

MINUTES

CONFIRMED MINUTES

HSWOC230413/06

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

NON-CONFIDENTIAL minutes of the HSWOC meeting held on Thursday 13th April 2023 as a hybrid meeting - JHB Exec Suite, JHB 128.

Present: Jo Akers (JA) Customer Services Team Leader, Louisa Berry (LA) Risk and Resilience Manager, Emma Coles (EC) Head of Operations, Loredana Faraon (LF) Head of Operations, Steve Holtom (SH) Senior Estates and Electrical Services Manager, Helen Kinghorn (HK) Senior Lawyer, Tim McGill as chair (TM) Safety Manager, Elizabeth Mitchell (EM) Technical Services Manager, Adrian Pawley (AdP) Technical Services Manager, Zoe Randall (ZR) Safety Adviser, Brian Rivers (BR) Facilities and Services Manager, Ashley Rowles (AR) Technical Support Service Manager, Matthew Royan (MR) Digital Media Support Technician, Syed Shah (SS) Security, Gary Taylor (GT) Deputy Chief People Officer, Vera Wheatley (VW) Facilities and Services Officer, Sharon Willett as Secretary (SW) Safety Adviser.

In attendance: Aanushri Patel as joint secretary (AaP) Executive Assistant to the Chief People Officer and Paula Stevens (PS) (attending on behalf of Jason Costello)

Apologies: Alison Blair (AB) Head of Operations, Paul Bradley (PB) Director of Occupational Health & Safety, Jason Costello (JC) Head of Campus Services, Philipa Fletcher (PF) Head of Commercial Operations, Diane Harrison (DH) Head of Operations, Sarah Irons (SI) Bioinnovation Hub Manager, Gary Mattingley (GM) Head of Operations, Michele Morley (MM) Head of Environmental Sustainability, Heather Pughsley (HP) Facilities and Services Officer, Christie Rainbird (CR) Senior Occupational Health Nurse, Orinta Ringiene (OR) Head of Administration, Jon Szreider (JS) Head of Community and Emilie Tapping (ET) SU Chief Executive.

26 Welcome and apologies

26.1 The welcome, particularly to Matt Royan attending for the first time, and apologies were noted. This was the first time a hybrid meeting was trialled with colleagues attending virtually via Google Meet and some colleagues attending in person.

- 27 Minutes of the meeting held on 2 February 2023** [HSWOC230202/05](#)
- 27.1 The minutes of the meeting held on 2 February 2023 were accepted as an accurate record.
- 28 Action Log Review** [HSWOC230413/02](#)
- 28.1 The action log was reviewed and updated during the meeting. Completed actions will be closed.
- 28.2 For minute number 10.1 there was a request for more guidance about what should be included in the H&S Risk Registers and discussion regarding the 'Arrangements' document. ZR explained that the risk registers should focus on high risk risk assessments (including COSHH assessments). The aim is to identify the main hazards and ensure appropriate control measures are not overlooked.
- 28.3 For minute number 24.4, TM explained that this action was complete and the pavement (Clive Booth SV) had been repaired. However, TM noticed that the water leak had reappeared. A ticket has been raised for this. TM has liaised with the project manager to have this reviewed at a later date and for the water leak to be addressed, to prevent the pavement issues recurring.
- 29 Minutes of the HSWSC meeting**
- 29.1 TM provided an overview on the content from the HSWSC meeting held on 22 March 2023. There were two papers presented by CR which were discussed within the meeting and noted for information. However, both papers will be worked on further by CR and PB, before being presented at a future HSWSC. Once approved they will be shared at a future HSWOC meeting. The first paper was on First Aid Facilities and Arrangements. The second paper was on the OBU Occupational Health Policy for Responding to Trauma and the Provision of Psychological Support for Staff 2022.
- 29.2 There was a compliance reporting update by PB which is shared as a separate item for this HSWOC, to be noted later within this meeting.
- 29.3 ST presented the People and Culture Strategy that has now been approved by VCG. It is a three year strategic plan covering four ambitions. It will be shared with the wider university in due course.
- 29.4 Similarly, ST covered an item on Stress Management Risk Assessment, on behalf of Abigail Reilly. Abigail is leading on this and there is a wellbeing group, which is predominantly formed of colleagues from the People Directorate. However, it is hoped for participants to join from the wider university.
- 29.5 TM and ZR explained that at Harcourt Hill, there have been legionella outbreaks. This is due to the age of the buildings and low occupancy levels (the pandemic has led to hybrid working reducing occupancy further). The very large water tank is too large which has led to a low water turnover rate. Blocks E, B and F have all been affected. E block has been taken off the water system. The showers have been closed and any staff or students advised to use the gym showers (Sports Centre). By the end of May 2023 a smaller water tank will be installed to replace the large tank, some little used outlets will be removed and point of use hot water installed. Additional water sampling will be completed to monitor legionella levels. The drainage is still an issue to be dealt with.
- 29.6 PB is reviewing the H&S governance and the H&S meeting structures. The HSWOC and HSWSC meetings will be involved and kept informed of progress.
- 30 OBU Campus Fire Drills January - March 2023** [HSWOC230413/05](#)
- 30.1 PS provided a verbal update on the OBU Campus and Fire drills. The March 2023

drills (report attached) were held, after some poor results from the drills held in October 2022.

