

# MINUTES

## CONFIRMED MINUTES

**HSWSC230620/08**

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

**NON-CONFIDENTIAL** minutes of the HSWSC meeting held on Thursday 20 June 2023 at 2pm to 3pm

Present: Brendan Casey (BC) Chair, Paul Bradley (PB), Sarah Irons (SI), Tim McGill (TM), Alex Powell (AP), Alan Reeve (AR), Sharon Willett (SW) Secretary, Jerry Woods (JW).

Apologies: Benjamin Craft (BCr), Simon Hogg (SH), Andy King (AK), and Zoe Randall (ZR), Christie Rainbird (CR), Sarah Thonemann (ST).

#### **28 Welcome and apologies**

28.1 Welcome and the apologies were noted.

#### **29 Minutes of the meeting held on 22/03/2023**

[HSWSC230322/09](#)

29.1 The minutes were accepted as an accurate record of the meeting.

#### **30 Action log review**

[HSWSC2300620/02](#)

30.1 Action for 8.8 regarding Students Union accident reporting, this is complete.

30.2 Action for 11.3 advice for home workers is complete.

30.3 Action for 20.3 regarding first aider list. PB to ask CR to update.

30.4 Action for 20.8 Using SNow or other Apps instead of SafeZone, in progress.

- 30.5 Action for 25.3 the Wellbeing Survey is due to end on 23rd June 2023, responses and follow up will follow. In progress

**31 Minutes from the HSWOC meeting held on 01/06/2023** [HSWOC230601/02](#)

- 31.1 TM provided a brief overview from the minutes of the HSWOC meeting.
- 31.2 Portable appliance testing (PAT) is still on the agenda. Further information will be requested from Directorates and Faculties and a meeting will be arranged between PB, TM and [Steve Holtom](#) to discuss the next steps and paper to VCG.
- 31.3 The concept of all staff being fire marshals, plus what resources and actions would be needed, was discussed. PB reported that he had not received any contrary opinions so far. Discussion included that the on-line training will be reviewed to include the actions that will be necessary of all staff during evacuations.
- 31.4 Accidents and incidents on ServiceNow, there are still some issues to be ironed out.
- 31.5 [Andrew Sumser](#) and [Steve Holtom](#) reported on the MIP (Maintenance Improvement Plan). This was well received.
- 31.6 PB reported on the Price Waterhouse Cooper (PwC) audit, noting that the report focused on three main areas: DSEAR, Legionella and Policies/Action plan.
- 31.7 PB shared the 'Hybrid working - guidance' and gave an overview of the process to the committee.

**32 Procedures**

- 32.1 The Legionella procedure ([HSWSC230620/03](#)) was added to the agenda for approval. It is one of the requirements arising from the PwC audits. The HSWOC, Steve Holtom, and Mark Tugwell have been consulted. The committee approved this procedure.
- 32.2 The DSEAR procedure ([HSWSC230620/04](#)) was added to the agenda for approval. It is also a requirement arising from the PwC audits. The HSWOC, ECS and Faculties have been consulted. The procedure contains a simple assessment tool. The committee approved this procedure.
- 32.3 H&S Governance ([HSWSC230620/05](#)) was added to the agenda for discussion and information. The document reviews the terms of reference for H&S meetings and includes suggested terms of reference for Faculty and Directorate meetings. During the discussion it was noted that the route for approval for procedures and policy should only include VCG if Alistair Fitt's duties are affected.

**33 Price Waterhouse Cooper Audit** [HSWSC230620/06](#)

- 33.1 PwC completed their report in March/April. It was noted that some actions from the earlier 2021/22 report were not completed but that these were not major breaches of legislation. PB stated that most requirements from the latest report will be completed

by August but the requirements around the training matrices will take longer, due to OBU complexities. BC reported that PwC would be attending the Audit committee meeting on the 21st June.

**34 Compliance reporting**

[HSWSC230620/07](#)

- 34.1 PB reported that the data for these reports are in a lot of different formats and locations. The level of compliance is very good. However, some efficiencies in recording information can be made. Clarification was sought as to where the document went and it was noted that it went to the F&R and Audit committees. JW raised the point that the Audit committee wanted to know about any reasons compliance might not be achieved, particularly if that was because of underfunding.

**35 AOB**

- 35.1 [Alan Reeve](#) proposed Jill Millar (UCU) as a new member of this committee. The committee approved the proposal and she will be invited to future meetings.

**36 Date of next meeting**

- 36.1 To be arranged

End of confirmed minutes.