



07 OCTOBER 2024

AGENDA for the 07 October 2024 meeting

The 210th 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-2024-001	Chair
A3	Draft Update - Terms of Reference	HEA-2024-002	Chair/J Chester
A4	Declaration(s) of Interest	Verbal	Chair
A5	Minutes of the meeting held on 04 June 2024 CHAIR APPROVED	HEA-2024-003 CONFIDENTIAL	Chair
A6	Matters Arising	HEA-2024-004	Chair/Secretary
Part B: Major Topics		Reference	Led by
B1	Thematic Topic – Local Fire Evacuation Procedure	Verbal	K Klutz
Part C: Local Reports		Reference	Led by
C1	Collated Reports from School & Services and Common Themes	HEA-2024-005 CONFIDENTIAL	J Chester
Part D: Safety		Reference	Led by
D1	Central Health & Safety Consolidated Report	HEA-2024-006 CONFIDENTIAL	J Chester
D2	Proposed Schedule of Trade Union Inspections	HEA-2024-007	J Chester
Part E: Health & Wellbeing		Reference	Led by
E1	Report from Wellbeing Sub-Committee	HEA-2024-008 CONFIDENTIAL	S Swales
Part F: Other Matters		Reference	Led by
F1	Report from Generic Modification & Biosafety Sub- Committee	HEA-2024-009 CONFIDENTIAL	S Galbraith
Part G: Other Business		Reference	Led by
G1	Schedule of Business for 2024/25	HEA-2024-010	Chair

G2 Any Other business

Verbal

Chair

Date of the next H&S Consultative Committee meeting: Tuesday 11th February, 2024 at 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)	Interim 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)	Mobina Begum and Shaun Beckingham (Rotational basis)	Unison	Trade Union
	Jennifer Dods	UCU	Trade Union
	Gordon Knowles	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]	Interim 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
	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	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 Vacant position Paula Johnston	Committee Secretary Deputy Director of HR Head of Health & Safety Health & Safety Adviser Fire Safety Adviser	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;
- 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

The Committee will consist of members representing the management, colleagues and students of the University as follows:

3.1. 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.

3.2. 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.

3.3. University Senior Management Group

4x members of the University's SMG, comprising 2x Deans of Schools and 2x Directors of Service, each from different schools and services.

3.4. School and Professional Service Representatives

Representatives from at least 4x schools and 4x services (1x representative per school or service); more than 8x representatives may be permitted at the discretion and agreement of the Joint Chairs.

3.5. Trade Union Safety Representatives

The legal framework outlined above places duties on the University to consult with Trade Union Safety Representatives. The extension of Committee membership to Trade Union officers who are not Safety Representatives is purely at the discretion of the University represented by the Joint Chairs of the Committee.

- a. In consultation with its constituency, Unison shall nominate up to two of its Safety Representatives to be members of the Committee.
- b. In consultation with its constituency, UCU shall nominate up to two of its Safety Representatives to be members of the Committee.

3.6. Co-opted members:

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

3.7. **Students' Union:**

The University has chosen to extend the invitation of membership of the Committee to Leeds Beckett Students' Union, who may nominate one member to represent students and one member to represent the Students' Union.

3.8. **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.

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
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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).
Links to other internal policies / procedures	<ol style="list-style-type: none"> 1. Safety, Health and Wellbeing Policy v3 (June 2023).
Version reference	2024.01
Version History - summary of changes	<p>2019: Adopted September 2019.</p> <p>2024.01: Initial draft for consultation / comment: takes 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 04 June 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: 23rd September 2024

Matters Arising

This report summarises the matters arising from the last meeting of the Health & Safety Consultative Committee on 04 June 2024:

Arising from Minute:	Context	Action required	Responsibility	Status and Progress
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 H&S and Head of Student Recruitment to discuss the changes within the University Recruitment directorate.	Jonathan Holland	<u>COMPLETED AND CLOSED</u> The Head of Student Recruitment closed this action as the service to go through management of change in the coming months.
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 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.	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.	James Chester	<u>COMPLETE IF AGREED BY COMMITTEE</u> 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.
018.2023.HEA	The Committee received verbal update regarding training and refresher training records. It was noted: a) The Trade Unions had requested previously an improved format to identify levels of training and having assurance that colleagues with H&S responsibility had the relevant training. b) The H&S 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	The Committee agreed: 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	Fiona Riley James Chester	<u>COMPLETED</u> The training and compliance reports were covered in the training report on the agenda of 04/06/24.

	<p>report along with reasons for the enrolment to provide additional clarity.</p> <p>c) The Dean of LSA highlighted the approach of H&S within LSA including having the role of a H&S Manager. It was noted 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>colleagues with health & safety responsibility.</p> <p>b) A suggested thematic topic for a future meeting was for members to give thought/ provide examples of best practice to share across schools/services.</p>	All members	<p><u>COMPLETED AND CLOSED</u> On agenda 04/06/2024.</p>
033.2023.HEA	<p>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.</p>	<p>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.</p>	Sareen Galbraith James Chester	<p><u>COMPLETED AND CLOSED</u> On the agenda for the 04/06/24 meeting.</p>
034.2023.HEA	<p>Verbal update from the Deputy Director of HR received on the Wellbeing Assessment. It was reported:</p> <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. 	<p>The Committee agreed: The Deputy Director of HR was to share resources and toolkits for the Wellbeing process to the Committee.</p>	Sarah Swales	<p><u>COMPLETED AND CLOSED</u> The Deputy Director of HR provided links to the resources as below: Wellbeing Assessment Leeds Beckett University Wellbeing Assessment Leeds Beckett University</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"> • Occupational Health had not received any new clinically or updated vulnerable risk assessments in the last 12 months related to the infection. • 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. 	<p>The Committee agreed: a) The Deputy Director of HR to revisit the Disability Passport Scheme and report back to the Committee.</p>	Sarah Swales	<p><u>ONGOING FOR FUTURE MEETING</u> The Deputy Director of HR confirmed the action on Disability Passports required further work and would come to a future meeting.</p>

