

## CONFIRMED MINUTES

### HEALTH, SAFETY, WELFARE AND ENVIRONMENT COMMITTEE

**NON-CONFIDENTIAL** minutes of the meeting of the Health, Safety, Welfare & Environment Committee held on 3rd June 2021 at 1400 hrs via google Meet.

Present: Brendan Casey (BC), Registrar and Chief Operating Officer (Chair)  
Ruth Davies (RD), Director, HR  
Aanushri Patel (AP), standing in for Tanja Dawber, ITS  
Alison Blair (AB), Head of Operations, HLS  
Ashley Rowles (AR), Technical Manager, TDE  
Brian Rivers (BR), Facilities and Services Manager, HSS  
Clare Beesley (CB), standing in for Gareth Preston, FLS  
Christie Rainbird (CR), Senior Occupational Health Adviser, HR  
Diane Harrison (DH), Student Services Operation Manager, ASA  
Elizabeth Mitchell (EM), Technical Services Manager, HLS  
Emma Coles (EC), Head of Operations, OBBS  
H Bahl (HB), Deputy Director Commercial and Campus Services, ECS  
Heather Pughsley (HP), Facilities and Services Officer, HLS  
Jo Akers (JA), Customer Services Team Leader, LR  
Loredana Faraon (LF), Head of Operations, MarCom  
Michele Morley (MM), Environmental Sustainability Manager, ECS  
Mark Tugwell (MT), Deputy Director of Estates, ECS  
Nikki Smith (NS), Head of Operations, SU  
Sharon Willett (SW), (Secretary), Safety Officer, HR  
Simon Hogg (SH), IT Services Transition & Benefits Manager, (Unison)  
Tim McGill (TMc), University Safety Manager, HR  
Tina Managhan (TM), standing in for John Lo Breglio (UCU)  
Zoe Randall (ZR), Safety Officer, HR

In attendance: Laura Fortuna, PA to Director of Human Resources Ruth Davies (Minutes); Maggie Maguire, H&S;

Apologies: Gareth Preston, FLS  
Jonathan Grainger, VCG  
John Lo Breglio, HSS (UCU)  
Tanja Dawber, ITS  
Vera Wheatley, HLS

**29 Welcome and apologies**

29.1 Apologies are as listed above.

**30 Minutes of the meetings held on 3rd March 2021**

30.1 The minutes of the meeting held on 3rd March 2021 were accepted as an accurate record.

**30.2 Matters arising from the minutes of the last meeting**

30.3 Minute 15.3: Engineers visiting sites complete a site access form for each day they are on site. TMG spoke to ECS with a view to simplifying the process, an update will be provided in point number 10.

30.4 Minute 25.1: This is the final report: '[Report on the Implementation of the Management of First Aid in Relation to the On-going C-19 Pandemic](#)'. Reviewed and amended by OH. This action has now been completed.

**31 To receive a Covid-19 update from the chair BC**

31.1 16.1 Oxfordshire's positive case rates continued to decline as expected. The Health Protection Board continues to meet every week. Brookes continues to focus on supporting staff and students, test and trace, and keep the campus and accommodations Covid safe. Effort is turning to supporting the September return to campus. The assumption is that the government will lift all restrictions on the 21<sup>st</sup> of June, however, on the 14th of June the government will provide information on the 'road out of lockdown'.

31.2 TM asked a question about social distancing in the classrooms. TMG stated that it is rumoured that 1 metre social distancing policy remains however it may change in light of the government's announcement.

**32 To present the University Vaccination policy**

32.1 17.1 RD thanked Trade Union colleagues that collaborated in drafting the vaccination policy. OBU is encouraging as many people as possible to get the vaccine. The policy does allow colleagues time off to get the vaccine. The University would like to gather some data on how many people have managed to get vaccinated. Other measures still stand unless told otherwise, vaccinations won't protect 100% so we still need to use caution for autumn.

32.2 OH will be looking at Covid-age again as the algorithm has changed since last year and we also now have the introduction of vaccines. For instance, if a person had a second vaccination at least 21 days ago the Covid-age would go down.

32.3 EM asked about field trips and SW suggested that the Heads of Operation will need to submit requests for field trips to MIT.

**33 To receive the residential annual fire drill report**

33.1 SW reported that Halls Managers completed fire drills for all seven Halls. Jo Doyle and Claire Moona observed three of the fire drills. Overall the students

were very supportive and compliant. There were no reported incidents of students shouting or swearing at staff.

- 33.2 Fifty buildings were evacuated. The fastest evacuation was 1.45 mins and the slowest 7.03 mins. The average evacuation time was 4:36 mins. Three students from Crescent will be referred to the conduct team for their slow response evacuating their building.
- 33.3 In order to reduce the risk of Covid-19 spreading, additional staff were in place, to encourage residents to maintain social distancing during the evacuation and when returning to their blocks. Some students wore masks.
- 33.4 RD noticed that some information was recorded as pass/fail and some as percentages. RD asked which percentage would grant a pass. This was noted as being because different people had compiled the reports, It was agreed that it would be helpful to keep the language in the reports consistent in future. SW agreed the reports need some amendments and that she would work with Residences in the next few months to improve them.

