



LEEDS
BECKETT
UNIVERSITY

SAFETY, HEALTH & WELLBEING COMMITTEE

26 February 2019
at 13:30 in Room G07, Old Broadcasting House,
City Campus

Governance & Legal Services

Leeds Beckett University, 101 Old Broadcasting House, City Campus, Leeds, LS2 9EN
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AGENDA for the 26 February 2019 meeting

The 193rd meeting of the Safety, Health & Wellbeing Committee will be held at 13:30 in G07 Old Broadcasting House, City Campus.

13:30	Part A: Preliminary Items	Reference	Led by
	A1 Apologies		Chair
	A2 Terms of reference and membership update	HEA-2018-064 CONFIDENTIAL	Chair
	A3 Declarations of interest		Chair
	A4 Minutes of the last meeting held on 02 October 2018	HEA-2018-033 CONFIDENTIAL	Chair
	A5 Matters arising	HEA-2018-034	Clerk
13:45	Part B: Major Topics	Reference	Led by
	B1 Corporate Health and Safety Risk assessment – Annual Review	HEA-2018-035	Chris Domeracki
	B2 Results of the Health & Safety internal audit	HEA-2018-036 CONFIDENTIAL	Chris Domeracki / Laurie Wilson
	B3 Colleague Survey Results	HEA-2018-037 CONFIDENTIAL	Laura Flatman
14:30	Part C: Local Reports	Paper	Led by
	C1* Collated Report of Low Impact Areas	HEA-2018-038	Laurie Wilson
	<u>High Impact Areas</u>		
	C2* Summary Report of CARES	HEA-2018-039	David Collett
	C3* Summary Report of Estates Services	HEA-2018-040	Trevor Armour

C4*	Summary Report of School of Art, Architecture & Design	HEA-2018-041	Lisa Stansbie
C5*	Summary Report of School of Built Environment & Engineering	HEA-2018-042	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-2018-043	Alison Caswell / Liz Clark
C7*	Summary Report of School of Film, Music & Performing Arts	HEA-2018-044	Oliver Bray
C8*	Summary Report of School of Sport	HEA-2018-045	Michael Gray
C9*	Summary Report of Sport & Active Lifestyles	HEA-2018-046	Sally Nickson

Medium Risk Areas:

C10*	Summary Report of External Relations	HEA-2018-047	Tracy Commons
C11*	Summary Report of IT Services	HEA-2018-048	Nigel Buckland
C12*	Summary Report of Libraries & Learning Innovation	HEA-2018-049	Wendy Luker
C13*	Summary Report of Carnegie School of Education	HEA-2018-050	Caroline Bligh
C14*	Summary Report of University Recruitment	HEA-2018-051	Denise Dixon-Smith
C15*	Summary Report of Student Services	HEA-2018-052	Priscilla Preston
C16*	Common Themes	HEA-2018-053	Laurie Wilson

14:40

	Part D: Safety	Reference	Led by
D1	Accident and Incidents Report	HEA-2018-054	Chris Domeracki
D2	Road Safety Event Report	HEA-2018-055	Chris Domeracki/Laurie Wilson
D3*	PAT Tender Process	HEA-2018-056	Laurie Wilson
D4*	Fire Safety Management Update	HEA-2018-057	Paula Johnston
D5	Autumn Fire Drill Report	HEA-2018-058	Paula Johnston

14:50	Part E: Health & Wellbeing	Reference	
	E1 Wellbeing Update	HEA-2018-059	Laura Flatman
	E2 Occupational Health Update	HEA-2018-060	Ann Coulson
15:15	Part F: Other Matters	Reference	
	F1* Safety, Health & Wellbeing Training	HEA-2018-061	Laurie Wilson
	F2 Examples of Good Practice	HEA-2018-062	Laurie Wilson
	F3 Risk Assessment for International Visits	Verbal Report	Chair
15:25	Part G: Other Business	Reference	Led by
	G1 Schedule of Business 2018/19	HEA-2018-063	Chair
	G2 Any other business		Chair

Date of next meeting: Tuesday 04 June 2019 at 13:30 in G07, Old Broadcasting House, City 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*

Matters Arising

Executive Summary

The report presents the matters arising from the meeting of the Safety, Health & Wellbeing Committee held on 02 October 2018 which were not covered elsewhere on the agenda.

Recommendation

This report is **for discussion**.

Appendices

None.

Author

Name: Rachael Andrews

Job title: Governance Administrator & Secretary to the Committee

Date: January 2019

MATTERS ARISING

Introduction

1. This report summarises the matters arising from the minutes of previous meeting held on 02 February 2019, not otherwise on the agenda.

Matters Arising

2. Updates concerning items arising from the last meeting, not otherwise on the agenda, are set out below:

(a) **CLOSED** Arising from minute 111.2017.HEA – 017.2108.HEA

A Copy of the communication sent the staff relating to the changes in management of the car parking arrangements was circulated to the Trade Unions for their information on 12 February 2019. The original communication was sent to all staff who have a car parking permit in June 2018.

(b) **CLOSED** Arising from minute 011(a).2018.HEA

The CHRSA was circulated to all members of the committee for their comments following the committee. A small number of members provided their feedback and requested that it be reported back the committee in February 2019. This has been included under item 'B1' (Paper reference HEA-29018-035) on the agenda.

(c) **CLOSED** Arising from minute 011(b).2018.HEA

Following comments from the last committee, members were given the opportunity to contact the Estates team for copies of the drawings following the survey of fire doors.

(d) **CLOSED** Arising from minute 011(c).2018.HEA

The Committee had asked for further clarity on the term 'fire stopping' which had been included as a measure on the CHSRA. A fuller narrative had now been added and presented under item 'B1' CHSRA.

(e) **CLOSED** Arising from minute 011(d).2018.HEA

Following comments from the last meeting about the comparison of the CHSRA on its new and old templates, the committee were given opportunity to contact the Health & Safety team to ask for a copy of the previous CHSRA for comparison. Any comments or questions could be fed back to the Health & Safety team.

(f) **CLOSED** Arising from minute 020(a).2018.HEA

Further clarification on where documentation from the Fitness to Study policy would be recorded. As the process is school led with Student Services in a supporting role and as such the documentation with respect to Fitness to Study Meetings will be kept within Schools in that same manner that Fitness to Practice Meetings are recorded.

(g) **CLOSED** Arising from minute 020(b).2018.HEA

Equality Monitoring of the Fitness to Study cases would be reported to the Academic Quality & Standards Committee.

(h) **ONGOING** Arising from minute 023.2018.HEA

The Chair would start discussions with the University and the Trade Unions on the division of Safety, Health & Wellbeing Committee into two concentrated areas, Health & Safety Committee and Wellbeing. The Chair will discuss this under item 'A2' on the agenda.

(i) **CLOSED** Arising from minute 040(a).2018.HEA

The Senior Health & Safety Advisor contacted the Security Manager to discuss the correct procedures on completing an incident form and/or HS1 as necessary. A guidance email was circulated to the Security team in October 2108 following the Committee meeting.

(j) **CLOSED** Arising from minute 040(b).2018.HEA

In responses to the static shock incident, the Senior Health & Safety Advisor provided the following response:

An Open view engineer was working on a communication panel installation/intruder alarm – and an ITS member of staff was working adjacent on the 'euro' cabinet.

A static shock was received by the Openview engineer. Please note this was not an 'electrocution'.

A comment was made to the ITS member of staff by the engineer, and the engineer carried on working (no injury was sustained). The matter was reported later the same day to ITS/ES – and then back to the contractor.

The contractor – Reds10, upon notification – took appropriate action in terms of follow up regarding the issue, which was thoroughly investigated/verified by Reds10, that there was no issue with electrical supply, or systems nor any other issue identified. The conclusion was that the incident occurred due to static shock.

Whilst the incident was reported (albeit it once the ITS member of staff was off-site and back at base), & follow up action was taken – as detailed above, and investigation by both ITS and ES, and the H&S team, the lesson to be learnt was that an opportunity to report the incident immediately to the contractors on-site was missed.

No HS1 incident report from was received from ITS or ES. Appropriate follow up/reminders have been provided regarding the need for prompt reporting of accidents/incidents to respective services, and the matter is now closed.

(k) **CLOSED** Arising from minute 051.2018.HEA

Following the success of the managing stress action plan within Sports and Active Lifestyles, The Head of Strategic HR Policies shared the practices amongst the HR Business Partners to signpost to the schools/services they support. The Head of Strategic HR Policies has also started using this method to manage stress at a University level.

(l) **CLOSED** Arising from minute 053.2018.HEA

The outcomes of in internal audit has been collated and reported and covered under item 'B2' (paper reference HEA-2018-036) on the agenda.

(m) **CLOSED** Arising from minute 057.2018.HEA:

The Director of Estates provided assurances that Estates are aware of the issues of communication and keeping people informed on the progression internal works. The Senior Management Group continue to impress on the team the importance of accurate and timely communications and improvements have started to be shown.

26 February 2019

Corporate Health and Safety Risk Assessment (CHSRA)

Executive Summary

Following the review of the CHSRA in October 2018, further feedback was provided by a number of Committee members, and a number of additional changes were undertaken. These changes are highlighted in bold on the CHSRA.

The risk ratings are determined by use of the risk rating matrix that accompanies the CHSRA, the terminology of which has been reviewed – to ensure a standard approach. Feedback from a number of members advised review of the risk ratings, and where appropriate these have been applied and changes can be identified in bold numeric.

This paper contains the updated version of the CHSRA for its annual review.

Action Requested

This report is **for decision**. The Committee is invited to review the risk assessment and provide comments prior to endorsing the risk assessment for review and approval by the University Executive Team.

Appendices

Appendix A – Corporate Health and Safety Risk Assessment Risk Matrix

Appendix B– Updated Corporate Health and Safety Risk Assessment

Author

Name: Chris Domeracki
Job title: Senior SHW Adviser
Date: 4 February 2019

Approval Route

6 February 2019

Trevor Armour, Director of Estates



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SAFETY, HEALTH & WELLBEING COMMITTEE

26 FEBRUARY 2019

Appendix A – Leeds Beckett University – CHSRA – Risk Matrix

Likelihood x	Risk factor x	Consequence	Risk factor =	Remaining Risk factor
Certain	5	Catastrophic	5	
Likely	4	Major	4	
Possible	3	Serious	3	
Unlikely	2	Minor	2	
Rarely	1	None	1	

Priority Timescales Calculator		
Total	Level of Risk	Time to Action
11-25	HIGH	IMMEDIATELY
6-10	MEDIUM	1 MONTH
1-5	LOW	LOW PRIORITY

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 Psychological harm, physical injury or death through involvement in aggression/conflict in the workplace, or robbery/raid of cash office. Terrorism	Director of Finance/ Director of CARES	Cash office Staff/Students/General Public	2	3	6	<p>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.</p> <p>Provision of counselling for staff/contractors involved in robbery/raid</p> <p>Training in conflict and aggression handling techniques.</p> <p>Post incident investigation.</p> <p>Access to counselling</p> <p>Mediation Service</p> <p>Employee Assistance Program.</p> <p>Extensive CCTV coverage/security presence on both campuses/patrols</p> <p>Clinical supervision in place for Student Wellbeing team, staff/team supervision for staff in Student Disability/Engagement teams, peer support</p> <p>Panic alarms installed at strategic locations and tested monthly</p> <p>Personal Safety Advice via security and access to Police</p> <p>Student Liaison Officer</p> <p>Lone Working Risk Assessment Procedure, and H&S Essentials Training/Safeguarding and Prevent</p>	1	3	3	<p>Post-robbery investigation to identify learning from incident</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>	02/02/2019	02/08/2019	Unchanged	LOW
LBU 02	Asbestos Damage to health through inhalation of asbestos fibres	Director of ES	Staff/Contractors/Students/General Public	2	4	8	<p>Asbestos Management Plan containing:-</p> <p>Policy Statement, organisation and responsibilities for managing asbestos</p> <ul style="list-style-type: none"> Asbestos register detailing presence of asbestos in all University premises Procedures for controlling work with asbestos, including permit to work procedures. Controlled Removal of asbestos containing materials Emergency procedures for unplanned release of asbestos fibres Health surveillance and monitoring if required Use of asbestos contractors, analysts and consultants Training of university staff and use of trained/competent contractors <p>Periodic review of Plan effectiveness by Estates Services and Health and Safety support function</p>	2	2	4	<p>Post accident/Incident investigation review of risk assessment and effectiveness.</p> <p>Monitoring of existing control measures to ensure effectiveness. Any failures identified will have appropriate actions taken to rectify/control the failure as appropriate.</p>	02/02/2019	02/08/2019	Unchanged	LOW

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 03 Chemicals and Hazardous Substances	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 – Chemicals Advisor Wellbeing and Occupational Health Adviser and Occupational Health staff Officer and Adviser Biological Safety Advisor (and deputy) Radiation Protection Supervisor and Radiation Protection Advisor 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 Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	02/02/2019	02/08/2019	Unchanged	LOW
LBU 04 Children	Injury through slip, trip, fall, collision, burn etc.	The University	Children/Staff/Students/Visitors	2	2	4	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. SCO team that regularly organise school/college visits and community events in place. with specialist advice being available from the SHW team. Student Access Support and Success Steering Committee in place overseeing university wide participation. Sport & Active Lifestyles employ a number of trained and experienced staff who co-ordinate and deliver an extensive programme of daily sporting activities for children. Access and disability issues picked up through Personal Emergency Evacuation Plans(PEEPS) and risk assessment of activity 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 SHW team. CARES security service, Closed Circuit Television coverage and operate continuously.	2	2	4	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	02/02/2019	02/08/2019	Unchanged	LOW

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 05 Estates Management Activities	Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn, fire etc. Damage to health through exposure to chemicals or noise, upper limb disorder, legionella	Director of Estates	University Estates staff Other staff Visitors Contractors General Public	1	5	5	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 & operations, vibration, radiation, noise, pollution, sewage and food safety hygiene. Managers in University Estates are trained to Institution of Occupational Safety and Health Managing Safely standard. Expert advice provided by safety, health and wellbeing support function and Estates Services Health and Safety Coordinator. Maintenance Helpdesk in place for the reporting of building related issues, and out of hours issues are emergency, procedure utilising on-call officer. Use of toolbox talks to promote health and safety initiatives. Audit of procedural compliance by University Safety, Health and Wellbeing support function. Contractor competency checks, approved contractor list and project and contractor management procedure based on CDM 2015 in place.	1	5	5	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	02/02/2019	02/08/2019	Unchanged	LOW
LBU 06 Fire	Physical injury – including burns, and damage to property & assets resulting from building fire	The University	Staff Visitors Students Contractors General Public	1	5	5	Established procedures for: • Fire Safety by means of the Fire Regulations and Procedures • Fire risk assessments and technical assessments with aligned competence • Building fire safety systems • Workplace fire safety measures • Use and storage of dangerous substances • Emergency fire safety arrangements • Co-ordination of fire safety matters with landlord & tenants • Training in fire safety management • Regular fire drills and fire alarm testing • Regular Liaison with West Yorkshire Fire and Rescue Service on fire safety related issues with site familiarisation visits conducted when requested • Contractor management procedures in place, liaison with Project Managers at design stage. • Fire-stopping • Investigation of all fire related incidents Bi-annual review of evacuation effectiveness by University Safety, Health and Wellbeing Committee	1	5	5	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	02/02/2019	02/08/2019	Unchanged	LOW

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 07 Food Provision	Health issues as a result of incorrectly prepared food	Director of CARES/ Student Union Chief Executive Head of SAL's	Staff Visitors Contractors General Public Students	1	3	3	Food provision at the University is controlled by Campus and Residential Services. 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:-: <ul style="list-style-type: none"> • Food Service Policy and procedures • Risk assessment, quality control procedures & food labelling, and allergen controls in place to comply with Food Allergen Regulations • Food Policy & Hygiene Certification • First aid / Accident and incident reporting • Staff training • Temperature monitoring/record keeping • Maintenance and housekeeping • COSHH assessment • Experienced hospitality and kitchen staff • Conferencing office with experienced staff for events/external bookings • University SHW support function • Local Authority Inspections/external food audits by independent specialist • Audit of procedural compliance by University Health and Safety support function in conjunction with nominated external auditor. 	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>	02/02/2019	02/08/2019	Unchanged	LOW
LBU 08 General Workplace Activities	Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn, etc.	The University	Staff Visitors Contractors General Public	2	2	4	<p>General risk assessment procedures incorporating Health and Safety Executive guidance. 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"> • Slips, trips & falls • New & expectant mothers (online) • Lone Working (online) • Young persons • Manual handling • Office based activity <p>Risk assessment procedure included in health & 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>	02/02/2019	02/08/2019	Unchanged	LOW

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
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LBU 09 Health	Damage to health, through working conditions, hazardous chemicals, environments, disease, Meningitis, Pandemic and other major public health issues	The University	Staff Students Contractors 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"> • Access to health and medical services advice from Wellbeing and Occupational Health Service Team with campaigns run to highlight available external vaccine programmes • First Aid assistance/HR procedures • Membership of Leeds Public Health Forum • Meningitis procedures/ Pandemic website with specialist working group • Health surveillance for work related health issues provided by Occupational Health Service • Business Continuity & Emergency Plans • Allergy management advice available through CARES/OH/Safety Health and Wellbeing Service. • Electromagnetic Fields risk assessment and guidance in place for local service and schools. EMF risk assessment in place for general areas. <p>In addition</p> <ul style="list-style-type: none"> • Wellbeing and Engagement website • Counselling service for all staff/EAP • Access to first aid rooms and Occupational Health Service • University Websites University Safety, Health and Wellbeing support function. • University SHW Committee 	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>	02/02/2019	02/08/2019	Unchanged	LOW
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. Psychological harm from Lone Working	The University	Staff Visitors Contractors 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"> • Slips, trips & falls • New & expectant mothers(also online) • Young persons • Maintenance call out • Hazardous areas • Security provision • Research <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 support function.</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>	02/02/2019	02/08/2019	Unchanged	LOW

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LBU 11 Management of Contractors	Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn etc. Damage to health through exposure to chemicals, biological agents or noise, upper limb disorder.	The University	Staff Contractors Students Visitors General Public	1	4	4	<p>University Estates Health & 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 & 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 & 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>Health and Safety Coordinator in post, with direct communication and liaison with contractors throughout the project phase.</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>	02/02/2019	02/08/2019	Unchanged	LOW
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 Staff Students 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 People Development Online.</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>	02/02/2019	02/08/2019	Unchanged	LOW

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 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 Vehicle Passengers Pedestrians, Cyclists 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. New staff intercampus bus service - pilot .</p> <p>Periodic review of effectiveness via audit and by University Safety, Health and Wellbeing 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	5	10	<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>	02/02/2019	02/08/2019	Unchanged	Medium
LBU 14 Outdoor and outward bound events/Volunteering	<p>Injury through slip, trip, fall, collision, fall from height, burn etc.</p> <p>Damage to health through exposure to noise, hazardous chemicals, manual handling, environmental conditions etc.</p> <p>Psychological harm due to unforeseen circumstance</p>	The University	Staff Students General Public Event organisers	3	1	3	<p>Specialist function with the Carnegie School of Sport, Carnegie Great Outdoors who deal with outdoor and outward bound events and are AALA licensed.</p> <p>Specialist function in the International Office – Volunteering, who deal with local, UK & international based volunteering activity.</p> <p>Risk assessments and method statements completed for university organised activities.</p> <p>Safety, health and wellbeing support function, review of risk assessments and method statement run by external organisers</p> <p>Management awareness of procedure through inclusion in health & safety management training.</p> <p>Working Overseas micro site/OVP procedures with management oversight and risk assessment sign off prior to travel</p>	3	1	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>	02/02/2019	02/08/2019	Unchanged	LOW

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 15 Sports and Recreational Activities	Injury through slip, trip, fall, electrocution, collision, fall from height, burn etc.	The University	Sport & Active Lifestyles Staff Students Visitors General Public	2	2	4	<p>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.</p> <p>Location specific inspections and checks undertaken daily 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.</p> <p>Management awareness of procedure through inclusion in health & safety management training. Estates maintenance and CARES helpdesk reporting functions in place.</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>	02/02/2019	02/08/2019	Unchanged	LOW
LBU 16 Student Placements	<p>Physical injury through slip, trip, fall, collision, fall from height, burn, fire etc.</p> <p>Damage to health through exposure to noise, work-related stress, hazardous chemicals etc.</p> <p>Psychological harm due to unforeseen circumstance</p>	The University	<p>Students Staff Visitors General Public</p> <p>Staff/Students</p>	1	3	3	<p>New LBU Framework for the Management of Work-Based and Work-Related Activity, Placements and Exchanges - In Place – now operational.</p> <p>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.</p> <p>Schools have specialist placement offices undertaking student placements with dedicated experienced placement officers in place. Placement information available on School web sites.</p> <p>Health and safety support available from school liaison personnel, with access also available to the support function from the safety, health and wellbeing team.</p> <p>Access to personal safety information on the Campus and Residential Services security web site</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>	02/02/2019	02/08/2019	Unchanged	LOW

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 17 Traffic	Physical injury through vehicle collision	The University	Staff Contractors Students Visitors 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>	02/02/2019	02/08/2019	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>	02/02/2019	02/08/2019	Unchanged	LOW

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 19 Working Overseas	Damage to health through overseas air travel, working conditions, hazardous chemicals, environments, disease and personal safety Psychological Harm due to unforeseen circumstance	The University	Staff Students General Public	3	3	9	There are established procedures in place for overseas business travel, work and voluntary activities: University and Colleges Employers Association Guidance on working overseas Risk assessments Finance Control of overseas travel and voluntary activities Confirmation of approach for management of medical issues pre travel through OVP sign off Insurance and specialist travel briefings/advice Foreign and Commonwealth Office information In addition Documented procedures for managing response to an all incidents including emergencies Availability of free, confidential counselling service for all staff 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	1	3	3	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	02/02/2019	02/08/2019	Unchanged	LOW
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	Stress Management Plan containing:- • Policy Statement, organisation and responsibilities for managing stress • Risk assessment procedure for work-related stress • Training in stress management/risk assessment both online and face to face when identified • Stress management guidelines to assist managers identify suitable control measures • Wellbeing and Occupational Health Service in place to assist with work related stress management • Human Resources policies and procedures aligned to stress management good practice • Documented procedures for managing response to an incident of stress • Health Assured provide a free, confidential counselling service for all staff+ Active Care • Range of staff wellbeing initiatives • Audit of procedural compliance by University Health and Safety support function • University risk assessment for management of change, workplace relocation and individual case management workplace for stress related issues • 2019 Specific Stress Management Audit • Annual review of Plan effectiveness by University Safety, Health and Wellbeing Committee	1	3	3	Clinical supervision in place for Student Wellbeing team, staff/team supervision for staff in Student Disability/Engagement teams, peer support. Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	02/02/2019	02/08/2019	Unchanged	LOW



COLLATED REPORT OF LOW RISK AREAS

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

Appendices

None.

