

MINUTES

CONFIRMED

HEALTH, SAFETY AND WELFARE COMMITTEE

Non-confidential minutes of the meeting of the Health, Safety and Welfare Committee held on 23 October 2018, Headington Campus, VCG Boardroom, Clerici 2.01.

Present: Brendan Casey, Registrar and Chief Operating Officer (chair)
 Alison Cross, Director of Human Resources
 Ashley Rowles, Technical Services Manager, TDE
 Brian Rivers, Facilities and Services Manager, HSS
 Christie Rainbird, Occupational Health Adviser
 Diane Harrison, Wellbeing Services Manager,
 Elizabeth Mitchell, Technical Services Manager, HLS
 Emma Coles, Major Projects Manager, Faculty of Business
 Gareth Preston, Finance and Legal Services
 Harmohinder Bahl, Facilities Director
 John Lo Breglio, Senior Lecturer, HSS (UCU)
 Karen Brockington, Head of Operations, HLS
 Linda Coombs, Assistant Customer Service Team Leader, LR
 Loredana Faraon, Head of Operations Marketing & Communication
 Steve Holtom, Senior Estates and Electrical Services Manager, EFM
 Tanja Dawber, Head of Administration, IT Services
 Tim McGill, University Safety Manager
 Sharon Willett (Secretary), Safety Officer, HR
 Zoe Randall, Safety Officer, HR

In attendance: Laura Fortuna, PA to the HR Director

Apologies: Michele Morley, Environmental Services, EFM
 Peter Rodrigues, Facilities Manager, SU
 Sam Cockle-Hearne, SU

1. **New members**

1.1. New members Gareth Preston (Finance & Legal Services), Linda Coombs (Learning Resources), Loredana Faraon (Marketing & Communication) and Zoe Randall (Safety Officer) were welcomed to the committee.

2. **Minutes of the meeting held on 6 June 2018**

2.1. The minutes of the meeting held on 6 June 2018 were approved as an accurate record (HSWC181023/2).

3. Matters arising from the minutes

3.1. Minute 35.1: Update on the TDE Inspection report (Richard Hamilton Building ventilation)

Steve Holtom reported that works on the ventilation had been completed. Works on the air conditioning system would be carried on from January 2019.

Action: Steve Holtom

3.2. Minutes 35.2, 35.3 and 40 Update on Buckley Building, heating, lighting and ventilation

3.3. As discussed in the previous meeting, the lighting had been reduced to minimum levels and there had been no further complaints. The issue had been closed.

3.4. SE Controls had quoted £30,000 to deal with the heating issue raised by Diane Harrison. Funding could not be found for upgrading the controls so a decision was taken to leave the heating in Buckley building on all year round. The upper floor radiators will be manually turned off in the summer.

Action: Steve Holtom to review summer 2019

3.5. Works to install a new panic alarm system were due to start on 19 November. Strips on the walls would replace the old buttons.

Action: Steve Holtom

3.6. Minute 35.4: Update on lighting issues in Sinclair and Clerici Buildings

3.7. Sinclair building issues had been rectified.

3.8. Clerici lighting issues had been handed back to the contractors (Harvard) to progress. Harvard and IT Services were discussing the impact of WiFi on the lighting controls. It was thought that the channel for the lighting needed to be distinct from anything else. Steve Holtom would feedback at the next meeting.

Action: Steve Holtom

4. To consider the case for purchasing additional defibrillators across Brookes University Campuses

4.1. Christie Rainbird reported that four defibrillators had been received and locations identified ready for installation. The defibrillators had been available (portable) on open days and graduation.

Action: Christie Rainbird

5. Harcourt Hill Student Union Bar Quality Audit

5.1. H reported that the Harcourt Hill SU bar had carried out the necessary improvement to meet the appropriate standards and service had resumed. H would be inspecting the premises in the next weeks and would report back at the next meeting.

5.2. It was noted that Estates and Campus Services did not have any staff qualified in food hygiene. H said he was considering the issue and that there might be a need for external input on this.

Action: H Bahl

6. Oxford Brookes University Health, Safety and Welfare Committee terms of reference and membership (OBUHSN-05 issue 11)

- 6.1. The list of membership of the committee (HSWC181023/3) had been updated during the summer. Further changes were identified at the meeting, including renaming Corporate Affairs as Marketing and Communication, the Director of EFM titled as Director of Estates and Campus Services.

