

HEALTH & SAFETY CONSULTATIVE COMMITTEE

Local School / Service reporting June 2020

Published SHWAG Minutes:

- Minutes: School of Cultural Studies & Humanities, 03/06/2020
- Minutes: Carnegie School of Education, 15/06/2020
- Minutes: IT Services, 16/04/2020
- Minutes: Leeds School of Arts, 05/05/2020
- Minutes: Sports and Active Lifestyles, 28/04/2020
- Minutes: School of Events, Tourism & Hospitality Management, 25/03/2020

Full SHWAG minutes to follow:

- Minutes: CARES
- Minutes: Libraries & Learning Innovation
- Minutes: Carnegie School of Sport
- Minutes: Student Services
- Minutes: Built Environment, Engineering & Computing
- Minutes: Leeds Business School

Areas that did not hold a formal meeting within this reporting period:

- Composite Safety, Health & Wellbeing Advisory Group
- Estates Services



LEEDS BECKETT UNIVERSITY
SCHOOL OF CULTURAL
STUDIES & HUMANITIES

SCHOOL OF CULTURAL STUDIES AND HUMANITIES
SAFETY, HEALTH & WELLBEING ADVISORY GROUP

Wednesday 3 June 2020 at 11.00am over Skype

MINUTES

A1 - Attendance

Andrew Cooper (Dean, Chair)
Robert Burroughs (Head of English)
Charlie Garfoot (Academic Quality Support Officer)
Lisa Taylor (Head of Media)
Tina Rawcliffe (Academic Services Manager)
Ruth Robbins (Director of Research)
Charlotte Plumb (School Secretary - notes)

Apologies

Simon Morgan (Head of History)
Susan Watkins (Director – Centre for Culture & the Arts)
Laurie Wilson (Health & Safety Adviser)

A2 – Terms of Reference and Membership

No changes have been made since the last meeting. All members were in agreement with the Terms of Reference and Membership.

A3 – Declarations of Interest

None declared.

A4 – Minutes of the last meeting held on 23 October 2019

The minutes of the last meeting were confirmed as an accurate record.

A5 – Matters Arising

B4 (23.10.19): Action ongoing, LW to liaise with LT regarding further Fire Warden training.

D1i (29.01.20): Discussion ongoing, options re inviting Sarah Moore (Wellbeing Manager) to a future School Meeting to be explored so that information re student mental health initiatives can be shared.

All other matters closed.

A6 – Schedule of Business

The Schedule of Business outlines the standing items for consideration by the School Safety, Health and Wellbeing Advisory Group. No changes have been made since the last meeting.

B1 – 12-month Post Audit Action Plan

The updated Action Plan was shared and discussed with all members. TR confirmed that any outstanding actions are all in hand and that most deadlines are set at end of June 2020. The group is happy with progression in all areas.

B2 – Accidents, near-misses and dangerous occurrences update

The School has had no reported incidents since the last SHWAG meeting. Staff who have a work-related accident whilst currently working from home are still required to complete the electronic word copy of the HS1 form (which can be found on the H&S A-Z web pages) in the usual way.

B3 – Health & Safety Inspection (to include COSHH)

A full School office and space inspection was carried out by AC, TR and CP on 6 November 2019. Any outstanding matters are now closed.

B4 – Update from each Subject Group on local Health, Safety and Wellbeing issues

One of the main issues arising is the impact of the Covid-19 lockdown on colleague wellbeing. Line managers are in direct conversation with any colleagues concerned, and Individual Stress Risk Assessments are being carried out on a 1-1 basis as necessary (including signposting to additional services if needed).

Colleagues can speak to TR or Adele Jackson regarding any DSE issues. Due to the Covid-19 pandemic, university plans are currently underway to ensure DSE requirements are fulfilled re a more sustained period of home-working. The current priority is for any colleague with OH equipment to make arrangements for collection from campus.

Health, Safety and Wellbeing is an item under discussion at regular Management Meetings and relevant information, support and guidance is shared across the school as necessary.

B5 – First Aiders and Fire Wardens Update

TR noted that a current First Aider within the School is seeking to step down from duties. As such, a replacement is still being sought.

Concern was raised that restricted and infrequent occupancy of Broadcasting Place by School staff will have an adverse effect on the presence of First Aiders and Fire Wardens on site.

ACTION: CP to refer the matter to the University Health & Safety Consultative Committee

B6 – Health, Safety & Wellbeing Training Update

The School falls well within the required minimum compliance levels for health and safety training, currently at 95%.

B7 – Stress Risk Assessment

Risks can be raised through a number of different avenues, and the School Stress Risk Assessment remains open for discussion under a standing item on the SLT agenda and is checked and updated on a regular basis.

Stress Risk has featured as a regular item at a variety of meetings (Management, Team, SLT, School) since the commencement of the national lockdown due to the Covid-19 pandemic. As per Item B4, line managers are in direct conversation with any colleagues with wellbeing issues and Individual Stress Risk Assessments are being carried out on a 1-1 basis as necessary.

TR also noted that line managers also have the option of completing a Wellbeing Action Plan with their team members, as an alternative to Individual Stress Risk Assessments.

A School communication tree was also established at the start of lockdown and regular communications and updates provided for all students and staff.

The School Stress Risk Assessment Action Plan was considered and updated where necessary. Matters arising:

A1, A2: Managers are confident that Making the Grade 2.0 remains ongoing and that the ethos and practice has continued working from home. Plans for 2020-21 are currently being considered by the School Leadership and Management Team, to include the principles of Making the Grade.

Additional Action: An extended version of Making the Grade 2.0 will be needed to address sharing of good practice across the School and new methods of online delivery. AC is confident that good practice is already being shared across the university (DEAP, CLT, Distance Learning Team) and across subject teams, and that specific guidance is being sought by certain colleagues re the School's particular online requirements – with the potential for findings to be shared more widely at a later date.

Additional Action: Further information, guidance and training is needed for all colleagues re. online practice and teaching delivery.

A3: Additional Action: Due to the need for the University to plan for online delivery in 2020-21 as a result of the Covid-19 pandemic, there may be a resulting pressure on teaching deployment and research activity. This may be mitigated to a certain extent via efficient timetabling and individual time management and all efforts this year will need to be regarded as investment for the future.

A4: Action ongoing.

A5: Support for all researchers in final stages of REF preparation is in place and communications from the Director of Research have been sent to all colleagues. Some colleagues have felt additional pressure as a result of the national lockdown and internal REF deadlines remaining in place.

Stress in relation to this can be mitigated by the Director of Research continuing to explain how colleagues will complete the final stages of REF preparation and supporting colleagues who have internal deadlines for completion of REF materials in readiness for the final submission.

A6: Individual Stress Risk Assessments are being carried out by line managers and their team members where appropriate.

A7: Staff development opportunities in relation to research and travel are currently limited due to the Covid-19 pandemic. Colleagues will need to bear the ongoing situation in mind in relation to future plans.

A8: Action closed 29.01.20

A9: Regular School meetings remain ongoing (currently being undertaken virtually over Skype due to the lockdown) and a follow-up Research Update meeting is to be planned.

A10, A11: This remains ongoing. Plans are underway re use of the space in 2020-21 to include social distance measures as a result of the Covid-19 pandemic.

A12: Action completed until the next cycle.