Author

Name: Laurie Wilson
Job title: Health & Safety Adviser
Date: 5 February 2019

Approval Route

07 February 2019 Trevor Armour, Director of Estates

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 risk.

Schools/ Services

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

Financial Services

The Services local operating procedures were updated and approved in July 2018, with all colleagues confirming receipt and their understanding of the procedures;

The wellbeing programmes and initiatives: we promote all centrally approved initiatives by bringing them to the attention of our colleagues;

The latest accident report for Financial Services: no accidents to report;

The allocation of SHW roles within Financial Services: no changes have been made;

absence monitoring data for Financial Services for the rolling 12 month period to December 2018: our average working days is less than the University's average for support staff;

Stress Risk Assessment for the whole Service: was discussed and updated during the meeting;

the latest mandatory training records for the whole Service: in terms of mandatory training the service is 99% compliant with only one individual who has yet to complete online training, this is due to the individual being on maternity leave;

The current position on completed DSE assessments: there is only one individual who has yet to complete online training, this is due to the individual being on maternity leave. There are no outstanding concerns;

An update on first aid and first aiders; and an overview of the Service's driving records.

As a Service we received Significant Assurance in the recent SHW Audit with only a few actions to consider when we are next compiling our SHW audit submission. We ensure that we meet our dated targets which we have set out in our action plan.

Vice Chancellor's Office

Following the Health and Safety Audit of which the VCG's Office received significant assurance, the SHW Co-ordinator in liaison with colleagues has been addressing any actions and suggestions from the feedback report. Work has begun on establishing the Internal Audit as a KPI for the VCG leadership team in conjunction with an action plan. As a result, the Standard Operating Procedures are being reviewed to ensure any updates are properly reflected. Further to this, localised training has begun for a SHW Coordinator to cover a period of maternity leave.

Centre for Learning & Teaching

H&S Audit – CLT scored significant assurance. The only amber area was having no fire wardens nor first aiders. We are only a small team and there is cover from other areas in the vicinity of our offices. However, the team was asked at a team meeting following receipt of the audit if anyone wished to take on either of those roles and the response was negative. This will be raised again in the Spring. Other actions were ongoing ones regarding using new forms and checklists, eg, manual handling. Our LOP was updated at the time of submitting the Audit.

All outstanding training at the time of the audit was up to date for everyone in the team.

The team's Stress Risk assessment was completed in Oct 2018.

DSE Update – all DSE assessments were complete at the time of the audit and any outstanding issues resolved.

Wellbeing programmes or initiatives – Deb Chapman continued to lead the lunchtime walks up to Christmas at which time they stopped for the winter. The three walks in December were 'advent' walks which included stops to talk about origins of Christmas Customs along the walk. In addition, Deb did a second historical tour of York in the Autumn.

There were no accidents since the last report.

HR

HR received a Significant Assurance rating for our 2018 audit submission

94% compliance of online mandatory health and safety training modules

The most recent HR Stress risk assessment action plan shared in December 2018

Through discussions with team members, managers will summarise high risk factors for stress which will be fed up to HRLT to be reviewed along with other relevant information such as sickness absence, staff survey, grievances etc. on a six-monthly basis.

Because of re-alignment of Health and Safety I've been appointed to the new SHW Coordinator for HR.

New Financial Wellbeing pages launched for all staff and available

here: <http://www.leedsbeckett.ac.uk/staffsite/services/human-resources/working-here/wellbeing-and-occupational-health/wellbeing/financial-wellbeing/>

New Financial Wellbeing sessions launched and available to all staff on the People Development programme delivered by Yorkshire Bank and Health Assured

Research & Enterprise

We received a rating of "Significant Assurance" in the 2018 Health and Safety Management Audit.

Following feedback received from the audit, we are monitoring compliance around mandatory online training (DSE and H&S Essentials). Suggested changes around DSE to our Local Instructions have also been implemented. A service level stress risk assessment is now in place and being managed by our leadership team. All changes to H&S support following our service review have been completed with new fire wardens and first aid providers trained and in post.

University Registrar's Office

Paula Johnson has met with Jenny Malcolm and we have been for a walk around with a view to undertaking an assessment of the fire doors and compartments to support better team communications. Paula will now meet with Estates to arrange a survey of the area and discuss options.

We have a new starter in QAS in February and the Staff Induction Brochure is being updated.

The Management Team have been requested to review their Stress Risk Assessments and to feedback any concerns to support the service level risk assessment.

There have been 0 accidents in the service.

PAT testing needs to be completed on the 2nd floor following issues with the our previous supplier. Talks are ongoing with the University H&S team regarding prioritising this area when the new contract starts.

Due to the moth infestation, the 2nd floor has been very cold on a Monday morning during this poor weather, as such, heaters have been provided to staff. Visual inspections have been undertaken as an interim to PAT testing.

University Secretary's Office

Since its last update, the University's Secretary's Office (USO) has now completed its first H&S internal audit as new service area and received a positive rating of significant assurance and remain a low risk area. The service action plan was created to address the actions raised within the area and these have now been completed and implemented across the service. Following the departure of the Deputy University Secretary, the Health & Safety Co-ordinator will report directly to the Head of Service (University Secretary) on all Safety, Health & Wellbeing issues. There has been 1 reported incident within the service which was reported and resolved quickly.

The University Secretary wanted to provide further feedback on the audit process, definition of an 'amber risk' from our experience in risk management and independent audit and how the administrative burden of this process might be reduced so that every School and Service isn't expected to write about things that are institutional policies or requirements and are monitored centrally and are then marked down for not doing so.

Business Engagement

Updating of LOP/SOP

As a result of the recent audit some improvements have been made to local office practices

Local issues

New accident reporting process and re-briefing to staff has been issued

Exposed network cable boxes have been remedied by estates

Training both online and outside of the online provision

Assoc Dir and office secretary are both now set up as Admins on people development and can review training status - all mandatory training is up to date for all staff.

Stress Risk assessment management/review

As part of recent audit a Stress Risk Assessment has been updated for the Business Engagement team. Upcoming team meetings are being used to explore results of staff survey to identify and issues. HR will be facilitating a full team workshop in March to produce a local action plan. (No major issues identified, but some enhancements around staff SHW communication) .

Changes in SHW Coordination

SHWAG team has been established in BE department with one representative from each sub-team. First meeting will be in February.

DSE Update

New desk has been made available for 1 staff members following recent DSE assessment

Wellbeing programmes or initiatives

Staff have been encouraged to attend Mental Health at Work course.

Student Union

The Students' Union Officer team were out and about on campus last month promoting the stress less campaign and handing out fruit and water, plus mitigation advice cards during the stressful exam period. With end of year exams student stress levels are at an all-time high therefore to help students cope during this busy period the Union put together a guide full of handy tips to help students manage and relieve stress, designed to help students 'Stress Less'.

Forthcoming Wellbeing events include University Mental Health Day on 7th March, where the SU will be hosting a Mental Health event for BAME students and collaborating with the University on a range of events to highlight how to access wellbeing services on campus. The SU President and VP Welfare & Community sit on the Mental Health and Wellbeing Working Group for the Framework, both individuals also have seats on the Suicide Prevention Task Group, which enables the SU to input into both frameworks, ensuring that students have direct access to influence the content of both plans.

The Union's commercial areas participated and successfully passed the food safety audit. All areas audited received a very high score, which reflects the high standards observed in terms of cleanliness, kitchen organisation and maintenance of the facility. The report confirmed that the commercial team are working in a very safety-conscious manner and the Catering team continue to do a great job in keeping the kitchen working safely.

A SU staff training day is scheduled for 20th May and the SU are liaising with the LBU Health and Safety team regarding a 'Fire Safety' session. The SU has an additional 3 qualified First Aiders, all of whom obtained their accreditation late last term.



Summary report of the Campus & Residential Services

Executive Summary

This is the summary of full minutes of the CARES Safety, Health and Wellbeing Advisory Group meeting of 14th February 2019

Action Requested

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

Appendices

None

Author

Name: Stephen Thackray
Job title: Health & Safety Liaison Officer
Date: 14/02/2019

Approval Route

14/02/2019 David Collett – Head of CARES

Minutes of the CARES meeting

Introduction

1. This is the summary report of the CARES Safety, Health and Wellbeing Advisory Group meeting of 14th February 2019. Recent copies of the full minutes are available at 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**, discussed.
3. **Declaration of interest**, none.
4. **Confirmation of last minutes**, correct.
5. **Matters arising from last meeting**, none.
6. **Report from Safety, Health and Wellbeing Committee** LW reported main points and to send web-Link to membership via JR.
7. **Accident Reporting & Statistics** LW reported only 8 minor injuries in last period.
8. **Annual SH&W Audit** ST CARES received significant evidence 16 green out of possible 18 areas. Areas for improvement Manual Handling (PUWER) and High risk areas following inspection many issues fall under estates and the remaining issues almost fully rectified.
9. **Legislation/Policies & Procedures** ST reported Security SOP review almost complete awaiting final Fire procedures from Pointers. Cares to consolidate SOP & LOP.
10. **Leadership and Performance Review** VJ reported proposal for 10 draft KPI's to align with University's. New wellbeing sessions proposed for all staff (optional). VJ highlighted the CARES H&S Action Plan to membership, to be forwarded to all members.
11. **Training & Staff Development** ST Reported CARES H&S Training (POD) currently 98% compliant. New six module practical SH&W refresher training to all staff in manual areas, to be rolled out over 12 months as an annual refresher.
21 CARES managers and supervisors have currently completed IOSH Managing Safely training with another 11 currently undertaking this training.
Practical Fire Safety training to be provided to all Security and Food Services staff.
12. **Contractor Management** AN reported the review of our H&S contractor management with the production of a contractor information booklet.
13. **Inspections** ST reminded all managers that H&S inspections were due in March.
14. **Health & Wellbeing** ST reminded staff of Health Assured Employee Assistance Programme contents. New Wellbeing manager in HR Sarah Moore. VJ proposed new programme of Wellbeing courses to be delivered over the year.
15. **Service Area Updates. Food** Temperature issues in Campus Central awaiting update from Estates. Suspended Hospitality to Carnegie hall due to Heavy construction work and lack of access. **Campus Services** To risk assess manual handling of display screens

in schools. Complete PUWER lists as staff development for supervisors. **Security** Reported large numbers of skateboarders using lower level of Rose Bowl Car Park, to discuss prevention measures. **Residencies** Currently auditing accommodation partners. Meningitis awareness for students. Mental health day in March. False alarm reduction at Carnegie village due to education and reduced sensitivity of fire system. **Contracts** CARES H&S booklet rolled out to cleaning contractors Bulloughs for staff induction.

16. **DSE**, nothing.

Driver Safety, nothing.

Electrical Safety & PAT, New University PAT contractor to start in March (Circuit Electrical Testing).

First Aid, nothing.

Fire, CHC fire risk assessment partially completed minor issues to be rectified. Fire SOP to be produced to assist staff and Fire & Rescue services.

COSHH, ST reviewing COSHH across CARES.

Off Campus Work, Audit of accommodation partners.

Vulnerable Persons, Two Personal Emergency Evacuation Plans (PEEP's) produced for Staff members.

17. **AOB**, none

Attendance

Present:

Stephen Thackray [Chair]

David Collett

Vicki Johnson

Laurie Wilson

Christine Simpson

Luke Smalley

Louise Lyttle

Clare Vidler

Louise Hartley

Anita Northing

Paul Goodall

Hannah Buschini

Chris Rayner

Dave Philips

Louise Baker

Paul Lyttle

Margaret Eglinton

John Bould

Dave Page (Unison)

Emma Preston

Julie Rodley (Administration)

Staff within brackets have sent a substitute to attend

Apologies:

Gareth Brew

Micaela Gilroy

Sarah Ferguson

Neil Armstrong

Sunny Chukwu

Chris Rayner

Richard Corbett



Summary report of the Estates Services

Executive Summary

This is the summary report of the Estates Services, Safety, Health and Wellbeing Advisory Group meeting of 9th January 2019.

Action Requested

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

Appendices

None

Author

Name: Luke Smalley

Job title: Health & Safety Coordinator

Date: 9th January 2019

Approval Route

9th January 2019

Trevor Armour - Director of Estates

Summary report of the Estates Services

Introduction

1. This is the summary report of the Estates Services Safety, Health and Wellbeing Advisory Group meeting of 9th January 2019. Recent copies of the full minutes are available at 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.

Major discussions

3. There was an adjustment in the group membership with the attendance of Louise Childs (Associate Director Planning and Development).

The group continues in its endeavours to recruit new/maintain existing members.

The current agenda will be continued for the near future.

The previous minutes were accepted as a true record

The group heard a verbal report from Laurie Wilson, summarising items discussed at the last university committee meeting.

The group discussed the reported incidents concerning staff and contractor thankfully, all were no injury events.

Planon continues to progress

The existing Permit to Work procedure is undergoing a review

The Electrical Safety Rules are undergoing an external review to ensure suitability.

The group noted the change in electrical regulations – the introduction of the 18th edition applicable from 1st January 2019

Christine Bell on behalf of HR spoke about the recent colleague survey and where the results could be found.

Operational updates - Key issues for each team/area was discussed within the group.

Any staff training needs discussed and confirmation given of training already booked/completed/outstanding.

AOB.

None this meeting.

Attendance

Present:

Luke Smalley [Chair]

Mark Robinson, Mark Warner, Jenifer Bridger, Anj Farrar, Laurie Wilson, , Christine Bell, Ryan Hill, Peter Griffiths, Andrew Thrippleton, Andy Allison, Louise Child, Stephen Thackray

Apologies:

Christine Simpson, Andy Keeling, Andrew Keeling, Michael Hetherington
Derek Turner, Chris Naylor, Victoria Hague

Attendees:

Julie Rodley (secretary)



Summary Report of the School of Built Environment and Engineering

Executive Summary

This is the summary report of the School of Built Environment and Engineering Safety, Health and Wellbeing Advisory Group meeting of Tuesday 30th January 2019

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: 7/2/19

Approval Route

7/2/19 Dr David Haigh

SUMMARY REPORT OF THE SAFETY, HEALTH & WELLBEING ADVISORY GROUP FROM THE SCHOOL OF FILM, MUSIC AND PERFORMING ARTS.

Introduction

1. This is the summary report of the School of Built Environment and Engineering Safety, Health and Wellbeing Advisory Group meeting of Tuesday 30th January 2019. Recent copies of the full minutes are available at 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 and actions

3. University H&S Audit and fantastic outcomes for SoBEE
4. We discussed the OH name updates and new Active Health Care packages
5. Stress Risk Assessments
6. New H&S Risk Assessments for field trips and student work placements
7. Safeguarding and Student Wellbeing

Attendance

Present:

Dr Andre Pusey, Planning, Housing & Human Geography Group (AP)– Chair

Laurie Wilson –Health & Safety
Advisor (LW)

Kevin Smith, Technical
Manager (KS)

Andy Brannan (UNISON
representative)

Jackie Leahy – Academic
Services Manager (JL)

David Farmer, Leeds
Sustainability Institute (DF)

Apologies:

Killian Ngong, Civil Engineering
Group (KN)

Dr David Haigh

Joanne Lloyd, Surveying &
Construction Group (JL)

Attendees:



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 Meeting of 14th December 2018

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 meeting of 14th December 2018.

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: 7th February 2019

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 Meeting of 14th December 2018

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 14th December 2018.
2. Recent copies of the full minutes are available at 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

4. It was noted that Professor John Craig would now be attending in place of Dr Sarah James on behalf of the Senior Management Team of the Leeds School of Social Sciences.
5. The Group agreed that subject to final checking, the slightly amended Terms of Reference were now appropriate.
6. The Group reviewed the following papers from the Meeting of the Safety Health and Wellbeing Committee held on Tuesday 2nd October 2018
Thematic Topic – Colleagues, Students, Sleep and Strategies to Improve Consequential Fatigue (Verbal);
Corporate Health and Safety Risk Assessment – Periodic Review;
Safety Health and Wellbeing Policy Review;
Management of Stress Action Plan (Verbal);
Fitness to Study Policy;
Quarterly Accident and Incident Report Report Q2 2018;
Fire Safety Management Update;
Wellbeing Update;
Occupational Health Update;
Stress Absence Monitoring and Benchmarking Annual (Verbal)
Stress Absence Update (Verbal)
Safety Health and Wellbeing Training;
Good Practice.
7. Members were pleased to learn that the Fitness to Study Policy was now in place as this was a development that the Group and its antecedent had sought following some serious concerns about students in the School of Clinical and Applied Sciences who had been unfit to study. In relation Corporate Health and Safety Risk Assessment processes, members expressed their continuing concern about the University's decision to remove the requirement for Risk Assessment of Overseas Visits, and expressed a wish for this matter to be reviewed at the next meeting of the Safety Health and Wellbeing Committee. In the event of this matter not being

included on the Agenda for that meeting, it was agreed that the Group would make a formal referral.

8. The Group then considered the following local issues:

- Accidents and incidents;
- Health and Safety Inspections;
- Training Update;
- Operational Procedures and School Action Plans;
- Health and Safety Audit;
- Arrangements for Electrical Testing;
- Document Storage;
- Staff Survey Results.

9. In relation to Electrical Testing the Group were advised that the University was now in the process of tendering for a new Contractor and that testing of office equipment would need to be further deferred until an appointment had been made. Messages for staff to be vigilant etc. would be reinforced, and if any items needed to be tested in an emergency, it should be possible for staff from the School of Clinical and Applied Sciences to assist.

Attendance

	14th December
Alison Caswell (Chair/Co-ordinator Clinical and Applied Sciences)	Attd.
Megan Robinson (Secretary)	Attd.
Carl Morgan (Co-ordinator Leeds Law School)	Attd.
Liz Phizackerley-Sugden (Co-ordinator Leeds School of Social Sciences)	Attd.
Ian Richardson (Co-ordinator Health and Community Studies)	Attd.
Paula Beesley	Apols.
Julie Blythe	Attd.
Tim Briggs (UCU)	Apols.
John Craig	Attd.
Clare Edwards	Apols. (ML)
Pauline Fitzgerald	Apols.
John George	Attd.
Kate Grafton	Attd.
Stephen Mole	Attd.
Vikki Roberts	Attd.
Darren Shaw (UCU)	Attd.
Chris Domeracki	Apols.
Laurie Wilson (In place of Chris Domeracki)	Attd.

26 February 2019

Summary Report of the Safety, Health and Wellbeing Advisory Group for the School of Film, Music and Performing Arts.

Executive Summary

This is the summary report of the School of Film, Music and Performing Arts Safety, Health and Wellbeing Advisory Group meeting of 25th October 2018

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: 25 October 2018

Approval Route

October 2018 Martin Briggs – Head of Subject (Acting Chair)

SUMMARY REPORT OF THE SCHOOL OF FILM, MUSIC AND PERFORMING 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 25th October 2018. Recent copies of the full minutes are available at 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. An audit of the 201718 health & safety processes and policies within the School had been undertaken. The University would be reviewing the evidence from the audit and would be visiting the Prime Studio and Calverley workshops.
4. It was reported that the School did not currently have any DSE assessors and was reliant on an Assessor within the School of Computing, Creative Technologies and Engineering. Staff would be contacted to ascertain if anyone was interested in becoming a DSE Assessor.
5. It was reported that there were not enough Fire Wardens and First Aiders in the buildings used by the School. A request for volunteer Fire Wardens and First Aiders would be sent out to staff.
6. The University's Stress Management Policy and Procedure had been updated. It was agreed that common themes from the 201718 team risk assessments would be discussed and monitored at the School Leadership Team meetings. A Stress Risk Assessment action plan would be provided; all personal information would be redacted.
7. A report was presented indicating the completion rates of various Health & Safety courses undertaken by staff within the School. Although some courses had a completion rate of 100%, there was still some room for improvement, particularly DSE assessment and training. Staff would be reminded to complete the mandatory training sessions.
8. The Advisory Group approved a new code of practice for the Calverley and Prime Studio workshops which would be disseminated to all staff. This was to ensure that there was a standard procedure for everyone to follow.
9. A company called Creative Safety had been employed to look after the Northern Film School following the retirement of a member of staff who had previously been responsible for Health & Safety. It was confirmed that Creative Safety were working to ensure that all documentation aligned with the University's procedures.

