



04 JUNE 2024

AGENDA for the 04 June 2024 meeting

The 209th 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 Update 24/25	HEA-2023-031	Chair
A3	Declaration(s) of Interest	Verbal	Chair
A4	Minutes of the meeting held on 06 February 2024 CHAIR APPROVED	HEA-2023-032 CONFIDENTIAL	Chair
A5	Matters Arising	HEA-2023-033	Chair/Secretary
Part B: Major Topics		Reference	Led by
B1	Group discussion and sharing of examples of best practice across Schools/Services	Verbal	H Bashir/Group discussion
Part C: Local Reports		Reference	Led by
*C1	Collated Report of Low Impact Areas	HEA-2023-034 CONFIDENTIAL	J Chester
*C2	Collated Report of Medium Impact Areas	HEA-2023-035 CONFIDENTIAL	J Chester
*C3	Collated Report of High Impact Areas	HEA-2023-036 CONFIDENTIAL	J Chester
C4	Common Themes	HEA-2023-037	J Chester
Part D: Safety		Reference	Led by
D1	Central Health & Safety Consolidated Report: <ul style="list-style-type: none">Quarterly Accident & IncidentsSpring Fire DrillsFire Safety Management UpdateNew LegislationSafety, Health & Wellbeing Policy Annual ReviewHealth & Safety Training ComplianceCentral Health & Safety Service Updates	HEA-2023-038 CONFIDENTIAL	J Chester

Part E: Health & Wellbeing		Reference	Led by
E1	Report from Wellbeing Sub-Committee	HEA-2023-039 CONFIDENTIAL	S Swales
E2	LBU Suicide Prevention Strategy	HEA-2023-040 CONFIDENTIAL	S Swales
E3	Sickness Absence Report (shorter report)	HEA-2023-041 CONFIDENTIAL	S Swales
E4	Wellbeing Assessment Annual Report	HEA-2023-042 CONFIDENTIAL	S Swales

Part F: Other Matters		Reference	Led by
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F1	No Other Matters		
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Part G: Other Business		Reference	Led by
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G1	Draft Schedule of Business for 2024/25	HEA-2023-043	Chair
G2	Topics for the next Annual Health & Safety meeting for consideration by the Chair of HSWSG	Verbal	Chair
G3	Any Other business	Verbal	Chair

Date of the next H&S Consultative Committee meeting: Monday 7th October 2024, 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 2024/25			
Membership role	Name	Job Title	School/Service
Co-Chair - Mgt	Andy Allison (interim from Dec 2023)	Associate Director of Estates and Facilities	Estates Services
Co-Chair - TU	Sareen Galbraith (from Oct 2023)	UCU	Trade Union
Trade Union reps (2 from UCU and 2 from Unison)	John Heathcote	UCU	Trade Union
	Mobina Begum and Shaun Beckingham (Rotational basis)	Unison	Trade Union
	Jennifer Dods	UCU	Trade Union
	Carole Birley and David Page (Rotational basis)	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
	Helen Dickson	Service Improvement Manager	Sport and Active Lifestyles
	Andrew Allison [Also Co-Chair]	Associate 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)	Ryan Hill	Head of Facilities Management (City)	Estates/FM Services
	Katherine Everest	Associate Director of Libraries & Innovation	Library & Student Services
	Alison Barker	Head of Events, Alumni & Partners	External Relations
	Jonathan Holland	Head of Student Recruitment & Outreach	University Recruitment
	Joan Sheehan	Development Specialist	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	
Students' Union reps x2	Harsh Bhatia (leaving 30/06/24)	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 Vacant position Vacant position	Committee Secretary Deputy Director of HR Head of Health & Safety Health & Safety Adviser Fire Safety Adviser	Financial Services Human Resources Health & Safety Health & Safety Health & Safety



A5 - Matters Arising

Executive Summary

This paper provides an update on matters arising from the previous meeting of the Health & Safety Consultative Committee on 06 February 2024.