	<ul style="list-style-type: none"> 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. 	b) The Deputy Director of HR to follow up on long covid and extremely vulnerable and report back to the Committee.		<p><u>COMPLETED AND CLOSED</u></p> <p>The Deputy Director of HR provided links to guidance on clinically extremely vulnerable: COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)</p>
049.2023.HEA	<p>The Committee received a starred report from the Health & Safety Consultant on Training Compliance (paper reference HEA-2023-029). It was reported:</p> <ul style="list-style-type: none"> There had been discussions with POD on how the data was presented for those colleagues who undertook training in a different format. Audit Committee had a high-level of concern on the completion rates for compliance training. HR and Governance had been tasked to report back on solutions and reasons for low compliance. The Head of H&S suggested if copies of the data presented to Committees be shared in order to provide more consistency across all papers. 	<p>The Committee agreed:</p> <p>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.</p>	Sarah Swales	<p><u>COMPLETED AND CLOSED</u></p> <p>Data had been shared. Note to all SMG sent by Deputy Director of HR asking for action regarding completion rates. Deans and Directors given three months (to end of July) to improve completion rates. Interim report to be provided to Audit Committee in June.</p>
061.2023.HEA	<p>The Committee received a verbal update from the H&S Manager on good practice within LSA.</p>	<p>The Committee agreed:</p> <p>If any other members would be interested to share further good practice at the next meeting to come forward to the Joint Chairs or Committee Secretary.</p>	All members	<p><u>COMPLETED</u></p> <p>No further requests put forward.</p>
071.2023.HEA	<p>The Committee received a report and verbal update from the Deputy Director of HR on the Annual Wellbeing Assessment.</p> <ul style="list-style-type: none"> The TU Union Officer noted that a request had been made to JCC for a university wide risk assessment to 	<p>The Committee agreed:</p> <p>a) The Deputy Director of Human Resources to follow up on the requests made:</p> <ul style="list-style-type: none"> A University wide risk assessment to monitor impact on health related to 	Sarah Swales	<p><u>COMPLETED</u></p> <p>The Deputy Director of HR confirmed the draft university wide assessment was shared with union colleagues on 30/07/24. No comments/amends received from Union colleagues. This has been</p>

	<p>monitor the impact on health related to the management of change and VS scheme.</p> <ul style="list-style-type: none"> • The Deputy Director of Human Resources was to follow up the Unison request with the HR Associate Director and respond to the Union via JCC. • The Joint Chair (TU) had previously requested risk assessments for the areas already undergoing restructure, this was to be picked up by the Deputy Director of HR. 	<p>the management of change and VS scheme previously requested at JCC.</p> <ul style="list-style-type: none"> • Follow up with the HR Associate Director on risk assessments for those areas already undergoing restructure. 		<p>followed up with Unions at sub-JCC meetings. The plan is to review this regularly (once a term). However, we would give due consideration to the level of change activity and review earlier if purposeful.</p> <p><u>COMPLETED</u></p> <p>The Deputy Director of HR confirmed this was discussed at wider JCC and the assessments were shared at the time by the HRBP.</p>
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**D2 - Trade Union Health & Safety Workplace Inspections
Proposed Schedule: Academic Year 2024-25**

Term:	Autumn Term	Spring Term	Summer Term
Proposed date of inspection:	w/c 4 th November 2024 (<i>exact date TBC</i>)	w/c 3 rd March 2025 (<i>exact date TBC</i>)	w/c 23 rd June 2025 (<i>exact date TBC</i>)
Proposed location for inspection:	Headingley Campus: Bronte Hall	Headingley Campus: Caedmon Hall	City Campus: Old Broadcasting House or Woodhouse
School(s) / Services(s) present in the proposed location:	Professional Services, including HR, External Relations, RSO, Estates & Facilities, Business Engagement	Carnegie School of Education	OBH: VCO, SIBA, ER Woodhouse: SU / E&F / Gyms / Faith spaces
Reason for proposed inspection:	Multiple moves over the late Spring / Summer period	Relocation from Carnegie Hall into refurbished premises	OBH: Summer '24 refurbishments Woodhouse: Changes to Faith Spaces
Representatives from:			
Central Health & Safety Service	James Chester, Head of Health & Safety Paula Johnston, Fire Safety Advisor	James Chester, Head of Health & Safety Paula Johnston, Fire Safety Advisor	James Chester, Head of Health & Safety Paula Johnston, Fire Safety Advisor
Estates & Facilities	TBC	TBC	TBC
Unison	TBC	TBC	TBC
UCU	TBC	TBC	TBC
Occupants	TBC	TBC	TBC

G1 - Schedule of Business 2024/25

7th OCTOBER 2024 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)		11th FEBRUARY 2025 at 13:30-15:30 Via Teams (Chair: Andy Allison)	3rd JUNE 2025 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)
<i>Report deadline: 19th SEPTEMBER 2024</i>		<i>Report deadline: 28th JANUARY 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 	
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		
Note: All Health & Safety related papers on the SoB will consolidated into one report titled 'Central Health & Safety Consolidated Report' provided by the Head of H&S.			

**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.*