10. The Advisory Group received the minutes of the Safety, Health and Wellbeing meeting held on 2nd October 2018. The Health and Safety Officer provided a brief overview of the discussions that had taken place and confirmed there were no specific issues relating to the School

Attendance

Present:

Martin Briggs [Acting Chair]
Andy Solomon
Dave Procter

Chris Domeracki
Steve Parker
Helena Hanson

Annabelle Pangborn
Stephanie Lapidus

Apologies:

Oliver Bray
Netti Cairns

Cheryl Bumby
Paul Butler

Mobina Begum
Andrew Slade

Attendees:

Pam Carter [Secretary]



Summary Report of the Carnegie School of Sport

Executive Summary

This is the summary report of the Carnegie School of Sport Safety, Health and Wellbeing Advisory Group meeting of 19th December 2018.

Action Requested

This report is for information

Appendices

Appendix A - Post Audit Action Report

Author

Name: Mike Gray

Job title: Head of Subject Sport and Exercise Physiology, Health and Safety Coordinator

Date: 12th February 2019

Approval Route

Mike Gray – Head of Subject (Sport and Exercise Physiology). Carnegie School of Sport Safety Health and Wellbeing 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 19th December 2019. Recent copies of the full minutes are available at www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee or thereafter from the Secretary.

Recommendations and referrals

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

Major discussions

2. The Advisory Group discussed the following matters:
 - a) All actions were confirmed as complete:
 - Fire Wardens are in place in Fairfax, Cavendish, South Lodge, CRI and Churchwood
 - The School SOP is up to date and has been circulated to all staff
 - MG has completed the training matrix and HOS are aware of subject specific H&S requirements
 - b) Interim feedback from H&S audit from the Health and Safety team.
 - The Health and Safety team were commended for their support: in the transition from Faculty to School, briefing for the new audit format and helping with staff development for our new Health and safety Coordinator.
 - A need for stronger links from SHWAG –SMG – SAC
 - Commended for the inclusion of all leadership staff in SHWAG
 - Regular meetings with MG and MR will be arranged going forward to integrate CGO fully
 - MG will develop an action plan based on the audit feedback
 - c) No major accidents or incidents to report,
 - d) Absence monitoring and benchmarking data will be circulated to the advisory group when available. HR have rolled out the [Active Care Scheme](#), provided by the EAP. As soon as a member of staff reports stress the line manager should ask their permission to refer them to Active Care. A specially trained Occupational Health Profession will then call the member of staff to offer support.
 - e) New build currently on schedule for handover in November 2020. Some concerns have been raised regarding the noise from the building works – this does not relate to staff within our School.

- f) BC raised concerns regarding the corner of James Graham near to the Student Hub and the lack of a safe path/crossing. MG has raised this with estates and will follow up urgently.
- g) All agreed that it is appropriate for LW and MG to highlight essential items for the SHW Committee during this meeting and to let LM know if the minutes are a valuable addition to the SHWAG papers before each meeting.

Attendance

Present:

Peter Mackreth [Chair]

Emma Payne (EP)

Louise Sutton (LS)

Andrew Manley (AM)

Jeff Abrams (JA)

Laura McMahan (LM)

Mike Gray (MG)

Andrew Abraham (AA)

Nassos Bissas (NB)

Laurie Wilson (LW)

Jen Cartwright (JC)

Nicola Queenan (NQ)

Belinda Cooke (BC)

Andy Bedford (AB)

Apologies:

Nick Halafihi (NH)

Mark Robinson (MR)

Seb Kulikovsky (SK)

Attendees:

Laura McMahan (Secretary)

Appendix A

Carnegie School of Sport Health and Safety Post Audit Report Action Plan 2019

The audit report (16/0119) was reviewed at SMG 30 January 2019.

The School has achieved the rating of 'Significant Assurance', in the H&S audit.

Please note there are 3 'Ambers' that are requiring attention, and you need to draw up an action plan for the actions required. The timescale for Ambers is normally 2 months – but given that the next SHW Committee meeting is due on 23rd February – I would advise completing actions where possible by this date :-

1. Management of contractors.
2. Training
3. Off campus activities

Audit report reviewed at SMG 30 January 2019

	Theme	Assurance Level	Action	Responsibility	Time	Outcome
1	Policy Standard Operation Procedures	Green	None			
2	Leadership	Green	Recommendation develop an annual action plan and consider the utilisation of H&S champions to support the 2019 audit process. To be reviewed.	MG Dean SMG	Feb 2019	Review at SMG 13 February 2019. Annual action plan to be review at SHAWG meeting. SMG considered the champion approach and decided it was best to maintain the broad HOS and line manger approach to H&S.

Appendix A

3	Management of High Risk Area	Green	To update H&S team with details of new RPA arrangements once work completed.	MG EP	April 2019	Ongoing.
4	SMG and Safety, Health and Wellbeing Advisory Group	Green	None			
5	Training	Amber	To review and chase up staff whom have not completed. essential H&S training. Initial request via School Office, then follow up by HOS/line manager.	MG HOS Line managers. All staff.	Action 15 Feb 2019 MG to inform HOS and line managers of non-compliant staff. Review March 16.	Review 31 March Aim to achieve 90% compliance for DSE Training and Assessment.
6	Contractor Management	Amber	Review local contractor inductions. H&S inductions recorded in contractor management folder.	MG All contractor commissioning staff.	Feb 2019 .	Remind all staff of SOP. MG to meet with PLOs
7	Health and Wellbeing	Green	Continue to monitor School level SRA. Produce action plan.	SMG	Review at March SWAHG meeting.	Share review with all staff.
8	Accident Reporting	Green	Recommendation to incorporate H&S topics in to e-news.	MG SMG School Office.	April 2019	Items for e-news. Update SOP.
9	Inspections	Green	To increase the frequency of the laboratory inspections to every 6 months. Record onto School database.	MG EP	April 2019	2 inspections per year Update SOP.
10	Performance Review	Green	Recommendation to establish H&S KPIs	MG SMG	Review at SMG 13 Feb.	SMG confirmed that the priority was to ensure compliance with university policy and procedure's. KPIs for training to be reviewed at March SHAWG meeting.

Appendix A

11	Display Screen Equipment	Green	To ensure 2 new DSE assessors are in place for Feb 2019.	MG	Review 12 Feb 2019 at SMG	Laura McMahon and Nicola Queenan trained 22 January 2019
12	Electrical Safety	Green	Compete H&S inductions for PAT contractors. Record in PAT folder.	MG School Office	Reviewed at SMG 13 Feb 2019.	Agreed the process would be reviewed for the next round of PAT testing summer 2019.
13	Fire and First Aid	Green	Additional fire warden for South Lodge, Review training record.	MG	Feb 2019.	Mark Robinson contact 14 Feb and will follow up.
14	Chemicals and Hazardous Substances	Green	Updating.	MG PLOS	Review by March 31 2019	Updated database.
15	Manual Handling	Green	Encourage staff to undertake online training. To ensure MH equipment checks are logged (2 twice yearly visual inspection).	MG PLOS	Feb 2019	Update SOP and communicate action with LO team.
16	Off Campus Work	Amber	Review driver records and audit completed training.	MG	Feb 2019 MG and LM to review training report.	Update database. Remind all staff of the School requirement that those driving for University business must complete the online driver training.
			Reinforce that all drivers driving for work purposes must complete the online driving assessment. Communication via HOS or line manager	MG Line managers	Feb 2019	Review at the end of March. 100% compliance.
17	Student Activities	Green	Keep records up to date. Review coach visits.	MG SMG All staff.	Feb 2019	Remind all staff of the requirement for risk assessments for all student activities.

Appendix A

						All risk assessments located in School database.
18	Vulnerable Persons	Green	Review our work with vulnerable persons. Keep records up to date.	MG All staff.	Feb 2019	Remind staff of our policy and requirement for risk assessments. Develop a school database of our work with vulnerable persons Review Open, Applicant and Student Experience days.



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SAFETY, HEALTH & WELLBEING

COMMITTEE

26 February 2019

Summary report of Sport & Active Lifestyles

Executive Summary

This is the summary report of the Sport & Active Lifestyles Safety, Health and Wellbeing Advisory Group meetings of 21st January 2019

Action Requested

This report is for information

Appendices

Author

Name: Mark Dunstan
Job title: Assistant Head of Sport
Date: 1st February 2019

Approval Route

12th February 2019 *Sally Nickson – 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 21st January 2019. 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 21st January 2019:
 - a) The terms of reference (TOR) for the Advisory Group were reviewed by the group and updated accordingly.
 - b) The local Health & Safety Policy was discussed/reviewed and is was deemed to be currently fit for purpose, however there will be a need for a full review following the Departmental Re-Alignment Process. It was already recognised that the role of the newly formed Safety Focus Forum needs to be included but there was also opportunity to streamline our documentation by bringing our management and operational arrangements into the Policy to streamline the number of documents but also to avoid duplication.
 - c) The audit outcome from 2018 was discussed and it was noted that all eighteen themes received a “green” rating with an overall “Significant Assurance” outcome. This is an excellent outcome for the department and recognises the efforts of the team in this area. The department is well positioned to progress now for formal external accreditation (Leisuresafe) with a target date of December 2019.
 - d) The Food and Beverage operation was assessed at the beginning of 2019 by external food hygiene auditors and the department scored an impressive 99.5%. The facilities team invited the auditors to make additional recommendations relating to the imminent hot food offer and pleasingly all recommendations were already in place.
 - e) The group were briefed on the review work that has been taking place with our external advisors in particular in relation to the PSOP and Risk Assessments. This has resulted in some changes which have been communicated to all staff. In addition we have fitted 2 additional drown alarms, and there are new emergency alarms in the Strength and Conditioning Room which are waiting to be commissioned.
 - f) Accidents and Incidents during September to December totalled 64 out of 39,523 users. This represents a percentage of 0.16 which is extremely low for a sporting environment.
 - g) The group were advised that we are still on plan for submitting for Leisuresafe accreditation in November/December 2019

- h) The group received an update following the recent Safeguarding Committee meeting. It was further confirmed that Sally Nickson is the services Designated Safeguarding Officer and Mark Dunstan is the Local Point of Contact.
- i) Members were informed that the services template for reviewing Team Stress Risk Assessments was now being used across many services and schools within the university as an example of best practice.
- j) The group were informed that following the visit in November 2018 by the HSE the service received very positive feedback of the work and changes that had been made. They were also reassured by the step changes that have been made and identified that, if workplace stress were to re-occur we would be in a position to deal with it well.
- k) The services Risk Register was updated in November 2018 in advance of the HSE visit but is in need of further review in light of changes with GDPR, Safeguarding and IT Services. Work related stress will continue to be a risk managed area albeit the HSE notification of contravention has been removed.
- l) The group were appraised on the services results from the colleague survey. SAL ranked 6th out of 28 schools and services and experienced huge increase from the last survey.
- m) The communications and engagement plan was discussed and the group advised that much of the activity was now embedded into our everyday activity but notwithstanding that new ways and approaches were constantly being added to the plan.
- n) A new approach to the SAL staff forum will commence from February with the University's Mental Health & Wellbeing framework driving the approach. It will be a staff led team with support from SLT.
- o) The group heard that the SAL staff away day in December was extremely well received by colleagues and was extremely well represented by staff throughout the department.
- p) The Chair briefed the group on the current status of the SAL staff re-alignment proposal and it was noted that UET will be considering the item at their next meeting with a view if accepted that consultation can begin by mid February.

Attendance 21st January 2019

Present:

Sally Nickson [Chair]

Mobina Begum

Chris Domeracki

Ian Smyth

Helen Dickson

Jane Halloran

Dan Stanley

Mark Dunstan

Mick Hill

Apologies:

Sharon Meredith

Laurie Wilson

Adrienne Stockdale

Attendees:

Annette Mesher [Secretary]

Summary Report of External Relations, Corporate Communications

Executive Summary

This is the summary report of External Relations Safety, Health and Wellbeing activities for October 2018 to February 2019.

Action Requested

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

Appendices

None

Author

Name: Kerry Dawson
Job title: Service Administration Officer
Date: 11 February 2019

Approval Route

11 February 2019 Tracy Commons, 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 October 2018 to February 2019.

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. Policy: The External Relations Safety, Health and Wellbeing audit had achieved Significant Assurance status with all actions closed out and the Local Operating Procedures documentation amended as necessary.
4. Leadership/SLT/SHWAG: On 30 January 2019, as part of the standing agenda items for the External Relations Management Team meetings, the team undertook a stress risk assessment.

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 Mullowney, to ensure that Corporate Communications continues to be aligned across the whole service.

5. Training: External Relations monitors that all staff have completed the recommended/required training required via online provision. Compliance across the required e-modules to 11 February 2019 stands at:



DSE Training	41/41
DSE Assessment	41/41
Equality and Diversity	42/42
Managing Stress	13/13
Health and Safety Essentials	41/41

6. Health and Wellbeing: Mental Health First Aid for HE, led by Chris McLay of HR, was held on 27 November 2018, 9 January 2019 and 14 February 2019 with 15 External Relations colleagues trained to date. This is part of a programme of training arranged for staff with line management responsibilities. Further training courses have been arranged for External Relations colleagues with regards to the following topics between February and April 2019:

- Active Bystander – zero tolerance training
- Bounce Back – resilience training
- Introduction to Equality and Diversity
- Trans Awareness

HSE information with regards to National Stress Awareness Day was circulated to all External Relations colleagues 07 November 2018.

Details of an Introduction to managing cancer in the workplace course delivered by Macmillan at Work looking at the impact of living with cancer, legislation around supporting colleagues, support available for employers and having conversations with colleagues about cancer held 5 February 2019 was circulated to all External Relations colleagues.

7. Accidents, near-misses and dangerous occurrences: External Relations received notification that the cleaner had cut her hand on a soup tin whilst removing waste from the kitchens and that a second serrated tin incident had been narrowly avoided the following day. Hazard warning reminder posters were put up in each of the kitchenettes and above all food bins. The Director of External Relations reminded colleagues of safe practice and asked colleagues to remain vigilant and report incidents when they occurred. Colleagues were also asked to encourage staff to learn from any incidents to prevent them being repeated.
8. Hazards: Changes in staffing has meant a review of DSE Assessors, First Aiders and Fire Wardens across the Service to ensure all areas are properly staffed. The Service provision of DSE trained assessors has declined to two persons. Managers have been asked to identify a colleague per team to undertake training to ensure appropriate cover is available in all areas of the Service. These training requirements are being taken forward by the Safety, Health and Wellbeing Coordinator in liaison with the Safety, Health and Wellbeing team.
9. First Aid and Fire: All External Relations First Aiders are currently up to date with their certification.

A fire evacuation from Bronte Hall occurred on 20 December 2018. This was a false alarm.
10. Environmental: Moth infestation continues to be a problem within Bronte Hall with adult moths being witnessed on the 2nd Floor corridor as of 11 February 2019 despite ongoing loft treatments.
11. Heating issues are being experienced within Bronte Hall. Estates Services identified a fault with the large pumps contained within the lower plant room which required replacement. Estates Engineers fitted new pumps and attempted to balance the system however issues with office temperatures within Bronte Hall continue.
12. Evidence of cracking to the walls in Bronte 214 and 215 with banging heard above. Estates attended on 11 February 2019 to undertake an initial investigation.

Conclusion

The Committee is invited to note the report.

Attendance

Present:

Dee Reid [Chair]
Tracy Commons
Alison Barker

Sarah Stone
Helen Welburn

Dee Grismond
Kerry Dawson [Secretary]

Summary Report of the IT Services

Executive Summary

This is the summary report of the IT Services Safety, Health and Wellbeing Advisory Group meeting of 5 February 2019

Action Requested

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

Appendices

ITSH-2019-031 05 Feb 19.pdf

Author

Name: R A Nicholson
Job title: Programme Manager, IT Services
Date: 12 February 2019

Approval Route

12 February 2019 Basem El-Haddadeh, Director IT Services

SUMMARY REPORT OF THE IT Services

Introduction

1. This is the summary report of the last IT Services Safety, Health and Wellbeing Advisory Group (SHWAG) of 11 September 2018.

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 formal Safety, Health and Wellbeing Advisory Group has continued, under new leadership. Nigel Buckland has stepped down and is replaced as Chair by Rebecca Nicholson. The purpose and direction of the group has not changed and the group has met once since handover. A schedule of meetings has been established for 2019, including informal meet ups to ensure progression of actions.
4. Following on from the concerns raised regarding the quality and management of the PAT testing which is undertaken by Veriserv, the Group have been actively engaged with the tender for replacement of PAT testing services, and are following the development of the appointments closely.
5. Concerns were raised in the last meeting on 5 February 2019 about the departmental stress risk assessments, and the quality of the information gathered to present at Directorate level. The concerns have been listened to by the Chair, and are being followed up with the Directorate in a separate escalation meeting on 27 February 2019. Attending members of the University SHW team have also provided additional clarity of information following the meeting.

Attendance

Present:

Becky Nicholson [Chair]

Joan Sheehan

Paul Hartshorne

Angus Orde

Param Singh [Secretary]

Tatiana Hepplewhite

Laurie Wilson

Apologies:

Graeme Bromley

Roland Cross

Chris Domeracki

Sarah Keeley

Attendees:

Name

Name

Name

Name



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

Executive Summary

This is the summary report of the LLI Safety, Health and Wellbeing Advisory Group meeting of 28 January 2019.

Action Requested

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

Appendices

None.

Author

Name: Clare-Marie Beaman

Job title: Personal Assistant, Libraries and Learning Innovation
Secretary to SHWAG, Libraries and Learning Innovation

Date: 31 January 2019

Approval Route

31 January 2019

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 28 January 2019. Recent copies of the full minutes are available at 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:
 - A Unison representative was welcomed to the membership of the Group.
 - It was noted that the group was not quorate due to a number of late absences, and that information around any decisions which needed to be taken would be referred to the group via email for discussion and decision following the meeting. There were no decisions which needed to be referred.
 - The minutes of the last meeting held on 10 September 2018 were confirmed.
 - Under Matters Arising, the separation of wellbeing and health and safety was discussed.
 - A report from the University Safety, Health and Wellbeing Committee held on 2 October 2018.
 - Three incidents had been reported in LLI, but no remedial action was needed. A further incident which took place on 28 January is being referred to Estates for further investigation.
 - The Group then discussed Fire Wardens and First Aiders, the standardising of all fire action notices, and the log of all safety notices in both libraries which has been created.
 - An update was received on online training and DSE assessments.
 - An update was provided on room inspections currently taking place.
 - The Group discussed processes around PAT testing, in particular of mobile devices. Further guidance in this area is being sought from Health and Safety.
 - An update was given on the refurbishment works of the ground floors of both libraries which took place in Summer 2018, and are now largely complete.
 - The Group received a report covering the period January 2018-January 2019 on the air quality in LSBG21. This would be the last report to this Group. Input from the Senior Health and Safety Advisor was requested on the report, to provide assurance that the levels recorded are within acceptable ranges. It has been confirmed since the meeting, that this is the case.
 - A summary was given of the Effectiveness Review which had been conducted.
 - The Group discussed processes and procedures for checking disaster boxes at both sites.
 - The Group noted the Schedule of Meetings/Business for the 2018-19 academic year.

Attendance

Present:

Wendy Luker [Chair]
James Hochstrasser

Carole Birley
Kate Klutz

Karl Darbyshire

Apologies:

Chris Domeracki

Nicola Hurle

Stephen Grindrod

Eric Jackson

Tom Guest

Andy Key

Attendees:

Clare-Marie Beaman [Secretary]



Summary Report of the School of Education

Executive Summary

This is the summary report of the School of Education Safety, Health and Wellbeing Advisory Group meeting of 4th December 2018 and 4th February 2019

Action Requested

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

Appendices

None

Author

Name: Dr Caroline Bligh

Job title: Head of Subject

Date: 18th February 2019

SUMMARY REPORT OF THE SCHOOL OF EDUCATION

Introduction

1. This is the summary report of the School of Education Safety, Health and Wellbeing Advisory Group meeting of 4th December 2018 and 4th February 2019. Recent copies of the full minutes are available at www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee or thereafter from the Secretary.

Recommendations and referrals

2. The Group has confirmed that no matters have been referred to the Committee for consideration

Noted from previous minutes - LW raised the School's concerns about the noise and disruption caused by the construction of the new sports building to the Project Manager – special sound reduction head phones to be available to staff.

It was noted that there were no local health and safety issues to report.
There were no further updates in relation to Stress Risk Assessments

It was noted that following the separation of health & safety from wellbeing services, the team name had been updated to the 'Wellbeing & Occupational Health team' which would primarily focus on providing a proactive wellbeing service and support colleagues through the occupational health services.

