Minutes
Health and Safety Executive Committee (HSEC)

7 March 2023

Present:
Professor David Cardwell, (Chair)
Dr Mick Mantle, Department of Chemical Engineering
Dr Anne-Marie Farmer, Director of Safety Governance and Assurance
Mr Graham Matthews, Director of Estates Division
Dr Tamsin O'Connell, School Humanities & Social Sciences
Ms Sarah Fecondi, Assistant Director of HR
Mr Paul Brown, ED
Ms Alison Bunn, ED
Ms Emma Rampton, Registrary
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 S Boggie, HS&RF (minutes)

Apologies: Dr Jessica Gardner, Professor Robert Henderson, and Professor Richard Sandford. Ms Andi Hudson, HR sent apologies with Ms Sarah Fecondi in her place. Mr Paul Brown, ED welcomed as a new member.

Declarations of Interest: There were no declarations of interest.

1. Minutes

The minutes of the meeting held on 8 December 2022, were approved.

2. Matters arising

Minute 3 Department for Transport inspection - AMF clarified that this inspection in January 2023 related to security aspects of transporting dangerous pathogens. The University's Dangerous Goods Safety Adviser was creating the University security transport plan and assisting the Safety Office with arrangements.

Minute 6 Consultative Committee for Safety - ED continue to make good progress on the fixed-asset register with the information uploaded to MiCAD. It was noted that departmental (non-fixed) assets that required inspection are currently not included in the central asset register, but work will now progress on prioritising the central register that will include Departmental assets for pressure system and PUWER equipment.

ACTION Letter to be sent to departments to obtain asset details on pressure systems and lifting equipment (see minute 5.8).

Minute 7 Audit Committee, Deloittes Report - Incident Management and Business Continuity Policy – CE has discussed with TO on the issues raised.

ACTION: CE to confirm the responsibilities section has been updated.

Minute 8 Safety Office Updates - GM and AMF to discuss committee structure in relation to building and estate safety now that the committee structure review (Paper: 23.03.07.B5) was progressing.

Minute 8.5 Working with Offenders – TO and AMF reported on the ACWPO Committee. It was noted that further academic membership within the University was being sought, with an aim to recruit to specific disciplines and expertise.

ACTION TO and AMF to progress

Principal Business

3. Compliance Report

The report was received with AB drawing the committee's attention to changes in the way compliance data was presented compared to the previous report.

ED are working to address the concerns that have been raised regarding the service delivery by the Equans contract. AB will report on progress at the next meeting.

The Committee emphasized the need for good communication to staff/departments from ED in relation to the issues with the maintenance activities. ED and Equans will provide regular updates to departments with assistance from an appointed communications lead.

ACTION GM and AH to discuss and ED to update at the next meeting.

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

MV noted that all visits had been proactive and/or routine. The Department for Transport inspection had retuned a 'fully compliant' rating but with minor recommendations for improvements to transport security documentation. There has been an emerging theme of improving processes and procedures for contingency/emergency planning.

5. Unconfirmed minutes of the Consultative Committee for Safety (CCFS). (*Paper No. 23.03.07.B3*) AMF reported

Item 3 – Register of assets - AMF and PB to meet to arrange a small working group with representatives from 3 departments to develop systems to oversee this activity.

Item 8 – PUWER arrangements and procedures - updated document has been uploaded. The document now includes all relevant departmental activities.

Item 9 – Increasing use of lithium batteries - A number of departments have purchased large lithium batteries for power supply continuity. Their use will be reviewed and where necessary, appropriate policy, procedure and guidance produced and communicated to departments.

ACTION Fire Team in ED to contact departments re updating fire safety risk assessments.

6. Safety Office Activities and Priorities

AMF presented the paper (*Paper No. 23.03.07.B4*); the committee agreed to the activities and priorities.

DC thanked AMF for the significant progress being made in each of the areas outlined.

7. University Committee Oversight of Health and Safety.

AMF presented the review document (*Paper No. 23.03.07.B5*); the committee discussed the principles outlined of how the current committees would evolve and noting how Mental Health, Travel/SARAC and ACWPO activities would be incorporated into the new governance structures. Work continues on this review and will be followed by broad consultation over the summer.

The proposal for enhanced safety support systems at School level were discussed, including the appointment of School Safety Advisers, and consultation with Heads of Schools and Secretaries was agreed as part of the consultation. This review is aligned with the work of the Academic Secretary looking to provide enhanced frameworks to support departments in compliance activities.

ACTION AMF to meet initially with CE.

8. Any other business

Dr Jessica Gardner had submitted a request for confirmation of the HSEC membership which will be included in the agenda for the June meeting.

9. Date of next meeting of the HSEC

Thursday 8 June 2023, 1030 – 1200, venue or via Teams/Zoom.