A13: This is on hold due to the Covid-19 pandemic, however the VC continues to provide regular communications and updates to all colleagues across the University.

A14: Monitoring the impact of a move to comprehensive use of Turnitin remains ongoing.

A15: Recruitment figures remain a constant source of pressure, currently exacerbated by the uncertainty around the impact of the Covid-19 pandemic and the resulting evolving situation. Recruitment of home students is expected to drop by 20% and international students by 50% however it is uncertain how this will affect individual Schools. On-year data is difficult to compare due to a shift in deadlines this year. UCAS has also stated that it will act in an advisory capacity this year during clearing. Clarity of information to new and existing students will also be paramount. As a result, there is a great deal of uncertainty around the unknown, and the financial implications of the situation.

Stress in relation to this can be mitigated by acknowledgement of the introduction of student number controls (in an effort to protect institutions and stabilise the recruitment market), and by ensuring that regular communication of the situation is shared with all colleagues.

A16: Continuous shared information re support for wellbeing remains a priority and continues to be addressed since the beginning of the Covid-19 pandemic.

B8 - Campus Occupancy and Social Distancing

The University is making plans for 2020/21 on the basis that social distancing measures will be in place next academic year as a result of the Covid-19 pandemic. This will reduce occupancy of teaching and social spaces by 80% and will affect circulation of individuals around buildings. The School is currently planning on the following basis: that content delivery (lectures) will be undertaken online; module-specific content (seminars) will shift to online webinars; students will be allocated 90mins per week face-to-face activity on campus. However, the situation is complex, and any face-to-face teaching will not be module related. This matter will be addressed at the School Away Day on 5 June. Student Admin support will also need to be provided in a virtual capacity next academic year.

C1 – Minutes from Safety, Health & Wellbeing Committee on 3 October 2019

The minutes were shared and an opportunity for discussion provided. No matters arising.

C2 – HR Update – Sickness Absence and Wellbeing Issues

AC maintains regular discussions with Louise Tornetta from the People Team, during which a thorough overview of wellbeing and sickness absence is undertaken. Summary reports of these discussions are provided by LT and are filed confidentially.

D1 – Any Other Business

No matters arising.

D2 – Date of next meeting

Date TBC - next academic year 2020-21.

DRAFT

HEALTH AND SAFETY ADVISORY GROUP

Carnegie School of Education

DRAFT

Carnegie School of Education

Health and Safety Advisory Group

Notes of the meeting held on 15th June 2020.

Present:

Damien Page (DP) (Chair)	Steve Burton (SB)	Tom Dobson (TD)	Vicki Hassett (VH)
Sarah Hindmarsh (SH)	Louise Nelson (LN)	Peter Mellor (PB)	Laurie Wilson (LW)

In attendance:

Lianne Sweeting
Richardson (LSR)
(Secretary)

Apologies:

James Archer (JA)	Doug Martin (DM)	Paul Ogilvie (PO)	Mary Strode (MS)
Sarah Swann (SS)			Sarah Swann (SS)

1. Preliminary items

1.1 Attendance and Apologies.

The apologies were recorded above.

1.2 Membership and Schedule of Business.

Noted

1.3 Minutes from Previous Meeting.

The minutes from 21st January 2020 were passed as a true record.

1.4 Matters and Actions Arising from Previous Meeting – 21st January 2020

All actions had been completed and no further matters were risen.

HEALTH AND SAFETY ADVISORY GROUP

Carnegie School of Education

2. Items for Discussion

2.1 Accidents and Incident reporting.

SB reported that they had been no accidents or incidents. All staff were working remotely. SB has been working with Liz Birch to support staff where necessary with equipment to support them working from home. A spreadsheet on staff needs has been submitted to the University Major Incident Group on time.

It was further reported that a small number of staff had reported coronavirus symptoms either prior or following the University shutdown on Wednesday 18th March. These details had been passed onto the relevant teams as per the University guidance.

2.2 Local Health and Safety Issues report.

SB reported that there were no local H&S issues. It was noted that the disabled ramp outside side door to Carnegie Hall had been removed, following the re-opening of the main doors.

SB reported that consideration is needed for a permanent evacuation point following the opening of Sports Building and removal of fencing around the front of Carnegie Hall.

SB expressed his thanks to Liz Birch, who has been coordinating a rota for staff to pick up key items from their offices on campus. At the moment, only staff who have occupational health needs are able to collect their items.

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

SB reported that there was no progress to update, however, the vast majority of areas are in relation to the extra information which is required in the School Operating Procedures, which will be updated during the summer period.

2.4 Training Update.

HEALTH AND SAFETY

ADVISORY GROUP

Carnegie School of Education

SB reported that as it currently stands the school has an overall 88% compliance with the online training, including 91% for Health and Safety essentials. However, the data shows that they are 7 staff members who are not compliant, however, 1 staff member is newly appointed and 2 do not recognise their name, so wondered if they are not part of the school

3. Any Other Business

LW reported the following notes, that had been discussed as the Health and Safety Consultative Committee:

- (a) The main priority to date had been enabling colleagues to work from home following lockdown commencement in March 2020. The focus was now on enabling access to specialist equipment, full IT systems access and providing longer term solutions to create a safe remote working environment for staff.
- (b) There had been a continual staff presence on campus throughout lockdown to maintain essential functions such as Security, IT provisions, Fire safety, Legionella testing and to oversee the retrieval of essential materials.
- (c) Plans to facilitate a physical return to campus for the start of term were in progress.
- (d) Preparation and planning for a return to on-campus activity had to date included updated floor plans, review of lift, stairwell and corridor capacities, assessment of toilet provision, planning for one-way systems and the feasibility of re-opening of practical teaching areas such as labs and studios.
- (e) A sub-group of the Joint Consultative Committee (JCC) had recently been established, entitled: 'Working Safely at LBU During Covid-19'.
- (f) A proposed first draft of a pan-university Covid-19 Health & Safety Risk Assessment was circulated to members shortly before the Committee meeting and feedback invited. It was noted that the draft document presented provided a comprehensive starting point which encompassed the current Public Health England (PHE) guidance.
- (g) It was acknowledged that the further development of the pan-university Covid-19 risk assessment should incorporate the views already captured from staff and students prior to website publication. It was also noted that this document would require underpinning with supplementary specialist risk assessments and method statements to be truly effective.