It was acknowledge that a new support service called 'Active Care' had been launched which would contact colleagues who were absent from work with stress to provide early intervention and support individuals who were experiencing stress, work-related or otherwise.

It was well received that People & Organisation Development and Student Services had been working together to train colleagues across the University. 108 colleagues had attended the 'mental health first aid for higher education' and 307 colleagues had completed the 'mental health awareness – supporting students' online module. In addition, a colleague within People and Organisational Development had recently been accredited with a qualification in mental health first aid and would subsequently be providing training to colleagues within Student Services.

It was reported that there had been a further Stakeholder Liaison meeting, which took place on 10th January 2019. The noise levels were again discussed and it had been agreed that noise-cancelling headphones are going to be ordered for Carnegie Hall offices that face the building works. However, GP further reported that there had been no progress with the noise cancelling headphones but ear defenders had been provided, which were not particularly useful when staff need to answer the phones. LW and GP will follow up the noise cancelling headphones with Louise Childs.

It was reported that Occupational Health had attended 18 School/Services leadership teams to promote the occupational health service and to provide guidance and information on how to access the service. Information had also been cascaded about the Employee Assistance Programme (EAP).

A session on 'fighting fit for winter' was currently in the process of being scheduled with the Libraries and Learning Innovation team. In addition, Occupational Health had requested material from Public Health England which would be cascaded to schools and services areas once received.

Attendance

Present:

Damien Page (DP) (Chair)

Caroline Bligh (CB)

Vicki Hassett (VH)

Graham Parton (GP)

Doug Martin (DM)

Louise Nelson (LN)

Peter Mellor (PM)

Mary Strode (MS)

Apologies:

Paul Ogilvie (PO)

John Sharp (JS)

Attendees:

Lianne Sweeting Richardson Laurie Wilson (LW) (SHW)
(LSR) (Secretary) Officer

Summary Report of University Recruitment Corporate Communications

Executive Summary

This is the summary report of University Recruitment Safety, Health and Wellbeing activities for October 2018 to February 2019.

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: 11 February 2019

Approval Route

11 February 2019 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 2018 to February 2019.

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. Policy:
The University Recruitment Safety, Health and Wellbeing audit took place in October 2018, receiving the Assurance rating overall of – Significant Assurance.

4. Leadership

Regular cross-departmental health, safety and wellbeing update meetings have been scheduled with both the Safety, Health and Wellbeing lead for External Relations, Tracy Commons and the External Relations Safety, Health and Wellbeing Coordinator, Kerry Dawson, to ensure that Corporate Communications continues to be aligned across the whole service.

5. Training:
University Recruitment monitors staff completing the recommended/required training required via online provision. Compliance across the required e-modules to 11 February 2019 stands at:



DSE Training	88/97
DSE Assessment	91/97
Equality and Diversity	103/106
Managing Stress	17/18
Health and Safety Essentials	92/97

6. Health and Wellbeing:

Mental Health First Aid for HE, led by Chris McLay of HR, was held on 27 November 2018, 9 January 2019 and 14 February 2019. This is part of a programme of training arranged for staff with line management responsibilities. Further training courses have been arranged for University Recruitment colleagues with regards to the following topics between February and April 2019:

- Active Bystander – zero tolerance training
- Bounce Back – resilience training
- Introduction to Equality and Diversity
- Trans Awareness

HSE information about National Stress Awareness Day was circulated to all University Recruitment colleagues 07 November 2018.

Details of an Introduction to managing cancer in the workplace course delivered by Macmillan at Work looking at the impact of living with cancer, legislation around supporting colleagues, support available for employers and having conversations with colleagues about cancer held 5 February 2019 was circulated to all University Recruitment colleagues.

7. Accidents, near-misses and dangerous occurrences:

University Recruitment received notification that the cleaner had cut her hand on a soup tin whilst removing waste from the kitchens and that a second serrated tin incident had been narrowly avoided the following day. Hazard-warning reminder posters were placed in each of the kitchenettes and above all food bins.

12th December 2018 - A student ambassador, working on an on-campus school visit in James Graham Building, alerted a member of our Outreach Team that she thought she was going to have a seizure. Staff were aware that she did have an existing condition. The seizure did occur in the corridor a little later. First Aid – Hayley Farrington and Yvonne Rayner attended to her before paramedics arrived. No injuries were sustained.

8. First Aid and Fire: All University Recruitment First Aiders are currently up to date with their certification.

A fire evacuation from Bronte Hall occurred on 20 December 2018. This was a false alarm.

9. Environmental: Moth infestation continues to be a problem within Bronte Hall with adult moths being witnessed on the 2nd Floor corridor as of 11 February 2019 despite ongoing loft treatments.

10. Heating issues are being experienced within Bronte Hall. Estates Services identified a fault with the large pumps contained within the lower plant room which required replacement. Estates Engineers fitted new pumps and attempted to balance the system however issues with office temperatures within Bronte Hall continue.

Conclusion

The Committee is invited to note the report.

Summary Report of Student Services

Executive Summary

This is the summary report of the Student Services Leadership team meetings where Health & Safety discussions took place from July 2018 to February 2019.

Action Requested

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

Appendices

N/A

Author

Name: Nada Ellis
Job title: Head of Operations & Business Support
Date: 09 February 2019

Approval Route

11 February Priscilla Preston – Director of Student Services

SUMMARY REPORT OF STUDENT SERVICES

Introduction

- This is the summary report of the Student Services Leadership team meetings from July 2018 to February 2019. Recent copies of the full minutes are available at www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee or thereafter from the Secretary.

Recommendations and referrals

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

Major discussions

Below is a brief summary of Health & Safety matters that were discussed at the Leadership team meetings from July 2018 to February 2019.

- There has been 1 accident to report since the Health & Safety committee met in June 2018. The accident occurred in December and involved a member of staff when he visited the Disabled toilet on the 1st floor of Calverley. The air vent in the ceiling came crashing down and narrowly missed the member of staff but it did graze his back slightly. Security attended the incident and First Aid was deemed not necessary for the small injury. The HS1 was completed by Security and sent to the appropriate Services as listed on the form
- The Health & Safety Adviser audited Student Services in October 2018. Student Services was successful and feedback in November showed we had achieved 'Significant Assurance'. The Safety, Health & Wellbeing Coordinator produced an action plan following on from the audit feedback and tabled this at the November Leadership team meeting where it was discussed with an agreed timeline.
- The audit identified that Student Services would benefit from a local informal SHWAG group consisting of team members across the Service to assist the Coordinator in ensuring we are adhering to the Safety, Health & Wellbeing policy and the KPIs set out in the audit. The suggestion was due concerns over capacity to undertake the necessary tasks not non-compliance.
- It was agreed at the Leadership Team meeting that the workplace inspections normally held in December would be postponed because of the forthcoming office moves taking place in Priestley Hall. The moves would be in 2 phases, the first being in January and the 2nd phase sometime in March. It was agreed that a timeframe for the inspections would be scheduled once the office moves are complete and a period of settlement has taken place. Staff would also be enrolled on the DSE online module to ensure the correct set up of their workstation.
- New office layout plans for RB148 would be cascaded to the Leadership team by the Associate Director, Advice & Guidance for comment and suggestions. Easter 2019 has been suggested as

the date for the reconfiguration moves. Again, workplace inspections will ensue after the moves have been completed.

- The Student Experience team had now completed the First Aid training at work course.
- The Safety, Health & Wellbeing Coordinator informed the Leadership Team that the PAT testers were going through the tender process and the new supplier would be cascaded to the Schools/Services once selected. In addition, there are changes proposed on how PAT testing will be carried out in the future but feedback has suggested a more centralised approach.
- The Director for Student Services cascaded to the team the collated responses from the Team Stress Risk Assessments and identified the main themes. The Director of Student Services used the same format for the TSRA that was used by the School of Sport. The Leadership team, were asked to feed the results back to their teams and review monthly for comment and suggestions.
- It was reported that the stationary room in RB148 was untidy and the number of confidential waste bags could cause a potential fire hazard. It was agreed that the room would be inspected by managers on a regular basis to maintain health & safety standards.

Attendance

Present:

Name (Chair) Priscilla Preston

Member Nada Ellis

Member Claire Aydogan

Member Sarah Tomlinson

Member Claire McBrien/Jen
Cartwright

Member Jo Gibson

Member Jan Daley

Member Kathryn Hassell

Member Kate Dean

Member Andy Withey

Member Sheila Duxbury

Apologies:

Member

Attendees:

Name [Secretary]

Lucy Chapman



Common Themes Report

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.

Action Requested

This report is **for information**.

Appendices

Appendix A – Common Themes Report

Author

Name: Laurie Wilson
Job title: Health and Safety Advisor
Date: 08 February 2019

Approval Route

08 February 2019 Trevor Armour, Director of Estates Services

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:

1. University health and safety audit planning and preparation for delivery of submission reports and evidence collation. Additional discussion and planning has also been referenced around development of action plans
2. The upcoming Stress risk management audit to be delivered by external consultants SMC in March 2019
3. Updates provided and discussion evident around the planning for PAT across the university and the changes proposed regarding centrally testing and the new service provider.
4. Updates provided and discussion evident around wellbeing initiatives and updates regarding Occupational Health through the provision of SHW Committee reports and updates from Health and Safety Adviser at subsequent SLT/SHWAG.

Conclusions and recommendations

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



Accident and Incident Report

Executive Summary

The report summarises the accidents, injuries and dangerous occurrences within the University from 1st July to 30 September 2018, the third quarter. In addition the report also summarises the accidents, injuries and dangerous occurrences within the University for the period 1st October to 31 December 2018, the fourth quarter.

Action Requested

The Committee is invited to receive and note the report.

Appendices

Appendix A - Accident Report 3rd Quarter and 4th Quarter 2018.

Author

Name: Chris Domeracki
Job title: Senior SHW Adviser
Date: 14 January 2019

Approval Route

February 2019 Trevor Armour, Director of Estates

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 and 4th quarters of 2018.

Measuring performance in relation to health and safety can elucidate 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 (51) reported in the 3rd quarter was higher than in the corresponding quarter of 2017 (29).

This was due in part to an increase in the number of near miss/dangerous occurrences reported, which were up from (24), in the same quarter of 2017 to (49) within this quarter of 2018.

The number of injured persons (2), in this quarter was the lower in number as compared with the corresponding quarter of 2017 (5).

There was (1) RIDDOR accident to report in this quarter, (1) less in number compared to the same quarter of 2017.

The total number of accidents and incidents (48) reported in the 4th quarter was higher than in the corresponding quarter of 2017 (34).

This was due to an increase in the number of near miss/dangerous occurrences reported, up from (29), in the same quarter of 2017 to (44+1# =45) within this quarter of 2018.

The numbered of injured persons (3), in this quarter was lower in number as compared with the corresponding quarter of 2017 (5).

There was (1) RIDDOR accident reported in the 4th quarter of 2018, (2) less in number when compared to the same quarter of 2017(3).

#In addition - There was (1) dangerous occurrence in the 4th quarter, (1) more in number when compared to the corresponding quarter of 2017(0).

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 and 4th Quarters 2018.

Chris Domeracki, Senior SHW Adviser 4 February 2018

Leeds Beckett University – Accidents and Incidents 1 October to 30 December 2018

There were 48 incidents (excluding sports injuries) reported during the three-month period, compared to 34 in 2017. There was one accident reportable to the HSE within this quarter. A column headed 'Hazard Severity' is included to provide a breakdown of the accidents to employees. These are summarized in the table below.

	INJURED PERSON				
	Employees	Hazard Severity	Students	Visitors	TOTAL
Service Area					
BEE	1	1 Min			
ITS	1	1 Min			
SOS	0			1®	
Total Injuries	2	2 Min	0	1	3(5)
Dangerous Occurrences	44		1®	0	45(29)
Total Incidents	46		1	1	48(34)

Totals for 2017 are in brackets. There were 25* other HS1 forms received where the accident was classified as a 'slight' (compared with 19 in 2017).

RIDDOR classification is now only reportable if over 7 day's absence for employees.
 # - Identifies an 'over 3-day accident', but less than 7 days for employees. ® - Identifies the accident as reportable by the University, @ - Identifies the accident as not reportable.

RIDDOR Summary (Reported to HSE by LBU)

RIDDOR Summary	2018 4th Quarter	2018 Cumulative	2017 4th Quarter	2017 Cumulative
Cause				
Major Injuries	0	1	1	1
Over 7 Day Accidents	0	1	0	3
Occupational Health Disorders	0	0	0	0
Accidents to members of the public	1	1	2	4
Reportable Dangerous Occurrence	1	1	0	1
TOTALS	2	4	3	9

Major Injuries/ Health Disorders

There were no accidents to report in this category, and no reportable occupational diseases in this quarter. This is the same as in the corresponding quarter last year.

Over 7-Day Accidents

There were no accidents to report in this category during this quarter. This is the same as in the corresponding quarter of last year.

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

There was (1) accident to report in this category. This was one less than in the corresponding quarter last year.

An Invigilator had entered the Caedmon Hall building. It was reported that as she entered the building she had tripped up the internal step onto her right knee. She invigilated the exam, and then contacted the school office afterwards - seeking assistance to pick up the documents post exam, and that her knee had gone stiff. A first aider attended & the injured person asked to get a cup of tea, at the nearby refectory, and on the way out, the accident location was confirmed, and the injured person stated that she hadn't seen the step.

At the refectory - the accident form was completed/the injured person was advised to attend A&E, and a taxi was booked as she didn't want an ambulance, assistance was provided to get her to the taxi. A later phone call from the injured person confirmed a hairline fracture of her right knee.

The area where the accident occurred was checked, the area was well lit, the doors to the area were functioning correctly. There was good colour contrast between the floor mat on one side/the wooden floor on the other.

The step edge was highlighted to both sides with yellow/black grit based edging strip.

There was some dirt present on the stair edging - from rock salt that had been carried in from outside - but the stair edging was still clearly visible. The location was reported to Estate Services and was subsequently cleaned, and as a precaution an additional caution mind the step sign has been installed.

Dangerous Occurrences

During this quarter, there was (1) dangerous occurrences classed as Reportable to the HSE. This was one more than in the corresponding quarter last year.

Please note - there was no accidental release or escape of substance in this instance. ##
As part of a piece of coursework, a student had attended the Old Mill, at Old Lane Halifax. She had externally photographed the location (which was of her choosing), she did not enter the derelict building as briefed by staff in view of the dilapidation and the corrugated Asbestos roof. She picked up some stone/bits of rock as she described them, placed them in a shopping bag, and brought them into the University – for use in a plaster sculpture.

She subsequently took them into the 3D design workshop, to use in a plaster/resin sculpture. Once the plaster block had been cast, she approached a member of staff asking for the sculpture to have a process applied to it – when the member of staff spotted what he thought was a piece of suspicious material present, and the sculpture was quarantined.

The H&S team were informed and attended the location. The suspicious material was removed (using appropriate PPE), including one other piece in the shopping bag, double-bagged and taken to West Yorkshire Analytical Services. The work benches were damp wiped as a precaution – using appropriate PPE, the waste double bagged/labelled /securely stored for appropriate disposal by licensed contractor.

The result confirmed that the material was Asbestos Cement. The University specialist Asbestos contractor Lucian were contacted, the workshop area closed down – so that reassurance air sampling could be undertaken, bulk sampling was also undertaken at several locations within the workshop. The student was also interviewed and confirmed that she had not 'worked' the asbestos cement in any-way, this was also confirmed by staff in the area.

The reassurance air testing, scanning electron microscope testing, and all the bulk samples were all confirmed as clear. The conclusion from the specialist contractor based on the evidence was that there was no exposure from the Asbestos Cement. The student involved has been reassured, and staff in the workshop also informed. The plaster sculpture/shopping bag/waste material is to be disposed of via specialist licensed contractor.

Additional details have been put in place in terms of the course briefing, (the original of which had included a warning not to enter the premises, especially in view of the asbestos roof). Tighter controls in terms of materials that the students may wish to use/bring into the University have also been implemented. In addition, refresher Asbestos training has been arranged for workshop/key staff.

The incident/ location has also been reported to the Calderdale Council Environmental Health Service, to make them aware of the issue/action accordingly. The occurrence was also reported to the HSE as the enforcing authority.

Near Miss/Dangerous Occurrences (not reportable to HSE)

N.b. Does not include Dangerous Occurrence reportable to HSE

School/Service	Number
CARES Fire alarm activations (18 various) Lift entrapments (4). Car parked incorrectly and vehicle drove towards a member of security. Unauthorised use of lecture theatre in Rosebowl by One Love Society. Vehicle collision with structure on entry to Rosebowl car park down ramp. LBU driver suffered RTA due to taxi running into back of vehicle whilst delivering mail. Full evacuation of city centre buildings due to power failure from the main supply grid. Flood due to drainage in Farfax Hall. Building evacuated and closed. Small hole to glass window in coach house, cause unknown. Galliford Try contractor damaged cycle store roof whilst reversing large HGV vehicle onto CTAR site. Rough-sleeper became aggressive outside LSB. Bollard damaged outside North Lodge by student car. No water in LSB due to plant fault.ES reinstated water shortly after. Concrete bollard damaged by heavy goods vehicle reversing Skateboarders in RB car park underground. Gas leak outside Caedmon hall in main located to roadway Suspicious package left o/s city building, later found to be newspaper	37
ES Contractors suffered electric shock from groundworks due to original cable work. being poorly sealed. Contractors damaged gas pipe from groundworks whilst hand digging. Lift entrapment in Campus Central disabled lift. Person trapped released themselves causing damage to roof. Excavation barriers blown down around street lighting works due to wind A-frames blown down around campus due to wind Fire alarm activation Cavendish Hall due to contractor (Premier Pest) works Campus Central plant room left unsecure	7
TOTAL	44(34)

LEEDS BECKETT UNIVERSITY Includes injuries (excluding slight) reportable by accident form in the University accident reporting procedures

1 October – 31 December 2018 TYPE OF ACCIDENT	MACHINERY/EQUIPMENT FOR LIFTING AND CONVEYING	PORTABLE POWER OR HAND TOOL	ANY VEHICLE OR ASSOCIATED EQUIPMENT/MACHINERY	OTHER MACHINERY OR EQUIPMENT	PROCESSED PIPE-WORK OR BULK STRAGGLE	ANY MATERIAL SUBSTANCE OR PRODUCT BEING HANDLED/USED OR STORED	GAS VAPOUR, DUST, FUME OR OXYGEN DEFICIENT ATMOSPHERE	PATHOGEN OR INFECTIOUS MATERIAL	LIVE ANIMAL	MOVABLE CONTAINER OR PACKAGING OF ANY KIND	FLOOR, GROUND STAIRS OR ANY WORK SURFACE	BUILDING ENGINEERING STRUCTURE OR EXCAVATION UNDERGROUND WORKING	LADDER OR SCAFFOLDING	CONSTRUCTION FROM WORKING SHUTTERING AND FALSEWORK	ELECTRICITY SUPPLY CABLE WIRING APPARATUS OR EQUIPMENT	ENTERTAINMENT OR SPORTING FACILITIES OR EQUIPMENT	HOURS REPORTABLE	ANY OTHER AGENT	TOTAL
CONTACT WITH MOVING MACHINERY/MATERIAL BEING MACHINED																			0
STRUCK BY MOVING/FLYING/FALLING OBJECTS																			0
STRUCK BY MOVING VEHICLE																			0
STRUCK AGAINST SOMETHING FIXED OR STATIONARY																			0
INJURED WHILST HANDLING, LIFTING OR CARRYING (STRAINS)				21, 31															2
SLIP/TRIP/FALL AT SAME LEVEL											67								1
FALL FROM A HEIGHT																			0
TRAPPED BY SOMETHING COLLAPSING/OVERTURNING																			0
DROWNING/ ASPHYXIATION																			0
EXPOSURE TO CONTACT WITH HARMFUL SUBSTANCES																			0
EXPOSURE TO FIRE																			0
EXPOSURE TO EXPLOSION																			0
CONTACT WITH ELECTRICAL DISCHARGE																			0
ANY OTHER AGENT																			0
TOTAL	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	3

Please note – the numbers in the accident categories on the table relate to the accident log reference number

26 February 2019

Road Safety Event Report

Executive Summary

The report summarises the activity that took place on the 5 December 2018, at Headingley Campus in relation to the road safety.

Action Requested

The Committee is invited to receive and note the report.

Author

Name: Chris Domeracki
Job title: Senior SHW Adviser
Date: 9 January 2019

Approval Route

6 February 2019 *Trevor Armour, Director of Estates*

Road Safety Event 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. Following the previous road safety event that took place earlier in the year on the 24 January 2018, a further road safety event involving the taxi and vehicle licensing team, was planned, and took place on the 5 December 2018.

A new radar Speed Indicator Device was loaned from Leeds City Council Road Safety Unit, and it was deployed on South Drive – utilising the taxi & vehicle licensing vehicle to protect it from the heavy rain.

Due to the weather conditions on the day – were heavy rain and very cold – 4 degrees Centigrade, drivers entering and leaving campus complied well with the speed limit of 20 mph, with none of the vehicles monitored having exceeded the speed limit.

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.

CARES security staff assisted through CCTV monitoring of the events.