**Action: SW**

**34 Verbal presentation with time for questions on ISO14001 (Environmental Management System) and its benefits for your faculty/directorate**

- 34.1 MM gave a presentation on ISO14001 which is an International Standard Brookes has been accredited with since 2012. It is an environmental management system. The main aim of the system is to provide a framework to protect the environment. The first step is for Brookes to look at environmental aspects which can be either positive or negative, then work on the legislative framework, the final step is to mitigate the risks. MM audits as part of the process, areas such as waste; water; pollution prevention; hazards; nuisance; and energy performance to name a few. ISO14001 shows continuous improvement that needs to be communicated. The University is also externally audited by NQA in the autumn. The University has an overarching environmental policy and a series of high level risks strategies and plans.
- 34.2 With regards to the Legislative Compliance, OBU signs up to an online dashboard, and currently there are 134 pieces of legislation we need to comply with. The main areas of compliance are around pollution; air; waste; energy; hazards; planning and wildlife and nuisance. MM completes audits from January to August and then a follow up would be performed during the summer. Both the H & S team and ECS will be informed of any areas of concern.

**35 To discuss note and agree changes set out in the Health & Safety Management Changes document**

- 35.1 Every Faculty and Directorate has been assigned a Health & Safety Business Partner (HSBP). This role is designed to act as the main point of contact for each Faculty and Directorate with the health and safety team. The HSBP is tasked to be integrated into each area, to proactively help manage health and safety in the area and act as their source of competent advice. An email will be circulated to advise who the HSBP will be for each area.

- 35.2 Due to the diverse make-up of the University and its varied risk profile, a one size fits all approach to health and safety is not the best solution. Therefore, in order to manage health and safety in a way that is proportionate to the risk of each area, local H&S Arrangement documents will be drafted that will set out how health and safety will be managed in each area proportionate to the risk. To achieve this the HSBP will be working with colleagues in each of their lead areas to jointly review the existing health and safety arrangements and structures in place. Then where required, the HSBP will work with colleagues to redesign and develop bespoke health and safety arrangements for the Faculty/Directorate. The intention is to ensure that the structures and arrangements in place are proportionate to the risks the work activities expose staff and students to. The reviewed arrangements will be signed off by the appropriate Dean/Director and brought to the University Health & Safety Committee.
- 35.3 Each Faculty and Directorate will submit an Annual Health and Safety Return to provide details of the health and safety performance in their respective areas and report back to the University Health and Safety Committee. The return will cover both statutory compliance information and leading health and safety performance indicators. The HSBP will advise their respective areas on the completion of the return.
- 35.4 Each area has been requested to complete the risk assessment register and submit it to the Health and Safety team. The HSBP will work with their lead areas to ensure that the risk assessments on the register reflect the assessments required for the foreseeable work activities that are undertaken in their areas.
- 35.5 Each area will carry out the workplace inspections relevant to their areas and operations and submit it to the health and safety team. These inspections form part of the overall health and safety arrangements to both monitor standards and proactively identify any issues. The draft workplace inspection forms will be shared with colleagues on the committee and across the University for Consultation and comments on the usability etc. As part of this process, the H&S team is keen to integrate any changes being made into existing safety inspections that have already been carried out. All Faculties and Directorates were asked to let the H&S team have copies of any local formats you use for conducting safety inspections via email. Please use the [healthandsafety@brookes.ac.uk](mailto:healthandsafety@brookes.ac.uk) email address.

**Action: All**

- 35.6 In order to help demonstrate reasonable practicability OBU needs to implement a process of observational monitoring that captures whether the risk assessments and method statements are being followed and are managing the risk as intended. As part of the HSBP role they will be working with their lead areas to ensure that there is a training matrix in place that identifies the safety critical training requirements for each job role and that the training is up to date.
- 35.7 A crucial part of an effective health and safety management system is to measure performance through a robust qualitative audit system. Consequently, from the autumn health and safety performance across the university will be audited against a set of Health and Safety Performance indicators.

**36 Asset list verbal announcement of intention to gather assets in a single list**

36.1 The intention is to gather all assets listed in a centralized area. ZR will be sending emails asking about assets in the next few weeks.

**37 Verbal introduction of the OneLook Permit to Work System contractor management system**

37.1 MT introduced the OneLook Permit to Work System. Before a contractor comes onto site, some basic checks regarding competence, and induction training is completed. The old system was very manual and not efficient; this system provides for better knowledge of where contractors are and control of contractors whilst on site. There were many instances where the H&S team would not get notification of a contractor coming to site. With the new system most of the administration work will be done by the contractor freeing valuable time. This has been live in ECS for 2 weeks. There is zero tolerance for contractors that arrive without a permit, no permit no access. It will be next rolled out in ITs. EM asked about lab technicians. MT explained that at this stage only contractors but it will be extended in due course.

**38 Any other business**

38.1 As a part of a government initiative it has been asked to conduct spot checks during the pandemic to ensure compliance with Covid measures. The University was praised for good compliance with rules. Congratulations to all the committee.

**39 Date of the next meetings:**

39.1 Tuesday, 5 October 2021 (10:00 – 11:30am)

**END OF CONFIRMED MINUTES**