HEALTH AND SAFETY ADVISORY GROUP

Carnegie School of Education

- (h) The University's existing Stress Risk Assessment provision would ultimately benefit from alignment to the pan-university Covid-19 risk assessment document.
- (i) The communications plan following the publication of the pan-university Covid-19 risk assessment would need careful consideration. It was noted that key messages would be reinforced with new signage and revised induction procedures and it was suggested a bespoke online learning module could be developed for staff to promote its correct application.
- (j) Revised space capacity guidelines currently under consideration were:
 - i. Standard room utilisation reduced to 20% of normal capacity
 - ii. Lecture theatre utilisation reduced to 10% of normal capacity



MINUTES of the Thursday 16 April 2020 IT Services SHWAG meeting

Present/Apologies

- | | | |
|---------------------------|---|-----------------|
| ✓ Becky Nicholson (Chair) | ✓ Graeme Bromley | ✓ Roland Cross |
| ✓ Paul Hartshorne | X Param Singh (Secretary) | ✓ Angus Orde |
| ✓ Joan Sheehan | ✓ Callum Webster (Secretary)
(Standing in for Param Singh) | X Laurie Wilson |
| ✓ Tatiana Hepplewhite | | |

Part A: Preliminary Items

Minutes of the Last ITSHWAG meeting held on 07 February 2020

- 119.2019.ITSH The minutes of the last meeting were approved as an accurate record (paper reference ITSH-2019-43)

Matters Arising

- 120.2019.ITSH The Group reviewed and updated all outstanding actions (paper reference ITSH-2019-44)

Part B: Items for Discussion

B6

Contractor Management

099.2019.ITSH

Contractors training was organised via Roland Cross including Universal AV, DTP and Sudlows, External contractors for IT Services)

Action: Carry Forward: 29/08/2019 Sudlows and DTP have reviewed and confirmed they will be conducting and performing their own trainings. A renewed inductions forms has been sent to Roland Cross. Joan Sheehan to confirm with Universal AV regarding their contractor training and update at the next meeting

Action: (07/02/2020) Joan has now met with Universal AV and Joan will be delivering the training to Universal AV Experts so then they can then follow it up with their staff. This training is expected to be completed by Easter 2020 with a completion certificate for IT Services record.

B7

Health & Wellbeing

118.2019.ITSH

Wide concerns were raised regarding the general maintenance and upkeep of the Grange communal areas and how this is affecting other colleagues across the building.

Action: Becky Nicholson and Param to liaise with the Colleague Engagement group to discuss the best approach moving forward and also raise general awareness of the use of communal areas in It Services next Open meeting scheduled 04 March 2020.

Action: (07/02/2020) Becky Nicholson to draft and circulate the communication to IT SHWAG members for all Staff regarding the general maintenance of Grange Communal areas.

126.2019.ITSH

Discussions around flexible home working approach discussed. IT SHWAG will be liaising with ITS leadership team regarding communication.

		Action: (16/04/2020) Becky Nicholson to speak to the Directorate team to communicate a message to all IT staff around our stance on flexible working conditions while WFH, whilst also offering support and guidance to managers on their position during these difficult times. This is in order to support our Mental Health Awareness.
B10		Performance Review - KPIs
095.2018.ITSH		All members to build on the audit 2018 feedback, to take ownership of actions, and feedback to the Group on better ways to improve day-to-day Health and Safety matters in line with KPI's.
		Action: (07/02/2020) Reminder to all IT SHWAG members in continuing to take ownership of actions and feedback the group to improve the Health & Safety matters in line with KPI's
B11		Display Screen Equipment
127.2020.ITSH		Working from Home Discussions were held on what our approach should be towards DSE Assessments while working from home. It was suggested to advise staff to complete the DSE Assessment on the People and Organisational Development page of the university Website. This will enable IT Services to consolidate any issues raised by colleagues.
		Action: (16/04/2020) Becky Nicholson to speak to ITS Directorate and ask for a communication to all IT Staff, advising them to complete a DSE Assessment online to support their DSE needs whilst WFH.
B14		Hazardous Substances (COSHH)
121.2019.ITSH		IT Services must conduct COSHH Assessment on new chemicals and currently we have no assessors on City Site
		Action: (07/02/2020) Graeme Bromley to speak to Ed Stout (Support Service Manager) and ask for volunteers in his team to do the COSHH internal training
B15		Manual Handling
122.2019.ITSH		It was suggested to conduct another Manual Handling training for our new technicians for both Headingley and City site, along with colleagues from IT Service Desk
		Action: (07/02/2020) Joan Sheehan to speak to Laurie Wilson and arrange for another Training session on Manual Handling

Part C: Other Business

C1	Work from Home Assessment
116.2019.ITSH	Becky Nicholson and Param Singh to discuss the arrangement of organising this type of assessments to be completed by colleagues who are on flexible working contracts. It was agreed that Managers need to be informed that this assessment takes place for anyone working from home as part of their contract, although flexible working arrangements are out of scope presently.
	Action: (07/02/2020) Becky to discuss in an upcoming weekly IT Services Managers meeting
C2	Health & Safety Audit Progress
113.2019.ITSH	Laurie Wilson is due to meet with Trevor Armour to go through and discuss the
ITSH-2019-41	

Health and Safety Audit for 2020. More information is likely to be share by Laurie by end of February 2020.

Action: (07/02/2020), Laurie Wilson to share the progress of Audit Submission for 2020 with the group

C3

123.2019.ITSH

Team Stress Risk Assessment – School/Services

A new Team Stress Risk Assessment was shared by Roland Cross but due to his absence it was not discussed in length. Group did agree to further investigate, if this is a good example for a team stress risk Assessment.

Action: (07/02/2020) Becky/Param to get more information from Laurie Wilson

Update (16/04/2020): This was presented as good practice at the university SHW Committee some time ago and was developed by SAL'S. It's a way of looking at the team areas and cross checking any actions that appear to be trending across the service. This way you can identify them and direct your resource accordingly. You can use this as a tracker to see whether the actions identified are up or down as per the arrows

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

Signed: _____ R A Nicholson _____



IT SERVICES SAFETY, HEALTH AND WELLBEING ADVISORY GROUP

16 April 2020

ACTION SHEET

Minute	Action required	Responsibility	Update
095.2018.ITSH	All members to build on the audit 2018 feedback, to take ownership of actions, and feedback to the Group on better ways to improve day-to-day Health and Safety matters in line with KPI's.	All members	Action: c/fwd (20/01/2020) Reminder to all IT SHWAG members in continuing to take ownership of actions and feedback the group to improve the Health & Safety matters in line with KPI's
099.2018.ITSH	Roland Cross Joan Sheehan to organise training for all contractors (including Universal AV, DTP and Sudlows – not sure if Versierv Circuit Electricals comes under Estates) before the end of September.	Roland Cross	Action: c/fwd (07/11/2018). Action updated to: Roland to verify and confirm if training for all contractors has been completed yet or not. Action: c/fwd (02/05/2019) Action: c/fwd (21/05/2019) Roland to confirm with the group with the reoccurrence of the contractors training course Action: c/fwd (29/08/2019) Sudlows and DTP have reviewed and confirmed they will be conducting and performing their own trainings. A renewed inductions forms has been sent to Roland Cross. Joan Sheehan to confirm with Universal AV regarding their contractor training and update at the next meeting. Action: c/fwd (07/02/2020) Joan has now met with Universal AV and Joan will be delivering the training to Universal AV Experts so then they can then follow it up with their staff. This training is expected to be completed by Easter 2020 with a completion certificate for IT Services record.
113.2019.ITSH	Laurie Wilson is due to meet with Trevor Armour to go through and discuss the Health and Safety Audit for 2020. More information is likely to be share by Laurie by end of February 2020.	Laurie Wilson	Action: Laurie Wilson to share the progress of Audit Submission for 2020 with the group Action: carry Forward 07/02/2020

