

**Minutes
Health and Safety Executive
Committee (HSEC)****14 October 2021****Present:**

Professor David Cardwell, (Chair)
Dr Tamsin O'Connell, Department of Archaeology
Dr Mick Mantle, Department of Chemical Engineering
Dr Robert Henderson Reader in Macromolecular
Pharmacology
Ms Emma Rampton, Registry
Dr Martin Vinnell - Director of Health and Safety
Dr Anne-Marie Farmer, Director of Safety Governance
and Assurance
Dr Caroline Edmonds, Secretary of the School of Clinical
Medicine

Ms Andrea Hudson, Director of HR
Mr Philip Rule, Acting Head of Estates
Facilities
Mr Gary Moss, Director of Estates Operations
Mr Graham Matthews, Director of Estates
Division
Mrs Dee Vincent, Governance and
Compliance Division (minutes)

Apologies, Dr Jessica Gardner, Dr Richard Sandford.

Welcome: The Chair welcomed Professor Richard Philips to the HSEC, Professor Philips is covering a period of sabbatical leave for Dr Graham Christie and will chair the Consultative Committee for Safety.

1. Minutes

The minutes of the meeting held on 2 June 2021 were approved as a correct record.

2. Matters arising**Principal Business****3. Compliance Update**

The Director of Estate Operations, introduced the compliance report and provided an update on key issues and progress since the last HSEC meeting. The HSEC were advised that progress had been made across all areas of the compliance programme. It was noted that 88% of identified tasks had been completed. The overall level of statutory compliance across the Estate is now 93%. The target for the Estates team remains achieving as near to 100% compliance as possible.

The HSEC were advised that the Compliance programme has entered a transition phase; work to procure a new integrated maintenance contract for the operational Estate will come into effect in April 2022. The existing compliance team will be reconstituted, to prepare for the new contract. The HSEC were further advised that software had been purchased to enable the digitalization of items such as work access permits, risk assessments, safety training records and the management of the vehicle fleet. The software would allow reporting to include dashboards and safety performance. Contact has been made with colleagues in the Health and Safety team to explore if the system can be rolled out more widely.

3.1 Water Hygiene Management & Service Level Agreements: The Director of Estate Operations reported that additional contractor resource had been acquired to focus on resolving water issues within some University buildings.

The HSEC were advised that a detailed review of statutory compliance and maintenance delivery had taken place. A service matrix for each operational building had been completed allowing tailored Service Level Agreements for each building. Findings from the review indicated that many

departments do not feel equipped to deliver on water hygiene, 95% of departments have requested recentralization of responsibility for water hygiene. The HSEC agreed the importance of mitigating water issues and agreed that more work is required on the recentralization of water management with detailed costings.

Action: Director of Estate Operations

3.2 Insurance: The HSEC were advised that the University insurance provider had given notice of their withdrawal from much of the Higher Education market. HSEC felt that more information would be required on the benefits and costs of full self-insurance, or partial self-insurance and noted that this currently being discussed.

The HSEC noted the Compliance report and commended the Estates team on achieving 93% compliance.

4. The Learning Together Programme:

The Registry reported that since the last meeting of the HSEC, a Transition Board had been established by the University Council. The Transition Board will produce recommendations on the future of the Learning Together Programme, and submit a first report to the December meeting of the Council. It was noted that since November 2019, the Learning Together Programme remained paused.

The HSEC were advised that the University had made a Submission to the Coroner in relation to any Prevention of Future Deaths Report. If he were minded to produce such a Report, the Coroner had committed to provide it by the second anniversary of the tragic event.

The Registry reported the University's commitment, in its submission to the Coroner, to the implementation of revised Health and Safety policies and the underlying procedures and guidance by the commencement of Lent-Term. The University Council would be asked to approve the revised policies at their meeting in December. To meet this timeframe the HSEC agreed to review the revised policy documents at an Extraordinary HSEC meeting to be arranged in November 2021.

Action: Dee Vincent

The Director of Estates Operations commented that he would be willing to be part of the review of Health & Safety policies as there is some overlap with Service Level Agreement work carried out by Estates Division.

The HSEC agreed that the recent survey sent to Heads of Institutions on working with offenders should be repeated on a more regular basis.

Action: Director of Health and Safety

The Registry reported on a further matter relating to the Fishmongers' Hall event. The HSEC would be further updated when more information becomes available.

Action: The Registry

The HSEC were advised that the Human Resources Committee and HR staff had undertaken detailed work during the past 12 months to rearticulate the duties of the Heads of Institutions. The annual induction programme for Heads of Institutions would reintroduce a session on their responsibilities for health and safety within their institutions, and further refresher training would be offered, including bespoke sessions as appropriate.

The HSEC were further advised that the Health and Safety team currently undertake an annual audit to ensure that Heads of Institution have appointed key departmental safety staff. The HSEC agreed to receive updates from the Safety Office to ensure that Heads of Institutions fully understand their health and safety responsibilities and are receiving appropriate training in relation to their responsibilities for Health and Safety and other Estates related matters.

Action: Director of Health and Safety

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

The Director of Health and Safety reported that a number of Covid spot inspections had taken place since the last meeting of the HSEC, all were passed.

The HSEC noted that other visits by the Counter Terrorism Security Authority and the Environment Agency had taken place, these were routine inspections and all were passed.

6. Audit Report:

The Director of Health and Safety reported that a review of the auditing function in the Safety Office had taken place as part of a wider review of Safety Office operations. It is anticipated that new systems related to general safety management will be developed, to include on-line auditing software and tools to enable larger scale auditing.

The Director of Safety Governance and Assurance reported that 196 departments/institutions are eligible for audit within the University. A safety management questionnaire had been used to benchmark current health and safety standards across University departments. It was reported that 51% of departments had responded to the survey to date. The responses received have enabled a comparison of safety compliance and analysis of key issues identified for remedial action.

The HSEC were advised that if auditing of all departments and activities that historically were considered low risk, takes place every two years. This would require fixed term additional staffing resource.

The Committee noted the report and the request for additional staffing resource. It was agreed that a formal proposal should be drafted for further consideration by the relevant committee.

Action: Director of Safety Governance Assurance

7. Safety Report Update:

The Director of Health and Safety reported that the University of Oxford have appointed a new Director of Occupational Health and Safety. Contact has been established and regular meetings will be arranged.

8. Any Other Business:

The HSEC were advised that the date of the March 2022 meeting would need to be changed as it clashes with the Business Committee.

Action: Dee Vincent

9. Date of next meeting of the HSEC

The next HSEC meeting will take place on 8 December 2021.

- 9 March 2022, 10.30am – 12 noon (date to change)
- 9 June 2022, 10.00am - 11.30am
- 15 September 2022, 10:00am – 11:00am
- 8 December 2022 , 10.00 – 11.30am