Minutes
Health and Safety Executive Committee (HSEC)

8 June 2023

Present:
Professor David Cardwell, (Chair)
Dr Mick Mantle
Mr Luke Syson
Professor Robert Henderson
Dr Anne-Marie Farmer
Ms Sarah Fecondi
Mr Paul Brown
Mr Andrew Smart
Ms Emma Rampton
Dr Martin Vinnell
Dr Caroline Edmonds
Mrs Sarah Boggie

Apologies: Dr Gardner, Mr Matthews, Dr O'Connell, Professor Philips and Professor Sandford.

Introductions: Mr Syson, Director of the Fitzwilliam Museum was welcomed as the NSI representative in place of Dr Gardner.

Declarations of Interest: There were no declarations of interest.

1. Minutes

The minutes of the meeting held on 7 March 2023, were approved.

2. Matters arising

Min 2: Minute 6 Consultative Committee for Safety – A central register that includes Departmental assets for pressure system and PUWER equipment will be prepared. The Estates Division have engaged in this data gathering task, confirming the exercise has been complex and is either completed or near completion.

Min 2: Minute 7 Audit Committee, Deloittes Report - Incident Management and Business Continuity Policy – Dr East is currently working on this action.

Minute 8.5 Advisory Committee for Working with People who have Offended (ACWPO) – Dr Farmer is working to finalise the membership and welcomed suggestions from this Committee. Professor Lorraine Gelsthorpe retires from ACWPO later this year, however Dr Farmer has secured the membership of the new Head of the Institute of Criminology, Prof Manuel Eisner.
The Committee agreed for Dr Farmer to approach further academics for membership.

Minute 3 Compliance Report
Mr Smart reported on the Equans improvement programme, currently in week 4 of 12. A number of areas are being reviewed with a focus on planned maintenance and compliance activities; The Estates Division are seeing good progress being made with daily meetings to drive forward the required actions and will report at the next meeting.
It was noted that the University Buildings Committee is also being appraised of progress in this area.

Minute 5 CCFS, Item 9 – Safe use of lithium batteries – The Estates Division Fire Safety Team have drafted guidance documents and risk assessments for the use and storage of lithium batteries which are being reviewed by an external adviser prior to publication proposed for June.

Principal Business

3. Compliance Report

Mr Brown presented the report which currently shows 92% overall compliance, with both Fire and Asbestos compliance at 100%. The Committee noted the improvements to compliance metrics compared to previous years. Mr Brown predicted further improvements to the overall compliance rates including those for building operations which will be presented at the next meeting.
Dr Mantle noted that previously the Committee had received reports with graphical representation of the data; Mr Brown would provide this to Committee members, (received via email 08/06/2023).
There was a discussion regarding building fire compartmentalization – it has recently been noted that some departmental works are not being updated on the floor plans held centrally by the Estates Division. The Estates Division will continue to work with the relevant parties on the best way to record this information.

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

Dr Vinnell reported on the routine visits from Counter Terrorism & Security Advisers, the Animal & Plant Health Agency and the Office for Nuclear Regulation, noting that there was a focus on security arrangements over the past year.

5. Unconfirmed minutes of the Consultative Committee for Safety (CCFS). (*Paper No. 23.06.087.B3*) Dr Farmer reported
Minute 6a Chemical Safety Officer (CSO) – Dr Vinnell provided some background to the current safety roles within departments when staff are appointed by the Head of Department to undertake safety duties on their behalf, with those roles affording an honorarium payment. It was noted that currently, Chemical Safety Officer/Adviser roles in departments are not given the honoraria payment, as this role is not specifically defined in legislation or policy (as for Radiation Protection Advisers, Biological Safety Officers and Departmental Safety Officers). The Committee agreed that a paper with proposed duties, honoraria and funding should be considered at a future meeting.

6. Safety Office Activities and Priorities

Paper B4. Dr Farmer reported on the audit actions:
Aim 1: Embed robust health and safety governance and procedures across the University
the departmental integrated Safety Management System (iSMS) service project has been further delayed due to funding not yet being secured and currently this project will not meet its delivery date of September 2023. The Safety Office is preparing a template to support departments in manually developing and/or updating their local Safety Management Systems.
Aim 2: Manage risk well by supporting Departments to promote sensible and proportionate risk management
The 2022 safety audit questionnaire asked departments for their own determined top 3 risks. The audit programme has commenced and will compare the responses versus the audit findings. Departments will be required to maintain a local safety risk register.
Aim 3: Ensure staff are competent and have the necessary mix of training and knowledge to enable them to fulfil with role
A Safety Training matrix for safety role holders has been developed. This matrix will be uploaded onto the Safety Office website.
The training matrix for all staff and students is being prepared but is a more complex task.
Training records are planned to be integrated into the new University Training and Compliance learning and management system (pending funding confirmed at June's PRC).
Mr Syson asked how these training matrices will be communicated, with Dr Farmer responding that communications are via the weekly Key Information Bulletin (HoDs,and DAs and DSOs on request)

and the quarterly Safety Newsletter (DAs and DSOs).
Dr Vinnell noted that this was a key and vital aspect of the iSMS service project. Professor Cardwell agreed to write to Ian Leslie if required to expedite the iSMS delivery.

Aim 4: Monitor and measure health and safety performance throughout the University
The new programme of Safety Auditing commenced last month; the current auditing software solution is being reviewed for suitability. A new auditor has been appointed to the Safety Office, commencing in July and a further appointment for a 2 year fixed term auditor is to be made shortly.

Dr Farmer reported on the successful recruitment to the Senior Safety Officer – Biological Safety.

7. University Committee Oversight of Health and Safety.

Dr Farmer reported on this document which has reviewed by Dr Edmonds, Mr Smith (Union representative) and two members of the Safety Office. The Committee endorsed the document and further consultation should take place as suggested.
As a first step it was agreed the HSEC Terms of Reference and Membership should be reviewed; Ms Rampton suggested seeking external members for the Committee and it was agreed that this would be valuable and would be progressed.
Action: Dr Farmer to review and revise HSEC Terms of Reference before asking for comments from all Committee members and prior to wider consultation.

8. Any other business

HSEC Membership
As noted in the introductions Mr Syson replaces Dr Gardner as NSI representative.
The Consultative Committee for Safety (CCFS) requires a new Chair since Professor Phillips has retired. Dr Farmer noted that it would be helpful for the new Chair to have strong communication skills given the proposed change to this committee.
There will be a change of membership in January 2024, relating to appointment from Schools (there are more Schools than current membership places in that category). The Committee discussed the need to have membership from as wide a range of Schools as possible. Agreed that a paper be presented to the next meeting regarding membership, prior to the Committee oversight updates.
Action: Dr Farmer to progress activity on committee membership paper.

Disposal of Irradiator – Dr Edmonds declared an interest as Secretary to the Clinical School, in which the irradiator was located.
Dr Vinnell reported on the irradiator that required specialist disposal with the cost of this being approximately £186k. The Clinical School/Department had agreed to provide 50% of these costs and Dr Vinnell asked for confirmation from the Committee regarding the University providing the funding for the further 50% from the Safety Office Radiological Managed Fund. Professor Cardwell noted the need for speedy and complaint disposal and this should be undertaken promptly. The Committee agreed the use of the Radiological Managed Fund for this purpose but on the understanding that this does not set a precedent for central funding (at any percentage rate) and that any future purpose of an irradiator by a department must be on the basis that 100% of future disposal costs are covered by that department.

University Health and Safety Policy
Dr Farmer reported that Section 2 will need the new VC's signature. The Committee structure changes when confirmed will trigger a more extensive Health and Safety Policy update.

Dr Farmer noted concerns raised about First Aid provision following the introduction of the Hybrid Working Policy. This Committee received a paper in June 2021 providing four options for departmental First Aid provision but this was before the Hybrid Working Policy was agreed. Further information was requested for the next meeting.
Action: Dr Famer to work with Mrs Eccles (Assistant Director, Safety Office) to prepare a paper for the next meeting.

9. Date of next meetings of the HSEC

2023/24 dates, format of meetings to be confirmed as hybrid venue/Teams/Zoom (to be circulated as Teams invites in the first instance):
Thursday 5 October 2023 1330-1500,
Wednesday 13 December 2023 1530-1700,
Thursday 28 March 2024 1330-1500 (may be amended),
Monday 3 June 2024 1530-1700