HEALTH AND SAFETY COMMITTEE

Minutes of the virtual meeting held on 24 November 2022

Present: Prof Kieran Gibson (Chair), Department of Physics
Dr James Fox, Department of Biology
Geoff Brown, Security Department
Rebekah Desport, Director of Planning and Risk
Harvey Dowdy, Director of DTEF
Mr Chris Fielding, UNISON Representative
Michael Walker, UNITE Representative
Monica Kanwar, Director of Health & Safety
Dr Ben Flowerdew, International Pathway College (IPC)
Richard Hagan, Department of Archaeology
Richard Walker, Head of Policy Assurance (DTEF)
Sarah Beeston, Minutes

In Attendance: Andy Johnstone, Health & Safety Services
Koran Baldwin, University Fire Officer
Joss Ivory, Chief Operating Officer

Apologies: Colin Jobber, Human Resources
Jonathan Fanning, UCU Representative
Julia Durham, Head of Legal Services

CATEGORY I ITEMS OF BUSINESS

M22-23/01: To welcome new members of the Committee, and to receive apologies for absence.
The Committee welcomed Monica Kanwar, Director of Health and Safety, Richard Hagan, Archaeology and Joss Ivory, Chief Operating Officer and received the above listed apologies for absence.

M22-23/02: Minutes of the meeting held on 22 February 2022.
The minutes of the previous meeting dated 17 June 2022 were agreed as a true record.

M22-23/03: Membership of the Committee and Declarations of Interest.
No declarations of interest were declared.

M22-23/04a: Matters arising: Fire Extinguisher training update (M21-22/23: refers)
Koran Baldwin confirmed practical fire training had resumed for key roles at the university. This includes security, reception services, catering and sciences. Seven courses have been booked to the end of this year with more planned for 2023.
CF asked if this included security, **KB** responded that they were unable to capture them in this raft of training, but are working closely with them to include fire training in with security's training days.

M22-23/04b: Committee Terms of Reference (ToR) (M.21-22/05h) & (M.21-22/25a refers)

Monica has made some comments on the version shared with her recently. Not knowing the background or history of the document she did comment they need to be simplified. They need to be clear about the purpose and if it is a consultative meeting which regulations do they sit under and is the right membership.

KG confirmed the committee is a sub committee of Council, and therefore has a formal reporting line to Council. Following various reviews that have taken place of the Council activity and the effectiveness of that, this is one of the committees that was identified as a consultative committee and should report directly into UEB who have the resources available to be able to act on. **RD** confirmed that the Health and Safety Committee moved to become a committee of UEB.

M22-23/04c: Provision of Health and Safety Awareness Training Update (M21-22/07c & M21-22/25b: refers)

Monica reported to the group, Display Screen training had been rolled out to all staff with a really good uptake standing at 2,128 people. Feedback received was really positive. The next three courses to go out on the LMS are manual handling, risk assessment and an introduction to CoSHH. There will be areas that require more detailed face to face training in relation to CoSHH so we wouldn't expect this to meet the requirements of our higher risk departments but it gives the basics. **RW** asked what the forward plan is for the system as they have a high volume of statutory training and it would be really good to run through the system. **MK** and **RW** agreed to have an offline conversation to take this specific area forward. **RH** mentioned he had requested to become a DSE assessor following staff making specific requests in his department. **MK** reported that there was a list of University assessors he could call upon and a lot of guidance can be found on the Health and Safety webpages. She admitted the webpages do need a complete overhaul and this is on her list of actions in the new year. **KG** raised the point that the Health and Safety webpages are a representation of what we do and are really important but an overhaul is well overdue and he would fully support getting the resources needed.

M22-23/05: To receive, consider and review Fire Safety Penalty/Regulation 7 Reports.

Geoff Brown reported to the group he had looked through the fire reports and of the eighty-one since the last meeting, nine of which included students who have been subjected to Regulation 7 investigations. Most of them were given a first written warning because it's their first offence. Two have gone to the police mainly because it was a break in a manual call point in the Library and they didn't believe these were not students who caused the activation and one was a smoking incident which ended up with a fire extinguisher being used and the student being charged for that. KG asked if we had any numbers on the percentage of students who completed their fire safety training. KB reported they had been in contact with Accommodation services to request the number but did not have the final figure as yet. **KG** commented that the point was always made by Wayne that Regulation 7 provides a much more potentially robust way of dealing with issues in that the limits on what can be done go all the way up to really quite severe penalties and thinks that's helpful in having in place.

Following on from today's HSC I received the following update from our Systems Team regarding student fire safety training.

There are 6,407 students that are recorded as having checked into a room on campus, or in off-campus family housing, this academic year.

They have deliberately excluded those who were referred to private providers in the city centre, along with the small number who accepted a room offer, but never arrived.

Of those, 5,292 have been recorded as having completed the inductions module.

Percentage-wise that's 82.6%, so rounded up to 83%.

M22-23/06: To receive, consider and review the Fire Safety report 1 June - 31 October 2022

Koran Baldwin commented on the report circulated prior to the meeting and welcomed any questions from the group. One key aspect of the report was highlighted was the Fire Safety awareness training for staff was the lowest of the mandatory training for staff. The team will be looking at how they can better promote this to staff working towards a 100% completion rate than the 71% it is currently sitting at to date. **CF** asked how mandatory training has such a low uptake of 71%. **KB** responded they weren't sure how it was promoted and what reminders were issued to staff if it's overdue. Her team is looking into this.

KG responded that line managers get repeated messages to inform them who have not completed their training, with a possibility of raising the profile of health and safety with senior leaders in the first instance.

M22-23/07: To receive for consideration and information progress updates from the Directorate of Technology, Estates and Facilities (DTEF)

a) Estates Development/ Capital Works/ Projects update.

Richard Walker reported the following:

- Works had commenced on Derwent P block which is an accommodation refurbishment
- The site establishment for the new Nursery at Heslington East is taking place.
- Heslington East Energy Centre is coming to completion working through commissioning this week
- Site investigations for the new student centre will commence in December

b) Key Service Meetings (KSM) Progress update.

- Statutory maintenance meetings, all asbestos re inspections are up to date.
- All maintenance inspections covering LEV, lifts, pressure vessels and F gas and natural gas are up to date.
- All Legionella control and activities are up to date or in progress.
- The fixed wire electrical tests continue to run ahead of the programme.
- The roll out of window restrictors following the update to the risk assessment resulting in the increase of window restrictors on campus

applied for a safety measure as opposed to security which was required by UUK requirements.

M22-23/08: CoSHH guidance

Andrew Johnstone commented that the Health and Safety department had created a template which they feel hits the requirements of specific regulation, specifically Regulation 6 in CoSHH with some key questions in there which encourages the assessor to answer. They feel they consulted with departments and if they use it then it is likely to be enough to satisfy the requirements of that regulation as long as it is filled out correctly. If there are particular issues with parts please provide feedback. He mentioned it is not mandatory but would prefer it to be used in the labs.

M22-23/09: Summary of Recent Accident Reports

Andrew Johnstone provided a verbal update on the report circulated prior to this meeting. Explaining it gave a brief summary of the accidents and the areas they took place. The report highlighted similarities in CoSHH. It then goes on to monitoring and see what is in place, are the inspections and monitoring suitable. That's where some recommendations have come out of it. He mentioned the incident at Archaeology and the issue with contacting Security came out of the report with more liaising in that area to see what in effect went wrong and what we need to do to correct it. One of the key things he would like as well as those mentioned is a robust system in place where the departmental safety advisors have done a risk assessment, a risk based approach to a prioritised programme of inspections for the areas they control.

KG commented that the ability to report incidents and near misses is not what it should be, which can often help identify where there's a problem. **AJ** agreed and suggested a campaign to raise the profile of reporting incidents and near misses.

CF mentioned a better system to report these incidents would be required and inclusion of trade union reps in investigations as they have never been invited previously. **MK** commented one of her jobs is to completely reinvigorate the university's health and safety management system, pushing cultural aspects about doing the right thing. Making sure that everyone in that chain of command knows where their responsibilities are and how to discharge them.

Rebekah Desport explained the request for the report resulted from an action tracking side of things from Audit and Risk committee who are keen to understand what we are doing and following the recent accidents this committee was always the place to see if these actions were completed and this should be the first place to check whether they've been completed to our satisfaction. The next question probably is what happens next around this. How do we assure ourselves that the appropriate actions are being completed? **KG** responded that this committee clearly has an important role as that's what the terms of reference are. His personal opinion is that he doesn't think the committee receives the information in that way that it should at the time of an accident. Nor is it aware of what investigations are

happening. Frankly the committee doesn't meet on a regular basis to intervene in the way that we wanted. The interaction between the Health and Safety department and Health and Safety Committee needs to be right.

M22-23/10: Any other business

a. **Category II business -** Kieran Gibson commented the category two business in some places is not happening rather than there being nothing to comment on. He stated they need to make sure we remind the importance of those taking place. **MK** suggested a sub group on Health and Safety training be included in the category so we could track and have discussions around how we promote Health and Safety training in the future.

b. Terms of Reference Change of Chair - Kieran Gibson informed the group the terms of reference as they get updated also are reflected in the structure of the committee. He then proceeded to inform the group that he will be stepping down as Chair of the committee. Joss Ivory will be chairing the committee going forward. Joss thanked Kieran for his commitment and membership over the years.

Date and Time of Next Meeting: to be confirmed.

