



AGENDA for the 03 June 2025 meeting

The 212th meeting of the Health & Safety Consultative Committee will be held via Teams.

Part A: Preliminary Items		Reference	Led by
A1	Apologies	Verbal	Chair
A2	Membership 25/26	HEA-2024-021	Chair
A3	Terms of Reference	HEA-2024-022	Chair
A4	Declaration(s) of Interest	Verbal	Chair
A5	Minutes of the meeting held on 11 February 2025 CHAIR APPROVED	HEA-2024-023 CONFIDENTIAL	Chair
A6	Matters Arising	HEA-2024-024	Chair/Secretary
Part B: Major Topics		Reference	Led by
B1	Thematic Topic from the Estates/FM Team: Update on arrangements associated with water hygiene and electrical safety	Verbal	D Watson/ M Whittington
Part C: Local Reports		Reference	Led by
*C1	Collated Reports from School & Services and Common Themes	HEA-2024-025 CONFIDENTIAL	J Chester
Part D: Safety		Reference	Led by
D1	Central Health & Safety Consolidated Report	HEA-2024-026 CONFIDENTIAL	J Chester
D2	Fire Safety Policy and Procedures Annual Review	HEA-2024-027	J Chester
Part E: Health & Wellbeing		Reference	Led by
E1	Report from Wellbeing Sub-Committee	HEA-2024-028 CONFIDENTIAL	S Swales
E2	Sickness Absence (shorter absence report) HEA-2024-029 to follow	Verbal	S Swales
E3	Annual Wellbeing Assessment Report	HEA-2024-030 CONFIDENTIAL	S Swales
Part F: Other Matters		Reference	Led by
*F1	Report from Generic Modification & Biosafety Sub- Committee	HEA-2024-031	Chair

Part G: Other Business		Reference	Led by
G1	Draft Schedule of Business for 2025/26	HEA-2024-032	Chair
G2	Suggested items for Annual Health & Safety Meeting in September	Verbal	Chair
G3	Any Other business	Verbal	Chair
	<ul style="list-style-type: none"> Confrontational Students 	Verbal	R Mason

Date of the next H&S Consultative Committee meeting: 07 October 2025, 13:30 to 15:30 via Teams

 *Shaded items indicate that the Committee is being asked to make a decision.*

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that they wish the item to be open for debate.*

A2 - Health and Safety Consultative Committee – Membership 2025/26			
Membership role	Name	Job Title	School/Service
Co-Chair - Mgt	Andy Allison (from Dec 2023)	Director of Estates and Facilities	Estates/FM Services
Co-Chair - TU	Sareen Galbraith (from Oct 2023)	UCU	Trade Union
Trade Union reps (2 from UCU and 2 from Unison)	Gordon Knowles	Unison	Trade Union
	Jennifer Dods	UCU	Trade Union
SMG (2 Deans and 2 Directors)	Dr Andrew Manley	Head of Subject-Deputy for CSS	Carnegie School of Sport
	Oliver Bray	Dean of Leeds School of Arts	Leeds School of Arts
	Katie Goodall	Deputy Director of Finance	Financial Services
	Andrew Allison [Also Co-Chair]	Director of Estates & Facilities	Estates/FM Services
School and Service reps (4 Schools & 4 Services min.) (On a 2-year rotating cycle at discretion of Joint Chairs)	Vicki Johnson	Associate Director of Estates & Facilities	Estates/FM Services
	Russ Jones	Head of Library Services & Operations	Library & Student Services
	Jonathan Holland	Head of Student Recruitment & Outreach	Communications & Marketing
	Joan Sheehan	Learning Spaces Liaison Specialist (Digital Services)	IT Services
	Vikki Johnston	Academic Services Manager	School of Health
	Jo Benn	Academic Services Manager	Carnegie School of Education
	Hamera Bashir	Health & Safety Manager	Leeds School of Arts
	David Haigh	Head of Subject	School of Built Environment, Engineering & Computing
	Nicola Queenan	Academic Services Manager	Carnegie School of Sport
	Lizzi Kijewski	Academic Services Manager	School of Humanities & Social Sciences
	Helen Dickson	Service Improvement Manager	Beckett Sport
Students' Union reps x2	Lokesh Sharma	Activities & Events Officer	Students' Union
	Neil Mackenzie	Chief Executive – Student Union	Students' Union
In Attendance/Advisers to the Committee (Appropriate individuals invited to attend as/when required for specialist advice, support or guidance)	Liz Proctor Sarah Swales James Chester Paula Johnston Meg Freeman	Committee Secretary Deputy Director of HR Head of Health & Safety Fire Safety Adviser Health & Safety Technician	Estates/FM Services Human Resources Health & Safety Health & Safety Health & Safety

A3 - Terms of Reference

1. Purpose and Objectives

The purpose of the Health & Safety Consultative Committee (“the Committee”) is to enable the University to comply with its duties under Sections 2(4), 2(6) and 2(7) of the Health & Safety at Work etc. Act 1974 and Regulation 9 of the Safety Representatives & Safety Committees Regulations 1977.

Accordingly, the objectives of the Committee are to:

1. facilitate consultation with Trade Union Safety Representatives with a view to the making and maintenance of arrangements which will enable the University and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees;
2. check the effectiveness of such measures; and
3. keep under review the measures taken to ensure the health and safety at work of its employees.

2. Functions

- 2.1. To provide a forum for the University’s management to consult with employees and their recognised trades unions’ safety representatives on matters related to health and safety at work;
- 2.2. To consider and respond to the University’s plans and proposals for the development of policies and governance processes which are intended to safeguard the health and safety of those impacted by the University’s activities and that will enable the University to comply with its legal obligations;
- 2.3. To receive updates on changes to Health & Safety legislation;
- 2.4. To monitor the effectiveness of the University’s arrangements for the management of Health & Safety via reports from the Central Health & Safety Service covering key performance indicators;
- 2.5. To receive reports on the Health & Safety performance and plans of schools and professional services;
- 2.6. To monitor the University’s compliance with legal and statutory Health & Safety obligations;
- 2.7. To monitor the effectiveness and suitability of the University’s programme of Health & Safety training, information, and supervision;
- 2.8. To receive reports on wellbeing and work-related absences from the Human Resources department;
- 2.9. To seek out and promote areas of good practice;

- 2.10. To receive and consider recommendations and inputs from the Wellbeing Sub-committee: the Wellbeing Sub-Committee meets in advance of the HSCC and is co-chaired between the Director of Student Services and the Deputy Director of Human Resources. The Deputy Director of Human Resources issues a report of the Sub-Committee’s activities to each meeting of the HSCC for information and discussion;
- 2.11. To review the scope of the University’s Health & Safety arrangements to ensure that they are comprehensive and complete, with clear accountability for different responsibilities;
- 2.12. To escalate critical Health & Safety issues to the University Executive Team through the Health, Safety & Wellbeing Steering Group (HSWSG).

3. **Membership**

3.1. **Joint Chairs**

- a. The Committee will be jointly chaired by a Dean or Director from the Senior Management Group (SMG) and the Trade Union Chair; the post of Chair for the practical management of each individual meeting will alternate between the Trade Union Chair and the SMG Chair.
- b. The Trade Union Chair will be appointed by the mutual agreement of Unison and UCU and will alternate between UCU and Unison every two years.

3.2. **Committee Members**

In addition to the Joint Chairs, the Committee will consist of members representing the management, colleagues, and students of the University as follows:

Constituency	Membership
Senior Management Group	2 x Deans of School 2 x Directors of Service <i>A Dean or Director may nominate a substitute who is agreed by the two Joint Chairs to have sufficient seniority to be a suitable substitute.</i>
School and Professional Services Representatives	4 x School Representatives 4 x Service Representatives <i>1 x representative per school or service; more than 8 in total may be permitted at the discretion of the Joint Chairs.</i>
Trade Union Safety Representatives	Up to 2 x nominated Safety Representatives of Unison Up to 2 x nominated Safety Representatives of UCU <i>Extension of membership to Trade Union officers who are not Safety Representatives is at the discretion of the Joint Chairs</i>
Students’ Union	1 x Student representative 1 x Students’ Union Representative
Total membership	18 <i>(plus Chairs, permanent advisors and co-opted members)</i>

3.3. **Co-opted members:**

The Committee shall have powers to co-opt at any time suitable persons for specialist or specific advice.

3.4. **Permanent Advisers to the Committee:**

- a. Technical advice, guidance and support will be provided to the Committee by the University's Central Health & Safety Service and Human Resources department.
- b. The Committee will be supported by the provision of a Secretary to assist with the practical administration of the Committee.

3.5. **Membership list**

The names of those making up the Committee's Chairs, membership and advisors will be included in the papers pack produced for each meeting.

3.6. **Duration of Membership**

Other than the permanent advisors to the committee, members are appointed on a two-year rotating cycle; membership duration may be extended at the discretion and agreement of the two Joint Chairs.

4. **Meeting frequency**

- 4.1. The Committee will meet once per term of each academic year.
- 4.2. Meetings will be held every October, February and June, and at least 5 working days in advance of the subsequent Health, Safety & Wellbeing Steering Group.
- 4.3. Once per year in September, the Committee will meet jointly with the Health, Safety & Wellbeing Steering Group.