116.2019.ITSH	Becky Nicholson and Param Singh to discuss the arrangement of organising this type of assessments to be completed by colleagues who are on flexible working contracts. It was agreed that Managers need to be informed that this assessment takes place for anyone working from home as part of their contract, although flexible working arrangements are out of scope presently.	Becky/Param	Action: Becky to discuss in an upcoming weekly IT Services Managers meeting Action: carry Forward (07/02/2020)
118.2019.ITSH	Wide concerns were raised regarding the general maintenance and up keep of the Grange communal areas and how this is affecting other colleagues across the building.	Becky/Param	Action: Becky Nicholson and Param to liaise with the Colleague Engagement group to discuss the best approach moving forward and also raise general awareness of the use of communal areas in It Services next Open meeting scheduled 04 March 2020. Action: C/fwd 07/02/2020. Becky Nicholson to draft and circulate the communication for all Staff regarding the general maintenance of Grange Communal Area's
121.2019.ITSH	IT Services has to conduct COSHH Assessment on new chemicals and currently we have no assessors on City Site	Graeme Bromley	Action: Graeme Bromley to speak to Ed Stout (Support Service Manager) and ask for volunteers in his team to do the COSHH internal training
122.2019.ITSH	It was suggested to conduct another Manual Handling training for our new technicians for both Headingley and City site, along with colleagues from IT Service Desk	Joan Sheehan	Action: Joan Sheehan to speak to Laurie Wilson and arrange for another Training session on Manual Handling
123.2019.ITSH	A new Team Stress Risk Assessment was shared by Roland Cross but due to his absence it was not discussed in length. Group did agree to further investigate if this Team Stress Risk Assessment is valid for IT Services teams	Becky/Param	Action: Becky/Param to get more information from Laurie Wilson

126.2019.ITSH	Discussions around flexible home working approach discussed. SHWAG will be liaising with ITS leadership team regarding communication.	Becky Nicholson	Action: (16/04/2020) Becky Nicholson to speak to the Directorate team to communicate a message to all IT staff around our stance on flexible working conditions while WFH. While also offering support and guidance to managers on their position during these difficult times. In order to support our Mental Health Awareness.
127.2019.ITSH	Discussions were held on what our approach should be towards DSE Assessments while working from home. It was suggested to advise staff to complete the DSE Assessment on the People and Organisational Development page of the university Website.	Becky Nicholson	Action: Becky Nicholson to speak to ITS Directorate and ask for a communication to all IT Staff, advising them to complete a DSE Assessment online.

CLOSED ACTIONS

041.2018.ITSH	Chris Domeracki to organise training for our Project Managers on CDM, their responsibilities, reporting processes, and what to look for on site.	Chris Domeracki	Chris is progressing – has been waiting until September when more people are back from A/L. Action: c/fwd (11/09/2018). Action: c/fwd (07/11/2018). Closed: Training delivered
043.2018.ITSH	All SHWAG members to draft their appropriate sections for the submission and send them to Sarah Keeley and collate all evidence into the H Drive folders (including emails) by Wednesday 26th September 2018. Members to update the audit actions spreadsheet.	All members	Action: c/fwd (11/09/2018). Action: closed (07/11/2018). Closed
043.2018.ITSH	Sarah Keeley to develop evidence log and share with members.	Sarah Keeley	Will be finished this week. Action: c/fwd (11/09/2018). Action: closed (07/11/2018). Closed
048.2018.ITSH	Roland Cross and Nigel Buckland to make necessary amendments/additions to	Roland Cross & Nigel Buckland	Waiting on a couple of final pieces regarding fire stopping. Action: c/fwd (11/09/2018).

	the procedures before the audit submission deadline.		Action: closed (07/11/2018). Closed
049.2018.ITSH	SHWAG members to populate their areas of the Schedule of Work spreadsheet before the October SHWAG meeting.	All members	Action: c/fwd (11/09/2018). Action: closed (07/11/2018). Closed
060.2018.ITSH	Sarah Keeley to ensure link to induction checklist within procedures is up-to-date.	Sarah Keeley	Action: closed (07/11/2018). Closed
060.2018.ITSH	Group to review the refresher time required for the new courses after the audit.	All members	Sarah Keeley will bring back more to the next SHWAG meeting. Action: closed (07/11/2018). Closed
060.2018.ITSH	Joan Sheehan to organise more PUWER/Manual Handling training and invite wider IT Services teams.	Joan Sheehan	Action: closed (07/11/2018). Closed
062.2018.ITSH	Nigel Buckland to save evidence of who completed the new stress management process training and highlight location to Becky.	Nigel Buckland	Action: closed (07/11/2018). Closed
063.2018.ITSH	Roland to ensure all actions from incident reports have been followed up.	Roland Cross	Action: closed (07/11/2018). Closed
064.2018.ITSH	Sarah Keeley to work with Param Singh to improve format and detail of the room inspections spreadsheet. Graeme Bromley to chase outstanding actions from the inspections.	Sarah Keeley/ Graeme Bromley	Action: c/fwd (07/11/2018). Closed
066.2018.ITSH	Tatiana Hepplewhite to organise retraining for DSE assessors and invite any new assessors to volunteer.	Tatiana Hepplewhite	Action: closed (07/11/2018).
070.2018.ITSH	Sarah Keeley to pull together evidence of online manual handling training. Joan Sheehan to raise issue of getting staff to carry out equipment inspections with Sally Bogg.	Sarah Keeley/ Joan Sheehan/ Roland Cross	Action: closed (07/11/2018).

	Roland Cross to chase Rob Moore for AQL documentation re their equipment checks.		
074.2018.ITSH	All members to submit submission drafts to Sarah Keeley by the end of September.	All members	Action: closed (07/11/2018). Closed
081a.2018.ITSH	Nigel to confirm any extra spaces for the conference on 14th Nov and let SWAG members know if there are any spare spaces for colleagues who are interested in attending. Members who attend the conference to circulate the key points at the next SHWAG meeting.	Nigel Buckland/ Conference Attendees	Closed
011.2018.ITSH	NB to raise ongoing ESR issues at the next Estates Programme Board and provide an update at the next SHWAG meeting. SK to liaise with Estates to gather a report of all outstanding ESRs that are live on the system.	Nigel Buckland	<p>The secretarial team managed to obtain a list of ESRs outstanding but were unable to get a list of outstanding maintenance requests. Nigel Buckland has escalated the matter to Andy Allison and will be attending a follow up meeting with Nigel next week. Action: c/fwd (17/07/2018).</p> <p>Update (14/08/2018): Nigel met with Andy, who is looking at the entire structure within his department and will be giving Nigel a monthly update on the progress of ESRs.</p> <p>Action updated to: Nigel Buckland to send email for ITS staff to check any ESRs they have raised and re-raise any that still need to be followed up. Escalate to SHWAG if needed.</p> <p>Action: Closed (07/11/2018).</p> <p>Nigel has spoken to Andy Allison from Estates for a response to all the outstanding ESRs. Action updated to: Nigel to share the new maintenance proposal (Handling ESR's) at the next ITS SHWAG meeting. (07/11/2018).</p> <p>Action: c/fwd (05/02/2019)- This has been put on hold due to restructure taking place in Estates and until the new Head of Estates is in place. Param to share it with the group once this is available</p>

