

MINUTES

HSWC 160218/01

University Health, Safety and Welfare Committee

Confirmed non-confidential minutes of the meeting held on 18th February 2016 at 10:30 in CG15/16 Gipsy Lane.

Present:	Paul Large	Chair	Registrar
	Alison Cross		Director of Human Resources
	Sharon Willett	Secretary	Safety Officer
	Brian Rivers		Facilities and Services Manager, HSS
	Tim M ^c Gill		University Safety Manager
	Lorraine Dyson		Facilities and Services Manager, HLS
	Gordon Langford		Safety Officer, EFM
	Ray Blackford		Estate Director, EFM
	Andy Glass		Technical Services Manager, TDE
	Ernest Grainger		Quality Manager, Hospitality Services
	Sebastian Blake		UNISON Representative
	Richard Beresford		UCU Safety Representative
	David Whittingham		General Manager, Students' Union
	Steve Brown		Facilities and Services Manager, Faculty of Business
	Karen Brockington		Head of Operations, HLS
	Jon Appleton		UNISON Representative

1. Apologies were received from:

Elizabeth Mitchell, Technical Services Manager, HLS
Christie Rainbird, Occupational Health Advisor
Gillian Almond, Commercial Director, EFM
Catherine Fleming, General Manager, Catering Services
Charlie Williams, Head of Financial Services & Development, FLS

2. The minutes of the meeting held on 9th December 2015

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

3. Matters arising from the previous minutes

3.1 Revised stress management policy

Alison Cross reported that she had met with Richard Beresford, Sebastian Blake and Christie Rainbird to review the 'Policy for the Prevention and Management of Stress in the Workplace'. Alison thanked Richard and Sebastian for their constructive input and support. The proposed revised policy sought to clarify roles and responsibilities; and to reflect the HSE management standards. The guidance and resources for managers and staff had been updated and extended; and Occupational Health (OH) would be running training for managers and staff to support the revised policy. Alison also mentioned that Ian Whiting (OCSLD) had produced a Change Management Checklist which would be launched in March.

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Paul Large suggested, and it was agreed, that the training for managers should be mandatory, i.e. directors and other managers implementing significant organisational change.

Action: Alison Cross/Christie Rainbird

Jon Appleton commented that he did not consider that the key stressors (excessive workloads and lack of control over workload) had been addressed in sufficient detail. He was also concerned that the existing training was too focussed on increasing resilience in individuals rather than tackling workload planning and actual workload. He felt this was a particular issue for support staff as they did not have a formal workload planning framework like academic staff. There was some discussion of the pros and cons of developing a workload planning framework for support staff, but there was no general support for this.

Discussion moved on to question what happened to the information and any issues raised in exit interviews. Alison explained that she saw all exit questionnaires where individuals raised serious concerns and that she offered to meet the individuals to discuss these. In the last 18 months, there had been no exit questionnaires raising serious concerns about workload.

Richard Beresford said that it was difficult to get good data on stress and that it was easier to use Occupational Health's statistics. Richard suggested that data from soft sources such as PDR and exit interviews could be used to inform the annual OH statistics, where available. It was agreed that the policy would be amended, point 7.1.1 to include exit interviews.

Action: Alison Cross/Christie Rainbird

In further discussion it was suggested that support staff needed to be empowered to say no to excessive workloads. It was also noted that saying no was not always effective because the immediate manager might not be responsible for work plans. Paul Large commented that the training for staff needed to address this point, e.g. by covering assertiveness.

Action: Alison Cross/Christie Rainbird

Andy Glass commented that support staff job descriptions were now more generic and less clear about workloads.

It was noted that the guidance and training on PDR had highlighted that these discussions should be used to raise concerns about workload and work-life balance. Richard Beresford suggested that the question to be asked in the PDR was 'what is stopping you from doing or achieving your work plan?' Richard felt that this would open the discussion and lead to a more positive discussion around the issue of stress.

3.2 Update on clinic dates for Hep B vaccinations.

Christie Rainbird has provided written progress report of progress:

- 18/12/15 first request for information sent out to employees in Functional Food Centre, Technical Services and Sports Exercise Department - deadline for response 22/1/16
- 50% response rate across all three departments
- Chasing email sent 17/2/16 - deadline for responses one week
- Meeting to be arranged with Liz Mitchell and Isabel Bermudez-Diaz w/c 29/7/16
- CR to attend next HLS H&S meeting on 23/2/16

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There were no comments.

3.3 Update on older accessible toilets

Ray Blackford reported that information signs had been put up in the older accessible toilets. Gordon Langford reported that measures have been taken to untangle cords.

3.4 Update on PAT expenditure in Faculties and Directorates

Tim M^cGill reported that he had contacted directorates and faculties to gather information about the cost of PAT testing. This had been done in response to Brian Rivers' comment at the last meeting that the current local approach was inefficient and possibly not achieving full coverage. After some discussion it was agreed that a small group (Brian Rivers, Ray Blackford, Andy Glass and Finance) should convene to explore how an arrangement for central PAT and recharge to faculties and directorates might work.

Action: Brian Rivers, Ray Blackford, Andy Glass and Finance

3.5 Update on actions undertaken in the TDE inspection report

Good progress was being made against the actions outstanding on the report. This included PAT in March with the help of a new member of staff, exchange of filters in extraction hoods, keeping an eye on the staircases for clutter, etc. and the imminent arrival of flammables cabinets. The one issue that was proving problematic to progress related to the rate of air change in two rooms where there had been complaints about air quality.

3.6 Update on actions undertaken in the HSS Inspection report

Just a couple of things to action. Doors that should have been locked were found to be open, this point is actionable by EFM. There is also a shared storage area that required tidying and cooperation with other users of the space, to keep it tidy.

3.7 Update on actions to purchase defibrillators

Christie Rainbird had provided a written report of progress made so far. At its last meeting, the committee had supported the proposal to provide a defibrillator at each campus. Christie had not yet had a response from Finance about how these would be funded. Christie was also still awaiting advice on where best to locate them. Alison Cross agreed to follow up the funding question.

Action: Alison Cross

4. Inspection report on the Directorate of Corporate Affairs

Tim M^cGill had been accompanied by Lori Faraon and Emily Warwick on the inspection. There were a few issues identified, for example, missing communications at a Disabled Person's Refuge Point and a missing Evac Chair. These actions had been referred to Estates. Paul Large suggested that the actions were largely the result of the recent move and were more akin to a 'snagging list'. Complaints that the Lloyd building was too cold had been attributed to faulty cold sensor which had since been rectified.

5. Inspection report on Warneford Hall of Residence

This was generally a good inspection. A minor issue with COSHH risk assessments had been rectified. The communal spaces were in good order, except for evidence of possible smoking during the cold weather on one of the landings. The Hall Manager had taken immediate action to stop this.

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- 6. Update on the progress of PAT in OBIS**
Ben Barry reported that PAT testing of all the Pooled Room had been completed. No faults had been reported. .
- 7. Any other business**
There was no other business.
- 8. Date of next meetings**
Tuesday 7th June 2016. 10:00 hours GLC, venue to be confirmed.