



**Minutes** of the 198<sup>th</sup> Health & Safety Consultative Committee meeting on Thursday  
08 October 2020 (held via Skype for Business)

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**Present:** Trevor Armour (Chaired the meeting)

Hamera Bashir; Mobina Begum; Carole Birley; Steve Burton; Tracy Commons; John Craig; Roland Cross; Jan Daley; Denise Dixon-Smith; Jennifer Dods; Sally Griffiths; Victoria Johnson; Becky Nicholson; Nicola Queenan; Ian Richardson; Claire Williams;

**In attendance:** Sally Banton (*Secretary*); Katie Dent; Paula Johnston; Sarah Swales; Stephen Thackray;

**Apologies:** Jess Carrier; Sareen Galbraith; David Haigh; John Heathcote; David Page; Kerry Radford; Lisa Stansbie; Duncan Webb

**Attendees apologies:** Laurie Wilson;

#### Preliminary Items

#### 2020/21 Membership Update

001.2020.HEA The Chair presented the 2020/21 Committee Membership updates for information (paper reference HEA-2020-001). The following was **reported**:

- (a) Hamera Bashir had joined the Committee as the newly nominated representative for the Leeds School of Arts, replacing Dave Proctor.
- (b) Duncan Webb had joined the Committee as the nominated representative for the School of Clinical and Applied Sciences following Alison Caswell's retirement in August 2020.
- (c) Jan Daley had joined the Committee as the nominated representative for Student Services following Priscilla's recent retirement in September 2020.
- (d) The newly proposed UCU representatives for the 2020/21 Committee cycle, are John Heathcote and Sareen Galbraith. They would join Jennifer Dods on the Committee membership. Dave Procter would no longer represent UCU at the Committee.
- (e) Steve Burton had joined the Committee as the nominated representative for Carnegie School of Education, replacing Caroline Bligh.

#### Declarations of interest

002.2020.HEA No declarations of interest were made.

#### Minutes of the meeting held on 04 June 2020

003.2020.HEA The Committee **agreed** that the minutes of its meeting on 04 June 2020 were an accurate record (paper reference HEA-2020-002) pending an amendment to the ITS representative's job title (Previous minute reference: 136.HEA.2019).

### Matters arising

004.2020.HEA The Chair presented a report on the matters arising from the previous meeting of the Committee held on 04 June 2020 (paper reference HEA-2020-003). The following was **reported**:

- (a) The discussion between the Health & Safety Adviser and the Insurance & Risk Officer with regards to overseas travel risk had been temporarily put on hold in view of travel restrictions implemented during the Covid-19 pandemic (Previous minute reference(s): 007b.2019.HEA, 124c.2018.HEA and 060a.2019.HEA).
- (b) The Accident and Incident report presented for discussion at the meeting (paper reference: HEA-2020-005) had been updated to reference the University's moral and reputational responsibilities for Health & Safety (Previous minute reference(s): 029.2019.HEA and 060c.2019.HEA).
- (c) The Director of Estates confirmed that the Central Health & Safety Team held responsibility for updating of the Corporate Health & Safety Risk Assessment (Previous minute reference: 116.2019.HEA).
- (d) It was confirmed that revised University floor plans had been shared via the Covid-19 microsite (Previous minute reference: 118d.2019.HEA).

005.2020.HEA The Committee **agreed**:

- (a) The full results of the CARES Health & Safety Staff survey would be circulated to Committee members via the meeting Secretary (Previous minute reference: 124.2019.HEA).
- (b) The Health & Safety Liaison Officer would circulate the latest official guidance on First Aid provision to Committee members via the meeting Secretary (Previous Minute reference: 131.2019.HEA).
- (c) A revised version of the Fire Safety Management report, presented at the 04 June 2020 Committee meeting, would be shared via the meeting Secretary, to include the figures requested concerning Staff and Student Personal Emergency Evacuation Plans (PEEPS) and Fire Safety Training completions (Previous Minute reference: 144a-b.2019.HEA).
- (d) The Employee Relations Manager would ensure a meeting is arranged between HR and the Trade Unions to discuss the University's approach to managing the Stress Risk Assessment process (previous minute reference: 148b.2019.HEA).
- (e) The Director of Estates confirmed that the Central Health & Safety Team would be responsible for updating the pan-University 'Working Safely at LBU During Covid-19' risk assessment and that the Health & Safety Liaison Officer would inform and consult the 'Working Safely During Covid-19 Sub-group' of any revisions to this document, as is deemed appropriate (previous minute reference: 118b.2019.HEA).

