

MINUTES

CONFIRMED MINUTES

HSWSC230322/09

UNIVERSITY HEALTH, SAFETY AND WELFARE, STRATEGIC COMMITTEE (HSWSC)

NON-CONFIDENTIAL minutes of the HSWSC meeting held on Wednesday 22 March 2023 at 2pm to 3pm

Present: Brendan Casey (BC, Chair), Paul Bradley (PB), Sarah Irons (SI), Tim McGill (TM), Sarah Irons (SI), Christie Rainbird (CR), Sarah Thonemann (ST), Sharon Willett (SW, joint secretary), Jerry Woods (JW).

In attendance: Aanushri Patel (APa, joint secretary)

Apologies: Benjamin Craft (BCr), Simon Hogg (SH), Andy King (AK), Alex Powell (APo), Alan Reeve (AR), Abigail Reilly (AR) and Zoe Randall (ZR).

16 Welcome and apologies

16.1 A welcome and the apologies were noted.

17 Minutes of the meeting held on 01/12/2022

[HSWSC221201/14](#)

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

18 Matters arising from the minutes of the meeting held on 12/05/2022 [HSWSC230322/02](#)

- 18.1 Action for 4.2 accident reporting in ServiceNow - completed and closed.
- 18.2 Action for 5.1 changes to H&S meetings TOR - completed and closed.
- 18.3 Action for 8.8 regarding Students Union accident reporting is in progress.

- 18.4 Action for 9.9 regarding access to first aiders - completed and closed.
- 18.5 Action for 11.3 advice for working from home is in progress.
- 18.6 Action for 13.1 request for an email survey for academic colleagues - completed and closed.

19 Minutes from the HSWOC meeting held on 02/02/2023 [HSWOC230202/05](#)

- 19.1 TM provided a brief overview from the minutes of the HSWOC meeting held on 02/02/23. It was a well-attended meeting. Health and Safety compliance was discussed. PB is now in post and has since spoken with TM regarding compliance going forward. There was a recommendation that AirB&B is not to be used due to compliance and insurance issues, and the contract that we have with Diversity Travel. The Richard Hamilton Building query about the fire doors leading into the building site has been addressed. The path at Clive Booth has been reviewed with John Howard (Project Manager, ECS) and Morgan Sindall (Contractor). Agreement for the path to be fixed was reached, and regular checking will be done to ensure damage is kept under control.

20 Revised First Aid Facilities and Arrangements OBUHSN-10 Issue 6
[HSWSC230322/03](#)
Record by Academic Year Summary First Aid Needs Assessments
[HSWSC230322/04](#)

- 20.1 These two papers had been shared for discussion and noting. There have been changes to how first aid has been managed over the two years of the Covid pandemic, with new revisions subsequently to reflect the new hybrid way of working. A physician is involved when medication is required. One proposed change in policy is to support students, as well as staff, with first aid needs.
- 20.2 Currently, first aid for staff is an OH responsibility, but first aid for students is not. Therefore, the relationships with the Student Services team and the Disability team have been strengthened. There are different needs across the different faculties and directorates. There needs to be joined up thinking and streamlining about how things are organised in relation to first aiders across the University.
- 20.3 The second paper related to faculties and directorates updating their first aid needs assessments and scheduled review dates. There was a question as to whether first aiders would be covered in the University's insurance policy and, after checking, it was confirmed that they would be covered, providing they have carried out the first aid procedure in line with training. BC questioned the list, as there are several names of colleagues who have left or changed jobs; the information needs to be updated.
Action: CR
- 20.4 CSAs have a supporting role as a backup for first aiders when an ambulance is involved. The Security team and Gather & Gather (catering) are all trained as first aiders and are expected to keep up with their relevant training for this role, as it is written within the service contracts. JW suggested that CR picks this up with Ricard

Bradford (ECS).

Action: CR

- 20.5 JW noted that Safe Zone, which is a system for maintaining the first aiders log and contacting first aiders, is no longer in the planning round for this year, as ECS felt unable to prioritise it.
- 20.6 BC asked whether OBU has an existing application that can be used instead of Safe Zone for the time being. SW and TM suggested that ServiceNow could be used. CR explained that she has already liaised with a colleague within Catherine Pyke's team and it was not appropriate for what was required. BC asked if another service or platform could be used instead. It was agreed that OH have responsibility for first aiders and that they would investigate other services or platforms with Catherine Pyke and that PB will investigate what other universities are doing and what systems they use.
- Action: PB/CR**
- 20.7 SI noted that Safe Zone was also due to be used for lone workers, and not just to cover first aiders. SI had not been aware that Safe Zone was no longer in the planning round for this year either.
- 20.8 It was agreed that in the short term, ServiceNow or another application within Brookes should be explored, to cover the majority of the functionality required.
- Action: CR/PB**
- 20.9 If no other solution can be identified within our existing provision, BC and ST will meet outside of the meeting group, to discuss the potential for funding Safe Zone.
- Action: BC/ST**
- 21 OBU Occupational Health Policy for Responding to Trauma and the Provision of Psychological Support for Staff 2022**
[HSWSC230322/05](#)
- 21.1 PB noted that this report is a draft and was provided for information and for a discussion of the direction of travel.
- 21.2 CR explained that it formalises the work that the OH team had been asked to undertake. It covers the psychological risks for harm due to work roles. It includes the impacts and requirements that the University will have, following on from the Manchester Arena report. The resident staff in ECS log accidents from levels 1 to 3, with 3 being high. Staff that are involved in road traffic accidents need to be considered for trauma and support as well. CR explained that there has been a wider university consultation about this. There is a suggestion in the paper to provide training for all managers.
- 21.3 SI noticed that burnout is noted at the top of the paper but not mentioned further down within the paper. CR will look into and address this.