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: 29th May 2024

Matters Arising

This report summarises the matters arising from the last meeting of the Health & Safety Consultative Committee on 06 February 2024:

Arising from Minute:	Context	Action required	Responsibility	Status and Progress
029.2022.HEA	The Acting Chair presented the 2022/23 Committee membership update for information: a) There remained an outstanding vacancy on the Committee following the departure of the Dean of Social Sciences. The Chair was to approach an alternative Dean to fill this vacancy.	The Committee agreed: The Chair (Director of Estates) was to approach an alternative Dean to fill the current vacancy on the membership.	Trevor Armour	<u>COMPLETED AND CLOSED</u> Dr Andrew Manley-Head of Subject- CSS had been nominated by the Dean of CSS to fill this vacancy.
032.2023.HEA Previous ref 051.2022.HEA and 004.2023 HEA	The Head of Student Recruitment and Outreach highlighted that University Recruitment had been split into two separate directorates. This raised questions in relation to how this was to impact on representation and reporting at this meeting.	The Chair agreed: The Head of Health & Safety was to review and discuss with the Head of Student Recruitment in relation to the changes within the University Recruitment directorate.	Jonathan Holland	<u>COMPLETED</u> The Head of Student Recruitment closed this action as the service will be going through the change management process in the coming months so there may be some changes required then.
007.2023.HEA	The Committee received a report on e-scooter risks, it was noted: 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 Health & Safety 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.	The Committee agreed: 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. b) The Health & Safety Consultant was to feedback any improvements with e-scooters following the new arrangement.	Fiona Riley / James Chester Fiona Riley	<u>ONGOING/UPDATE IN REPORT</u> The Central Health & Safety Service will be providing an update in their report to this meeting of the Committee, which will include the re-evaluation of priorities and the intention to formalise objectives. One objective will be to revise the current Fire Safety Policy and Arrangements documents, which will incorporate proportionate detail regarding the management of fire risks from e-scooters. Whilst the need for formalised

	<p>d) To date there had been no feedback on whether the e-scooter document had improved the situation, however this was to be monitored and fed back.</p>			<p>arrangements in relation to forms of transport on campus is acknowledged, there is no accident or near-miss data to suggest that this is a priority at this time and will be progressed in due course as part of the wider revision of existing university health and safety documentation.</p> <p><u>COMPLETED AND CLOSED</u> The H&S Consultant confirmed that no further concerns about E-scooters on campus had been received.</p>
018.2023.HEA	<p>The Committee received verbal update regarding training and refresher training records. It was noted:</p> <p>a) The Trade Unions had requested under previous (matters arising reference 074.HEA.2022) an improved format to identify levels of training and having assurance that colleagues with health & safety responsibility had the relevant training.</p> <p>b) The Health & Safety consultant highlighted that all online training provided was outside of people development and known as Vital Skills. Additional information from this could be provided within the report along with incorporating reasons for the enrolment to provide additional clarity.</p> <p>c) The Dean of LSA highlighted the approach of health and safety within his school including having the role of a H&S Manager. It was suggested with the various models of H&S across the institution, the importance of sharing good practice was essential.</p> <p>d) The Joint Chair (UCU) suggested sharing of examples of good practice would be an ideal thematic topic.</p>	<p>The Committee agreed:</p> <p>a) The Health & Safety Consultant was to provide the additional training confirmation requested within the training compliance report with improved format to identify levels of training for colleagues with health & safety responsibility.</p> <p>b) A suggested thematic topic to come to a future meeting was for members to give thought and provide examples of best practice that could be shared across schools/services.</p>	<p>Fiona Riley</p> <p>All members</p>	<p><u>ONGOING/UPDATE IN REPORT</u> It had been agreed the training matrix needed a review. The Central Health & Safety Service will be providing an update in their report to this meeting of H&SCC, which will include the intention to formalise objectives, one of which will be in relation to the revision of training provision within the University.</p> <p><u>COMPLETED</u> On agenda 04/06/2024.</p>
023.2023.HEA	<p>The Chair (UCU) raised the risk assessments for the clinically vulnerable, it was noted:</p>	<p>The Committee agreed:</p>	<p>Sareen Galbraith</p>	<p><u>COMPLETED AND CLOSED</u></p>