5. **Schedule of Business**

The Schedule of Business for the next academic year will be drafted ahead of the June meeting of the Committee and will contain details of standing and specific agenda items.

6. **Proceedings**

- 6.1. The agenda for each regular meeting of the Committee will be submitted to the Joint Chairs 7 weeks prior to the meeting.
- 6.2. Documents required by the Committee shall be distributed by the Secretary to all members and attendees no later than 5 working days before the meeting.

Document Control:

Organisation	Leeds Beckett University
Author(s)	James Chester, Head of Health & Safety (2024)
Owner	Head of Health & Safety, Central Health, and Safety Service
Target audience	Health and Safety Consultative Committee members
Sensitivity	Restricted
Approved by	University Executive Team (14 th January 2025)
Endorsed by	Health & Safety Consultative Committee (7 th October 2024) Health, Safety & Wellbeing Steering Group (21 st October 2024)
Effective from	14 th January 2025
Next review date	+2 years from last date of approval
Status	Published
Distribution	HSCC membership University Governance website pages
External references	<ol style="list-style-type: none"> 1. The Health & Safety at Work etc. Act 1974. 2. The Safety Representatives and Safety Committees Regulations 1977. 3. The Health & Safety (Consultation with Employees) Regulations 1996. 4. HSE publication “L146: Consulting workers on health and safety: Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended): Approved Codes of Practice and guidance” – second edition, published 2014 (current at the date of the current version of this Terms of Reference). 5. HSE publication “HSG263: Involving your workforce in health and safety: Guidance for all workplaces” – first edition with amendments, published 2015 (current at the date of the current version of this Terms of Reference). 6. USHA publication “HASMMap: Health & Safety Management Profile”.
Links to other internal policies / procedures	<ol style="list-style-type: none"> 1. Safety, Health, and Wellbeing Policy.
Version reference	2025
Version History - summary of changes	<p>2019: Adopted September 2019.</p> <p>2025: Revised to take account of new senior management structure, Central Health and Safety Service reporting line and requirements of USHA HASMAP.</p>



A6 - Matters Arising

Executive Summary

This paper provides an update on matters arising from the previous meeting of the Health & Safety Consultative Committee on 11 February 2025.

Action Requested

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

Appendices

None

Author

Name: Liz Proctor
Job title: PA to the Director of Estates/FM
Date: 20th May 2025

Matters Arising

This report summarises the matters arising from the last meeting of the Health & Safety Consultative Committee on 11 February 2025:

Arising from Minute:	Context	Action required	Responsibility	Status and Progress
007.2023.HEA	<p>The Committee received a report on e-scooter risks, it was noted:</p> <ul style="list-style-type: none"> a) The Head of Student Recruitment had highlighted that aside from the use of e-scooters in buildings and charging, the document had not targeted the use of any other forms of transport on campus. b) The Joint Chair (UCU) highlighted the importance of protecting pedestrians on campus, not just from e-scooters but all forms of transport. c) The H&S Consultant confirmed they would review the e-scooter arrangements more broadly with a view of including all forms of transport, whether this be in a separate document or within the same policy. 	<p>The Committee agreed:</p> <ul style="list-style-type: none"> a) The Health & Safety Consultant to review more broadly the e-scooter arrangements for the inclusion of other forms of transport used on campus, or alternatively a separate document. 	James Chester	<p><u>COMPLETED AND CLOSED</u></p> <p>The Head of Health & Safety confirmed the fire safety aspect of e-scooters was to be picked up by the Fire Adviser as part of their ongoing objectives for this academic year. There was no data available in terms of near-misses or accidents from e-scooters to suggest this was a problem that warrants immediate attention at this stage. The Committee agreed this could be closed until a later date.</p>
037.2023.HEA	<p>Verbal update from the Deputy Director of HR on the Clinically Vulnerable Risk Assessment. It was reported:</p> <ul style="list-style-type: none"> a) Occupational Health had not received any new clinically or updated vulnerable risk assessments in the last 12 months related to the infection. b) The Joint Chair (TU) emphasised that the covid infection was still a risk to those who are clinically vulnerable and those with long covid symptoms. c) Initial work had been undertaken on the Disability Passport Scheme by HR. The purpose of the passport was to record adjustments and requirements in the workplace for individuals. 	<p>The Committee agreed:</p> <ul style="list-style-type: none"> a) The Deputy Director of HR to revisit the Disability Passport Scheme and report back to the Committee. 	Sarah Swales	<p><u>COMPLETED</u></p> <p>The Deputy Director of HR reported that although feedback for Disability Passports was in principle positive, there had been concern it created another task for managers. It had been agreed to look at an alternative approach and do more focussed work on this. Item was to be closed.</p>

007.2024.HEA	<p>The Committee received verbal update on Fire Evacuation/Wardens Procedures from Libraries/Student Services:</p> <p>a) The service had adopted the approach that all on campus staff consider themselves fire wards (unless medically unable).</p> <p>b) A number of other schools had already similar models such as Beckett Sport and Leeds School of Arts and these two schools would share their good practice at the next meeting.</p>	<p>The Committee agreed:</p> <p>Helen Dickson from Beckett Sport and Hamera Bashir from LSA to share their school local fire evacuations at the next meeting.</p>	Helen Dickson Hamera Bashir	<p><u>COMPLETED AND CLOSED</u> On the agenda for 11/02/2025.</p>
009.2024.HEA New action ref 024.2024.HEA	<p>The Committee received the Collated Low, Medium, High Risk and Common Themes report. It was reported.</p> <p>a) Concerns had been raised By Libraries & Student Services regarding procedures/guidance to follow during security incidents such as terrorism or civil unrest. It was queried whether LSS should develop local interim guidance for staff until a university approach is developed/share.</p> <p>b) The Joint Chair (Estates) urged against local arrangements and would raise these concerns with the DVC (Resources).</p>	<p>The Committee agreed:</p> <p>The Joint Chair (Estates) was to raise concerns of colleagues with DVC (Resources) in relation to procedures to follow during security incidents and bring this back to the next meeting or before.</p>	Andy Allison	<p><u>COMPLETED AND CLOSED</u> <u>NEW ACTION RAISED –</u> <u>024.2024.HEA</u> A group had been established, led by Vicki Johnson to look at this across the University, within the context of the impending Martin’s Law.</p>
011.2024.HEA	<p>The Committee received the Consolidated Health & Safety report. It was reported:</p> <p>a) The draft Health & Safety policy had been presented to the Annual H&S meeting in September. UCU had raised concerns which had been reviewed by the Head of H&S and the Joint Chair (UCU) was to return to UCU Branch Committee with those responses.</p> <p>b) It was requested by the Joint Chair UCU to raise a chair action to allow a further two weeks for consideration by the UCU Branch Committee for members to vote on the revised H & S policy.</p> <p>c) It was agreed by Joint Chairs and the Head of H&S to meet w/c 21/10/24 in order to report back on the vote taken by the UCU Branch Committee.</p>	<p>The Committee agreed:</p> <p>The Joint Chairs and Head of H&S was to meet week commencing 21st October to discuss the UCU Branch outcomes related to the H&S Policy.</p>	Andy Allison Sareen Galbraith James Chester	<p><u>COMPLETED AND CLOSED</u> The Joint Chairs and the Head of H&S met on 22nd October. SG relayed the feedback from UCU Branch. It was agreed that the Policy could go to FSR for approval on the provisos that: a) a supplementary document detailing the University’s arrangements for H&S Consultation was progressed; b) that SG would collate queries from the UCU branch and submit them to JC for comment / response.</p>

017.2024.HEA	<p>The Head of H&S reported a concern that had been raised by staff related to students vaping across the University. It was noted:</p> <p>a) This had resulted in a review of the smoking policy which had been updated on the websites, now titled 'Smoking and Vaping Policy.'</p> <p>b) There was to be a campaign to raise awareness to that smoking or vaping was not permitted within buildings and for schools to highlight this.</p> <p>c) The Health & Safety Manager (LSA) had raised a request for signage through Planon to tackle this and was to share this with the Joint Chair (Estates).</p> <p>d) The Joint Chair (Estates) to speak to his team regarding ordering of signage in order to target more problematic areas.</p>	<p>The Committee agreed:</p> <ul style="list-style-type: none"> • The H&S Manager to provide photographs of the signage used in LSA to the Joint Chair (Estates). • The Joint Chair (Estates) to speak to his team regarding ordering of standardised signage for buildings to tackle this increased risk. 	<p>Hamera Bashir</p> <p>Andy Allison</p>	<p><u>COMPLETED AND CLOSED</u></p> <p>The LSA H&S Manager had provided photographs as noted to the Director of Estates.</p> <p><u>COMPLETED AND CLOSED</u></p> <p>If not already installed, we are installing additional signage around the main areas of campus</p>
024.2024.HEA (previous action 009.2024.HEA)	<p>Matters Arising Item: The Associate Director (FM) who was leading on this item gave an in-depth update on Martyn's Law which was expected to be completed by May 2025.</p> <p>a) The University would fall within the enhanced tier of the law and as such must take a number of measures to ensure premises are safe in the event of an incident. This included a clear evacuation, invacuating and lockdown procedure and very clear inclusive communication channels for both the university community and visitors.</p> <p>It was noted that the university had two different evaluations procedures related to fire and bomb as they had different processes and assembly points and was there to be an additional procedure.</p> <p>The current information available on Martyn's Law was focussed on getting people out of events but the AD (FM) was to carry out a deep dive on the requirements.</p> <p>Briefing meetings were to be arranged, and appropriate colleagues would be invited.</p>	<p>The Committee agreed:</p> <p>a) The Associate Director (FM) was to carry out a deep dive on the procedure requirements.</p> <p>b) The Associate Director (FM) to provide an update on how the Bill was working through parliament at the next meeting.</p>	<p>Vicki Johnson</p> <p>Vicki Johnson</p>	<p><u>UPDATE TO BE GIVEN IN JUNE MEETING</u></p> <p>The Deputy Director (Estates/ FM) to give a verbal update on these actions in the June meeting.</p>
026.2024.HEA	<p>The Committee received verbal update on Local Fire Evacuation procedures at Beckett Sport and LSA.</p>	<p>The Committee agreed:</p>		

