



**Minutes** of the 212<sup>th</sup> Health & Safety Consultative Committee meeting on 03 June 2025 held via Teams.

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**Present:** Sareen Galbraith (Chair), Andy Allison, Hamera Bashir, Helen Dickson, Meg Freeman, Katie Goodall, Jonathan Holland, Paula Johnston, Vikki Johnston, Russ Jones, Lizzi Kijewski, Gordon Knowles, Andrew Manley, Neil Mackenzie, Joan Sheehan

**In attendance:** James Chester, Meg Freeman, Paula Johnston, Ros Mason, Sarah Swales, Liz Proctor (Secretary)

**Apologies:** Jo Benn, Oliver Bray, Jennifer Dods, Nicola Queenan, David Haigh, Vicki Johnson,

**Note:** Meeting was recorded for minuting purposes.

### Preliminary Items

#### Membership Update 2025/26

037.2024.HEA The 2025/26 membership were noted (paper reference HEA-2024-021).

#### Terms of Reference for the Health & Safety Consultative Committee

038.2024.HEA The Terms of Reference were noted (paper reference HEA-2024-022).

#### Declaration(s) of interest

039.2024.HEA No declarations of interest were made.

#### Minutes of the meeting held on 11 February 2025

040.2024.HEA The Committee **agreed** that the minutes of its meeting on 11 February 2025 were an accurate record (paper reference HEA-2023-023).

#### Matters arising

041.2024.HEA The Chair presented a report on the matters arising from the previous meeting held on 11 February 2025 (paper reference HEA-2024-024). The following was **noted**:

- a) Item reference 024.2024.HEA – the Director of Estates gave an update on the Protection of Premises Bill that received royal assent on 3<sup>rd</sup> April. It was noted that a working group had been established with representation from across the University which was working through the priorities. The University was waiting for the publication of official guidance on how the University was to meet the new requirements.

It was highlighted by Digital Services that the software for the digital signage package was to be updated which would have an impact on the Martyn's Law piece of work. It was suggested that a representative from the AV team be invited to the working group.

- b) Item reference 026b.2024.HEA – The H&S Manager (LSA) highlighted that the LSA Fire Safety document was not yet finalised but would be shared shortly.

042.2024.HEA

The Committee **agreed**:

- a) The Director of Estates to ensure that a representative from the AV team was included in the Martyn's Law working group.
- b) The Fire Safety document (LSA) to be circulated to the group on completion.

## Major Topics

### Update on arrangements associated with Electrical Safety and Managing Legionella

043.2024.HEA The Committee received verbal updates with presentations from colleagues within Estates/FM on:

- a) Electrical Safety Rules from the Estates/FM Electrical Engineer; and
- b) Managing Legionella Responsibly at LBU from the Head of Maintenance.

044.2024.HEA

The Committee **agreed**:

The Committee Secretary was to share the presentations following the meeting.

## Local Reports \* Starred Item

### Collated Reports from Schools & Services and Common Themes

045.2024.HEA The Committee received and noted the starred report from the Head of Health & Safety on the Collated Low, Medium, High-Risk Areas, and Common Themes (paper reference number HEA.2024.025). It was highlighted that schools/services had been asked for any issues that required referral to H&SCC. It was **reported**:

- a) PAT Testing process - Concerns had been raised in relation to the timeline between testing being carried out and receiving feedback on items that had failed. The Director of Estates was to review the process with his team.
- b) Security - Concerns had been raised in relation to incidents at Headingley and ongoing concerns related to vandalism. [REDACTED]

The Deputy Director of HR highlighted concerns that following a broken window at Bronte which had been boarded up, the glass had remained inside the room. The Director of Estates to pick up with his team to ensure the process was joined up.

- c) Student Wellbeing - Students sleeping in the library had been raised as a concern for both student welfare and staff safety who felt uncomfortable to challenge as not an appropriate area to be sleeping in. It was anticipated that this was probably a short-term issue around the exams and assessments periods.
- d) First Aider Training - One school had raised the training of all staff to be First Aiders. The Health & Safety team were re-examining the first aid provision, however this would not include the route of training of all staff as First Aiders due to the financial and time investment required.

046.2024.HEA

The Committee **agreed**:

- a) The Director of Estates to check the PAT process in relation to timelines.
- b) The Director of Estates to speak to Deputy Director (Estates) regarding clean-up process after vandalism.

## Safety Reports

### Central Health & Safety Consolidated Report

047.2024.HEA The Committee received a summary of the Health & Safety Consolidated Report from the Head of Health & Safety (paper reference HEA.2024.026). It was **reported**:

### New Legislation

- a) No new Health & Safety legislation announced that impacted the University.
- b) The Terrorism (Protection of Premises) Act (Martyn's Law) received Royal Assent. Organisations had 24 months to implement the requirements which Estates lead on.
- c) Health & Safety at Work Act 1974 (Amendment) Bill. If passed to place a requirement on employers to take proactive measures to prevent violence and harassment in particular against women and girls.
- d) Grenfell Enquiry Phase 2 report had been published and likely to result in further Fire Safety legislation reform but anticipated to focus on residential buildings.
- e) Universities had been contacted by HSE regarding management arrangements for work-related stress, the CHSS and HR were reviewing LBU's existing arrangements

### Inspections

- f) Trade union inspections continue to progress.

### Fire Safety

- g) Completed spring round of Fire Drills and lessons learned had been circulated.
- h) Training for fire wardens and other support staff had taken place with 120 trained at the time of the report.
- i) Improvement work on PEEPs continued to reduce the amount that were produced, which had involved amending processes but to be completed by 1<sup>st</sup> August.
- j) Building-specific GEEPs are being prepared and priority given to student locations.

