



Minutes of the 208th Health & Safety Consultative Committee meeting on 06 February 2024 held via Teams.

Present: Sareen Galbraith (Chair), Andy Allison, Jo Benn, Hamera Bashir, Harsh Bhatia, Carole Birley, Tracy Commons, Jennifer Dodds, Mark Dunstan, Katherine Everest, Ryan Hill, Jonathan Holland, Vikki Johnston, Nicola Queenan, Andrew Manley, Joan Sheehan

In attendance: Phil Atkinson, James Chester, Fiona Riley, Sarah Swales, Liz Proctor (Secretary)

Apologies: Oliver Bray, Helen Dickson, David Haigh, Lizzi Kijewski, Kerry Radford

Note: Meeting was recorded for minuting purposes.

Preliminary Items

Membership Update 23/24

- 029.2023.HEA The Chair presented the 2023/23 membership update (paper reference HEA-2023-017). was **noted**:
- Andy Allison (Associate Director-Estates/FM) had taken over the role of Joint Chair of the Committee, following the departure of the Director of Estates.
 - The Dean vacancy had now been filled by Dr Andrew Manley, Head of Subject CSS who had joined the Committee as a Deputy for CSS.
 - Helen Dickson had replaced Mark Dunstan on the Committee as Deputy from Sports & Active Lifestyle.
 - Ryan Hill had replaced Kate Davis following her retirement for Estates/FM.
 - Unison was in the process of replacing their H&S Officer for the Committee, this was to be confirmed.
 - The new Head of Health & Safety, James Chester was welcomed to his first meeting.

Declaration(s) of interest

030.2023.HEA No declarations of interest were made.

Minutes of the meeting held on 03 October 2023

031.2023.HEA The Committee **agreed** that the minutes of its meeting on 03 October 2023 were an accurate record (paper reference HEA-2023-018).

Matters arising

- 032.2023.HEA The Committee Secretary presented a report on the matters arising from the previous meeting held on 03 October 2023 (paper reference HEA-2023-019). The following was **noted**:
- Item reference 051.2022.HEA – This was ongoing and would be raised with the Director of Internationals for decision on reporting to H&SCC now two directorates.

- b) Item 007.2023.HEA(a) – This action had now highlighted the need for a project to review transport as a whole across the campus, including a policy and arrangements. This was to be added to the H&S plan of works.
The Head of H&S highlighted that all papers had been prepared by the H&S Consultant, however he was to fulfil actions that arose from meetings.
- c) Item 018.2023.HEA(a) – Conversations had taken place outside of the meeting and it had been agreed the training matrix needed to be reviewed to ensure colleagues are equipped with the necessary skills to fulfil their responsibilities.
- d) Item 018.2023.HEA(b) - Examples of good practice would be brought to the June meeting. The Joint Chair and Head of H&S would discuss outside of the meeting.

033.2023.HEA

The Committee **agreed:**
The Joint Chair (TUs) and Head of H&S to meet to discuss the thematic topic for the June meeting in relation to good practice.

Major Topics

Wellbeing Assessment

034.2023.HEA The Committee received a verbal update from the Deputy Director of HR on the Wellbeing Assessment. It was **reported:**

- a) Previously the University had a very comprehensive stress risk assessment process that had been team based and linked to the stress guidance.
- b) The new Wellbeing process had been a collaborative piece of work that had involved Trade Unions, Health & Safety and had been piloted within some schools/services.
- c) The key change to the Wellbeing Assessment was rather than discussions on stress and causes, it was a more open conversation around wellbeing. This approach was more likely to highlight good practice and encouraged more voices to be heard.
- d) There was still the expectation that managers and teams had the wellbeing conversation twice a year and the process continued to be monitored and reviewed.
- e) During the Mental Health Charter the assessors had identified this as an innovative piece of work and something that wasn't in practise in a lot of other universities.
- f) There was still an individual SRA and managers were still expected to have that conversation if there was an indication of stress or stress related absence.
- g) The wellbeing assessment provided a more holistic approach to having conversations earlier as a preventative measure and manage wellbeing more effectively.
- h) It was highlighted by members that the process had been a more positive experience for colleagues and was a more engaged process with teams.

035.2023.HEA

The Committee **agreed:**
The Deputy Director of HR was to share resources and toolkits for the Wellbeing process to the Committee.