A total of 11 vehicles were stopped during the morning with feedback and details received from Leeds City Council Taxi & Vehicle Licensing for the following 11 vehicles:

05/12/2018	08:00	LS6	CHURCHWOOD AVE	10228	WV13NRJ	4910	UBER	Satisfactory
05/12/2018	08:00	LS6	CHURCHWOOD AVE	2631	FY12OWX	6275	Wheels	Satisfactory
05/12/2018	08:47	LS6	CHURCHWOOD AVE	5003	WX64XDT	1516	UBER	Rectification
05/12/2018	09:50	LS6	CHURCHWOOD AVE	1186	YT63FNZ	8859	UBER	Satisfactory
05/12/2018	09:05	LS6	ST CHADS DRIVE	493	L44DAU	346	Streamline/Telecabs	Satisfactory
05/12/2018	09:10	LS6	ST CHADS DRIVE	10778	MM18HBL	4857	UBER	Satisfactory
05/12/2018	09:15	LS6	ST CHADS DRIVE	19199	FY64YVT	3464	Amber Cars	Satisfactory
05/12/2018	09:20	LS6	ST CHADS DRIVE	3847	EX12AGU	3383	UBER	Satisfactory
05/12/2018	09:25	LS6	ST CHADS DRIVE	6134	CE62VSM	8313	Pudsey B Line	Satisfactory
05/12/2018	09:40	LS6	ST CHADS DRIVE	10107	RO62KFN	8980	UBER	Satisfactory
05/12/2018	09:55	LS6	ST CHADS DRIVE	3969	FL65OJK	3587	UBER	Satisfactory

All of the vehicles checked were from a variety of Private Hire Operators. There were no suspensions.

Out of the 11 vehicles stopped – and only 1 vehicle required ‘rectification’ of an issue. The rectification was for minor issues with lights and stickers, (breach of licensing conditions).

Conclusions and recommendations

The event was considered, a success, with the continuation of high levels of compliance noted by the majority of operators attending Headingley campus.

The sustainability team were informed of the findings from the Leeds City Council Taxi & Vehicle Licensing Officers in relation to the checks undertaken.

Thank you to CARES staff, Leeds City Council Road Safety Unit and the Taxi and Vehicle Licensing Officers for their assistance with the events.

A further event, is planned for 2019.

The Committee is invited to receive, consider and comment on the report.

Author

Chris Domeracki
Senior SHW Adviser
9 January 2019



26 February 2019

Portable Appliance Testing (PAT) Tender Update

Executive Summary

This report is to update the Committee regarding the current proposals to change the procedure for undertaking PAT throughout all university premises

Action Requested

This report is **for information**.

Appendices

Appendix A – PAT Tender

Author

Name: Laurie Wilson
Job title: Health and Safety Adviser
Date: 25 January 2019

Approval Route

05 February 2019 Trevor Armour, Director of Estates

Portable Appliance Tender Update

Introduction

Currently the university has undertaken its PAT programme through a nominated supplier that being Veriserv (formerly Electrotest) through the North Western Universities Purchasing Consortium or NWUPC.

The following Suppliers are appointed to the Framework Agreement for the below Lots:

Supplier	Lot 1	Lot 2	Lot 3	Lot 4
Calbarrie Compliance Services Ltd	Yes	Yes	Yes	Yes
Circuit Electrical Testing Ltd	Yes	Yes	Yes	Yes
Elecheck (EST) Ltd	No	Yes	No	Yes
Veriserv Ltd (formerly Electrotest Services)	Yes	Yes	Yes	Yes
Guardian Electrical Solutions Ltd	No	Yes	No	Yes
Lantei Ltd	Yes	Yes	Yes	Yes
Norwood Electrical (UK) Ltd	Yes	Yes	Yes	Yes
Owen & Palmer Ltd	No	Yes	No	No
Comply 2 (formerly P & R)	No	No	Yes	Yes
PHS Compliance Ltd	Yes	Yes	Yes	Yes
Quantec Consultants Ltd	No	Yes	No	Yes
Safety Test (UK) Ltd	Yes	No	No	No
SS Testing Ltd	Yes	Yes	Yes	Yes
OCS (formally TM Facilities)	Yes	Yes	Yes	Yes

Veriserv have been the preferred supplier through the consortium since they were set up as the PAT provider in 2012, and this was managed centrally through the Health and Safety Office.

The current process works by each area defining their own preferred date of visit, meet and greet through the Safety Health and Wellbeing Coordinator (SHW) or nominated person, with budgets raised singularly per area and contractor induction carried out for each area visited. This has meant there has been a lot of duplication of effort on behalf of the SHW Coordinators and difficulty in allocation of suitable dates to visit by Veriserv.

Due to a decline in customer service by Veriserv, the contracts manager for Veriserv updated the Health and Safety office regarding no longer being able to meet the university expectations and delivery on customer service as a number of missed visits and rearranged visits were taking place due to the allocation of engineer resource by Veriserv. A number of SHW Coordinators when canvassed reported a drop in customer service and numerous times engineers were not attending the university when booked.

During the Health and Safety Audit Training Workshops delivered in 2018 PAT was raised for discussion with SHW Coordinators and their views and opinions canvassed, where it was overwhelmingly in favour of returning to a centrally managed PAT process lead by Estates Services.

The decision was then taken after consultation with the Director of Estates and Finance to tender the PAT provision to those as above on the Consortium.

The tender was drawn up collectively by Finance and the university Health and Safety Advisor, with Tenders being sent out through Finance early December. Three tender returns were submitted and scored appropriately via Finance and the University Health and Safety Adviser in January 2019.

The start date of commencement for the new incumbent was set for mid- March 2019 with meetings set up with the new supplier late January 19.

Circuit Electrical Testing were successful in winning the tender for PAT and the university's Health and Safety Adviser will meet with the contracts manager on the 28th January to discuss the mobilisation of the new contract. Further updates will be advised to appropriate colleagues when the process and PAT contract is mobilised. Asset reports have been received from Veriserv and have been sent across to the Accounts manager for CET, and a meeting has been scheduled with the Accounts Manager on the 11th February to discuss mobilisation.

Conclusion and Recommendations

The university will have a new provider for PAT from March 2019 and this report is to update SHW Committee members and the wider university with the appropriate detail around PAT, and the changes to process for PAT in schools/services and departments.

Author

Laurie Wilson

4/2/19

26 February 2019

Fire Safety Management Update Feb 2019

Executive Summary

This paper contains a summary report to update the Committee in relation to Fire Safety Management across the university estate

Action Requested

This report is for information.

Appendices

None

Author

Name: Paula Johnston
Job title: Fire Safety Adviser
Date: 6th February 2019

Approval Route

February 2019 *Trevor Armour, Director of Estates*

Fire Safety Management Update 2019

Introduction

As part of the University commitment to manage fire safety, the details below a summary of actions:-

University Fire Risk Assessment

Fire Risk Assessments have been carried out for nine buildings in total during this period. These included four buildings on our City Campus, 4 on our Headingley Campus and one externally leased building through Business Enterprise. Where fire safety control measures were identified for improvement, 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, such for example issues relating to fire stopping, damage to fire doors and general housekeeping.

Revised Fire Evacuation Strategy – City Campus

Work has continued to progress on the revised fire evacuation strategy for Lesley Silver, Woodhouse (and lecture theatres), Portland, Portland new entrance and Calverley buildings. The purpose being to improve effectiveness of evacuations whilst reducing the impact to staff and student experience. Actions taken have included upgrades to the existing fire alarm system, and additional signage to support the revised strategy. Work has commenced to updating procedural documents and identifying training needs for CARES Security Colleagues and additional resource documentation is being developed on the new cause and effect of the fire alarm integration.

Fire Safety Policy / Fire Safety Arrangements

The Fire Safety Policy has recently been updated to reflect the reporting change of the Health & Safety team from Human Resources to Estates Services. Work has commenced to incorporate the Fire Regulations and Procedures document within the Fire Safety Arrangements document. This will reduce duplication and provide one point of reference for all fire safety management related information. Updates will be effected to both documentations as and when any significant changes are notified to systems and procedures i.e. CC Evacuation Strategy.

Training

Fire Safety Awareness training has been carried out with a number of colleagues within the SU area. This included general fire safety, key fire safety features within their work area and fire evacuation. Further sessions are planned for all staff within this area as part of staff development and also for LBU and Yorkshire Cricket staff at the Pavilion. This will help to facilitate local fire safety management and additionally enable building users to react proactively in the event of an emergency situation arising.

External Occupied Premises

Support has been 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, Piece Mill, Halifax and Prime Studios, Blueberry Hill Studios and AW Hainsworths. Support has included advice on fire evacuation procedures, compartmentation for high risk areas, fire detection and alarm systems and evacuation chair training.

Work has continued in building relationships with Accommodation Partners to ensure that due diligence around fire safety management is in place. These include attending the UPP management meeting, reviewing samples of Fire Risk Assessments and being part of the Campus and Residential Services working group to create an Accommodation Audit Compliance Framework for LBU Accommodation Partners.

Fire Drills

Autumn Fire Drills have been undertaken and completed for all buildings that form part of the University Estate based upon the Fire drill cycle and risk level of the building i.e. occupation numbers/sleeping accommodation. Fire Drills have also been carried out for external leased premises from which Leeds Beckett University operate. A separate report is produced detailing the outcome of all Fire Drills and presented to the February SHW Committee. Records of fire drills have been reviewed for all accommodation partners as part of the Accommodation Audit Compliance Framework.

KPMG Audit

The final report was received for the Fire Safety Planning audit for 2017/2018, conducted by KPMG, with significant input and provision of evidence from Estates colleagues. The summary findings derived from the audit report was for **significant assurance** with minor improvements required to be progressed. Work is ongoing at present to close out the actions and these are detailed below:

5 recommendations for improvement in total (0 high, 4 medium risk and 1 low risk).

Medium risk actions

- The Fire Safety Policy should include defined time frames for resolution of FRA actions and the supporting arrangements appendix should be refined in future iterations to formalise some of the aims into measurable objectives.
- Actions raised through the Fire Risk Assessment should be given a unique identifier to allow easy reconciliation to the action log for completeness.
- FRA action logs should assign clear ownership and responsibility for ensuring timely completion and sign off approving completion to each action.
- Monitoring of completion of FRA actions should form part of the reporting to the SHW Committee.

Low risk action

- The Fire Safety Policy and supporting arrangements and regulations should be reviewed for consistency and updated as required through the next iteration.

Work is underway to incorporate all recommendations into the current FRA process and these are due to be implemented shortly.

Estates Projects

The Health & Safety team have continued to provide fire safety guidance for both major projects and minor works. These include advice relating to the fire strategy and/or fire management process for the Creative Arts building and Carnegie Teaching and Research building. The Health and Safety team have provided guidance and feedback relating to the Fire section of the LBU Design Standards.

Autumn Fire Drills 2018

Executive Summary

This paper contains a summary report to update the Committee on the Autumn Fire Drills testing held in within the autumn period

Action Requested

This report is **for information**

Appendices

None

Author

Name: Paula Johnston
Job title: Fire Safety Advisor
Date: February 2019

Approval Route

February 2019 *Trevor Armour, Director of Estates*

Autumn Fire Drills

Introduction

1. In order to ensure compliance with fire legislation, it is important to ensure that the University buildings can be evacuated within a reasonable time in an emergency.
2. The fire alarm testing by Estates Services is now undertaken during the afternoon in order to ensure a greater awareness of the sound of the fire alarm.
3. Examinations, assessments and student presentations were duly considered during the planning of the autumn fire drills, and the fire drills commenced early within semester 1 for the City Campus. Headingley fire drills duly followed.
 4. 53 (50) fire drills were undertaken including City Campus, Headingley Campus and external premises utilised by the University.
 5. The fire drills were extended over several weeks, the order and timings of which were modified when compared to the previous timetable of drills.
 6. Fire drills were undertaken in conjunction with landlords where Leeds Beckett University use part of a building via lease agreement.
 7. 6(6) 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.
 8. Out of the 47 (44) buildings that were occupied, a very positive performance was recorded. 41(39) buildings 87% (89%) achieving evacuation under or equal to, the optimum times.
 9. 3(2) buildings were just outside the optimum time. 2 buildings were noted as densely occupied, 1 building was affected by 1 persons delayed evacuation.

Note – Figures in brackets represent the number of buildings in Autumn 2017

Findings

1. Due to the fire alarm being linked, the fire drill for the PD/CL buildings also incorporated the PD Entrance and the Woodhouse and Leslie Silver buildings.
Fire monitors were present within each building at strategic locations to enable observation of the buildings evacuation performance and feedback to the SHW Adviser leading the drills.
2. Re-entry to the LSB building was delayed due to conflict in communication. It has been agreed that the Health and Safety team will control communication during fire drills including confirmation of when alarm may be reset and re-entry to the building can commence.
3. Three buildings that were 30s above the optimum time were the PD/CL/PD Entrance (39s over) Northern Terrace (51s over) and Cavendish (42s).
4. The buildings under 30s above the optimum times were the Broadcasting Place B (6s), Priestley Hall (3s) and Headingley Carnegie Pavilion (15s).
5. The security process for managing evacuation and re-entry was noted as being well managed across the University Estate.
6. Where evacuation times were influenced by person(s) slow to evacuate, these were addressed immediately via a discussion between the individual(s) and a member of the Health & Safety team.
7. 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.
8. The safety refuge system was successfully utilised in both Portland and Broadcasting Place B.
9. All evacuees were thanked for their co-operation. 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.
10. 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.
11. 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.

City Campus

Building	Date & Time	Evacuation Time	Optimum Time
Q.Square House	24/10/18 9.15am	2m:24s	3m
Problems Encountered / Observations			Action
1. 4 Fire Wardens noted.			

Building	Date & Time	Evacuation Time	Optimum Time
14 Queen Square	18/10/18 10.45am	0m:0s	3m
Problems Encountered / Observations			Action
1. Building unoccupied – no issues.			

Building	Date & Time	Evacuation Time	Optimum Time
15 Queen Square	12/10/18 10.00am	1m:04s	3m
Problems Encountered / Observations			Action
1. 1 Fire Warden noted.			

Building	Date & Time	Evacuation Time	Optimum Time
10 Queen Square	12.10.17 9.33am	0m:0s	3m
Problems Encountered / Observations			Action
1. Building Unoccupied. 2. Alarm only sounded in basement and ground floor, reported to ES MA helpdesk. Once reset, alarm resounded after approximately 15 minutes. The alarm engineer has subsequently addressed both faults and the alarm is now operational throughout the building.			ES

Building	Date & Time	Evacuation Time	Optimum Time
9 Queen Square	12.10.17 9.41am	1m: 15s	3m
Problems Encountered / Observations			Action
1. 2 Fire Wardens noted. 2. Chair blocking rear fire exit – ground floor (removed prior to fire evacuation). Fire Safety Adviser advised staff on need to ensure exit kept clear. Regular checks required. 3. 1 occupant slow to move from first floor – Fire Safety Adviser reminded occupant of need to evacuate swiftly, on the day. 4. 1 person noted as having a dog present – security and Fire Safety Adviser advised owner of restrictions.			Enterprise Operations

Building	Date & Time	Evacuation Time	Optimum Time
Woodhouse	25/10/18 9.10am	3m:38s	4m
Problems Encountered / Observations			Action
# Most out in 3m:11s			
1. 2 x SU Bar staff undertook fire warden duties.			ES
2. Fire doors between MG04 and MG03 did not close. Reported on MA Helpdesk. Action now completed.			ES
3. Fire doors between LG14 and LG13 did not close. Reported on MA Helpdesk. Action now completed.			ES
4. Sounders reported as low in Events Hall. Reported on MA Helpdesk. Action now completed.			ES

Building	Date & Time	Evacuation Time	Optimum Time
Problems Encountered/ Observations			
Portland/New Entrance/Calverley Buildings	25/10/18 9.10am	* 5m:39s	5m
Problems Encountered / Observations			Action
1. * The majority of evacuees were out in under 5m.			ES
2. Occupants turned right at bottom of Portland stairs selecting a longer escape route. Signage required (arrow right) at bottom of stairs to direct to nearest exit. Reported on MA Helpdesk.			ES
3. Door from Portland link bridge level 4 did not release. Reported on MA Helpdesk. Now resolved.			ES
4. Evacuation route was slightly impeded within CARES bins in basement of Lesley Silver Building. Reported to H&S Coordinator.			CARES
5. Escape route in High Voltage Corridor below former Concourse was not lit. Reported to Engineering Officer. Lighting now upgraded.			ES
6. Fire doors in Student Union between 115 and 119 in Portland did not close. Reported on MA Helpdesk. Now completed.			ES/Pointer
7. Staff could not hear sounder in Calverley 310. Reported on MA Helpdesk – Now completed.			
8. Fire Wardens were present from all buildings - 9 noted.			

Building	Date & Time	Evacuation Time	Optimum Time
Broadcasting Place A	25/10/18 10.30am	3m:09s	3min 30sec
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1 x occupant on crutches remained in 3rd floor refuge area and location reported to security. 3 Fire Wardens noted. 			

Building	Date & Time	Evacuation Time	Optimum Time
Broadcasting Place B	25/10/18 10.15am	*4m:06s	4min
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> * All occupants out in 3m:20s – 1 person slow to leave – Fire Safety Adviser reminded them of the need to evacuate immediately. Manual override buttons were not used to open ground floor workshop doors, held on security protocol. H&S team verbally reminded staff of need to utilise manual override. 3 Fire Wardens noted. 			

Building	Date & Time	Evacuation Time	Optimum Time
Cloth Hall Court	20.10.17 9.00am	3m.12s	4min
Problems Encountered / Observations			Action
1. No issues - evacuation went well with 4 FW observed.			

Building	Date & Time	Evacuation Time	Optimum Time
Electric Press	11/09/18 2.30 pm	3 m: 27s	4min
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> Most evacuees out in under 2m 38s. 2 x Fire wardens noted – (noted 2 fire wardens on leave – drill was centre led and held earlier in the year than usual). Some fire doors were left propped open on L2. Observed as temporary wedges – staff member moving heavy equipment at time. Raised with staff member at the time that doors must be released. Rep to H&S coordinator and Fire Wardens. Carriage works allowed staff to reenter their building prior to alarm being reset. Reported to LCC representative immediately post evacuation. 			H&S reported to centre manager

Building	Date & Time	Evacuation Time	Optimum Time
Rose Bowl	18/10/18 9.15am	4m:27s	4min 30sec
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. Double fire doors adjacent to servery not closing in frame. Reported on MA Helpdesk and adjustment to doors now completed. 2. 7 Fire Wardens noted. 			ES

HEADINGLEY CAMPUS

Building	Date & Time	Evacuation Time	Optimum Time
Bronte Hall	17/10/18 10.15am	2 m:14s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. Student in wheelchair had difficulty opening doors. Fire Safety Adviser met with student after drill and Personal Requirements were put in place. 2. 2 Fire Wardens noted. 			H&S

Building	Date & Time	Evacuation Time	Optimum Time
Leighton Hall	15/10/18 11.40am	2m:41s	3m
Problems Encountered: Observations			Action
<ol style="list-style-type: none"> 1. G17 bell reported as dull / low sounding levels. Reported on MA Helpdesk. Sounder level adjusted. 2. G16 Fire door not closing in frame. Reported on MA Helpdesk, adjustment completed. 3. G.17 Door guard failed – H&S advised staff member on action to take. 			ES
			ES

Building	Date & Time	Evacuation Time	Optimum Time
Priestley Hall	15.10.18 09.25 am	3m:03s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. 2 Fire wardens noted. 2. G11 Fire door not closing in frame. Reported on MA and adjustment completed. 3. Door to north entrance not closing in frame. Reported on MA Helpdesk and adjustment completed. 			ES
			ES

Building	Date & Time	Evacuation Time	Optimum Time
Caedmon	31.10.17 9.15am	2m:14	3m
Problems Encountered / Observations			Action
1. 1 st floor corridor door left hand leaf didn't release. Reported on MA Helpdesk, now resolved. 2. 2 Fire Wardens noted.			ES

Building	Date & Time	Evacuation Time	Optimum Time
Carnegie Teacher Education Building	09/10/18 10.05am	1 m:17	3m
Problems Encountered / Observations			Action
1. 1 Fire Warden noted. 2. G01 door dropped in frame. Reported on MA Helpdesk and adjustment completed.			ES

Building	Date & Time	Evacuation Time	Optimum Time
Campus Central	05/10/18 9.10am	2 m:22	3m
Problems Encountered / Observations			Action
1. Fire door wedged open on first floor rear student union corridor by Contractors. Removed and Fire Safety Adviser spoke to contractors. 2. 3 x Fire Wardens noted. 3. Kitchen gas isolation systems worked well.			

Building	Date & Time	Evacuation Time	Optimum Time
Macaulay	17/10/18 10.00am	2m:58s	3m
Problems Encountered / Observations			Action
None			none
1. 2 Fire Wardens noted.			

Building	Date & Time	Evacuation Time	Optimum Time
The Cottage	9/10/18 10.10am	1m: 14s	3m
Problems Encountered / Observations			Action
1. Fire door wedged open between porters room and kitchen. Laurie Wilson raised the matter directly with Stephen Thackray immediately after the drill. 2. 0 Fire Wardens noted – low staff all vacated.			CARES

Building	Date & Time	Evacuation Time	Optimum Time
North Lodge	9/10/18 10.32am	1m: 08s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. Business enterprise – no issues noted. 2. 0 Fire Wardens noted – low occupancy, all vacated. 			

