



Minutes of the 210th Health & Safety Consultative Committee meeting on 07 October 2024 held via Teams.

Present: Sareen Galbraith (Chair), Andy Allison, Hamera Bashir, Jo Benn, Oliver Bray, Mark Dunstan, Katherine Everest, Jonathan Holland, Vikki Johnston, Neil Mackenzie, Andrew Manley, Joan Sheehan

In attendance: James Chester, Kate Klutz, Paula Johnston, Sarah Swales, Liz Proctor (Secretary)

Apologies: Alison Barker, Shaun Beckingham, Mobina Begum, Helen Dickson, Jennifer Dods, David Haigh, Lizzi Kijewski, Gordon Knowles, Vicki Johnson, Nicola Queenan, Lokesh Sharma

Note: Meeting was recorded for minuting purposes.

Preliminary Items

Membership Update 2024/25

- 001.2024.HEA The Chair presented the 2024/25 membership update (paper reference HEA-2024-001). It was **noted**:
- Ryan Hill had been replaced by Vicki Johnson on behalf of Estates/FM. It was noted Vicki would rotate attendance based on when Andy Allison was chairing.
 - Bhatia Harsh had been replaced by Lokesh Sharma from Student Union.
 - It was highlighted that Helen Dickson was listed under SMG as a representative for her Service Director, however this was not appropriate and should sit under the school/services representatives.
 - It was noted the importance of another Director representation, however it was highlighted it had proved difficult to get a SMG Director to join the H&SCC in the past. The Head of Health & Safety emphasised that issues recruiting to this should be escalated to UET.

Draft Update – Terms of Reference for the Health & Safety Consultative Committee

- 002.2024.HEA The Head of Health & Safety presented the Draft Terms of Reference (paper reference HEA.2024.002). It was **noted**:
- The Terms of Reference had been updated to reflect the legal framework around consultation and the way in which the Committee operated.
 - There had been an update on membership proceedings and compliance with HASMAP. No other significant changes had been made other than providing more clarity.
 - The Committee endorsed the updated Terms of Reference.

Declaration(s) of interest

- 003.2024.HEA No declarations of interest were made.

Minutes of the meeting held on 04 June 2024

004.2024.HEA The Committee **agreed** that the minutes of its meeting on 04 June 2024 were an accurate record (paper reference HEA-2024-003).

Matters arising

005.2024.HEA The Chair presented a report on the matters arising from the previous meeting held on 04 June 2024 (paper reference HEA-2024-004). The following was **noted**:

- a) Item reference 007.2023.HEA – The Head of Health & Safety confirmed this action had related to the management of fire risks of e-scooters and the wider transport risks. The Committee agreed to close this item until a later date.
- b) Item 037.2023.HEA – The Deputy Director of Human Resources confirmed the action on Disability Passports required further work. The action was to remain on the matters arising until a later date. The Joint Chair UCU confirmed it would be useful to obtain feedback from those people who were affected by the passports.

Major Topics

Local Fire Evacuation Procedure

006.2024.HEA The Committee received a verbal update from the Learning Spaces Operations Manager (Kate Klutz) on Local Fire Evacuation procedures within Libraries & Student Services. It was **noted**:

- a) Due to challenges in relation to type of spaces within libraries, multiple floors, staff working hours and working across both sites, the decision had been taken that all on campus staff consider themselves fire wardens (unless medically unable).
- b) Library specific training had been created to address the specific challenges of the space in addition to the online module.
- c) Annual training was delivered via MS Teams once a year and recordings made available to staff, along with walk rounds and promoting in weekly staff bulletin.
- d) The Fire Safety Adviser advised the group that work was underway on a bespoke evacuation plan for each University building.
- e) The Head of Health & Safety highlighted that many Universities use the model that all members of staff on campus should consider themselves a fire warden.
- f) The Head of Health & Safety confirmed that the online fire warden training and then supplementary procedures for specific areas was the strategy the University was going to be encouraged to adopt.
- g) A number of other schools had already adopted similar models such as Beckett Sport and LSA and it was confirmed that these two schools were to share their good practice at the meeting in February.
- h) It was particularly beneficial to adopt the 'all staff are fire wardens' approach in those schools with large classes as it was challenging when dealing with large numbers of students.
- i) The Joint Chair (UCU) observed that this approach seemed to be favoured by the Committee as the way forward for the University.

007.2024.HEA

The Committee **agreed**:
Helen Dickson from Beckett Sport and Hamera Bashir from LSA to share their School Local Fire Evacuations at the next meeting in February.

Local Reports

Collated Reports from Schools & Services and Common Themes

008.2024.HEA

The Committee received and noted the report from the Head of Health & Safety on the Collated Low, Medium, High-Risk Areas and Common Themes (paper reference number HEA.2024.005).

Common Themes

The Head of Health & Safety gave a verbal update on the Common Themes. It was **noted**:

- a) It had been escalated by Libraries & Student Services for a need for a university policy on emotional support animals. The Head of Health & Safety had been in contact with the Associate Director (EDi) who was to address this through the EDi Committee.
- b) Concerns had been raised by Libraries & Student Services regarding procedures/guidance to follow during security incidents such as terrorism or civil unrest. [REDACTED]
- c) It had been requested to highlight these concerns to H&SCC as a wider university issue.
- d) The Head of Health & Safety noted that the university is well provisioned physically to be able to facilitate an invacuation and the Run-Hide-Tell process as the majority of rooms internally lock, [REDACTED]
- e) A software application Safe Zone was being looked at which had the facility to send messages to every university computer to alert to lock doors until further notice.
- f) It was highlighted the university had large open buildings where people can move freely and during large scale events, such as graduations and recruitment open days, and the need to understand the university obligations and risks.
- g) The Joint Chair (Estates) urged against local arrangements and would take away an action to look into the arrangements already in place and take the lead on progressing pan-university processes as appropriate.
- h) A key challenge was the ethos of having an open campus and buildings that were open the majority of the time
- i) The Fire Safety Adviser suggested that the Protect UK government platform had free resources which included various training scenarios and documents to download.