### Major Topics

#### Corporate Health & Safety Risk Assessment Update

- 006.2020.HEA The Committee received a verbal narrative by the Health & Safety Liaison Officer regarding a written report from the Health & Safety Advisor on the updated Corporate Health & Safety Risk Assessment (paper reference: HEA-2020-004). Although the document's revisions had not been highlighted for the Committee's reference, the following was **reported**:
- (a) In addition to very minor amendments, a whole new section had been added regarding Covid-19.
  - (b) It was suggested that the newly added Covid-19 section, include additional detail pertaining to the risk of transmission on campus and the University's Test, Track & Trace activities.

- 007.2020.HEA The Committee **agreed**:
- (a) The Health & Safety Liaison Officer would consult the 'Working Safely During Covid-19 Sub-group' with regards to further document revisions.
  - (b) The Health & Safety Liaison Officer would update the risk code categories to ensure that the risk category reference numbers are correctly referenced throughout the document (i.e. Asbestos LBU01).

## Local Reports

- 008.2020.HEA Local reporting had been deferred to the February 2020 Committee meeting to lessen the reporting burden on colleagues to help mitigate the workload pressures created by the ongoing Covid-19 pandemic. However, Committee members were invited to give verbal feedback, by exception, on local Health and Safety activities. The following was **reported**:
- (a) The Joint Chair (Trade Union) gave a verbal update on the recent joint campus inspections undertaken by the Unions and Estates Services colleagues. It was **noted**:
    - I. The Health & Safety measures on campus were largely effective (e.g. Signage, one-way systems, room capacity changes, seating configurations and toilet provisions).
    - II. Where issues had been identified (e.g. the absence of a helpdesk screen at the Students' Union, Portland building) these had been quickly remedied.
    - III. The next inspections would focus on higher risk areas, such as kitchens. It was suggested that additional term-time inspections be arranged in addition to a Leeds School of Arts inspection of specialist teaching spaces (i.e. Labs and dance studios).
    - IV. On campus Ambassadors were deemed generally effective, although, it was felt that their distribution should be reviewed to address specific concerns and to respond to changing needs.
    - V. The absence of manned Student Hubs was raised as a potential issue for students seeking frontline assistance on campus and it was noted that students would, understandably, take time to adjust to the new on campus arrangements.
    - VI. The Dean of School - Social Sciences, reminded colleagues that the Schools would be happy to support the dissemination of key messages to students.
  - (b) The Estates Services Team were specifically acknowledged for their efforts in safely facilitating the on-site Summer 2020 confirmation and clearing activity.
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- 009.2020.HEA The Committee **agreed**:
- (a) The Associate Director of Communications would follow-up with Libraries & Learning Innovation colleagues to help resolve prevailing student communications issues regarding library service access.
  - (b) The Associate Director of CARES would liaise with Union representatives when reviewing the roles of on-site campus Ambassadors.
  - (c) The Joint Chair (Trade Unions) would share the full report on the recently conducted on-site health & safety inspections with Committee members via the meeting Secretary.

## Safety

### Annual Accident and Incident Report 2019

- 010.2020.HEA The Committee received a verbal narrative by the Health & Safety Liaison Officer regarding a written report from the Health & Safety Advisor concerning the University's 2019 Accident and Incident data (paper reference HEA-2020-005). The following was **reported**:
- (a) A calendar year review of accident and incidents in 2019 showed an overall reduction in the total number reported (i.e. A total of 143, versus 193 in 2018, excluding sporting related incidences).
  - (b) The number of significant accidents (including 6 x RIDDOR reportable accidents) had risen only very slightly (i.e. A total of 14, versus 13 in 2018).
  - (c) The number of dangerous occurrences/incidents totaled 200 in 2019 versus 180 in 2018, which was largely attributed to an increase in fire alarm incidents and lift entrapments.

### Safety, Health and Wellbeing Policy Update

- 011.2020.HEA The Committee received a verbal narrative by the Health & Safety Liaison Officer regarding a written report from the Health & Safety Advisor presenting changes to the Safety, Health & Wellbeing Policy (paper reference HEA-2020-006). The following was **reported**:
- (a) Although, the document's revisions had not been highlighted for the Committee's reference, it was stated that only minor amendments had been made (e.g. updating of the policy terminology to include reference to Wellbeing).
  - (b) The policy required further updating to accurately reflect Corporate Governance (i.e. the Committee's revised composition and the current Joint Chair arrangement).