	<p>a) It was noted a common theme that had been highlighted from the update of the procedures was the manning of the entries and exits and having enough staff on duty.</p> <p>b) The Health & Safety Managers shared the LSA Fire Evacuation Procedure within the meeting and ran through key elements. It was agreed that the document be shared outside of the meeting once it was finalised, as some key elements in particularly related to open days.</p>	<p>a) The Fire Safety Adviser to meet with Sport Service Improvement Manager (Beckett Sport) to provide solutions for the manning of entry and exits during fire alarms/drills.</p> <p>b) The Health & Safety Manager (LSA) to share the Fire Safety procedure document with the Committee once finalised.</p>	<p>Paula Johnson/ Helen Dickson</p> <p>Hamera Bashir</p>	<p><u>COMPLETED</u> The creation of bespoke building evacuation procedures for Beckett Sport are due to commence in June 2025 and will capture roles/responsibilities for the Beckett Sport response team, their staff and also of the LBU Security team. In the interim, Beckett Sport staff will continue to cover key entry points where staffing levels permit and will continue to liaise with security during all evacuations to support the security response.</p> <p><u>IN PROGRESS</u> The document is currently being finalised by the H&S Manager (LSA) and the Fire Safety Advisor before circulation.</p>
034.2024.HEA	<p>The Joint Chair reminded the Committee about suggested thematic topics for the next meeting. Suggestions were:</p> <p>a) Estates/FM case study on how health and safety was managed on large refurbishment projects.</p> <p>b) Water hygiene, asbestos management or the arrangements in place to meet statutory obligations.</p> <p>c) The Joint Chair requested members provide any suggestions outside of the meeting.</p>	<p>The Committee agreed:</p> <p>Members invited to provide suggested thematic topics for the next meeting.</p>	ALL	<p><u>COMPLETED</u> Thematic Topic provided by Estates/FM team for this meeting 03/06/2025.</p>

D2 - Code of Practice: Fire Safety

Executive Summary

The Regulatory Reform (Fire Safety) Order 2005 requires “Responsible Persons” to make and give effect to arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures for fire safety, and to make a record of those arrangements. The purpose of this Code of Practice is to demonstrate compliance with those requirements.

Organisation	Leeds Beckett University
Author(s)	James Chester, Head of Health & Safety (2025)
Developed in consultation with	Estates & Facilities Security
Owner	Head of Health & Safety, Central Health & Safety Service
Target audience	Governors, staff, students, and other relevant third parties, e.g. contractors.
Sensitivity	Public
Approved by	Board of Governors via Finance, Staffing and Resources Committee
Endorsed by	University Executive Team via Safety, Health and Wellbeing Steering Group
Effective from	DD-MM-YYYY (first publication date)
Last review date	02-2021
Next review date	+1 year from last date of approval [MM-YYYY]
Status	Published/Draft
Distribution	
External references	Regulatory Reform (Fire Safety) Order 2005 Dangerous Substances and Explosive Atmospheres Regulations 2002
Links to other internal policies / procedures	Leeds Beckett University Safety, Health & Wellbeing Policy
Version reference	2.01
Version History - summary of changes	This document combines the previous “Fire Safety Policy” and “Fire Safety Policy Appendix 1: Arrangements” documents into a single document that sits under the University’s Safety, Health & Wellbeing Policy.

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DRAFT

1. INTRODUCTION

1.1. Purpose, Scope and Application

This document is supplemental to the University’s Safety, Health & Wellbeing Policy.

The Regulatory Reform (Fire Safety) Order 2005 requires “Responsible Persons” to make and give effect to arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures for fire safety, and to make a record of those arrangements.

The purpose of this Code of Practice is to demonstrate compliance with those requirements.

This Code of Practice applies to:

- a) all Leeds Beckett University employees, governors, students, visitors, contractors and service providers;
- b) all activities undertaken by Leeds Beckett University to the extent that they are under the University’s control;
- c) all premises, facilities and outside spaces that are owned and/or managed by the University to the extent that they are under the University’s control.

1.2. Standards

Regulatory Reform (Fire Safety) Order 2005

Dangerous Substances and Explosive Atmospheres Regulations 2002

1.3. Definitions

In the context of this Code of Practice, the following definitions are used:

Dangerous substance	Any substances that could, if not properly controlled, cause harm to people as a result of a fire or explosion or corrosion of metal.
Fire door	A self-closing door designed to slow the spread of smoke and flame for a specified time, usually in multiples of 30 minutes.
Fire Safety System	Physical elements of a building that help to protect occupants from fire, such as fire detection and alarm systems, fire doors, refuge intercom systems, fire suppression systems etc. These are often subcategorised as preventive or protective, and passive or active.
Fire Warden	Someone appointed and trained to assist with the evacuation of a building.
Flammable substance	“Flammable”, “inflammable” and “combustible” have specific scientific definitions but are often used synonymously for materials, whether solid, liquid or gas, that will burn.
General Emergency Evacuation Plan	Details of facilities available within a building to assist people with disabilities to evacuate.
Personal Emergency Evacuation Plan	Procedures specific to an individual intended to assist them to evacuate a building.

Responsible Person The term used in law relating to the person with overall legal responsibility for fire safety within an organisation.

1.4. References and Associated Documentation

This Code of Practice is supplemental to the University's Safety, Health and Wellbeing Policy.

1.5. Document Management

a) Dissemination to staff

This document will be disseminated to staff through the following methods:

- a. Posted in the University's intranet.
- b. Relevant mandatory online training will include reference / a link to the document.
- c. Cascaded via meetings of the Senior Management Group and the School / Service Safety, Health & Wellbeing Coordinator network.
- d. Induction processes for new starters.

b) Dissemination to students

The relevant sections of this document will be referenced in local school welcome / induction processes.

c) Dissemination to third parties

The relevant sections of this document will be communicated to third parties by the relevant University contact through established induction processes.

d) Monitoring

1. The arrangements outlined in this document will be monitored through the framework of governance, management and consultation groups and inspection / audit programmes as appropriate.
2. Due to this document being based on strict legal requirements, breaches will be investigated and may result in matters being treated as a disciplinary offence under the University's Disciplinary rules and procedures.

e) Review

1. This Code of Practice will be reviewed annually (or sooner if deemed necessary or appropriate) by the Central Health and Safety Service in consultation with the Health, Safety & Wellbeing Steering Group and Health & Safety Consultative Committee.
2. The review will consider the results of performance monitoring, any changes to relevant legislation, and changing University requirements as appropriate.
3. Any amendments will be endorsed by the Health, Safety & Wellbeing Steering Group (on behalf of the University Executive Team).
4. Final approval of the document rests with the Board of Governors, who will scrutinise management recommendation through the Finance, Staffing & Resources Committee.

2. Organisation and Responsibilities

For the practical purposes of its administration, the University treats Fire Safety as a Health & Safety discipline. The University's Safety, Health & Wellbeing Policy outlines the organisational roles and responsibilities for the management of Health & Safety within the institution, and Fire Safety is therefore considered to be implicit within them.

The organisational roles and responsibilities that follow are intended to be supplemental to those outlined in the Safety, Health & Wellbeing Policy where the legal framework requires such specific additions or further clarity is required in the context of Fire Safety.

2.1: Responsible Person (Vice Chancellor) and University Executive Team

The Regulatory Reform (Fire Safety) Order 2005 is the primary piece of Fire Safety legislation and places the principal legal duty on the "Responsible Person".

The person responsible for Fire Safety at the Leeds Beckett University is the Vice Chancellor.

The University Executive Team support the Vice Chancellor in the delivery of the University's strategy for the management of Fire Safety.

2.2: Deans of Schools and Directors of Professional Services

Recruit Fire Wardens from amongst their School / Service personnel to maintain sufficient coverage at all material times that personnel are on campus.

