

# MINUTES

**CONFIRMED MINUTES**

**HSWOC221102/08**

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

**NON-CONFIDENTIAL minutes of the HSWOC meeting held on Wednesday 2 November  
2022 via Google Meet**

- Present: Adrian Pawley (AP), Brian Rivers (BR), Diane Harrison (DH), Emma Coles (EC), Elizabeth Mitchell (EM), John Grandy (JG), Olga Giles (OG), Orinta Ringiene (OR), Ashley Rowles (AR), Heather Pughsley (HP), Loredana Faraon (LF), Sharon Willett (SW) as secretary, Gary Mattingley (GM), Philip Clegg (PC), Steve Holtom (ST), Syed Shah (SS), Tim McGill as Chair (TM) and Zoe Randall (ZR).
- In attendance: Aanushri Patel as joint secretary (AP) and Lee-Kyra Cattle on behalf of FLS
- Apologies: Phillipa Fletcher (PF), Emilie Tapping (ET), Jo Akers (JA), Richard Bradford (RB), Vera Wheatley (VW), Alison Blair (AB) and Monika Graham (MG).

### **1 Introduction**

- 1.1 TM notified that Jon Grainger left Oxford Brookes university on 31 October 2022. Prior to Jon leaving, it was agreed between Jon and VCG that there would be a change to the structure of the H&S Committee meetings. Going forward there will be two committees, this one as the Health, Safety and Welfare Operations Committee, which will be focusing on the 'doing' and will be chaired by TM. This operations group will then feed into the Health, Safety and Welfare Strategic Committee, which will be focusing on the 'strategic thinking' and will be chaired by Brendan Casey (Registrar and Chief Operating Officer).
- 1.2 A new appointment for a Director of Occupational Health and Safety has been made and will be joining the university at the end of January 2023.

**2 Minutes of the meeting held on 12 May 2022** [HSWOC221102/02](#)

2.1 The minutes of the meeting held on 12 May 2022 were accepted as an accurate record.

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

3.1 SW reported that she had passed on the committee's thanks to H Bahl for his support.

3.2 Minute number 27.1 will be reviewed later, within this meeting.

**4 To accept the agreed Terms of Reference (HSWOC)** [HSWOC221102/03](#)

4.1 TM stated that the ToR had been reviewed, consulted on, and approved by Brendan Casey (Registrar and Chief Operating Officer and chair of the strategic health and safety committee). Consultation with the previous health and safety committee members had occurred during the summer months. The ToR for the HSWOC was accepted, pending one amendment. It was agreed that the minutes of the meeting would be shared with the committee members to review and approved via chair's action, prior to the date of the next meeting. This will make the process for following up on actions and the flow of the meetings more efficient. This will be added to the ToR.

**Action: SW and AP**

**5 A Covid-19 update (GM and OG)**

5.1 GM shared the Covid-19 data for the county-wide cases. At its peak, there were 133 per 10,000 cases, in October 2022. There is an expectation/concern that has been discussed, that a further Covid wave due at the end of December 2022 and early January 2023 might materialise.

5.2 Covid-19 reporting is via ServiceNow (SNow) and the data shows that there were 11 reported cases in a week, at the peak. However, it is currently 5 cases a week, which shows that the university followed a similar wave pattern to the rest of the county.

5.3 A question was asked 'how the figures relate to normal flu cases?' GM explained that this data is not collected in the same way. Flu is reported via the university wide reporting for sickness methods. Hence, flu and Covid cases cannot be reviewed against each other. However, the Public Health will report on large outbreaks in communities and these are then raised with the university.

5.4 OG noted the next steps. Staff and students are expected to report positive cases going forward. Covid-19 webpages still exist, however they will be updated in due course. The updates will be in line with the digital campaign that has been worked on with the help of MRE colleagues. OG shared the digital campaign slides, which are in progress. The campaign is based on 'Living with Covid' and suggests that staff and students take up the offer of Covid-19 vaccines and boosters. However, this cannot be enforced. Examples of slides include suggestions to open doors and windows for ventilation, washing hands thoroughly and regularly, and wearing face coverings in crowded spaces. The face coverings will be a personal choice and will not be enforced at the university. The university will still require positive tests to be reported and will advise staff and students to stay at home and to avoid contact with others, which is in line with the government advice. Staying at home will be the advice for any respiratory infection, which Covid-19 is now classed as. The university cannot force people to stay at home, however, it is the advice given to managers. The slides will

be made available on the website soon. Posters will also be placed around the university sites.

