

**Minutes
Health and Safety Executive
Committee (HSEC)****8 December 2022****Present:**

Professor David Cardwell (Chair)
Dr Anne-Marie Farmer, Director of Safety
Governance and Assurance
Mr Graham Matthews, Director of Estates
Division
Miss Alison Bunn, Director of Estates Operation
Division
Dr Tamsin O'Connell, Department of
Archaeology
Professor Robert Henderson, Department of
Psychology

Ms Andrea Hudson, Director of HR
Ms Emma Rampton, Registry
Dr Martin Vinnell, Director of Health & 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; Dr Mick Mantle and Professor Richard Sandford.

Alison Bunn was welcomed to her first HSEC meeting.

1 Declarations of Interest: There were no declarations of interest.

2. Minutes

The minutes of the meeting held on 20 October 2022, were approved.

3. Matters arising

Statutory Inspections - a new contract covering lifts and pressure systems has recently commenced. Miss Bunn reported that there had been some teething problems but the contractor was working through them. Dr Farmer noted that Departments were informed about delays.

HSE and Other Enforcement Agency Actions, Visits and Information – HSE visit re Transport in January – the Director of H&S noted that this inspection related to: biological, radiation and chemical transport and the external contractor for DGSA was assisting the Safety Office with arrangements; a full report will be made at the next meeting.

Action: Director of Health and Safety

Principal Business

4. Compliance Report

Item B1 Miss Bunn reported that the compliance performance data showed a drop from the previous level as a result of the way the data was being processed; the Chair noted the continued improved position with building compliance and thanked Miss Bunn and her team for their work.

The Equans contract went live on 01/12/2022; it was appreciated that there may be operational issues in the first six months whilst the contractor gained knowledge and understanding of the university estate. The Registry noted thanks to Gary Moss for the procurement of this contract. Miss Bunn stated she had received a full hand over from Mr Moss and will ensure that a similar hand over is provided when a new Director of Operations is appointed.

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

There have been no visits to report since the last meeting.

6. Consultative Committee for Safety

Dr Farmer reported on: **Minute 7 Biological Safety**, noting the reference for additional resource for biological safety; this item is reported under agenda item 8.4, B5. **Minute 8 Physical Safety** Provision and Use of Work Equipment (PUWER) documentation, the Committee noted this revised publication. **Minute 9 Estate Safety** the recording of assets, at the meeting it was noted that all assets were being recorded, however the Safety Office has received a number of reports noting that Estates (fixed) assets are being recorded but Departmental (non-fixed) assets are not. The assets not recorded, which included pressure vessels, are inspected by British Engineering Services (BES) for insurance purposes. The Committee discussed various systems where lines of responsibility are not clear. The Chair noted that a full list of all assets is required, and this work is progressing.

Action: Estates Division to produce full list of assets

7 Audit Committee, Deloitte Report – Incident Management and Business Continuity Policy

The Committee received this draft policy for approval which had been received and approved by the Information Services Committee. The Committee liked the new style policy (multiple policies fused into one), noting it is user friendly and referred to all situations. It was noted that the old EAP was no longer fit for purpose, identified when lockdown occurred in 2020. Dr East has received feedback from a number of departments, but further to comments from Dr O'Connell, will ensure contact with Dr East to feedback experiences from Humanities & Social Sciences departments. Dr Edmonds requested a minor amendment re Responsibilities 26 HoI and 27 School Councils and NSI Boards – due to the different sizes of the Schools, there should be active help and support for departments especially when co-located on sites which might sit better within Schools rather than with HoI.

Action: connect Dr East and Dr O'Connell
Action: Update Responsibilities sections

With comments noted and minor updates, the Committee approved the policy.

8. University Safety Office, update

Dr Farmer introduced the report and provided an update.

8.1 Revised University Health and Safety Policy

The Policy has been updated, addressing previous comments received from the Committee; section 2 is signed by the Acting V-C. As these were minor updates, the policy will not be presented again to General Board and Council, A number of more significant updates will be included in next revision, will be signed by the new V-C in 2023 and this version will be sent to the General Board and Council.

8.2 University Health and Safety Plan (and 2022/23 schedule)

Updated proposed plan and schedule of actions, this document went to a small number of departments for consultation.

The Chair noted the helpful table format. The Committee agreed the plan. Dr Farmer proposed this

appear as an agenda item annually; with items completed (although these will have been progressed through this Committee) and a new schedule/plan proposed at the start of the academic year (October)

8.3 Review of HSEC and safety committees

Dr Farmer noted that progression of this item had been slowed by emerging priorities; however it is a focus for first part of 2023 and progress reported at a future meeting.

8.4 Biological Safety Advisor (BSA)

A proposal for an additional BSA role within the Safety Office was presented. Arrangements for the management of Biological Safety are being progressed by Dr Farmer.

Mr Matthews reported that the Estates Division is reviewing its committee and governance structures; a discussion between Dr Farmer and Mr Matthews will be arranged.

Dr Henderson noted the BSA post will be a useful resource, the number of visits and inspections has increased considerably. Dr Vinnell understood that the increase of visits is a focus on ensuring containment and security of biological materials. The University operates a devolved management model for biological safety, but there is an increasing expectation of central management and oversight in this respect. Dr Farmer reported that the University had just been notified of a further two inspections scheduled for December.

Action: Dr Farmer and Mr Matthews to discuss ED committees

8.5 Working with offenders policy

The policy review by NACRO (external) has been undertaken; they were complimentary of the document. A pilot training programme was undertaken and changes and improvements to training was identified. The membership for the Advisory Committee for Working with People who have Offended (ACWPO) still has a vacancy for an academic member. Dr O'Connell noted agreeing to Chair the Committee. The Chair noted the excellent work of this Committee and thanked Dr Farmer and Dr O'Connell and options for membership were discussed:

- referring to the questionnaire and identify a department that is undertaking work with offenders
- contacting the Head of School of Biological Sciences and Clinical School and hope to recruit a psychologist/forensic psychology from Psychology / Psychiatry / other; a member outside the School of Humanities and Social Sciences

Action: Dr Farmer to contact Heads of Schools

9. Report from the Director of Health and Safety

The Director of H&S provided an update on travel safety risk, Miss Weale is leading on this subject, progressing the recommendations from the Deloitte audit; the procurement process is nearly complete, and the chosen supplier Peregrine will provide a system which will benefit all travellers (business and fieldwork). This service will be trialled in 2023 in a number of departments that agreed to undertake the trial; data handling will be closely monitored due to the personal data which is handled by the system, a roll out programme and timescale to be agreed.

Power outages The Director of H&S is working with Dr East to provide a central procedure regarding planned power outages. Discussions on critical activities and identifying any departments / sites that require backup systems.

The Committee discussed low temperature storage facilities freezers; A review of freezers set to -70 (as opposed to -80) is to be undertaken to ensure samples do not deteriorate during power outages and possible reversion to -80 for planned outages.

10. Any other business

Deloitte audit of the Safety Office – report will be available at the next meeting.

11. Date of next meeting of the HSEC

The next HSEC meeting will take place on **Wednesday 8 March 2023, 10.30 - 12.00pm.**

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