- a) "Sufficient coverage" is defined as at least one Fire Warden per floor of a building that the school / service has personnel working on. E.g. if a school operates on Portland floors 3 and 4, then one Fire Warden should be present on floor 3 and another on floor 4. Consideration should also be given to foreseeable absences such as sickness or annual leave.
- b) "All material times" is defined as any time that the School / Service has personnel working on campus, including any out-of-hours events that they have organised.

2.3: Management personnel within local management structures

- a) Include information regarding evacuation procedures and any local fire safety procedures as part of induction training for new staff within their teams / departments.
- b) Notify the Central Health & Safety Service of any staff member requiring a Personal Emergency Evacuation Plan (PEEP).
- c) Assisting their Dean / Director in the recruitment of Fire Wardens to maintain sufficient coverage at all material times that personnel are on campus.

2.4: Staff

- a) Make their line manager aware of any circumstances that might necessitate the need for a Personal Emergency Evacuation Plan.
- b) Understand and comply with the University's Fire Safety procedures as relayed to them as part of their induction.
- c) In the event of a fire alarm activation, comply with instructions received from Fire Wardens, Security personnel and the Fire & Rescue Service.
- d) Do not interfere with any fire safety equipment or devices.
- e) Course Leaders and academic staff must inform students of their Fire Safety responsibilities and the University's fire safety arrangements and procedures.
- f) Provide visitors and contractors with information and instructions relating to fire safety.

2.5: Students

- a) Make their course staff aware of any circumstances that might necessitate the need for a Personal Emergency Evacuation Plan.
- b) Understand and comply with the University's Fire Safety procedures as relayed to them as part of their induction.
- c) In the event of a fire alarm activation, comply with instructions received from University staff, Fire Wardens, Security personnel and the Fire & Rescue Service.
- d) Do not interfere with any fire safety equipment or devices.

2.6: Visitors and Contractors

- a) Comply with Fire Safety instructions received from their hosts.
- b) In the event of a fire alarm activation, comply with instructions received from University staff, Fire Wardens, Security personnel and the Fire & Rescue Service.
- c) Do not interfere with any fire safety equipment or devices.

2.7: Fire Wardens

- a) Familiarise themselves with the evacuation routes and procedures for the building(s) in which they are based.
- b) Assist with the safe evacuation of building occupants in accordance with their training.
- c) Assist Security in preventing persons entering a building whilst an evacuation is in progress and to provide additional resource to security where required.
- d) Report significant findings from evacuations and drills to the Central Health & Safety Service.
- e) Reporting any damaged, faulty or missing fire safety equipment to the Central Health & Safety Service or Estates & Facilities as appropriate.

2.8: Director of Estates & Facilities

The Director of Estates & Facilities is responsible for Fire Safety management arrangements in the context of the University's physical estate, including the design, construction and maintenance of the buildings and their preventive and protective engineering systems.

2.9: Estates & Facilities Residential Life Team

Undertake reasonable enquiries to confirm that relevant student accommodation providers have appropriate fire safety measures in place.

2.10: Estates & Facilities Security Service

- a) Establish, implement, monitor and review Standard Operating Procedures for managing fire alarm activations, including arrangements for contacting the Fire & Rescue Service in the appropriate circumstances.
- b) Maintain the security of the building to the extent that it is both reasonable and practicable in the event of an evacuation, including re-entry.
- c) Provide sufficient security personnel to liaise with the Fire & Rescue Service; such liaison is to include providing relevant information and accompanying them on site as applicable.
- d) Provide Security personnel (direct employees and agency personnel) with adequate training to enable them to undertake their Fire Safety duties.

2.11: Student Services

Have processes in place to notify the Central Health & Safety Service of any new or existing students requiring a Personal Emergency Evacuation Plan (PEEP).

2.12: Students Union

- a) Provide a point of contact for information relating to fire safety matters in the University buildings they operate within.
- b) Cooperate with the University in the implementation of fire safety procedures.
- c) Provide effective fire safety controls in relation to their activities.
- d) Liaise with the University's Central Health & Safety Service for advice where necessary.
- e) Disseminate relevant fire safety information to Students Union personnel.
- f) Reporting all accidents / incidents in line with University procedure.

2.13: Central Health & Safety Service

- a) Provide Fire Safety advice and guidance to the University within the limitations of their competence.
- b) Monitor the University's programme of fire risk assessments.
- c) Monitor progress of actions resulting from fire risk assessments.
- d) Establish and implement procedures for the evacuation of the University's buildings, including processes for the production of Personal Emergency Evacuation Plans (PEEPs) for staff and students.
- e) Organise a programme of fire drills appropriate to the University's risk profile.

2.14: Persons/Organisations hiring Leeds Beckett University premises

- a) Hirers are responsible for taking all necessary safety precautions during the period of hire.
- b) Hirers must notify the University of any person attending who might require assistance to evacuate a building.
- c) Hirers are responsible for ensuring that all persons under their control and who are present on University premises as part of the terms of the hire know what to do in the event of a fire emergency, specifically:
 - 1. On discovering or suspecting a fire, hirers should locate the nearest call point and activate the fire alarm.
 - 2. If the fire alarm sounds, the premises must be evacuated immediately;
 - 3. DO NOT USE LIFTS (unless under supervision and instruction of the Fire & Rescue Service or as part of a Personal Emergency Evacuation Plan).
 - 4. Follow the evacuation route signs out of the building and proceed to the assembly point displayed on Fire Action Notices.
 - 5. Hirers should not attempt to extinguish fires unless necessary to aid escape.
 - 6. Hirers must not re-enter premises until it is officially announced that it is safe to do so.

3. Fire Safety Arrangements

3.1. Fire Risk Assessment

Fire Risk Assessments of all buildings within the University's estate will be undertaken by either competent contractors or by competent members of the University's Central Health & Safety Service.

Actions arising from the assessments will be monitored by University's Fire Safety Group comprised of representatives from Estates & Facilities and the Central Health & Safety Service.

Records of the assessments will be stored in an agreed location with access provided to relevant staff. At time of writing, that location is the University's Fire Safety Group Microsoft Teams site.

Where actions giving rise to intolerable risks are noted, efforts will be made to immediately remove/control the risk.

Fire risk assessments will be subject to review when a significant change is identified, and periodically to ensure they remain up to date and compliant. Periodic risk assessment reviews will be based on risk factors such as occupancy, work activities or sleeping accommodation, and will be undertaken at least every 2 years.

Buildings will be subjected to full reassessment at such time as there has been extensive significant changes to the structure, layout or use of the premises.

New premises are assessed prior to and upon occupation, taking into account fire strategy documentation

The effectiveness of the management of Fire Safety will be subject to periodic audits carried out by the Central Health & Safety Service and/or other appointed competent persons.

Accommodation partners / providers will receive a Fire Safety audit on an annual basis.

3.2. Fire Prevention

Fire prevention is the responsibility and all employees, students, visitors and contractors. This includes safe use of electrical and gas appliances; the safe use, storage and disposal of hazardous, flammable and/or combustible materials, good housekeeping / disposal of waste, and the observance of the University's Smoking & Vaping Policy. Guidance documents are available on the Staff Site Health & Safety Pages.

Fire prevention advice is available from the Central Health & Safety Service.

Security personnel actively patrol the University's premises. CCTV systems support crime prevention, including arson.

The University is committed to managing all waste to remove the risk of arson/accidental ignition.

3.3. Smoking

The University's Smoking & Vaping Policy entirely prohibits smoking and the use of vapour cigarettes (or other similar devices) in all University buildings, student accommodation, vehicles, and within 5 metres of building boundaries.

3.4. Electrical Safety

a) Fixed Wiring Installations

Estates & Facilities arrange the inspection and testing of the fixed wiring installations within the University's estate in accordance with recognised standards.

b) Portable Electrical Appliances

Estates & Facilities are responsible for producing arrangements for the Portable Appliance Testing (PAT) of portable electrical equipment. Deans of Schools and Directors of Professional Services are responsible for ensuring those arrangements are implemented within their areas of control.

Portable Appliance Testing is carried out by an approved external supplier on behalf of the University. Some areas of the University use their own trained staff and undertake testing in their individual areas.

Staff are discouraged from using their own electrical equipment on University premises where such equipment requires power from an electrical outlet (wall or floor socket).

Staff must:

- switch off electrical equipment when not in use;
- not overload plug sockets;
- not "daisy chain" electrical extension leads (i.e. do not plug one extension lead into another extension lead);
- plug any device whose primary function is to generate heat (e.g. kettles, toasters, microwaves, heaters, laminators etc.) directly into a mains outlet and not a multi-gang extension lead.

Further details on electrical safety are available on the Staff Site Health & Safety A to Z pages.

3.5. Storage of Flammable / Dangerous Substances

Suitable arrangements will be developed for the safe storage and use of flammable / dangerous substances and associated waste. Where appropriate, arrangements will be made for the provision of a specific assessment in accordance with the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR).

Arrangements will include (where appropriate):

- segregation of storage areas from other parts of the building by an appropriate combination of distance and non-combustible, fire-resisting structures;
- use of fire / explosion resistant cabinets;
- suitable ventilation of storage areas;

segregation of chemicals that could react violently when mixed;

consideration of fire hazards in the design, construction and operation of experimental equipment / apparatus.

