Nicola Hurle	Laura Young [Secretary]

Apologies:

Andy Key	Kate Kluttz	Laurie Wilson
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BUILT ENVIRONMENT, ENGINEERING and COMPUTING

SAFETY, HEALTH AND WELLBEING ADVISORY GROUP

MINUTES OF THE MEETING HELD ON 29th September 2020 via SKYPE

A1 Attendance & Apologies

Attendance:

David Haigh – Chair & School HS&W Coordinator
Kev Smith – BEC lab technician
Andre Pusey – PHHG
Jackie Leahy – Student Admin Manager

Apologies:

Joanne Lloyd – Representative from Surveying & Construction Group
Laurie Wilson – Senior Health & Safety Advisor (LW)
Andy Brannan – Representative from UNISON
Chris Gorse – LSI
Kiran Voderhobli – Computing representative
Killian Ngong – Representative from Civil Engineering Group

A2 Terms of Reference & Membership

There were no changes to the terms of reference or membership of the group.

A3 Declarations of Interest

None

A4 Minutes of the last meeting

The previous minutes had already been circulated and the following changes were proposed:

The minutes were then agreed to be a true representation of the meeting.

A5 Matters Arising

It was noted that some actions had been completed with the exception that the generic risk assessment. Remaining issues still on the action plan.

B1 Update from the previous University Safety, Health & Wellbeing Committee

The last University Committee abridged minutes were discussed and circulated.

C1 Accident Reporting

None reported

- C2 OH Report**
No report
- C3 Health & Safety Audit**
No report
- C4 Covid related discussion**
- Process of reporting Covid related absence for staff and students – render clear
 - Hand sanitiser stations in NT – Majority have fallen off the wall due to poor adhesion
 - Risk Assessments for day trips discussed
 - Students attending Uni when they are aware, they are Covid 19 positive – messaged to staff and students
 - Students unaware of the isolation period after a positive test result; i.e. student has isolated for 8 days due to symptoms, then has a test and positive result, but assumes they only have a few days of isolation remaining before they can return
 - As of 29/9/20 there are 24 cases in the school (students)
 - Balancing expectations; many staff are anxious about returning but speaking with student reps there is a general excitement about returning
- C5 School Laboratory Report**
No adverse issues reported.
- C6 Safeguarding and Student Wellbeing**
As above
- C7 School Leadership Team issues**
Stress risk assessments discussed and Ra for return to teaching on campus
- D1 Future Meetings & Agenda Items**
Any future agenda items should be passed to David Haigh.
- D2 Any Other Business**
We discussed attendance at future meetings; how to encourage members of the group to attend.
- D3 Date of next meeting**
TBC