	Risk assessments for colleagues who continue to be clinically vulnerable sat within HR as part of Occupational Health.	The Joint Chair (UCU) was to contact the Deputy Director of HR in relation to Risk Assessments for the clinically vulnerable.		This was an item under the thematic topic section of the 06/02/24 agenda.
033.2023.HEA Previous ref 018.2023.HEA(b)	Matters arising actions. 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.	The Committee agreed: The Joint Chair (TUs) and Head of H&S to meet to discuss the thematic topic for the June meeting on good practice.	Sareen Galbraith James Chester	COMPLETED On the agenda for the 04/06/24 meeting.
034.2023.HEA	Verbal update from the Deputy Director of HR received on the Wellbeing Assessment. It was reported: <ul style="list-style-type: none"> The key change to the Wellbeing Assessment was rather than discussions on stress and causes, it was a more open conversation around wellbeing. There was still the expectation that managers and teams had the wellbeing conversation and the process continued to be monitored and reviewed. The assessment provided a more holistic approach to having conversations earlier as a preventative measure and manage wellbeing more effectively. 	The Committee agreed: The Deputy Director of HR was to share resources and toolkits for the Wellbeing process to the Committee.	Sarah Swales	COMPLETED The Deputy Director of HR provided links to the resources as below: Wellbeing Assessment Leeds Beckett University Wellbeing Assessment Leeds Beckett University
037.2023.HEA	Verbal update from the Deputy Director of HR on the Clinically Vulnerable Risk Assessment. It was reported: <ul style="list-style-type: none"> 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. 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. It was highlighted that there had been students who had started their studies with long covid. It was confirmed that both aspects of long covid and extremely vulnerable was to be reviewed by the Deputy Director of HR. 	The Committee agreed: <ol style="list-style-type: none"> The Deputy Director of HR to revisit the Disability Passport Scheme and report back to the Committee. The Deputy Director of HR to follow up on long covid and extremely vulnerable and report back to the Committee. 	Sarah Swales	ONGOING Work on Disability Passport reviewed and ongoing. COMPLETED The Deputy Director of HR provided links to the latest guidance on clinically extremely vulnerable: COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)

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:

049.2023.HEA action-Exempt from publication under section 41 (Information provided in confidence) of the Freedom of Information Act 2000.

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The Committee **agreed:**

Sarah Swales

COMPLETED

C4 - Summary Report of Common Themes from Schools and Services

Executive Summary

The purpose of the report is to identify common themes of discussion in schools and services, and bring this to the attention of the Committee for information.

Action Requested

This report is for information

Appendices

None

Author

Name: James Chester
Job title: Head of Health & Safety
Date: 28th May 2024

Approval Route

Name: Andrew Allison
Job title: Interim Director of Estates & Facilities
Date: 29th May 2024

Summary Report of Common Themes from Schools and Professional Services

1. Introduction

The purpose of the report is to identify common themes of discussion in schools and services and bring this to the attention of the Committee for information. Information on common themes that has been gathered from the reports submitted by the school and service Safety, Health and Wellbeing Advisory Groups (SHWAGs – for high risk and medium risk schools / services) or management meetings (low risk schools / services).

2. Common Themes

- 2.1. Schools and Services have reported on efforts ensuring risk assessments remain current and up to date.
- 2.2. Schools and Services have reported on efforts to maintain wellbeing assessments in line with current University requirements.
- 2.3. Some report challenges around ensuring compliance with essential training requirements and ensuring staff undertake this training.
- 2.4. Ongoing efforts associated with monitoring fire warden and first aider numbers considering hybrid working and supporting colleagues working remotely.
- 2.5. School- and service-specific issues are being discussed locally as appropriate.
- 2.6. CHSS are providing additional support as when requested.

3. Recommendations and referrals

- 3.1. The information being provided by the schools and services for the reports for this Committee varies greatly in content. CHSS will be further reviewing the format of the reports for future Health & Safety Consultative Committee meetings and providing further guidance to the schools and services.

References and further information

None

Author

Name: James Chester
Job title: Head of Health & Safety
Date: 28th May 2024

G1 - Schedule of Business 2024/25

	7th OCTOBER 2024 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)	TBC FEBRUARY 2025 at 13:30-15:30 Via Teams (Chair: Andy Allison)	TBC JUNE 2025 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)
	<i>Report deadline: 19th SEPTEMBER 2024</i>	<i>Report deadline: TBC JANUARY 2025</i>	<i>Report deadline: TBC MAY 2025</i>
	<ol style="list-style-type: none"> 1. Fire Safety Policy and Procedures Annual Review – H&S team 2. Safety, Health, and Wellbeing Policy Update – H&S team 3. Health & Safety Risk Assessment Update – H&S team 4. Quarterly Accident & Incident Report – H&S team 5. Schedule of Trade Union Inspections – H&S team 6. +/- 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. +/- Thematic Topic: TBC 	<ol style="list-style-type: none"> 1. Spring Fire Drills Report – H&S team 2. Sickness Absence Report (Bi-annual) – HR Team/Sarah Swales (shorter absence report) 3. Annual Wellbeing Assessment Report – HR Team 4. Draft Schedule of Business 2025/26 – Chair 5. Accident & Incident Report – H&S team 6. +/- 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	*Local Summary Reports (collated reports of low, medium, high impact areas via H&S Team)	
		Common Themes Report – H&S team	
	Part D: Safety	Accident and Incident Report – H&S team *Fire Safety Management Update Report – H&S team New Legislation – H&S team *Health & Safety Training Compliance – H&S team	
	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.*