3.6. Construction Design and Management (CDM) Fire Safety

The University recognises the risk associated with any works which may result in a breach of fire compartmentation or compromise an emergency escape route. Any requirements for alterations must be referred to Estates & Facilities. Estates & Facilities must approve alterations to building infrastructure; no alterations are permitted to be undertaken by other University staff. This includes decorating, drilling through walls or ceilings or more significant alterations such as removing or adding walls.

Estates & Facilities follow the requirements of the CDM Regulations in the management of construction projects and the appointment of contractors.

Fire stopping of fire compartments will only be undertaken by third party accredited Contractors who have the relevant skill sets to perform the work and are required to provide an auditable system for each penetration and/or installation.

3.7. Fire Safety Systems

Fire safety systems such as detection and warning devices, emergency lighting, fire curtains, sprinklers / suppression systems etc. will be maintained in effective working order by Estates & Facilities in accordance with current standards and available for use at all times.

Faults with Fire Safety systems must be reported to Estates & Facilities using the Estates Helpdesk.

a) Fire Alarms

Buildings are fitted with automatic smoke / heat detectors as appropriate to the nature of the activities being undertaken.

Estates & Facilities maintain building fire alarm systems using competent fire alarm engineers. In circumstances where the installed fire alarm system is unserviceable, Estates & Facilities will provide temporary arrangements for the manual raising of the fire alarm, notification to building occupants and increased security patrols / "fire watches" until repairs have been completed.

Estates & Facilities electricians carry out weekly testing of the alarm systems; a different call point will be tested each week. The test requires the bells or sounders to be run in short bursts (approximately 5-10 seconds).

b) Devices Interfaced with Fire Alarm Systems

All devices that are interfaced with a building's fire alarm system, such as automatic doors, access control systems, magnetic door locks, magnetic hold-back devices, gas cut-offs for heating boilers or other plant and equipment, will be checked by a competent engineer to ensure that they function effectively and that they fail to a safe state or condition in the event of a power failure.

Where necessary, manual override systems will be fitted.

c) Emergency Lighting

Estates & Facilities undertake checks / inspections of emergency lighting in accordance with current standards.

d) Failure of Fire Safety Systems

In the event of the failure of a fire safety system, e.g. it becoming apparent during use or servicing / maintenance activities that the system is not working correctly, appropriate temporary systems and procedures will be implemented and relevant personnel and building occupants informed of these.

3.8. Fire Evacuation

Procedures governing the actions to take upon discovering a fire and upon the activation of the fire alarm will be developed and communicated to staff, students, contractors, and visitors.

All fire evacuation procedures and the duties of designated persons will be regularly reviewed and updated.

a) Security

The security team will work to their Standard Operating Procedure detailing the actions they take to respond to an incident. In the interest of confidentiality, access to this procedure is restricted to security personnel, however viewing rights can be requested from Security Management personnel.

Security Staff will report the activation of automatic fire alarms, fire-related incidents, and fires to Central Health & Safety Service by email/phone as soon as possible.

Where a fire has been reported, the University's Fire Safety Advisor will carry out an investigation and a written report produced, including remedial actions if required.

b) Employees

The University will appoint and train Fire Wardens and other roles necessary for the effective facilitation of emergency evacuations.

Staff will be informed of evacuation procedures as part of their induction process. Any changes to procedures will be communicated through appropriate internal communications channels.

Advice on the development and updating of local procedures can be sought from the Central Health & Safety Service.

c) Students

Students will be informed of evacuation procedures by course leaders or academic staff. This will be completed as soon as possible to students' start date(s).

All students will be provided with the following information as part of the induction process:

- i. Students are required and expected to co-operate in fire drills and practices.
- ii. Each drill must be taken seriously.
- iii. Fire evacuation procedures must be followed.

- iv. Misuse of fire safety features such as alarms, fire doors and fire-fighting equipment is a breach of the law and the Student Code of Conduct.

d) Visitors

Visitors will be informed of the evacuation procedure by their host. Particular attention must be paid to young persons and children visiting the university.

e) Evacuation of Disabled Persons

The University is committed to the provision of reasonable adjustments to facilitate access to its buildings. However, due to restrictions of physical layout or equipment, some University Buildings are not accessible to people with mobility impairments. In circumstances where the University is aware of staff or students having mobility impairments timetables and regular work locations will be arranged to consider any specific requirements.

General Emergency Evacuation Plans (GEEPs): The University will ensure that General Emergency Evacuation Plans (GEEPs) are in place for the safe evacuation of visitors from all areas of the University. For specific, organised visits, the LBU representative making the visit arrangements will take steps to identify any visitors that might require assistance to evacuate in an emergency and liaise with the Central Health & Safety Service to produce a PEEP.

Personal Emergency Evacuation Plans (PEEP): The Central Health & Safety Service will assist with the production of a PEEP to meet the needs of individual staff, students and visitors where a disability is disclosed.

PEEPs will contain details of the agreed emergency evacuation arrangements and will include the following detail dependant on the disability:

- Nomination of designated people and their duties;
- Identification of designated temporary refuges within the premises;
- An outline of the procedure to be followed in the event of an emergency evacuation;
- Communication systems;
- Escort procedures and/or any other appropriate evacuation procedure in accordance with the individual's needs.

Consent will be obtained from the person in question to share the PEEP with appropriate University personnel. Such personnel are likely to include the staff member's line manager, the student's academic course personnel, or the visitor's host.

The Central Health & Safety Service provide Security with a summary of PEEPs with personal details redacted for their awareness of estimated numbers of persons likely to require assistance to evacuate and their likely locations.

Refuges: provide a place of relative safety from the effects of fire or smoke for mobility impaired people for a minimum of 30 minutes during the initial stages of an emergency evacuation. Such areas are indicated by signs. It may not always be necessary to evacuate persons within a refuge until the presence of fire is confirmed.

Intercoms are installed in some buildings at refuge points to allow users to communicate with the Fire Wardens / Security. For buildings without an intercom system, the evacuation plan will consider this.

Evacuation chairs are provided in buildings without fire lifts to facilitate the evacuation of mobility-impaired persons. Where a person cannot safely transfer from their wheelchair into the Evac Chair, changes to timetabling or other arrangements will be made to ensure they are assigned to areas where they can self-evacuate (e.g. ground floor or buildings/areas where evacuation is possible).

3.9. Fire Wardens

Fire Wardens are appointed by each school and professional service to assist in the effective evacuation of the premises in which they are based.

Fire Wardens will undertake the online training module together with any other training proposed by the Central Health & Safety Service.

Fire Wardens are required to familiarise themselves with the evacuation routes and assembly points for relevant buildings.

Fire Wardens will follow the general Fire Warden Procedures and any supplemental local procedures in the event of an evacuation. Specialist areas, such as the libraries, food / drink outlets, sports centre / swimming pool etc., will have locally arranged procedures for coordinating emergency evacuations.

A list of trained Fire Wardens will be maintained by the Central Health & Safety Service.

In circumstances in which during a fire evacuation a Fire Warden is not in their usual location/building, Fire Wardens are empowered to use their own judgement: if they feel sufficiently familiar with the building in question to do so, they can assist in the evacuation; otherwise, they should evacuate along with the other occupants.

3.10. Fire Drills, Practices and Related Procedures

The University is required by law to conduct fire drills. The University recognises that fire drills are an essential familiarisation exercise for occupants and to test the fire evacuation and emergency procedures in the relative safety of a simulated event.

Fire drills for the University's premises are arranged by the Central Health & Safety Service in accordance with a documented process.

Drills are carried out twice per year towards the start of the Autumn and Spring semesters to include new students from the September and January intakes. Additional drills may take place as deemed appropriate, e.g. if there has been a significant change to the structure or use of the premises.

Any issues or deficiencies observed during the drill will be acted upon to ensure any necessary improvements are made. Where learning outcomes are significant, a further drill may be arranged outside of the normal cycle to test the effectiveness of the remedial actions.

A summary of fire drill performance is reported to the Health & Safety Consultative Committee.

3.11. Training

University staff are provided with information regarding general evacuation procedures as part of their induction by their line manager.

Staff are also required to complete the mandatory “Health & Safety Essentials” online training module, which includes a section on Fire Safety. This is required to be completed within 3 months of commencing at the University and repeated every 3 years.

Students are provided with information regarding evacuation procedures as part of their induction by their School’s academic course personnel.

In addition, the Central Health & Safety Service can arrange specialist training, including supplemental Fire Warden training, use of Evacuation Chairs, and use of fire extinguishers / blankets.

Fire drills are also considered to constitute refresher training for all parties concerned.

All fires identified as a dangerous occurrence, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, will be reported to the HSE in accordance with the University’s procedures.

3.12. Fire Action notices

Notices are placed at strategic locations. They outline the general evacuation procedures for the building, including the location of the designated fire assembly point(s).

3.13. Means of Escape

Means of escape include fire exits, fire doors, corridors, and stairs.

a) Fire Exits

Fire exits must be kept unobstructed and available for use at all times when the buildings are occupied. The external areas outside the fire exit must also be kept clear of obstructions such as overgrown vegetation.

