CONFIRMED MINUTES HSWSC231115/02

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

**NON-CONFIDENTIAL** minutes of the HSWSC meeting held on Wednesday 15 November 2023, 14:00-15:00, VCO Boardroom CLC.2.01

Present: Jerry Woods (JW,Acting Chair) Director of Estates and Campus Services;

Paul Bradley (PB) Director of Occupational Health & Safety;

Sarah Irons (SI) Bioinnovation Hub Manager;

Zoe Randall (ZR) Health and Safety Officer;

Jill Millar (JM) Senior Lecturer in Business and Management;

Simon Hogg (SH) Unison;

Sharon Willett (SW Secretary), Safety Manager;

Haleema Javeed (HJ Secretary), Executive Assistant to Chief People Officer;

Apologies: Brendan Casey (BC Chair), Registrar and Chief Operating Officer;

Alex Powell (AP), Interim Programme Lead for Law;

Abigail Reilly (AbR) Deputy Director Organisational Effectiveness and Development; Sarah Thonemann (ST) Chief People Officer;

Andy King (AK) Partnerships and Placements Manager;

Benjamin Craft (BeC) Timetabling Officer;

Alan Reeve (AR) Savills Reader

Christie Rainbird (CR), Health & Safety & Wellbeing;

1. **Welcome and Apologies** *Chair*
   1. JM and HJ were welcomed to the Committee. Apologies were received CR, AP, ST, BeC, AR, AK, BC. This meeting clashed with the Joint Staff Committee which explained the low attendance.
2. **Minutes of the HSWSC meeting held on 20 June 2023** *Chair* **HSWSC230620/08**
   1. The minutes of the meeting were a true and accurate record.
3. **Draft Wellbeing at Work** **Strategy** *PB*  **HSWSC231115/02** 
   1. The Draft Wellbeing at Work Strategy was presented to the Committee. This still required input from the stress survey, once this has been developed it would be shared more broadly when the wellbeing working group has finished working on this.
   2. JM commented on the report and appreciated the draft version being shared with the committee. She said that there was no mention of workload in the wellbeing strategy document. PB responded that there was a workload management steering group, which Abigail was a part of, that is looking at workloads. This was outside of the health and safety committee.
   3. SH reported that he attended the Joint Staff Committee meetings with Alan Reeve and this Involved academics tariffs were exceeded. Alan had previously had discussions with Abigail Reilly and she was leading on this. JM was advised to liaise with Abigail.

Action

1. **Action Log Review and matters arising** *Chair* **HSWOC230601/03**
   1. Item no 20.4, 20.6, 20.8 and 30.4 will be picked up in the First aid paper.
   2. Item no 25.3 and 30.4 - This relates to the Stress Management Risk Assessment. The responses to this are being dealt with at the stress risk assessment steering group. PB said a number of reports have been prepared, these will be formulated into a risk assessment. This will be clearer at the next committee meeting.
2. **Minutes of the HSWOC meeting 2 November** *SW Verbal*
   1. SW provided an update on the HSWOC meeting that took place 2 November, this meeting related to specific health and safety actions with faculties and directorates.
   2. The move from 800 ppm to 1000 ppm CO2. It was only indoor spaces where a building management system was in place. The level of ventilation and airflow. The paper was attached to the agenda to view by the committee..
   3. The action log was reviewed at the meeting. There were some actions that were still in progress. These included PAT testing that needed to be picked up by Estate and Campus Services. The electrical team is working towards taking this. They have so far had a meeting with Health and Safety, Finance and Procurement, to obtain the best way to carry this on.
   4. Faculties and Directorates were reminded to review their health and safety arrangements.
   5. A verbal update was provided on the last HSWSC. It is important that all the information from each committee is reported accordingly at both HSWOC and HSWSC to avoid gaps.
   6. The incidents that had occurred since the beginning of semester were reviewed at HSWOC. No reports were provided from faculties/directorates, therefore this is a focus at the moment.
   7. SH asked whether remedial actions should be noted on the incident reports. PB said it would be reviewed.
   8. JW said about remodifying one of the fields in the accident report. PB confirmed this would be actioned.
   9. JM had a question about the PPM from 800 - 1000, as there were concerns about circulating covid/flu. SW confirmed that this was economical, and this would not affect the level. PB said during Covid this was brought in to address Covid and can therefore now go back to previous standards.
   10. There was a discussion around fire alarms. PB confirmed that these had recently been tested across all campuses and were working.