			Closed
051.2018.ITSH	Roland Cross, Graeme Bromley, and Joan Sheehan to meet to discuss AV equipment PAT testing requirements and feedback outcome to SHWAG and the central Safety, Health and Wellbeing team.	Roland Cross, Graeme Bromley & Joan Sheehan	Action: c/fwd (11/09/2018). Action: c/fwd (07/11/2018). Action: Roland Cross to set the meeting up to meet to discuss AV Equipment PAT Testing requirements. Action: c/fwd (05/02/2019)- Joan Sheehan to take this forward and set up this meeting and after the meeting Joan Sheehan to update Laurie Wilson on the outcomes – Closed
062.2018.ITSH		Becky Nicholson/ Sarah Keeley	Action: c/fwd (07/11/2018). Action updated to: Sarah Keeley Param Singh and Becky Atkins to meet HR (Jen Cartwright) to discuss the sickness reporting processes and approach in more detail. Action c/fwd (05/02/2019) –Becky Nicholson and Sarah Keeley Param Singh had conversation with HR regarding the sickness reporting processes, but it is still in progress. Delays due to ongoing recruitment and operational commitments – Role this one to one above – CLOSED (action moved to 0.44.2018.ITSH)
079.2018.ITSH	Roland Cross to speak to Laurie Wilson regarding the Risk Assessment for Woodhouse 306, which was marked as a LOW risk area by Roland Cross but Laurie Wilson, marked it as a High-risk area.	Roland Cross	Action: c/fwd (05/02/2019) Ongoing- Closed
081.2018.ITSH	Paul Hartshorne to speak to Sarah Keeley and work on reviewing the additional course completion course cycles for ITS Staff.	Paul Hartshorne	Action: c/fwd (05/02/2019)- Paul Hartshorne to meet with Param Singh to review the additional courses on Training Matrix Closed
082.2018.ITSH	Departmental Stress Risk Assessments - Becky Nicholson to pick this up with the IT Directorate and Sarah Keeley for further explanation regarding above concerns. Laurie Wilson Shared the current guidance documents used on how to escalate the key points from	Becky Nicholson	Action: c/fwd (05/02/2019) - Becky Nicholson to follow it with Directors regarding the Stress Risk Assessment and gain clarification on the changes that are missing in the transition from High Level Management to Lower Level Management. Action: Param to arrange a meeting for Becky Nicholson + ITS Directorate team. Meeting arranged: 27 February 2019 Closed

	lower level Management to Directors with Becky Nicholson		
083.2018.ITSH	The next meeting is scheduled for Tuesday 02 April 2019. However, a recommendation for the frequency of the meetings to be every quarter rather than every two months as highlighted in the new TOR.		Action: Param Singh to set up the new 3 interim meeting and adjust the date for April meeting to be in line with University Health and Safety Committee meeting. Closed
084.2018.ITSH	Nigel Buckland to speak to Sarah Keeley regarding the KPI: "A minimum of 6 unannounced room/condition spot checks by Leadership Team to take place annually".	Param Singh	Action: c/fwd (05/02/2019)- Param Singh to arrange a meeting with ITS Directors and Becky Nicholson to discuss the dates of unannounced inspections Closed
086.2018.ITSH	Members to decide on frequency of meetings at the next meeting.	All members	Action: c/fwd (05/02/2019)- Group is happy to meet 3 times a year (according to current TOR) but an additional 3 interim meetings a year to take place 2 weeks before the IT SHWAG meeting to discuss the ongoing matters, current appetite, outstanding actions in advance etc. Param to organise 3 interim meetings for IT SHWAG group - Closed
088.2019.ITSH	Meet with Graeme Bromley and Param to discuss the room Inspections yearly schedule and procedures	Param Singh/ Becky Nicholson	Action: Action: Becky Nicholson to meet with Graeme Bromley and Param Singh to go through the yearly schedule of room inspections. Meeting arranged: 07/03/2019- Closed
089.2019.ITSH	Becky to meet with Nigel to review current KPI's and plan future expectations of setting KPI's	Param Singh	Action: Becky Nicholson to meet with Nigel Buckland to review and discuss previous KPI's and plan a way forward for new KPI's. Meeting arranged: 23 March 2019 Action: Action: Param Singh arrange meeting with ITS Directors and Becky Nicholson. Meeting arranged: 27 February 2019 -Closed
091.2019.ITSH	Param to circulate the schedule to the group		All members to go through the yearly work schedule and add in the relevant dates of work planned in the spreadsheet. Closed
090.2019.ITSH	Laurie Wilson updated the group on the new contractors for PAT Mobilisation. Following on from the discontinuation of our previous contractors Veriserv, University are in negotiations with	Laurie Wilson	Laurie Wilson to update the group at next meeting once the committee has accepted the report. Action: c/fwd (02/05/2019) Action: Closed (21/05/2019)

	Circuit Electrical testing who are based in Halifax. University H&S Executive team are currently progressing with relevant contracts, site allocations etc.		
087.2019.ITSH	An updated Terms of Reference and Membership document will be circulated to the group for any additional comments.	Param Singh	Action: Param to update the Terms of Reference and Membership document and circulate it the group Action: c/fwd (05/02/2019) Action: Close (21/05/2019)
0104.2018.ITSH	Following on an email from Laurie Wilson to update current Gas cylinder Records, further information is required on the Cylinders stored in the basement of the Grange.	Param Singh/ Laurie Wilson	Update: Param Singh has been in contact with Chris Iredale in Networks team. Access to Grange Basement is strictly managed by Estates therefore this can only be confirmed by the Estates. Param to follow up. Action: Param to contact Laurie Wilson regarding next steps to arrange for the Gas Cylinder check in the Basement room of the Grange- Closed
0105.2018.ITSH	Relocation of Health and Safety team to Leighton 204 and Health and Safety team will be looking after the supply of the first aid equipment and supplies	Param Singh	Action: Param to update the Local Operating Procedures guide - Closed
0102.2018.ITSH	Following up on email from Laurie Wilson for a way forward for access to the hub rooms, ITSHWAG members had a general discussion on best way forward for the inspection of comms room, so we can use the resources efficiently. IT SHWAG members proposed that we do the Room Inspection, Fire Safety and Electrical safety all three at the same time going forward for all the Hub Spaces. As nearly 70% of the Hub Spaces have been inspected this year by the IT Services Networks team, the proposed plan is to arrange for the	Param Singh	Action: 21/05/2019- Param Singh to draft an email with the proposed plan to Laurie Wilson for a way forward and liaise with IT Services Network team for scheduling of the remaining inspection of the Hub Spaces. Action: This can be closed now due to extra cost involved. It has been decided that Networks team will be doing the visual checks along with their room inspections going forward and raise any concerns accordingly. – Closed

	inspection of Fire Safety, Electrical Safety and Room Inspection together.		
0100.2018.ITSH	Param Singh to bring a draft edition of the newsletter to the next SHWAG meeting.	Param Singh	Action: Complete- Newsletter shared with all Staff and SWAG Members Meeting scheduled on 25/09/2019
097.2018.ITSH	Nigel Buckland to research sickness statistics and measurements both on an institutional and national level. Becky and Param to meet and discuss approach and process before approaching HR.	Becky Nicholson	Nigel has started this process. However, HR have changed the sickness reporting process, which has affected how actively the leadership team can monitor sickness on a departmental level. Nigel will share anonymised reports once HR have organised portal access. Action: c/fwd (11/09/2018). Action: c/fwd (07/11/2018). Action c/fwd (05/02/2019) Action: c/fwd (02/05/2019) Action: c/fwd (21/05/2019) Action: c/fwd 29/08/2019) Becky has now met with HR and whilst it has been agreed that the HR (Jen) will be giving access to Nick and Nigel but a further update has been requested by ITSWAG members and Becky to update at next meeting. Update: People Data and Insight (HRIS team) have launched the new report to assist managers with people management activities. This report will be circulated 1 st of each month Action: Closed 20.01.2020
0106.2019.ITSH	Group agreed to reschedule any future meetings and avoid SHWAG members nonworking days (Monday or Wednesday)	Param Singh	Action: Param to reschedule all future meetings and avoid any conflicts with nonworking days Action: Complete: 20/01/2020
098.2018.ITSH	Roland Cross to meet with Graeme Bromley and go through the assessment for JGG14 (Earth free zone).	Roland Cross	Action: c/fwd (05/02/2019) Action: c/fwd (21/05/2019) Meeting held but visit will be taking place soon, information has been sent to Laurie Wilson for further clarification on next steps. Roland to chase Laurie Wilson for further information and dates to take this forward. Action: c/fwd (29/08/2019)