Clinically Vulnerable Risk Assessment

036.2023.HEA The Committee received a verbal update from the Deputy Director of HR on the Clinically Vulnerable Risk Assessment. It was **reported:**

- a) There had been less clarity on the extremely vulnerable information on the Government webpages, other than the guidance related to the booster provision for those groups identified as vulnerable.

Minute 036.2023 (b and h) was exempt from publication under section 41 (information provided in confidence) of the Freedom of Information Act 2000).

b)

- c) It was expected these risk assessments were still being carried out by managers and individuals within services/schools who had a vulnerability and reviewed annually.
- d) The risk assessment was to remain on the H&S A-Z website in the phase of 'living with Covid' but it was highlighted this was to be labelled more appropriately.
- e) The Head of H&S confirmed that a review of the A-Z content was to be undertaken.
- f) 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.
- g) 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, which then avoided repetitive and difficult conversations.

h)

- i) It was confirmed that both aspects of long covid and extremely vulnerable was to be reviewed by the Deputy Director of HR and fed back to the Committee.

037.2023.HEA

The Committee **agreed**:

- a) The Deputy Director of HR to revisit the Disability Passport Scheme and report back to the Committee.
- b) The Deputy Director of HR to follow up on long covid and extremely vulnerable and report back to the Committee.

Local Reports

Local Reports ** starred items

Summary report from the Low Impact Areas

038.2023.HEA The Committee received and noted the starred report from the Health & Safety Consultant on the Collated Low Risk Areas (paper reference number HEA.2023.020).

Summary report from the Medium Impact Areas

039.2023.HEA The Committee received and noted the starred report from the Health & Safety Consultant on the Collated Medium Risk Areas (paper reference number HEA.2023.021).

Summary report from the High Impact Areas

040.2023.HEA The Committee received and noted the starred report from the Health & Safety Consultant on the Collated High-Risk Areas (paper reference number HEA.2023.022).

Common Themes

041.2023.HEA The Committee received a report and verbal update from the Health & Safety Consultant (paper reference HEA.2023.023) on Common Themes. It was **reported**:

- a) The main common themes identified had been:
 - The positive impact of the new wellbeing process.
 - Maintaining accurate and up to date risk assessments.
 - Portable appliance testing and how this was to be organised.
 - The impact on recent moves and the challenges presented.
 - Challenges of hybrid working and covering responsibilities associated with this.

Safety Reports

Annual Accident & Incident Report

042.2023.HEA The Committee received a report from the Health & Safety Consultant on the Quarterly Accident and Incident Report (paper reference HEA.2023.024). It was **reported**:

- a) The report included the entirety of 2023 data in order to view the common themes of the accidents reported.

Minute 042.2023.HEA (b-d) was exempt from publication under section 41 (information provided in confidence) of the Freedom of Information Act 2000.

b)

c)

d)

Autumn Fire Drills Report

043.2023.HEA The Committee received a verbal update from the Health & Safety Consultant on Autumn Fire Drills. It was **reported**:

- a) As part of the strategic plan, it had been identified the need for an Emergency Response Team to move fire responsibility to a core group based on campus.
- b) It had been suggested that colleagues would appreciate a toolbox talk session prior to fire alarms activations to understand expectations and that activations be spread further apart.
- c) There had been no further evacuations since the October meeting as mindful of weather and those with PEEPs.
- d) There had been some lessons learnt from the unplanned fire evacuations and there had been a total of seven during the last two quarters. These had covered some of the buildings on the priority list, apart from Calverley.
- e) A continued challenge was the evacuation of students and how to instil the importance of evacuating buildings promptly.
- f) It was noted that the key to evacuation was regular fire drills and importance embedded into students along with regular communications throughout the year
- g) It was suggested by the Committee to produce standard information that could be utilised across the schools or shared through the Comms team.

Fire Safety Management Update Report

044.2023.HEA The Committee received a starred report from the Health & Safety Consultant on Fire Safety Management (paper reference HEA.2023.025). It was noted:

- a) The University had scheduled a programme of Fire risk assessments.

