

Health, Safety and Environment Committee

Minutes SAF22-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 25 May 2022

Attendance

Members:

Neil Budworth, Ruth Casey, Paul Conway, Sandy Edwards, Alec Edworthy, Graham Howard, Chris Linton (Chair), Jennifer Maxwell-Harris (ab), Graham Moody, David Roomes, Richard Taylor.

In attendance:

M Ashby (Secretary), Manuel Alonso and Angela Truby (for M22/23), Nick Jennings, Oliver Preedy (Observer), Rob Sparks (for M22/22), Sarah Van-Zoelen (for M22/28 & 29), Julie Turner (for M22/25, 26 & 27)

22/20 Minutes

SAF22-M1

The minutes of the meeting held on 2 February 2022 were APPROVED.

22/21 Matters Arising from Previous Meetings

gnB Arising from M22/5.3 where a lead person was to be identified in each multiple occupancy building to oversee fire warden coverage, members NOTED that this action would be completed by June. ACTION: Director of HSW

22/22 Health, Safety and Environment Update: Estates and Facilities Management

SAF22-P21

22.1 The Committee RECEIVED a presentation by the Director of Estates and Facilities Management and the Head of Maintenance and Engineering on health, safety and environmental arrangements in relation to areas of Estates and Facilities Management excluding Catering, Domestic and Residential Services.

22.2 The following points were NOTED in particular:

- (i) The Facilities Team was experiencing recruitment issues, and this had led to under-resourcing. Measures had been put in place to reduce risks associated with the shortage of staff. These included the identification of peaks and troughs, triaging by managers, empowering staff to say 'no' and meetings with Operations Managers to manage expectations.

- (ii) Staff shortages had the potential to impact upon the mental health of existing staff. Senior managers in Estates and FM were aware of this risk and were making additional efforts to engage with and be available for staff. They were encouraged in their efforts to minimise instances of stress amongst staff and the potential for staff to cut corners.
- (iii) Estates and FM had put in place a twelve-month, rolling, improvement plan, in the form of a safety road map. The plan focused on leading indicators to reduce the lagging areas of hazard supporting and reporting, and injuries and incidents.
- (iv) A small number of cases of Covid 19 that occurred early in 2020 had been categorised as RIDDOR reportable incidents in line with Health and Safety Executive criteria at the time. Its criteria had subsequently changed, so cases had not been reported in this way from that point.
- (v) An Estates and FM Safety Score Card had been included in the presentation. The card indicated that risk assessment completions had been recorded as being at 50 per cent in March, compared to a target of 90 per cent for that month. Members were informed that the risk assessments were conducted as part of a cycle of assessments. All areas were being assessed but not necessarily at the point at which they had been scheduled to be carried out.

Secretary's Note: At the HSE Committee meeting in May the Estates and Facilities Management report stated that the health surveillance was nearing completion. This referred to the closing date of the survey. Data identified after the May HSE Committee meeting revealed that the resurvey of health surveillance needs in Estates and Facilities Management achieved only a 22 per cent completion rate. It is estimated that the survey will be close to full completion by October. HSE Committee will be updated on the progress of this activity at the October meeting.

22/23 Health, Safety and Environment Update: Student Services

SAF22-P22

- 23.1 The Committee RECEIVED a presentation by the Associate Chief Operating Officer and Director of Student Services, and the Head of Operations for Student Services.
- 23.2 The following points were NOTED in particular:
 - (i) The most significant risks faced by the Service arose from their interactions with students who4 p mromAsmiom

22/24 Director of Health, Safety & Wellbeing Report and Covid Update

SAF22-P23

24.1 Members RECEIVED an update from the Director of Health, Safety and Wellbeing.

24.2 The following points were NOTED in particular:

- (i) There had been a peak in Covid 19 cases in February. A lessons-learnt exercise had been held in May, and contingency planning for the next academic year would take place in June. These plans would be shared with the campus trade unions. The Health and Safety Service was thanked by the UCU representative for the excellent arrangements that had been put in place during the Pandemic.
- (ii) The Occupational Health and Wellbeing Team had become established, and demand and levels of respect for the Service wertme0 Tc 0 Tcay(

22/27 Biological Safety – Human Tissue Authority Audit Update

27.1 The Committee RECEIVED an update on biological safety from the Strategic Scientific Technical Lead. It NOTED action being taken by the School of Sport, Exercise and Health Sciences to ensure compliance ahead of a forthcoming HTA audit. The Committee set a deadline of the end of July for the Chair to receive assurance from the School that the outstanding issues