			<p>Due to long term sickness of the other party who us involved this process, this has been put on hold – A further update required at next meeting by Roland or Graeme</p> <p>Action: c/fwd (20/01/2020)</p> <p>Roland and Graeme to take this forward and produce the RAMS report for both labs</p> <p>Action Complete: Inspection is now complete and report will be circulated</p>
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SAFETY, HEALTH AND WELLBEING ADVISORY GROUP MEETING Leeds School of Arts

Chair approved

MINUTES of the meeting held on 5th May 2020, 14.00 – 16.00 held via Skype due to Covid-19 lock-down situation.

Present:

Professor Lisa Stansbie (Chair)	Dr Oliver Bray	Hamera Bashir
Annabelle Pangborn	Dr Mark Flisher	Martin Briggs
Alison Munn	Frazer Shelton	Andy Solomon
Sarah Du Feu	Andy Brannan	Dave Procter
Neil Masterman		

In attendance:

Pam Carter (Secretary)

Apologies:

Laurie Wilson	Justin Burns	Sarah Mills
Seb Budniak	Ivan Crouch	Helena Hanson

Part A: Preliminary Items

A2. Terms of reference and membership

- 107.2019.LSA The Advisory Group **received** the current terms of reference and membership (paper reference LSA-2019-001).
- 108.2019.LSA The Terms of Reference and Membership had been updated to reflect the agreed changes following the previous meeting.

A3. Minutes from previous meeting

- 109.2019.LSA The Advisory Group **received** the minutes of the previous meetings held on 6th February 2020 (paper reference LSA-2019-015)
- 110.2019.LSA The minutes of the previous meeting were accepted as a true and accurate record of the proceedings.

A4. Actions from previous meeting

111.2019.LSA The Advisory Group **received** the actions from the previous meetings held on 6th February 2020 (paper reference LSA-2019-016)

112.2019.LSA *Arising from action 001.2017.SHW:* Heads of Subject had been asked to nominate two representatives from their Subject Area to attend the meetings in their absence. Following consultation with Governance, the School had been informed that no representatives were allowed; Subject Heads were required to attend wherever possible.

Action closed

Arising from action 018.2017.SHW: Managers had been asked to organise Stress Risk Assessment meetings with staff. The process was underway, but some were awaiting completion

Action ongoing

Arising from action 046.2018.SHW: Heads of Subject had provided the names of staff who had not currently completed the mandatory DSE training to the Health & Safety Co-ordinator.

Action closed

Arising from action 009.2019.SHW: A standard operating procedure for the newly formed School had not yet been completed.

Action ongoing

Arising from action 012.2019.SHW: The draft Health & Safety Annual Plan continued to be updated and would be sent to Subject Heads to update in due course.

Action ongoing

Arising from action 096.2019.SHW: The names of staff yet to complete the online training had been submitted to the Heads of Subject to follow up.

Action closed

Arising from action 099.2019.SHW: The Academic Services Manager had provided the names of the staff who would occupy the staff floor of the new building.

Action closed

Arising from action 099.2019.SHW: The Learning Support Manager had not yet provided an update on the stress risk management for staff moving to the new building.

Action ongoing

Arising from action 105.2019.SHW: The Chair had contacted staff development to request Management of Change sessions for staff moving to the new building. As this was before the Covid-19 lock-down, the Chair agreed they would double check the information.

Action ongoing

Part B: Matters for Discussion

B1. Local Safety, Health & Wellbeing Updates and Issues

113.2019.LSA The Advisory Group **received** a report from the Health & Safety Co-ordinator (paper reference LSA-2019-017).

- 114.2019.LSA
- a) 3D printers from the workshop were being used by the team to manufacture PPE to support the NHS. The University Finance/Insurance team had approved staff to use the printers at home.
 - b) Staff working at home during the Covid-19 lock-down had been provided with information and web links to create a safe & healthy environment at home and taking care of mental health.
 - c) A generic risk assessment had been produced for Fashion Marketing students and would be included in the course material.
 - e) LSA compliance on H&S through people development online indicated the following information:
DSE assessment 78%, DSE Training 79%, H&S Essentials 72%
It was agreed that the Chair would email to staff a reminder to undertake the training.
 - f) Ongoing heating issues in Broadcasting Place had now been resolved.
However, a few rooms in Electric Press still had some heating issues. The Advisory Group were informed that regular checks were being undertaken across both buildings.
 - g) No staff had been in contact regarding access to equipment. The Union Representative commented that staff had had little notice following lockdown and asked if it was possible to collect required items from work. The Chair advised staff to contact security via Lorraine Foster to gain access.

115.2019.LSA It was **agreed** that the Chair would email a reminder to staff to complete the online training.

B2. Leeds School of Arts Building: Migration Update

- 116.2019.LSA The Advisory Group **received** a report on the School's preparations ahead of the move to the new building (paper reference LSA-2019-018).
- 117.2019.LSA
- a) The Learning Support Team Leader informed the Advisory Group that due to Covid-19, the move to the new building had been delayed until January 2021. This clearly had a significant impact on the migration planning as the move would now take place between semesters 1 & 2 and would have to be realigned to accommodate the shorter timescale.
 - b) A list of requirements had been drawn together for the staff floor; the brief would be issued as a formal tender to a framework of suppliers along with a budget.
 - c) The risk assessment process was still ongoing particularly considering the change of the moving date and the tight schedule which may impact on staff wellbeing.
 - d) It was agreed that estates would need to work closely with colleagues and Subject Heads to allow equipment movement/packing and alterations to semester start/finish times. The Director of Arts added that the School was working closely with timetabling as other Schools would be affected by the new building delay.

B3. Northern Film School – Health & Safety Update.

118.2019.LSA The Subject Head for the Northern Film School informed the Advisory Group that all production had been halted due to Covid-19, and therefore Creative Safety had nothing to report at the current time.

B4. Accidents, Near Misses and Dangerous Occurrences Update

119.2019.LSA The Advisory Group **received** a report on Accidents, Incidents or Dangerous Occurrences (paper LSA-2019-020)

120.2019.LSA a) The Safety, Health & Wellbeing Co-ordinator informed the Advisory Group that it had been difficult to record accidents during the Covid-19 lockdown.
b) Prior to the lockdown there had been 2 accidents; both had been dealt with effectively.
c) One incident had been reported; two students had been trapped in the lift in Broadcasting Place B building. The alarm had failed to work, and the students had to resort to using mobile phones to raise the alarm causing some distress. The BT dedicated phone line in the lift had failed to work and had been reported to the company.