- 5.5 The university will not provide test kits. If there are any excess test kits they should not be advertised as free to collect. Instead, staff and students will be signposted to the government website, for information on how and where to obtain the test kits themselves.

**6 Communicable and Notifiable Disease Policy (OG) [HSWOC221102/07](#)**

- 6.1 The policy has been linked in these minutes for the committee to view, however it will be available on the university website in due course.
- 6.2 A new reporting form via SNow is being created for the reporting of notifiable diseases. This will be the same form format as the Covid-19 reporting form in SNow. The reports will go to OG, the Heads of Faculties and Directorates, and to Occupational Health. There will also be a dashboard created in SNow, similar to the dashboard available on the local government reporting webpage.

**7 To discuss and accept the proposed plan of work [HSWOC221102/04](#)**

- 7.1 SW showed the proposed plan of work document. This outlines the objectives for both the strategic and operational H&S committees and shows how they are interlinked. This will be the main plan for the committees scheduled in the year ahead and will form the basis for the meeting agendas. It will give structure and purpose to the meetings.

**8 Health and Safety Team Updates**

**8.1 Personal emergency evacuation plans (PEEPs) (SW)**

[HSWOC221102/05](#)

SW noted that students will liaise with the H&S team for the initial contact and to fill in the questionnaire required. The H&S team will be in contact with those required in the faculties, to support colleagues in completing the PEEPs. The document about this is due to be made live on the website in January 2023, once the Web team have ended their web support freeze. This currently applies to student PEEPs only. The process for PEEPs for staff members will be reviewed and updated next year.

- 8.1.1 EM has asked for maps to include suitable routes for accessibility needs. For example, there should be aerial views of campus buildings and layouts, which is marked with refuge points and lines highlighting the suitable routes. LF noted that this would be useful for staff and for open days, as well as students.

- 8.1.2 TM noted that there is a survey and a plan for accessibility and disability needs to be carried out by a new group, which will look at accessibility throughout the university. TM will find out who to contact for this new group that is being set up and will feedback the comments made in this meeting.

**Action: TM**

- 8.1.3 GM added that additional icons will be added to maps for other services as well, for example to note lockers and free water refill points. There is also a room finder app, which was created by students at Oxford Brookes. Currently volunteers from computing students are being sought to take on this project, to further advance the app and to improve its features. The app is called 'Brookes Room Finder' and it can be downloaded from Apple Store or Google Play.

- 8.1.4 DH noted a change to a team name, which is now called 'Disability Service in Inclusive Support' and noted that ASA stands for 'Academic and Student Administration'.
- 8.1.5 PC noted that Research, Innovation and Enterprise (RIE) is a new Directorate in the university. Simonetta Manfredi is the Director and there are three Associate Directors, one of them being PC. TM noted that he will meet with PC outside of this meeting and will agree one of the H&S team members to be the H&S link for RIE.

**Action: SW, TM and**

**PC**

## **8.2 Fire strategy (TM)**

[HSWOC221102/06](#)

- 8.2.1 The Fire Strategy has been shared to outline what is done and how it is done. There is a change to the last section of the strategy document, with regards to the schedule of fire risk assessments. They used to be completed by the H&S team, however going forward they will be completed by an external company called Seamless Fire Solutions. Some of the risk assessments will need to be completed more frequently, whilst others will be less frequent. The schedule outlined in the document may need to be adjusted over time.

## **8.3 Demo ServiceNow Accident reporting (SW)**

- 8.3.1 Accident reporting will be moved to SNow. The application has been completed with the help of Catherine Pyke and ITS. It is currently in the testing phase and the aim is for it to go live at the end of November 2022. If anyone wants to view a demo and/or if anyone wants to volunteer themselves and/or their teams to test it then please contact SW. GM has volunteered to help with the testing for this and SW will be in contact with GM.