- 30.2 The buildings evacuated at Wheatley Campus, did so in three minutes and there were a good number of fire marshalls present.
- 30.3 At Headington Campus, the majority of the Drills went smoothly but the evacuation time was longer in the larger teaching buildings due to a lack of fire marshalls.
- 30.4 More fire marshalls are needed across all sites particularly pooled teaching areas. It was noted that fire marshalls that were present only marshalled their own area's, they needed to continue to marshal in the fire exit routes and outside.
- 30.5 Staff as well as students had to be asked to move away from the buildings, this included, JHB, Abercrombie and Clerici. The main entrances were used, evacuees did not use the alternative exits.
- 30.6 ZR asked if there were any CSAs present as fire marshalls for the teaching buildings at Headington, as the CSAs cover the teaching spaces. This wouldn't be possible during the Drill because they have another role to fulfil. However, of the 3 or so CSAs present at any time, they will have to investigate the alarm and may have to travel across the campus.
- 30.7 There are no permanently residing fire marshalls present in the teaching areas, as there are no offices in these areas. SW reminded the committee that Teaching staff/Lecturers should act as fire marshalls and evacuate their classrooms etc to the appropriate assembly points.

Action: Fac/Dir Reps

- 30.8 Hybrid working is also impacting negatively on numbers of fire marshalls on site. TM reported that the senior management team was looking at ways to deal with this issue.
- 30.9 Within the Abercrombie building, there was only level one with fire marshalls present and they only checked their areas. It took just under 5 minutes for the building to evacuate.
- 30.10 Within Richard Hamilton and within the Nursery, the fire drills went well, they were calm and organised.
- 30.11 A few fire doors and technical issues were reported. They will be looked into and addressed.

31 OH&S Update

[HSWOC230413/03](#)

- 31.1 TM provided an overview of this paper's content, in PB's absence. There are eight points in this document and it provides an overview on what PB has prioritised for the OH&S teams.
- 31.2 EC has asked if item six in the document can be shared with the Heads of Operations or equivalent in each Faculty and Directorate as well, as the information may not always be filtered down.

Action: PB

32 Compliance reporting

[HSWOC230413/04](#)

- 32.1 This paper was briefly covered by TM. It is a paper that has been through the required governance route and approved by both F&RC and VCG. It has been worked on by both ECS and the PD (H&S teams). It summarises all the compliance data that is shared in the Google Sheet of compliance reporting. By keeping a compliance log it prevents tasks from being missed.

33 Report from Faculty/Directorate H&S Committees (including upcoming major events)

- 33.1 EC referred back to fire marshals and fire drills. A member of staff within OBBS told a group of students to evacuate during the fire drill but was rudely told to leave. EC asked what advice should be given to staff in these circumstances. ZR recommends informing staff that they should call security if the security team will come over and speak with the individual(s) refusing to evacuate. They should also report staff and students. ZR will add this as a note to the fire marshal training, which is due to be reissued online as a refresher course. Contact ZR if you would like additional people trained.

Actions: ZR and Fac/Dir Reps

- 33.2 TM noted that there are two areas that have made poor progress with their Arrangements documents. The deadline for all faculties and directorates, including the SU, to complete the templates will be by the end of August 2023. The H&S team will be able to help with this process. Each faculty and directorate is responsible for completing the documentation for their areas. JA asked if there could be a clear guide as to what needs to be included and whether a simplified format could be provided. TM explained that the Sports Centre document that was shared, was only as an example to help with how the document should be completed and TM apologised for any miscommunication and inconvenience caused by sharing it.
- 33.3 LB asked if it was statutory compliance because if the university was non-compliant then it could affect the university insurance. TM explained that it is not a statutory compliance but a university compliance instead. LB has asked for a further conversation about this with the H&S team, outside of the meeting as there may be a way to join up the documents with the risk registers, to avoid duplication of work.

Actions: LB/H&S Team

34 Insurance update

- 34.1 LB explained that the insurance renewal is taking place. LB went out to all Faculties and Directorates with regards to gathering information about property and liability. There were a lot of surveys completed. All the information is sent to the insurance company and then they work on it in the background, before billing us.
- 34.2 There are a lot of enquiries being sent to LB. Hence, LB is looking to see if there is a more efficient way to carry out the work, to lighten the workload.
- 34.3 There is one RIDDOR incident being submitted to the insurance company.

35 AOB

- 35.1 **Travel** - There are student field trips and travel being booked outside of Diversity Travel. LB is working with Vicky Badger as there has been a lot of pushback from colleagues about why they are not using Diversity Travel. If there is any feedback, please inform LB. LB and H&S team to liaise about the travel issue and understand why Diversity Travel is not being used, where/when it should be.

Actions: LB/H&S Team

- 35.2 Some students and courses within the university self-select their own placement, accommodation and travel themselves. Therefore these bookings are not going through Diversity Travel either.
- 35.3 **Diving licence checks** - LB is working with Clare Colwell in ECS, to use ServiceNow as a database for insurance. All drivers of work vehicles must access the government

site. Students driving for work must have their licence checked within 21 days of their licence checks. Further investigation is required regarding staff licence checks. There is research being done to check the process for this across the university and this is being worked on with ECS. ZR, LB and Clare Colewell are going to meet next week to discuss licence checks.

36 Date of next meeting

36.1 The next HSWOC meeting is scheduled for Thursday 1 June 2023 at 11am to 12pm.

End of confirmed minutes