B5. Health and Safety Consultative Committee Report

121.2019.LSA The Advisory Group **received** the minutes of the Health & Safety Consultative Committee meeting held on 27th February 2020.

122.2019.LSA a) Unfortunately, the Health and Safety Advisor was unable to attend the meeting.
b) It was noted that PAT testing had been undertaken within the University.
c) The Health & Safety Policy was currently being reviewed; it was noted that out of office fire drills would take place.
d) The External Auditor would look at medium and high-risk areas and a report would be submitted via the portal.

C1. Any Other Business.

123.2019. LSA The Union Representative asked if staff could undertake stress risk assessments in light of home working e.g. lighting and seating. Also, laptop screens being at incorrect heights particularly as staff would be undertaking a lot of marking. It was understood that staff were also finding it difficult working from home with young children. The Chair stated that access to the University may be an issue and asked the Safety, Health & Wellbeing Co-ordinator if they could provide some suggestions on how working from home could be improved or ask the Health & Safety Advisor how other schools were coping.
The Subject Head of the Northern Film School commented that staff would also need access to equipment in preparation for the start of the new academic year.

C2. Date and Time of Next meeting

124.2019.LSA The date and time of the next meeting would be confirmed in due course.

Confirmed by the Advisory Group as a correct record and signed by the Chair:

Professor Lisa Stansbie

Signed:



Date: 15th May 2020



SAFETY, HEALTH & WELLBEING ADVISORY GROUP

SPORT AND ACTIVE LIFESTYLES

Tuesday 28th April 2020 @ 3.00pm via Skype

1. Preliminary Items

1.1. Welcome, Introductions & Apologies

Attendance:

Sally Griffiths (SG) (Chair)

Sharon Meredith (SM)

Ian Smyth (IS)

Dan Stanley (DS)

Sue McClay (SMc)

Helen Dickson (HD)

Becky Smedley (BS)

Roland Cross (RC)

Annette Mesher (AM) (Secretary)

Apologies:

Mark Dunstan (MD)

Laurie Wilson (LW)

1.2. Previous Minutes

- The previous minutes were accepted as a true and accurate record of the meeting.

1.3. Matters Arising/Action Points

- There were no matters arising and the outstanding action points were reviewed and updated on the separate actions sheet.

2. Safety

2.1. Accident & Incident Reports / Summary

- The last quarter summary report was due in April but could not be produced due to accident report forms being unavailable currently whilst working from home.
- This detail has been included in a capital bid submission for improved access control, alongside the Accessibility report that focuses on Inclusive Facilities. The capital bid includes access control measures required to prevent access to individuals that do not hold a membership, nor have been inducted in this area.

2.2. Safety Focus Forum Group Update

- There was a good attendance to the meeting & minutes are available. Areas covered included:

- LeisureSafe & upcoming audit
- Estates led evidence is causing a problem eg submitting maintenance records, lighting testing, etc. Access to view these documents is very limited.
- QSA Audit to be carried out by HD within 6 months
- There are two EAP documents at the moment and the pool EAP is to be combined in to the main one
- Training requirements discussed in terms of qualifications
- Safe systems of work discussed & identified new ones that need to be completed
- TSRA

Action: SG to discuss estates led evidence issues with Andy Allison

Action: QSA Audit to be carried out by Helen within 6 months

2.3. QLM & Risk Assessment Update

- CIMSPA risk assessments are ongoing and in progress. HD is reviewing the documentation when it has been completed and providing training for completion where necessary.
- LeisureSafe Audit has been cancelled in June and other dates have been requested for July, if possible.

Action: AM to share results of training analysis with HD when completed as includes risk assessments.

2.4. S&AL Health & Safety Audit

- LW is to pick up audits when he returns.
- There is a review of internal health and safety audit being managed by Health & Safety Consultative Committee, which is on hold at the moment due to the requirement of LW's involvement.

Action: RC to discuss the way forward with health & safety audit with Trevor Armour

2.5. Update Health & Safety Office

- Note from Stephen Thackray, who is covering in LW's absence, along with Paula Johnston.
 - There is nothing specific at this moment in time however I have added some points below, that you may wish to consider
 - Working from home – it would be worthwhile ensuring staff are making use of guidance on the staff intranet. Occupational Health and the Health and Safety team are working on additional guidance which will be shared in due course.
 - I have added the link below to the Health & Safety Consultative Committee held in February. <https://www.leedsbeckett.ac.uk/-/media/files/partners/governance-and-legal-services/corporate-governance/safety-health-and-wellbeing-committee/196/he196-27feb2020--agenda--papers--open-final.pdf?la=en>

3. Health & Wellbeing

3.1. Staff Absence

- Staff absence is now being sent to managers at the first of every month and we are also tracking and reporting COVID-19 information, such as staff who are self-isolating.
- SM had a conversation with Siobhan Binks in HR regarding providing refresher training for absence training for line managers. SB is happy to provide this, but when things are back to a more normal situation due to current situation.

3.2. Working from home and working in isolation

- A large amount of collaboration and commitment to ensure that the communication is working. Overall this has positive but there is still some anxiety and concern about working in isolation.
- SLT have been linking in with individuals and sharing information where necessary such as Health Assured.

3.3. Staff Training Update - Mandatory & all other

- HD sending out updates each week of outstanding training through the HR POD.

3.4. Team Stress Risk Assessment Update/ Summary

- Team Stress Risk Assessments reflect the concerns with the current situation such as, staff feel they have too little to do, are unsure of their position, the working environment, and some are concerned about the potential to be furloughed.
- There is a good dialogue using Microsoft Teams at the moment, both formal and informal.
- The newsletter in April provided a lot of information about working from home and support available. May's newsletter will focus more on the good news and achievements observed at this time.

4. Major Topics/Events

4.1. COVID-19 Update and learnings so far

- SLT are communicating at the same time every weekday
- Any staff where there is concern are being supported
- SLT are communicating with staff on a regular basis and working together to ensure message is accurate, consistent and not speculative.

4.2. Planning for S&AL re-opening: Risks and Compliance

- Scenario planning for 3 different scenarios is being carried out at the moment
 - If we go back and everything goes back to normal
 - If we go back but there is significant social distancing in place but students return Sept 20
 - Virtual environment, social distancing in place and students return Jan 21
- Staff are working hard to establish what will need to happen regarding each of these scenarios when we open.

- SLT will be directed by UET following direction from the Government

4.3. S&AL Risk Register 19/20 (Q3 – April 2020)

- The Q3 S&AL Risk Register will be sent out with these minutes
- A COVID-19 risk has been added into this
- There will be additional financial implication to be able to comply with putting measures in place for the return to the office.
- The Joint Consultative Committee is asking the University for a plan looking forward to what returning to the office will look like across all areas. Will include all business activities and common themes across all areas.
- It was agreed when closedown happened that Duty Managers are able to visit site 3 times per week to inspect physical space and pool quality testing. Risk assessment was carried out specifically for this.
- Question was raised around whether urgent maintenance work can be carried out during this period if risk assessed and Estates are on site.