**Actions: All / SW**

**and GM**

- 8.3.2 EM asked how the reporting will work. SW explained that ITS have been asked to allow faculties and directorates access to relevant incident data, which will be visible as reports and/or a dashboard. This is still work in progress and yet to be determined, as to how it will work in practice. Faculties and directorates will only be able to view the data for their areas. Only those that need access, will have access to the reporting function. SW will check the list of those that need access to reporting, with the relevant colleagues in each faculty and directorate, before it is set up.

**Action:**

**SW**

## **8.4 Incident updates (TM)**

- 8.4.1 There were 11 accidents reported in September and 13 accidents reported in October. These numbers are similar to pre-Covid reports for the same period. There were no serious accidents, no time lost accidents and no reportable accidents.
- 8.4.2 Cuts at the swimming pool at Harcourt Hill Sports Centre showed an upward trend. Because the handrail in the pool is made of stainless steel and overtime it has started to rust and flake due to the constant reaction with the chemicals in the water. This has caused a number of cuts, which have been reported as accidents. An external company will be hired to address this problem.
- 8.4.3 Two deep fat fryers were left on after staff had left, the estates' security team members alerted by the smell made the discovery. These potentially could have led

to high risk fires. The H&S team have liaised with Gather and Gather, to identify and implement preventive measures. This must not happen again.

8.4.4 There have been 90 fire alarm incidents in Halls of Residences, which is not a large number of incidents in comparison to what is expected, especially at the start of an academic year.

8.4.5 There has been one fire incident at Crescent Halls of Residence. The kitchen has been burnt and damaged, however no one was injured. The Fire Service were called to put out the fire and people were safely evacuated. OG has asked if this incident could be highlighted to students, for awareness. TM explained that he has been liaising with Martyn Mumford (Residential Operations Manager), it has been agreed that this case will be anonymised and shared with students for their awareness via comms and preferably via social media. TM and OG will discuss this further, outside of this meeting.

**Action: TM and OG**

## **8.5 SFG20 Asset management update (ZR)**

8.5.1 SFG20 is a web based tool for planned maintenance and ensuring building compliance. It has over 1,200 maintenance schedules. SFG20 offers a colour coded function which enables users to focus efforts critically, for example mandatory items are noted in red, which helps if you want to focus on mandatory actions. This service is also updated inline with legislation, hence it is always up to date and compliant. Implementing SFG20 will ensure assets will be in the best possible condition. SNow will be used to link asset lists with the SFG20 maintenance schedules. The data from SFG20 has been imported into SNow, however there is still a lot of work to be done and it will take a while before it can be made live. Gathering all the asset lists will also take up a considerable amount of time. This committee will be given regular progress reports.

## **9 Report from Faculty/Directorate H&S Committees (Including security, insurance and occ health and upcoming major events)**

9.1 EM explained that Circuit Compliance has been difficult to manage, for PA Testing across her faculty. TM noted that Jon Grainger and Mark Tugwell were discussing bringing the PA Testing in-house or to use a company that is more locally based. SH added that Guardian Electrical Compliance is a local company and a valid supplier for Oxford Brookes, who offer PA Testing services. They are more expensive but they are reliable. TM and SH will meet outside of this meeting, to discuss this option further. TM will then report back to this committee.

**Action: SH and TM**

9.2 EM noted that the Gas Cylinder training course for 18 colleagues has been arranged for 17 November 2022. EM will liaise with GM about this training, as there may be other colleagues that need the training as well. PGS Training is recommended.

## **10 H&S Arrangements Documents and Risk Registers**

10.1 There has been good progress on the H&S Arrangements' documents across the faculties and directorates. The deadline to complete these documents has been extended to the end of February 2023. Arrangements will be made to meet RIE, a new directorate to discuss what is required.

**Actions: All / SW and TM**

## **11 Legal industry updates**

11.1 There were no major changes to report on.

**12 AOB**

12.1 There were no AOB items for this meeting.

**13 Date of next meeting**

13.1 The next HSWOC meeting is scheduled for 2 February 2023 at 10.30am to 11.30am.

End of confirmed minutes