Fire exits at the University’s buildings will be unlocked whilst the buildings are in use.

Fire exits are fitted with appropriate emergency release devices.

b) Fire Doors

Fire doors will be maintained by Estates & Facilities or a competent contractor working on their behalf.

Fire doors will be labelled as such with either “Fire Door – Keep Closed” or “Fire Door – Keep Locked” signage.

Self-closing fire doors must only be held in the open position by electro-magnetic catches that are linked to fire alarm system, noise-activated devices such as “Dorgards”, or a person holding it open; the use of any other means of holding / wedging a self-closing fire door open is strictly prohibited.

Any door wedges found holding open self-closing fire doors will be confiscated and removed.

If self-closing fire doors are causing problems for a school or professional service, this should be referred to Estates & Facilities for further investigation into the practicalities of using electro-magnetic door catches or Dorgard systems.

c) Corridors / Stairways

Items which pose a potential fire hazard and those which could cause an obstruction are not permitted to be installed or stored in escape route corridors and stairway enclosures. The Central Health & Safety Service must be consulted in case of any potential or short-term issues associated with items in transit.

Notice boards, paintings and other wall furnishings should be kept to a minimum and kept to reasonable levels. Paper-based items situated in protected routes, i.e. safe refuges, escape stairwells etc., should be kept in purpose built, sealed frames.

d) Fire Signs

Fire Safety signage, including Fire Action Notices, escape route signs, fire door signs, fire exits, assembly points etc. complying with current standards will be installed and maintained by Estates & Facilities.

3.14. Fire Fighting Equipment

a) Provision and maintenance

The University will provide sufficient firefighting equipment appropriate to the nature and level of risk.

Fire extinguisher locations are set by the relevant building's fire strategy; they must not be obstructed, removed, or repositioned without advice from the University's Central Health & Safety Service. Full details including exact locations and types are held by Estates & Facilities.

Firefighting equipment will be maintained and serviced by competent contractors appointed by Estates & Facilities, with appropriate records kept.

b) Training

Fire extinguishers are provided for first aid firefighting and must only be used by trained staff unless they are needed to facilitate escape.

The Central Health & Safety Service can organise training sessions for designated University employees in the use of firefighting equipment and extinguishers.

3.15. Reporting Fires

All incidents relating to fires are required to be reported as soon after the event as possible using the University's "HS1" accident / incident report form.

Reporting includes actual fires / incidents of smoke or flame within the University's premises.

All fire related incidents will be thoroughly investigated by relevant colleagues to ascertain the cause and any effect.

All Fire Safety related incidents responded to by Security will also be reported through their internal reporting procedures.

3.16. Record Keeping

Records are kept in several locations dependant on the relevant area of responsibility for safety management. These must be made available to the Central Health & Safety Service and / or Fire & Rescue Service upon request.

Details of key records and their locations / custodians are detailed below:

a) Health and Safety Team

- Fire Risk Assessments;
- Fire Incident Reports;
- Fire Drills;
- Building Inspections.

b) HR People & Organisational Development Team

- Fire Safety training (each staff member has an individual record).

c) Estates & Facilities

- Fire Strategy documents;
- Fire safety systems installation, commissioning and maintenance records;
- Fire detection and alarm systems zone plans;
- False alarms;
- Electrical fixed wiring test certificates, electrical schematics including equipotential bonding terminals and main earth terminals, distribution board schedules in each board;
- Heating systems;
- Gas maintenance;
- Fire stopping including third-party accreditation, certification, and logbooks;
- Contractor management records.

d) Schools and Professional Service Areas

- Portable Appliance Testing;
- Highly flammable liquids / compressed gases;
- DSEAR / COSHH assessments.

Appendix A: General Fire Safety Rules and Precautions

A1: Fire Doors:

Must always be kept closed (unless automatic release devices are fitted) to maintain compartmentation of the building and prevent the spread of fire and/or toxic smoke.

A2: Corridors, Staircases, Landings, Escape Routes and Fire Exit Doors:

Must be kept clear at all times of anything which is likely to cause a fire or accident or to impede evacuation in an emergency.

A3: Hazardous Materials:

Must be stored, used, and disposed of in accordance with legal requirements and safe working practices.

A4: Waste:

To remove the risk of arson / accidental ignition, all waste must be removed as soon as is practical to do so.

External waste must be stored in lockable areas / skips and away from any source of direct heat and away from buildings.

Assistance with the removal of waste can be requested from the Estates & Facilities Helpdesk.

A5: Fire extinguisher/fire alarm call Points:

All fire-fighting equipment must be kept free from obstruction and be readily available for use in an emergency.

Portable fire-fighting equipment must not be removed or repositioned without authority from the Central Health & Safety Service.

A6: Damage to or Misuse of a Fire Alarm or Firefighting Equipment or Fire Extinguisher:

Any obvious or suspected damage to, or the misuse of, a fire alarm call point or fire-fighting equipment/ extinguisher must be reported immediately to the Estates & Facilities Helpdesk.

D2 - Procedure: Fire Safety: Evacuation Procedures

Executive Summary

The Regulatory Reform (Fire Safety) Order 2005 requires “Responsible Persons” to establish and give effect to appropriate procedures to be followed in the event of danger. The purpose of this Procedure document is to demonstrate compliance with that requirement.

Organisation	Leeds Beckett University
Author(s)	James Chester, Head of Health & Safety (2025)
Developed in consultation with	Estates & Facilities Security
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1. Introduction

1.1. Purpose, Scope and Application

This document is supplemental to the University's Code of Practice for Fire Safety.

The Regulatory Reform (Fire Safety) Order 2005 requires "Responsible Persons" to establish and give effect to appropriate procedures, including safety drills, to be followed in the event of danger. The purpose of this Procedure document is to demonstrate compliance with that requirement.

This Code of Practice applies to:

- a) all Leeds Beckett University employees, governors, students, visitors, contractors and service providers;
- b) all activities undertaken by Leeds Beckett University to the extent that they are under the University's control;
- c) all premises, facilities and outside spaces that are owned and/or managed by the University to the extent that they are under the University's control.

Note: The University's Security Department has its own dedicated Standard Operating Procedures governing their actions in the event of a fire / alarm activation, which are not included in this document for the avoidance of duplication.

1.2. Standards

Regulatory Reform (Fire Safety) Order 2005

1.3. Definitions

In the context of this Code of Practice, the following definitions are used:

Assembly point	Designated area where building occupants assemble once outside the building.
Escape route	A route out of a building designed in such a way as to minimise the risks from fire and smoke.
Fire Alarm Call Point	Wall-mounted red box which, when the centre of the glazed panel is pressed, activates the building's fire alarm system.
Fire door	A self-closing door designed to slow the spread of smoke and flame for a specified time, usually in multiples of 30 minutes.
Fire Action Notice	Signs along escape routes that provide a summary of the actions to be taken in the event of either discovering a fire or the fire alarm being activated.
Fire Warden	Someone appointed and trained to assist with the evacuation of a building.
Refuge area	Typically, an area in a stairwell protected by fire doors. Refuge areas are safe from smoke and flame ingress for at least half an hour when the fire doors are closed.

General Emergency Evacuation Plan	Details of facilities available within a building to assist people with disabilities to evacuate.
Personal Emergency Evacuation Plan	Procedures specific to an individual intended to assist them to evacuate a building.

1.4. References and Associated Documentation

- a) These Procedures are supplemental to the University's Code of Practice for Fire Safety.
- b) The University's Schools and Professional Services are at liberty to establish additional local fire safety procedures in consultation with the Central Health & Safety Service.

1.5. Document Management

a) Dissemination to staff

This document will be disseminated to staff through the following methods:

- a. Posted in the University's intranet.
- b. Relevant mandatory online training will include reference / a link to the document.
- c. Cascaded via meetings of the Senior Management Group and the School / Service Safety, Health & Wellbeing Coordinator network.
- d. Induction processes for new starters.

b) Dissemination to students

The relevant sections of this document will be referenced in local school welcome / induction processes.

c) Dissemination to third parties

The relevant sections of this document will be communicated to third parties by the relevant University contact through established induction processes.

d) Monitoring

1. The arrangements outlined in this document will be monitored through the framework of governance, management and consultation groups and inspection / audit programmes as appropriate.
2. Due to this document being based on strict legal requirements, breaches will be investigated and may result in matters being treated as a disciplinary offence under the University's Disciplinary rules and procedures.

e) Review

1. The Procedures in this document will be reviewed annually (or sooner if deemed necessary or appropriate) by the Central Health & Safety Service in consultation with relevant departments and bodies.
2. The review will consider the results of performance monitoring, any changes to relevant legislation, and changing University requirements as appropriate.

2.1. Procedure Upon Discovering a Fire

1. Activate the nearest fire alarm call point (pictured opposite).
2. **Students / Visitors / Contractors:** If a University employee is in the vicinity, report immediately to this person and follow any instructions given.

University Employees: Follow local procedures detailed on Fire Action notices.

Note: Fire Action notices are located around in all premises along main corridors and fire escape routes.