Building	Date & Time	Evacuation Time	Optimum Time
South Lodge	09/10/18	0m: 57s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. 1 Fire Warden noted. 			

Building	Date & Time	Evacuation Time	Optimum Time
Churchwood	09/10/18 10.35am	1m: 20s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. Large green canvas bag restricting opening of ground floor fire door. H&S addressed spoke with staff on the day and bag relocated to ground floor store room. 			Morelife

Building	Date & Time	Evacuation Time	Optimum Time
Estates Workshop	9/10/18	1m: 25s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. 0 Fire Warden noted. Low occupancy, all staff evacuated. 			

Building	Date & Time	Evacuation Time	Optimum Time
Cavendish Hall	15/10/18 11.25am	3m:42s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. 2 Fire Wardens noted. 2. Occupancy was high due to presence of staff/students displaced from Fairfax due to flood incident. This is believed to be reason for extended evacuation time. 			

Building	Date & Time	Evacuation Time	Optimum Time
The Grange	17/10/18 1.00pm	2m:24s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. 2 Fire Wardens noted. 2. No issues. 			

Building	Date & Time	Evacuation Time	Optimum Time
The Coach House	17/10/18 1.45pm	1m:28	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 2 students present. 0 Fire Wardens noted. 			

Building	Date & Time	Evacuation Time	Optimum Time
Fairfax Hall	5/11/18 9.30 am	2m:17	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> Occupants from labs were observed as not using nearest exit. Raised with Safety Coordinator after the drill by H&S 2 Fire Wardens observed. 			H&S

Building	Date & Time	Evacuation Time	Optimum Time
James Graham	15/10/18 9.40 am	3m :54s	4m 30s
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 3 Fire Wardens noted. 2 students attempted to enter whilst drill was in progress. Security addressed at the time. G41A Silent study – students wearing headphones did not respond. Fire wardens check this area but beacons to be considered. Boxes were stored near left on ground floor west. Sounders reported as dull in main social space. ES Ma put on system and adjustments made. 			ES H&S ES

Building	Date & Time	Evacuation Time	Optimum Time
Carnegie Hall	15/10/18 10.05 am	2m:42s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 205 door wedged open. Removed and Fire Safety Adviser spoke to staff on the day. Rear fire exit door not closing into frame. Reported on MA Helpdesk and adjustment completed. G4 door not closing in frame. Reported on MA Helpdesk and adjustment completed. 			ES ES

Building	Date & Time	Evacuation Time	Optimum Time
Carnegie Annexe Gym/Tennis Ct're	17/10/18 9.30am	2m.58s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. Fire panel noted as loose from wall behind main reception desk. Reported on MA Helpdesk and repair carried out. 2. Sports operatives acted as Fire Wardens undertaken sweep of all areas and actively directed staff to assembly points. 			ES

Building	Date & Time	Evacuation Time	Optimum Time
CRI Hall	17/10/18 1.15pm	2m:10s	3m
Problems Encountered / Observations			Action
1. 3 Fire Wardens were noted.			

Building	Date & Time	Evacuation Time	Optimum Time
Blue Sports Hall	17/10/18 9.40am	1m:12s	3m
Problems Encountered / Observations			Action
1. Items partially restricting access to central rear fire escape doors. Senior H&S Adviser reported to staff after the evacuation.			SALS
2. Recycling bin restricting access to Fire Extinguisher within Hall. Senior H&S Adviser reported to staff after the evacuation.			SALS

Building	Date & Time	Evacuation Time	Optimum Time
Green Sports Hall	17/10/18 9.55am	0m: 57s	3m
Problems Encountered / Observations			Action
1. Swift evacuation supported by sports staff.			none

Building	Date & Time	Evacuation Time	Optimum Time
Swimming Pool /Dance studio	17/10/18 2.00pm	2m:43s	3m
Problems Encountered /Observations			Action
<ol style="list-style-type: none"> 1. Canoes stored adjacent to rear of building require relocating to more suitable storage area. 2. Fire Action notice at pool entrance not mounted – on floor. Reported on MA Helpdesk and action completed. 3. Pool occupants held in holding area adjacent to entrance in line with evacuation plan. 4. Dance studio fully occupied. 			SALS/SPO RT ES

Building	Date & Time	Evacuation Time	Optimum Time
Queenswood	15/10/18 10.55am 10.35am	0m:57s	3m
Problems Encountered			Action
<ol style="list-style-type: none"> 1. 1 person present. 2. Unable to access flat – door locked. Fire monitor knocked on door and shouted to identify if persons present. 			

Building	Date & Time	Evacuation Time	Optimum Time
LRC	6/11/2018	0 m:0s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. Building Empty. 2. Beacons externally checked. 			H&S

Building	Date & Time	Evacuation Time	Optimum Time
New Temporary Changing Rooms	15/10/18 10.10am	0 m:0s	3m
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. Building empty – Alarm activated and doors checked. 2. Outer door not latching shut – room 1. Reported on MA Helpdesk. 3. Electrical distribution cupboard unlocked and no hazard signs in place – room 7. Reported on MA Helpdesk. 			ES ES

Building	Date & Time	Evacuation Time	Optimum Time
Outdoor reception	15/10/18 10.20am	0m:0s	3m
Problems Encountered / Observations			Action
1. Building empty. 2. Rear fire escape restricted due to large tyres. Fire Safety Adviser reported to staff member immediately after the drill.			SALS

Building	Date & Time	Evacuation Time	Optimum Time
Pavilion	15/10/17 10.30am	1m:44s	3m
Problems Encountered / Observations			Action
1. 16 people present – no issues. 2. FW noted for LCC.			

Building	Date & Time	Evacuation Time	Optimum Time
ES Grounds premises	15/10/18 10.40am	0m:37	3m
Problems Encountered / Observations			Action
1. 1 person present – no issues.			

Building	Date & Time	Evacuation Time	Optimum Time
Carnegie Pavilion	9/10/18 9.10am	4m 15	4m
Problems Encountered / Observations			Action
1. Only 1 fire warden noted (G4 security) for LBU. 2. Yorkshire Cricket had fire wardens available but they did not make their presence known outside the building. 3. Portable flip chart stand obstructing fire door in room 268. Fire Safety Adviser spoke with occupant at the time and the flip chart was relocated. 4. Students spilled onto road. G4 security addressed immediately *Note – The building was densely occupied. People exited in a steady flow.			CARES LCCC

Building	Date & Time	Evacuation Time	Optimum Time
Carnegie Stand	22/11/18 9.30am	3m:04	4m30s
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. 4 Identifiable staff acted as fire wardens. 2. Building was densely occupied. 3. Some confusion over assembly point due to construction work – communication was sent to staff to confirm carpark F until further notice. 4. Double fire door set on level 2 noted as not fully closing – reported to Leeds Rugby. Adjustment completed 5. New touch screen protect fire panel – operational instruction provided to LBU electrician and fire safety adviser. 			<p>H&S</p> <p>Leeds Rugby</p>

OTHER BUILDINGS

Building	Date & Time	Evacuation Time	Optimum Time
Unit3 Roundhay Rd	8/10/18 3.42pm	0 m:5s	3min 0sec
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. 4 people present. 2. Checks completed of Emergency Lights/Power Shut Off, Compressed Gas Cylinders and Flash Arrestors. 3. New fire exit door in place but has not been fitted with 'push bar to open signage. Reported on MA Helpdesk. 			ES

Building	Date & Time	Evacuation Time	Optimum Time
Bond Terrace Wakefield	6/11/18 10.00am	1m:09s	3min 0sec
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. Occupants did not readily move to assembly point – Fire Safety Adviser spoke to all present after the drill. 2. 1 office door wedged open – Fire Safety Adviser raised with enterprise team after the drill. 			

Blueberry Hill Studio	21/11/18 10.30am	1m: 36s	3min 0sec
Problems Encountered / Observations			Action
<ol style="list-style-type: none"> 1. Not all occupants left the building without being prompted. 2. Fire warden (blueberry hill staff) were not aware of how to manage the fire drill (checking building, confirming panel reset before allowing re-entry). 3. Fire action notices and fire assembly point signage was not present. <p>**Comprehensive guidance and instruction was provided by SHW team within 48 hours of the fire drill.</p>			Blueberry Hill Director with guidance from SHW

Wellbeing Update

Executive Summary

This report provides an update on the management of Wellbeing at the University. This includes detail regarding the proactive wellbeing related activity undertaken by the Wellbeing & Occupational Health team and HR Services. It also provides an update on the November visit from the Health and Safety Executive.

Action Requested

This report is **for discussion**. Members are invited to receive and discuss the report

Author

Name: Laura Flatman
Job title: Head of Strategic HR Projects
Date: 06 February 2019

Approval Route

07 February 2019 *Natalie Saunders, Director of Human Resources*

Wellbeing update

Introduction

1. This report provides an update on the management of wellbeing at the University, including the proactive, wellbeing-related activities undertaken by the Wellbeing and Occupational Health team in line with the People Strategy aim of supporting colleagues to be their best selves.

Supporting colleagues to be their best selves

2. To support the implementation of the Wellbeing and Mental Health framework and action plan, a Wellbeing Manager has been appointed on a two year fixed term contract. The purpose of this role is to build increased engagement and wellbeing across the University. Our new appointee, Sarah Moore, comes with a wealth of relevant experience working in other organisations delivering a similar agenda. Sarah commenced in post in January and is currently engaging in a full induction programme to the University.
3. In line with the financial wellbeing aspect of the framework and in response to requests from colleagues, we have collaborated with Yorkshire Bank to deliver a series of Financial Wellbeing information sessions for colleagues. These sessions will run on a quarterly basis in the first instance and the aim is to help colleagues feel confident about their finances, through better money management, budgeting, saving and borrowing.
4. In addition to the financial wellbeing sessions, we are developing retirement planning sessions for colleagues and these will commence in April 2019.
5. In collaboration with Sports and Active Lifestyle, Occupational Health are now able to refer colleagues to SALs for support. SALs will be able to offer colleagues advice and they will benefit from a free 3 month membership of the gym to support recovery from a particular injury or procedure. The first colleague was referred in January 2019.
6. We are working in partnership with Able Futures, the Access to Work Mental Health Support Service, which is funded by the Department of Work and Pensions. The programme provides us with advice on supporting colleagues with a mental health condition – this is particularly helpful for supporting colleagues who are in work. Able Future are delivering a joint development session in March to both union and HR colleagues.

Health and Safety Executive/Stress Management

7. The HSE re-visited the University between 19-21 November 2018 and met with colleagues from HR and Sports and Active Lifestyles as well as Union representatives. The purpose of the visit was to review progress in line with the stress management action plan that had been developed, following the original visit in 2017. The visit was successful and the HSE noted the 'significant progress' against the written action plan that had been made and requested a number of our documents to be able to cite them as areas of good practice. The HSE made some recommendations and these will be taken into account as part of the follow up audit with SMC. The HSE also confirmed that they do not propose to carry out any further follow up visits.

8. We are working with SMC consultancy to agree the terms of reference to complete an audit in March 2019 of the new arrangements pertaining to work-related stress, including the School/Service risk assessments, which were implemented in 2018. The outcome of this audit will be presented to the Safety Health and Wellbeing Committee.

Wellbeing Events and Campaigns

9. Occupational Health launched a 'Fighting Fit for Winter' campaign for the University during October/November. This campaign provided advice and information to colleagues on how to stay well this winter, covering nutrition, hygiene and exercise.
10. Colleagues in Occupational Health have delivered sessions on the Menopause for CARES, there are also plans to deliver this more widely within the University.
11. Marking World Cancer Day on 4 February, two colleagues shared their personal experiences of having cancer through blogs on the staff news web pages, these blogs have received excellent feedback and interest from colleagues. Managers from across the University attended a Macmillan 'cancer at work' advice session to increase their knowledge of how to support colleagues coping with cancer.

Wellbeing and Mental Health Framework

12. Following discussions that took place with the Students Union in December 2018, some further changes were made to the framework and these will be presented to the Finance, Staffing and Resources Committee on 22 March 2019.

Conclusions and recommendations

The Committee is invited to receive and discuss the report.



26 February 2019

Occupational Health Update

Executive Summary

This paper provides an update of the University's Occupational Health activities.

Action Requested

This report is for **discussion**. The Committee is invited to receive the report and note its contents.

Author

Name Ann Coulson
Job Title Senior Occupational Health Advisor
Date 04 February 2019

Approval Route

04 February 2019 *Laura Flatman, Head of Strategic HR Projects*

OCCUPATIONAL HEALTH UPDATE

Introduction

This report provides an overview of the Occupational Health Physiotherapy Service provision in relation to the management of Musculoskeletal Disorders (MSD) and an update on current external contracts.

Management of Musculoskeletal Disorders

1. Colleagues who are referred to Occupational Health with a musculoskeletal issue and are predominantly desk based are requested after having completed their online Display Screen Equipment (DSE) assessment, to have a face-to-face DSE assessment with their workplace trained DSE assessor. Following an Occupational Health referral, the Occupational Health Advisor, will then advise on job adjustments, auxiliary aids or appropriate supportive services and for how long these should be in place. For example, the provision of an ergonomic mouse and keyboard or the RSI Guard computer software programme which acts as a reminder of the need to take regular breaks.
2. There is no legal guidance about how long and how often breaks should be for DSE work, it depends on the kind of work being undertaken. According to the HSE's best practice, short breaks are more beneficial than longer ones, for example 5 to 10 minutes every hour is better than 20 minutes every 2 hours. Ideally, users should be able to choose when to take breaks. In most roles, it is possible to stop DSE work to do other tasks, such as going to meetings or making phone calls. If there are no natural changes of activity in a job, employers should plan rest breaks. Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture.
3. For colleagues whose role involves manual handling activities, particularly those working in Cares or Security; then advice is given to managers on the management of such activities and restrictions to duties. Where necessary, Occupational Health will request a functional assessment through physiotherapy, specific to the role (Appendix 1), which assists managers to formulate an action plan for the management of their work duties. Managers, who work in such areas, have found the functional assessment to be a useful tool and often request one be undertaken, in their initial Occupational Health referral.
4. Occupational Health undertake referrals to physiotherapy in line with the following criteria; a colleague has an underlying musculoskeletal health issue that is impacting on them at work or work issues are impacting on their musculoskeletal system.
5. Within the Academic year 2017/2018, Occupational Health referred 129 colleagues to physiotherapy; 40% of whom were experiencing back pain, 45% with upper limb disorders (shoulder, elbow or wrist pain). The remaining 15% were attributed to workplace issues, supporting physical rehabilitation post-surgery in colleagues who were in manual roles; specialist physiotherapy for underlying health conditions and first day referrals (further information as below).

Physiotherapy Service Provision

6. Occupational Health offer access to a proactive Physiotherapy service to support colleagues with MSD that meet the required criteria. The Physiotherapy Service for Leeds Beckett University is provided by the external provider, Leeds Physio Clinic who are based in Park Square North, Leeds. The service is provided under a three yearly contract with regular review between Occupational Health, Procurement and Leeds Physiotherapy Clinic. The named contact for the clinic is Sarah Field (MCSP) who is supported by John Rutherford (MCSP) and administrative staff. The clinic is open for appointments prior to and after the working day, which allows for flexibility in colleagues attending an appointment outside of the standard working hours. In addition, the Physiotherapy clinic offer proactive and preventative classes that Leeds Beckett colleagues can attend, for example Body Stability Classes.
7. Occupational Health will fund an initial assessment and on the recommendation of the physiotherapist up to five physiotherapy treatments. Access to appointments is usually within 2-5 working days, with on occasion appointments being available the same day. Leeds Physiotherapy Service offer a reduced rate to colleagues who attend independently for appointments.

First Day referrals

8. Since the introduction of the first day referrals process in September 2016, 16 colleagues have been referred to physiotherapy within 24-48 hours of the onset of an acute musculoskeletal condition and their condition has been triaged and managed by the physiotherapist.

Feedback

9. All colleagues who access physiotherapy through Leeds Physiotherapy Clinic are offered the opportunity to feedback to Occupational Health on their service. Of the 23 returned forms, using a pain and mobility sliding scale tool (appendix 2) all colleagues noted an improvement in symptoms after treatment and felt that the physiotherapist had explained their problem and a self-management plan to them. 94% of colleagues were satisfied or very satisfied with the physiotherapy service. There was no negative feedback on the forms about the service provision.

Future Options

10. Occupational Health are working with Sports and Active lifestyle to enable referrals to the onsite gym through Occupational Health. Access to the gym would be for a 3-month period only with no cost to either Occupational Health or the individuals. Referrals would be to support physical rehabilitation (on recommendation of our physiotherapy service), support mental wellbeing and promote exercise in those who are physically inactive.
11. Occupational Health will continue to work alongside the HR Business Partners and the Wellbeing Manager to identify any trends in MSD, underlying trigger factors and then advise on targeted interventions.

12. Occupational Health will work alongside the Wellbeing Manager to promote proactive and preventative national campaigns such as Back Care Awareness Week (October 2019).

13. Occupational Health will continue to work alongside colleagues in the Health and Safety team, to ensure that there are a sufficient number of trained DSE assessors within each area and that those colleagues who have completed their training receive the necessary support and updates.

Summary

14. Occupational Health are currently analysing data around Occupational Health referrals, physiotherapy interventions and their impact on supporting colleague wellbeing and attendance at work. Once this information has been collated and analysed, a further report will be presented at Committee.

Acupuncture

15. The Service Level Agreement between Occupational Health and Judy Blair, Acupuncturist is due for renewal in March 2019. The decision has been made, that moving forward the contract will no longer be renewed. Colleagues will still be able to self-fund Acupuncture sessions and on behalf of Judy Blair, Occupational Health will promote the Acupuncture service across the wider University.

Contract reviews

16. Occupational Health and Sarah Beckett, Senior Procurement Officer, Financial Services, have undertaken annual contract reviews with both Leeds Physiotherapy Clinic and Dr Suleman, the Occupational Health Physician. The contract for the Employee Assistance Programme, currently provided through Health Assured, is due to expire at the end of July 2019. Prior to their release, the tender documents for this contract are currently under review.

Author

Ann Coulson
Senior Occupational Health Advisor
04th February 2019

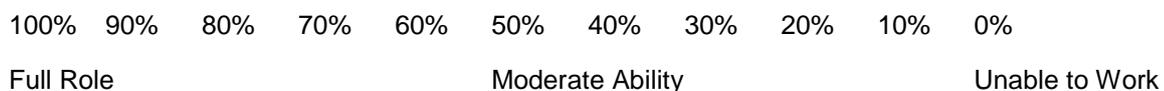
Appendix 1 - Functional Physiotherapy Assessment example

WORK TASKS	N/A	0	5	15	30	45	60	90	120	Comments
Sitting										
Standing										
Driving										
Walking										
Use of stairs										
High/Low Dusting										
Repetitively raising arm above 90 degrees (including with loaded weight)										
Tasks at Waist level										
Bending (including from floor level)										
Use of a trolley (push/pull)										
Deep cleaning /carpet shampooing and buffering										
Moving and handling of equipment - 5 kg										
Moving and handling of equipment - 10 kg										
Moving and handling equipment greater than 10 kg										

Physiotherapist's evaluation of movement:



Physiotherapist's evaluation of client's capabilities to perform their normal role:



Additional Comments:

Appendix 2

Leeds Physiotherapy Clinic Treatment Feedback Sheet

Name (Optional): _____ Date: _____

1. On the scale below please indicate how your symptoms are today before you've started treatment:

0 1 2 3 4 5 6 7 8 9 10

No Pain
Active Life

Severe Pain
Limited Mobility

Questions 2 – 5 to be completed at the last appointment

2. Was your problem explained to you by the physiotherapist? Yes/No

3. On the scale below please indicate how your symptoms were after you completed your treatment

0 1 2 3 4 5 6 7 8 9 10

No Pain
Active Life

Severe Pain
Limited Mobility

4. Was your self-management plan explained to you by the physiotherapist? Yes/No

5. What is your overall satisfaction with the service? (Please circle)

Very Satisfied

Satisfied

Dissatisfied

Very Dissatisfied



Safety, Health and Wellbeing Training

Executive Summary

This paper provides an update on People Development Online health and safety training. The reports gives a comparison over a 3 year period on completed courses and also breaks down the figures for both health and safety and HR 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.

Appendices

Appendix A - Activity January 2018 to February 2019.

Appendix B - Activity Report Detail August 2018 to February 2019.

Appendix C- Health and Safety Compliance 12 Month Totals

Appendix D- SHW Conference Agenda

Author

Name: Laurie Wilson

Job title: Health and Safety Advisor

Date: 4/2/19

Approval Route

Name: Trevor Armour

Job Title: Director of Estates Service

Date: 6/2/19

TRAINING UPDATE

Introduction

This paper provides an update on the delivery of safety health and wellbeing training, including progress made on the implementation of the University's People Development Online system modules and associated health and safety course delivered via external providers. The activity report for period of **January 2018 to February 2019 can be seen further in the report**

People 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) IOSH Managing Safely (CARES face to face)
 - b) SHW Coordinators role/PDO (internal)
 - c) Health and safety Audit Workshop for SHW Coordinators
 - d) SHW Conference 2018
 - e) Evacuation/Fire Warden Training
 - f) Work at Height/Use of steps for LIS
 - g) DSE Assessor/refresher Training
 - h) Gas safety/Abrasive wheels (BEE)
2. CARES and Estates Services have undertaken review of training compliance and a number of course modules have been added to system compliance to enable better management of the number and diversity of training required in these service areas.
3. November saw the delivery of the SHW Coordinators half day conference activity featuring Guest speakers and SHW updates with a chance for network activity.