### Central Health & Safety Updates

- k) The health and safety risk profiling exercise was progressing.
- l) Training had commenced for the monthly risk assessment workshops.
- m) Health & Safety Essential training review commenced and to be live by start of the academic year.
- n) First Aid Audit completed and final report to be presented to HSWSG next week to endorse the improvement plan.
- o) Risk assessments had been reviewed related to maternity along with the graduations.
- p) Annual audits of accommodation provider partners had been completed with no significant findings.

### Accident Statistics

- q) [REDACTED]
- r) [REDACTED]

### Training Compliance

- s) [REDACTED]

## **Fire Safety Policy and Procedures Annual Review**

- 048.2024.HEA The Committee received a summary of the Fire Safety Policy and Procedures Annual Review from the Head of Health & Safety (paper reference HEA.2024.027. It was **reported:**
- a) The Fire Safety Policy and Procedures Annual Review had been completed. The previous three documents had been condensed into two documents 'Fire Safety Code of Practice' and 'Fire Safety Procedures' that sat under the main Health, Safety & Wellbeing policy.
  - b) The Committee had no further comments on the review.

**Report from Wellbeing Sub Committee**

- 049.2024.HEA      The Committee received a summary report from the Deputy Director of Human Resources on the Wellbeing Sub-Committee (paper reference HEA.2024.028). It was **reported:**
- a) The main area of discussion had been on the financial wellbeing and provisions for students and that cost of living remained a major issue.
  - b) The Annual Wellbeing Assessment report was discussed which was on this agenda for further discussion later.

**Sickness Absence**

- 050.HEA.2024      The Committee received a verbal update from the Deputy Director of Human Resources on Sickness Absence (paper reference HEA.2024.029 to follow). It was **reported:**
- a) The report was omitted from the papers but was to be circulated after the meeting.
  - b) Due to the delays in the government publishing national sickness statistics the benchmarking was against sector information and data only.
  - c) Mental health across the sector remained the most common reason for absence in 85% of HE institutions.
  - d) From the benchmarking data the university was reflective of the sector and the data tracked the benchmarks with some improvements. [REDACTED]
  - e) The Committee were advised to review the full data within the report that was to be circulated by the Committee Secretary.

- 051.HEA.2024      

The Committee <b>agreed:</b> The Committee Secretary was to share the Sickness Absence report after the meeting.
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**Annual Wellbeing Assessment Report**

- 052.HEA.2024      The Committee received a summary report from the Deputy Director of Human Resources on the Annual Wellbeing Assessment (paper reference HEA.2024.030. It was **reported:**
- a) The report had already been presented to the Wellbeing Sub-Committee.
  - b) The Wellbeing Assessment was introduced in 2023, and all university school/services were now engaged in the process.
  - c) Two key themes had been highlighted relating to the loss of institutional knowledge and expertise along with workload concerns.
  - d) There had been a number of positives on the Wellbeing Assessments related to evidence of actions: increased connection/communication, development opportunities and that colleagues felt heard and there was a more shared responsibility for wellbeing.
  - e) Although previously hybrid working had been flagged as a concern, it was now highlighted as a positive and colleagues felt trusted and valued by being trusted to work in this way.
  - f) There was some sense of frustration around communications across the university and more authentic messages that workloads had changed due to reduction in staffing.
  - g) There had been three recommendations from the assessments: Include workload demands on the University Risk Register and the Deputy of HR was liaising with

governance; to complete and champion the Mental Health Awareness module; Managers/leaders to be positive role models in relation to wellbeing.

- h) It was noted that the level of engagement across the university had significantly improved which would assist with evidencing and demonstrating the organisational management arrangements for work-related stress to HSE.
- i) The Deputy Director of HR confirmed that absence continued to be monitored and exit questionnaires to understand peoples decisions to leave the university as part of the Wellbeing process.

**Other Matters \* starred item**

**Genetic Modification & Biosafety Sub Committee**

053.2024.HEA The Committee received and noted the starred report from the Generic Modifications & Biosafety Sub Committee from within the School of Health (paper reference HEA.2024.031).

**Other Business**

054.2024.HEA The Committee noted the Schedule of Business for 2025/26 (paper reference HEA-2024-032).

**Any Other Business**

055.2024.HEA The Joint Chair reminded the Committee about suggested items for the Annual Health & Safety meeting in September. Should members have any items to forward these through to the Joint Chairs.

056.2024.HEA It was agreed by the Joint Chairs that the next Thematic Topic would look at Martyn’s Law and what was being implemented by the Working group.

057.2024.HEA 

The Committee <b>agreed:</b> The Committee Secretary to add this to the next agenda.
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058.2024.HEA The Head of Legal, Governance and Compliance had joined the meeting to discuss Confrontational Students. It was **noted:**

- a) There had been an increase in concern from staff having to deal with sensitive topics, students expressing extreme views, which crossed over various areas including E6, Prevent, Safeguarding and Freedom of Speech.
- b) It had not yet been determined which committee or working group these concerns should sit within.
- c) Training was being developed as part of E6 working group and various training for colleagues undertaking investigations.
- d) There was a need for staff to feel they were equipped and to understand legal boundaries, the university processes, EDi policies, who to contact and what records to keep.
- e) The Joint Chair (TU) highlighted that academic staff would be interested in feeding into the process around the challenges faced and the increase in these incidents.

059.2024.HEA The next meeting of the Committee was to be held on 7<sup>th</sup> October 2025 at 13:30 hrs via Teams.

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

Signed: ..... Date: .....