009.2024.HEA

The Committee **agreed**:

The Joint Chair (Estates) was to look into the arrangements already in place for invacuation/lock down and take the lead on progressing pan-university processes as appropriate.

Safety Reports

Central Health & Safety Consolidated Report

010.2024.HEA

The Committee received a Health & Safety Consolidated Report from the Head of Health & Safety (paper reference HEA.2024.006). It was **reported**:

Health & Safety Policy

- a) The draft Health & Safety policy had been presented to the Annual H&S meeting in September.
- b) UCU branch committee had raised questions about the draft policy which had been reviewed by the Head of Health & Safety and the Joint Chair (UCU), who was to return to the UCU branch committee with those responses.
- c) [REDACTED] Timing over the summer period had meant the first full branch committee to consider the draft had only met in early September. The branch committee had then asked the joint chair (UCU) to bring their questions to the Head of Health and Safety.

- d) It was requested by the Joint Chair UCU to raise a chairs' action to allow a further two weeks for consideration by the UCU Branch Committee in order for members to vote on the revised Health & Safety policy.
- e) It was agreed by both Joint Chairs and the Head of Health & Safety to meet w/c 21/10/24 in order to report back on the vote taken by the UCU Branch Committee.

Risk Assessments/Fire Safety Management/New Legislation

- f) There continued to be a positive uptake on the new risk assessment format.
- g) Revisions to the risk assessment training was being progressed with a face-to-face workshop style training package.
- h) All Fire Risk Assessments had been completed and any actions raised were being monitored by the Fire Safety Group that met monthly.
- i) Familiarisation visits had taken place with the Fire Service to some buildings at City Campus with no serious issues identified and a continued assessment of low risk.
- j) Autumn fire drills to commence shortly.
- k) There was no new legislation from HSE in terms of consultation or enforcement activity.

Benchmarking

- l) A benchmarking activity had taken place in relation to PEEPs with universities of a similar size and teaching. [REDACTED]
- m) The Head of Health & Safety was working with Disability Support colleagues to understand the process for requesting PEEPS.

Accident Data

- n) Year on year comparisons had been in similar alignment to previous years.
- o) [REDACTED]
- p) [REDACTED]

Training

- q) Training completion rates had improved and there had been particular improvements in School compliance rates.

011.2024.HEA

The Committee agreed:
The Joint Chairs and Head of H&S was to meet week commencing 21st October to discuss the UCU Branch outcomes related to the H&S policy.

Proposed Schedule of Trade Union Inspections

012.2024.HEA

The Committee received a draft schedule for the Health & Safety scheduled Inspections. It was **noted**:

- a) There were three suggested inspections for autumn, spring, and summer at various buildings on both City and Headingley.
- b) It was suggested by the Joint Chair UCU if the new Headingley Faith Space could be included in the November date and this was agreed.
- c) The Head of Health & Safety to progress the finer details on dates and who was to attend.

Health & Wellbeing

Report from Wellbeing Sub Committee

013.2024.HEA

The Committee received a summary report from the Deputy Director of Human Resources on the Wellbeing Sub-Committee (paper reference HEA.2024.008). It was **reported**:

- a) It had been the first year of EAP provided through Spectrum and data had been provided at the Wellbeing Sub-Committee of the reasons colleagues had contacted the service.
- b) Work had continued in support of the Mental Health Charter, and it now moved into the 3rd year of improvements.
- c) Work was to continue on the reasonable adjustment passports for colleagues and further updates provided at a later date.
- d) There had been discussion at the Committee on the proposed programme priorities for staff and student wellbeing and the focus was to be more on practical activity.

Other Matters

Genetic Modification & Biosafety Sub Committee

- 014.2024.HEA The Committee received a report from the Genetic Modifications & Biosafety Sub Committee from within the School of Health (paper reference HEA.2024.009).
- a) No comments were raised from this report.

Other Business

- 015.2024.HEA The Committee noted the Schedule of Business (paper reference HEA-2024-010).
- a) The Head of Health & Safety requested that the Fire Safety Policy and Procedures Annual Review was moved to June meetings. This was to allow time to evaluate feedback from the autumn and spring fire drills along with any decision that had an effect on the policy from a procedural point of view.
 - b) This change to the Schedule of Business was agreed.

Any Other Business

- 016.2024.HEA The Head of Health & Safety reported a concern that had been raised by staff related to students vaping across the university. It was **noted**:
- a) This had resulted in a review of the smoking policy which had been updated on the websites, now titled 'Smoking and Vaping Policy.'
 - b) There was to be a campaign to raise awareness to staff and students that smoking or vaping was not permitted within buildings and for schools to highlight this.
 - c) The Health & Safety Manager (LSA) had raised a request for signage through Planon to tackle this and was to share this with the Joint Chair (Estates).
 - d) The Joint Chair (Estates) to speak to his team regarding ordering of signage in order to target more problematic areas.

- 017.2024.HEA
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| <p>It was agreed:</p> <ul style="list-style-type: none"> a) The H&S Manager (LSA) to provide photographs of signage to the Joint Chair (Estates). b) The Joint Chair (Estates) to speak to team regarding ordering of standardised signage for buildings. |
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- 018.2024.HEA The next meeting of the Committee was to be held on Tuesday 11th February 2025 at 13:30 hrs via Teams.

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

Signed: Date: