

**Minutes
Health and Safety Executive
Committee (HSEC)**

9 June 2022

Present:

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

Ms Emma Rampton, 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 and Dr Tasmin O'Connell

Declarations of Interest:

There were no declarations of interest.

1. Minutes

The minutes of the meeting held on 17 March 2022, were approved.

2. Matters arising

The Director of Estates Operations provided an update on the backlog of audits. The safety team are working with the statutory inspector to ensure the delivery of their contractual obligations. A further update will be provided at the next meeting of the HSEC.

Action: Director of Estates Operations

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 March HSEC meeting. The Estates team had recorded a figure of 89% statutory compliance; it was noted that this figure was slightly lower than the 92% previously reported. The reduction was due to delays in the completion schedule for lifts and pressure systems. It was noted that the Estates team are aiming to achieve the commercial sector compliance standard of 98%.

3.2 Integrated maintenance contract: It was noted that constructive meetings had taken place between the HR Director, Trade Unions and other colleagues. It is anticipated that an agreement would be reached to allow the Estates team to proceed with the new integrated maintenance contract. The Director of Estates Operations will provide a further update to the HSEC in September.

Action: Director of Estate Operations.

3.3 Work is taking place to convert interim positions of employment, originally under the remit of the compliance programme, into permanent roles. A fire safety manager and asbestos safety manager had been appointed and the role of water safety manager would be advertised.

3.4 Colleagues from Estates Division and the Safety Office would work together to produce a new Asbestos Policy. The Director of Estates Operations will provide HSEC members with an update on the new policy when it is complete.

The HSEC noted the Compliance report.

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

The Director of Health and Safety mentioned that Counter Terrorism visits had taken place, these were routine and the University is fully compliant.

The Health and Safety Executive (HSE) had conducted a visit related to the use of Large Genetically Modified Organisms. (LGMO). The HSEC noted the positive comments received from the HSE in relation to management practices at the sites visited.

It was noted that the HSE had raised concerns on the maintenance of some infrastructure, which included steam generators and other fixed equipment within laboratories and containment areas. A meeting will be scheduled with relevant staff, to address the concerns.

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

The HSEC received the CCFS minutes and noted the contents.

5.1 Professor Philips, Chair of CCFS, referred HSEC members to CCFS minute item 8, regarding the Vision Express eye test. The HSEC agreed the proposal to adopt the Vision Express system and noted there would be no additional administrative burden placed on staff within occupational health.

5.2 The Musculoskeletal/DSE working group have highlighted a need for self-assessment in all office settings. A paper would be produced for circulation to the HSEC in Michaelmas term.

6. University Safety Office, update

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

6.1 The Advisory Committee on Working with People who have Offended (ACWPO)

The HSEC agreed the suggested composition of ACWPO and noted that Dr Tamsin O'Connell would chair the committee. It was further agreed, that HSEC members email Dr Farmer with suggestions for a third academic to serve on the committee.

Action: all HSEC members

6.2 University Health and Safety Plan

The HSEC expressed satisfaction with progress on the University Health and Safety Plan as circulated, and agreed that the document should go to consultation over the summer. The HSEC agreed that the plan should also be reviewed by and reference the role of the Estates Division, as the physical safety of the University Estate falls under the remit of the Estates Division and the Director of Estates Division is the University's Responsible Person. Dr Farmer will ensure this will be information is included in the consultation. The updated plan will be progressed through the Safety committee process prior to being circulated to the HSEC in Michaelmas term.

Action: Director of Safety Governance and Assurance

6.3 University Health and Safety Legal Register

The Director of Safety Governance and Assurance explained that whilst the University is not legally obliged to hold a Register it is good practice. The Register will be used to underpin both the University and Departmental health and safety management; it contains relevant health and safety legislation and regulations, and will be a valuable resource for Heads of Department and Departmental Safety Officers.

HSEC members agreed the usefulness of the Register and Dr Farmer agreed that the Director of Estates Operations should be involved in relation to legal responsibilities relating to housing, it was noted that housing is currently not included on the Safety Office Register.

The HSEC suggested the document title is changed to, "University Register of Health and Safety Legal Obligations". It was also agreed that as the document includes legal obligations it should also include related risks. Dr Farmer noted the suggestions and will take this forward.

Action – Director of Safety Governance and Assurance

6.4 Health and safety management systems

Dr Farmer mentioned that the Safety Office is looking at aspects of the University's Safety Management Systems (SMS), specifically how departments manage their systems.

It was noted that the Safety Office would support departments producing their own SMS where none exists by developing a template to ensure compliance. Dr Farmer plans to work with the Health and Safety Regulated Affairs Division first to test the proposed template before further testing with departments prior to roll out.

The Director of Estates Operations mentioned that a similar exercise, covering the safety of contractors undertaking maintenance activities on the Estate would be conducted by the Estates Division. The HSEC agreed that given the overlap, both Estates and Safety teams would work closely together.

6.5 Workshop Audits: Maintenance workshop audits are being progressed, a fully revised and updated guidance document has been produced and offered along with training for workshop managers.

6.6 Departmental safety audits: The HSEC were advised that safety audits are currently paused owing to limited staffing resource. The Registry mentioned that additional resource had been requested within the UAS Planning Round. If successful, additional staff resource would be available from 1st August 2022.

6.7 Head of department training: The Safety Office module which is part of this training package will be offered on-line and will be available before the start of the Michaelmas Term. The Safety Office is liaising with the Estates Division, Human Resources and Personal and Professional Development who are also developing modules.

The HSEC noted the comprehensive report.

7. Travel Safety Update:

The HSEC were advised that all the safety risk recommendations received by the Audit Committee from Deloitte would be taken forward.

Deloitte have recommended the use of an on-line platform to assist in capturing high and low risk activities. The HSEC noted that the Health and Safety team have been in contact with Peregrine to discuss the system.

8. Any other business

8.1 A review of HSEC would take place to consider, the Terms of Reference, membership and governance and safety.

9. Date of next meeting of the HSEC

The next HSEC meeting will take place on **Thursday 20 October 2022, 10.15 - 11.30am:**