Action: Staff to send feedback to SG if anything feel needs to be added into the S&AL Risk Register

Action: MD to send RC the current Risk Assessments and Method Statement for Duty Manager's regular campus lockdown visits

Action: BS to send SG list of urgent maintenance to be carried out at the moment and SG to discuss with Andy Allison

4.4. May Away Day (S&AL)

- At the moment the proposal is to continue with the May Away Day, albeit a virtual one.
- Updates are to be sent nearer the time.

5. Other Business

5.1. Variations in Different Programmes

- LTA audit has thrown up a lot of things not being done and has raised differences in the different programmes around policies, procedures and risk assessments.
- Conversations to be started regarding this so that all documentation is consistent across the department and who is responsible for picking various things up.
- Documents are being shared across programmes as a starting point so can combine them in to one set of documentation.

Action: HD to initiate setting up working group to look at these differences

Meeting closed 4:28pm



SAFETY, HEALTH AND WELLBEING ADVISORY GROUP

MINUTES of the 25 March 2020 meeting

Present:

Professor Rhodri Thomas (Chair)

Simon Bell

Dr Christina Papadopoulou

Dr Davina Stanford

Linda Hepworth

Annemarie Piso

Faye Thompson

Dr James Musgrave

Dr Peter Robinson

Laurie Wilson

In attendance:

Rebecca Lefever (Secretary)

Part A: Preliminary Items

Declarations of interest

077.2019.SHWDY No declarations of interest were made.

Minutes

078.2019.SHWDY

The Group **AGREED** the minutes of its meeting of 8 January 2020 (paper SHWDY-2019-014) with no amendments.

Matters arising

079.2019.SHWDY

The Group **received** a report on the agreed actions from the previous meeting held on 8 January 2020 (paper SHWDY-2019-015).

080.2019.SHWDY

Arising from minute 041.2019.SHWDY: The Chair **reported** that plans for a secure entry system to Macaulay Hall have not been able to be progressed at this time.

081.2019.SHWDY

Arising from minute 046.2019.SHWDY: The University Health and Safety Adviser **reported** that Paula Johnston, the University's Fire Safety Adviser, had sought further guidance on the storage of Personal Emergency Evacuation Plans. The information has been collated and will be circulated to Schools once colleagues are back on campus.

082.2019.SHWDY

Arising from minute 057.2019.SHWDY: It was **reported** that each Subject Group and the administration team are considering and implementing mental health and wellbeing systems.

Part B: Items for Discussion/Decision

University Health and Safety Consultative Committee Update

083.2019.SHWDY

The University Health and Safety Adviser **noted** that the Committee received a presentation on staff and student international travel. This included the University's roles and responsibilities in this area and how approval systems work.

084.2019.SHWDY It was **reported** that the University's Health and Safety Audit is currently on hold. An external consultant has been appointed to review the University's audit process. The University Health and Safety Adviser will liaise with the consultant to agree an approach.

Coronavirus (COVID-19) Update

085.2019.SHWDY The Group **noted** that all up to date information and advice is available through the University website.

086.2019.SHWDY It was **reported** that risk assessments are taking place on campus twice a week and fire risk assessments are being carried out on empty buildings. Estates will ensure all buildings are checked and safely up and running before colleagues return to campus.

087.2019.SHWDY The University Health and Safety Adviser **noted** that weekly updates will be sent out to colleagues with relevant health and safety information.

088.2019.SHWDY Members **noted** that the situation has seen a huge shift in working practice and colleagues are now adapting to working from home. Colleagues are also balancing work with other domestic responsibilities.

089.2019.SHWDY The Group **noted** the significant impact assessment extensions will have on colleagues' work. For example, a four-week extension for students would lengthen the time academics are supporting students, push back marking schedules and eat into time for research work and leave.

Part C: Update on Local Issues

Staff Stress Risk Assessment

090.2019.SHWDY The Group **received** the School's latest Staff Stress Risk Assessment (paper SHWDY-2018-016).

091.2019.SHWDY The Chair **noted** that this assessment has now been largely overtaken by current events. Minimising the negative impact of COVID-19 is now the most prominent issue for the School. Colleagues will continue to reflect on their working practices as this situation continues.

092.2019.SHWDY Members **AGREED** to now include in the document reference to home working and associated extra stressors plus the impact on staff workloads.

Report on Display Screen Equipment/DSEA

093.2019.SHWDY The Safety, Health and Wellbeing Coordinator **noted** that Julie Nunns is still the School's DSE assessor. The Safety, Health and Wellbeing Coordinator will also undertake the required training to carry out assessments.

094.2019.SHWDY It was **reported** that the system is working well. Two recent assessments have been followed up with Occupational Health and staff have received the equipment they need.

095.2019.SHWDY	It was noted that, to support working from home safely, guidance and a checklist have been sent to all colleagues.
096.2019.SHWDY	The University Health and Safety Adviser noted that there may be an increase in musculoskeletal issues reported once colleagues return to working on campus.
097.2019.SHWDY	In addition to physical wellbeing, members noted that colleagues' mental wellbeing will also be affected by working from. Colleagues may be isolated or dealing with extra pressures from caring or supporting others.
098.2019.SHWDY	It was AGREED that Heads of Subject and the Academic Services Manager would identify and monitor any particular issues for individuals in their teams.

Accident and Incident Reports

099.2019.SHWDY	The Safety, Health and Wellbeing Coordinator reported that no accidents occurred since the last meeting.
100.2019.SHWDY	One incident was reported . On 6 February the newly installed water cooler in Macaulay Hall leaked. With electrical sockets and equipment nearby, the area was cordoned off and Estates dealt with the leak very promptly.
101.2019.SHWDY	One accident occurred outside Macaulay Hall. A language student fell and injured themselves. The School's first aider helped. It was noted that the accident report was completed and submitted by colleagues in the Department of Languages.
102.2019.SHWDY	The Group also noted the tragic death of a student. Support has been provided to colleagues and students affected by this.
103.2019.SHWDY	The Chair noted that the template provided by the Chaplaincy to help when offering condolences and support in these circumstances does not reflect the needs of those of other faiths or no faith.
104.2019.SHWDY	The Chair AGREED to write to Priscilla Preston, Head of Student Services, to request the template and other support materials are reviewed.

Training Update

105.2019.SHWDY	The Safety, Health and Wellbeing Coordinator reported that training compliance is now at 94%. The DSE training is at 93%. Two new staff have not yet had the opportunity to complete the training. One member of staff is due to renew and has until the end of June to complete the training.
106.2019.SHWDY	The Safety, Health and Wellbeing Coordinator and Heads of Subject AGREED to remind colleagues to compete the training.
107.2019.SHWDY	It was noted that all other health and safety has been completed and the School now has five trained first aiders and seven trained fire wardens in place.

Staff Induction Report

108.2019.SHWDY The Safety, Health and Wellbeing Coordinator **reported** that induction systems are being followed. The School's Standard Operating Procedures have been updated and circulated to all colleagues. New staff have been enrolled on the required health and safety training.

Part D: Reports from Parent Committees and other Committees and Groups

109.2019.SHWDY The Group **noted** the minutes of the University Health and Safety Consultative Committee of 27 February 2020 (paper SHWDY-2019-017).

Part E: Other Business

110.2019.SHWDY No other additional business was raised for discussion.