7. Annual Safety Report (2017-2018)

- 7.1. Tim McGill introduced the annual report (HSWC181023/4), highlighting some trends. There had been a drop in the overall number of accidents but a rise in sports-related injuries; the number of RIDDOR reports had dropped from 9 to 4; there had been further minor cuts due to the condition of the swimming pool in Harcourt Hill, mainly due to the tiles coming off the walls; and there had been needle-stick injuries amongst the trainee nurses.
- 7.2. Two successful visits from the fire services had taken place following call-outs to two fires.
- 7.3. The radioactive laboratories in Health and Life Sciences had been fully decommissioned and the Environmental Agency had signed these off.
- 7.4. Zoe Randall had now joined the team and would help deliver courses during the coming year.
- 7.5. Brendan Casey requested a report on the condition of the pool at Harcourt Hill, an assessment of any potential safety risks, and an estimate of the cost of any essential remedial work. Tim Mc Gill agreed to prepare a report before the next meeting.

Action: Tim McGill

8. Annual Occupational Health Report (2017-2018)

- 8.1. Christie Rainbird introduced the annual report (HSWC181023/5). Brookes was doing relatively well regarding absences compared to the rest of the HE sector. Short-term sickness absence (up to 7 days) accounted for 88% of all episodes of reported sickness with absences of one-day accounting for 48% of episodes. The total number of days lost remained disproportionately high for longer-term sickness (6,873 days short-term absence; 6,767 days' long-term absence). This reflected the pattern in the HE sector.
- 8.2. Working days lost attributed to stress, depression and other problems of mental health represent 15.3% of the total working days lost (17% last year). This compares with 23% for the HE sector (UCEA survey, 2016-17). However, the average number of working days lost per absence attributed to stress/depression increased from 12.1 days to 25.2 days.
- 8.3. The counselling budget was increased from £12,000 to £20,000 at the request of the Director of HR to respond to the increased demand. A priority for OH for the coming year would be to focus on more proactive interventions for resilience building and trauma support.
- 8.4. Referrals to OH had decreased over the past year from 224 cases to 190 cases (101 management referrals, 89 self-referrals made by employees).
- 8.5. At Brookes there is an expectation that first-aiders and life-savers will attend annual update meetings in line with agreed policy. The 60% attendance rate for the annual update was down from 78% on last year. In the next academic year OH would be working with managers, first-aiders and life-savers to

improve attendance rates. OH had also delivered Epi-pen training as part of the first aid annual update training last academic year.

- 8.6. OH had worked with colleagues in the Oxford Centre for Learning and Development (OCSLD) to put together a programme for staff as part of the Feel Good Festival which takes place in February each year. This year the goal was to offer 'in-office' activities for faculties and directorates to put on for their staff in addition to a full programme of activities for all to attend.

9. H&S inspection report for the Student Union

- 9.1. Tim McGill and Zoe Randall reported that the inspection of Student Union had been very satisfactory (HSWC181023/6). Tim McGill and Brendan Casey thanked Peter Rodrigues for the excellent job done.

10. Inspection report on Pooled Rooms

- 10.1. Tim McGill presented the inspection report (HSWC181023/7). In all the pooled rooms visited the portable appliance testing was either out of date or there were no labels to indicate when the item had been tested. Going forward the PAT contractor would be required to ensure that labels were visible.
- 10.2. It was clear that the use of lockable notice boards was an advantage as it prevented information being removed, or dropping off the board or being covered up. Some pooled rooms were still missing vital information and telephone numbers for EFM, IT and first aid.
- 10.3. Overall, all the pooled rooms were clear of rubbish and clutter. Most of the emergency escape routes were clear of obstacles at the time of the inspection. However, there were two rooms where the emergency exits were being used as storage areas. It was essential that all emergency exits were checked for any obstructions during weekly site inspections.

Action: H. Bahl

- 10.4. Further inspections to review the situation would be carried out during the Christmas break by Tim McGill and Zoe Randall.

Action: Tim McGill and Zoe Randall

11. Food allergens

- 11.1. H. Bahl highlighted recent press coverage following recent deaths due to food allergens. Although the supplier (Pret a Manger) had followed existing food labelling legislation, there were gaps in that legislation. H explained that the University was covered by the same legislation but that there were other potential risks that needed to be assessed, e.g. cake events, activity in Union Square and Westminster Square, office leaving parties where staff made or brought in food from third party suppliers.
- 11.2. H said that our approach would be to anticipate possible changes in legislation. Training would be carried out and allergen information will be improved in conjunction with the University's catering contractor. Information would also be provided to faculties and directorates to cover the wide range of events across the University where food was served, e.g. leaving parties, cake stalls, etc. Posters were available from H.

Action: H. Bahl

12. UCU policy on workload and work-related stress

- 12.1. John Lo Breglio reported that UCU had launched a national campaign on workload and work-related stress. UCU were in the process of identifying a representative to act as “Health and Safety workload officer”.

13. Any other business

None.

14. Dates of future meetings

12 December 2018, 0930-1100hrs, VCO Boardroom, Clerici Building (CLC2.01)

26 February 2019, 0930-1100hrs, VCO Boardroom, Clerici Building (CLC2.01)

27 June 2019, 1430-1600hrs, VCO Boardroom, Clerici Building (CLC2.01).