

27 February 2020

## AGENDA for the 27 February 2020 meeting

The 196<sup>th</sup> meeting of the Health & Safety Consultative Committee will be held at 13:30 in G05 Old Broadcasting House, City Campus.

| <b>Part A: Preliminary Items</b> |  | <b>Reference</b>                    | <b>Led by</b>                 |
|----------------------------------|--|-------------------------------------|-------------------------------|
| A1                               | Apologies  | <b>Verbal</b>                       | Chair                         |
| A2                               | Terms of Reference and Membership 2019/20                              | HEA-2019-030                        | Chair                         |
| A3                               | Declarations of interest   | <b>Verbal</b>                       | Chair                         |
| A4                               | Minutes of the last meeting held on 03 October 2019                    | HEA-2019-031<br><b>CONFIDENTIAL</b> | Chair                         |
| A5                               | Matters arising  | HEA-2019-032<br><b>CONFIDENTIAL</b> | Chair & Secretary             |
| <b>Part B: Major Topics</b>      |  | <b>Reference</b>                    | <b>Led by</b>                 |
| B1                               | Safety, Health & Wellbeing Policy Annual Review                        | HEA-2019-033                        | Laurie Wilson & Sarah Moore   |
| B2                               | Student Overseas Travel Risk Management                                | <b>Thematic Presentation</b>        | Martin Watson & Laurie Wilson |
| <b>Part C: Local Reports</b>     |  | <b>Paper</b>                        | <b>Led by</b>                 |
| C1*                              | Collated Report of Low Impact Areas                                    | HEA-2019-034                        | Laurie Wilson                 |
| <i><u>High Impact Areas</u></i>  |  |                                     |                               |
| C2*                              | Summary Report of CARES  | HEA-2019-035                        | Vicki Johnson                 |
| C3*                              | Summary Report of Estates Services                                     | HEA-2019-036                        | Trevor Armour                 |
| C4*                              | Summary Report of Leeds School of Arts                                 | HEA-2019-037                        | Lisa Stansbie                 |
| C5*                              | Summary Report of School of Built Environment, Engineering & Computing | HEA-2019-038                        | David Haigh                   |

|      |  |              |                 |
|------|--|--------------|-----------------|
| C6*  | Summary Report of School of Clinical & Applied Sciences, School of Health & Community Studies, Leeds School of Social Sciences (medium risk area), and Leeds Law School (low risk area) Joint Summary Report | HEA-2019-039 | Alison Caswell  |
| C7*  | Summary Report of Carnegie School of Sport   | HEA-2019-040 | Nicola Queenan  |
| C8*  | Summary Report of Sport & Active Lifestyles  | HEA-2019-041 | Sally Griffiths |
| C9*  | Summary Report of Leeds Business School  | HEA-2019-042 | N/A             |
| C10* | Summary Report of Events, Tourism & Hospitality Management   | HEA-2019-043 | N/A             |
| C11* | Summary Report of Cultural Studies & Humanities  | HEA-2019-044 | N/A             |

Medium Risk Areas:

|      |   |              |                    |
|------|---|--------------|--------------------|
| C12* | Summary Report of External Relations              | HEA-2019-045 | Tracy Commons      |
| C13* | Summary Report of IT Services                     | HEA-2019-046 | Becky Nicholson    |
| C14* | Summary Report of Libraries & Learning Innovation | HEA-2019-047 | Claire Williams    |
| C15* | Summary Report of Carnegie School of Education    | HEA-2019-048 | Caroline Bligh     |
| C16* | Summary Report of University Recruitment          | HEA-2019-049 | Denise Dixon-Smith |
| C17* | Summary Report of Student Services                | HEA-2019-050 | Priscilla Preston  |
| C18* | Common Themes                                     | HEA-2019-051 | Laurie Wilson      |

| <b>Part D: Safety</b> |  | <b>Reference</b> | <b>Led by</b> |
|-----------------------|--|------------------|---------------|
| D1                    | Accident and Incident Report (Qtr. 3)                        | HEA-2019-052     | Laurie Wilson |
| D2                    | Accident and Incident Report (Qtr. 4)                        | HEA-2019-053     | Laurie Wilson |
| D3                    | Corporate Health and Safety Risk Assessment Bi-Annual Review | HEA-2019-054     | Laurie Wilson |

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|-----|--|---------------|----------------|
| D4* | PAT Annual Tender Process              | HEA-2019-055  | Laurie Wilson  |
| D5  | Update on Management of Fire Equipment | <b>Verbal</b> | Laurie Wilson  |
| D6* | Kill Your Speed Report                 | HEA-2019-056  | Laurie Wilson  |
| D7* | Autumn 2019 Fire Drill Report          | HEA-2019-057  | Paula Johnston |
| D8  | Fire Drill Management Proposal         | HEA-2019-058  | Paula Johnston |
| D9* | Fire Safety Management Update          | HEA-2019-059  | Paula Johnston |

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| <b>Part E: Health &amp; Wellbeing</b> | <b>Reference</b> |
|---------------------------------------|------------------|

|    |                                     |              |                   |
|----|-------------------------------------|--------------|-------------------|
| E1 | Report from Wellbeing Sub-Committee | HEA-2019-060 | Priscilla Preston |
|----|-------------------------------------|--------------|-------------------|

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| <b>Part F: Other Matters</b> | <b>Reference</b> |
|------------------------------|------------------|

|     |  |              |               |
|-----|--|--------------|---------------|
| F1* | Safety, Health & Wellbeing Training Compliance | HEA-2019-061 | Laurie Wilson |
|-----|--|--------------|---------------|

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| <b>Part G: Other Business</b> | <b>Reference</b> | <b>Led by</b> |
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|    |                              |               |                   |
|----|------------------------------|---------------|-------------------|
| G1 | Any other business           | <b>Verbal</b> | Chair             |
| G2 | Schedule of Business 2019/20 | HEA-2019-062  | Chair & Secretary |

**Date of the next H&S Consultative Committee meeting:** Thursday 04 June 2020 at 13.30 in G05, Old Broadcasting House, City Campus

**Date of the next Wellbeing Sub-Committee meeting:** Monday 04 May 2020 at 14.00 in Acre Room, James Graham Building, Headingley Campus

 *Shaded items indicate that the Board / 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 she or he wishes the item to be open for debate*





- n) To review the scope of the University's health and safety arrangements to ensure that they are comprehensive and complete, with clear accountability for different responsibilities.
- o) To seek out and promote areas of good practice.

### **Membership**

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

- a) 4 members of SMG comprising 2 Deans and 2 Directors, each from different Schools and Services
- b) Representatives from 4 Schools and 4 services (1 representative per school or service), on a two year rotating cycle.
- c) The Committee will be jointly chaired by a Deputy Vice Chancellor and the Trade Union Chair.
- d) Trade Union Safety Representatives:
  - i. In consultation with its constituency, Unison shall nominate (to be agreed) representatives.
  - ii. In consultation with its constituency, UCU shall nominate (to be agreed) representatives.
- e) Co-opted members:

The Committee shall have powers to co-opt at any time suitable persons for specialist or specific advice.
- f) Students' Union:

The Students' Union shall nominate one member to represent students and one member to represent the Students' Union.
- g) Advisers to the Committee:

Advice, support and guidance will be provided to the Committee by the University's Safety Health and Wellbeing Team.

**Health and Safety Consultative Committee – Membership 2019/20**

| <b>Membership role</b>   | <b>Name</b>                       | <b>Job Title</b>                        | <b>School/Service</b>                                |
|--|-----------------------------------|---|--|
| Co-Chair - Mgt   | Paul Smith                        | DVC                                     | UET  |
| Co-Chair - TU  | Roland Cross                      | Unison                                  | Trade Union  |
| Trade Union reps<br>2 from UCU and 2 from Unison   | David Proctor                     | UCU                                     | Trade Union  |
|  | Mobina Begum                      | Unison                                  | Trade Union  |
|  | Jennifer Dods                     | UCU                                     | Trade Union  |
|  | <b>Vacancy</b>                    | UCU                                     | Trade Union  |
| SMG<br>2 Deans and 2 Directors   | John Craig                        | Dean of Social Sciences                 | Leeds School of Social Sciences                      |
|  | Lisa Stansbie                     | Dean of Leeds School of Arts            | Leeds School of Arts                                 |
|  | Sally Griffiths                   | Director of Sport and Active Lifestyles | Sport and Active Lifestyles                          |
|  | Trevor Armour                     | Director of Estates                     | Estates Services                                     |
|  | Priscilla Preston                 | Director of Student Services            | Student Services                                     |
| School and Service reps<br>4 Schools and 4 Services<br><b>(On a 2-year rotating cycle from February 2020)</b>  | Vicki Johnson                     | Head of Trading Services                | Campus and Residential Services (CARES)              |
|  | Claire Williams                   | Head of Learning Resources              | Libraries and Learning Innovation                    |
|  | Tracy Commons                     | Associate Director – External Relations | Corporate Communications                             |
|  | Denise Dixon Smith                | Head of Admissions                      | University Recruitment                               |
|  | Becky Nicholson                   | Programme Manager                       | IT Services  |
|  | Ian Richardson                    | Academic Services Manager               | School of Health and Community Studies               |
|  | Alison Caswell                    | Head of Subject                         | School of Clinical & Applied Sciences                |
|  | Caroline Bligh                    | Head of Subject                         | Carnegie School of Education                         |
|  | Dave Procter <b>(Also TU rep)</b> | Senior Lecturer                         | Leeds School of Arts                                 |
|  | David Haigh                       | Head of Subject                         | School of Built Environment, Engineering & Computing |
| Students' Union reps   | Nicola Queenan                    | Academic Services Manager               | Carnegie School of Sport                             |
|  | Jess Carrier                      | SU Officer                              | Students' Union                                      |
|  | Kerry Radford                     | Office Manager                          | Students' Union                                      |
| In Attendance/Advisers to the Committee – <b>Appropriate individuals invited to attend as/when required for specialist advice, support or guidance</b> | Sally Banton                      | Committee Secretary                     | Vice Chancellor's Group Office                       |





## SHW Policy Annual Review

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### *Executive Summary*

The purpose of this report is to update the committee on amendments made to the SHW Policy since the last version presented. Minor revisions to wording and responsibilities in the organogram have been made post review of the Health and Safety Consultative Committee/Wellbeing Sub-Committee TOR.

### *Action Requested*

The report is for **discussion** at the Health and Safety Consultative Committee meeting.

### *Appendices*

None

### *Author*

*Name:* Laurie Wilson  
*Job title:* H&S Advisor  
*Date:* 1/2/2020

### *Approval Route*

*Name:* Trevor Armour  
*Job title:* Director of Estates  
*Date:* 02/2020





LEEDS  
BECKETT  
UNIVERSITY

# Safety, Health and Wellbeing Policy

[leedsbeckett.ac.uk](https://leedsbeckett.ac.uk)

HEA-2019-XXX

V0920

# Policy Statement

The University is committed to provide a safe and healthy environment for work and study in support of its core values and its mission to use knowledge and resources to make a difference to people, communities and organisations. This commitment exists alongside its wider legal and moral obligations to ensure the health and safety its staff, students and members of the public who may be affected by its activities.

In order to achieve this aim, it undertakes, so far as is reasonably practicable, to:

- implement health and safety arrangements that are considered best practice and that comply fully with relevant health and safety legislation as it applies to its activities;
- provide safe and healthy working conditions, ensuring work and study activities are planned, organised and carried out so as to reduce the level of risk to the lowest reasonable level;
- develop and implement strategies and plans for developing and sustaining safety, health and wellbeing performance;
- ensure the safety, health and wellbeing of its staff and students is a consideration in all operational decisions thereby becoming an integral part of the way the University is managed;
- provide information, training, instruction and supervision to ensure an appropriate level of health and safety competence amongst staff and students;
- consult and liaise with trade union colleagues, working together in partnership to ensure effective communication, co-operation, and engagement on safety, health and wellbeing matters;
- provide a range of support measures, policies and interventions that help minimise accidents and ill-health, and facilitate healthy working relationships;
- provide expert assistance to support managers and staff meet their safety, health and wellbeing responsibilities;
- provide suitable and sufficient resources to meet the objectives set out in this Policy statement;
- regularly monitor, audit and review the effectiveness of this Policy and amend accordingly.

Professor Peter Slee  
**Vice Chancellor**

## **Purpose and Core Principles**

The purpose of this Policy is to meet the University's statutory health and safety responsibilities and to outline a wider approach to staff and student wellbeing that goes beyond achieving minimum legal compliance.

The University actively consults with its staff and students on safety, health and wellbeing matters, through the Health and Safety Consultative Committee, and through the University Wellbeing Sub Committee at a University level, and through the Safety, Health and Wellbeing Advisory Groups and Leadership Teams at a School/ Professional Service level. Trade Union Safety Representatives provide a focal point for consultation on safety, health and wellbeing matters, and are a vital source of advice and guidance for union members.

## **Scope**

This Policy is applicable to employees, students, governors, visitors and contractors.

## **Responsibility**

Every member of the University has a responsibility for health and safety, these duties are outlined in this Policy. Estate Services has responsibility for monitoring the implementation of this Policy, and its supporting procedures, and will provide advice and guidance to managers, employees and students.

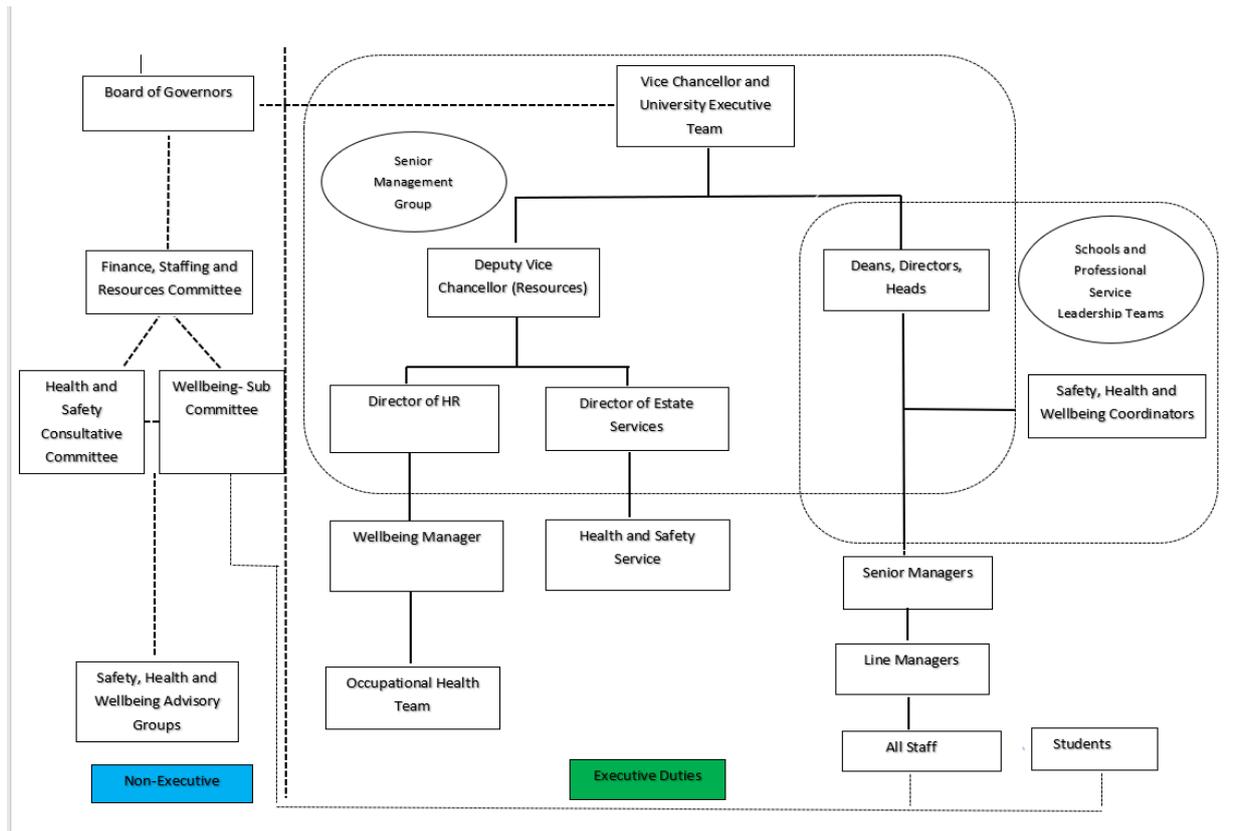
## **Monitoring and Review**

This Policy will be reviewed annually, by the Vice Chancellor, University Executive Team, Health and Safety Consultative Committee/Wellbeing Sub Committee and Finance, Staffing and Resources Committee. The effectiveness of the Policy will be monitored using a range of active and reactive performance measures, such as audit and inspection results, staff survey results, absence rates, accident and incident investigations, and testing activity. The Policy will be amended in light of the results of monitoring activity, any legislative changes, and changing organisational requirements as appropriate.

# ARRANGEMENTS

## 1. The Organisation

1.1 The University has a clearly defined organisational structure for safety, health and wellbeing that mirrors the operational structure of the University. The executive duties relate to the management and operation of the University, and non-executive duties relate to the monitoring and oversight that accompanies this.



## 2. Corporate Health and Safety Risk Assessment

2.1 The University has a legal duty to undertake and maintain a suitable and sufficient assessment of the risks to the health and safety of staff and others affected by its activities. The principal document the University has in place to meet this requirement is its Corporate Health and Safety Risk Assessment.

This provides a central, high-level overview of the University's activities, which involve significant health and safety hazards, and identifies the control measures it has in place to manage the risk associated with these activities. The risk assessment is maintained by the University's Health and Safety Team and reviewed six-monthly by the Health and Safety Consultative Committee prior to formal review by University Executive Team.

### **3. Responsibilities and Duties**

**3.1** The objectives set out in the Policy Statement can only be, successfully met by the collective efforts of everyone at the University. As well as management responsibilities for providing a safe and healthy environment for work and study, everyone has responsibilities for the health and safety of themselves and others affected by what they do or fail to do.

#### **3.2 Board of Governors**

The Board of Governors has ultimate responsibility in ensuring the University has an appropriate Safety, Health and Wellbeing Policy in place and that this operates effectively. The Board delegates approval authority to the Finance, Staffing and Resources Committee.

#### **3.3 Finance, Staffing and Resources Committee**

The Finance, Staffing and Resources Committee approves the Safety, Health, and Wellbeing Policy and oversees its implementation, development and review. The Finance, Staffing and Resources Committee also monitors and evaluates the implementation of safety, health and wellbeing strategies and receives regular reports on safety, health and wellbeing matters.

#### **3.4 Vice Chancellor and University Executive Team**

The Vice Chancellor, as the University's most senior executive, has the ultimate responsibility for leading the Institution and demonstrating that safety, health and wellbeing matters are taken seriously and are strategically important. His duties and those of the University Executive Team are to;

- be satisfied that this Policy is being effectively implemented across the University;
- demonstrate commitment and support for the establishment of a positive safety, health and wellbeing culture across the University;
- act on recommendations from the Finance, Staffing and Resources Committee and the Health and Safety Consultative Committee/Wellbeing Sub-Committee as they relate to this Policy and its implementation;
- identify and communicate to team members their responsibilities for managing safety, health and wellbeing;
- establish an operational structure for the University that ensures clear accountability for, and consideration of, the safety, health and wellbeing implications of management decisions and change initiatives;
- ensure that, where applicable, safety, health and wellbeing is a considering factor when appointing direct reports and assessing their overall performance;
- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy;
- ensure effective consultation with employees on safety, health and wellbeing matters through the operation of a Health and Safety Consultative Committee/ Wellbeing Sub-Committee;
- ensure that suitable and sufficient resources are provided to team members to effectively meet the safety, health and wellbeing needs of their respective school/professional service.

### **3.5 Deans, Directors and Heads of Service**

Deans, Directors and Heads have the primary responsibility for ensuring this Policy is fully implemented in their area. Their duties in this are to:

- satisfy themselves that this Policy is being effectively and consistently implemented in their respective school/professional service;
- identify and communicate to team members their responsibilities for managing safety, health and wellbeing;
- establish a local operational structure for the school/professional service that ensures clear accountability for, and consideration of, the safety, health and wellbeing implications of management decisions and change initiatives;
- ensure that, where applicable, safety, health and wellbeing is a considering factor when appointing direct reports and assessing their overall performance;
- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy and undertake all the relevant training identified in school/professional service safety, health and wellbeing training needs analysis;
- establish and maintain a local Safety, Health and Wellbeing Advisory Group, ensuring the membership is representative of the full range of staff and student activities undertaken in the school/professional service;
- ensure that for schools or services designated as 'low impact', that safety, health and wellbeing is reviewed at leadership team meetings and reported back to the University Health and Safety team.
- ensure that suitable and sufficient resources are provided to team members to ensure they can effectively meet the safety, health and wellbeing needs of their staff and students.

### **3.6 School/Professional Service Leadership Teams**

Local leadership teams are responsible for the management of the affairs and activities in each school and professional service, and as such for local implementation of this Policy to provide a safe and healthy environment for work and study. Each team's duties in this are to:

- demonstrate commitment and support for the establishment of a positive safety, health and wellbeing culture within the school/professional service;
- act on recommendations from the University Executive Team, the Health and Safety Consultative Committee/Wellbeing Sub-Committee, and the local Advisory Group as they relate to the implementation of this Policy at a local level;
- appoint a member of staff as the school/professional service coordinator for safety, health and wellbeing, ensuring that they are sufficiently knowledgeable and empowered to influence and maintain awareness of local issues and performance;
- review safety, health and wellbeing matters at team meetings as part of a standing quarterly agenda item.

### 3.7 Senior Managers and Line Managers

Senior managers and line managers play a vital role in the local implementation of this Policy and its supporting procedures and practices. Their duties in this are to:

- ensure that activities planned and organised in their area that involve a significant risk to the safety and health of staff, students and others are appropriately risk assessed. This specifically includes:
- identifying any hazards associated with work or study that staff and students may be exposed to, and assess the level of risk that they may cause;
- implementing measures to eliminate or reduce any significant risk to an acceptable level;
- communicating effectively to any staff and students affected, ensuring they are aware of the measures in place for minimising risk of exposure to hazards;
- evidencing the identification, control and communication of hazards through the completion of documented risk assessments.
- ensure that all relevant safety, health and wellbeing records, risk assessments, documentation, notices and registers are maintained, up-to-date and are readily available;
- promptly communicate any health and safety accident or incident to the health and safety team;
- identify and communicate to team members their responsibilities for managing safety, health and wellbeing;
- liaise, cooperate and collaborate with other line managers, senior managers and the local safety, health and wellbeing coordinator to align practice within the school/professional service and across the University;
- ensure that, where applicable, safety, health and wellbeing is a considering factor when appointing direct reports and assessing their overall performance;
- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy, and undertake all the relevant training identified in school/professional service safety, health and wellbeing training needs analysis.

### 3.8 All Staff

All staff have a responsibility for their own safety, health and wellbeing and for those that might be affected by what they do. Their duties therefore are to:

- take reasonable care of themselves and others who may be affected by their acts or omissions;
- not undertake any activity that might pose a risk to anyone's safety, health or wellbeing;
- cooperate with their line manager and other colleagues on safety, health and wellbeing matters;
- ensure they are acquainted with and adhere to this Policy as it applies to their work activities;
- not interfere with or misuse anything provided in the interests of safety, health and wellbeing;
- identify and report to their line manager any unsafe acts or conditions, accidents or incidents;
- treat other colleagues, students and others with respect.

### 3.9 Students

As regular visitors to University premises and participants in its activities, students also have responsibilities for the safety, health and wellbeing of themselves and others. They should:

- not undertake any activity that might pose a risk to anyone's safety, health or wellbeing;
- cooperate with the organisers of University activities particularly with regard to any health and safety instructions issued;
- not interfere with or misuse anything provided in the interests of safety, health and wellbeing;
- identify and report to their academic supervisor or other University staff any unsafe acts or conditions, accidents or incidents;
- treat other students, staff and others with respect.

### 3.10 Safety, Health and Wellbeing Coordinators

To assist managers and staff in each school/professional service, a safety, health and wellbeing coordinator will be appointed. The role will ordinarily co-exist alongside other responsibilities and the appointee will be empowered to represent and promote safety, health and wellbeing matters at a school/professional service management team level. Their duties in this role are to:

- communicate and share relevant safety, health and wellbeing information, new procedures etc to colleagues within the school/professional service;
- establish and maintain the school/professional service local health and safety operating procedures;
- coordinate the provision of training in accordance with the local training needs matrix;
- provide general assistance to the Dean/Director and school/professional service leadership team on the implementation of this Policy at a local level;
- undertake all the relevant training identified in school/professional service safety, health and wellbeing training needs analysis;
- actively participate in the school/professional service Safety, Health and Wellbeing Advisory Group as required;
- obtain advice, guidance and support from the health and safety team as may be required;
- act as a single point of contact for local safety, health and wellbeing matters.

### 3.11 Safety Representatives

Trade union appointed Safety Representatives play an important role in ensuring staff are fully engaged in safety, health and wellbeing matters, and in helping establish a positive culture. As well as being represented at the Health and Safety Consultative Committee/Wellbeing-Sub Committee, Safety Representatives have the following rights:

- represent staff generally and on specific matters that will affect their safety, health and wellbeing;
- represent staff when health and safety inspectors from enforcing authorities consult them;
- investigate accidents, near misses, and other potential hazards and dangerous

- occurrences in the workplace;
- investigate complaints made by members of staff they represent about their safety, health and wellbeing in the workplace;
- present the findings of investigations to University management;
- inspect the workplace.

### **3.12 Deputy Vice Chancellor (Resources)**

The Deputy Vice Chancellor (Resources) is the University Executive Team champion for safety, health and wellbeing. The duties relating to this are to:

- provide senior management commitment and support for the establishment of a positive safety, health and wellbeing culture across the University;
- ensure participation and co-operation of all University Executive Team members on health and safety matters;
- chair the Health and Safety Consultative Committee/ Wellbeing Sub-Committee.

### **3.13 Director of Estates**

The Director of Estates is responsible for providing a central health and safety advice team. The duties relating to this are to:

- establish and maintain an effective central support team for the provision of health and safety advice, support and guidance to managers, staff and students;
- ensure that team members engaged in the provision of safety, health and wellbeing support and advice have an appropriate level of competence, providing appropriate training and continual professional development as required;
- ensure the central support team is provided with suitable and sufficient resources to enable it to effectively support managers, staff and students on safety, health and wellbeing matters.
- ensure the structure, format and content of this Policy reflects requirements set out in relevant legislation, approved codes of practice and guidance notes;
- define and develop the strategy and plans for implementing this Policy;
- ensure active promotion of this Policy across the organisation;
- coordinate the monitoring and auditing of the University's safety, health and wellbeing performance to enable internal and external benchmarking and report production.

### **3.14 Health and Safety Team**

The central support service is the source of expert advice and guidance on health and safety matters. Their duties are to:

- identify new health and safety legislation or changes in interpretation, and assess the impact and relevance to University activities;
- organise and maintain the information and procedures contained in this Policy, ensuring a user-friendly tool to help everyone discharge their responsibilities;
- undertake accident and incident investigation as required, ensuring findings are actioned as required, and that all resulting data is collated for trend analysis;
- liaise directly with enforcing authorities as required on general matters of health and safety and in the event of a reportable accident or incident;
- provide central co-ordination of safety, health and wellbeing training built on a

- University-wide analysis of training needs;
- provide advice and guidance to the managers, staff and students on safety, health and wellbeing matters;
- obtain specialist safety, health and wellbeing advice as required by the nature of the University's activities;
- undertake the monitoring and auditing of the University's safety, health and wellbeing performance to enable internal and external benchmarking and report production.

### **3.15 Director of HR**

The Director of HR is responsible for providing a central wellbeing and occupational health advice team. The duties relating to this are to:

- establish and maintain an effective central support team for the provision of occupational health and wellbeing advice, support and guidance to managers, staff and students;
- ensure that team members engaged in the provision of occupational health and wellbeing support and advice have an appropriate level of competence, providing appropriate training and continual professional development as required;
- ensure the central support team is provided with suitable and sufficient resources to enable it to effectively support managers and staff and on occupational health and wellbeing matters;

### **3.16 Associate Director of HR**

The Associate Director of HR is responsible for leading the wellbeing and occupational health team. The duties relating to this are to:

- provide support, advice and guidance to the Vice Chancellor, Governors, Deans, Directors, and Heads of Service on occupational health and wellbeing matters;
- coordinate the monitoring and auditing of the University's occupational health and wellbeing performance to enable internal and external benchmarking and report production;
- ensure appropriate stress management arrangements are in place.

### **3.17 Wellbeing and Occupational Health Team**

The central support service is the source of expert advice and guidance on occupational health, and wellbeing matters. Their duties are to:

- identify new occupational health requirements or changes in interpretation, and assess the impact and relevance to University activities;
- provide advice and guidance to the managers and staff on wellbeing and occupational health matters;
- provide advice on health surveillance, pre-employment assessment, risk assessment;
- provide advice on health related issues which may impact on ability to attend work or may be made worse by work;

- provide health promotion advice, and advice and information to staff travelling abroad as part of their work.

### **3.18 University Health and Safety Consultative /Wellbeing Sub-Committee**

The main function of these Committees is to provide a forum to formally consult on safety, health and wellbeing matters. In particular, this includes monitoring and reviewing the effectiveness of the Safety, Health and Wellbeing Policy, in addition to making recommendations to the Finance, Staffing and Resources Committee and University Executive Team. Its functions are:

- to keep under review the effectiveness of this Policy and recommend amendments via the University Executive Team to the Finance, Staffing and Resources Committee;
- to monitor compliance with this Policy and supporting procedures through the review of audit results, inspections, reports and observations;
- to monitor safety, health and wellbeing performance indicators through the periodic review of (i) safety audit reports, (ii) accident and incident data, (iii) illness and absence statistics and trends, (iv) fire evacuation reports and (v) any other relevant reports and statistics;
- to receive and review reports on University-wide safety, health and wellbeing and act on recommendations where appropriate;
- to review the effectiveness and suitability of the University's program of safety, health and wellbeing training, information and supervision;
- to receive and review reports from representatives of the enforcing authorities and act on recommendations where appropriate;
- escalate critical health and safety issues to the University Executive Team through the Deputy Vice Chancellor (Resources).

Full details of the Committee's purpose, function, and membership are contained in its Terms of Reference.

### **3.19 Safety, Health and Wellbeing Advisory Groups**

Schools and professional services considered to have a high/medium potential health and safety impact are required to operate a Safety, Health and Wellbeing Advisory Group. The main function of these groups is to provide a local forum to discuss, debate, monitor and review the implementation of this Policy within the school/professional service.

This includes escalating issues and making recommendations to its leadership team and the Health and Safety Consultative Committee/Wellbeing Sub-Committee. Its aims are to;

- To keep under review the university's Safety Health and Wellbeing Policy
- to monitor compliance with this Policy, school/professional service area Safety, Health and Wellbeing Policy, and relevant legislation through the review of audit results, inspections, reports and observations;
- to monitor safety, health and wellbeing performance indicators through the periodic review of (i) safety audit reports, (ii) accident and incident data, (iii) illness and absence statistics and trends, (iv) fire evacuation reports and (v) any other

- relevant reports and statistics;
- to make recommendations to school/professional service leadership teams on the implementation of the Safety, Health and Wellbeing Policy where identified by Policy monitoring;
- to receive and review reports on safety, health and wellbeing matters from Group members and act on recommendations where appropriate;
- to monitor and review participation in all relevant training
- escalate critical health and safety issues to the school/professional service leadership teams and the Health and Safety Consultative Committee/ Wellbeing Sub-Committee (as appropriate) through the Advisory Group Chair;
- to prepare reports on the Group's work for each meeting of the Health and Safety Consultative Committee/Wellbeing Sub-Committee

Full details of an advisory group's purpose, function, and membership are contained in its terms of reference. For those professional services that are categorized as low impact, and not required to operate Safety, Health and Wellbeing Advisory Groups, the Dean of School/Director or Head of Service has a responsibility to ensure that Safety, Health and Wellbeing is a regular, standing item for discussion at leadership team meetings.

## **4 Auditing**

- 4.1** The University's programme of health and safety audits helps assess the level of implementation of this Policy across the University and, as such, provide an important indicator of its effectiveness. The full audit report is provided to the Health and Safety Consultative Committee, University Executive Team, the Finance, Staffing and Resources Committee and Board of Governors as part of their ongoing responsibilities to monitor and review safety, health and wellbeing performance.

## **Related Policies and Documentation**

A full list of the University's Safety, Health and Wellbeing policies is available on the Safety, Health and Wellbeing A-Z webpage.

27 February 2020

**COLLATED REPORT OF LOW RISK AREAS**

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***Executive Summary***

The Collated Report summarises recent safety, health and wellbeing discussions taken at Leadership Team meetings for Schools/ Services identified as low impact risk.

***Action Requested***

This report is **for information**. The Committee is invited to note the report

\*This report is a **starred** item.

***Appendices***

None.

***Author***

*Name:* Laurie Wilson  
*Job title:* Health & Safety Adviser  
*Date:* 20/1/20

***Approval Route***

*Name:* Trevor Armour  
*Job title:* Director of Estates  
*Date:* 31/01/2020

## **COLLATED REPORT OF LOW RISK AREAS**

### **Introduction**

The Collated Report summaries recent safety, health and wellbeing discussions taken at Leadership Team meetings for Schools / Services identified as low impact.

### **Conclusions and recommendations**

The committee is invited to receive the report for information and no items have been requested to be raised for discussion.

### **Author**

Laurie Wilson, Health & Safety Adviser

### **Schools/ Services**

#### **Financial Services**

No reported accidents this quarter. Within 2019, there was only one reported accident and one near miss;

Absence monitoring data for Financial Services for the rolling 13-month period to the end of December 2019 shows our average working days lost was 7.76 (including leavers) compared to the University's average days lost which is currently 5.7 days for support staff. The Leadership Team recognise that much of this is attributable to a small number of absence cases that are being actively managed;

Stress Risk Assessments for the whole Service were discussed and updated during the meeting. It was also noted that our Service stress risk assessment needs compiling for 2020, it was agreed that respective leadership team managers would liaise with their teams to bring together the issues that need to inform our Service assessment;

The latest mandatory training records for the whole Service, which shows we are 100% compliant; the current position on completed DSE assessments for which we are 100% compliant, with no Outstanding issues to resolve;

- I. an overview of the Service's driving records;
- II. an update on first aid;
- III. office inspections for Financial Services will be carried out in early February.

#### **Vice Chancellor's Office**

Inspections are due to be planned in for all VCG areas in the coming months.

Planning for coordinator support post maternity leave is also being discussed.

Current online compliance is running above 90%

#### **Centre for Learning & Teaching**

We reviewed the team stress risk assessment on 24.10.19 in a team meeting discussion.

We have 6 new part time (0.2) Associates. They are, however, all currently employed through their own Schools and Service and, as such, have a base in their permanent offices in the Schools and are enrolled on their H&S training via their School/ Service base. They can request DSE testing of their workstation if they chose to use our CLT hot desks. We have had two internal promotions since Christmas, but they retain their current desks and office location.

PAT testing is now being progressed centrally.

We undertook room inspections in May 2019 and will do them in May 2020.

There were no accidents to report since our last update in Sept 2020

Our whole team undertook a valuable Mental Health First Aid course in November 2020

H&S W issues are tabled at team meetings when necessary. We will table the return of this report and minute it at our next team meeting.

### **People Services**

We are currently in the process of recruiting a new SHW Co-ordinator and First Aider and hope to finalise this early February. Our training compliance is not at 100% and this is partly due to new colleagues joining us starters. We will take action to increase completion rates and remind colleagues of the importance of completing the H&S training.

A Health and Safety Inspection carried out by our SHW Co-ordinator in October 2019 was positive and identified mostly general housekeeping issues (high level storage should be restricted to low weight items only and PAT testing of portable heaters for example) with a small number of maintenance requests to fix issues. The senior leadership team completed a stress risk assessment across all areas before Christmas and identified actions that will support staff as they continue the transition to the new People Team structure and ways of working. We will continue to review this on a regular basis.

A revised programme of audits will be agreed when the new SHW Co-ordinator is appointed.

### **Research & Enterprise**

#### **SHW Coordinator Handover**

Kim Hammonds has now fully taken on the role of Safety, Health and Wellbeing Coordinator from Ryan Davies.

#### **Accident Reporting**

We have had 1 incident reported since July 2017.

#### **Annual Office Inspections**

The Annual office inspections were completed over the summer months (June-August 2019) prior to the office move (Dec 2019).

#### **Display Screen Equipment (DSE)/ Workstations**

All staff involved in the office relocation have been re-enrolled in the DSE Assessment. Over the next month any issues that are identified will be managed as appropriate.

#### **First Aid**

A review of who are First Aid providers in the service has taken place, and I am working with teams to make sure we have enough staff fully trained across different areas of the Service – this includes our off-site locations at the University Business Centres in Leeds, Halifax and Wakefield.

#### **Portable Appliance Testing**

The last round of PAT testing was not an arranged visit – therefore some items were missed in the testing phase. With the office move taking place, once staff are settled, we will arrange for any additional items that require PAT testing to be completed.

#### **Stress Risk Assessment**

Managers in the service have discussed and identified possible issues and ways to mitigate them – this information has been compiled into a service level report and I have created a summary of the key themes that are running through the Stress Risk Assessment.

#### **Training**

Whilst overall compliance for training was seen as good in the last audit, some courses were noted to have lower than preferred compliance. Following a recent push with staff, we have now improved

our compliance on the mandatory SHW courses as follows: Health and Safety Essential is now at 96%, DSE Training is 94%, and DSE Assessments are at 96%.

### **Office Move**

Since the office relocation during the last week of December 2019, we are in the process of;

- Updating the RES SHW Local Instructions
- Communicating the fire evacuation route and assembly point
- Following up any concerns/issues raised through the DSE assessment
- Managing any other issues that are raised

### **Secretary & Registrar's Office**

All updated stress risk assessments received from teams/service and discussed at Jan 28<sup>th</sup> SLT.

Online compliance is currently at 98% for training

X2 colleagues will be on mat leave soon so online health and safety training and risk assessments completed.

### **Business Engagement**

BE have 100% compliance for Prevent Duty Awareness training and 95% for Health & Safety Essentials. One colleague is required to complete this course, then this will take us to full compliance.

BE do not currently have a First Aider based at City campus, due to Claire Jacobsen-Jones leaving the university. Sorrel Leader has expressed an interest and will book onto the training once she is available.

Stress risk assessment update-No updates at present

Updates to health and safety documents-Local procedures will be reviewed when planned prior to the expiry review date.

BE H&S inspections completed within the last week. All issues logged via maintenance requests. Evidence for H&S audit is continually gathered throughout the year.

### **Department of Languages**

The Department of Languages is now holding regular SHW meetings, with attendees normally being the Head of Subject, Academic Leads, SHW Co-ordinator and the Academic Services Manager.

Addressing issues in the June Audit report

Issues rated RED or AMBER in the Audit report have been prioritised at DoL SHW Group meetings.

We now have:

- an agreed SOP which has been published to staff
- an agreed procedure for promulgating and storing in a place available to staff updates on SHW issues
- reports on key areas of performance to the SHW Group meetings

### **KPIs**

The DoL SHW Group has now created some SHW-related KPIs, including e.g. the monitoring of fire evacuation performance and of buildings inspections

### **Induction of new staff**

It was agreed that the SHW Co-ordinator should be informed when new staff joined the team so that she could induct them in SHW procedures.

### **Stress risk assessment**

A draft assessment was sent out in October and has now been completed.

### **Travelling abroad risk assessment**

Staff have been reminded that if travelling on university business they need to complete the risk assessment.

**Driving on university business**

Staff have been reminded that they need to complete the online training module if they drive on university business, including travelling between campuses.

**Department Safeguarding lead (DSL)**

Sue is the Designated Safeguarding Lead (DSL), and the Safeguarding Person of Contact (SPOC). All staff have been informed of this.

**Higher Education Mental Health First Aid Champion**

Theo Munyangayo has now completed training in Higher Education Mental Health First Aid, the course is externally accredited by Mental Health First Aid England.

**Student Union**

The Students' Union has recently revisited the capacity of The Stage area and to enhance the customer experience this has been reduced from 1110 (legal capacity, including guest allowance) to 1020 (including guest allowance), the policy has also been revised to reflect the amendment.

All staff revisited electrical safety training at the Autumn staffing day and participated in an awareness session with PC Mark Fox regarding his role within the University / Students' Union community.

Student staff received a health and safety briefing by Laurie Wilson, Health and Safety Adviser at the student staff induction day.

Work is ongoing with the revision of Health and Safety policies, and this is supported by Leeds Beckett University's Health and Safety team and People Services

Jannah Metcalfe, SU Helpdesk Administrator is now a Fire Warden for the Headingley Union site and will undertake first aid training in early February 2020.

Mental Health First Aid training will be scheduled for Spring 2020, which will capture all staff members who did not attend the first session and new starters (where applicable).

Laurie Wilson

31/1/2020



## Summary Report of the Campus & Residential Services

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### ***Executive Summary***

This is the full minutes of the CARES Safety, Health and Wellbeing Advisory Group meeting of 15<sup>th</sup> January 2020.

### ***Action Requested***

This report is for information. The Committee is invited to note on the report.

### ***Appendices***

None

### ***Author***

*Name:* Stephen Thackray  
*Job title:* CARES Health & Safety Liaison Officer  
*Date:* 12/02/2020

### ***Approval Route***

*Name:* Victoria Johnson  
*Job title:* Associate Director of CARES  
*Date:* 12/02/2020

## Minutes of the CARES meeting

### Introduction

1. This is the summary report of the CARES Safety, Health and Wellbeing Advisory Group meeting of 15<sup>th</sup> January 2020. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/hea.htm](http://www.leedsbeckett.ac.uk/partners/hea.htm) or thereafter from the Secretary.

### Recommendations and referrals

2. The Group has made no recommendations/referrals for committee consideration.

### Other major discussions

3. The Advisory Group discussed the following matters:

1. **Actions from previous meeting**, none.
2. **Terms of reference and membership**, Membership has been reduced to area managers and union representative, health and safety matters raised at service area monthly meetings, addressed or escalated to SHWAG via area manager.
3. **Declaration of interest**, none.
4. **Confirmation of last minutes**, correct.
5. **Matters arising from last meeting**, some ongoing actions.
6. **Report from Safety, Health and Wellbeing Committee** wellbeing now been discussed at wellbeing committee meeting, separate from Health and Safety consultative committee.
7. **Accident Reporting & Statistics** ST reported 1 moderate injury, 13 minor injuries in last period and 1 near miss.
8. **Annual SH&W Audit**, Awaiting confirmation of audit standard for this year from director of Estates. Cares to undertake an internal health and safety audit in February
9. **Legislation/Policies & Procedures** the Health & Safety Team have set up an email [H&S@leedsbeckett.ac.uk](mailto:H&S@leedsbeckett.ac.uk) University Health and Safety Policy to be reviewed due to separation of Wellbeing. New policy for the flying of drones.
10. **Leadership and Performance Review** VJ reported that CARES would be sending out a Health & Safety survey to all staff to ascertain staff's views on CARES Health & Safety. CARES to evaluate previous 2-year health and safety plan and develop the next 2-year plan for 2020-22. Continue to embed a positive health and safety culture across CARES
11. **Training & Staff Development** ST Reported CARES H&S Training (POD) currently 92% compliant. All CARES staff grades 1-3 are attending 3 monthly face to face health and safety training sessions on common themes COSHH, Risk Assessment, manual handling etc.  
Practical Fire Safety training to be provided to all CARES areas as required. All managers and supervisors across CARES will have completed IOSH Managing Safely training and will hold this qualification by May 2020. All team leaders and food service kitchen staff have attended our latest IOSH working safely course held in January and now hold this qualification.
12. **Contractor Management** AN/ST have produced a contractor management induction booklet to streamline the current process. Managers, Supervisors and Team Leaders have been updated and received training on the new process which went live January 2020.

13. **Inspections** External food safety audits have been completed in November by Clear Compliance with only minor actions required.
14. **Health & Wellbeing** Areas requested to start team stress risk assessments post CARES staffing review. Health checks organised for staff sessions on Men's Health and Menopause staff reminded of wellbeing web pages and Health Assured Assistance Program at face to face health and safety refresher sessions.
15. **Service Area Updates. Food Services** Received very good external food safety audit reports from clear Compliance. Both Headingley and City Beckett kitchens received 5\* by Environmental Health inspectors. **Campus Services** starting monthly Health and Safety meetings with Manager, Team Leaders, staff representatives and CARES Health and Safety Liaison Officer. **Security** Skateboarders continue to be a nuisance in Rose Bowl carpark requiring significant resource on a daily basis **Residencies** West Yorkshire Fire Service have approached the University and will be undertaking a full practise fire evacuation at Marsden House, this will take place in February 2020. Starting annual audits to of accommodation partners. **Contracts** New health and safety procedure for CARES contractors.
16. **DSE**, nothing.  
**Driver Safety**, Managers to ensure vehicle accident report forms must be in all University vehicles and all new (staff) drivers have completed online training and assessment.  
**Electrical Safety & PAT**, PAT has been completed across all areas.  
**First Aid**, managers asked to update summary of first aiders  
**Fire**, CARES working with accommodation partners to ensure fire safety compliance as requested by Secretary of State. **COSHH**, Staff received practical refresher training.  
**Manual Handling**, Some SSOW to complete as indicated by PUWER checklists. **Off Campus Work**, Welcome events are planned at some halls of residence including food and drink provision accommodation and food services completing risk assessments.  
**Vulnerable Persons**, nothing to report  
**AOB**, Nothing.

### Attendance

| Present:  | Apologies:                    |
|---|-------------------------------|
| Stephen Thackray [Chair]                                      | Christine Simpson             |
| Victoria Johnson  | (Sharon Swales)               |
| Fiona Lyons [Secretary]                                       | Sarah Churchill [People Team] |
| Chris Rayner  | David Page [Unison]           |
| Lyndsey Gallagher   |                               |
| Clare Vidler  |                               |
| Hannah Buschini   |                               |
| Louise Hartley  |                               |
| Anita Northing  |                               |
| Linda Bould   |                               |
| Dave Philips  |                               |
| Gareth Brew   |                               |
| Laurie Wilson   |                               |
|   |                               |
| <b>Staff within brackets have sent a substitute to attend</b> |                               |
|   |                               |



## Summary Report of Estates Services

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### ***Executive Summary***

This is the summary report of the Estates Services Safety, Health and Wellbeing Advisory Group meeting of 15<sup>th</sup> January 2020.

### ***Action Requested***

This report is for information. The Committee is invited to note the report.

### ***Appendices***

None

### ***Author***

*Name:* Andy Allison  
*Job title:* Associate Director of Estates (Property Assets and Infrastructure)  
*Date:* 12<sup>th</sup> February 2020

### ***Approval Route***

13<sup>th</sup> February 2020 Trevor Armour – Director of Estates and Facilities

## **SUMMARY REPORT OF ESTATES SERVICES**

### **Introduction**

1. This is the summary report of the Estates Services Safety, Health and Wellbeing Advisory Group meeting of 15<sup>th</sup> January 2020. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

### **Recommendations and referrals**

2. The Group has made no recommendations/referrals for Committee consideration.

### **Major discussions**

3. The new Membership of the group and revised terms of reference were discussed – the revisions are intended to ensure full representation across the newly restructured department. AA and LC would alternate the Chair.

The previous minutes (14<sup>th</sup> August 2019) were accepted as a true record.

The Group received an update from Laurie Wilson from the latest University Safety, Health and Wellbeing Committee noting that the committee has now been split into two - The Health and Safety Consultative Committee, and the Wellbeing Sub-Committee.

Laurie Wilson provided a summary of incidents in the reporting period – 3 in total, one RIDDOR reportable.

A new section of the meeting was introduced to generate discussion on a specific health, safety and wellbeing topic – the Group discussed driving at work.

The Group discussed forthcoming changes in/new relevant legislation.

AA updated the Group on the current review of fire safety arrangements following the letter from the Secretary of State for Education in November 2019.

Operational updates - key safety, health and wellbeing issues for each team/area was discussed within the group.

Wellbeing was discussed in more detail including the principles adopted within the Masterplan and the internal air quality.

The Group received an update on the progress of the new Electrical Safety Rules.

AA provided an update on some minor improvements recommended by the University Insurers following a recent inspection.

## **Attendance**

### **Present:**

Andy Allison (joint Chair)

Louise Child (joint Chair)

Glyn Cash

Andrew Thrippleton

Dave Watson

Jenifer Bridger (Unison Rep)

Paula Johnston

Christine Simpson

Laurie Wilson

Geoff Boxx

Mark Robinson

Mark Warner

### **Apologies:**

Alex Dobson

Victoria Hague

Louise Torretta

Robert Godson

Paul Mason

Peter Griffiths

Stephen Thackray

### **Attendees:**

Julie Rodley [Secretary]

Sally Cox



## Summary Report of the Safety, Health and Wellbeing Advisory Group for the Leeds School of Arts.

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### ***Executive Summary***

This is the summary report of the Leeds School of Safety, Health and Wellbeing Advisory Group meeting of 6<sup>th</sup> February 2020

### ***Action Requested***

This report is **for information**. The Committee is invited to note *the report*.

### ***Appendices***

None

### ***Author***

***Name:*** Pam Carter  
***Job title:*** Academic Quality Support Officer  
***Date:*** 10<sup>th</sup> February 2020

### ***Approval Route***

February 2020                      Professor Lisa Stansbie (Chair)

# **SUMMARY REPORT OF THE LEEDS SCHOOL OF ARTS SAFETY, HEALTH AND WELLBEING ADVISORY GROUP**

## **Introduction**

1. This is the summary report of the School of Film, Music and Performing Arts Safety, Health and Wellbeing Advisory Group meeting of 6<sup>th</sup> February 2020. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

## **Recommendations and referrals**

2. The Advisory Group confirm that no matters have been recommended/referred to the Committee for consideration.

## **Major discussions**

3. The Advisory Group received a report from the Safety Health & Wellbeing Co-ordinator indicating the percentage figures for the School compliance on Health & Safety through People Development. Heads of Subject were asked to remind staff to complete the mandatory online training for those who had not already done so.
4. NTI has moved into Broadcasting Place AG10; a code of practice and risk assessment has been carried out.
5. The School will look to produce new operating procedures for drone use that will align with the University's policy. Staff and students will be provided with information/training to ensure compliancy.
6. Planning for the migration to the new building was well under way with key issues discussed at regular meetings. A draft floor plan was presented and will be shared with staff once confirmed. A stress risk assessment will be undertaken with staff who are affected by the move to the new building; a progress report will be presented at the next advisory group meeting. The Chair confirmed that tours of the new building had been arranged so that staff could get a better feel for the new building and Management of Change sessions would also be offered.
7. Creative Safety had submitted a Health and Safety update report for the Northern Film School. Generic risk assessments had been undertaken and communicated to all students. Students had been asked to complete hazard identification forms before filming activities. Post Graduate Films had all followed the correct Health & Safety processes with no incidents reported.
8. It was noted that there had been nine accidents/incidents in the period October – January 2020 submitted to the Health & Safety Co-ordinator. Advice had been provided where required.
9. The Health and Safety Advisor informed the Advisory Group that they would send a link for staff to access the University Safety, Health & Wellbeing minutes as there had been a very useful discussion on how mental health issues were managed particularly around suicide prevention.

## Attendance

### Present:

Professor Lisa Stansbie (Chair)

Annabelle Pangborn

Seb Budniak

Sarah Du Feu

Andy Solomon

Laurie Wilson

Andy Brannan

Frazer Shelton

Justin Burns

### In attendance:

Pam Carter (Secretary)

### Apologies:

Dr Mark Flisher

Dr Oliver Bray

Ivan Crouch

Alison Munn

Martin Briggs

Sarah Mills

Helena Hanson





## Summary Report of Built Environment, Engineering and Computing

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### *Executive Summary*

This is the summary report of the Built Environment, Engineering and Computing Safety, Health and Wellbeing Advisory Group meeting of 7<sup>th</sup> February 2020.

### *Action Requested*

This report is for information. The Committee is invited to note the report.

### *Appendices*

None

### *Author*

*Name:* Dr David Haigh

*Job title:* Head of Subject

*Date:* 12<sup>th</sup> February 2020

# SUMMARY REPORT OF Built Environment, Engineering and Computing

## Introduction

1. This is the summary report of the BEC Safety, Health and Wellbeing Advisory Group meeting of 7<sup>th</sup> February 2020. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

## Recommendations and referrals

2. No matters have been recommended/referred to the Committee for consideration

## Major discussions

3. *[Summarise any key major discussions. The Summary report should be no longer than 1-2 pages in length.]*

OVP and international field trip risk assessments & generic RA for field visits and work placements

Pigeon issues/solutions and scaffolding work

Lab report

Attendance at future meetings

COSHH training

Student wellbeing tutorials

Risk Assessments

## Attendance

### Attendance:

David Haigh – Chair & School HS&W Coordinator  
Killian Ngong – Representative from Civil Engineering Group  
Andy Brannan – Representative from UNISON  
Kevin Smith – School Technical Manager (KS)  
Dominic Miles-Shenton - LSI

### Apologies:

Joanne Lloyd – Representative from Surveying & Construction Group  
Laurie Wilson – Senior Health & Safety Advisor (LW)  
Jackie Leahy – Academic Services Manager (JL)  
Andre Pusey – Representative from PHHG (AP)  
Chris Gorse – LSI



## Summary Report of the Composite Advisory Group for the Schools of Clinical and Applied Sciences and Health and Community Studies, the Leeds School of Social Sciences, and the Leeds Law School Meetings of 27<sup>th</sup> September 2019 and 6<sup>th</sup> December 2019

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### *Executive Summary*

This is the summary report of the Composite Advisory Group for the Schools of Clinical and Applied Sciences and Health and Community Studies, the Leeds School of Social Sciences, and the Leeds Law School meetings of 27<sup>th</sup> September 2019 and 6<sup>th</sup> December 2019.

### *Action Requested*

This report is for information. The Committee is invited to note the report.

### *Appendices*

None

### *Author*

*Name:* Dr Alison M. Caswell

*Job title:* Head of Subject/Safety Health and Wellbeing Co-ordinator School of Clinical and Applied Sciences

*Date:* 12<sup>th</sup> February 2020

# **Summary Report of the Composite Advisory Group for the Schools of Clinical and Applied Sciences and Health and Community Studies, the Leeds School of Social Sciences, and the Leeds Law School Meetings of 27<sup>th</sup> September 2019 and 6<sup>th</sup> December 2019**

## **Introduction**

1. This is the summary report of the Composite Advisory Group for the Schools of Clinical and Applied Sciences and Health and Community Studies, the Leeds School of Social Sciences, and the Leeds Law School meetings of 27<sup>th</sup> September 2019 and 6<sup>th</sup> December 2019.
2. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

## **Recommendations and referrals**

3. No matters have been referred to the Committee.

## **Major discussions**

### **Meeting of 27<sup>th</sup> September 2019**

4. The Group began the new year by reviewing its Terms of Reference and Membership. Some changes to membership were anticipated as a result of staffing changes and it was agreed to follow up the issue of representation from the Placement Unit.
5. The main substantive item of business was a presentation from Paula Johnston, Fire Safety Adviser covering Personal Emergency Evacuation Plans, implementation of revised arrangements for evacuation of Portland/Calverley/Woodhouse/Leslie Silver Buildings, organisation of Fire Drills and the role of Fire Wardens. An urgent communication regarding the Fire Stopping Procedure was also drawn to the attention of members.
6. Co-ordinators Reports covered inspection activity and the group was also appraised of a very recent incident involving the collapse of a piece of furniture which was still under investigation. There were no current concerns about Training Compliance, and the group were pleased to note that the 2019 Audit of the Leeds Law School had demonstrated substantial progress and they were now classed as providing “Significant Assurance” in all but two areas.
7. All areas confirmed that Action Plans were in place and were being reviewed by the School Management Teams on a regular basis.

### **Meeting of 6<sup>th</sup> December 2019**

8. The Group Welcomed Hayley Bardy and Laura Jones who were the new Safety Health and Wellbeing Co-ordinators for the Leeds School of Social Sciences and the Leeds Law School, respectively.
9. The Group reviewed the following papers from the Meeting of the Safety Health and Wellbeing Committee held on Thursday 3<sup>rd</sup> October 2019.

Health and Safety Internal Audit Report (Verbal Report);  
 Second Quarter Accident and Incident Report;  
 Fire Safety management Update;  
 Fire Safety Policy and procedures Annual Review;  
 Wellbeing Update;  
 Wellbeing Annual Review;  
 Sickness Absence Report (Verbal Report);  
 SMC Audit Report (Verbal Report);  
 Occupational Health Update;  
 Safety Health and Wellbeing Training Compliance.

10. In relation to the Fire Safety Reports, the Group expressed concerns about the new zoned evacuation arrangements as instances had been noted of staff and students who were meant to be evacuating moving to other zones instead, and the Chair was asked to convey these concerns to Paula Johnston. There was also discussion of the incident a few days after the scheduled drill when alarms were activated in Portland and Calverley buildings by accident during a drill of another building, although in general it was felt that this evacuation had gone well and that Fire Wardens had managed the situation effectively in the virtual absence of Security Staff.
11. The main focus of the Co-ordinator's reports was accidents and incidents. The incident reported by the Leeds School of Social Sciences at the previous meeting had now been fully investigated and concerns addressed. There had been another instance of a blind cover falling down in one of the Clinical Skills Rooms in Calverley and LW agreed to follow this up with Estates. There were no concerns about training compliance.
12. All 4 Schools confirmed that their Action Plans were subject to ongoing review.
13. Finally the Group thanked Megan Robinson for her work as Secretary to the Group as she would be leaving the University and wished her well in her new position.

### Attendance

|  | 27/09 | 06/12 |
|--|-------|-------|
| Alison Caswell (Chair/Co-ordinator Clinical and Applied Sciences)      | Attd  | Attd  |
| Megan Robinson (Secretary)   | Attd  | Attd  |
| Hayley Bardy (Co-ordinator Leeds School of Social Sciences)            | N/A   | Attd  |
| Laura Jones (Co-ordinator Leeds Law School)                            | N/A   | Attd  |
| Liz Phizackerley-Sugden (Co-ordinator Leeds School of Social Sciences) | Apols | N/A   |
| Ian Richardson (Co-ordinator Health and Community Studies)             | Attd  | Attd  |
| Paula Beesley  | Apols | Apols |
| Julie Blythe   | Apols | Attd  |
| Tim Briggs (UCU)   | Apols | Apols |
| John Craig   | Attd  | Attd  |
| Pauline Fitzgerald   | Apols | Apols |
| John George  | Apols | Attd  |
| Kate Grafton   | Apols | Apols |
| Stephen Mole   | Attd  | Attd  |
| Vikki Roberts  | Apols | Apols |
| Darren Shaw (UCU)  | Apols | Apols |

|               |              |              |
|---------------|--------------|--------------|
|               | <b>27/09</b> | <b>06/12</b> |
| Laurie Wilson | Attd         | Apols        |

## Summary Report of the Carnegie School of Sport

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### ***Executive Summary***

This is the summary report of the Carnegie School of Sport Safety, Health and Wellbeing Advisory Group meeting of 23<sup>rd</sup> October 2019.

### ***Action Requested***

This report is for information.

### ***Appendices***

<None >

### ***Author***

*Name:* Laura McMahon

*Job title:* School Secretary

*Date:* 04/11/2019

### ***Approval Route***

05/11/2019

Mike Gray, Head of Subject, Health and Safety Coordinator

# SUMMARY REPORT OF THE CARNEGIE SCHOOL OF SPORT

## Introduction

1. This is the summary report of the Carnegie School of Sport Safety, Health and Wellbeing Advisory Group meeting of 23<sup>rd</sup> October 2019. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

## Recommendations and referrals

2. The Group confirm that no matters have been recommended/referred to the Committee for consideration

## Major discussions

All were advised that the Fire Safety Procedures were updated and asked to review Personal Emergency Evacuation Plans and Fire Warden Roles.

It was reported that the School has passed the review of audit actions.

All were reminded to follow up on staff who have not completed their essential Safety, Health and Wellbeing online training.

DEXA Operation Update – the DEXA is not currently operational. Appropriately qualified staff will be appointed. It was confirmed that the DEXA is compliant for ionising radiation.

New road markings have been put in place to improve the safety of pedestrians at the James Graham corner which has alleviated some of the groups previous concerns.

All staff advised to remove loose paper from notice boards in the corridors where fire hazards have been identified. The School Office and Health and Safety Coordinator will follow up.

## Attendance

### Present:

Peter Mackreth [Chair]

Susan Backhouse

Emma Payne

Louise Sutton

Mike Gray

Nicola Queenan

Nigel Yates

Andrew Manley

Mark Robinson

### Apologies:

Jen Cartwright

Seb Kulikovsky

Andrew Abraham

Andy Bedford

### Attendees:

Laura McMahon [Secretary]

## Summary Report of Sport & Active Lifestyles

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### Executive Summary

This is the summary report of the Sport & Active Lifestyles: Safety, Health and Wellbeing Advisory Group meetings of 9<sup>th</sup> January 2020

### Action Requested

This report is for information

### Appendices

None

### Author

*Name:* Mark Dunstan

*Job title:* Head of Sport – Programmes and Operations

*Date:* 9<sup>th</sup> January 2020

### Approval Route

*9<sup>th</sup> January 2020*

*Sally Griffiths – Director of Sport & Active Lifestyles*

# Summary Report of Sport & Active Lifestyles

## Introduction

1. This is the summary report of the Sport & Active Lifestyles: Safety, Health and Wellbeing Advisory Group meetings of 9<sup>th</sup> January 2020. Recent copies of the full minutes are available at <https://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee/> or thereafter from the Secretary.

## Recommendations and referrals

2. The Group has made no recommendations/referrals for Committee consideration.

## Major discussions

3. The Advisory Group discussed the following matters on the 09 January 2020:

- a) *The Service Improvement Manager, within Sport & Active Lifestyles, outlined how reports relating to accidents and incidents will be presented in future, with a focus on headline reporting of the previous quarters data and any points of detail as discussed at the Safety Focus Group. In order to ensure an accurate baseline of users and to make KPI's on accident reporting accurate there is some additional training required at front of house to ensure external booking numbers are accurately recorded.*

*In addition, it has been identified that incidents dealt with by Julian Hall Services (Paramedic on duty at BUCS Events) are not always been captured in our data and that there will be new protocols in place to ensure this is recorded on our HS1 forms.*

- b) *A comprehensive action plan and key accountabilities has been drawn up by S&AL to ensure the department is prepared for the external Leisuresafe audit which is still planned to be completed before July 2020.*
- c) *Staff absence levels were reported to be below the University average (5% v 7%) with only one member of staff on long term sickness. A small number of staff are on early absence triggers and managers were all dealing with. The group welcomed the forthcoming reports that will be received on a regular basis from the 20<sup>th</sup> January.*
- d) *Members were advised that compliance training was on target with only new starters showing as incomplete. Following the re-alignment it was identified some additional relevant training for key post holders including IOSH courses for the Bookings Officer and the National pool Managers Qualification (NPMQ) for the Duty Manager with key responsibility for Aquatics. A key opportunity here also will allow the Duty Manager to deliver, in house, the National Pool Supervisors Qualification (NPSQ). In addition, the department is also looking to qualify the Service Improvement Manger (SIM) with an auditing accreditation. As part of this development the SIM will assist/shadow the Universities Health & Safety Advisor in some upcoming audits.*

- e) *There was a discussion around the impact budgets cuts have had in the department to deliver mandatory CPD which seems to be growing. A report will follow at the next SHWAG outlining the cost and impact of all Mandatory Training.*
- f) *The departments Risk Register was shared with members for comment.*
- g) *Members were provided feedback from the departments December Away Day which was very well received by attendees. The event focussed on well-being activities and feedback from the day resulted in 100% positive feedback.*
- h) *Members were informed that the department had received a silver award in the recent Green Impact Audit and some very significant improvements had been made thanks to the awareness campaigns the departments leads have undertaken.*

**Attendance 9 January 2020**

**Present:**

*Sally Griffiths [Chair]*

*Sharon Meredith*

*Laurie Wilson*

*Eileen Coyle (Secretary)*

*Mark Dunstan*

*Helen Dickson*

*Dan Stanley*

*Roland Cross*

*Ian Smyth*

*Jen Cartwright*

**Apologies:**

*Annette Mesher (Secretary)*



## Summary Report of the Leeds Business School

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### *Executive Summary*

This is the summary report of the Leeds Business School Safety, Health and Wellbeing management activity from October 2019 to January 2020.

### *Action Requested*

This report is for information. The Committee is invited to note the report.

### *Appendices*

LBS Health & Wellbeing Champions group Purpose and Principles.

### *Author*

*Name:* Gareth Robertshaw  
*Job title:* Academic Services Manager  
*Date:* 12 February 2020

# **SUMMARY REPORT OF THE LEEDS BUSINESS SCHOOL**

## **Introduction**

This is the summary report of the Leeds Business School Safety, Health and Wellbeing management activity from October 2019 to January 2020.

LBS does not convene a SHWAG. SHW matters (including Stress Management) are discussed, raised and reported as a standing item on all SLT agendas. SLT meets fortnightly and includes representation from all subject areas and academic services.

SLT monitors the key SHW themes included in the annual audits and ensures progression and compliance against these.

SHW matters are also a standing item on all Subject Group meeting and School Administration agendas. The SHW Coordinator provides written SHW updates for and attends Subject Group meetings and School Administration meetings.

The school also convenes a staff ambassadors meeting which allows opportunity for SHW matters to be raised and discussed.

## **Major discussions**

1. The school has now established a Health & Wellbeing Champions group. The group currently has representation from five of the six subject groups within the school, The Leadership Centre and all the academic services and support staff teams.

The group will meet four times per academic year and communicate more frequently through an online forum. The draft purpose and principles statement can be seen in the appendix.

2. The SLT has again set staff wellbeing as a priority for the current academic year. All school staff have received a reminder in a school communication about the four key themes of wellbeing, our institutional wellbeing initiatives and the range of training and development sessions around staff wellbeing which are available. All school Line Managers have been reminded and directed to all staff development sessions and initiatives which are available to assist managers in supporting their staff's wellbeing.
3. All academic profiles are now shared and are available to view by all staff on the school's shared drive here - this is part of the school's commitment to open and transparent workload allocation processes.
4. Staff have recently been invited to submit their individual constraints around teaching availability for the 2020/21 timetables for approval and conversations with profilers and Heads of Subject will now be ongoing to ensure balanced and achievable profiles for 2020/21.

5. A number of office inspections have been carried out recently, as per the school's office inspections schedule and only minor issues, general house-keeping for example, have been present.
6. Some issues with security arrangements for weekend delivery have been raised with the commencement of Semester 2. The school's Health & Safety Coordinator, alongside the staffing members affected have met with Security colleagues to address these. This includes a member of the Security team being available to escort staff members to their vehicle in the Rose Bowl car park during unsociable hours and the school are appreciative of this support.
7. Staff members with Rose Bowl parking permits have raised concerns about the use of the car park by skateboarders and the fact that this activity causes a feeling on intimidation when accessing the building and vehicles. This matter has been raised with Security colleagues.
8. the school continues to monitor school stress levels and stress risk assessments are again being updated during the month of February to account for staffing changes and workload scheduling.
9. The school has identified additional DSE assessors as is needed to support such a large school, which will reduce the burden on the school's currently only DSE assessor. These additional volunteers will undertake the training in March.
10. The school is currently planning a Health & Wellbeing afternoon of activities during July 2020 and the content for the afternoon and arrangements will be taken forward by the Health & Wellbeing Champions group.
11. The SHW Co-ordinator continues to be available to attend Subject Group and team meetings to update the school on SHW matters, promote the SHW website and Employee Assistance programme and encourage compliance with all mandatory training requirements.

## **LBS Health & Wellbeing Champions Group *(draft)***

### **Purpose**

As a Health & Wellbeing Champions group our purpose, utilising the University Safety, Health & Wellbeing Policy as our guide, will be to ensure the school is a place where everyone feels safe and respected, valued and supported within their working environment.

By promoting health and wellbeing at work, we will seek to develop further as a school and as a positive place to work. Accepting the challenging nature of life in the HEI sector at the moment and the demands this places on individuals we will work with SLT to formulate school plans to mitigate against these.

Alongside the school's legal and moral obligations to provide a healthy and safe working environment for staff, as a group we will aim to engage, value and develop health & wellbeing as key factors in all school operations.

### **Key Principles**

- To provide a supportive environment in which to raise and discuss issues relating to health and wellbeing at work, acting as a voice for team colleagues.
- To provide support, networking and share best practice across all subject groups and support teams
- To work collaboratively with honesty and confidentiality and provide active participation to drive forward health and wellbeing initiatives within the school
- To contribute to the development of school action plans relating to health and wellbeing
- To assist in the monitoring and reporting on compliance with health, safety and wellbeing matters

### **Group Members**

- To be enthusiastic about contributing positively to the development of the school's health and wellbeing agenda; committing to a collegiate, safe, confidential and supportive environment in which to discuss issues.
- Take part and promote health and wellbeing initiatives and training within the school and wider institution
- Reaching out to colleagues, sharing activity and encouraging their support for health and wellbeing awareness, being consciously aware for own environment and actively support engagement.
- Providing ideas on how we can all work together to ensure the LBS environment is as healthy and safe an environment as possible.

## Summary Report of the School of Events, Tourism and Hospitality Management

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### ***Executive Summary***

This is the summary report of the School of Events, Tourism and Hospitality Management Safety, Health and Wellbeing Advisory Group meeting of 8 January 2020.

### ***Action Requested***

This report is **for information**.

### ***Appendices***

None

### ***Author***

**Name:** Rebecca Lefever  
**Job title:** Academic Quality Support Officer  
**Date:** 24 January 2020

### ***Approval Route***

5 February 2020                      Professor Rhodri Thomas, Dean of School and Chair

## SUMMARY REPORT

### Introduction

1. This is the summary report of the School of Events, Tourism and Hospitality Management Safety, Health and Wellbeing Advisory Group meeting of 8 January 2020. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

### Recommendations and referrals

2. No matters have been recommended/referred to the Committee for consideration.

### Major discussions

3. University Safety, Health and Wellbeing Committee Update

The Group noted the minutes of the University Safety, Health and Wellbeing Committee of 3 October 2019. The University Health and Safety Adviser noted that University Safety, Health and Wellbeing Committee members found the Director of Student Services' presentation on student mental health and wellbeing very informative and useful. Fire safety and evacuation processes were discussed. Fire Safety has been reviewed and updated, though the process remains largely unchanged. The Group noted and would follow up on the item relating to the destruction of information on Personal Emergency Evacuation Plans housed in schools. Members noted that the University Safety, Health and Wellbeing Committee would now divide into a Health and Safety Consultative Committee and a Wellbeing Sub-Committee.

4. Student Mental Health and Wellbeing Action Plan Update

The Group noted and discussed the Student Mental Health and Wellbeing Action Plan Update. This information and similar updates had been presented and discussed at Subject Group meetings. Colleagues now have a better overview of the resources and organisations that can support students. Members noted and supported the request for further dialogue between schools and Student Services to work together on student mental health and wellbeing. This could include scoping school-based student practitioner wellbeing roles. Members noted that Academic Advisers are often the first point of contact for students. Colleagues should signpost resources and support systems for students and not advise beyond academic issues. However, it is recognised that it can be difficult to maintain this distinction in practice. Preventing poor mental health was also discussed. Mental health and wellbeing considerations are now being included at course level and in course and assessment design. Members resolved to reflect on the current mental health and wellbeing systems and consider how to implement them on a practical basis.

5. School Sickness Absence Report

The Group noted and discussed the School's Sickness Absence Report 2018-19. The report compares School absence with the overall University absence picture and HE benchmarks. The School has lost an above average number of working days. There was a trend in the University for anxiety, stress, depression and other psychiatric illnesses to be the top reason for absence in the past year, but the School lost no days to stress in the same period. Members noted it would be useful to have historical data and a further breakdown on some absence categories to better understand any patterns of absence for the School. It was noted that some reasons for absence may be hidden. For example, depression may be included in the general stress category, or may manifest in other ways. Other health issues may also be hidden when not reported by colleagues who can work from home. The report gives a picture of the School's absence issues and prompts

a focus on specific causes. It forms part of a wider set of information that helps School managers support colleagues.

6. Staff Stress Risk Assessment

The Group received the School's latest Staff Stress Risk Assessment. The Chair noted that this iteration includes a new set of actions as it reflects the work planned to address time limited stressors. Item 1 in the action plan is the only ongoing element of work.

7. Training Update

The Safety, Health and Wellbeing Coordinator reported that compliance now stands at 98%. The only member of staff due to complete the training is yet to start work in the School. The Chair noted this excellent result and the importance of the School's position of strength on compliance.

8. Driving for University Business

The Safety, Health and Wellbeing Coordinator noted that driver risk assessment and driver training are not part of the essential health and safety training courses but must be completed by those colleagues undertaking driving for work purposes. These requirements are detailed in the School's Standard Operating Procedures. It was reported that an audit of driver risk assessment and driver training compliance was undertaken by the School in November 2019. All 19 declared drivers were compliant. Members noted that, for longer trips in a car, a more detailed generic risk assessment can be carried out. It was also noted that business car insurance is not needed if using a vehicle hired by the University for use on business. Business insurance is required when driving your own car.

9. Accident and Incident Reports

The Safety, Health and Wellbeing Coordinator reported one accident. A student of the School was hit by a vehicle and treated by a colleague for shock. The incident took place off campus. The appropriate accident report was completed and submitted. Members noted that it was useful to have a brief overview of any accidents or incidents so that any potential remedial action can be identified.

10. Report on School Safety, Health and Wellbeing Operating Procedures

The Safety, Health and Wellbeing Coordinator reported that the updates identified at the September Safety, Health and Wellbeing Advisory Group meeting have been included in a new version of the document. This version is stored on the School's H Drive and will be circulated to all colleagues. Updates have also been made to references relating to services outside the School such as the Job Shop, which is no longer in operation. It was also reported that the School's First Aid notices have been updated following staff changes.

**Attendance**

**Present:**

Professor Rhodri Thomas (Chair)

Simon Bell

Annemarie Piso

Faye Thompson

Linda Hepworth

Dr Peter Robinson

Laurie Wilson

Dr James Musgrave

Dr Davina Stanford

**In attendance:**

Rebecca Lefever (Secretary)

**Apologies:**

Dr Christina Papadopoulou



## Summary Report of the School of Cultural Studies & Humanities Safety, Health and Wellbeing Advisory Group – January 2020

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### ***Executive Summary***

This is the summary report of the School of Cultural Studies & Humanities Safety, Health and Wellbeing Advisory Group meeting of 29 January 2020.

### ***Action Requested***

This report is **for information**. The Committee is invited to note the report.

### ***Appendices***

None

### ***Author***

*Name:* Prof. Andrew Cooper

*Job Title:* Dean

*Date:* 10 February 2020

### ***Approval Route***

27 February 2020

University Health & Safety Consultative Committee

# **SUMMARY REPORT OF THE SCHOOL OF CULTURAL STUDIES & HUMANITIES SAFETY, HEALTH AND WELLBEING ADVISORY GROUP – JANUARY 2020**

## **Introduction**

1. This is the summary report of the School of Cultural Studies & Humanities Safety, Health and Wellbeing Advisory Group meeting of 29 January 2020. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

## **Recommendations and referrals**

2. The Group requested recognition that the School is committed to all aspects of safety, health and wellbeing, based on the School summary reports provided to the University SHW Committee.

## **Major discussions**

3. Major discussions by the Advisory Group as follows: minutes of the last meeting confirmed as an accurate record; one action was ongoing and accounted for and all other matters closed; approved School's 12-month Health & Safety Action Plan and monitored satisfactory progress; received reports on Accidents Near-misses and Dangerous Occurrences (all at zero), Health & Safety Inspection (actions implemented), updates from Subject Areas, First Aiders and Fire Wardens, relevant Training (95% compliance); received and approved School Stress Risk Assessment, building on discussions throughout 2019-20 academic year at SLT, School-wide meetings, and team meetings; received and noted Minutes from the University Safety, Health & Wellbeing Committee 3 October 2019; Sickness absence and wellbeing issues tracked.

## **Attendance**

### **Present:**

Andrew Cooper [Chair]  
Robert Burroughs (Head of English)  
Charlie Garfoot (Academic Quality Support Officer)  
Simon Morgan (Head of History)  
Lisa Taylor (Head of Media)  
Tina Rawcliffe (Academic Services Manager)  
Ruth Robbins (Director of Research)  
Susan Watkins (Director – Centre for Culture & the Arts)  
Laurie Wilson (Health & Safety Adviser)

### **Attendees:**

Charlotte Plumb [Secretary]

## Summary Report of External Relations, Corporate Communications

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### ***Executive Summary***

This is the summary report of External Relations Safety, Health and Wellbeing activities for September 2019 to January 2020.

### ***Action Requested***

This report is for information. The Committee is invited to note the report.

### ***Appendices***

None

### ***Author***

*Name:* Tracy Commons

*Job title:* Associate Director, External Relations

# SUMMARY REPORT OF EXTERNAL RELATIONS, CORPORATE COMMUNICATIONS

## Introduction

1. This is the summary report of External Relations Safety, Health and Wellbeing activities between September 2019 and January 2020.

## Recommendations and referrals

2. The committee is invited to receive the report for information and no items have been requested to be raised for discussion.

## Activities

3. Leadership: Each month H&S is reviewed as part of the standing agenda items for the External Relations Management Team meetings. The team updated the departmental risk register and reviewed the stress risk assessment and submitted to HR. Risk were found to be reducing.

Regular cross-departmental health, safety and wellbeing update meetings are scheduled with both the Safety, Health and Wellbeing lead for University Recruitment, Denise Dixon-Smith and the University Recruitment Safety, Health and Wellbeing Coordinator, Kevin Mallowney, to ensure that Corporate Communications continues to be aligned across the whole service. Where issues have arisen, these have been dealt with.

4. Training: External Relations monitors that all staff have completed the recommended/required training required via online provision. This is currently up to date.
5. First Aid and Fire: All External Relations First Aiders are currently up to date with their certification.
6. Housekeeping: Colleagues were reminded to undertake good housekeeping practices and to remove/relocate items out of Bronte reception and Macaulay building basement and recycle or dispose where required.

There has been recent flooding in Macaulay basement. The events team have reviewed all items and nothing was damaged. They are looking at alternative storage solutions and/or a solution to raise the items off the floor.

7. Environmental: Moth infestation has improved over the winter season and the treatment seems to be working.

## Conclusion

The Committee is invited to note the report.

## Attendance

### Present:

Dee Reid [Chair]  
Tracy Commons  
Alison Barker

Sarah Stone  
Corrie Staniforth

Dee Grismond

## Summary Report of IT Services

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### *Executive Summary*

This is the summary report of the IT Services Safety, Health and Wellbeing Advisory Group meeting of 7 February 2020

### *Action Requested*

This report is for information

### *Appendices*

### *Author*

*Name:* R A Nicholson  
*Job title:* Head of Change Delivery  
*Date:* 17 February 2020

### *Approval Route*

18 February 2020                      Basem El-Haddadeh, Director IT Services

# SUMMARY REPORT OF IT SERVICES

## Introduction

1. This is the summary report of the IT Services Safety, Health and Wellbeing Advisory Group meeting of 7 February 2020. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

## Recommendations and referrals

2. The Group has not made any observations or recommendations, which require referral to the committee for consideration or decision.

## Major discussions

3. Since the last report, the IT Services Safety, Health and Wellbeing Advisory Group has continued to meet both formally and informally to progress their actions. The last interim meeting was on 20 January 2020 and the last full meeting was on 7 February 2020. Minutes of both meetings are attached.
4. There have been no recorded First Aid Incidents since the last meeting
5. One 'Near Miss' incident has been recorded regarding a practice employed by a contractor on site. The contractor involved was found to be standing on a table to affix a ceiling tile, as his colleague was using the step ladder. They have been reminded of safe practice.
6. The group welcomes the recent changes to iTrent and the new monthly managers reporting for sickness and absence.
7. The group is also reviewing membership of the appointed and trained First Aiders and Fire Wardens in lieu of the recent structural changes across the University over the summer / autumn of 2019. It would be good practice for other supporting SHWAG committees to take time to review their areas too.

## Attendance

### Present:

|                         |                |
|-------------------------|----------------|
| Becky Nicholson [Chair] |                |
| Joan Sheehan            | Angus Orde     |
| Param Singh (Secretary) | Graeme Bromley |
| Paul Hartshorne         |                |

### Apologies:

|               |                     |              |
|---------------|---------------------|--------------|
| Laurie Wilson | Tatiana Hepplewhite | Roland Cross |
|---------------|---------------------|--------------|

## Summary Report of the LLI Safety, Health and Wellbeing Advisory Group

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### ***Executive Summary***

This is the summary report of the LLI Safety, Health and Wellbeing Advisory Group meeting of 7 February 2020.

### ***Action Requested***

This report is **for information**. The Committee is invited to note the report.

### ***Appendices***

None.

### ***Author***

*Name:* Claire Williams

*Job title:* Head of Learning Resources, Libraries and Learning Innovation

*Date:* 10 February 2020

### ***Approval Route***

10 February 2020

Jo Norry, Director, Libraries and Learning Innovation

# SUMMARY REPORT OF THE LLI Safety, Health and Wellbeing Advisory Group

## Introduction

1. This is the summary report of the LLI Safety, Health and Wellbeing Advisory Group meeting of 7 February 2020. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

## Recommendations and referrals

2. The Group has made no recommendations or referrals.

## Major discussions

3. The Advisory Group discussed the following matters:
  - The minutes of the last meeting held on 25 September 2019 were confirmed.
  - Under Matters Arising, wellbeing initiatives and hand sanitisers were discussed.
  - A report from the University Safety, Health and Wellbeing Committee held on 3 October 2019.
  - Seven incidents had been reported in LLI, but no further follow up is required. One incident was referred to CARES as it related to an incident on the staff shuttle. The Group also discussed privacy for students and other individuals taken ill within the Libraries.
  - The Group then discussed the upcoming changes to fire safety management and fire warden roles, and a query was raised around risers in the Sheila Silver Library which had since been dealt with by Estates.
  - An update was received on online training, DSE Assessments, and PAT testing.
  - An update was given by the LLI Environment Team regarding summer book moves and minor refurbishments, the cleanliness of open access PCs, the reliability of the lift in the Headingley Library, and the storing of furniture in some James Graham corridors.
  - Continued discussions around the impact of reduced cleaning levels in both Libraries were noted.
  - A Wellbeing update covered the wellbeing spaces being implemented in both libraries, a wellbeing initiative which may be considered for LLI staff, and concerns of some LLI staff relating to their continuing location, outside the Libraries, in Queen Square House.
  - Under Any Other Business, the group noted that the health and safety audit process is currently being considered.
  - The Group noted a draft Schedule of Business for the 2020-21 academic year, which would be developed more fully following the Health & Safety Consultative Committee meeting on 27 February 2020.

## Attendance

### Present:

Claire Williams [Chair]  
Tom Guest  
Kate Klutz

Karl Darbyshire  
James Hochstrasser  
Laurie Wilson

Stephen Grindrod  
Andy Key

### Apologies:

Carole Birley

Nicola Hurle

Eric Jackson

### Attendees:

Clare-Marie Beaman [Secretary]

## Summary Report of Carnegie School of Education

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### ***Executive Summary***

This is the summary report of the Carnegie School of Education Safety, Health and Wellbeing Advisory Group meeting of 28<sup>th</sup> January 2020.

### ***Action Requested***

This report is **for information**. The Committee is invited to note the report.

### ***Appendices***

None

### ***Author***

|                   |                                |
|-------------------|--------------------------------|
| <i>Name:</i>      | Dr Steven Burton               |
| <i>Job title:</i> | Head of Subject                |
| <i>Date:</i>      | 12 <sup>th</sup> February 2020 |

# HEALTH AND SAFETY ADVISORY GROUP

Carnegie School of Education

DRAFT

## Carnegie School of Education

### Health and Safety Advisory Group

Notes of the meeting held on 28<sup>th</sup> January 2020.

#### **Present:**

|                             |                    |                    |                    |
|-----------------------------|--------------------|--------------------|--------------------|
| Damien Page (DP)<br>(Chair) | Steve Burton (SB)  | Tom Dobson (TD)    | Vicki Hassett (VH) |
| Louise Nelson (LN)          | Graham Parton (GP) | Laurie Wilson (LW) |                    |

In attendance:

Rosie Bristow-Wood  
(RBW) (Secretary)

#### **Apologies:**

|                   |                     |                         |                  |
|-------------------|---------------------|-------------------------|------------------|
| James Archer (JA) | Caroline Bligh (CB) | Sarah Hindmarsh<br>(SH) | Doug Martin (DM) |
| Peter Mellor (PM) | Paul Ogilvie (PO)   | Mary Strode (MS)        | Sarah Swann (SS) |

## 1. Preliminary items

### 1.1 Attendance and Apologies.

The apologies were recorded above.

### 1.2 Membership and Schedule of Business.

Noted

### 1.3 Minutes from Previous Meeting.

The minutes from 21<sup>st</sup> May 2019 were passed as a true record.

### 1.4 Matters and Actions Arising from Previous Meeting – 21<sup>st</sup> May 2019

#### **New Build**

LW and GP will follow up the noise cancelling headphones with Louise Childs – **Completed.**

# HEALTH AND SAFETY ADVISORY GROUP

Carnegie School of Education

## 2. Items for Discussion

### 2.1 Accidents and Incident reporting.

It was noted that there were no accidents and incidents to report.

### 2.2 Local Health and Safety Issues report.

It was noted that there were no Health and Safety Issues to report.

### 2.3 Health and Safety Audit Planning and progress update/action plan.

It was reported that the action plan is up to date with a focus on the paperwork and will be updated again by the specific deadline.

### 2.4 Training Update.

It was noted that there were no training updates to report.

## 3. Any Other Business

LN reported that some students have been allocated new recording devices to record their lecturers as part of their Reasonable Adjustment Plan. However, some students are not making their module tutors aware.

**ACTION:** VH to speak to the Disability Team for specific wording to be added to a lecture slide at the beginning of the session to make all students aware of any recordings.

LW reported that the University Health, Safety and Wellbeing Committee had been restricted. Going forward there are now committees, the Health and Safety Consultative Committee and the Wellbeing Sub Committee which is managed by HR.



## Summary Report of University Recruitment Corporate Communications

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### ***Executive Summary***

This is the summary report of University Recruitment Safety, Health and Wellbeing activities for October 2019 to February 2020.

### ***Action Requested***

This report is **for information**. The Committee is invited to note the report.

### ***Appendices***

None

### ***Author***

**Name:** Kevin Mallowney  
**Job title:** Finance and Resources Officer  
**Date:** 14 February 2020

### ***Approval Route***

14 February 2020                      Denise Dixon-Smith, Head of Admissions – University Recruitment

# SUMMARY REPORT OF UNIVERSITY RECRUITMENT, CORPORATE COMMUNICATIONS

## Introduction

1. This is the summary report of University Recruitment Safety, Health and Wellbeing activities between October 2019 to February 2020.

## Recommendations and referrals

2. The committee is invited to receive the report for information and no items have been requested to be raised for discussion.

## Activities

3. Leadership

Health and Safety items discussed regularly in Recruitment Leadership Team meetings.

4. Training:

University Recruitment monitors staff completing the recommended/required training required via online provision. Compliance across the required e-modules to 14 February 2020 stands at:



|                              |       |
|------------------------------|-------|
| DSE Training                 | 78/91 |
| DSE Assessment               | 84/91 |
| Equality and Diversity       | 91/91 |
| Managing Stress              | 16/18 |
| Health and Safety Essentials | 82/91 |

5. Health and Wellbeing:

Information received about the campaign from PHE regarding colds and flu management was circulated to UNR staff.

Information received about raising awareness of IT security was circulated to colleagues before the Christmas period.

6. Accidents, near-misses and dangerous occurrences:

No incidents have been reported to the University Recruitment Safety, Health and Wellbeing Coordinator in this period

Colleagues were reminded to remain vigilant and to report incidents when they occurred. Colleagues were also asked to encourage staff to learn from any incidents in order to prevent them being repeated.

7. First Aid and Fire: All University Recruitment First Aiders are currently up to date with their certification. UNR first aider records have been updated. First Aid signage and information has been updated in Bronte Hall.

8. Portable Appliance Testing was carried out in Bronte Hall. The dishwasher in First Floor Kitchen was failed because of a faulty switch. The appliance was immediately disconnected and subsequently removed.

Information about the management of university PAT contract was received. This will be undertaken by Matt Whittington, Electrical Engineer in Estates services.

9. Driving Risk Assessments and Training: 8 student ambassadors who use hire cars on events for the Schools Outreach team have completed online driving risk assessment and training modules before engaging with outreach Schools careers events during 2019-20

## **Conclusion**

The Committee is invited to note the report.



## Summary Report of Student Services

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### *Executive Summary*

This is the report of the Student Services Leadership team meetings held on the 13<sup>th</sup> November and 15<sup>th</sup> January 2020.

### *Action Requested*

This report is for information

### *Author*

*Name:* Nada Ellis  
*Job title:* Head of Operations and Business Support  
*Date:* 10 February 2020

### *Approval Route*

10 February 2020                      Priscilla Preston

# SUMMARY REPORT OF THE STUDENT SERVICES

## Introduction

1. This is the summary report of the Student Services Leadership team meeting held on 13 November and 15<sup>th</sup> January 2020. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

## Recommendations and referrals

2. No recommendations and matters have been referred to the committee for consideration.

## Major discussions

3. Below is a brief summary of Health & Safety matters that were discussed at the Leadership team meetings held on 13<sup>th</sup> November and the 15<sup>th</sup> January 2020
  - Workplace Inspections have now been completed across both campuses. A significant proportion of staff at Rose Bowl, City Campus continue to express dissatisfaction with the heating situation in both the main office and the adjacent interview rooms. A meeting has been proposed to discuss this further with Estates.
  - The meeting spaces in Priestley were also raised during workplace inspections and it was agreed at the Leadership team that some refurbishment would be required.
  - The magnetic locking system to the main door that leads to the 3 Interview Rooms in the Rose Bowl has now been finally resolved and is now functioning correctly. The H&S Coordinator would like to thank Jacqui Simpson in Estates in finally solving this problem that has been a puzzling the Estates team over the last year.
  - It was agreed that since the office moves last March and changes to staff locations that new fire wardens were required to cover the 2<sup>nd</sup> and 1<sup>st</sup> floor at Priestley. Potential staff were identified and once confirmed would be enrolled on the Fire Warden Online module.
  - There were no accidents to report since the last Committee meeting.
  - As with the Fire Wardens, it was agreed that First Aiders were also required. Two staff were identified from the teams and would be approached by the H&S Coordinator for confirmation.
  - Team Stress Risk Assessments will be reviewed in December and January and main themes will be discussed in the February leadership team meeting.

## Attendance

### Present:

Name (Chair) Priscilla Preston

Member Nada Ellis  
Member Kathryn Hassell

Member Sarah Tomlinson  
Member Andy Withey

Member Jan Daley  
Member Sheila Duxbury

**Attendees:**

Name [Secretary]

Lucy Chapman





27 February 2020

## Common Themes Report

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### *Executive Summary*

This report is of the common themes noted during Safety Health, and Wellbeing Advisory Group and Leadership Team meeting attendance, and through review of associated minutes. This gives a summary report on key points discussed around health and safety management for the areas below.

### *Action Requested*

This report is **for information**.

This report is a \* starred item.

### *Appendices*

None

### **Author**

Name: Laurie Wilson

Title: Health and Safety Adviser

Date: 31/01/20

### *Approval Route*

Name: Trevor Armour

Title: Director of Estates and Facilities

Date: Feb 2020

## **Common Themes Report**

This report is of the common themes noted during Safety Health, and Wellbeing Groups (SHW) and Leadership Team meeting attendance, and through review of associated minutes.

The following themes were of note:

- Stress risk assessment management aligned to absence reporting and availability for managers to produce absence reports/data for their areas.
- Annual planning for health and safety in areas where there is a set KPI in place aligned to health and safety audit management
- Risk assessment and management of external visits off campus and the requirement for completion of risk management process prior to the planned activity.

## **Conclusions and recommendations**

The Committee is invited to note the content of the report for information.

Laurie Wilson 7/02/20



## Accident and Incident Report

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### ***Executive Summary***

The report summarises the accidents, injuries and dangerous occurrences within the University from 1<sup>st</sup> July to 30 September 2019, the 3rd quarter.

### ***Action Requested***

The Committee is invited to receive and note the report.

### ***Appendices***

Appendix 1 - Accident Report 3rd Quarter 2019.

### ***Author***

*Name:* Laurie Wilson  
*Job title:* Health and Safety Adviser  
*Date:* January 2020

### ***Approval Route***

*Trevor Armour, Director of Estates and Facilities*

## **Accident and Incident Report**

### **Introduction**

The University has moral, legal and financial responsibilities for managing risk and ensuring the health and safety of its employees, students and visitors. A key part of any health and safety management system is measuring performance and the quarterly report examines reactive data relating to accidents and incidents for the 3rd quarter of 2019.

Measuring performance in relation to health and safety can help to identify trends, highlight safety issues and forms the basis for improvements in the future. Failure to monitor accident data can have a detrimental impact on the management of health and safety in an organisation.

The total number of accidents and incidents (69) reported in the 3rd quarter was lower than in the corresponding quarter of 2018 (79).

This was due in part to a decrease in the number of near miss/dangerous occurrences reported

The number of injured persons (3), in this quarter was the higher in number as compared with the corresponding quarter of 2018 (2) but only by 1.

There was (1) RIDDOR accident to report in this quarter, which was the same in number compared to the same quarter of 2018 (1) and details can be found in the body of the report.

The comparison is specifically in relation to the current reporting criteria.

### **Conclusions and recommendations**

The Committee is invited to receive and note the reports.

### **References and further information**

Accident Report 3rd Quarter 2019.

Laurie Wilson  
Health and Safety Adviser     January 2020

## Appendix 1 - Accidents and Incidents 1 July to 30 September 2019

There were 79 incidents (excluding sports injuries) reported during this quarter, compared to 51 in 2018.

There were 1 accident reportable to the HSE within this quarter.

Total incidents for employees-**59** in total compared with **47** in the 2018 QTR

**x1 Major/x2 Minor** categorized incidents totalling 3

There were **3 student** injuries and **x8 visitor** related injury.

Total is **59** compared with **52** in the 2018 QTR 3

There were 28 HS1 forms received where the accident was classified as a 'slight'.

RIDDOR classification is now only reportable if over 7 day's absence for employees.

an 'over 3-day accident' is recorded but non reportable,

### **RIDDOR Summary (Reported to HSE by LBU)**

#### Major Injuries/ Health Disorders

There have been **1** RIDDOR reportable accident compared to **1** in the 2019 QTR but no reportable occupational diseases or Dangerous Occurrence

#### **Incident 1- utilising toilet welfare**

**CARES**

**Calverley level 1**

**Incident date-12<sup>th</sup> December 2019**

#### **What happened**

The injured person was at work and was making her way to the toilet whilst in another building

The toilet is of new construction with non slip flooring, excellent lighting and free from any existing hazard at the time of the incident.

The injured person was visiting the toilet on the level where she slipped on the floor causing alleged jarring to the back and knee whilst reaching to steady herself on the hand drier.

Signage to denote the floor was wet was in place at the time and subsequently left in place once dry mopping was carried out. These are part of the normal equipment used to warn users that the cleaning activity has been undertaken.

#### **Injury detail and follow up**

The toilets are cleaned by in house staff regularly as part of a planned maintenance schedule and with supporting risk assessment and safe working procedures in place and communicated to staff.

Staff are inducted and trained and in this case the operative was experienced in cleaning this toilet as part of his normal duties.

Full investigation has been carried out by the health and safety adviser and risk assessment and safe procedures were followed alongside all recommended safety signage displayed.

Full checks of equipment provided, training undertaken and procedure review have taken place and all found to be in order. Checks over the last 2 years have not shown any other reported incidents of this type in this location or any other toilet locations in the building.

### **Over 7-Day Accidents**

There was only 1 accident to report in this category during this quarter that was an over 7 day reportable accident.

## Accident to Members of the Public Requiring Hospital Treatment (Includes students)

There were no accidents to report in this category.

## **Dangerous Occurrences**

During this quarter, there were no dangerous occurrences classed as Reportable to the HSE.

## **Fire related incident Breakdown-Total 17**

1. Device fault in LSB ROOM 311.No EVAC
2. Fire alarm activation CTEB due to accidental fire alarm call point push.
3. Fire alarm fault Bronte Hall 2nd floor corridor. **(X2)**
4. QS 14 fire alarm fault. Building checked and all in order.
5. Inspection of Piece Mill basement found large storage of combustibles.
6. Fire alarm activation in Prime 1 due to Estates works
7. Totem screen started to smoke when rebooted
8. Fire alarm false alarm in lift shaft.
9. Fire alarm activation Bronte Roof Void due to unknown fault.
10. Fire alarm Macaulay hall due to Estates service works adjacent.
11. Fire alarm activation x2 piece mill due to faulty detector. Landlord agent called and FA technician attended
12. James Graham fire alarm activation due to paper delivery damaging break- glass call point.
13. Fire alarm activation Bronte due to unknown fault
14. Carnegie village Wharfe false fire alarm activation.
15. BPA Fire alarm panel fault.
16. dance studio fire alarm due to smoke machine used.

## **Lift related incidents-Total 5**

1. Lift entrapment x1 person in Carnegie Pavilion
2. Lift entrapment of x8 persons in PD 1 lift
3. Lift entrapment of x1 person in BPB lift
4. Lift entrapment of BPB lift level 3
5. 3 students entrapped in WH3 lift

## **Other incidents Breakdown:**

| <b>School/Service</b>  | <b>Number</b> |
|--|---------------|
| <b>CARES/Security</b><br>South lodge barrier damaged due to high load and tailgating<br>IP Trapped own hand between cleaning trolley and door frame.<br>Cut finger on sharp edge whilst cleaning shower.<br>Tripped on road surface causing soft tissue and bruising to arm and legs<br>Ip caught arm on mirror edge resulting in small cut whilst cleaning.<br>cork popped out of champagne causing bruising to cheek.<br>Student found in BPA during lock up<br>Sign fell from height after being fixed to ceiling<br>Pipe leaking from steam oven in SU kitchen due to expansion vessel.<br>Burn to right thumb due to picking up hot serving togs<br>Walked into dishwasher trays causing bruising to knee<br>Intruder alarm activation Bronte G08-no issues found.<br>Skateboarders x3 in RB underground car park<br>Fire alarm activation OBH due to contractor work producing dust. | 25            |

|   |           |
|---|-----------|
| <p>Accessible toilet rail caught EMP whilst cleaning activity<br/> IP slipped on floor in 1st floor CL ladies toilet .<br/> Student found to be asleep in car in pay on foot car park.<br/> Amber cars found to be driving wrong way in one way roadway JG front<br/> bump to head from protruding shelf.MA on system through Estates<br/> small bag of unknown substance suspected to be cannabis found on campus.<br/> flood in LCT E due to heavy rain.<br/> Slight cut to finger from broken cup whilst pot washing<br/> Disruptive party in UPP Aire room. Residences officer alerted to detail.<br/> NO2 Cannisters picked up by security from UPP Carnegie Village<br/> NO2 Cannisters picked up by security from UPP Carnegie Village</p> |           |
| <p><b>Estates</b><br/> Contractor Frank Tucker operating heavy machinery without PPE or fire protection for tar burner<br/> Contractor undertaking works with no PPE and access equipment found unsuitable.</p>   | 2         |
| <p><b>LLI</b>-possible injury to eye due to glass panel breaking.1st aider checked patient for glass.</p>   | 1         |
| <p><b>VCG</b>- Heavy rain caused leak internally damaging some ceiling tiles and sockets.ES contacted via on call.</p>  | 1         |
| <p><b>BEE</b> – Scaffolder found to be working unsafely on Northern Terrance</p>  | 5         |
| <p><b>SOA</b> –<br/> Minor cut to index finger from glass. Attended A&amp;E as precaution<br/> IP sustained laceration to left index finger during cutting activity</p>   | 2         |
| <p><b>SOS</b> - unlevel floor to roller shutter entrance Campus Central.</p>  | 5         |
| <p><b>LSSS</b>- Tambour unit shelf collapsed dropping books to the ground due to issue with tambour.</p>  | 1         |
| <p><b>FIN</b>- IP Slipped on rainwater mixed with oil in LG Rosebowl carpark.</p>   | 1         |
| <p><b>ITS</b>- IP tripped on package coil causing bruising to knee and hand.<br/> IP tripped on plastic binding causing slight injury to knees</p>  | 2         |
| <p><b>SRO</b>- Burn to hand from hot water whilst making hot drink</p>  | 1         |
| <p><b>SAL'S</b>-<br/> Person in difficulty whilst in swimming lesson. Rescued by life guard.<br/> slight burn to hand whilst making hot drink</p>   | 2         |
| <p><b>LLS</b>- Burn to left hand whilst making hot drink</p>  | 1         |
| <p><b>RES</b>- Slight burn to hand making hot drinks</p>  | 1         |
| <p><b>TEACH 1<sup>ST</sup></b>- IP missed a step and twisted ankle. No defect present.</p>  | 1         |
| <p><b>Graduation</b>-<br/> IP sought first aid for a previous injury that had become sore<br/> External security provider stated drink may have been spiked.<br/> Graduation visitor caught leg whilst sitting in wheelchair<br/> Fell outside Rosebowl and suffered cut to eye</p>   | 4         |
| <p><b>External</b>-<br/> IP fell on stairs leading to pool gallery and banged head.<br/> Small burn to arm from hot gravy whilst collecting food</p>  | 2         |
| <p><b>TOTAL</b></p>   | <b>57</b> |





## Accident and Incident Report

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### ***Executive Summary***

The report summarises the accidents, injuries and dangerous occurrences within the University from 1<sup>st</sup> October to 31<sup>st</sup> December 2019, the 4<sup>th</sup> quarter.

### ***Action Requested***

The Committee is invited to receive and note the report.

### ***Appendices***

Appendix 1 - Accident Report 4<sup>th</sup> Quarter 2019.

### ***Author***

*Name:* Laurie Wilson  
*Job title:* Health and Safety Adviser  
*Date:* January 2020

### ***Approval Route***

*Trevor Armour, Director of Estates and Facilities*

## **Accident and Incident Report**

### **Introduction**

The University has moral, legal and financial responsibilities for managing risk and ensuring the health and safety of its employees, students and visitors. A key part of any health and safety management system is measuring performance and the quarterly report examines reactive data relating to accidents and incidents for the 4<sup>th</sup> quarter of 2019.

Measuring performance in relation to health and safety can help to identify trends, highlight safety issues and forms the basis for improvements in the future. Failure to monitor accident data can have a detrimental impact on the management of health and safety in an organisation.

The total number of accidents and incidents (92) reported in the 4<sup>th</sup> quarter was significantly higher than in the corresponding quarter of 2018 (75 ).

This was due in part to an increase in the number of incidents of skateboarders in Rosebowl level 2 car park (34)

The number of injured persons (5), in this quarter was the higher in number as compared with the corresponding quarter of 2018 (4) but only by 1.

There was (2) RIDDOR accident to report in this quarter, higher in number by 1 compared to the same quarter of 2018 (1) and details can be found in the body of the report.

The comparison is specifically in relation to the current reporting criteria.

### **Conclusions and recommendations**

The Committee is invited to receive and note the reports.

### **References and further information**

Accident Report 4<sup>th</sup> Quarter 2019.

Laurie Wilson  
Health and Safety Adviser     January 2020

## Appendix 1 - Accidents and Incidents 1<sup>st</sup> October to 31<sup>st</sup> December 2019

There were 98\*\* incidents (excluding sports injuries) reported during this quarter, compared to 75 in 2018.  
There were 2 accidents reportable to the HSE within this quarter.

Total incidents reported for employees-**81** in total compared with **57** in the 2018 QTR  
**x1 Major/x2 Minor** categorized incidents totalling **3**  
There were **0 student** injuries and **x1 visitor** related injury.

There were 25 HS1 forms received where the accident was classified as a 'slight'.

RIDDOR classification is now only reportable if over 7 day's absence for employees.  
an 'over 3-day accident' is recorded but non reportable,

### **RIDDOR Summary (Reported to HSE by LBU)**

#### **Major Injuries/ Health Disorders-Qtr. 4 2019**

There have been **2** RIDDOR reportable accidents (X1over 7 days and x1 serious) compared to **2** in the 2018 QTR 4 (x1 Dangerous Occurrence x1 over 7 day) but no reportable occupational diseases or Dangerous Occurrence

#### **Incident 1- Pushing catering**

##### **CARES**

##### **Goods inwards of Campus Central**

**Incident date-8<sup>th</sup> November 2019**

#### **What happened**

CARES Head chef who is an experienced operative had delivered food catering to a pre set up evening dinner, and after this was completed he was moving a hot holding cupboard(wheeled) with another senior experienced operative through the goods entrance of the kitchen of Campus Central Building. Whilst wheeling the trolley through an open doorway holding the handle of the trolley the Head Chef caught his coat cuff in the door handle which in turn forced his fingers/knuckles back causing some ligament injury to his left hand. First aid was provided at the scene by a first aider. The Head chef then presented to the hospital the next day for treatment and was subsequently signed off from work duties which have led to an over 7 day absence. The chef returned on light duties until fully fit to resume normal duties.

#### **Injury detail and follow up**

Whilst wheeling the trolley through an open doorway holding the handle of the trolley the Head Chef caught his coat cuff in the door handle which in turn forced his fingers/knuckles back causing some ligament injury to his left hand.

Full investigation has been carried out by the University Health and Safety Adviser and no obvious hazards found to the cupboard or doorway. Manual handling training was in place for both operatives at the time of accident and a full risk assessment was in place and has subsequently been reviewed.

#### **Incident 2-Slip Trip and Fall**

##### **Estates Services**

##### **Leighton Hall 2<sup>nd</sup> floor stairs**

**Incident date-28<sup>th</sup> November 2019**

### **What happened**

An experienced maintenance operative had finished a schedule task to lag some pipework in Leighton hall 2nd

floor 212 office. Post task the operative was moving to the stair-core where when stepping onto the top landing

slipped on some clear fluid laying onto the top landing. The stairs were well light, had an appropriate handrail present of which the operative did not use due to carrying lightweight foam lagging in his hands and the stair nosing's were highlighted and a non slip surface present to the tread of the stair. The operative had appropriate PPE footwear on and the activity was risk assessed by the operative. It is unknown how the liquid was present on the stair as there were no evidence of water ingress from other sources. The injured person slipped down 4-5 stairs causing some redness to his back. Subsequent GP visit and 2 week fit note issued by GP. IP has been offered physio and return to work support and a return to work meeting arranged with the university safety adviser.

### **Injury detail and follow up**

The injured person slipped down 4-5 stairs causing some redness to his back.

Full investigation carried out by the university health and safety adviser undertaken and good slip resistance noted both when dry and wet (baseline tests with water).

### **Over 7-Day Accidents**

There was 2 accident to report in this category during this quarter that was an over 7 day reportable accident as per the above detail for RIDDOR reportable accidents

#### Accident to Members of the Public Requiring Hospital Treatment (Includes students)

There were no accidents to report in this category.

### **Dangerous Occurrences**

During this quarter, there were no dangerous occurrences classed as Reportable to the HSE.

#### Fire related incident Breakdown-Total 16

1. Fire alarm activation Bronte Hall due to unknown cause
2. Fire alarm activation Bronte Hall due to unknown cause
3. Fire alarm activation at Campus Central due to unknown cause.
4. Fire alarm activation Bronte Hall due to unknown cause reported to Pointer fire
5. Small cigarette bin fire outside RB level 2
6. Fire alarm reported at 10 QSH but not sounding upon investigation
7. Alarm sounding at Rosebowl level 2.No issues found.
8. fire alarm activation Leighton Hall due to fault.
9. Fault showing on BPA fire panel reported by custodian
10. Smoke from smoke machine permeated EP ladies toilet.
11. EP fire alarm sounded due to smoke machine used in EP Revolution.
12. fire alarm activation due to Revolution using smoke machine and extract vent not on.
13. fire alarm activation at BPA Due to cleaner accidentally pressing call point
14. Students found to be trying to light items I.E. PEN whilst in LSB 408

15. Students found to be trying to light items AS PER IN 10334 whilst in LSB 408.full investigation and students identified and dealt with via security and Governance
16. Coach House fire alarm false alarm.

#### **Lift related incidents-Total 4**

1. Lift entrapment for x1 person in BPB
2. X1person trapped in WH lift
3. X1 Lift entrapment for PD lift
4. Entrapment in WH lift with x3 other cleaners.

#### **Other incidents Breakdown:**

| <b>School/Service</b>  | <b>Number</b> |
|--|---------------|
| <b>**CARES</b> -skateboarders in RB underground carpark  | 44            |
| Disruptive student in Leslie Silver building corridor<br>Window glazing external shattered but intact on 3rd floor Rosebowl.<br>RTA with staff shuttle outside LTHNHS car park<br>Table top fell to ground whilst moving it causing bruising to left ankle<br>Eggs thrown at bus whilst driving on campus<br>Glass found to be in waste bin.<br>Slipped on damp floor to rear of Coffee shop RB<br>Tripped on lift leading edge PD.Lift checked same day.<br>IP caught sleeve in door handle straining ligaments in hand.<br>Issues with Abseil event security onto level 3 flat roof<br>Small scratch to finger under bin store<br>slipped on pavement outside NT due to heavy rain and leaves present.<br>Door blew open in wind hitting person on shoulder and damaging door.<br>Parkour runners on OBH<br>IP fell whilst exiting staff shuttle causing minor injury to ankle<br>Slip on LCC footpath outside QSH<br>Gas alarm and leak detected in PD 922<br>Accommodation-IP slipped on grass | 18            |
| <b>BEE</b> - Bumped head whilst walking to hotel reception<br>banged head on gas meter whilst undertaking research offsite   | 2             |
| <b>ES</b> - Cut to hand whilst working on pipework. Attended A&E<br>RTA with vehicle cutting into bus lane causing minor damage to wing mirror.<br>Slipped on step whilst carrying tools and materials in Leighton Hall bruising back  | 3             |
| <b>ETHM</b> - Student crossed road when lights were green and was struck by vehicle.   | 1             |
| <b>External</b> - Recoil stand closed on finger causing break in skin  | 1             |
| <b>ITS</b> - IP tripped outside Grange whilst on way home. No defects present.   | 1             |
| <b>LBS</b> - Pre existing injury off site (finger fracture) reported   | 1             |
| <b>LLI</b> - Bruise to lower back exiting staff bus  | 1             |
| <b>Admissions</b> - small splinter to finger from door frame.  | 1             |
| <b>SALS</b> - Bag left unattended and personal possessions stolen  | 1             |
| <b>SCAS</b> - Cover from blind fell off in CL715.All others removed as a precaution by ES  | 1             |
| <b>SOA</b> - IP Slipped on wet pavement off campus<br>Slight burn to little finger whilst using glue gun in practical.   | 2             |
| <b>SOS</b> - Injury to ankle whilst wearing fat suit and undertaking practical lecture   | 1             |
| <b>TOTAL</b>   | <b>78</b>     |





## Corporate Risk Assessment Review

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### ***Executive Summary***

The purpose of this report is to update the committee on amendments made to the Leeds Beckett University Corporate Risk Assessment since the last revision presented. Minor revisions to wording have been since the last Health and Safety Consultative Committee.

### ***Action Requested***

The report is **for discussion** by the Health and Safety Consultative Committee.

### ***Appendices***

Appendix A – Risk Register

### ***Author***

*Name:* Laurie Wilson

*Job title:* H&S Advisor

*Date:* 1/2/2020

### ***Approval Route***

*Name:* Trevor Armour

*Title:* Director of Estates and Facilities

*Date:* February 2020



Please note the risk detailed in the risk register are in alphabetical order.

| Description               |   |  |   | Measures                  |                         |       |  |                          |                         |       | Status and review  |                  |                  |                |                   |
|---------------------------|---|--|---|---------------------------|-------------------------|-------|--|--------------------------|-------------------------|-------|--|------------------|------------------|----------------|-------------------|
| Alphabetical Risk ID Code | Risk  | Risk Owner                             | Persons at risk   | Gross risk (pre-controls) |                         | Total | Control Measures Employed  | Net Risk (post-controls) |                         | Total | Comments / Further Actions Required / Contingency Plan - including deadline dates  | Last Review Date | Next Review Date | Current Status | Overall indicator |
|                           |   |  |   | Likelihood (1,2,3,4,5)    | Consequence (1,2,3,4,5) |       |  | Likelihood (1,2,3,4,5)   | Consequence (1,2,3,4,5) |       |  |                  |                  |                |                   |
| LBU 01                    | Aggression, Conflict, Raid, Robbery & Terrorism<br><br>Psychological harm, physical injury or death through involvement in aggression/conflict in the workplace, or robbery/raid of cash office.<br><br>Terrorism | Director of Finance/ Director of CARES | Staff handling cash/Cash office Staff/Students/General Public | 2                         | 3                       | 6     | 24/7/365 Security provision in place, with appropriately trained staff. Security personal radio, with person down functionality. Installation of physical security systems to deter robbery/raid (e.g. Closed Circuit Television (CCTV), alarms, security doors). Specific cash office security risk assessment. Training for all cash office staff in how to behave during robbery/raid. Provision of counselling for staff/contractors involved in robbery/raid Training in conflict and aggression handling techniques. Post incident investigation. Access to counselling Mediation Service Employee Assistance Program. Extensive CCTV coverage/security presence on both campuses/patrols Clinical supervision in place for Student Wellbeing team, staff/team supervision for staff in Student  | 1                        | 3                       | 3     | Post-robbery investigation to identify learning from incident<br><br>Monitoring of existing control measures to ensure effectiveness<br><br>Any deficiencies identified will have appropriate action taken to rectify/control – as required                      | 16/01/2020       | 16/06/2020       | Unchanged      | LOW               |
| LBU 02                    | Asbestos<br><br>Damage to health through inhalation of asbestos fibres  | Director of ES                         | Staff/Contractors/Students/General Public                     | 2                         | 4                       | 8     | Asbestos Management Plan containing:-<br>Policy Statement, organisation and responsibilities for managing asbestos<br>• Asbestos register detailing presence of asbestos in all University premises<br>• Procedures for controlling work with asbestos, including permit to work procedures.<br>• Use of asbestos contractors, analysts and consultants<br>• Removal of asbestos containing materials<br>• Emergency procedures for unplanned release of asbestos fibres<br>• Health surveillance and monitoring if required<br>• Training of university staff and use of trained/competent contractors<br>Periodic review of Plan effectiveness by Estates Services and Health and Safety Service   | 2                        | 2                       | 4     | Post accident/incident investigation review of risk assessment and effectiveness.<br>Monitoring of existing control measures to ensure effectiveness. Any failures identified will have appropriate actions taken to rectify/control the failure as appropriate. | 16/01/2020       | 16/06/2020       | Unchanged      | LOW               |
| LBU 03                    | Chemicals and Hazardous Substances<br><br>Damage to health through exposure to hazardous chemicals of substances, including radioactive substance and biological hazards  | The University                         | Staff/Students/Visitors/Contractors                           | 2                         | 2                       | 4     | Control of Substances Hazardous to Health (COSHH) procedures – guidance, assessment and generic office COSHH assessments in place. COSHH Awareness training is available to all staff online or via face to face session. Access to specialist hazard advice is available via –<br><br>Chemicals Advisor<br>Wellbeing and Occupational Health Adviser and Occupational Health staff<br>Officer and Adviser<br><b>Biological Safety Advisor (and deputy)</b><br>Radiation Protection Supervisor and Radiation Protection Advisor<br>Dedicated delivery point for compressed gases. Waste disposal is controlled by use of standard chemical disposal template and disposal is via the licensed waste disposal contract, this contract includes the disposal of clinical waste. Contract is controlled by Estate Services. Specialist cleaning techniques in place for dealing with bodily fluids – Campus and Residential Services. | 2                        | 2                       | 4     | Post-accident/incident review of risk assessments and effectiveness<br><br>Monitoring of existing control measures to ensure effectiveness<br><br>Any deficiencies identified will have appropriate action taken to rectify/control – as required                | 16/01/2020       | 16/06/2020       | Unchanged      | LOW               |

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| LBU 04 Children                      | Injury through slip, trip, fall, collision, burn etc.   | The University      | Children/Staff/Students/Visitors   | 2 | 2 | 4 | <p>University-wide policy/ procedures for controlling access of children to University premises are available on the SHW A-Z. Risk assessment and supervision for organised events.</p> <p>SCO team that regularly organise school/college visits and community events in place. with specialist advice being available from the SHW team.</p> <p>Student Access Support and Success Steering Committee in place overseeing university wide participation. Sport &amp; Active Lifestyles employ a number of trained and experienced staff who co-ordinate and deliver an extensive programme of daily sporting activities for children.</p> <p>Access and disability issues picked up through Personal Emergency Evacuation Plans(PEEPS) and risk assessment of activity</p> <p>CARES also has a conferencing office with experienced staff that may deal with events where children may be present. Specialist advice is available from the H&amp;S team. CARES security service, Closed Circuit Television coverage and operate continuously.</p> | 2 | 2 | 4 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 | Unchanged | LOW |
| LBU 05 Estates Management Activities | Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn, fire etc.<br><br>Damage to health through exposure to chemicals or noise, upper limb disorder, legionella | Director of Estates | University Estates staff<br>Other staff<br>Visitors<br>Contractors<br>General Public | 1 | 5 | 5 | <p>Established procedures for risk assessment of property specific hazardous activities including Construction Design and Management, work equipment, permit to work, confined spaces, electricity, environmental, fire, flood, gas, lifts, lifting equipment &amp; operations, vibration, radiation, noise, pollution, sewage and food safety hygiene.</p> <p>Managers in University Estates are trained to Institution of Occupational Safety and Health Managing Safely standard.</p> <p>Expert advice provided by health and safety support function and external consultant support where appropriate.</p> <p>Maintenance Helpdesk in place for the reporting of building related issues, and out of hours issues are emergency, procedure utilising on-call officer.</p> <p>Use of toolbox talks to promote health and safety initiatives.</p> <p>Audit of procedural compliance by University Health and safety support function.</p> <p>Contractor competency checks, approved contractor list</p>  | 1 | 5 | 5 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 | Unchanged | LOW |

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| LBU 06 Fire           | Physical injury – including burns, and damage to property & assets resulting from building fire | The University   | Staff<br>Visitors<br>Students<br>Contractors<br>General Public | 2 | 4 | 8 | Established procedures for:<br><ul style="list-style-type: none"> <li>• Fire Safety by means of the Fire Regulations and Procedures</li> <li>• Fire risk assessments and technical assessments with aligned competence</li> <li>• Building fire safety systems</li> <li>• Workplace fire safety measures</li> <li>• Use and storage of dangerous substances</li> <li>• Emergency fire safety arrangements</li> <li>• Co-ordination of fire safety Accommodation audit and other fire related matters with landlord &amp; tenants</li> <li>• Training in fire safety management</li> <li>• Regular fire drills and fire alarm testing</li> <li>• Regular Liaison with West Yorkshire Fire and Rescue Service on fire safety related issues with site familiarisation visits conducted when requested</li> <li>• Contractor management procedures in place, liaison with Project Managers at design stage.</li> <li>• Fire-stopping procedure in place</li> <li>• Investigation of all fire related incidents</li> </ul> Bi-annual review of evacuation effectiveness by University Health and Safety Consultative Committee  | 2 | 3 | 6 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 |           | MEDIUM |
| LBU 07 Food Provision | Health issues as a result of incorrectly prepared food  | Director of CARES/<br>Student Union Chief Executive<br>Head of SAL's | Staff<br>Visitors<br>Contractors<br>General Public<br>Students | 1 | 3 | 3 | Food provision at the University is controlled by Campus and Residential Services/SU. Dedicated facilities are in place at both campuses. Established health and safety operating procedures and control measures in place which follow the Hazard Analysis Critical Control Point (HACCP) for food safety management:-<br><ul style="list-style-type: none"> <li>• Food Service Policy and procedures</li> <li>• Risk assessment, quality control procedures &amp; food labelling, and allergen controls in place to comply with Food Allergen Regulations</li> <li>• Food Policy &amp; Hygiene Certification</li> <li>• First aid / Accident and incident reporting</li> <li>• Staff training</li> <li>• Temperature monitoring/record keeping</li> <li>• Maintenance and housekeeping</li> <li>• COSHH assessment</li> <li>• Experienced hospitality and kitchen staff</li> <li>• Conferencing office with experienced staff for events/external bookings</li> <li>• University SHW support function</li> <li>• Local Authority Inspections/external food audits by independent specialist</li> <li>• Audit of procedural compliance by University Health and Safety support function in conjunction with nominated external auditor.</li> </ul> | 1 | 3 | 3 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 | Unchanged | LOW    |

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| LBU 08 General Workplace Activities | Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn, etc.  | The University | Staff<br>Visitors<br>Contractors<br>General Public | 2 | 2 | 4 | <p>General risk assessment procedures incorporating Health and Safety Executive guidance.</p> <p>Form B risk assessment for low/medium/high risk workplace activities. More specific risk assessments are available both online and paper based including;</p> <ul style="list-style-type: none"> <li>• Slips, trips &amp; falls</li> <li>• New &amp; expectant mothers (online)</li> <li>• Lone Working (online)</li> <li>• Young persons</li> <li>• Manual handling</li> <li>• Office based activity</li> </ul> <p>Risk assessment procedure included in health &amp; safety management training</p> <p>University Health and Safety support function provide assistance in completing risk assessment process.</p> <p>Audit of procedural compliance by University Health and Safety support function.</p> <p>Safety Health and Wellbeing awareness and risk assessment training provided both online and via face to face sessions on a regular basis to assist with compliance.</p> <p>Estate and CARES services with helpdesks in place for building maintenance and support services.</p>  | 2 | 2 | 4 | <p>Post-accident/incident review of risk assessment presence and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 | Unchanged | LOW |
| LBU 09 Health                       | Damage to health, through working conditions, hazardous chemicals, environments, disease, Meningitis, Pandemic and other major public health issues | The University | Staff<br>Students<br>Contractors<br>General Public | 2 | 2 | 4 | <p>There are established procedures in place for dealing with the wide variety of potential health incidents:</p> <ul style="list-style-type: none"> <li>• Access to health and medical services advice from Wellbeing and Occupational Health Service Team with campaigns run to highlight available external vaccine programmes</li> <li>• First Aid assistance/HR procedures</li> <li>• Membership of Leeds Public Health Forum</li> <li>• Meningitis procedures/ Pandemic website with specialist working group</li> <li>• Health surveillance for work related health issues provided by Occupational Health Service</li> <li>• Business Continuity &amp; Emergency Plans</li> <li>• Allergy management advice available through CARES/ OH/Safety Health and Wellbeing Service.</li> <li>• Electromagnetic Fields risk assessment and guidance in place for local service and schools. EMF risk assessment in place for general areas.</li> </ul> <p>In addition</p> <ul style="list-style-type: none"> <li>• Wellbeing and Engagement website</li> <li>• Counselling service for all staff/EAP</li> <li>• Access to first aid rooms and Occupational Health Service</li> <li>• University Websites University Safety, Health and Wellbeing support function.</li> <li>• University SHW Committee</li> </ul> | 2 | 2 | 4 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>         | 16/01/2020 | 16/06/2020 | Unchanged | LOW |

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| LBU 10 Lone Working              | Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn, theft, acts of aggression etc., affected by lone working.<br>Psychological harm from Lone Working           | The University | Staff<br>Visitors<br>Contractors<br>General Public             | 2 | 2 | 4 | <p>Risk assessment process in place both online and paper based ,for lone working whilst undertaking work related activity and during home working including;</p> <ul style="list-style-type: none"> <li>• Slips, trips &amp; falls</li> <li>• New &amp; expectant mothers(also online)</li> <li>• Young persons</li> <li>• Maintenance call out</li> <li>• Hazardous areas</li> <li>• Security provision</li> <li>• Research</li> </ul> <p>Lone Working training available online. Telephone access available locally or via Skype for Business. Extensive CCTV coverage /security presence on both campuses/ with regular patrols/ 24/7 control room.</p> <p>24/7 library areas have additional night security cover. Security staff are first aid trained.</p> <p>Panic alarms installed at appropriate locations and tested monthly</p> <p>University Health and Safety support function provide assistance in completing risk assessments. Safety Health and Wellbeing awareness, risk assessment and on-line training provided on a regular basis. Audit of procedural compliance by University Health and Safety</p> | 2 | 2 | 4 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 | Unchanged | LOW |
| LBU 11 Management of Contractors | Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn etc.<br><br>Damage to health through exposure to chemicals, biological agents or noise, upper limb disorder. | The University | Staff<br>Contractors<br>Students<br>Visitors<br>General Public | 1 | 4 | 4 | <p>University Estates Health &amp; Safety procedures (see risk assessment for 'property activity risks')</p> <p>Project and contractor management procedure based on CDM 2015 in place, and contained within health &amp; safety management system on intranet for Estates led projects. School and professional services project managers to ensure projects are managed within CDM 2015 guidelines .</p> <p>Site induction procedure for all contractors</p> <p>Health &amp; safety factors included in University procedures</p> <p>Permit to work/Permit to access procedures</p> <p>Audited as part of the university internal health and safety audit process</p> <p>In-house/external specialist support and health and safety management for all project contracts</p>  | 1 | 4 | 4 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 | Unchanged | LOW |

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| LBU 12 Noise and Vibration    | Damage to health from exposure to high levels or prolonged periods of excessive noise                    | The University | Maintenance staff, maintenance contractors<br><br>Staff<br>Students<br>General Public                | 3 | 3 | 6  | <p>Noise survey undertaken following reduction in action levels in Noise Regulations 2005.</p> <p>Hearing protection zones created in relevant plant rooms, lift motor rooms and generator rooms. Hearing protection provided as required.</p> <p>Induction process for contractors and site visitors to ensure awareness of noise.</p> <p>Vibration – exposure monitoring and assessment, use of low vibration tools and training are provide to minimise risk associated with vibration.</p> <p>Access available to noise and vibration specialist advice within the university.</p> <p>Specialist facilities i.e. music studios and acoustics laboratory within the University are only available under staff supervision.</p> <p>Audio limiters are in place in music studios.</p> <p>The use of headphones at workstations is covered within the requirements of DSE training/assessment/advice.</p> <p>Noise Awareness online training course in place via</p> | 1 | 3 | 3 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 | Unchanged | LOW    |
| LBU 13 Occupational Road Risk | Physical injury through vehicle accident or collision whilst driving/cycling/walking on company business | The University | Staff driving on company business<br>Vehicle Passengers<br>Pedestrians, Cyclists<br>Other road users | 2 | 5 | 10 | <p>University guidance available on Finance web pages/linked from the SHW A-Z intranet page</p> <p>Driver risk assessment procedures for use of personal vehicles, checked during expenses process.</p> <p>Procedures for use of hire cars, including DVLA licence checks procedure.Risk assessment and method statement for operation of University-owned vehicles</p> <p>Provision of driver awareness and defensive driver training as required. Speed awareness through road safety events.</p> <p>The use of public transport by staff and students is promoted within the university.<br/>New staff intercampus bus service - pilot .</p> <p>Periodic review of effectiveness via audit and by University Health and Safety Consultative Committee.</p> <p>Cycle and pedestrian safety is covered within the Road Safety Guidance for all University Road Users with specific reference to the Highway Code.</p>   | 2 | 4 | 8 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 | Unchanged | Medium |

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| LBU 14 Outdoor and outward bound events/Volunteering | Injury through slip, trip, fall, collision, fall from height, burn etc.<br><br>Damage to health through exposure to noise, hazardous chemicals, manual handling, environmental conditions etc.<br><br>Psychological harm due to unforeseen circumstance | The University | Staff<br>Students<br>General Public<br>Event organisers                      | 3 | 1 | 3 | Specialist function with the Carnegie School of Sport, Carnegie Great Outdoors who deal with outdoor and outward bound events and are AALA licensed.<br><br>Specialist function in the International Office – Volunteering, who deal with local, UK & international based volunteering activity.<br><br>Risk assessments and method statements completed for university organised activities.<br><br>health and safety support function, review of risk assessments and method statement run by external organisers with annual external verification<br><br>Management awareness of procedure through inclusion in health & safety management training.<br><br>Working Overseas micro site/OVP procedures with management oversight and risk assessment sign off prior to travel  | 3 | 1 | 3 | Post-accident/incident review of risk assessments and effectiveness<br><br>Monitoring of existing control measures to ensure effectiveness<br><br>Any deficiencies identified will have appropriate action taken to rectify/control – as required | 16/01/2020 | 16/06/2020 | Unchanged | LOW |
| LBU 15 Sports and Recreational Activities            | Injury through slip, trip, fall, electrocution, collision, fall from height, burn etc.  | The University | Sport & Active Lifestyles<br>Staff<br>Students<br>Visitors<br>General Public | 2 | 2 | 4 | Sport & Active Lifestyles(SAL's) control access to sporting and recreational facilities. High risk sport equipment is maintained by specialist contractors. Estate services undertake maintenance activities on behalf of SAL's with Campus and Residential Services (CARES) also providing support function for housekeeping. Risk assessments and method statements completed for university sport organised activities.<br><br>Location specific inspections and checks undertaken daily<br>University sport review risk assessments and method statement run by external organisers. Support function provided by Health and Safety liaison personnel within Carnegie with additional support function from the Health and Safety team.<br><br>Management awareness of procedure through inclusion in health & safety management training.<br>Estates maintenance and CARES helpdesk reporting functions in place.<br>Dedicated service improvement manager in place to implement and monitor health and safety practices and procedures | 2 | 2 | 4 | Post-accident/incident review of risk assessments and effectiveness<br><br>Monitoring of existing control measures to ensure effectiveness<br><br>Any deficiencies identified will have appropriate action taken to rectify/control – as required | 16/01/2020 | 16/06/2020 | Unchanged | LOW |
| LBU 16 Student Placements                            | Physical injury through slip, trip, fall, collision, fall from height, burn, fire etc.<br><br>Damage to health through exposure to noise, work-related stress, hazardous chemicals etc.<br><br>Psychological harm due to unforeseen circumstance        | The University | Students<br>Staff<br>Visitors<br>General Public<br><br><br>Staff/Students    | 1 | 3 | 3 | LBU Framework for the Management of Work-Based and Work-Related Activity, Placements and Exchanges - In Place – now operational.<br><br>Access to the University and Colleges Employers Association, Health and Safety Guidance for the placement of Higher Education students has now been published to assist with placements.<br><br>Schools have specialist placement offices undertaking student placements with dedicated experienced placement officers in place.<br>Placement information available on School web sites.<br><br>Health and safety support available from school liaison personnel, with access also available to the support function from the safety, health and wellbeing team.<br><br>Access to personal safety information on the Campus and Residential Services security web site  | 1 | 3 | 3 | Post-accident/incident review of risk assessments and effectiveness<br><br>Monitoring of existing control measures to ensure effectiveness<br><br>Any deficiencies identified will have appropriate action taken to rectify/control – as required | 16/01/2020 | 16/06/2020 | Unchanged | LOW |

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| LBU 17 Traffic  | Physical injury through vehicle collision   | The University | Staff<br>Contractors<br>Students<br>Visitors<br>General Public e.g. vehicle passengers, pedestrians etc. | 1 | 5 | 5 | <p>Vehicular access to campus is controlled by Campus and Residential Services security staff via gatehouse/ barrier control.</p> <p>Good Closed Circuit Television coverage, appropriate speed limits, signage, road markings, speed humps and other hard speed reduction measures are in place.</p> <p>Clearly identified crossing points, good footpath provision with good lines of sight.</p> <p>Staff car permit parking scheme in place during normal daytime operation. Students not permitted to park on campus.</p> <p>Regular road safety initiatives, supported by Leeds City Council equipment, and Taxi and Vehicle Licensing Officers and contact with West Yorkshire Police student liaison officer.</p> <p>Use of inter campus shuttle to travel.</p>  | 1 | 5 | 5 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 | Unchanged | LOW |
| LBU 18 Use of Workstations and Display Screen Equipment | Work-related upper limb disorder and deterioration of eyesight, through incorrect use of workstation or poor working environment  | The University | Workstation users  | 3 | 1 | 3 | <p>Display Screen Equipment risk assessment and training undertaken online ,automatic enrolment 36 monthly via People Development Compliance function post completion of module. Procedure to assess correct workstation set-up and address working environment issues.</p> <p>Management of change risk assessment for changes to software and hardware.</p> <p>Trained Display Screen Equipment Assessors provided in local areas where appropriate, with specialist support provided from Health and Safety Team and Safety Health and Wellbeing Coordinators.</p> <p>Awareness of requirement for workstation assessment included in basic health and safety training modules and at induction.</p> <p>Estates helpline for reporting premise defects and working environment and Campus and Residential Services for furniture/housekeeping issues.</p> <p>University supported eyesight tests offered to workstation users every 2 years. Spectacles provided if required for workstation use via the nominated university supplier</p> | 3 | 1 | 3 | <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>  | 16/01/2020 | 16/06/2020 | Unchanged | LOW |
| LBU 19 Working Overseas                                 | Damage to health through overseas air travel, working conditions, hazardous chemicals, environments, disease and personal safety<br><br>Psychological Harm due to unforeseen circumstance | The University | Staff<br>Students<br>General Public  | 3 | 3 | 9 | <p>There are established procedures in place for overseas business travel, work and voluntary activities:</p> <p>University and Colleges Employers Association Guidance on working overseas<br/>Risk assessments<br/>Finance<br/>Control of overseas travel and voluntary activities<br/>Confirmation of approach for management of medical issues pre travel through OVP sign off<br/>Insurance and specialist travel briefings/advice<br/>Foreign and Commonwealth Office information</p> <p>In addition<br/>Documented procedures for managing response to an all incidents including emergencies<br/>Availability of free, confidential counselling service for all staff<br/>Access to personal safety information on the Campus and Residential Services security web site Audit of procedural compliance by University Health and Safety support function</p>  | 1 | 3 | 3 | <p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p> | 16/01/2020 | 16/06/2020 | Unchanged | LOW |

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| LBU 20 Work-related Stress | Damage to health from stress caused by exposure to excessive or prolonged work pressure, or other work environment factors. | The University | All Staff Students(indirectly) | 3 | 4 | 12 | <p>Stress Management Plan containing:-</p> <ul style="list-style-type: none"> <li>• Policy Statement, organisation and responsibilities for managing stress</li> <li>• Risk assessment procedure for WRS</li> <li>• Training in stress management/risk assessment both online and face to face when identified</li> <li>• Stress management guidelines to assist managers identify suitable control measures</li> <li>• Wellbeing and Occupational Health Service in place to assist with work related stress management</li> <li>• People Service policies and procedures aligned to stress management good practice</li> <li>• Documented procedures for managing response to an incident of stress</li> <li>• Health Assured confidential counselling service</li> <li>• Range of staff wellbeing initiatives</li> <li>• Audit of procedural compliance by University Health and Safety support function</li> <li>• University risk assessment for management of change, workplace relocation and individual case management workplace for stress related issues</li> <li>• Wellbeing Action Plan and colleague liaison with Student Services</li> <li>• Annual review of effectiveness by University Health and Safety Consultative Committee/Wellbeing Committee</li> </ul> | 1 | 3 | 3 | <p><b>Clinical supervision in place for Student Wellbeing team, staff/team supervision for staff in Student Disability/Engagement teams, peer support.</b></p> <p><b>Monitoring of existing control measures to ensure effectiveness</b></p> <p><b>Any deficiencies identified will have appropriate action taken to rectify/control – as required</b></p> | 16/01/2020 | 16/06/2020 | Unchanged | LOW |
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## Portable Appliances Testing Update Report

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### ***Executive Summary***

The purpose of the report is to give the Health and Safety Consultative Committee and update to the change of Estates Services management of the PAT testing regime.

### ***Action Requested***

This report is for information and to update the Committee on progress.

This report is to be starred \*

### ***Appendices***

None

### ***Author***

*Name: Laurie Wilson*

*Job title: H&S Adviser*

*Date: 20 Jan 2020*

### ***Approval Route***

*January 2020*

*Trevor Armour, Director of Estates and Facilities*



## **Portable Appliances Testing Update Report**

### **Introduction**

The purpose of the report is to give the Health and Safety Consultative Committee an update to the change in Estates Services management of the PAT testing regime.

Currently the Contract is managed operationally through the University health and safety team and has been in place from May 2019. Testing has been ongoing across both campus and external buildings are planned in for testing mid-February 2019. It has been decided through discussions with Estates services Engineers and post review of workload currently within the health and safety team that management of the PAT contract should now be undertaken by an Electrical Engineer within Estates Services as this will align a number of other areas of electrical compliance all into one space.

Over 90% of the university estates electrical portable (and some fixed) asset have been currently complete with the full list of assets testing due to be completed towards mid-March 2020 to complete the first cycle of testing. It has been agreed that a phased migration of the contract from the health and safety team will be undertaken so that the Estates Services Engineer can familiarise themselves with the operational requirements and delivery aspects of the current testing regime.

A handover meeting has been completed mid-January and details of the contracts operational details discussed, with migration of all data and files undertaken at the time of the meeting via Share point.

A meeting has also been scheduled for mid-January for Circuits Contract Manager to meet with both the health and safety team and Estates Electrical Engineer so that full and formal handover can be completed, and the operational relationships and contacts established.

The health and safety team will advise all SHW Coordinators of the change in operational management before the end of January once formal hand over has been implemented both via email and through the Committee report.

The Estate Services Electrical Engineer will additionally undertake review of the PAT procedure and guidance documentation to ensure that this is current and reflects the current guidance and operational contract requirement, with appropriate review dates set to monitor content and compliance.

### **Conclusions and recommendations**

The health and safety team will continue to support the handover process until the Estates Services Engineer is fully appraised of all areas of the PAT contract management.

### **References and further information**

None

Laurie Wilson Health and Safety Adviser 20 January 2020





27 February 2020

## Kill Your Speed/Taxi Compliance Check

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### ***Executive Summary***

The purpose of the report is to bring to the attention of the Committee the recent Speed awareness and taxi compliance checks undertaken by Leeds City Council Taxi Private Hire Licensing

### ***Action Requested***

The Committee is invited to note the detail as the report is a \*starred item.

### ***Appendices-1***

Kill Your Speed Information Leaflet

### ***Author***

*Name: L Wilson*

*Job title: Health and Safety Adviser*

*Date: 30/01/2020*

### ***Approval Route***

*February 2020*

*Trevor Armour Director of Estates*

# Kill Your Speed/Taxi Compliance Check

## Introduction

The purpose of this report is to raise awareness of the speed and taxi compliance checks undertaken on the 6<sup>th</sup> November 2019 by the Health and safety team in conjunction with the Taxi Private Hire Licensing Authority. The aim of the initiative is to raise awareness of speed limits on campus, vehicle condition advice and Taxi Licensing compliance and roadworthiness of vehicles.

## Body of report

The University has moral, legal and financial responsibilities for managing risk and ensuring the health and safety of its employees, students and visitors. The road safety event took place on the 6<sup>th</sup> November 2019, a further road safety event involving the taxi and vehicle licensing team will be planned in for early spring 2020

It was unfortunate that a speed indicator device was not available so the health and safety Adviser was positioned on south drive to hand out information leaflets on campus speed limits, road safety advice and to raise awareness of any obvious vehicle defects such as lights out.

Leeds City Council Taxi & Vehicle Licensing Officers in attendance on the day of the event, used a CCTV vehicle with ANPR (automatic number plate recognition).

Officers were deployed on Churchwood Avenue (main campus entrance), and on South Drive (on the exit off campus) to undertake taxi vehicle compliance checks.

Overall speed limits of 20mph were observed by drivers and the weather was dry and clear.

A total of 27 vehicles were stopped during the morning with feedback and details received from Leeds City Council Taxi & Vehicle Licensing as per the detail below:

27 Private Hire/ Taxi Vehicles checked

3 vehicles suspended for serious defects / breach of licensing conditions (**2 Engine Management Faults, 1 Driver not having his Private Hire Badge on him**)

3 vehicles issued with rectification notices. ( **1 vehicle with defective lights, 2 vehicles with incorrect Livery on vehicle**)

All of the vehicles checked were from a variety of Private Hire Operators. There were 3 vehicles suspended on the day of the initiative.

The health and safety adviser stopped x1 staff vehicle to advise that a side light was defective, x1 taxi for obvious speed above 20 mph and advised Tetley Coach driver that rear brake lights were defective.

## **Conclusions and recommendations**

The initiative was successful in raising awareness of speed and checking compliance of the city taxi services to staff and students on campus.

## **References and further information**

NA

## **Author**

Laurie Wilson  
Health and Safety Adviser  
30/01/2020

Kill Your Speed – Road Safety Promotion

Leeds Beckett - Headingley Campus - 2019

Did you know?

- In 2015, 217 people were killed in crashes involving someone exceeding the speed limit and a further 132 people died when someone was travelling too fast for the conditions.
- On 20mph roads, 81% of car drivers exceed the speed limit and 44% exceed 25mph.
- If your car hits a pedestrian when you are driving at 30 mph you have a 50% chance of killing them
- If your car hits a pedestrian when you are driving at 20 mph you have a 1 in 20 chance of killing them.

Last year over 300 people were killed or seriously injured on the roads of Leeds. The faster you drive, the less time you will have to react to and avoid a hazard

The faster you drive the more likely it is that someone will be killed or injured if your car hits them.

Remember

1. The speed limit on Headingley Campus is 20 mph.
2. Wear a seatbelt on and off campus- this includes all passengers
3. Don't use a mobile phone whilst driving, use hands free.
4. Comply with the Highway Code, on and off campus.
5. Be aware of pedestrians and cyclists

Further information is available at the following hyperlinks :

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/inappropriate-speed.pdf>

<http://www.leeds.gov.uk> (Road Safety Section)

Headingley Campus is a pedestrian friendly site.

Please do your bit - **Kill Your Speed!**



27 February 2020

## Fire Drill Report Autumn 2019

### ***Executive Summary***

The purpose of this report is to provide committee members with information on how fire evacuation procedures were tested at University premises and those premises where students may study or undertake research. The report includes an overview of actions taken to improve standards.

### ***Action Requested***

This report is for **information**.

### ***Appendices***

None

### ***Author***

*Name:* Paula Johnston  
*Job title:* Fire Safety Adviser  
*Date:* 5<sup>th</sup> February 2020

### ***Approval Route***

*Date* 05<sup>th</sup> February 2020 *Approving Person:*  
*Trevor Armour MRICS MCIQB Director of Estates and Facilities*

## **Fire Drill Report, Autumn 2019**

### **1. Introduction**

In order to ensure compliance with fire safety legislation, it is important to ensure that buildings where students may study or undertake research, can be evacuated within a reasonable time in an emergency.

This report provides details of considerations taken when planning the drills and a summary of findings.

### **2. Overview of Process**

- I. Examinations, assessments, student presentations and conferencing and events were duly considered during the planning stages and the fire drills commenced early within semester 1 for the City Campus. Headingley fire drills duly followed.
- II. 50 fire drills were completed incorporating City Campus, Headingley Campus and external locations where Leeds Beckett University operate.
- III. Fire drills were extended over several weeks, the order and timings of which were modified when compared to the previous timetable of drills.
- IV. Fire drills were undertaken in conjunction with landlords where Leeds Beckett University use part of a building via lease agreement.
- V. 3 buildings were not occupied at the time of the drill however the alarm was sounded to check function and audibility throughout the building and fire exits and final exit doors checked.
- VI. Out of the 47 buildings that were occupied, a very positive performance was recorded. 41 buildings 87% achieving evacuation under or equal to, the optimum times.

### **3. Key Points**

- (a) Due to the fire alarm system for Woodhouse/PD/CL AND PD Entrance now being split as part of the city campus evacuation strategy the alarms were individually tested at commission stage and worked well. Issues were noted during the testing of Rose Bowl building which evacuated all the city core buildings. This was followed up and a resolution put in place at the time of the drills.
- (b) There were 4 buildings above the optimum time, LSB (2m:15s), PD/CL/PD Entrance (1m:02s), BPB 1m:11s) and CRI (38s).
- (c) Leslie Silver Building – whilst most occupants were safely evacuated at 60s above required time, 2 students were slow to evacuate. The Fire Safety Adviser spoke with both students prior to re-entry to the building.

- (d) Portland/Calverley cluster – whilst most occupants were safely evacuated within the required time, 3 students who were slow to evacuate down the central staircase. The Fire Safety Adviser spoke with both students prior to re-entry to the building.
- (e) Broadcasting Place B – the building was evacuated at 20 seconds above the optimum time. 1 student was slow to evacuate, and the Fire Safety Adviser spoke this student prior to re entry
- (f) It is anticipated that a positive impact will be seen to fire evacuation times by the introduction of a fire warden email group allowing improved communication and sharing of good practice.
- (g) The security process for managing evacuation and re-entry was noted as managed well across the University Estate.
- (h) A conjoined approach has been established to ensure drills are undertaken at premise where the University occupies a space in buildings managed by landlords and support and guidance has been provided.
- (i) The safety refuge system was successfully utilised in both Broadcasting Place B and Portland main stairs.
- (j) WYFRS are always contacted before and after the fire drills by the Fire Safety Adviser in order to avoid unrequired attendance at premises during fire drills.
- (k) The following members of staff should be commended for their help with the evacuations; Campus Services, Security, Sport and Active Lifestyles, LLI, Student Union, and Estate Service Maintenance Electricians.
- (l) Thank you also to the members of staff who acted as fire monitors/wardens and assisted in asking people to move away from buildings and to the assembly points. The recommendation to the committee is as previously noted, to continue the improvements in seeking further volunteers to assist with fire warden duties.

#### **4. Conclusions and recommendations**

Based upon the content of this report Leeds Beckett University continues to ensure effectiveness of fire evacuation procedures in buildings where students may study or carry out research.

#### **5. References and further information**

A more detailed report for each building is available upon request from the Health & Safety team

Paula Johnston, Fire Safety Adviser, 4<sup>th</sup> February 2020



27 FEBRUARY 2020

## Fire Drill Management Proposal

### ***Executive Summary***

The paper presented is to provide a draft overview prior to consultation and discussion on recommendations to changes to the existing fire evacuation drills process, incorporating legislation, British Standards and best practice.

### ***Action Requested***

This report is for **discussion** and consideration by the Health & Safety Consultative Committee.

### ***Appendices***

None

### ***Author***

*Name: Paula Johnston*

*Job title: Fire Safety Adviser*

*Date: 5<sup>th</sup> February 2020*

### ***Approval Route***

*Date 05<sup>th</sup> February 2020 Approving Person / Body:*

*Trevor Armour MRICS MCIOB Director of Estates and Facilities*

## Fire Safety Management Update January 2020

### 1. Introduction

In order to fulfil its statutory duties LBU delivers a programme of fire drills to ensure that both staff and students are familiar with the procedure and can react accordingly and in good time. Explicit reference to this is made in the Regulatory Reform (Fire Safety) Order 2005 as;

#### [Article 4 \(f\) of the Regulatory Reform \(Fire Safety\) Order 2005](#)

requires that we take ***“measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—***

- (i) ***measures relating to the instruction and training of employees.”***

Whilst this does not explicitly impose a requirement to undertake evacuation exercises, it is accepted that to achieve this, fire drills are essential for testing and maintaining effective fire evacuation procedures.

The University currently has a system in place for undertaking drills whilst maintaining and improving performance. This system, however, does not adequately test all fire evacuation procedures. The report identifies those areas and makes recommendations in order that a more effective testing method can be implemented for future fire evacuation drills.

### 2. Current Fire Drill Process

Fire Drills are undertaken twice per year, in Autumn (Oct/Nov) and Spring (Mar/Apr). All University owned buildings are tested in Autumn (high/, med-low risk) and those buildings deemed high risk are additionally tested in Spring. Each building has a recommended optimal evacuation time based on level of risk and occupancy type.

Individual arrangements exist in leased buildings comprising of centre lead or University lead drills. Whilst the University does not own accommodation, performance is monitored by the University Health & Safety Team and a representative may attend a sample of evacuations.

Planning for fire drills involves consultation with Exams, Governance and Conferencing, dates are scheduled and circulated to Health and Safety coordinators for each School and Professional Service Area, Estates Services and the Enterprise team. Feedback is received and dates and times are amended accordingly.

Porters are scheduled for each drill and are utilised in an observational capacity as Fire Marshals, placed at strategic locations to observe human behaviour and feedback to the Fire Safety Adviser. Porters will prompt and direct occupants where they note failure of response to the fire alarm.

Support from the Estates Electrical team is required to activate the fire alarm, monitor the operational aspects of the fire alarm system, silence the alarm upon full evacuation and to reset the alarm panel. An electrical engineer will also be scheduled to monitor performance of lifts during a fire evacuation to ensure they return to ground.

Security are pre advised and will provide direction to people once outside the building and to deny re-entry to the building whilst the evacuation is in progress.

The Fire Safety Adviser (FSA) or nominated member of the Health & Safety team will control the drill and will take charge of a Security radio for communication. The FSA will notify West Yorkshire Fire and Rescue Service that drills are to take place to avoid unnecessary attendance by the service.

The drill will be timed, and once fire wardens / support staff have reported the building is clear, the time is noted, the alarm is silenced and reset and the call for re-entry is provided.

BS:9999 makes the following observation salient to the nature of the university estate:

*“Although many buildings will never have a serious life-threatening fire, it is essential for fire safety procedures to be planned for every building. There are usually numerous elements which contribute to multi-fatality fires, one being that, when fire is discovered or when the alarm is raised, the occupants of premises, be they staff or members of the public, react and respond in ways which are different from those assumed or expected by the building designer. There are a number of stages by which people react to a fire alarm. Initially they tend to seek information regarding the validity of the warning. They then gather belongings or seek associates or family. Only then do they seek to travel to a place of ultimate safety. **The management of fire safety is intended to increase awareness and increase the probability of appropriate behaviour, to minimize the threat from the fire.**”*

BS:9999 provides extensive guidance which breaks down as follows:

- What needs to be considered before hand
- Establishing the purpose and objectives for test evacuations
  - Testing management procedures;
  - Providing staff with practical training;
  - Establishing the effectiveness of training and further educate occupants of the means of escape from the building;
  - Identifying weaknesses in emergency communications procedures and systems;
  - Identifying positive and negative reactions of staff with designated responsibilities;
  - Assessing the reliability of equipment;
  - Rehearsing joint action with the fire and rescue service;
  - How to arrange test evacuations;
  - How to Evaluate test evacuations; and
  - Evaluation and debriefing actions (after the event).

### 3. Conclusions and recommendations

Whilst the University recognises the purpose of an evacuation, the current process does not adequately test the emergency procedures. The University approach has largely been a one size fits all approach with the performance indicators being;

- The exercise is completed once or twice per year at agreed times
- The time taken to achieve complete evacuation is within the specified time frame and/or an improvement on the previous optimal evacuation time.

## Areas for inclusion and improvement

- a) The planning process is onerous and not the best use of resource. The number of stakeholders involved at the planning stage inevitably results in numerous requests for dates / times to be changed, often for reasons that are not critical to business operation. Furthermore, as the dates of drills are widely circulated, this means we don't effectively test management procedures or the effectiveness of training occupants on the means of escape in a more realistic scenario.
- b) Currently all exit routes are available during a drill. Obstructing an exit to simulate an escape route blocked by fire would allow us to test training and knowledge of our buildings as invariably people chose to evacuate using the same way as they entered. Blocking a key escape route will provide a more realistic evacuation time as it encourages people to use all available means of escape, rather than just the one they are most familiar with.
- c) Fire evacuation by means of drills are not routinely undertaken out of core operational hours yet this is vital to fully test our emergency procedures.
- d) Whilst statutory testing takes place of refuge communications/evacuation equipment, these are not tested as part of the evacuation exercise. Equally, the full Security response is not tested.
- e) Whilst some schools or professional service areas may have emergency procedures in the event of a fire / fire evacuation we do not currently fully monitor / report on performance as part of the fire drill process.
- f) Maximising the opportunity for debriefing participants, fire marshals or other responders is not routinely undertaken post drill.
- g) We do not test Personal Emergency Evacuation Plans (PEEPS) as part of our evacuation exercises. Whilst fully testing PEEPS may bring additional risks, we must still test individual PEEPS to the point that we are confident they are suitable in the event of a fire or incident requiring a building evacuation.
- h) Current agreed optimal evacuation times do not consider complexities of current buildings, differing occupancies, different fire strategies and differing activity.

Therefore, and taken as a whole, we do not currently either;

- Fully meet the recommendations of BS:9999; or
- Take advantage of the exercise outcomes to inform policy and procedure or training input.

## Recommendations

1. A review of what is deemed a critical activity or process is carried out in order that details of proposed drills are restricted to an absolute minimum.

2. Where possible, drills should be undertaken without prior notification to Security /Schools and service areas to ensure adequate testing of response plans.
3. A post drill evaluation report to be provided by Schools and Professional Service areas on effectiveness of local arrangements.
4. Drills to include out of hours testing, closing off key exit routes and testing of communication systems.
5. Personal Emergency Evacuation Procedure (PEEP) to be revised to include testing of individual plans.
6. The Health & Safety team must work closely with Estates and consult with individual schools to review target evacuation times based upon fire strategy / risk profile of buildings.
7. A debriefing mechanism to be introduced that adequately captures feedback from the fire drills and unplanned evacuations.
8. Document a revised fire drill procedure incorporating changes to the management of the process, and report this through appropriate school level SHWAGS/SLT and additionally inform the Health and Safety Consultative Committee

The recommendations above will need to be adequately resourced by Schools and Professional Service areas for the purpose of consultation and process review.

**The Committee is requested to consider this proposal and to provide feedback within a time frame to be decided at the Committee.**

#### **4. References and further information**

[Regulatory Reform \(Fire Safety\) Order 2005](#)

BS9999

Paula Johnston, Fire Safety Adviser, 4<sup>th</sup> February 2020



27 February 2020

## Fire Safety Management Update

### *Executive Summary*

The purpose of this report is to provide committee members with an overview of measures that have been taken to demonstrate good Fire Safety Management.

### *Action Requested*

This report is for **information**.

### *Appendices*

None

### *Author*

*Name: Paula Johnston*

*Job title: Fire Safety Adviser*

*Date: 5<sup>th</sup> February 2020*

### *Approval Route*

*Date 05<sup>th</sup> February 2020 Approving Person:*

*Trevor Armour MRICS MCIOB Director of Estates and Facilities*

## Fire Safety Management Update February 2020

### 1. Introduction

As part of the University commitment to manage fire safety, this report provides details of actions taken by the Health & Safety team in order to effectively manage fire safety at Leeds Beckett University.

### 2. University Fire Risk Assessment

Fire Risk Assessments have been undertaken in line with the schedule for those buildings where Leeds Beckett University have a legal obligation under the Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

Where fire safety control measures fall below standard, these have been escalated to the appropriate School and/or Professional Service Area. Remaining actions continue to be monitored by the Health & Safety team in conjunction with Estates Colleagues, until the actions are either completed or assigned to a wider managed project.

| Academic period   | Total high risk <u>annual</u> FRA's Required | Total Completed | Total <u>2 yearly</u> FRA's Required | Total Completed |
|---|--|-----------------|--------------------------------------|-----------------|
| Sep 1 <sup>st</sup> , 2019 to 20 <sup>th</sup> Jan 2020 | 13   | * 12            | 12                                   | 12              |

\*Of the total FRA's required, 1 (Portland Entrance) was not completed in Jan 2020 as is now completed alongside the Portland Building in March 2020

Of the 25 Fire Risk Assessments completed, a total of 95 actions were identified of which 4 were deemed as intolerable. Intolerable is defined as being of high likelihood of fire and a high-risk of harm. These related to partially blocked escape routes and fire doors wedged open in areas deemed critical. Immediate and follow up action was taken to remove the risk and prevent reoccurrence.

Other areas requiring action with 1, 3 or 6 months included fire stopping, fire doors and general housekeeping. Actions have been assigned and will continue to be monitored to completion or until they are moved to a program of works with defined timescales for completion.

Administration support has continued to be provided by Estates Services to monitor progress of actions.

### 3. Secretary of State for Education Letter to HE Institutions

In Nov 2019, The Secretary of State for Education requested that all UK HEI's undertake a review of compliance against a range of Fire Safety Measures and act on any findings. The exercise was extended to all student-accessed accommodation irrespective of whether it is operated by the University or a third party (as is the case for the entirety of our residential estate). Leeds Beckett

University has confirmed that this review is underway and that our plan is to complete the exercise by the end of March 2020. Any remedial or corrective measures found to be necessary will be acted upon as a priority. Progress is monitored up until March via regular updates and meetings with the Associate Director of Estates/CARES and the university Fire Safety Adviser.

#### **4. Fire Drills**

To ensure compliance with fire legislation, Autumn fire drills were held across the University Estate. Further details are contained in a separate report (Fire Drill Report, Autumn 2019) however the drills demonstrated that all buildings can be evacuated within a reasonable time in the event of an emergency. All issues identified were recorded in an action plan and followed through to completion. A review has been undertaken of the Fire Drill process and separate report will be provided to the Health & Safety Consultative Committee in February 2020.

#### **5. Revised Fire Evacuation Strategy – City Campus**

The revised evacuation strategy for the City Campus cluster being Portland/Calverley/Woodhouse/Woodhouse lecture theatre/Portland new entrance/Leslie Silver Building was tested during the Autumn term fire drill program. The drills were carried out on different days in order to adequately monitor aspects including Security procedures, noise transfer and pedestrian flow. The drills were supported by the Health & Safety team, Security, Porters and members of the library team. The outcome concluded that the revised strategy allowed better management of occupants both inside and outside the building. The evacuation flow was much improved and allowed greater control over reduced occupancy numbers at the assembly points. New arrangements worked well and made much better use of available resource through colleagues in Security and CARES

There has been a concern raised regarding people migrating from one building to another. This will continue to be monitored and it is proposed that this can be adequately addressed via Fire Wardens, in local areas, providing direction at strategic locations.

#### **6. Personal Emergency Evacuation Plans (PEEP's)**

The Health & Safety team have continued to work with staff and students to ensure plans are in place to manage safety of staff and students who require additional support, in the event of a fire evacuation.

The total number of plans for this academic year is 59.

An increase was noted in both number of PEEPS's and complexity of issues experienced

##### **(a) PEEP Process Review**

Work has continued to revise the current process in order to;

- I. Improve student experience
- II. Improve turnaround time

### III. Streamline effectiveness of the approach

A detailed review of the existing process has been undertaken. Research has been carried out within the sector. Discussions have taken place with the University Disability team and guidance documents and templates are currently being developed for the next academic year for a joined-up approach between Student Services Disability Team and the Health and Safety Team.

## 7. Woodhouse Student Union

Support has been provided to Student Union in relation to a complaint received from a member of the public which resulted in a formal visit from West Yorkshire Fire and Rescue Service (Fire Inspector). The complaint was relating to occupancy levels of the SU Entertainment Hall.

A temporary reduced occupancy for the entertainment hall was requested by the visiting inspector until minor works were undertaken to fire escape routes, and until formal occupancy calculations were submitted based on an approved method of calculation.

Works were completed and calculations submitted, approval was subsequently granted by the Fire Inspector and temporary restrictions were removed. Subsequent meetings have been held with the Executive Team of the SU to ensure that suitable occupancy numbers based upon Licensing are managed. Updates to licencing and occupancy levels will be progressed through Leeds City Council and the SU to reflect any changes.

## 8. External Occupied Premises

Support has continued to be provided directly to the Business Enterprise Team, Schools, Estates Services, and Landlords/Owners of premises currently under lease agreement by the University. These include Bond Terrace Wakefield and Piece Mill, Halifax.

Fire Safety has continued to be monitored at Piece mill where Fire Safety Management concerns were previously raised with the landlord and his associate regarding storage of combustibles in the basement, fire stopping and faults relating to the fire alarm panel. Improvements have been noted however this is continually being monitored by the Associate Director (Property Assets and Infrastructure) and the Health and Safety Team.

## 9. Estates Projects

The Health & Safety team have continued to provide advice on Capital Projects and Minor Works. The team have attended a site visit to Carnegie School of Sport as a familiarisation exercise to allow for forward planning and understanding of building layout and fire strategy.

A visit to Leeds School of Art is planned for Feb 2020

## 10. Accommodation Audits

The annual audit program has commenced for all accommodation partners including UPP, Unite, CLV, IQ and Unipol. This includes a review of fire safety against set criteria together with visual inspections of a selection of premises for each provider. Any actions are documented and monitored through to completion.

## **11. Fire Safety Management Training**

Fire safety /management training has been delivered to both staff members and clients at Piece Mill, Halifax. This including Practical training on use of fire extinguishers, use of the evacuation chair and Fire Warden training. The purpose of the training is to facilitate local fire safety management and to enable building users to be proactive in the event of an emergency arising

All security colleagues have undertaken fire evacuation chair refresher training alongside Fire practical (extinguisher) training.

## **12. USHA Regional Fire Group (North)**

A Northern region fire group has been established encompassing the North of England where which provides a forum for fire safety specialists from Universities to share good practice, discuss common themes and ultimately improve standards across the University sector. The group will meet formerly 4 times per year. An initial meeting was held at York St John University in November 19 where discussions were held regarding the response to the letter from the Secretary of State. A second meeting was held in January 2020 at the University of Manchester where the Fire Safety Officer for Bolton University provided an insight into the aftermath fire at the Cube, Bolton.

## **13. Conclusions and recommendations**

Based upon the content of this report Leeds Beckett University continues to provide a good standard of Fire Safety Management within the University. The university continues to work with business partners to ensure appropriate fire safety measures are in place at other premises where students may reside, or study or staff are present.

## **14. References and further information**

None

Paula Johnston, Fire Safety Adviser, 4<sup>th</sup> February 2020





## MINUTES of the 30 January 2020 meeting

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### Present:

Priscilla Preston\* (Chair)

Andy Allison

Jessica Carrier

Jan Daley

Sally Griffiths

Gareth Robertshaw

Mobina Begum

Barbara Colledge

Katie Davies

Andrew Manley

Bryony Walker

Oliver Bray

Roland Cross

Kate Davis

Annemarie Piso

Chris Watts

### In attendance:

Nicola Beaumont (Secretary)

Dee Grismond

Sarah Tomlinson

Melissa Askew

Sarah Moore

Paul Tyrer

Michelle Broxup

Simon Morgan

Laurie Wilson

### Apologies:

Andrew Cooper

Corrie Staniforth

Dev Capps

Sarah Gray (Joint Chair)

\*Chaired the meeting

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## Part A: Preliminary Items

### Welcome, Introductions and Apologies

001.2019.WSC The Chair welcomed all members to the first Wellbeing Sub-Committee and apologies were reported by the Secretary.

### Committee Terms of Reference

002.2019.WSC It was **noted** that:

- a) The Terms of Reference were agreed by UET in July 2019.

003.2019.WSC It was **RECOMMENDED** that:

- a) The roles and responsibilities relevant to the function of this committee be clearly outlined in the Terms of Reference and that these should be aligned to the Terms of Reference of the Health and Safety Committee.
- b) Point f) of the Terms of Reference clearly identifies relevant reports and statistics.
- c) The Draft Committee Principles and Purpose Statement be combined with the Terms of Reference.
- d) All suggested changes be brought back to the next committee meeting on the 4 May 2020 for discussion.

004.2019.WSC

It was **AGREED** that:

- a) The Terms of Reference would be updated to explicitly refer to the Health & Safety Consultative Committee in all incidences.
- b) Students be referenced as well as colleagues in relation to point a) of the Terms of Reference.
- c) A representative from the Centre for Learning and Teaching be co-opted for the remainder of this academic year and be subsequently included on the Terms of Reference going forward.
- d) The committee would notify the Secretary in advance of the next Wellbeing Sub-committee meeting on the 4 May 2020 whether they would prefer a hard copy of papers.
- e) The Director of Sport and Active Lifestyles surname be updated on the Terms of Reference.
- f) The spelling of the student representative's forename be corrected on the Terms of Reference.

### **Draft Committee Principles & Purpose Statement – to consider and approve**

005.2019.WSC

The Chair highlighted that this was an important document to put forward to the committee and welcomed discussion on whether this should be kept separate to the Terms of Reference. (paper reference WSC-1920-002).

006.2019.WSC

It was **noted** that:

- a) The purpose of the committee is clearly set out in the Terms of Reference.
- b) The whole institutional approach to supporting the wellbeing and mental health of students and colleagues was agreed last year.
- c) It is important to ensure that oversight and activity is embedded.
- d) There needs to be a way of establishing whether wellbeing across staff and students is improving.

007.2019.WSC

It was **RECOMMENDED** that:

- a) The purpose of the statement needs reframing.
- b) There be clarification on whether this is about the purpose of the committee, or the roles and commitments to engaging in it.
- c) This statement form part of the Terms of Reference.
- d) It would be useful to have a definition of what wellbeing is at the start of the statement.
- e) The second paragraph of the statement refer to diversity, as individual approaches differ.
- f) The word 'good' be changed to 'improving' in the last paragraph of the statement.
- g) All suggested changes be brought back to the next committee meeting on the 4 May 2020 for discussion.

008.2019.WSC

It was **AGREED** that:

- a) 'HR' be omitted from the third paragraph of the statement and amended to the 'People Team'.

## Part B: Student and colleague action plans

009.2019.WSC

The Committee received a three-way presentation from the Head of Student Wellbeing, the Wellbeing and Engagement Manager and the Welfare and Community Officer providing a summary of Student and Colleague Action Plans and associated work across campus in relation to mental health and wellbeing.

010.2019.WSC

The following was noted/discussed:

### COLLEAGUE FOCUS

- a) In terms of a colleague wellbeing approach, it was about employer and employee proactivity.
- b) The interrelated key themes that recognise wellbeing were physical wellbeing, mental and emotional wellbeing, financial wellbeing and community and environment.
- c) People bringing their whole selves to work had a significant impact on an individual's wellbeing.
- d) The current approximate cost to our University of sickness absence was £3.5m per annum.
- e) It was less easy to quantify presenteeism, when colleagues came into work because of the pressures going on.
- f) There are legal responsibilities covered under the Health and Safety at Work Act.
- g) The aim was to help people identify their own needs and shift some conversations to improve wellbeing.
- h) Since joining in January 2019, the Wellbeing and Engagement Manager had been working on establishing a framework infrastructure and talking about colleague wellbeing to leadership.
- i) There had been an update to the intranet site, improving content and signposting, including the Mind Mentally Healthy Universities Programme.
- j) There are resources for (new) managers through Why Wellbeing, and work has been carried out in relation to the development of Management Matters.
- k) Specific pieces of work had been carried out with the Unions around menopause and retirement.
- l) It is World Cancer day on Tuesday 4 February 2020, these such days will encourage the promotion of awareness.
- m) On Thursday 6 February it is Time to Talk Day, which aims to increase conversations in the workplace about mental health. This is one of the most accessible campaigns, as it focuses on just talking.
- n) The University Registrar fed back positively about the available resources online.

- o) The Colleague Wellbeing Programme is funded until January 2021 aligned to the Wellbeing and Engagement Manager's contract length.
- p) There appears to be a disconnect between the reasons for staff absence, and the referrals to Occupational Health.
- q) It was noted that musculoskeletal referrals and mental health can often be closely linked.
- r) UNISON questioned whether there was any data around long-term absence and disabilities, as there were inconsistencies in terms of engaging with and supporting colleagues when they were off on long term absence.
- s) Colleagues may be accessing different routes, such as using the Employee Assistance Programme as oppose taking the Occupational Health route.
- t) A leading for good mental health class ran in September 2019 for Senior Management group, and a future session (lead by The Mental Health Foundation) is running on 27 February 2020 for the People Team and Trade Union colleagues.

#### STUDENT FOCUS

- u) All Students' Union staff must complete Mental Health training online, which will be built into the induction training for new staff.
- v) The Students' Union are opening a food bank on the 12 February 2020, as it has been highlighted by several students that they cannot afford to eat.
- w) Mental Health and Wellbeing is a whole institution approach and a collaboration between Students, Students' Union, Colleagues, Parents and Carers and External Partners.
- x) There was a need to develop students and embed life skills in course delivery, as well as fostering an environment of kindness.
- y) Kooth Student for online/telephone counselling was running until August 2020.
- z) The 2019 summer priority was to continue to develop partnerships with statutory mental health services and with the third sector. Strong working partnerships have been consolidated with MindWell, Samaritans and Leeds Mind (who are running a session on the 21 February 2020).
- aa) In collaboration with Leeds Mental Wellbeing Service (formerly improving Access to Psychological Therapies) workshops were running throughout the year.
- bb) Student Minds would be working with our University to train and support our peer support group delivered out of the Students' Union in 2019/20.
- cc) Leeds Beckett University were one of ten universities to receive a successful bid to the Mind (partnering with Goldman Sachs) new pilot programme.
- dd) There had been several School and Course developments, including the School of Education developing and shaping their administration team into a Pastoral Support Team. (A full overview was provided in the meeting).
- ee) A short booklet aimed at colleagues and hosted within the Academic Advising Toolkit in MyBeckett and on the Student Wellbeing page entitled 'It's OK to talk about suicide' had been produced.
- ff) Carnegie Great Outdoors had been approached about working with external organisations in relation to mental health.

- gg) From a staff supporting students' perspective it was noted by UCU that there was no reference to deployment, and consideration that staff are not overloaded when they are deployed.
- hh) UCU suggested that we could learn from other organisations and more needed to be done in terms of prevention, such as having common lunches.
- ii) The School of Cultural Studies & Humanities were running an English Literature module embracing mental health as the subject matter, which was an excellent example of curriculum development.
- jj) The culture of openness needed to be a whole institutional concept shared with every School and Service.
- kk) UNISON highlighted how there needed to be more developments around student part time work opportunities, and recognition to how financial barriers and bursaries were linked. It was questioned whether students were being actively engaged in well paid part-time work.
- ll) It was noted that WAMS software provided by Simitive offers clarity and transparency around workload allocation, allowing parity at School and institutional level.
- mm) It was felt that there needed to be a coherent workflow contingency model and a robust system for a team response to people feeling overburdened at work, in order that colleagues are best supported, and the student experience is not impacted upon negatively.

011.2019.WSC

It was **RECOMMENDED** that:

- a) All the good work around development for staff and students be collated into one report to be circulated to all, in recognition of and to celebrate and highlight the good practice to date.
- b) Progress on recommendations be brought back to the next committee meeting on the 4 May 2020 for discussion.

012.2019.WSC

It was **AGREED** that:

- a) The People Team would welcome suggestions regarding future 'leading for good mental health' development events.
- b) All development and training be mapped out into a matrix akin to the one developed for safeguarding, to facilitate tracking and monitoring.
- c) That the development of an all year timetable approach (rather than by semester) would give more consistency and stability. The University Registrar highlighted how this approach had been well received by Schools and Deans in relation to improving staff and student satisfaction.
- d) It would be worthwhile including an anonymous case study on our webpage to encapsulate how things had been put in place to support an individual returning to work following a period of long-term sick.
- e) It would be useful for Occupational Health to separate out the data with regard musculoskeletal and mental health referrals to use as a benchmark.
- f) The piece of work around long term absence in the organisation be picked up by The People Team.

- g) The Wellbeing and Engagement Manager circulate the Wellbeing Annual Review slides to committee members.
- h) The Wellbeing and Engagement Manager, Health and Safety Advisor, and Occupational Health Manager pick up on separating out the data with regard musculoskeletal and mental health referrals, which would make it easier to benchmark.
- i) The Welfare and Community Officer circulate the Student Union Mental Health update slide presented to the committee after the meeting.
- j) The Head of Student Wellbeing to disseminate information to the committee about the pastoral support model in Carnegie School of Education.

## Part C: Suicide Intervention

### Suicide Intervention Work Update

013.2019.WSC The Committee received a report from the Head of Student Wellbeing providing a summary of the work completed by the CCSIG and outlines for the focus of activities going forward relating to the promotion of student mental health and the prevention of suicide (paper reference WSC-1920-003).

014.2019.WSC It was **noted** that:

- a) The Cross-Campus Suicide Intervention Group formed in December 2018 and looked closely at student suicide.
- b) The suicide rate for HE students was considerably lower than amongst the same age group in the general population (Gunnell et al., 2020).
- c) Suicide was the leading cause of death in young people in the UK and the second leading cause of death among 15 – 29 year olds globally (WHO, 2018).
- d) The trend on student suicide was on the increase.
- e) The group aims and objectives (clearly outlined in the report) included reviewing an updated suicide response plan and related protocols.
- f) The theme for World Mental Health Day on the 10 October 2019 was suicide intervention.
- g) The group's adviser from STORMS had lived experience of losing a loved one to suicide and her input had been invaluable.
- h) The group approved a public facing document called 'Our Response to a Student Death by Suicide' which was included on our University website.
- i) Training was reviewed online, and a long-term responses plan was created.
- j) Leeds Beckett University were the second university to sign up to National Suicide Prevention Alliance and are taking this pledge very seriously.
- k) There was discussion around next of kin/parental contact and that before crisis stage, institutionally should staff be asking students if they can engage with their parent(s), as a form of advanced consent. However, it was noted that this is a very complex ethical, legal and relational issue. It was noted that advance consent does not legally

constitute direct consent at a future moment in time and as such can be argued to be no more than a paper exercise.

- l) Students at 18 years are deemed in law to have capacity and should there be an emergency situation it is appropriate to contact emergency services. Without expressed consent parents or next of kin cannot and should not be contacted.
- m) As an institution, Leeds Beckett University will take a risk-based decision exceptionally to contact a parent or next of kin (this decision would be made by the University Secretary, Director of Student Services, or the Associate Director Student Services on an individual case by case basis).
- n) The University of Bristol and some others have adopted an opt-in or an opt-out contact scheme, but the sector has mixed views on the effectiveness and efficacy of these, and the new University Mental health Charter is not advocating adoption of these practices.
- o) It was noted that student protocols were significantly further ahead than colleague ones, but the work was commencing for the provision of support to managers of colleagues attempting suicide (on or off campus).
- p) It was noted that Suicide Intervention work would be discussed at SMG in February 2020 along with an update on the new Universities Mental Health Charter.

015.2019.WSC

It was **RECOMMENDED** that:

- a) The next step should be about raising awareness of self-harm, as this is a strong indicator of suicide.
- b) The role of module leaders to be considered.

016.2019.WSC

It was **AGREED** that:

- a) The Cross-Campus Suicide Intervention Group (CCSIG) look at Social Media to establish how it fits in with suicide intervention from a positive and negative perspective.
- b) The Wellbeing and Engagement Manager would bring the piece of work around providing managers with support, should a colleague attempt suicide (both on our off campus) to the next Wellbeing Sub-Committee on the 4 May 2020.

## Part D: Academic Advising Project and Academic Input

### Academic Input to Wellbeing Action Plans

017.2019.WSC

The Committee received a report from the Wellbeing and Engagement Manager providing a summary of the academic members of staff who had so far expressed an interest in supporting the work of the Wellbeing Sub-Committee and collaborating in the Wellbeing Framework and Action Plans (paper reference WSC-1920-004).

- 018.2019.WSC It was **noted** that:
- a) The Academic Advisor module was led by the Centre for Learning and Teaching and Student Services, and covered suicide and self-harm.
  - b) The guidance for academic advisors had been updated.
  - c) 1260 staff had enrolled on the module, 312 staff had accessed it, 231 staff had actively engaged in it, and 40 staff members across our university had completed it.

019.2019.WSC It was **AGREED** that the Head of Student Wellbeing, the Wellbeing and Engagement Manager and the Organisational Development Partner consider how to increase uptake along with uptake of the new introductory online module on Mental Health.

## Part E: University mental Health Charter

### University Mental Health Charter – presentation update and next steps discussion

020.2019.WSC The Committee received a presentation from the Head of Student Wellbeing on our University Mental Health Charter.

- 021.2019.WSC It was noted that:
- a) The Charter was launched by Student Minds on the 9 December 2019.
  - b) The aim of the Charter was to provide clarity and a framework for adopting a ‘whole university approach’ to improving mental health for all.
  - c) The Charter had eighteen interrelated themes that emerged from it, mapped against the four domains from the 2017 UUK Step Change model. The sector is awaiting the revised UUK framework to be released. It was due early January and it is intended to align to the Charter.
  - d) The four domains to the Charter are learn-support-work-live with overarching enabling themes.
  - e) The Charter could be more expansive and clearer about where the NHS and its systems/processes related to expectations of the sector
  - f) The Charter emphasises how University leaders have a significant role in delivering a strategic whole-university approach to mental health.
  - g) In 2020 the Charter Award Scheme would be looking for 3 universities to pilot the Scheme, and Leeds Beckett University had flagged interest in applying for the Charter Mark in Autumn/Winter 2020.

022.2019.WSC The Chair **AGREED** that:

Once the revised UUK framework is released we assess whether or not to apply to be one of the three pilot institutions. It was also suggested that we then decide upon our way forward to reframe our existing action plans in line with the charter and new UUK framework. The Chair also noted that our whole institutional approach so far and vast array of work on the part of the Students’ Union, The People Team and Student Services aligned well to the Charter’s recommendations.

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**Part F: Future Committees**

023.2019.WSC The Chair proposed an online discussion around future committees.

024.2019.WSC It was **AGREED** that the Wellbeing and Engagement Manager would generate an online discussion (between committee members) around topics and speakers for future committees, to include financial wellbeing.

**Part G: Other Business**

**Leeds Wellbeing Week 2020**

025.2019.WSC It was **AGREED** that the Wellbeing and Engagement Manager send an electronic update on Leeds Wellbeing Week to the Sub-Committee.

**Date of next meeting**

026.2019.WSC The date of the next Wellbeing Sub- Committee meeting is confirmed as:

**Wednesday 4 May 2020 at 14:00 in the Acre Room, Headingley Campus**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Health and Safety Training

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### ***Executive Summary***

This paper provides an update on People Development Online health and safety training. The dashboard gives a comparison over a 3-year period on completed courses and also breaks down the figures for both health and safety and other relevant courses completed over a 6 monthly period. Additional reporting on Instructor led training is also included in this report.

### ***Action Requested***

The report is **for information**. The Committee is invited to note the report.

\*The report is a starred item.

### ***Appendices***

Appendix A - **Total Annual Usage - Courses and Assessments  
February 2019 to February 2020**

Appendix B- **Total usage of H&S Courses and Assessments  
September 2019 to February 2020**

### ***Author***

*Name:* Laurie Wilson

*Job title:* Health and Safety Advisor

*Date:* 05/02/2020

### ***Approval Route***

*Name:* Trevor Armour

*Job Title:* Director of Estates and Facilities

# TRAINING UPDATE

## Introduction

This paper provides an update on the delivery of health and safety training, including progress made on the implementation of the University's People and Organisational Development system. The activity report for period of **February 2019 to February 2020** can be seen further in the report

## People and Organisational Development Online implementation and progress

1. Face to face training has also been delivered across a number of school and service areas in subjects such as:
  - a) DSE Assessor/refresher Training
  - b) IOSH Managing Safely (CARES) both face to face and online
  - c) CARES COSHH/Electrical safety face to face courses
  - d) SHW Coordinators role/PDO (internal)
  - e) Evacuation/Fire Warden Training
  - f) Fire equipment practical training for Security

## Conclusions and recommendations

Excellent compliance levels can be seen across all areas of the university, both using online module provision and in the number of Hosted health and safety modules delivered both in house and by external provider.

## Activity report graph for February 2019 to February 2020 for all health and safety Courses and Assessments

Courses completed - February 2019 to February 2020 total: **8,749**

Assessments completed - February 2019 to February 2020 total: **1,054**

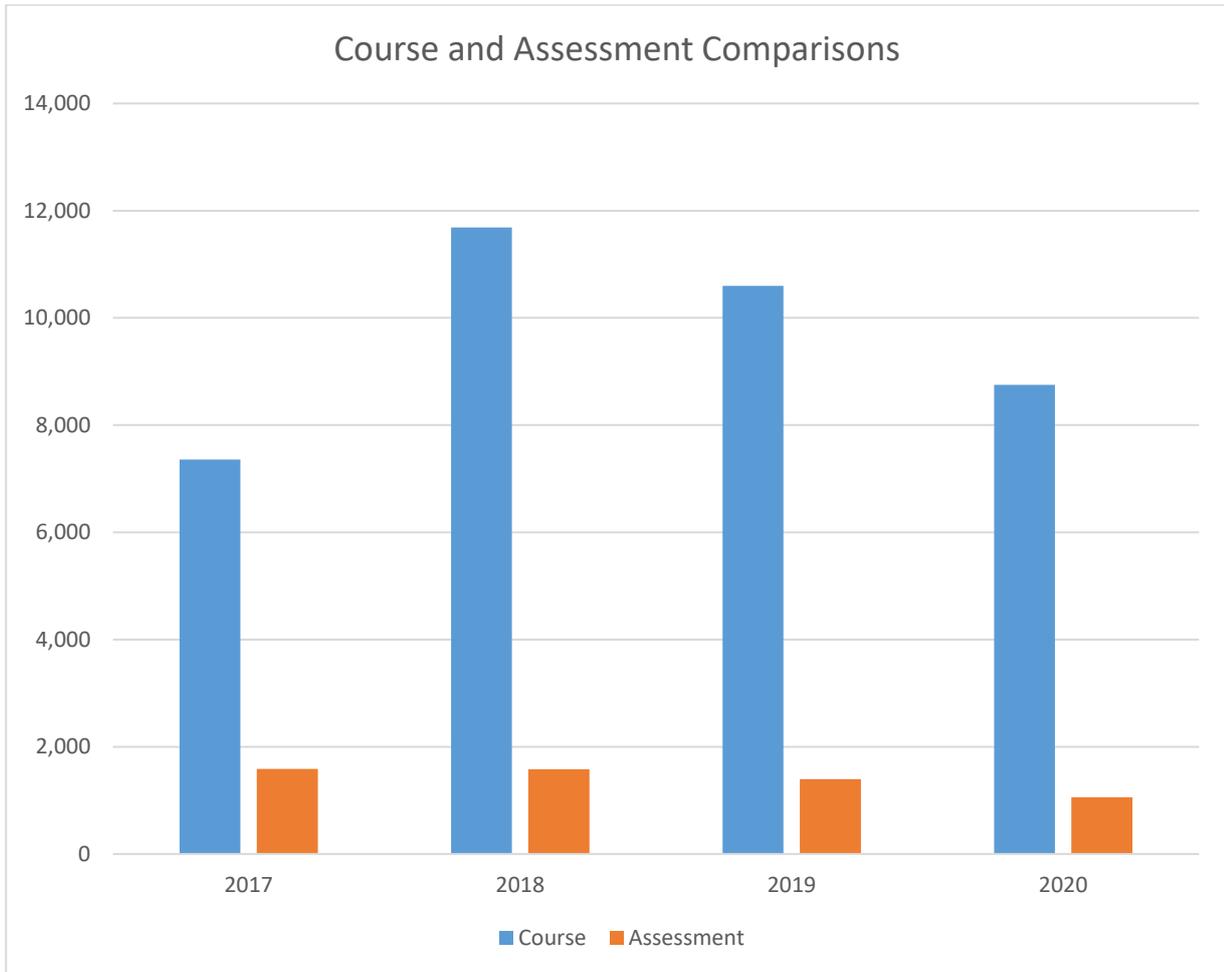
Total Courses and Assessments: **9,803**

## References and further information

Appendix A - Activity February 2019 to February 2020.

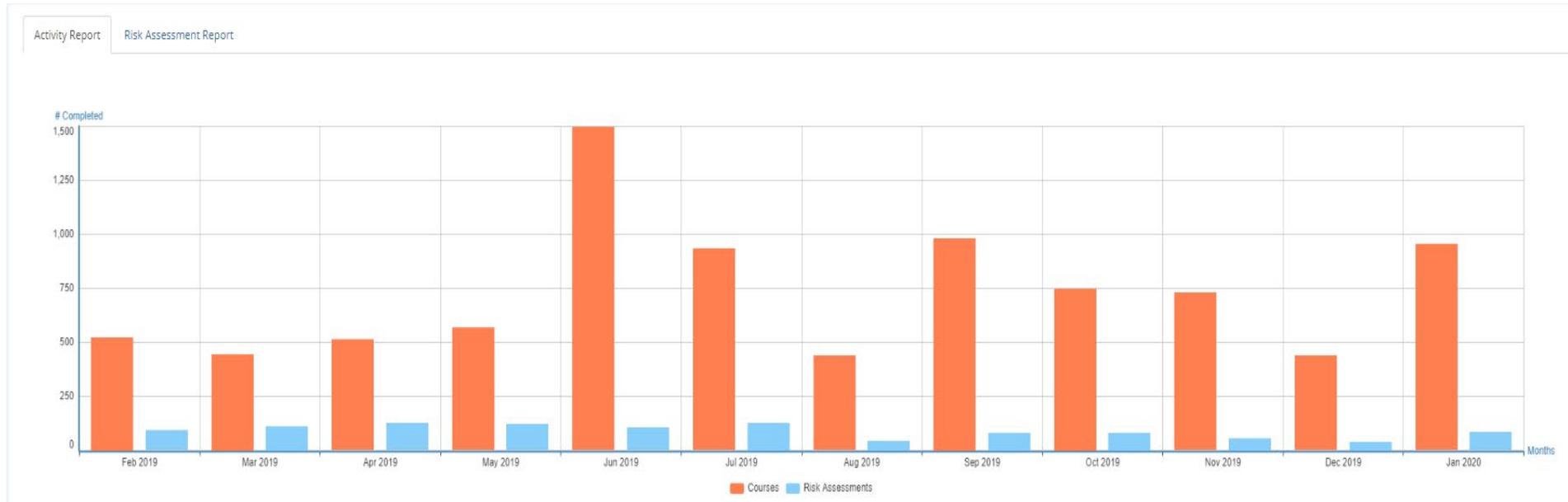
Appendix B - Activity Report Detail September 2019 to February 2020

**Comparison of 2017 onwards Course/Assessment module completions per year:**



## Appendix A

### Total Annual Usage - Courses and Assessments February 2019 to February 2020

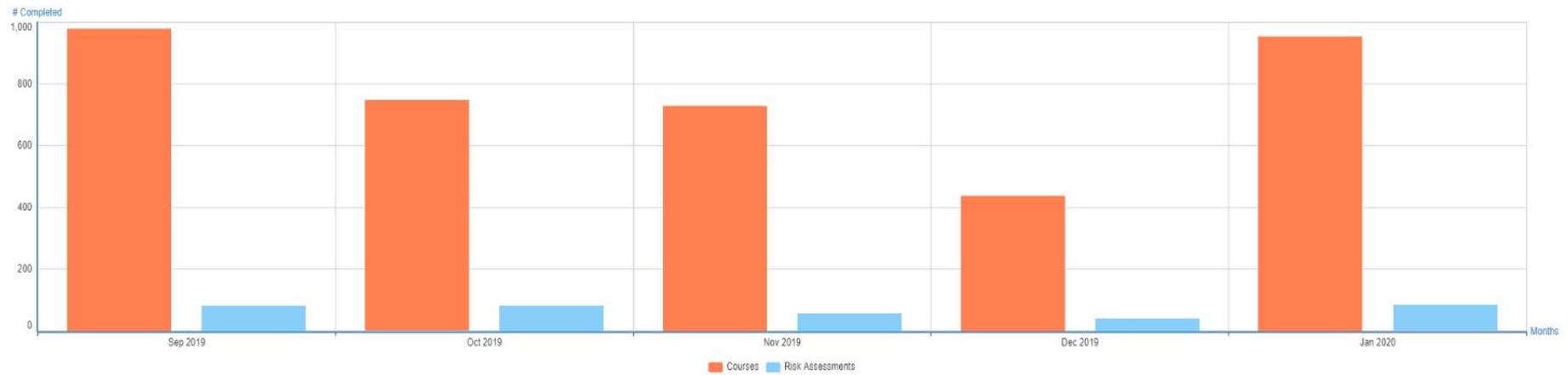


**Total usage – 9,803**

## Appendix B

### Total usage of H&S Courses and Assessments September 2019 to February 2020

Activity Report: Risk Assessment Report



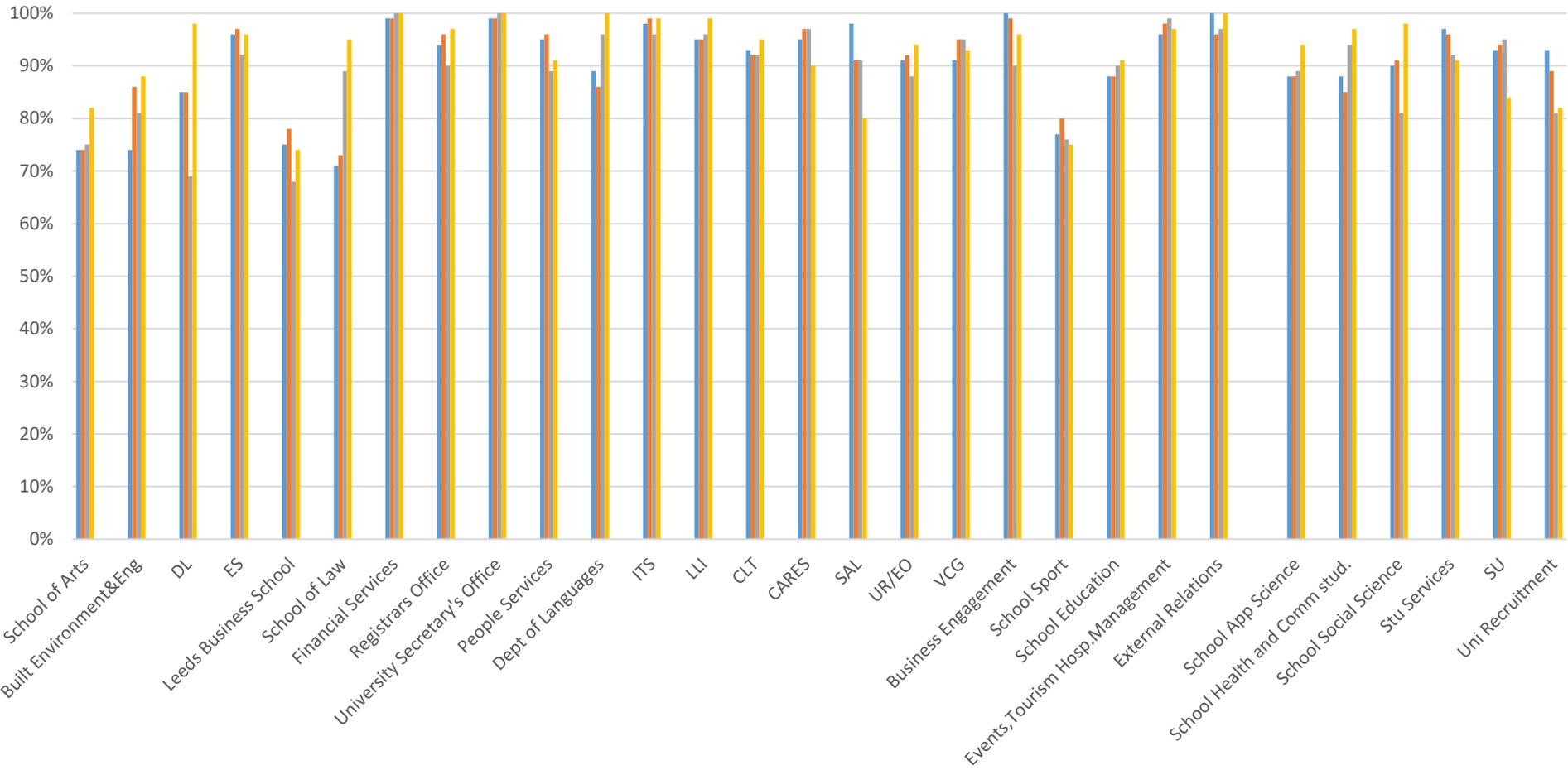
TOTAL USAGE

4184

**Total usage – 4,184**

### Compliance % for all areas February 2020 (Health and Safety Courses and Assessments)

Feb 2020



## Schedule of Business 2019/20

| Thursday 27 February 2020, at 13:30-15:30 in<br>G05 Old Broadcasting House, City Campus<br>(Chair: Roland Cross)  |                                       | Thursday 04 June 2020, at 13:30-15:30 in<br>G05 Old Broadcasting House, City Campus<br>(Chair: TBC)  |  |
|---|---------------------------------------|--|--|
| <i>Report deadline: Thursday 13<sup>th</sup> February 2020</i>  |                                       | <i>Report deadline: Thursday 21<sup>st</sup> May 2020</i>  |  |
| <ol style="list-style-type: none"> <li>1. Autumn Fire Drills Report – P Johnston</li> <li>2. Corporate Health and Safety Risk Assessment Annual Review – L Wilson</li> <li>3. Safety, Health &amp; Wellbeing Policy Annual Review – L Wilson &amp; S Moore</li> <li>4. PAT Annual Tender Process – L Wilson</li> <li>5. Update on management of fire equipment – L Wilson (Verbal)</li> <li>6. Kill Your Speed Report – L Wilson</li> <li>7. Fire Drill Management Proposals – P Johnston</li> <li>10. Thematic Topic: Student Overseas Travel Risk Management – L Wilson &amp; M Watson</li> </ol> |                                       | <ol style="list-style-type: none"> <li>1. Spring Fire Drills Report – P Johnston</li> <li>2. Fire Warden Roles &amp; Responsibilities – P Johnston</li> <li>3. Sickness Absence Report (Bi-annual)– S Moore</li> <li>4. Draft Schedule of Business 2020/21 – Chair</li> <li>5. Internal H&amp;S audit update – L Wilson</li> <li>6. Annual Accident &amp; Incident Report – L Wilson</li> <li>7. Annual Stress Risk Assessment Report – S Moore</li> <li>8. +/- Thematic Topic: TBC</li> </ol> |  |
| <b>Standing items</b>   | <b>Part A: Preliminary Items</b>      | Declarations of Interest - Chair   |  |
|   |                                       | Terms of Reference and Membership - Chair  |  |
|   |                                       | Minutes of the Last Meeting - Chair  |  |
|   |                                       | Matters Arising – Secretary  |  |
|   | <b>Part B: Major Topics</b>           | Listed above.  |  |
|   |                                       | +/- 30 minute thematic topic   |  |
|   | <b>Part C: Local Reports</b>          | Local Summary Reports (including a collated report of low impact areas via SHW Team)   |  |
|   |                                       | Common Themes Report - L Wilson  |  |
|   | <b>Part D: Safety</b>                 | Accident and Incident Report – L Wilson<br>Fire Safety Management Update Report – P Johnston   |  |
|   | <b>Part E: Health &amp; Wellbeing</b> | Report from Wellbeing Sub-Committee – P Preston  |  |
| <b>Part F: Other Matters</b>  | Health & Safety Training - L Wilson   |  |  |
|   | Good Practice - L Wilson (Add hoc)    |  |  |
| <b>Part G: Other Business</b>   | Schedule of Business - Chair          |  |  |