

# MINUTES

## CONFIRMED MINUTES

**HSWOC230202/05**

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

**NON-CONFIDENTIAL** minutes of the HSWOC meeting held on Thursday 2 February 2023 via Google Meet

- Present: Jo Akers (JA) Customer Services Team Leader, Louisa Berry (LA) Risk and Resilience Manager, Paul Bradley (PB) Director of Occupational Health & Safety, Emma Coles (EC) Head of Operations, Diane Harrison (DH) Head of Operations, Steve Holtom (SH) Senior Estates and Electrical Services Manager, Helen Kinghorn (HK) Senior Lawyer, Gary Mattingley (GM) Head of Operations, Tim McGill as chair (TM) Safety Manager, Elizabeth Mitchell (EM) Technical Services Manager, Adrian Pawley (AdP) Technical Services Manager, Heather Pughsley (HP) Facilities and Services Officer, Zoe Randall (ZR) Safety Adviser, Orinta Ringiene (OR) Head of Administration, Ashley Rowles (AR) Technical Support Service Manager, Jon Szreider (JS) Head of Community, Emilie Tapping (ET) SU Chief Executive, Sharon Willett as Secretary (SW) Safety Adviser.
- In attendance: Aanushri Patel as joint secretary (AaP) Executive Assistant to the Chief People Officer, Josh Burnhope on behalf of MRE (JB) Operations Manager.
- Apologies: Loredana Faraon (LF) Head of Operations, Brian Rivers (BR) Facilities and Services Manager, Alison Blair (AB) Head of Operations, Philipa Fletcher (PF) Head of Commercial Operations, Monika Graham (MG) Assistant Director.

#### **14 Welcome and apologies**

- 14.1 Welcome to Helen Kinghorn, as a representative for FLS. Thanks to Gareth Preston for all his support as the previous representative. Welcome to Louisa Berry, as the new Risk and Resilience Manager. Apologies from Loredana and welcome to Josh Burnhope attending on behalf of Loredana.
- 14.2 TM has been asked by several attendees if this meeting could be arranged in person. The next meeting will be arranged as a hybrid meeting, with the option of attending in person if possible and virtually for those that cannot attend in person. The calendar invite will be updated with a room booking.

**Action: AaP**

- 15 Minutes of the meeting held on 2 November 2022** [HSWOC221102/08](#)
- 15.1 The minutes of the meeting held on 2 November 2022 were accepted as an accurate record.
- 16 Action Log Review** [HSWOC230202/02](#)
- 16.1 The action log was reviewed and updated during the meeting. Completed actions will be closed.
- 17 OBU Campus Fire Drills Oct 2022** [HSWOC230202/03](#)
- 17.1 The fire drills must be carried out at least once a year and recorded, for regulatory purposes. The report is not complete, as no report has been received from the Halls of Residence or from Venues for the Summer Schools.
- 17.2 More fire marshals are required across the University, especially in large buildings such as JHB and Clerici. Meeting attendees were asked to ask colleagues in their faculties and directorates to volunteer for this role. Also remind existing fire marshals that their role requires not only to ensure that people evacuate a building safely but to also guide people to a safe and designated assembly point. If anyone has any queries, email them to the H&S team at [healthandsafety@brookes.ac.uk](mailto:healthandsafety@brookes.ac.uk).
- Action: all faculty, directorate and SU representatives**
- 17.3 Fire Marshals can complete the online training, in the first instance. For in person training, please email a list of any new fire marshals to ZR. For Evac chair, please complete the waiting list forms online the H&S Team will make arrangements to complete the training.
- 18 Considering/approving policies**
- 18.1 The accident and incident information has been updated on the website for ease of use. A more careful review will be undertaken when the H&S Team is trained on Kentico, the new website platform. These changes were made to support the rollout of the ServiceNow incident reporting application.
- Action: H&S team**
- 19 Health and Safety Annual Report 2021/22** [HSWSC221201/08](#)
- 19.1 The report covers what the H&S team has and has not been achieved over the year 2021/22.
- 19.2 Some faculties and directorates still need to finalise their arrangement documents.
- 19.3 Moodle and the Staff Learning platform do not communicate well between each other, therefore the H&S team have had to manually correct the H&S training records for individuals. Most of the records are now correct.
- 19.4 The accident statistics for the period 1 September 2021 to 31 August 2022 shows an increase of 54 work-related accidents, totalling 93 accidents compared to 39 accidents pre-Covid. Minor cuts have increased, which is partially down to the Harcourt Swimming Pool's handrail. It is made of stainless steel and exposed to corrosive chemicals over time, it has started to rust away. Contractors will be fixing this issue, by replacing the handrail at the end of this month. The number of sports

accidents is high but it is expected due to the nature of the activities. There were no major equipment failures, which is good.

