

MINUTES

CONFIRMED MINUTES

HSWOC230413/05

UNIVERSITY HEALTH, SAFETY AND WELFARE, OPERATIONS COMMITTEE (HSWOC)

NON-CONFIDENTIAL minutes of the HSWOC meeting held on Thursday 1 June 2023 as a hybrid meeting - JHB Exec Suite, JHB 128.

Present: Tim McGill (TM, Chair) Safety Manager; Louisa Berry (LA), Risk and Resilience Manager; Adrian Pawley (AdP), Technical Services Manager Ashley Rowles (AR), Technical Support Service Manager; Brian Rivers (BR), Facilities and Services Manager; Gary Mattingley (GM), Head of Operations; Gary Taylor (GT), Deputy Chief People Officer; Heather Pughsley (HP), Facilities and Services Officer; Helen Kinghorn (HK), Finance and Legal Services; Jason Costello (JC), Head of Campus Services; Jon Szreider (JS), Head of Community, OBSU; Matthew Royan (MR), Digital Media Support Technician; Paul Bradley (PB), Director of Occupational Health & Safety; Steve Holtom (SH), Senior Estates and Electrical Services Manager; Sharon Willett (SW, Secretary), Safety Adviser.

In attendance: Nikki Barnard (NB) (attending on behalf of Jo Acres); Josh Burnhope (JB) (attending on behalf of Loredana Faraon). **Optional invitees:** Michele Morley (MM) Head of Environmental Sustainability, Sarah Irons (SI) Bioinnovation Hub Manager. **Union invitees:** Benjamin Craft (BC) Unison, Simon Hogg (SH) Unison, Andy King (AK) UCU, Andrew Sumser (AS), EFM Project Manager.

Apologies: Alison Blair (AB), Head of Operations; Diane Harrison (DH), Head of Operations; Elizabeth Mitchell (EM), Technical Services Manager; Emilie Tapping (ET), OBSU Chief Executive; Emma Coles (EC), Head of Operations; Jo Akers (JA), Customer Services Team Leader; Loredana Faraon (LF), Head of Operations; Orinta Ringiene (OR), Head of Administration; Philip Clegg (PC), Associate Director (Enterprise); Zoe Randall (ZR), Safety Adviser; Vera Wheatley (VW), Facilities and Services Officer.

37 Welcome and apologies

37.1 Welcomes, and apologies were noted. Nickey Barnard was thanked for attending in place of JA and Josh Burnhope for attending in place of LF. HK was thanked for her service; she will be replaced by Sean Terry.

- 37.2 Minutes of the meeting held on 13 April 2023** [HSWOC230413/06](#)
- 37.3 The minutes of the meeting held on 13 April 2023 were accepted as an accurate record.
- 38 Action Log Review** [HSWOC230601/02](#)
- 38.1 The action log was reviewed and updated. Completed actions will be closed.
- 38.2 For minute item 9.1: More information is required, before VCG makes a decision about how to manage PA testing. Faculties and Directorates will be asked about the equipment they have, numbers and location in order to provide a paper to VCG.
- 38.3 For minute number 17.2: PB raised the idea that all staff automatically have Fire Marshal training and responsibilities during evacuation. After a short discussion, around issues such as the problem of a lack of staff in some buildings, whether there should be a financial incentive for staff, and what the basic instructions would be, it was decided that attendees should share their thoughts with PB via email.
- Action: Fac/Dir Reps**
- 38.4 GM had some thoughts regarding accident/incident reports which he agreed to share with SW.
- Action: GM**
- 39 Minutes of the HSWSC meeting**
- 39.1 Nothing to report as the HSWSC (Strategic Meeting) has not met since the last HSWOC.
- 40 Maintenance Improvement Plan (MIP) update ECS**
- 40.1 Andy Sumser (Project Manager - ECS) and SH provided an update on the MIP. Andy reported that funding was needed for some areas of work identified for the next 12 months, including for ventilation and fire alarm upgrades. They are currently in the process of negotiating for these funds. Andy reported that current activity included the Wheatley exit plan, the chiller ongoing works at Marston Road, and roof patch repairs, amongst a list of projects. SH reported on the Abercrombie project to replace glass at roof height, which will require scaffolding in excess of £50,000 plus the contractor costs. In addition they have a list of existing projects and new works such as fire alarm, phone line and lift upgrades. In answer to a question about reactive repairs, SH said that these were funded from a separate budget to MIP. There will be no uplift for the budget SH managed and the Abercrombie works will be funded from the insurance claim.
- 41 Brief verbal update on Faculty & Directorate H&S Arrangements**
- 41.1 No reports.
- 42 Price Waterhouse-Cooper Audit update**
- 42.1 OBU has received their audit. PB is formulating his reply. These documents will be received at the next HSWSC meeting on 20 June and circulated to the 27 July HSWOC.

43 Considering / Approving Policies

- 43.1 PB informed the meeting that the The Dangerous Substances, and Explosive Atmospheres (DSEAR), and Legionella procedures had been circulated as drafts for consideration and comments back by 7 June 2023. The aim is for them to be approved by the end of August. PB is considering setting up a small subcommittee to validate and approve procedures. The OHS Policy and H&S Governance arrangements document are also available in draft. The OHS Policy has changes to the ToRs and seeks to align committees.

Action: Fac/Dir Reps

44 Health and Safety Updates

- 44.1 TM reported briefly on the findings of the report arising from the Grenfell Tower inquiry. He reported that OBU was in a good position with regard to its findings.

45 Hybrid Working - overview of guidance

- 45.1 PB reported that there would be 3 sections to this guidance: (1) awareness training with principles of safe working that should also apply to hybrid working; (2) assessments, which would mainly be office-based with some home checks, and (3) specific questions in relation to hybrid working. SH asked about the use of photographs as a 'second pair of eyes' to check the users understanding of a safe DSE workstation. There was a question about whether any other budget was available for additional IT costs arising from hybrid working. No additional funds are available.

46 AOB

- 46.1 TM will be away for 2 weeks following the meeting.

47 Date of next meeting

- 47.1 The next HSWOC meeting is scheduled for Thursday, 27 July, 3:00 – 4:00pm.

End of confirmed minutes