- 012.2020.HEA The Committee **agreed** the Health & Safety Liaison Officer would take forward the arrangement of a short life working group to further review the Safety, Health & Wellbeing policy and that any document alterations would be highlighted in red font so that they can be easily identified by the Committee when presented for review and approval.

### Fire Safety Policy and Procedures Annual Review

- 013.2020.HEA The Committee received a written report from the Fire Safety Advisor on changes made to the Fire Safety Policy and associated documentation (paper reference HEA-2020-007). Although, document revisions had not been highlighted for the Committee's reference, the following was **reported**:

- (a) Minor revisions had been made throughout the documentation presented, specifically:
  - I. Committee composition now referenced correctly.
  - II. Updated organograms with up-to-date job titles.
  - III. Improved pictogram aesthetics.
  - IV. The addition of a document revision history.
  - V. Updated internal telephone numbers, to include external dial prefixes.
- (b) The Fire Safety Policy now contained a statement that Security Managers must ensure a fire safety management plan is in place for each building.
- (c) The Fire Safety arrangements document had been updated as follows:
  - I. A reference added about recruitment of ad hoc parties to maintain Fire Safety.
  - II. A statement added to say that if a Fire Warden is not in their usual location/building, they should continue to perform Fire Warden duties.
  - III. A sentence added to state that Schools and Professional Services have a responsibility to keep records of COSSH assessments.
- (d) Specified amendments to the Fire Procedures document are:
  - I. Updated Fire Assembly points.
  - II. A statement added to say, in the event of accidental alarm activations, Fire evacuations should not be halted mid-progress.
  - III. A sentence added to state, in the event of a fire alarm system breakdown, if all the prescribed mitigation measures can't be completed, the building should be evacuated.

014.2020.HEA The Committee **agreed** that the Fire Safety Adviser would:

- (a) Circulate the Fire Safety Policy documentation with changes highlighted in red, for ease of reference.
- (b) Consult the University Secretary to ascertain who is the most appropriate signatory for the University's Fire Safety Policy.

### Fire Safety Management Update

- 015.2020.HEA The Committee received a report from the Fire Safety Adviser to update on Fire Safety Management (paper reference HEA-2020-008) for their information. The report was taken without discussion. However, the Fire Safety Adviser gave the following **verbal** update on the recent Marsden House fire safety incident:
- (a) A full investigation into the Marsden House fire safety incident was underway in collaboration with IQ.
  - (b) The individual who had secured the outside fire exit gate with cable ties had been suspended pending the conclusion of the investigation.
  - (c) A review of Fire audit procedures for our accommodation providers was underway.
  - (d) It was noted that in March 2020 Marsden House had received a positive accommodation audit outcome.
  - (e) The Leeds Beckett Security Team had been reminded of the Fire Safety checking, recording and reporting procedures.
  - (f) The circumstances of the Marsden House fire safety incident were not perceived to have posed a danger to life.

(g) Trade Union representatives invited consultation on this matter.

016.2020.HEA The Committee **agreed** the Fire Safety Adviser would circulate the finalised Marsden House incident investigation report via the Committee Secretary.

## Health & Wellbeing

### Report from Wellbeing Sub-Committee

017.2020.HEA The Committee received a report from the Deputy Director of Human Resources on the latest Wellbeing Sub-Committee meeting held (paper reference HEA-2020-009). The following was **reported**:

- (a) The last meeting of the Wellbeing Sub-Committee on 09 September 2020 was conducted via email correspondence.
- (b) The Sub-Committee received an update on the commencement of the Mentally Healthy Universities Project. Two Schools (LSA and CSS) and one Service (LLI) would participate in staff-focused activities, which would see newly introduced Mental Health champions receive training by MIND.
- (c) The Sub-Committee received an Occupational Health update. It was **noted** that:
  - I. The department had adapted to delivering its services remotely.
  - II. An increase in musculoskeletal issues had been reported in the remote working period.
  - III. The team had begun to investigate the reasons behind its re-referrals.

018.2020.HEA The Committee **agreed** the Deputy Director of Human Resources would ensure further Wellbeing focused meetings between the Trade Unions and HR colleagues would be arranged.

### Test, Track & Trace Update (Students and Staff)

019.2020.HEA The Committee received **verbal** updates from the Associate Director of Student Services and the Deputy Director of Human Resources on both student and staff test, track and trace activities. The following was **reported**:

- (a) Concerning student test, track and trace:
  - I. A new online reporting form had been developed and launched in September 2020 to coincide with the start of term. The form had been developed in accordance with both Public Health England (PHE) and Leeds Health Protection Team guidance.
  - II. The Student Advice Hub had to date, reviewed and processed all student Covid-19 online form submissions.
  - III. Data concerning both confirmed and suspected Covid-19 cases had been collected.
  - IV. Test and trace data had been reviewed at the daily Outbreak Control Group meeting.
  - V. Completion of the online form had generated automated reports to the affected areas i.e. Residences and Academic Services Managers.
  - VI. A weekly test and trace report had been prepared for the Students Union.

