

Agenda for the 214th meeting of the Health & Safety Consultative Committee held on 05 February 2026 at 13:30 hours via Microsoft Teams

Agenda Item and Paper Reference		Led By
PRELIMINARY ITEMS		
1.	Apologies and Welcome	Chair
2.	Declarations of Interest	Chair
3.	Membership 2025/26 and Terms of Reference (HEA-2526-02-05-P3)	Chair
4.	Minutes of the previous meeting (HEA-2526-02-05-P4) To approve the minutes of the meeting held on 07 October 2025	Chair
5.	Matters Arising (HEA-2526-02-05-P5)	Chair/Secretary
MAJOR TOPICS		
6.	Thematic Topic – PAT Testing Process Update (Verbal)	V Johnson
LOCAL REPORTS		
*7.	Collated Reports from School & Services and Common Themes (HEA-2526-02-05-P7)	J Chester
SAFETY		
8.	Central Health & Safety Consolidated Report (HEA-2526-02-05-P8)	J Chester
9.	Annual Accident & Incident Report 2024-25 (HEA-2526-02-05-P9)	J Chester
10.	For Approval: Code of Practice for DSE (Display Screen Equipment) (HEA-2526-02-05-P10)	J Chester
HEALTH & WELLBEING		
11.	Report from Wellbeing Sub-Committee (HEA-2526-02-05-P11)	S Swales
12.	Sickness Absence Report-Bi-annual (Verbal Presentation)	S Swales
OTHER MATTERS		
*13.	Report from Generic Modifications & Biosafety Sub-Committee (HEA-2526-02-05-P13)	Chair
OTHER BUSINESS		
14.	Schedule of Business for 2025/26 (HEA-2526-02-05-P14)	Chair
15.	Any Other Business	Chair
DETAILS OF THE NEXT MEETING		
16.	The next meeting of the H&S Consultative Committee meeting will be on 02 June 2026 at 13:30 hours via Teams	Chair

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.*

Terms of Reference and Membership

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)
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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>

Health and Safety Consultative Committee – Membership 2025/26			
Membership role	Name	Job Title	School/Service
Co-Chair - Mgt	Vicki Johnson (from Oct 2025)	Interim Director of Estates/FM	Estates/FM Services
Co-Chair - TU	Sareen Galbraith	UCU	Trade Union
Trade Union reps (2 from UCU and 2 from Unison)	Gordon Knowles	Unison	Trade Union
	Jennifer Dods	UCU	Trade Union
	Gary Lawson	Unison	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
	Vicki Johnson (also Joint Chair)	Interim Director of Estates/FM	Estates/FM Services
School and Service reps (4 Schools & 4 Services min.) (On a 2-year rotating cycle at discretion of Joint Chairs)	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
	Vacant (previously Vicki Johnson)	TBC	TBC
Students' Union reps x2	Vacant-awaiting new member	TBC	Students' Union
	John Goodwin	Director – 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 Ros Mason James Chester Paula Johnston Meg Freeman	Committee Secretary Deputy Director of HR Deputy University Secretary Head of Health & Safety Fire Safety Adviser Health & Safety Technician	Estates/FM Services Human Resources Registrar & Secretary's Office Health & Safety Health & Safety Health & Safety

Matters Arising

Executive Summary

This paper provides an update on matters arising from the previous meeting of the Health & Safety Consultative Committee on 07 October 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: 26th January 2026

Matters Arising

This report summarises the matters arising from the last meeting of the Health & Safety Consultative Committee on 07 October 2025:

