

**Minutes
Health and Safety Executive
Committee (HSEC)****20 October 2022****Present:**

Dr Tamsin O'Connell, (Chair)
Dr Mick Mantle, Department of Chemical Engineering
Professor Richard Sandford, Academic Department of
Medical Genetics
Dr Anne-Marie Farmer, Director of Safety
Governance and Assurance
Mr Graham Matthews, Director of Estates Division
Mr Gary Moss, Director of Estates Operations

Ms Emma Rampton, Registry
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 D Vincent, Governance & Compliance
Division (minutes)

Apologies: Professor David Cardwell, Dr Jessica Gardner, Professor Robert Henderson, and Ms Andrea Hudson, Director of HR

Declarations of Interest: There were no declarations of interest.

1. Minutes

The minutes of the meeting held on 9 June 2022, were approved.

2. Matters arising

Membership of the Advisory Committee on Working with People who have Offended (ACWPO) The HSEC were reminded to send suggestions on academics who may wish to serve on the Committee to Dr Farmer.

Action: All HSEC members

Principal Business**3. Compliance Report**

3.1 The Director of Estate Operations introduced the compliance report and provided an update on key issues and progress since the June HSEC meeting. It was noted that the Estates team had maintained the headline compliance figure of 96%. It was further noted that a new reporting format would be created for statutory compliance in future and a new Head of Statutory Compliance had been appointed.

3.2 Remedial works: The backlog of remedial work would be addressed once the integrated maintenance contract commences in December 2022. The HSEC were advised that plans had been put in place to address the backlog.

3.3 Statutory Inspections: It was noted that a new contract covering lifts and pressure systems had commenced. The management of the contract is being discussed with the Director of Health and Safety, a further update would be given to the December HSEC meeting.

Action: Director of Estate Operations:

3.4 Equans Contract: The Estates team have reached an agreement with the Assistant Staff Trade Unions enabling movement with the Equans contract. The Director of Estates Operations formally thanked the Head of HR and the Chair of Buildings Committee for their work to reach an agreement.

It was noted that the scope of the Equans contract covers the majority of maintenance services with the exception of lifts and high voltage switch systems. Equans will eventually become responsible for delivering statutory compliance, including gas and oil. It was further noted that the University would retain responsibility for fire safety and asbestos. The Equans contract would go live on 1 December 2022.

3.5 Resourcing: The HSEC were advised that two key senior managers had joined the Estates Operations team, a Statutory Compliance Lead and Health, Safety & Wellbeing Lead. It was noted that the role holder will attend the HSEC meetings in future. The HSEC agreed that the job title Health, Safety & Wellbeing should be distinct from the work that the Health and Safety team undertake.

It was noted that Director of Estates Operations would be leaving his position in December and is currently handing over responsibilities to Alison Bunn, Interim Director Estates Operations. Alison would attend the HSEC meeting in December.

3.6 Board of Scrutiny: The HSEC were advised that the Board of Scrutiny had reported on Estates and commented on the delivery of maintenance plans. It was noted that the University Council would respond formally to the Board of Scrutiny; the response would include the development of an Estates strategy and wider planning.

3.7 Estates Committee: The Director of Estates mentioned that a process to establish a new Estates Committee had commenced. It was noted that the new committee would be a direct sub-committee of the General Board and the Council. The Estates Committee would be the principle point of reference for all governance of the operational Estate, the non-operational Estate is governed by the Property Board.

The HSEC noted the Compliance report and formally thanked the Director of Estates Operations for his considerable contribution to improve compliance across the University Estate.

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

The Director of Health and Safety mentioned that three proactive visits had taken place since the last meeting of the HSEC, no significant issues had been raised.

The HSEC were advised of a RIDDOR, (Reporting of injuries, Diseases and Dangerous Occurrences Regulations) related to the manual handling of large pieces of equipment. A full internal investigation had taken place and this may lead to a Health and Safety Executive inspection.