- VII. All students who had submitted an online form received an auto-reply providing practical information (regarding support provisions, isolation and testing etc.) in addition to the emotional support available to them.
  - VIII. Students had been asked to provide detailed information as to their physical movements and any face to face contact in the 48-hour window pre symptom onset to help inform cleaning regimes and to determine the risk of transmission to others.
  - IX. No on campus reported cases to date had involved close contact within the 48-hour period, as defined by PHE, and so far, only 20 students who had tested positive for Covid-19 had physically been on campus in the same timeframe.
  - X. The University Secretary represented Leeds Beckett at the Joint Working Arrangements meeting facilitated by Leeds City Council.
  - XI. The National Health Service managed transmission in the community.
  - XII. The Director of Strategic Insight & Business Analysis had begun to develop a dashboard for Covid-19 data reporting.
  - XIII. Trade Union representatives raised concerns that the University had not yet made Covid-19 data available to the Committee.
  - XIV. The risk of commuting students versus students living in residences, would continue to be reviewed. The data collected to date did not support a significant difference in infection rate between the two. It was noted that only 14% of all student cases reported to date were from student residences.
- (b) Concerning staff test, track and trace:
- I. Staff cases had been reported via I-Trent initially.
  - II. A new Covid-19 reporting form had been introduced for line managers to complete with their staff. The form helped ascertain if colleagues had been on campus in the 48-hour window prior to testing positive/symptom onset.
  - III. To date, only 2 staff cases who tested positive had been on campus in the 48-hour window. In both cases, PHE guidance deemed further intervention unnecessary.

020.2020.HEA The Committee **agreed** the Associate Director of Student Services would seek to share Covid-19 report data to the Committee, in a format agreed by the University's Outbreak Control Group, within the next 7 days.

### **Sickness Absence Report (Bi-annual)**

021.2020.HEA The Committee received a report from the Deputy Director of Human Resources concerning sickness absence data (paper reference HEA-2020-010).

*Secretary's Note* Minute(s) 022a-b.2020.HEA - 023.2029HEA are exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.

### **Covid-19 Stress Risk Assessment Report**

024.2020.HEA The Committee received a report from the Deputy Director of Human Resources on Stress Risk Assessments undertaken during the Covid-19 pandemic (paper reference HEA-2020-011).

Secretary's Minute(s) 025a-e.2020.HEA - 026.2020.HEA are exempt from publication under section 43 Note (Commercial Interests) of the Freedom of Information Act 2000.

## Other Matters

### Health & Safety Training Compliance

- 027.2020.HEA The Committee received a verbal narrative by the Health & Safety Liaison Officer regarding a written report from the Health & Safety Advisor on institutional Health and Safety training compliance (paper reference HEA-2020-012). The following was **reported**:
- (a) The number of training completions had remained static, with no notable improvement or decline.
  - (b) The institutional health & safety training completion rate was 92%.
  - (c) The Health & Safety team would follow-up with lower performing areas.
  - (d) The Committee noted it would be beneficial to see the data labels for each of the coloured data columns in the bar chart entitled 'Compliance % for all areas September 2020 (Health and Safety Courses and Assessments)' to better understand the data presented.
- 028.2020.HEA The Committee **agreed** the Joint Chairs would meet with the central Health & Safety team to discuss Health & Safety management training needs for SHWAG Co-ordinators, Senior Managers and Committee members etc.

## Other Business

### Any Other Business

- 029.2020.HEA The Committee **noted** its thanks to colleagues, Kate Kluttz and Laura McMahon, who proactively helped to identify a significant number of Fire Wardens at short notice.
- 030.2020.HEA The Joint Chair (Trade Unions) expressed a desire to be involved in the recruitment and selection process for the Head of Health and Safety role.

### Schedule of Business 2020/21

- 031.2020.HEA The Committee received a report from the meeting Chair and Secretary on the proposed Committee Scheduled of Business, for information and review (paper reference: HEA-2020-013).

### Date of next meeting

- 032.2020.HEA Thursday 11 February 2021, 13:30 -15:30 in G07 Old Broadcasting House, City Campus or alternatively via Skype for Business.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_