Arising from Minute:	Context	Action required	By Whom	Status and Progress
042.2024.HEA	<p>The Committee received the verbal matters arising report. It was noted:</p> <p>a) The Director of Estates gave an update on Martyn's Law and the establishment of a working group. It was highlighted by Digital Services that it would be useful if a member of the AV team joined this working group.</p> <p>b) The H&S Manager (LSA) highlighted that the LSA Fire Safety document was not yet finalised.</p>	<p>The Committee agreed:</p> <p>a) The Director of Estates to ensure that a representative from the AV team was included in the Martyn's Law working group.</p> <p>b) The Fire Safety document (LSA) to be circulated to the group on completion.</p>	<p>A Allison</p> <p>H Bashir</p>	<p><u>COMPLETED AND CLOSED</u></p> <p>Following the Annual H&S meeting and departure of the Director of Estates, the Head of Health & Safety had confirmed that Drew Precious from Digital Services already sat on the Martyn's Law Working Group.</p> <p><u>COMPLETED</u></p> <p>The Fire Safety document for LSA was circulated to the H&SCC group on 21/01/2026. The Fire Safety Advisor confirmed roll out was scheduled for the first week in February and training was either in progress or being scheduled.</p>
044.2024.HEA	<p>The Committee received a verbal update with presentations from the Estates/FM team on Electrical Safety Rules and Managing Legionella.</p>	<p>The Committee agreed:</p> <p>The Committee Secretary was to share the presentations after the meeting.</p>	L Proctor	<p><u>COMPLETED AND CLOSED</u></p> <p>Both presentations had been circulated to the group by the Committee Secretary.</p>
046.2024.HEA	<p>The Committee received the starred report on Low, Medium, High-Risk Areas and Common Themes. It was reported:</p> <p>a) <u>PAT Testing process</u> - 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.</p> <p>b) <u>Security</u> - The Deputy Director of HR highlighted concerns that following a broken window at Bronte which had been boarded up, the glass had remained</p>	<p>The Committee agreed:</p> <p>a) The Director of Estates to check the PAT process in relation to timelines.</p> <p>b) The Director of Estates to speak to Deputy Director</p>	<p>A Allison / V Johnson</p> <p>A Allison</p>	<p><u>COMPLETED</u></p> <p>It was confirmed at the meeting 22/10/25 by the Interim Director of Estates that a review was to take place of the entire PAT testing process, and a full update would be provided at the meeting on 05/02/2025.</p> <p><u>COMPLETED AND CLOSED</u></p>

	inside the room. The Director of Estates to pick up with his team to ensure the process was joined up.	(Estates) regarding clean-up process after vandalism.		The Director of Estates had picked this up with the Deputy Director and the process had been reviewed.
051.2024.HEA	The Committee received a verbal update on Sickness Absence as the paper had been omitted from the report due to delays in the government publishing national sickness statistics.	The Committee agreed: The Committee Secretary was to share the Sickness Absence report after the meeting	L Proctor	<u>COMPLETED AND CLOSED</u> The sickness absence report had be circulated after the meeting by the Committee Secretary.
057.2024.HEA	It was agreed by the Joint Chairs that the next Thematic Topic would look at Martyn’s Law and the work to date of the Working Group.	The Committee agreed: The Committee Secretary to add to the next agenda.	L Proctor / A Allison	<u>COMPLETED AND CLOSED</u> Deputy Director (Estates/FM) to update at the 07/10/25 meeting.
07 October 2025 Minute Ref: 8.2	<u>Capacities of rooms booked for activities insufficient for the number of participants</u> a) Two schools had reported that rooms timetabled for induction events did not have sufficient capacity to accommodate the expected numbers. b) This was not isolated, and eight schools had experienced similar issues. It had been raised at SMG, and School Managers and Deans had been asked to provide feedback. c) Concern was raised on areas of the campus being unfit for purpose, particularly for those students with reasonable adjustment plans.	The Committee agreed: a) The Joint Chairs to meet to discuss the concerns faced in relation to timetabling of unfit rooms on campus and the challenges of schools and timetabling. b) The Joint Chair (Estates/ FM) to meet with the School Manager within School of Health regarding accessibility and reasonable adjustments.	S Galbraith / V Johnson V Johnson / V Johnston	<u>COMPLETED</u> The Deputy Director (Estates/FM) had confirmed discussions had taken place with timetabling. <u>COMPLETED</u> The Deputy Director (Estates/FM) confirmed discussions had taken place and resolved.
07 October 2025 Minute Ref: 14.2	It had been requested by the Head of Legal, Governance & Compliance that Martyn’s Law be included as a regular standing item in the Central Health & Safety reporting. This was to be reflected in future reports and added to the schedule of business.	The Committee agreed: This standing item should be added to the Schedule of Business.	L Proctor	<u>COMPLETED</u> This had been added to the Schedule of Business.
07 October 2025 Minute Ref: 15.2	Student Representation on the Committee: a) The Interim Director of the Student Union had raised a query in relation to student representation on the Committee.	The Committee agreed: As the Interim Director was unable to attend this meeting the Joint Chairs agreed to speak separately and pick up formally at the next meeting.	S Galbraith / V Johnson	<u>IN PROGRESS</u> Conversations taking place with the Director of the Student Union and awaiting further update.