Minute 044.2023.HEA (b-c) was exempt from publication under section 41 (information provided in confidence) of the Freedom of Information Act 2000.

b)

c)

d)

Annual PAT Testing Report

- 045.2023.HEA The Committee received a detailed report on the Annual PAT Testing process from Phil Atkinson (paper reference HEA.2023.026). It was noted:
- a) A new process had been created to improve the delivery of this process to improve safety, reduce costs and that gave more control to the School/Service.
 - b) The process was to be easier for schools/services to be able to facilitate their own testing dates and putting more control onto the H&S Co-ordinators.
 - c) The release of the new process was to go out to the H&S Co-ordinators first and will also include visual functional check guidance.
 - d) To be facilitated over the summer period with four additional workshop dates to cover absent colleagues and appliances out on loan for example.
 - e) Loan desk equipment was to have visual and functional inspections by IT when equipment was handed out and returned.
 - f) PAT testing was to be opened up to all students.
 - g) The focus with many items is the power supplies and power supply leads as these are the only elements that can be tested and tend to suffer from the most wear and tear.
 - h) It was suggested the potential for a thematic communication through the Comms team for a H&S package including various key themes including PAT testing.
 - i) The highest risk for those colleagues' working hybrid tend to be power leads that are used regularly. It is important that colleagues working at home carry out regular visual checks and bring items to campus for testing if they have any concerns.

New Legislation

- 046.2023.HEA The H&S Consultant confirmed there was no updates on new legislation that required to be shared with the Committee at this time.

Health & Wellbeing

Report from Wellbeing Sub Committee

- 047.2023.HEA The Committee received a summary report from the Deputy Director of HR on the Wellbeing Sub-Committee (paper reference HEA.2023.027). The following was **reported**:
- a) The Bi-annual absence report had been a key item at the meeting prior to sharing with H&SCC. Observations had been:
Minute 047.2023.HEA (a) was exempt from publication under section 41 (information provided in confidence) of the Freedom of Information Act 2000.



Sickness Absence

- 048.2023.HEA The Committee received a report from the Deputy Director of HR on Sickness Absence (paper reference HEA.2023.028). The following was **reported**:

- a) Three key metrics had been used for the report: full time equivalent days lost to sickness absence, number of instances of sickness absence, and the number of colleagues who had been absent.
- b) The report had been benchmarked against sector and national data, although the periods do not always align but gave an indicative view of the University position.

Minute 048.2023.HEA (c-g) was exempt from publication under section 41 (information provided in confidence) of the Freedom of Information Act 2000.

- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- f) [Redacted]
- g) [Redacted]

Other Matters

Training Compliance Report

049.2023.HEA The Committee received a starred report from the Health & Safety Consultant on Training Compliance (paper reference HEA-2023-029). It was reported:

- a) The report was a snapshot of compliance on 11th January and the levels of training completion had increased since.
- b) There had been discussions with POD on how the data was presented as some colleagues had not completed the online training due to specialist training undertaken in another format.

Minute 049.2023.HEA (c-e) was exempt from publication under section 41 (information provided in confidence) of the Freedom of Information Act 2000.

- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- f) It was noted that compliance training was to be highlighted at PDR sessions.
- g) There was to be changes made in rolling out some compliance training to an annual cycle.

050.2023.HEA The Committee **agreed:**
The Deputy Director of HR to share the relevant information with the Head of H&S in relation to the format and data provided within Committee papers.

Other Business

051.2023.HEA The Committee noted the Schedule of Business (paper reference HEA-2023-030).

052.2023.HEA Following a number of items raised, the H&S Consultant confirmed:

- a) The emerging Emergency Response Team was to deal with all aspects of fire and first aid to move the onus from schools/services.
- b) As the H&S A-Z page was significantly out of date, all the H&S co-ordinators had been updated directly in relation to key documents such as the risk assessments and there had been work in the background with schools/services.

053.2023.HEA

It was requested that a note of thanks was minuted:

- a) The Head of H&S noted thanks for the H&S Co-ordinators for the role they provide within schools/service and the work undertaken.
- b) The Joint Chair (TU) noted the Chairing of the meeting was a joint effort and thanked the Committee Secretary and the Joint Chair (Estates) for their work.
- c) The Joint Chair (TU) noted the work that the previous Joint Chair (Estates) had undertaken for the committee, in particular the work during the pandemic.

054.2023.HEA

The next meeting of the Committee was to be held on 4th June 2024 at 13:30 hrs via Teams.

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

Signed: Date: