

CONFIRMED MINUTES

HEALTH, SAFETY, WELFARE AND ENVIRONMENT COMMITTEE

NON-CONFIDENTIAL minutes of the meeting of the Health, Safety, Welfare & Environment Committee held on 3rd of March 2021 at 10.30 hrs virtual meeting via Google Meet.

Present: Brendan Casey, Registrar and Chief Operating Officer (Chair)
 Ruth Davies, Director, HR
 Ashley Rowles, Technical Manager, TDE
 Brian Rivers, Facilities and Services Manager, HSS
 Christie Rainbird, Senior Occupational Health Adviser, HR
 Elizabeth Mitchell, Technical Services Manager, HLS
 Gareth Preston, Research Funding Officer, FLS
 Helen Workman, Director of Learning Resources, LR
 H Bahl, Deputy Director Commercial and Campus Services, ECS
 Heather Pughsley, Facilities and Services Officer, HLS
 John Lo Breglio, Senior Lecturer, HSS (UCU)
 Jonathan Grainger, Head of Statutory Safety Compliance, VCG
 Loredana Faraon, Head of Operations, MarCom
 Michele Morley, Environmental Sustainability Manager, ECS
 Nikki Smith, Head of Operations, SU
 Sharon Willett (Secretary), Safety Officer, HR
 Simon Hogg, IT Services Transition & Benefits Manager, (Unison)
 Tanja Dawber, Head of Administration, ITS
 Tim McGill, University Safety Manager, HR
 Zoe Randall, Safety Officer, HR

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

Apologies: Alison Blair, Head of Operations, HL
 Diane Harrison, Student Services Operation Manager, ASA
 Emma Coles, Head of Operations, OBBS
 Mark Tugwell, Interim Deputy Director of Estates, ECS
 Vera Wheatley, Facilities and Services Officer HLS

14 Welcome and apologies

14.1 Apologies are as listed above.

15 Minutes of the meetings held on 7th of January 2021

15.1 The minutes of the meeting held on 7th of January 2021 were accepted as an accurate record.

15.2 Matters arising from the minutes of the last meeting

15.3 Minute 11.8: Engineers visiting sites complete a form for each day. TMG spoke to ECS regarding simplifying the process.
There was no further progress for now, TMG will ask for an update.

15.4 Minute 20.1: Working from home self-assessments email to Deans and Directors asking them to encourage staff to complete the self-assessment forms.
This action has now been completed.

15.5 Minute 26.1: Occupational Health Policy - Employees exposed to raw sewage.
CR to reach an agreement with involved individuals. BC to sign off on behalf of the committee. This has now been signed off.

16. To discuss 'PAT' for student owned equipment

16.1 This item has now been completed.

17. To receive a Covid-19 update

17.1 The most up to date set of information can be found on the Covid-19 webpage which is updated frequently. We are expecting additional students back on campus beginning Monday 8th of March, these are students with an essential practical element on their courses. The testing centre will be available to them. The Health and Safety team have looked at the safety aspects to ensure everything is in place for students returning to campus.

Concerns remain around students' behaviour in the evenings. BC is having a conversation with Oxford City Council around the preparations our University is making to prepare for the return of the students. There have been discussions around how to control transmission in lecture theatres and seminar rooms and we believe the correct Covid-19 measures are in place. All formal exams will take place online. Students are expected to behave well off campus as much as on campus. Positive Covid case numbers for staff and students are down to 11 students and 1 staff with no suggestion of transmissibility on campus. Students will be encouraged to vaccinate when it is their turn. All pastoral and welfare services are carrying on as normal.

High Level risk assessments have been redone and there are a lot of reviews taking place in preparation for 8 March return. More robust face masks will be provided for staff on campus. We are confident we will be able to keep staff safe at work.

18. To review OBU Health, Safety and Welfare Committee terms of reference and membership (OBUHSN-05 issue 11) - HSWC210107/04a & 04b

18.1 Agreement was reached to rename the committee: Health, Safety, Welfare and Environment Committee.

It was suggested and agreed that the Director of Catering, an ex officio member be removed and only be invited for specific agenda items.

It was suggested and accepted that Jonathan Grainger be added as a member of the committee.

19. To receive the annual fire drill report from Campuses and Halls of residences HSWC210303/03

19.1 TMG reported that the numbers on campus were very low and that this delayed the fire drills starting. Fire drills will be repeated again in Semester one, when more students return to campus.

ZR reported that this exercise had highlighted the need for campus monitors to be trained as fire marshals which has now been done. BC expressed concern about staff and students not moving away from the buildings into the designated areas. ZR confirmed that fire marshals are trained to move people away from buildings into the designated areas. SH suggested fire marshals use whistles to attract evacuees attention which was approved. SW suggested sending staff communications after fire drills to explain how it went and to report what was successful and what was not.

Action: Fire Marshals,

25. Update on first aid provision

25.1 OH have reviewed the 'Report on the Implementation of the Management of First Aid in Relation to the On-going C-19 Pandemic', and prioritised actions. CR explained that the main issue seems to be access to first aid boxes. The plan was to increase the number of boxes and these have now been ordered and delivered. An email was sent to first aiders asking where they felt first aid boxes should be located. Online refresher training sessions will be available for first aiders. One final email will be sent by the end of the week to all first aiders (active and no longer active). The final document will then be shared with SW.

27. AOB

27.1 MM informed the committee that the capacity of the buses is now at 20%; extending the vacation timetable until the end of March was suggested. The numbers will be monitored weekly with Oxford Bus Company.

28. Date of the next meetings:

Thursday, 3 June 2021 (2:00 – 3:30pm)

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

END OF CONFIRMED MINUTES