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 January 2018 to February 2019 for all Courses and Assessments

Courses completed - January 2018 to February 2019 total: **15,159**

Assessments completed - January 2018 to February 2019 total: **1886**

Total Courses and Assessments: **17,045**

References and further information

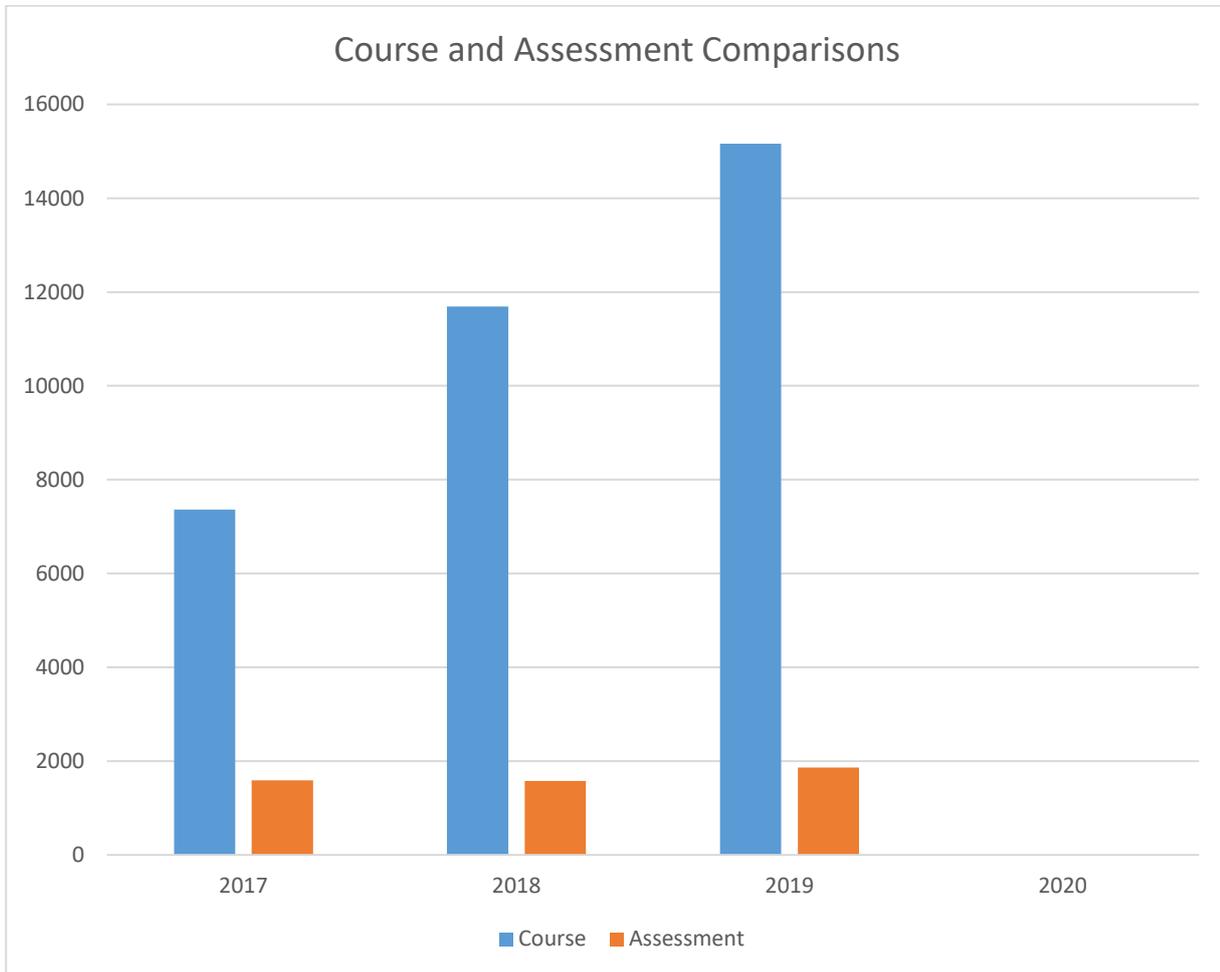
Appendix A - Activity January 2018 to February 2019.

Appendix B - Activity Report detail April 18 to September18.

Appendix C – Course and Activity KPI for Health and Safety module/Assessment usage

Appendix D-SHW Conference Agenda

Comparison of 2017 onwards Course/Assessment module completions per month:



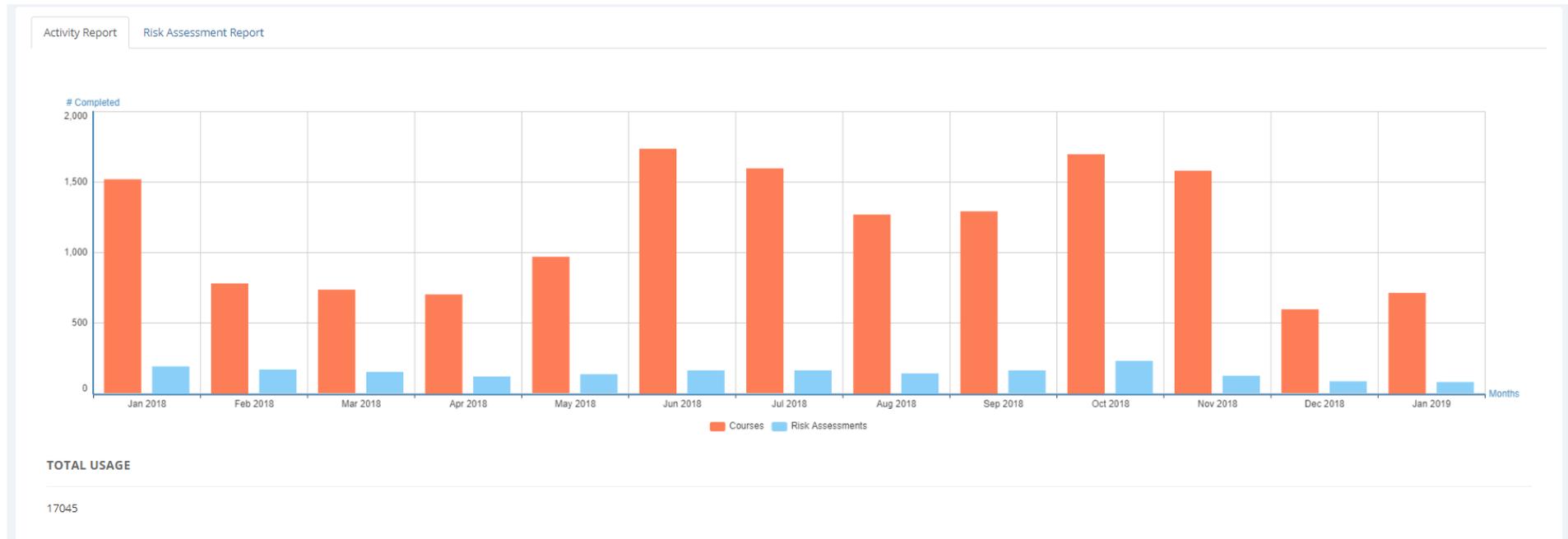


SAFETY, HEALTH & WELLBEING COMMITTEE

26 February 2019

Appendix A

Total Annual Usage - Courses and Assessments January 2018 to January 2019

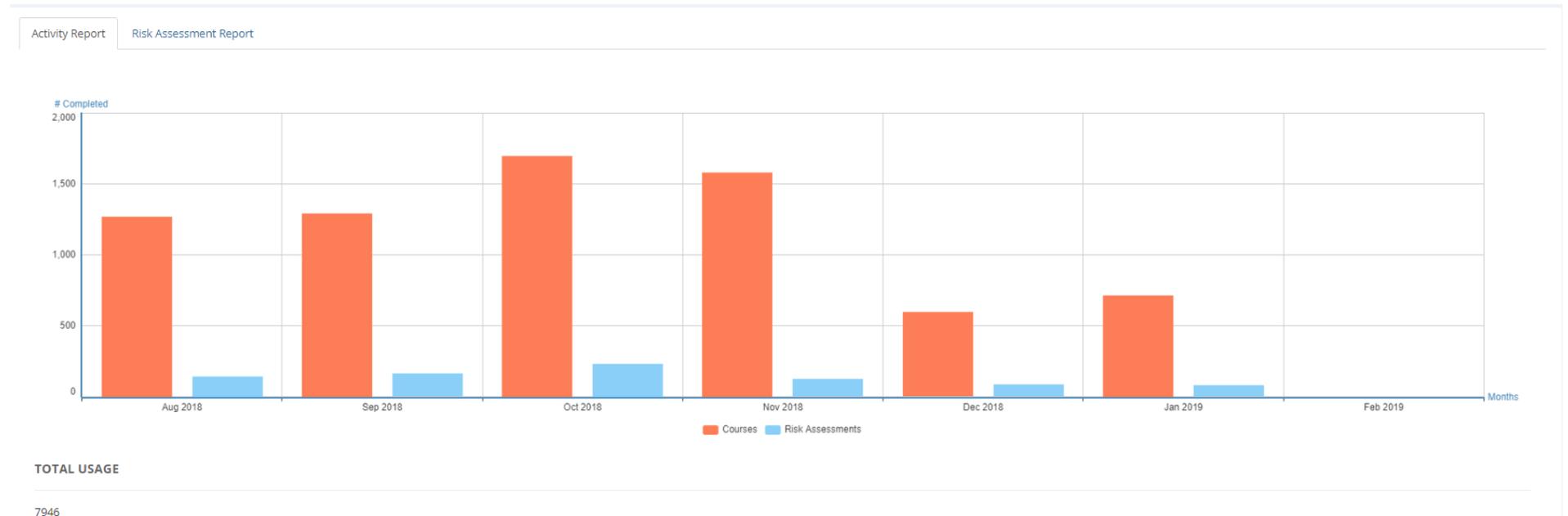


Total usage – 17,045

Appendix B

Total usage of H&S Courses and Assessments

August 2018 to February 2019



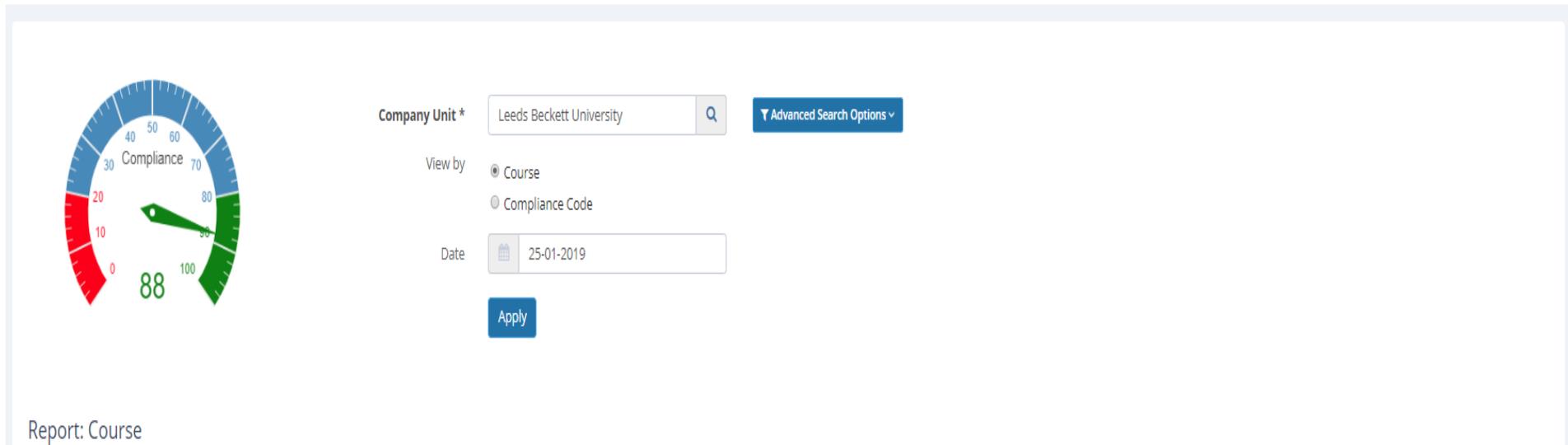
Total usage - 7,946

KPI Compliance#-February 2019 Leeds Beckett University

Course/Assessment

Compliance Report

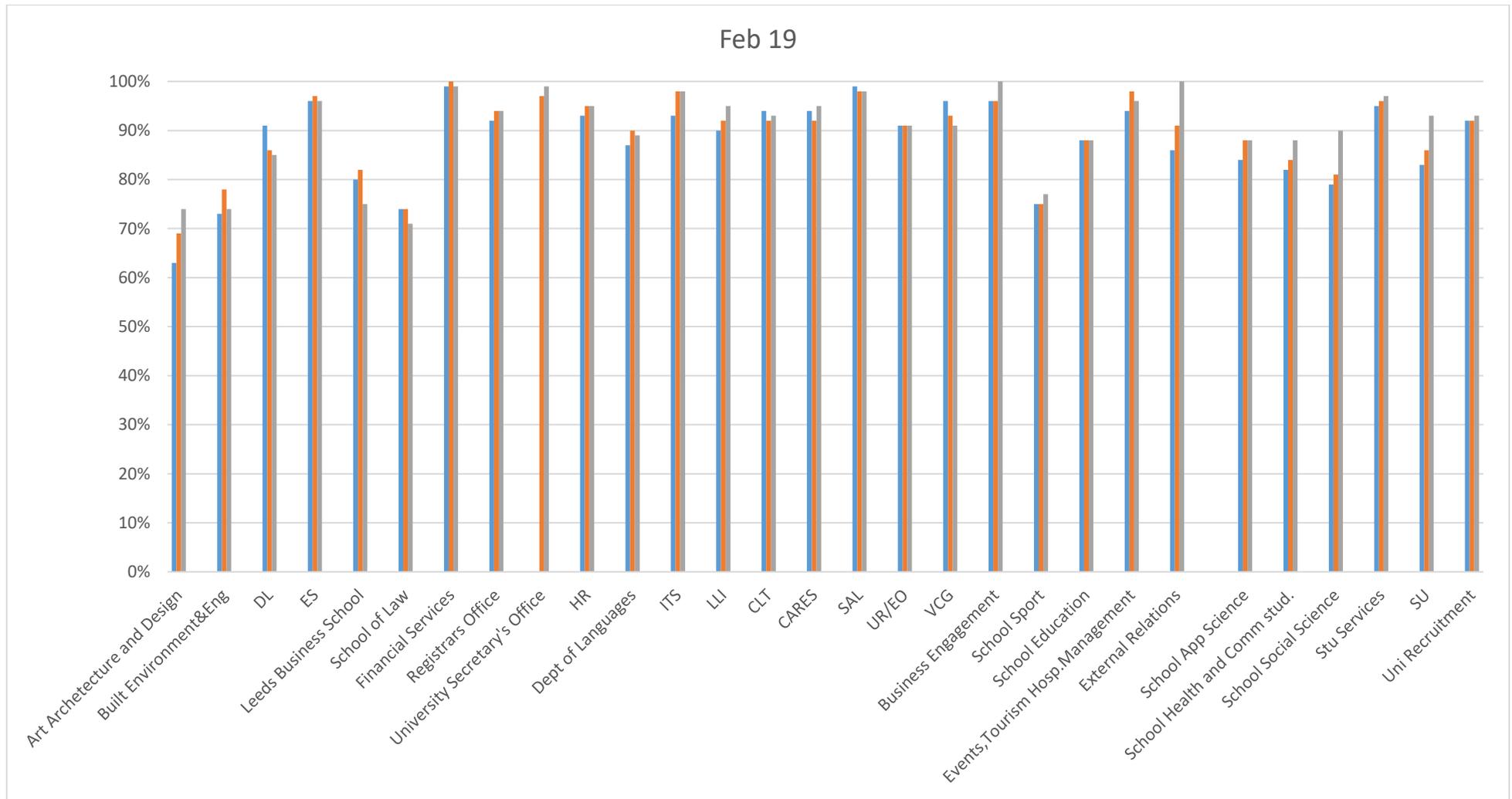
? Help



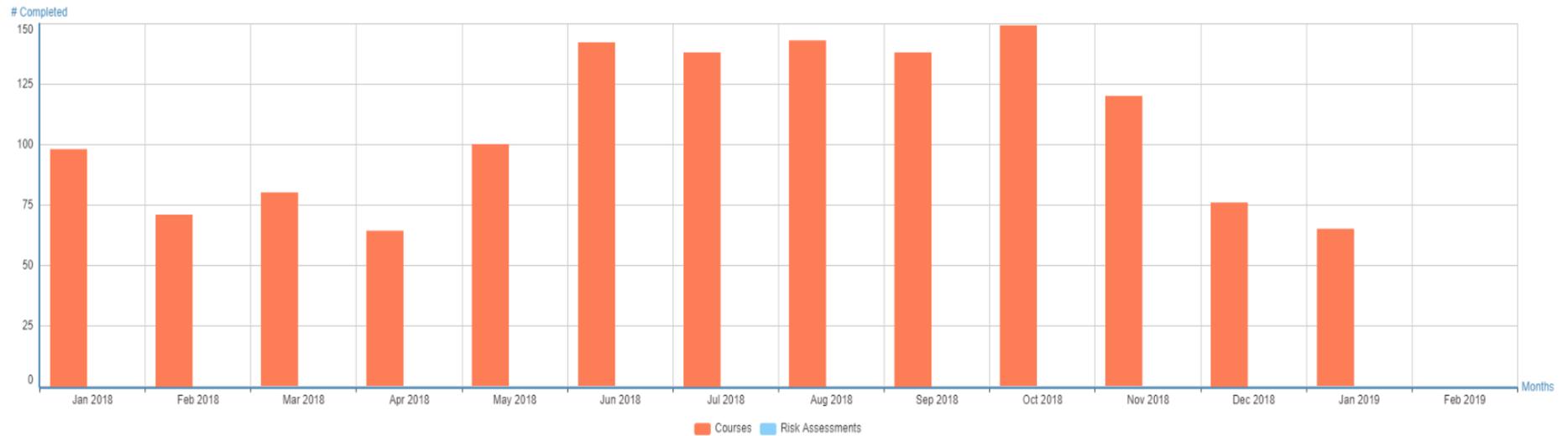
Compliance for both CARES and Esates has been added to the system to enable SHW Coordinators to better manage automatic enrolments.

Compliance % for all areas Feb 19

##- Compliance scores affected due to enrolment on Information Security Awareness launched and in progress.