21.4 ST asked that there is a more targeted approach for managers, as training cannot be a requirement for all managers within the University. Also, it would be helpful to identify the facilities that we already have and to make use of the existing resources, instead of introducing a programme to train others. CR explained that training has been delivered to specific areas of ECS and there will be targeted areas within the university. If managers do their role well then the need for counsellors diminishes.

Action: CR

21.5 BC has discussed with Tamsin Kershaw-Murphy (ASA) the issue of who is trained and competent to provide support to students; not all staff are able to do so effectively. The role of academic staff is to be an academic advisor and to refer those with a need for support due to trauma to the appropriate channels. This is because there is a difference between the good intentions of staff versus their competency. We cannot build competency in all staff. There needs to be a practical approach to what we want to do and how to approach this.

21.6 SW asked about the mental health first aiders. CR explained that this role no longer exists.

21.7 ST asked about what would happen next. CR said that she would like the University to comment on the paper and to have the path to sign off clarified. ST noted that she had spoken with some PD colleagues and they were not aware of this or had only been aware of CR's intentions but had not seen the paper or the proposals. ST noted that there is a lot of work to be completed, including more consultation, before the paper can be signed off. There needs to be conversations about what this is trying to do, how it will be achieved, how it will fit within the prioritisation of workload, and how it will fit in with the wellbeing project. The draft paper will be updated by CR and PB and ST will sign it off before it is re-circulated to HSWSC.

Action:

CR/PB

22 Compliance reporting

[HSWSC230322/06](#)

22.1 This paper has been approved by the Finance and Resourcing Committee. PB explained that there is a lot of Health and Safety compliance activity, with various ebbs and flows throughout the academic year. Tasks that were identified as expired have been picked up and some tasks have been rescheduled. Hence, it is helpful to keep a log, which he will continue with.

22.2 Harcourt Hill has specific measures in place at present to deal with legionella. Firstly, a dosing system was applied, which is a disinfection. The second measure was a bomb disinfection which will be left for a while, before testing can resume at the beginning of April. However, the water is safe to use in the meantime. At the moment the water system is being reviewed to see what outlets can be disconnected. As a solution for the longer term, there is a plan to install a smaller water tank, which would be more appropriate for the water usage and numbers of people on the site.

- 23 People and Culture Strategy update** [HSWSC230322/07a](#) [HSWSC230322/07b](#)
- 23.1 The People and Culture (P&C) Strategy has been approved by VCG. The plan covers the next three years. There are four key ambitions. The operational plan is now in development.
- 24 Stress Management Risk Assessment** [HSWSC230322/08](#)
- 24.1 ST covered this item. Wellbeing is key for staff recruitment and retention, as well as for staff engagement. It covers all types of wellbeing, including health and financial wellbeing.
- 24.2 There will be a stress management risk assessment for colleagues across the university. AR is leading on this and PB will be heavily involved too. The Robertson Cooper framework will be followed.
- 24.3 So far, good progress has been made. A wellbeing project group has been established. It is currently dominated by PD colleagues, but will involve more colleagues from across the University. The VCG Operations group has approved this paper. There will be a stress awareness month in April 2023 and a mental health awareness week in May 2023 which can be used to communicate this work. Updates from the wellbeing group will be reported at the HSWSC meetings.
- Action: AR/PB**
- 25 AOB**
- 25.1 A discussion on the governance route for health and safety was on the agenda under AOB, but PB and BC have discussed this outside the meeting. PB's queries have been resolved Although the VCG Operations group feeds into VCG, HSWSC reports to VCG and HSWOC reports to HSWSC. BC stated that Maria Crawford is currently mapping all the meeting groups and governance across the university.
- 26 Date of next meeting**
- 26.1 Tuesday 20 June 2023 at 2pm to 3pm, in person in the VCG Boardroom, Clerici.

End of confirmed minutes.