3. If circumstances permit, switch off all electrical and gas supplies / appliances.
4. If you are trained to do so and it is safe to do so, or your escape route is obstructed by fire, you may attempt to extinguish the fire with a fire extinguisher of the correct type.
 - ✗ Do not attempt to extinguish a fire single-handed / by yourself unless it is obstructing your means of escape.
 - ✗ Do not take personal risks or put other persons at risk.

If in doubt, evacuate the room/area and the building (see Procedure 2.2. below).



2.2. Procedure for When the Fire Alarm is Activated

When a fire alarm is activated all persons in the buildings affected must follow the evacuation procedure as outlined on the Fire Action notices displayed throughout the University.

1. If possible and safe to do so:
 - ✓ Switch off all electrical and gas supplies / appliances;
 - ✓ Stop all experiments;
 - ✓ Close all windows and internal doors;
 - ✓ Switch off all lights.
2. Evacuate the room/area and building by the nearest available safe route.
3. Ensure that visitors are guided along the evacuation route.
4. Close room doors behind you.
5. Proceed calmly, quietly, and as quickly as circumstances permit.
6. DO NOT USE LIFTS (unless under supervision and instruction of the Fire & Rescue Service).
7. Proceed to the specified Assembly Point.
8. Inform the nearest Security Assistant or Fire Warden of:
 - a. Any person not accounted for;
 - b. The locations of any disabled persons waiting in Refuge areas.
9. Remain at the Assembly Point until the “all clear” is given to re-enter the building; do not attempt to re-enter the building until it is officially announced that it is safe to do so.

Only the following personnel are authorised to give the “all clear”:

- a. If the Fire & Rescue Service are in attendance: the Chief Fire Officer from the Fire & Rescue Service.
- b. Any other instance: University Security or the University’s Fire Safety Advisor.



2.3. Procedure for Evacuation of People with Disabilities

1. People with disabilities must be assisted out of the building or to one of the designated refuge areas in the building.

Refuge areas are typically an area in a stairwell protected by fire doors. They are safe from smoke and flame ingress for at least half an hour when the fire doors are closed.



2. Where a refuge area has an intercom system installed, use it to communicate with the evacuation management team regarding progress out of the building.

If a refuge intercom system is not present, communication can be made via phone to Security on 0113 812 4444.



3. **DO NOT USE LIFTS** (unless under supervision and instruction of the Fire & Rescue Service or as part of a Personal Emergency Evacuation Plan).
4. Only people trained to do so should lift, carry, or manoeuvre a wheelchair user or mobility-impaired person downstairs, i.e. Fire & Rescue Service personnel or trained LBU employees.

Where practicable, this should be via an approved method such as an evacuation chair.



5. Check-in periodically using the refuge area intercoms / phone number above as you progress down the stairs.
6. Once outside, proceed to the Assembly Point.
7. Remain at the Assembly Point until the “all clear” is given to re-enter the building; do not attempt to re-enter the building until it is officially announced that it is safe to do so.

Only the following personnel are authorised to give the “all clear”:

- a. If the Fire & Rescue Service are in attendance: the Chief Fire Officer from the Fire & Rescue Service.
- b. Any other instance: University Security or the University’s Fire Safety Advisor.

2.4. Procedures for Fire Wardens

To be followed upon hearing the fire alarm.

1. Direct/oversee the evacuation of the building/floor, ensuring personnel leaving are taking the most direct safe route indicated by green and white directional signage.
2. Assist any disabled persons, their designated employee(s), and carer(s) if present, out of the building (if on the ground floor) or to the nearest safe refuge area.
3. Quickly check your designated floor / zone, including all rooms, toilets, and communal areas to ensure all persons are being/have been evacuated, closing doors and windows where safe to do.
4. Upon exiting the building, report in person or by a nominated runner to the relevant Security Assistant, confirming the following information:
 - a. area checked;
 - b. the location of any known persons in refuge areas;
 - c. persons present at any location who have refused to leave; and
 - d. any presence of smoke or flame.
5. Be available to assist Security with other duties as deemed necessary.



2.5. Procedures for First Aiders

1. If safe to do so and it will not unduly delay evacuation, First Aiders should collect their nearest first aid kit as they exit the building.
2. Set up a first aid area at the assembly point, administering first aid as required.
3. Support the Ambulance Service as needed.



2.6. Post-Evacuation: De-activating and Resetting the Fire Alarm System

In all cases in which a full fire alarm state has occurred and the Fire & Rescue Service has attended, the fire alarm may only be silenced and reset with permission from the Fire Officer in charge.

Security / Estates will oversee resetting of all fire related systems.

3. Procedures for False Alarms

Should a fire alarm be activated accidentally, proceed out of the building and report to the nearest University Security Assistant immediately.

Security will investigate to ascertain the exact cause of the alarm activation.

Normal evacuation procedures will apply until such time as the Security Assistant confirms to the Security Control Desk that the incident is a false alarm.

If a false alarm is confirmed, the evacuation of the building will continue until all personnel have evacuated the premises.

Under no circumstances must an evacuation be halted mid progress. This is to ensure building occupants are familiar with the need to evacuate on every fire alarm evacuation and to avoid any confusion caused by conflicting messages.

Re-entry will only be permitted once Security have confirmed that the fire alarm has been reset.

All incidents must be reported in accordance with the Security 'Standard Operating Procedure' and details passed to the Central Health & Safety Service.

Misuse of a Fire Alarm

Wilful interference with or misuse of a fire alarm may constitute a criminal breach of Health & Safety / Fire Safety legislation and is therefore considered by the University to be a serious offence and may lead to disciplinary action.

Appendix A: Evacuation Chair Locations

Evacuation chairs must only be used by trained staff or members of the emergency services.

The Central Health & Safety Service can arrange training sessions for employees in the use of Evacuation Chairs.

Evacuation chairs are located across the University campus at the following locations:

Campus	Building	Floor / Location
Headingley	James Graham	Ground Floor / Security Control Room
	Carnegie School of Sport	2nd Floor / Lift Lobby
	Swimming Pool	Ground floor / changing room entrance
City	Leeds School of Art	Level 7 / north side
		Level 6 / south Side
		Level 5 / north side
		Level 4 / south Side
		Level 3 / north Side
		Level 2 / south side
		Performance Block / P2
		Performance Block / P3M
	Portland	Level 9 / Central stairs
		Level 7 / Central stairs
		Level 5 / Central stairs
		Level 3 / Central stairs
		Level 1 / Central stairs
	Leslie Silver	Ground Floor / Security Desk
	Broadcasting Place-B ("Arts" Building)	Level 6 / Lift foyer
		Level 4 / Lift foyer
		Level 2 / Lift foyer
	Broadcasting Place-A ("Humanities Building")	Level 3 / Lift lobby
	Rose Bowl	Level 5 / North landing

Appendix B: Assembly Points

HEADINGLEY CAMPUS

Bronte Hall	Grassed area opposite the Acre
Caedmon Hall	The Acre
Campus Central	Paved area outside Campus Central opposite the James Graham building.
Carnegie Hall (west side exit) Carnegie Hall (east side exit)	Side of Running Track Grassed area in front of Arena
Carnegie Teacher Education Building	The Acre
Cavendish Hall	The Acre
Churchwood	Driveway to front of building
CSS Building CSS north exit and Strength & Conditioning Suite	Grassed Area in front of Arena Side of Running Track
Estates Maintenance Workshop	Grassed Area in front of Building
Grounds Maintenance Workshop	Outside Entrance Gate
James Graham Building	The Acre
Landscape Resource Centre	Outside the Entrance Gate
Leighton Hall	The Acre
MacCaulay Hall	Centre of carpark, rear of building
North Lodge	Paved area to front of building on opposite side of the access road.
Priestley Hall	Centre of carpark, rear of building
Queenswood House	Front driveway
South Lodge	Grass verge on opposite side of access road.
Sports Centre: Carnegie Annex / gym	Grassed area in front of Arena
Sports Centre: Carnegie Research Institute	Grassed Area in front of Arena
Sports Centre: Changing Rooms (both blocks)	Car Park
Sports Centre: Pavilion	Track infield
Sports Centre: Pool and Dance studios	Grassed area in front of Estates Workshop
Sports Centre: Sports Arena	Grassed Area in front of Arena
Sports Centre: Sports Hall	Grassed Area in front of Arena
Sports Centre: Tennis Centre	Side of track
The Cottage	Pay on foot Carpark
The Grange	The Acre
The Coach House	Rear of Grange

CITY CAMPUS

Broadcasting Place A	Disperse for 10 minutes then return
Broadcasting Place B	Disperse for 10 minutes then return
Calverley Building	Carpark Paved Area – Top of Access Road - Residences
Leeds School of Arts Building	Paved Area to right and just beyond Café Nero, Calverley Street
Lesley Silver Building	Carpark Paved Area – Top of Access Road - Residences
Northern Terrace	Paved area adjacent to subway / Queens Square – The Square
Old Broadcasting House	Disperse for 10 minutes then return
Portland Building	Carpark Paved Area – Top of Access Road - Residences
Queens Square buildings	Queens Square Gardens
Rose Bowl	Level 2 external carpark adjacent to perimeter fence
Woodhouse Building	Carpark Paved Area – Top of Access Road - Residences
Unit 3 Roundhay Road	Carpark area to front of unit

Appendix C: Building Fire Safety Features

a. Fire Alarm Activators (“Call Points”)

Location: Adjacent to the exit on each floor of University premises and/or in areas of high fire risk.