*Genetic Modification & Biological Safety Committee Report	
1.	Purpose and action required
1.1.	This report is to note . The HSCC is invited to feedback with any guidance on the points raised in this report.
2.	Legal / regulatory / governance context
2.1.	Committee is required to meet Health & Safety Executive [HSE] requirements.
3.	Approval arrangements
3.1.	Sponsor: Duncan Sharp
3.2.	Author(s): Professor Gary Jones, gary.jones@leedsbeckett.ac.uk
3.3.	The papers will be discussed for further comment at the SHWAG Committee in February.
4.	Executive Summary/ Report Highlights
4.1.	<p>This report summarises key points raised in the previous meetings which took place on 02.12.2025 (GMO) and 16.12.2025 (Biological Safety). A description of key points arising is outlined below.</p> <p>Preliminary items (A) C2 (i) John George provided James Chester with a paragraph regarding the activities of the Biomedical Science centre for the purpose of updating the Terms of Reference.</p> <p>Local Issues (B) B1) The COSHH register continues to be updated on a continuous basis. B2) One incident was reported; a lab technician splashed flash cleaning solution in their eye. The incident was reported and the COSHH register reviewed which indicated the technician should have worn glasses when handling the solution. There was no injury. The technician flushed the eye with clean water at the time of the incident. B2 (i) A near miss was reported; an empty storage box was mistakenly stored on top of a -80 fridge and fell onto a colleague when opened. There were no injuries, and a reminder has been circulated about storing boxes at low levels or in designated areas. B2 (ii) The group asked if formal training on COSHH could be organised for the School Learning Officers. James Chester will explore this further with a view to hold in-house training sessions after Easter. To be discussed at the meeting in April 2026.</p> <p>Other Business C2 James Chester requested that an overview of ongoing research work in the labs be provided at these meetings. It was agreed John George would pick this up as</p>

	Biosafety officer, he agreed to liaise with Jim Boyne and bring this for discussion to the April meeting.
5.	Strategic Alignment
5.1.	This committee has oversight of all H&S elements for the biomedical research laboratories.
6.	Background or developments since the previous meeting
6.1.	N/A
7.	Options appraisal/analysis
7.1.	N/A
8.	Finance / resource / risk implications
8.1.	N/A
9.	Consultation
9.1.	Key stakeholders are all biomedical research staff and PGR students, all represented by nominated colleagues on this committee.
10.	Timeline
10.1.	Actions will be reviewed at the April 2026 meeting.
11.	Further information / Appendices
11.1.	N/A

**HEALTH & SAFETY CONSULTATIVE COMMITTEE
ANNUAL SCHEDULE OF BUSINESS**

(Updated 14/10/2025)

Schedule of Business 2025/26

7 th OCTOBER 2025 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)		5 th FEBRUARY 2026 at 13:30-15:30 Via Teams (Chair: Vicki Johnson)	2 nd JUNE 2026 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)
<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 – Head of H&S (J Chester) 2. Health & Safety Risk Assessment Update – Head of H&S (J Chester) 3. Schedule of Trade Union Inspections – Head of H&S (J Chester) 4. +/- Thematic Topic: TBC 		<ol style="list-style-type: none"> 1. Autumn Fire Drills Report – Head of H&S (J Chester) 2. Sickness Absence Report (Bi-annual) – Deputy Director of HR (S Swales) 3. Annual Accident & Incident Report 2024 – Head of H&S (J Chester) 4. PAT Testing Process Report – Estates/FM team 5. +/- Thematic Topic: TBC 	
		<ol style="list-style-type: none"> 1. Fire Safety Policy and Procedures Annual Review – Head of H&S (J Chester) 2. Spring Fire Drills Report – Head of H&S (J Chester) 3. Sickness Absence Report (shorter absence report) (Bi-annual) – Deputy Director of HR (S Swales) 4. Annual Wellbeing Assessment Report – Head of H&S (J Chester) 5. Draft Schedule of Business 2025/26 – Chair 6. Items for the Annual Health & Safety Meeting-Chair 7. +/- Thematic Topic: Good Practice 	
Standing items	Part A: Preliminary Items	Declarations of Interest - Chair	
		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 – TBC	
	Part C: Local Reports	*Collated Reports from School & Services and Common Themes (collated reports of low, medium, high impact areas – Head of H&S (J Chester)	
	Part D: Safety	<u>Consolidated 'Central Health & Safety Report' includes:</u> (Head of H&S-J Chester) -Accident and Incident Reports -Fire Safety Management Update Report -New Legislation -Martyn's Law -Health & Safety Training Compliance	
	Part E: Report from other Committees	Report from Wellbeing Sub-Committee –Director of HR (S Swales-Joint Chair of Wellbeing sub-committee) *Report from Biological Safety Committee (provided by Prof Gary Jones (Chair of Biosafety Committee) - Chair	
Part F: Other Matters	Good Practice – Head of H&S (Ad hoc)		
Part G: Other Business	Schedule of Business – Chair		
Part H: Next Meeting	Details of next meeting - 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.*