

17 March 2022**Present:**

Professor David Cardwell, (Chair)
Dr Tamsin O'Connell, Department of Archaeology
Dr Mick Mantle, Department of Chemical Engineering
Professor Robert Henderson, Macromolecular
Pharmacology
Dr Anne-Marie Farmer, Director of Safety
Governance and Assurance
Mr Gary Moss, Director of Estates Operations
Mr Ronan O'Hara, Head of Asset Management

Ms Emma Rampton, The Registry
Ms Andrea Hudson, Director of HR
Dr Martin Vinnell, Director of Health and Safety
Dr Caroline Edmonds, Secretary of the School
of Clinical Medicine
Professor Richard Philips, Department of Physics
Mrs Dee Vincent, Governance & Compliance
Division (minutes)

Apologies, Dr Jessica Gardner, Dr Richard Sandford, Graham Matthews

Welcome: The Chair welcomed Ronan O'Hara, Head of Asset Management, Estates Division, to the meeting and mentioned that Philip Rule had left the University.

Declarations of Interest:

There were no declarations of Interest.

1. Minutes

The minutes of the meeting held on 8 December 2021 were approved as a correct record.

2. Matters arising

The Chair mentioned that the updated Health and Safety Policy and the new Policy on Working with Offenders had been approved by the University Council at its meeting in January. The Chair thanked all those involved in producing the two Policies.

Principal Business**3. Compliance Update**

3.1 The Director of Estate Operations introduced the compliance report and provided an update on key issues and progress since the last HSEC meeting. It was noted that a version of the compliance report had been circulated to the March meeting of the Buildings Committee.

The HSEC were advised that the Estates team had achieved a figure of 92% statutory compliance during February. It was noted that a steady state of 90% compliance had consistently been maintained since the last HSEC meeting.

The HSEC were further advised that a contractual issue with a Statutory Inspector had caused a backlog of audits within some areas. The backlog would negatively impact the headline compliance figure over the next few months. It was noted that the contract is managed by the Safety Office and that Estates Division need to work with them to resolve the situation. HSEC agreed that the Director of Estate Operations should seek urgent assurance that the issues with the Contract would be addressed.

Action: Gary Moss

3.2 The HSEC noted that outstanding compliance remedial work would be delayed until the implementation of a future maintenance delivery structure. The HSEC were assured that where a compliance audit is received recommending urgent remedial work, this is addressed immediately.

In relation to the implementation of the future maintenance structure, the Registry explained that a working group had been established, which included union representatives, to consider the options for the delivery of maintenance across the Estate, and that the group was due to conclude its work at the end of April.

3.3 The Director of Estate Operations explained that a new format for reporting on statutory compliance performance would be developed. The new system would allow for the tracking of outstanding actions and completion of actions and permit smarter escalation of issues where no departmental response was forthcoming. The HSEC agreed that this would be a sensible way forward.

3.4 The Director of Estates Operations mentioned that safety and compliance concerns had been identified within the housing portfolio. The HSEC were advised that action had been taken to address immediate risks. The action included accelerating the already planned consolidation of facilities management for the housing portfolio and the appointment of external consultants to conduct a statutory compliance audit of the non-Eddington Housing portfolio. It is intended that these actions would allow for improvement in the oversight of maintenance and facilities management with all University housing.

The HSEC noted the update.

4. HSE and Other Enforcement Agency Actions, Visits and Information

The Director of Health and Safety mentioned that the Health and Safety Executive had conducted a broad onsite inspection related to large genetically modified organisms. It was noted that a non-compliance issue had been reported within a plant growth facility, the issue had been satisfactorily resolved and the item is now closed.

The HSEC noted the update.

5. Unconfirmed minutes of the Consultative Committee for Safety (CCFS)

The HSEC received the minutes and noted the contents.

6. University Safety Office, update

The Director of Safety Governance and Assurance introduced the report and provided an update.

6.1 The HSEC were advised that departmental audits had begun, it was noted that the initial roll out had been hindered by staffing shortages. The Safety Office had commenced workshop inspection; and external training had been offered to workshop managers, so they are aware of their responsibilities in this area.

6.2 New training for Heads of Department (Safety Office, Human Resources, Personal and Professional Development, and Estates Division) and had commenced, with the aim of ensuring high quality training, with consistent messaging.

6.3 The HSEC were advised that the second phase of the website development for the Safety Office had begun. It is hoped the project would be conducted in two phases and allow system testing and would complete within 18 months. Discussion with key stakeholders is seen as pivotal to ensure information is understood and works for those using the service. The HSEC were advised that the system would assist users by automatically developing a safety portfolio allowing users to see where work is required.

The Safety Office would look to provide a strategic approach to service delivery, to include the production of a legal register which would underpin website development. It was noted that a gap analysis and workflow plan would be produced over the coming months.

The HSEC noted the comprehensive report.

7. Safety Report Update:

7.1 Travel safety and management

The Director of Health and Safety explained that a project to merge aspects of work related to travel safety and travel management would commence. The project would involve colleagues from across the University. The HSEC were advised that work had commenced to determine the best platform for managing overseas travel risk. The Peregrine Risk Management system had been identified as the recommended platform. A detailed proposal would be circulated to HSEC members for further discussion at the June meeting of the HSEC.

Action: Martin Vinnell

7.2 Zurich Municipal

The Director of Health and Safety explained that the University's new insurer, Zurich Municipal had requested more detail on the University's governance systems covering all areas of risk. Regular meetings would be organised between representative consultants employed by the University Insurance office to look at areas of business continuity, emergency management and contingency planning.

It was noted that the new insurers want to be satisfied that the University is managing all areas of risk.

8. Any Other Business:

8.1 Advisory Committee on Working with People Who have Offended – Terms of Reference

The Director of Safety Governance and Assurance explained that Terms of Reference for the Advisory Committee on Working with People who have Offended had been drafted. It was noted that that the Advisory Committee would report to the HSEC and provide annual summaries.

In relation to membership of the Advisory Committee, the HSEC agreed that the Committee would be chaired by a member of the HSEC and include; two or three academics with relevant expertise and one College representative. It was further agreed that external appointees with relevant experience should also be sought to join the Committee. The Director of Safety Governance and Assurance will update the Terms of Reference.

Action: Anne Marie Farmer

8.2 There was no other business

9. Date of next meeting of the HSEC

The next HSEC meeting will take place on **9 June 2022, 10.00am - 11.30am by Zoom**

- 15 September 2022, 10:00am – 11:00am
- 8 December 2022, 10.00am – 11.30am