



June 2020

Present: Professor David Cardwell, (Chair), Pro-Vice Chancellor, Strategy and Planning, Dr Richard Sandford, Department of Pharmacology, Dr Graham Christie - Lecturer Chemical Engineering Jessica Gardner - University Librarian, Dr Martin Vinnell - Director of Health and Safety Ms Emma Rampton - Registry, Ms Andrea Hudson - Interim Director of Human Resources Dr Caroline Edmonds - Secretary of the School of Clinical Medicine. Dr Tamsin O'Connell, Department of Archaeology, Dr Mick Mantle, Department of Chemical Engineering. Professor John Doorbar, Department of Pathology. Gary Moss, Director of Estates Operations, Mr Philip Rule - Acting Head of Estates Facilities. Mrs Dee Vincent, Governance and Compliance Division (*minutes*).

1. Welcome: The Chairman welcomed Professor John Doorbar and Gary Moss, Director of Estates Operations.

1.2 Apologies: Graham Matthews, Director of Estates. Jerry Headley, Interim Director of Estates

2. Minutes of the Last Meeting

The minutes of the meeting held on 4th December 2019 were approved subject to the following amendment.

Minute 8.2: The Study Away Risk Assessment Committee (SARAC) only takes applications from University students not staff and students as mentioned in the previous minutes.

3. Matters arising

There were no matters arising.

Principal Business

4. Compliance Update

The Director of Estates Operations explained that work continues with the reopening programme; a more detailed paper will be submitted to the Buildings Committee.

The HSE Committee received the compliance dashboard providing a summary of the compliance programme across the University Estate. The Director of Estates Operations explained that the programme would ensure all compliance activities are identified and actions implemented where necessary. The HSE Committee was advised that due to Covid activity, many University buildings have been emptied or semi-closed; this has led to unused water remaining in pipes and in some cases, raised legionella levels have been discovered. The Estates team are conducting remedial work and testing water as part of the reopening programme.

A two-year compliance programme has commenced, it was noted that the Buildings Committee have asked that a detailed programme for the entire two-year project is created.

The Chair explained that the HSE Committee remain satisfied that steady state has been reached in relation to compliance. The HSE Committee will continue to oversee the compliance programme. It was agreed that one additional level of detailed information is required to enable HSE Committee to distinguish between what is unsafe and needs addressing and where

additional work is required. The HSE Committee agreed that a traffic light system is used when reporting whether an inspected University building is compliant or non-compliant. The HSE Committee will want to know what proportion of University buildings are uninspected and inspected. The reporting data produced should be easy to interpret and should highlight areas of particular risk.

The Committee want to be reassured that the University Estate remains safe.

Action: Director of Estates Operations

5. HSE and Other Enforcement Agency Actions, Visits and Information:

The Director of Health and Safety explained that the last on-site Agency visit took place at the end of March 2020; there have been no on-site visits since then. Unlike other Agencies, the Environment Agency have continued contact with the Health and Safety office during the Covid-19 lockdown period and have asked for virtual inspections of facilities with radioactive materials.

6. Consultative Committee for Safety: (CCFS)

The minutes of the CCFS meeting held on 25 February 2020 were received. The HSE Committee considered the draft letter template under the CCFS minutes, agenda item 9. Given the length of time since the meeting was held; it was agreed that the Director of Estates Operations review the letter template with learning post Covid. Final HSEC approval will be subject to this review.

Action: Director of Estates Operations

7. Audit Summary:

The Director of Health and Safety provided the audit summary. The Committee was advised that audited areas deemed an immediate risk to health and safety are dealt with immediately. The process follows the same model provided by the Health and Safety Executive; they implement changes with immediate effect to ensure that when they leave a site the risk is not persistent.

The Director of Health and Safety explained that in relation to sports clubs audit, there is a distinction between auditing the club and auditing the premises. It was noted that some premises are shared and this may lead to repetition of auditing. There is a specific requirement in the Health and Safety at Work Act, which states that where facilities are shared, there must be adequate communication between the different stakeholders to ensure that everyone is aware of the risk.

7.1 The Committee was advised that the audit team have been refocused into the Safe Space team. The team will concentrate on areas relating to the reopening buildings over the next few months.

8. Safety Report:

8.1 The Director of Health and Safety reported on the requirement to train 1,500 postgraduate students during October 2020. This training will then be followed by a further session in January 2021. The University will look at providing initial baseline training for postgraduate students, it was

noted that this group is identified as being of high risk, as they come from naivety of laboratory research, and then have immediate laboratory exposure. It was further noted, that providing the training is labour intensive and it will be challenging to accommodate large numbers of students over a 3-day period. The HSE Committee agreed that moving to an online platform should be considered alongside practical instruction.

8.2 The HSE Committee was informed that the Chemical Safety Adviser for the University had retired and recruiting to the role has proved difficult. Dr Margaret Glendenning the University Fire Safety Compliance Officer has agreed as part of a joint role between Estates Division and the Director of Health and Safety, to provide technical support. It was noted that chemical waste management across the University is maintained externally. The Director of Health and Safety will oversee Chemical Safety on a temporary basis.

8.3 In response to a question on reporting mental health and stress to the HSEC. The Director of Health and Safety explained that stress is specifically raised at the Consultative Committee for Safety via union representation. There are reporting routes for mental health including metrics data. The Director of Health and Safety produces an annual report, which includes mental health and occupational health.

The HSE Committee recognised that some University roles have greater stress and pressures. It was agreed that handling stress should be recognized within the recruitment process and the behavioural attributes framework. It was noted, that the behavioural attributes framework contains no mention of stress or handling pressure, and no mention of resilience. The Director of HR agreed to look at behavioural attributes and resilience.

The Registry mentioned that in relation to Covid, a statement to all University staff would be circulated reminding staff to be aware of the effects of the current pandemic on mental health.

9. Any Other Business:

There was no other business to report.

10. Date of next meeting

Wednesday 9th December 2020, 2pm – 3.30pm.

The dates for future meetings are as follows:

- 10 March 2021, 2pm – 3.30pm, General Board Office
- 2 June 2021, 2pm – 3.30pm, General Board Office
- 8 December 2021, 2pm – 3.30pm, General Board Office