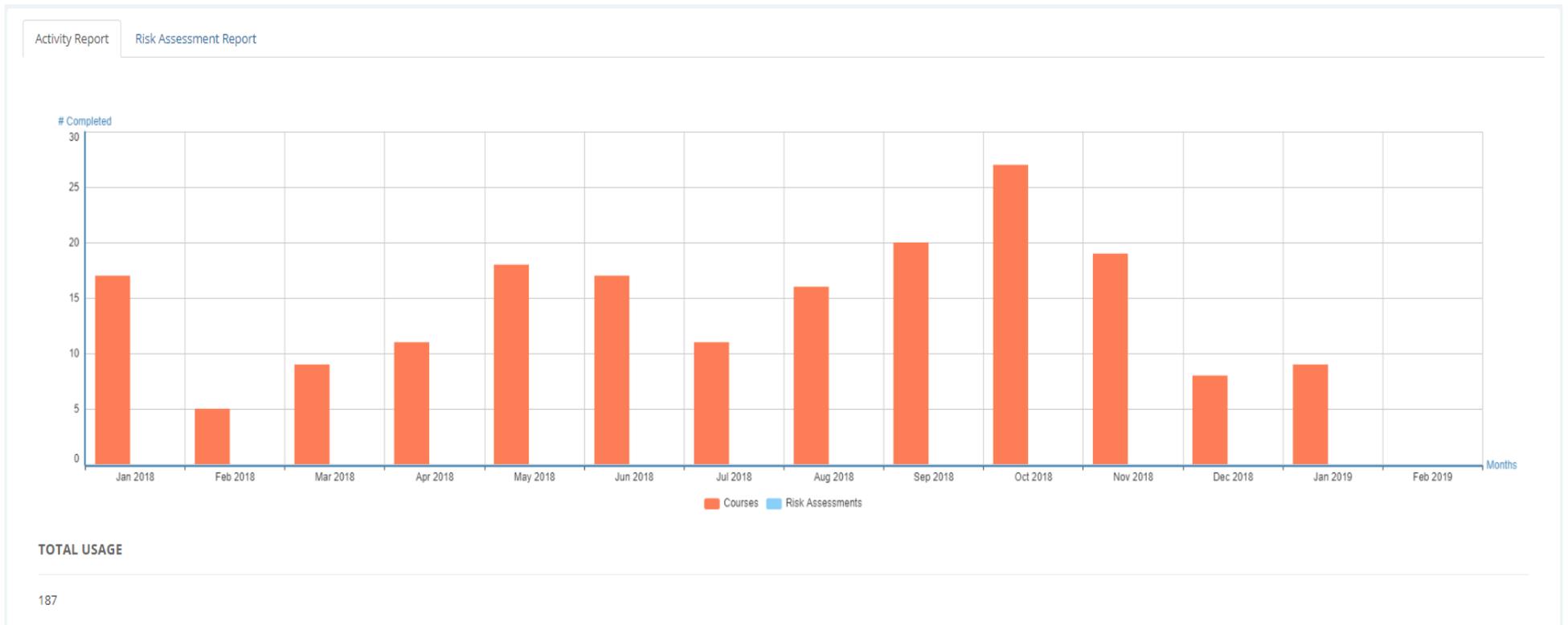
**Appendix C-
Health and Safety Essentials**



TOTAL USAGE

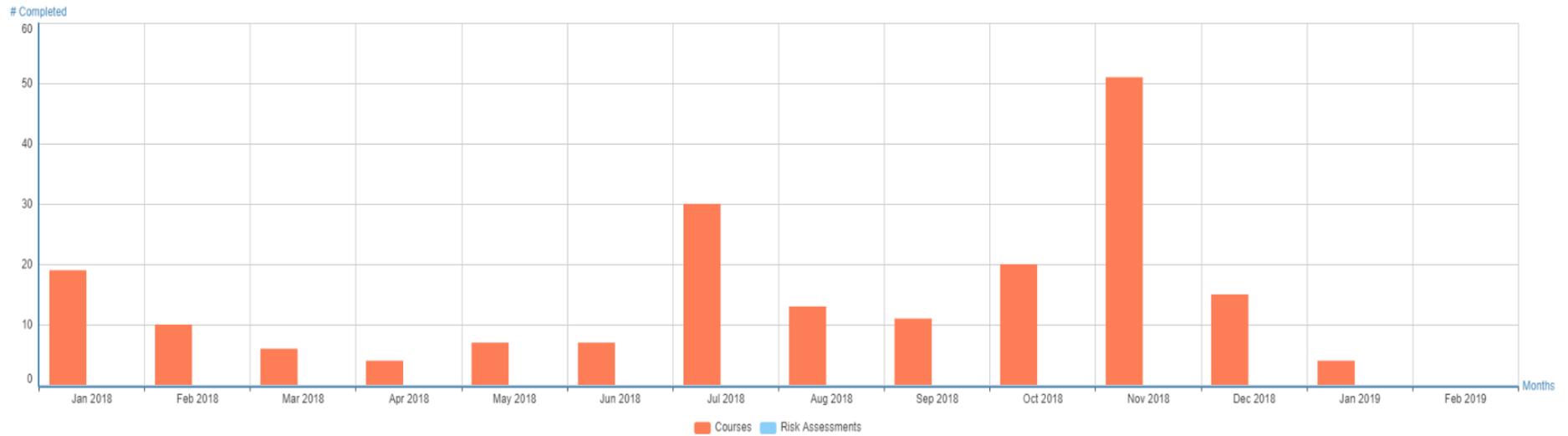
1384

Managing Stress



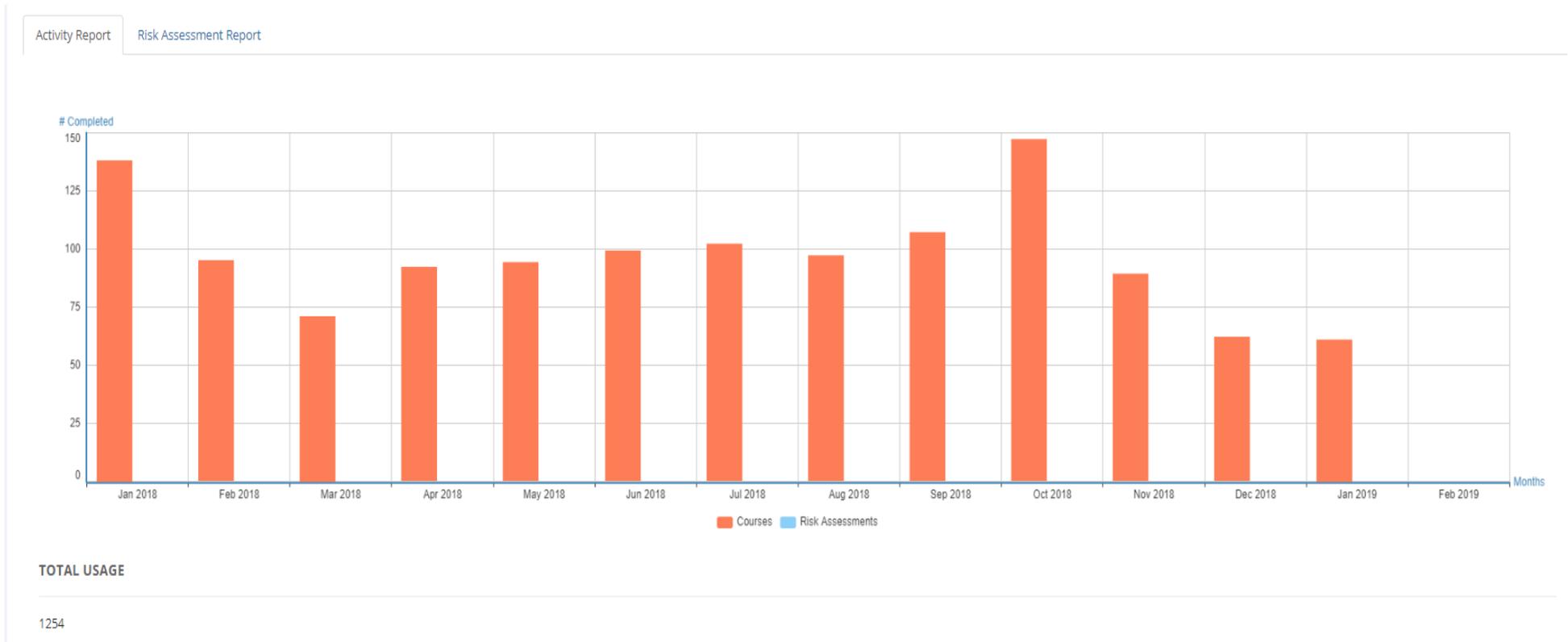
Stress Work and You

Activity Report Risk Assessment Report



TOTAL USAGE

DSE Training

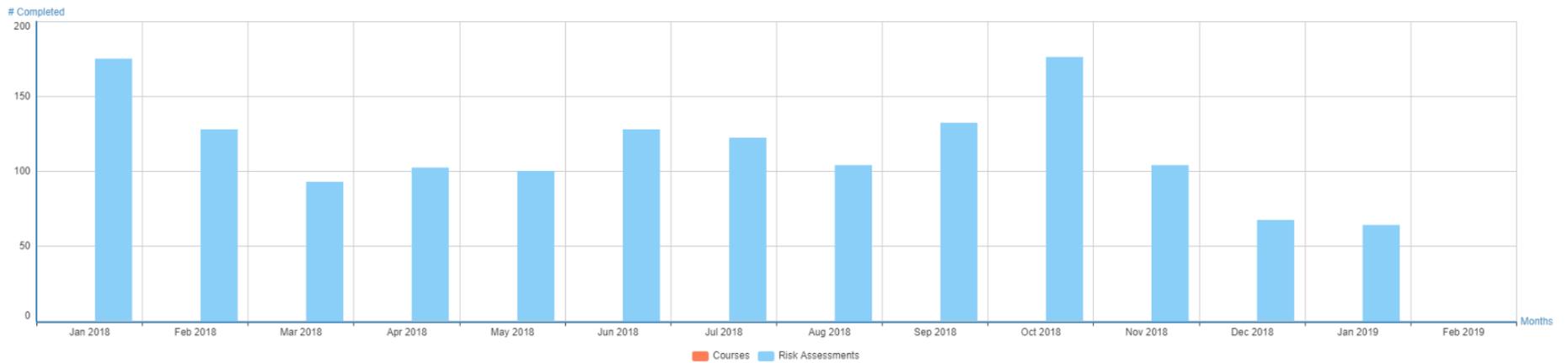


DSE Assessment

KPI Reports

[Launch Tours](#) [? Help](#)

Activity Report **Risk Assessment Report**



TOTAL USAGE

1495

Driver Risk Assessment

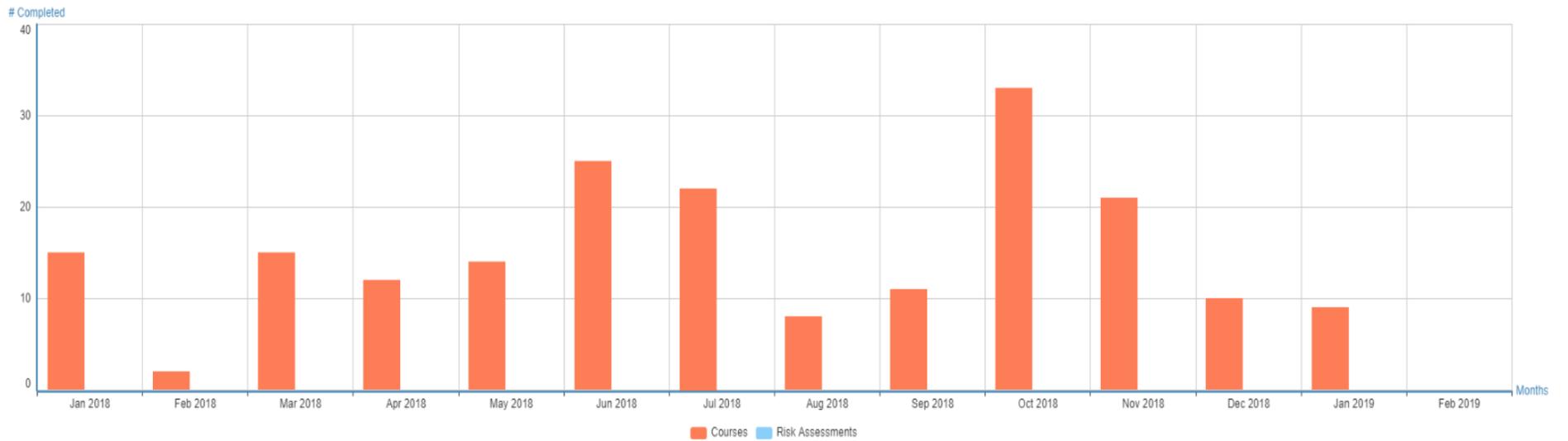
KPI Reports

[Launch Tours](#) [Help](#)



Driver Safety Training

Activity Report Risk Assessment Report



TOTAL USAGE

Appendix D-Safety Health and Wellbeing Conference Agenda

The Health and Safety Team delivered a Safety Health and Wellbeing Conference on November 14th 2018 and the invitation was open to SHW Coordinators/Deputies etc.

The conference not only gives a valuable platform for delivering topical information both internally to the university but also taking into account and communicating updates from external specialists.

This is to become an annual provision to SHW Coordinators/deputies and will also be opened up to other interested delegates with the school and service areas.

The conference was well received with around 30 attendees on the day, and the day was split into presentations and updates from Health and safety Team colleagues and external presenters.

Topics presented on the day were:

1. Estates Strategy update
2. Fire safety Update
3. Developing a positive safety culture
4. Accidents and incident management
5. LBU updates on audit process/PAT
6. Wellbeing and Occupational Health update.

Feedback received was that the conference was valuable and was a great way for new SHW Coordinators to network with others and share best practice.

Presentations were made available to colleagues post conference so that these could be cascaded as appropriate to interested colleagues for further information.

The Health and safety Team will look to develop the conference so that a platform is there to launch updates on Wellbeing Issues and will work with the HR Wellbeing Manager to deliver this.



**LEEDS
BECKETT
UNIVERSITY**

SAFETY, HEALTH & WELLBEING COMMITTEE

26 February 2019

Safety Health and Wellbeing Coordinators Conference

14th November 2018

9.15am-1.30pm

**Lewis Jones Suite
Carnegie Stand
Headingley Stadium
LS6 3DP**

Conference Agenda

9.15 Welcome and Introduction

9.20 LBU Estate Improvements - Trevor Armour (Director of Estates)

9.50 Fire Safety Update – Paula Johnston (LBU Fire safety Advisor)/Laurie Wilson (Health and Safety Advisor)

10.20 Specialist Presentation - SMC Consultancy

10.50 Refreshment Break

11.05 SMC Continued

11.35 OH Update – Ann Coulson (Senior Occupational Health Adviser)

11.55 2018 SHW Audit Session – Laurie Wilson (SHW Advisor)

12.30 – 1.30pm *Lunch and Close

*** Lunch provided via £5 meal voucher for the Headingley Experience Restaurant**

Please use the staff shuttle bus but parking is available in car park F if required.



Examples of Health and Safety Audit Good Practice

Executive Summary

This report details items of good practice

Action Requested

This report is **for information**.

This report is a** starred item.

Appendices

None

Author

Name: Laurie Wilson
Job title: Health and Safety Adviser
Date: 4/2/19 04 February 2019

Approval Route

06 February 2019 Trevor Armour, Director of Estates Services

Audit examples of Good Practice

Introduction

During the 2018 Health and Safety Audit a number of good practices were noted with the areas audited and have been collated within this report for information.

Main Body

The items of good practice were identified in the Health and Safety Audit as follows:

School of Art Architecture and Design

QR codes are used on machinery items linked to videos on safe use etc. and this makes the health and safety information and operations accessible to students for ease of application.

Excellent control of staff/students into high risk workshop environments via the monitoring of training induction and card access allowing only students who have completed the induction to access the space.

SHW Coordinator: Adrian Appleyard

External Relations

There are some example examples of identifying training requirements via student ambassadors and staff at large events such as graduations where ambassadors are trained by events staff and given lanyards with emergency information on them for easy reference.

SHW Coordinator: Kerry Dawson

ITS

ITS have set 7 KPI and these include absence management and monitoring so that the average days loss is less than the average, DSE Concerns closed within 12 weeks, only 2 enrolments for mandatory courses, 6 unannounced spot checks by senior leadership teams annually, minimum of 6 spot checks on contractor management health and safety induction, Compliance for the university fire evacuations optimum times, minimum of 3 newsletters, posters or dept. initiatives annually.

1. The service sets a KPI for its fire evacuation performance from its occupied buildings based upon the optimum evacuation time.
2. The service produces a newsletter that details a number of SHW matters for information and reference and this has also been set as a KPI to look at a minimum of 3 communications annually.

SHW Coordinator: Becky Nicholson

Sport and Active Lifestyles

SAL's have focus groups managing operational level health and safety issues so that this frees up the agenda for the SHWAG to discuss other business. Where issues cannot be resolved there is a mechanism to escalate these for discussion to the SHWAG.

SHW Coordinator: Helen Dickson

School of Events, Tourism and Hospitality Management

The School took the decision to undertake an increased number of meetings of its SHWAG in the first year of its operation, to ensure appropriate time for the discussion of its SHW business activity, to embed the new arrangements, with a detailed action plan supporting its business activity, and monitoring thereof.

SHW Coordinator: Simon Bell

Student Services

The service has collated all the actions from the reviewed teams stress risk assessment and presented the for discussion at an all team meeting where any further discussion on this topic is escalated through to Director for inclusion in the monitoring sheet and subsequent service stress risk assessment.

SHW Coordinator: Nada Ellis

Conclusions and recommendations

It is recommended that for further detail around each of the identified areas of Good Practice that further information is sought through contact with the SHW Coordinator by interested parties.

References and further information

None

SAFETY, HEALTH & WELLBEING COMMITTEE

26 February 2019

V3 07.08.2018		*No. denotes number of colleagues in team *(no. denotes number of TSRA's completed within the area)		Bookings 3 & Admin (2) *	Coach 8 Education	Coaches 9 (3) *	SLT 7	Sport 2 Business	Facilities Sup/OpRec (2)*	Sports 6 office	Occurrence out of 11 potential
SUPPORT	Lack of support from managers or colleagues					✓			↓ ↓		1
	Employees unaware of available support								↓ ↓		0
	Lack of communication or consultation ↓	↓			↓ ✓			✓	✓ ✓		4
	Failure to celebrate success						✓		↓ ↓		1
	Culture considers stress a sign of weakness				✓	✓			↓ ↓		2
	Expectation to work long hours or take work home							✓			1
Other "support" issues....	✓			✓							2
CONTROL	Balancing work & life outside					✓	✓		↓ ↓		2
	Rigid work patterns/processes								↓ ↓		0
	Lack of control over workflow	↓		✓				✓	↓ ↓	✓	3
	Correct level of training for the job						✓	↓ ↓	✓		2
	Lack of development opportunities							↓ ↓	↓ ↓		0
	Over promotion								↓ ↓		0
DEMANDS	Conflicting work demands			✓		✓	✓	↑ ✓	✓		5
	Too little time for tasks						✓		✓ ↓	✓	3
	Inadequate staffing					✓		✓	✓ ✓	✓	5
	Boring or repetitive work	↓							↓ ↓		0
	Too little to do										0
	Inadequate resources			✓		↓ ✓ ✓	✓	✓		✓	6
	Ineffective line management								↓ ↓		0
	3 rd party deadlines			✓			✓	✓	↓ ↓		3
	Targets					✓	✓				2
	Excessive workloads								↓ ↓	✓	1
	Excessive pressure					✓			↓ ↓		1
	Working environment			✓		✓			↓ ↓		2
ROLE	Lack of clarity of job role					✓	✓		✓ ✓	✓	4
	Confusion over others job roles							↓	✓ ✓	✓	3
	Conflicting demands ↓					↓ ✓	✓	✓	↓ ↓	✓	5
RELATION SHIPS	Poor relationships with others					↓ ✓		✓	↓ ↓		2
	Complaints								↓ ↓ ↓	✓	1
	Combative or confrontational communication styles					✓			↓ ↓ ↓	✓	2
	Bullying, racial or sexual harassment								↓ ↓ ↓		0
CHANGE	Poor communication & uncertainty	✓				✓ ✓	✓	✓	↓ ↓ ✓	✓	7
	Fears about job security					✓	✓	✓	✓ ✓	✓	6
	Not enough time allowed to implement change						✓		✓	✓	3
	Inexperience/fear of new technology	✓					✓				2
	Lack of skills for new tasks						✓				1
	Not enough resource allocated for change process						✓				1
Dysfunctional teams					✓			↓ ↓		1	
		-8	-13	-8	+1	-2	-33	+3			

Schedule of Business 2018/19

Executive Summary

The Schedule of Business for 2018/19.

Action Requested

This report is **for information**

Appendices

Author

Name: Rachael Andrews
Job title: Governance Administrator
Date: February 2019

Schedule of Business 2018/19

Tuesday 02 October 2018, at 13:30-15:30 in G07 Old Broadcasting House, City Campus (Chair: Prof Paul Smith)		Tuesday 26 February 2019, at 13:30-15:30 in G07 Old Broadcasting House, City Campus (Chair: Tim Briggs)	Tuesday 04 June 2019, at 13:30-15:30 in G07 Old Broadcasting House, City Campus (Chair: Tim Briggs)
<i>Report deadline: Tuesday 18 September 2018, 5pm</i>		<i>Report deadline: Monday 12 February 2019, 5pm</i>	<i>Report deadline: Wednesday 21 May 2019, 5pm</i>
<ol style="list-style-type: none"> 1. Corporate Health and Safety risk assessment – Annual Review 2. SHW Policy Review – L Flatman 3. Management of Stress Action Plan – L Flatman 4. Stress Absence Report – B Owens 5. Staff Absence Monitoring and Benchmarking - B Owens 6. Effectiveness Review Results – Chair 7. Fitness to Study Policy – P Preston 8. Thematic Topic: Staff, Students, Sleep. Strategies to Improve Fatigue 9. Fire Safety update – P Johnston 		<ol style="list-style-type: none"> 1. Autumn Fire Drills Report – Paula Johnston 2. Road Safety Event Report – C Domeracki/L Wilson 3. SHW internal Audit Report – C Domeracki/L Wilson 4. Colleague Survey Results – L Flatman 5. Corporate Health and Safety risk assessment (revisited) – C Domeracki 6. PAT Tender Process – L Wilson 7. Risk Assessment for International Visits – Chair 	<ol style="list-style-type: none"> 1. Staff Absence Monitoring and Benchmarking - B Owens 2. Draft Schedule of Business 2019/20 3. Spring Fire Drills Report – C Domeracki 4. SMC Follow up Audit – L Flatman 5. Thematic Topic -
Standing items	Part A: Preliminary Items	Declarations of Interest - Chair	
		Terms of Reference and Membership - Chair	
		Minutes of the Last Meeting - Chair	
		Matters Arising - Chair	
	Part B: Major Topics	Listed above.	
		30 minute thematic topic	
	Part C: Local Reports	Local Summary Reports (including a collated report of low impact areas via SHW Team)	
		Common Themes Report (verbal) - L Wilson	
	Part D: Safety	Accident and Incident Report - C Domeracki	
	Part E: Health and Wellbeing	Wellbeing Update -	
	Occupational Health Update - A Coulson		
Part F: Other Matters	Safety, Health and Wellbeing Training - L Wilson		
	Good Practice - L Wilson		
Part G: Other Business	Schedule of Business - Chair		