Activation: In the event of a fire, firmly press the glass in the centre or use a pen or other object; the glass is designed to break and release safely.

The sounder will activate automatically within the building.

Effect: When activated, the audible fire alarm (i.e. bell, two-tone sounder or siren) is emitted as a continuous sound and a 'full fire alarm' state ensues.



b. Smoke Detectors, Heat Detectors, Carbon Monoxide (CO) Detectors

Location: As detailed on Leeds Beckett University fire alarm zone plans.

Activation: In the presence of a predetermined level of smoke, heat, or CO, as applicable, the detectors are automatically activated.

Effect: Audible fire alarms sound.

Visual beacons, text boxes and strobes are activated.

Fire doors held open with electromagnetic hold backs or sound-activated “Dorgard” devices are released to close.

Electro-magnetic locks on fire exit doors are automatically released.



c. Visual beacons, strobes, or text boxes

Beacons and strobes provide a visual indicator that a fire alarm has been activated in areas where it might be difficult to hear the alarm.

Text boxes warn occupants not to move to other parts of buildings due to the fire alarm being activated.

Location: In work areas where there are hearing difficulties due to background noise or insulation.

Activation: Activated whenever an audible fire alarm is triggered for the location concerned to give a visual indication/ warning.

Effect: A flashing light, beacon, or visual text display.



d. Electro-magnetic locks/ Green Emergency door release points:

Certain internal doors and fire exit doors have electro-magnetic locks which are programmed to release when the alarm is activated.

Adjacent to each door is a green emergency break-glass point. This provides a failsafe override which will release the lock in the case of a system malfunction. Break the glass by firmly pressing or alternatively use a pen or other object. Please notify security of the location so that the glass can be replaced.

Location: Various locations across the campuses.

Activation: Fire detection and alarm system is triggered.

Effect: Electro-magnetic locks release to allow evacuation.



e. Door hold-open devices

Fire doors control the spread of smoke and flame to ensure occupants may evacuate a building safely and must not be wedged open.

To control risk whilst maintaining an operational environment, several solutions are available. Requests for the installation of door hold-open devices must be referred to the Estates & Facilities Helpdesk. These will be reviewed by a Building Surveyor in conjunction with the Central Health & Safety Service to determine the most appropriate solution.

Mechanical / electro-magnetic

These are provided to facilitate pedestrian circulation in corridors. Fire doors with this facility will close automatically when a system goes into full alarm.

Location: Some fire doors.

Activation: Fire detection and alarm system is triggered.

Effect: Door releases and closes forming a barrier against smoke and/or flame.



“Dorgard”

Detect a fire alarm sounding to allow the door to close automatically. These are battery operated and are not connected to the fire alarm system.

Location: Some fire doors.

Activation: Audible fire alarm system is triggered.

Effect: Door releases and closes forming a barrier against smoke and/or flame.





***F1 - Genetic Modification & Biological Safety Committee Report**

Executive Summary

This report summarises key points from the Genetic Modification & Biological Safety Committee meeting on 13th February 2025. Including the purpose of the committee, its terms of reference and meeting topics, which include preliminary items, local issues, and other business. Such as COSHH Register, accident and incident reporting and other outstanding business.

Action Requested

*This report is a starred item for information. The HSCC is invited to note the report and feedback with any guidance on the points raised in this report.

Appendices

GMO & Biological Safety Committee agenda 13.02.2025

Author

Name: Lisa Hope
Job title: School of Health
Date: 13.05.2025

Approval Route

16.05.2025 Professor Gary Jones, Director of Research

Genetic Modification & Biological Safety Committee Report

Introduction

The Genetic Modification & Biological Safety Committee provides specialist advice and guidance on the use of genetically modified organisms and infectious agents at work. Its purpose is to:

- a. Review the policy on and arrangements for biological Health and Safety matters including control of hazards associated with pathogenic organisms.
- b. Make recommendations to the Health and Safety Management Group on policy and arrangements required under current or proposed biological Health and Safety regulations, Approved Codes of Practice and Guidance.
- c. Act as the Statutory Committee for oversight of Genetic Modification.
- d. Form Project Groups to review and report back to the Committee on specific issues.
- e. Oversee the investigation of incidents arising from or associated with biological agents at work and the preparation of reports and recommendations to the Health and Safety Management Group.
- f. Commission-specific reports necessary for specialist advice.

This report summarises key points raised in the Genetic Modification & Biological Safety Committee meeting which took place on 13th February 2025.

The meeting consisted of three main parts, Part A: Preliminary items, Part B: Local issues and Part C: Other Business. A description of key points arising is outlined below.

Preliminary items (A)

A3) Gary Jones reviewed the outstanding actions on the committee's action tracker.

Outstanding actions include:

A3 (i) The first GMO subcommittee meeting took place on 05th February 2025. The minutes are located on the MS Teams channel.

A3 (ii) Gary Jones welcomed new postgraduate student representatives members Alice Ulliyart and Emily Moss to the committee.

A4) Gary Jones confirmed a HTA licence is not required for the university at present or in the foreseeable future.

A4 (i) Gary Jones confirmed with committee members that the GMO data set is stored centrally, but with some individuals keeping their own records in addition.

Local Issues (B)

B1) Jim Boyne discussed making the expectant mothers risk assessment more robust in terms of safety in the labs. James Chester confirmed the current maternity policy is under review. James Chester discussed the potential of building in school-based lab questions into the new template. Jim Boyne and John George agreed to discuss this outside of the meeting and will feedback at the next committee meeting.

- B2) No incidents were reported at the meeting. Gary Jones confirmed the HS1 reporting process has been updated.

Other Business

- C1) Gary Jones suggested reviewing the length allocated for each committee meeting at the end of this academic year.
- C1 (i) New postgraduate student representatives, Emily and Alice were given the opportunity to ask any questions. Lisa Hope will permanently include this as an agenda item.

Conclusions and recommendations

Conclusions to report include:

A HTA licence is not required for the university at present or in the foreseeable future.

Two new student postgraduate representatives will join the committee on a permanent basis.

The expectant mothers risk assessment is under review to ensure it is robust. Any actions will be discussed at the next meeting.

The length of the committee meetings will be reviewed at the end of the academic year.

There are no recommended actions the committee is asked to consider.

Author

Lisa Hope, School of Health Secretary, 13th May 2025

G1 - DRAFT Schedule of Business 2025/26

7 th OCTOBER 2025 at 13:30-15:30 Via Teams (Chair: Andy Allison)		5 th FEBRUARY 2026 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)	2 nd JUNE 2026 at 13:30-15:30 Via Teams (Chair: Andy Allison)
<i>Report deadline: 22nd SEPTEMBER 2025</i>		<i>Report deadline: 21st JANUARY 2026</i>	
<ol style="list-style-type: none"> 1. Safety, Health, and Wellbeing Policy Update – H&S team 2. Health & Safety Risk Assessment Update – H&S team 3. Schedule of Trade Union Inspections – H&S team 4. +/- Thematic Topic: TBC 		<ol style="list-style-type: none"> 1. Autumn Fire Drills Report – H&S team 2. Sickness Absence Report (Bi-annual) – HR team /Sarah Swales 3. Annual Accident & Incident Report 2024 – H&S team 4. PAT Testing Process Report 5. +/- Thematic Topic: TBC 	
		<ol style="list-style-type: none"> 1. Fire Safety Policy and Procedures Annual Review – H&S team 2. Spring Fire Drills Report – H&S team 3. Sickness Absence Report (Bi-annual) – HR Team/Sarah Swales (shorter absence report) 4. Annual Wellbeing Assessment Report – HR Team 5. Draft Schedule of Business 2025/26 – Chair 6. Items for the Annual Health & Safety meeting 7. +/- Thematic Topic: Good Practice 	
Standing items	Part A: Preliminary Items	Terms of Reference and Membership Updates- Chair	
		Minutes of the Last Meeting – Chair	
		Matters Arising – Chair/Secretary	
	Part B: Major Topics	Listed above +/- 30minute thematic topic	
	Part C: Local Reports	*Collated Reports from School & Services and Common Themes (collated reports of low, medium, high impact areas – H&S team	
	Part D: Safety	<u>Consolidated 'Central Health & Safety Report' includes:</u> (Head of H&S) -Accident and Incident Reports -Fire Safety Management Update Report -New Legislation -Health & Safety Training Compliance	
	Part E: Report from other Committees	Report from Wellbeing Sub-Committee –S Swales (Joint Chair of Wellbeing sub-committee) *Report from Biological Safety Committee – Prof Gary Jones (Chair of Biosafety Committee)	
	Part F: Other Matters	Good Practice – H&S team (Ad hoc)	
Part G: Other Business	Schedule of Business – Chair		

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary that they wish the item to be open for debate.*