**Action PB/SW**

1. **H&S Annual Report** *(PB)* **HSWSC231102/05**
   1. The annual report provided an overview of the health and safety activities over the past academic year, an overview of the price water house cooper audit, statutory compliance of events from the last year. Recommendations and proposals were made for this year.
   2. Four main objectives were proposed. The proposals were in line with the Price Waterhouse Cooper audit and involved H&S training for senior managers, to increase the completion rates for H&S and DSE training. A health and safety training matrix had been developed. VCG had confirmed that these were required training modules and required higher completion rates. The H&S team will work with the faculties/directorates by providing prompts. An overview of health and safety governances. Other proposals identified were; development of faculty/directorates level H&S training matrices and reviewing H&S governance arrangements. BC had approved these.
   3. SH queried why the discovery of legionella was not in the report. PB confirmed that this was under the water hygiene management section. ZR provided an update on this, This was not classified as an outbreak, it was elevated levels of legionella that was found in the water system, Over the past year the team have done substantial water management work at Harcourt Hill. The level has now been isolated in the B block, two new tanks have been installed and levels are being monitored. The final hurdle was currently being worked on. She confirmed that all HSS were aware of this and JW confirmed that he had received detailed emails regarding this.
   4. JW confirmed that the university is always monitoring situations and would never compromise health and safety matters. Sometimes matters take time to work through as this one has.
   5. SH asked about statutory compliance and whether it should include GMO compliance. He also asked how the statutory compliance would be monitored. PB confirmed that this would be carried out internally by the Health and Safety team. He commented on the health and safety training, and mentioned that the modules completed numbers were low. SW confirmed HLS at marston road had carried out their own manual handling training following discussion with the health and safety team.
   6. SH asked a question about the fire service and when they last visited. ZR confirmed that they had visited recently. She confirmed that they had been twice to Gipsy lane, so they know what to approach when they are required to come on site. ZR confirmed that they no longer do official audits as we are responsible for our own risk assessments.
   7. He had a question about s.10 relation to fire activations. PB confirmed that he had been discussing this with the security team about how we can capture this. JW asked if this could be reviewed to see how we capture this information.

**Action PB/SW/ZR**

1. **Price Waterhouse Cooper - audit action plan** *(PB)* **HSWSC231102/07** 
   1. This paper was for information purposes only. All the items are on track and the majority have been completed.
2. **H&S Action Plan 2023-2024** *(PB)* **HSWSC231102/08** 
   1. This paper was presented to provide the committee with an overview of the main areas of work for the health and safety team across the university. This will include insurance processes and insurance inspections across the university.
3. **Genetic Modification (GM) Committee Report, GM Annual Report & AGGM minutes** (SI) **HSWSC231115/09**
   1. SI outlined the annual report and AGGM minutes. The main points highlighted were;
   2. There had been a broad range of GM work on campus. This ranges from microorganisms to large GM. GMO work within the University includes a broad range of organisms. These range from microorganisms (viruses, bacteria, fungi) to larger organisms such as fruit flies and plants. All but one project are classified as class 1, that being low to negligible risk to humans and the environment. The class 2 project involves work with an animal pathogen. This work is conducted under a HSE Specified Animal Pathogens Order (SAPO) licence, this was last renewed in January 2021 and is valid for 5 years.
   3. One action from the previous year of how they managed risk assessments from companies who are based on campus. It was agreed to carry on with this and bring the risk assessments through the university committee so that the university is aware of what is happening on campus.
   4. The terms of reference and membership list had been updated. This was to make their activities better.
   5. The Health and Safety visit took place in October and a detailed inspection was carried out of laboratories and greenhouse where active work with large genetically modified organisms. They also conducted a question and answer session regarding selected GM risk assessments. processes. They gave very positive feedback across all aspects of the arrangements.
   6. SI thanked everyone who was involved in the health and safety inspection. She mentioned that the inspector queried the reporting structures for the university and said this was complex when the team were describing the health and safety arrangement for the university. SW said this was the first year that this was being run and the arrangement will be monitored, otherwise the visit was good and the inspectors were extremely complimentary.
   7. The chair thanked SI and the GM colleagues for their continued hard work.
4. **Considering/approving procedures** *reviewed by HSWOC*
   1. H&S Inspections **HSWSC231102/10**
      1. PB informed the committee that the procedures had been reviewed at the HSWOC. The first paper outlined the approach to health and safety inspections of lower and higher hazard environments and expectations around local inspections of the higher hazard environments. These were commencing next week.
      2. SH raised a couple of points with the inspection and whether it should say health and safety should be carried out by a competent person. The second point was that the paper implied that health and safety was not everyone's responsibility, and this should be clear. PB said he would amend this in the paper. The chair agreed with this.
      3. SI said from a GM perspective it would be useful for the paper to include a GM focus too.
   2. Display Screen Equipment **HSWSC231102/11**
      1. SH suggested that headsets should be included in section 2.3 of the paper. PB confirmed that this will be added.
   3. Risk Assessment **HSWSC231102/12**
      1. Appendix 2 required updating as the process had changed. PB confirmed that this would be updated.
      2. It was decided that once these changes had been made, the amended papers should be circulated and approved via email.
5. **First Aid** *(PB)* **HSSC 231115/13**
   1. PB provided an update on first aid, he said first aiders were given the opportunity to meet, so they could review how they are working and what required addressing. The Health and Safety team are currently looking to maintain a 3 day training for higher hazard areas to make better use of people in emergencies. They also require training for the lower hazard areas. They are reviewing how to make the rewards programme better for first aiders as some first aiders already have honorariums in their contracts. There was some discussion around offering an extra half day leave, however the feedback was that first aiders already struggle with taking allocated annual leave. There was discussion about arranging regular touch points with first aiders to try and pull them together as a community to discuss issues around first aid and to have more frequent lower key training and awareness exercises.
   2. PB said there were wider benefits for the university using Safe Zone. PB had spoken to heads of operations around the recommendations and was due to discuss this with first aiders in the coming week.
6. **Any Other Business** 
   1. There was no other business.
7. **Dates of next meetings**
   1. The next HSWSC meetings are scheduled for Tuesday 6th February 2024 at 1pm, Tuesday 4th June at 10am

Meeting ended at 14:00