The Committee were advised that a large project would be undertaken in January 2023 regarding transportation activities related to pathogens, and chemicals across the University Estate. It was noted that the University employs a Dangerous Goods Advisor and this individual would work with the Safety Team and others to compile an audit during the inspection. The Director of Health and Safety will report back to the HSEC following the inspection.

Action: Director of Health and Safety

5. University Safety Office, update

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

5.1 Health and Safety Policy: A review of the Health and Safety Policy had commenced. The Acting Vice-Chancellor would be asked to sign off the final document. The HSEC agreed that terminology relating to water hygiene should be consistent throughout the document. It was further agreed that Dr Farmer contact the Director of Governance and Compliance for agreement on

whether the document should be presented to the Council. The approved Policy document would be presented to HSEC at its meeting in December.

Action: Director or Safety Governance and Assurance

5.2 Health and Safety Executive Committee review:

The committee were advised that the project is ongoing, Dr Farmer has consulted with colleagues in the Governance and Compliance Division and had received constructive feedback. The next piece of work would take place over the coming months.

5.3 University Health and Safety Plan: The document was circulated for consultation during the summer and useful feedback received, the plan would be updated. The revised plan would be bought back to the HSEC in December.

Action: Director of Safety Governance and Assurance.

5.4 Deloitte internal audit, management systems: The HSEC were advised that a preliminary meeting had taken place with Deloitte. A report would be drafted for presentation to the Audit Committee and will be an agenda item at the HSEC meeting in December.

In relation to activities related to travel safety, the Director of Health and Safety informed the HSEC that following a detailed process of procurement, the University would adopt the Peregrine software, this is the recommended platform for travel safety. The platform would be trialled with volunteer departments. It was noted that all levels of travel activity, including what could be described as low risk, would be captured by the Peregrine system.

6. Report from the Director of Health and Safety

The HSEC were advised that historically, biological safety within the University was managed by Schools and Departments, the Safety Office provided a central coordinating role to oversee the work. It was noted that enforcement authorities regard biological safety as a central operation and the Health and Safety Executive have identified current University provision as a risk.

The HSEC were advised that a paper would be prepared for the budget round 2023-24 to acquire additional central staff resource.

7. Any other business

7.1 Planning for power outages

The Director of Estates explained that planning had commenced to deal with the possibility of power outages, or rationing of energy use during the winter. Departments would be asked to identify mission critical activity within their business continuity plans.

The HSEC were advised that Dr Clara East in the Governance and Compliance Division manages the University's emergency planning and business continuity plans. Dr East is in the process of drafting an overarching emergency management and business continuity plan. The HSEC agreed that an estate wide approach with input from the Estates Division, UIS and the Safety office would be essential. The HSEC agreed that the Director of Health and Safety and the Director of Estates Division contact Dr Clara East to ensure a unified approach.

Action: Director of Health and Safety and the Director of Estates Division

In relation to rationing of energy use, Estates are considering reusing the lists created during the lockdown period as these detail the University buildings required to be open and accessible. The

HSEC agreed this approach, especially in relation to buildings housing essential equipment where unrestricted access is required. The HSEC agreed to receive a further report on how power outages are managed

Action: Director of Health and Safety and the Director of Estates Division

7.2 Fishmongers Hall: The HSEC noted the update from the Registry about the City of London Corporation and the civil claims. It was further noted that the limitation period for civil claims would expire on 29 November 2022. The HSEC thanked Dr Vinnell and Dr Farmer for their work in this area.

7.3 Farewell: It was noted that Mrs Vincent, secretary to the HSEC would be leaving the University at the end of the year. The Chair and the committee thanked Ms Vincent for her work with the committee and wished her well for the future.

8. Date of next meeting of the HSEC

The next HSEC meeting will take place on **Thursday 8 December 2022, 10.00 - 11.30am:**

It is hoped the meeting will take place in person, venue to be confirmed.