- 19.5 The number of trips and falls have risen quicker than expected and is partially due to deterioration of the paths and roads from the frost and from wear and tear. ECS and H&S are going to review the roads and paths to look for areas that need repair.
- 19.6 The number of Halls and Catering accidents have dropped as staff are now contracted out. Their accident report is directly to the contracted company rather than the H&S team for the University.
- 19.7 There were two fires caused by staff. There was a small fire in Abercrombie due to misuse of a light. There was a second small fire due to a light being placed on a shelf and left whilst on, whilst cleaning in a catering kitchen.
- 19.8 There was a fire in a Halls of Residence caused by a student leaving a pan unattended on the hob. ZR is working with student conduct to create training documentation for students, which will be available on Moodle. Currently students joining halls receive a link to a video showing the dangers and outlining safe behaviour for the Halls. It is hoped the training will help to reduce the number of fires caused by students in halls of residences.
- 19.9 There was a question as to whether the documents could be made accessible via the university website and if this would be a part of the plan this year? TM explained that it was Jon Grainger's plan but since he left, PB has only just joined this week. It is in the plan for later this year. However, the recent website relaunch has broken a lot of links on the H&S webpages and they need to be fixed first.
- 19.10 JB asked if a member of staff completes an accident reporting form, do they receive the report update as well? SW explained that it would go to the relevant line manager. Eventually the H&S team will require nominated colleagues from each faculty and directorate, who will receive the statistical reports. All individual names will be redacted.
- 19.11 It was noted that there were zero cases of sexual assault recorded. TM explained that these cases are reported to a senior management team and not directly to the H&S team due to confidentiality. The H&S team has asked for data that doesn't identify individuals to be shared with them, as they would be able to identify any potential trends, and help to address some of the problems that could potentially deter cases.

## **20 Occupational Health Annual Report 2021/22** [HSWSC221201/09](#)

- 20.1 CR sent her apologies, as she was not able to attend this meeting. The report was linked to the agenda and has been linked to these minutes. Any queries can be directed to [ohadmin@brookes.ac.uk](mailto:ohadmin@brookes.ac.uk) and the OH team will respond.

## **21 Safety critical training review**

- 21.1 This item has been postponed to the meeting scheduled on 1 June 2023.

## **22 Compliance reporting** [HSWOC230202/04](#)

- 22.1 This google sheet (linked), is a log and record for compliance data.
- 22.2 The tab HMOs relates to properties that are not owned by Oxford Brookes but are managed by Oxford Brookes. Further compliance is required here.
- 22.3 ZR is adding information to a H&S google site for Faculties and Directorates to access. The arrangements document will be added.

- 22.4 The tab for equipment safety and risk assessments needs to be reviewed and updated.
- 22.5 EM asked about the health surveillance tab as it states N/A, however HLS have completed this. It was noted that if any information for this tab has changed, it needs to be reported to CR, the OH team will then update this tab accordingly.
- 22.6 PB asked about the equipment safety tab, as it currently shows that ECS has 324 numbers of assets requiring statutory inspection, however only 208 are in date with the required statutory inspection frequency. PB asked if there needs to be work completed on ensuring that there is no mis-match of dates in completing this process, so that all required inspections are in-date going forward. PB also asked if this goes through a university governance route? TM explained that yes it does go through university governance, TM will explain this further to PB, outside of this meeting.

**Action: TM and PB**

## **23 Launch - Annual Report, HSWOC including Faculty and Directorate annual returns and reports**

- 23.1 The H&S team will send out the templates in the next week or two.
- Action: H&S team**
- 23.2 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.
- 23.3 The completed report will go to the HSWSC meeting in October 2023.

## **24 AOB**

- 24.1 Room bookings - the room bookings team informed the committee that there have been many room disturbances for example, classrooms have had chairs moved from one room to another and the layouts have been changed and at the end of the sessions they have not been placed back to how they were set up originally. The room layouts need to be returned to their original set up at the end of a session and the maximum room capacity should not be exceeded under any circumstances. Please could colleagues in this committee disseminate this reminder within their faculties, directorates and the SU.

**Action: all faculty, directorate and SU representatives**

- 24.2 Airbnb accommodation - There have been many requests for accommodation outside of what Diversity Travel (OBU Travel Management Company) offers. Airbnb is one of the requests and it is not referred to in the OBU travel policy. There was a question as to whether it should be included and whether Airbnbs can be used when Diversity Travel cannot provide accommodation options i.e. in remote places. This has been previously reviewed over the years, however it has not been documented. GM explained that for reasons such as personal security and cancellation policies, the travel policy should be followed. The H&S team is concerned about the university's duty of care. The accommodation is for work purposes, and should be regulated, Airbnb is not. HK added that Airbnb should not be used, as we would not want to be in breach of our contract with Diversity Travel. The advice is that anyone that has difficulty booking accommodation with Diversity Travel should increase their accommodation options. EC asked what would happen with an accommodation that had been used previously and was licenced as a B&B, bookable via Diversity Travel but has since changed their licence to be bookable via Airbnb instead? It was agreed

that the travel policy must be followed. Further discussion is required to assess the question of whether Airbnb could be used, and the circumstances that would allow that use. It will be discussed further, outside of this meeting.

**Action: H&S Team and LB**

- 24.3 **Insurance for contractors** - LB asked about insurance cover for third party contractors. Legal forms need to be completed, risk and liabilities must be covered and insurance needs to be checked. LB was not sure who was responsible for completing these checks. TM explained about the SafePermit system for contractors, which includes a public liability check. A permit cannot be approved if the public liability documents are not uploaded, checked and approved in the system. The responsibility would usually be with the project manager.

- 24.4 **Richard Hamilton building** - the entrances have changed. Neil Ward is the Project Manager for this and Neil attended a meeting about this yesterday. Belated communications are due to be released soon. The fire exit has not been changed. The H&S team will be checking the escape routes with a contractor on Friday. TM will provide an update for AdP.

**Action: TM**

- 24.5 HK asked if TM can check the path outside of Clive Booth as well, as it has become dangerous, especially after the frost. The pavement is breaking away. TM will visually check this on Friday.

**Action: TM**

## **25 Date of next meeting**

- 25.1 The next HSWOC meeting is scheduled for Thursday 13 April 2023 at 10.30am to 11.30am.

End of confirmed minutes