HEALTH AND SAFETY COMMITTEE

Minutes of the virtual meeting held on 28 February 2023

Present: Joss Ivory, (Chair) Chief Operating Officer
Rebekah Desport, Director of Planning and Risk
Harvey Dowdy, Director of DTEF
Roger Ward, Director of Estates
Dr James Fox, Department of Biology
Mr Chris Fielding, UNISON Representative
Michael Walker, UNITE Representative
Monica Kanwar, Director of Health & Safety
Dr Ben Flowerdew, International Pathway College (IPC)
Richard Hagan, Department of Archaeology
Richard Walker, Assistant Director of Strategic Programs (DTEF)
Jonathan Fanning, UCU Representative
Julia Durham, Head of Legal Services
Colin Jobber, Human Resources
Sarah Beeston, Minutes

In Attendance: Kate Williams, Central resources Director, YUSU
Jane Holmes, Health & Safety Services
Koran Baldwin, University Fire Officer
Martyn Godwin, Health & Safety Services
Simon Render, Health & Safety Services

Apologies: Geoff Brown, Security Department
Pierrick Roger, President YUSU

CATEGORY I ITEMS OF BUSINESS

M22-23/14: To welcome new members of the Committee, and to receive apologies for absence.
The Committee welcomed new member Roger Ward, Director of Estates.

M22-23/15: Minutes of the meeting held on 22 February 2022.
The minutes of the previous meeting dated 24 November were agreed as a true record.

M22-23/16: Membership of the Committee and Declarations of Interest.
No declarations of interest were declared.

M22-23/17a: Committee Terms of Reference (ToR) (M.21-22/05h) & (M.21-22/25a refers)
Monica Kanwar **MK** explained the new terms of reference to the group. These have been simplified making it clear its purpose and where it aligns to UK legislation and sits under the Health and Safety at Work Act. With key legislation about consultation and articulated that the primary purpose is a fundamental shared interest in engagement on safety across the organisation. Jonathan Fanning **JF** raised a couple of comments regarding the term of office and people representation. MK requested

JF contact her directly to discuss further.

M22-23/17b: Provision of Health and Safety Awareness Training Update (M21-22/07c & M21-22/25b: refers)

Martyn Godwin reported on the following online learning packages available:

- Display Screen Assessment had 4,100 members of staff complete the training to date.
- 15 additional courses have gone live on the LMS including PUWER, Lone Worker Safety, Ladder Safety & Working at Height.

Kate Williams **KW** commented associates don't have access to the LMS creating a barrier for consistent approach to training. **MG** reported other departments have requested the same training courses are uploaded to the VLE allowing access to students. **MG** will work with YUSU to identify which courses and make them available to them.

The Chair requested to have the Health & Safety Training update as a standing item on the agenda.

M22-23/17c: Security Response to Paleo Hub incident

Chris Fielding **CF** provided a verbal response to the report undertaken by Andrew Johnstone following the Palaeo Hub Incident. He reported the bottom line was the Security Centre needs to be staffed by more than one person. Geoff Brown has put together a business case or options to put an extra person in so they will be able to handle more than one incident at once. He commented the paperwork is there for consideration before taking it to HR and UEB for funding. **JI** responded that UEB doesn't make decisions about resources; it will have to come out of existing budgets as a priority. This would come out of Wayne Campbell's budget. Rebekah Desport commented that this was great to see the security aspect of it closed off and coming to a resolution. But there are other recommendations as well from that incident and indeed recommendations from previous incidents it would be good to maybe think about how this committee makes sure that recommendations are followed up on and closed out. MK would bring the action list from each incident to the committee so they can see the progress or if closed off.

M22-23/18: To receive, consider and review Fire Safety Penalty/Regulation 7 Reports.

Chris Fielding reported on the fire activations, twelve were put forward to the College team to investigate, six were people smoking and covering detectors, four were people smoking controlled substances in their room and covering their detectors, one person left a candle unattended and one was the misuse of a fire extinguisher. All these were reported through to the Conduct and Respect team. All were investigated and they were all given warnings. None of these were repeat offenders and there have been no repeats of the twelve people since.

M22-23/19: **To receive, consider and review the Health & Safety Services report for the periods:**

a) Health & Safety Services Annual Report 2022

b) Health & Safety Services Quarterly Report 1 Oct - 31 December 2022

The Director of Health and Safety services delivered a presentation covering the above reports (previously circulated with this meetings agenda) highlighting the following:

- Annual report highlights - Changes within the team have seen a new director appointed. IHasco online training courses available via the LMS and VLE launched. Procurement of a new accident and incident management system, with a view to trial with a high risk department before a full roll out to all users by the start of the next academic year.
- Q1 highlights - Two RIDDOR reportable incidents. Face to face training has restarted. Further work on emergency procedures continues. Key projects continue.
- Departmental Safety Advisor insights - Meeting took place in February. Thirty two DSAs attended. Feedback received the majority valued the meeting with another whole DSA meeting planned for the summer.
- Learning and Insights - Works are still in progress which includes the full review of Defibrillators on campus. Review of the University Management procedure for First Aid and a whole University First Aid Risk Assessment.
- Meetings of Interest - Simon Render attended the York water safety meeting with key stakeholders and North Yorkshire Fire and Rescue Service.

M22-23/20: To receive, consider and review the Fire Safety report 1 June - 31 October 2022

Koran Baldwin commented on the report circulated prior to the meeting and welcomed any questions from the group. One key area that was mentioned was the changes in Fire Safety Legislation. Fire Safety Act 2021, Building Safety Act 2022 and the most recent one Fire Safety England Regulations 2022 which brought about some changes as of the 23rd January 2023. Work is ongoing with Estates to clarify exactly what York University needs to do. A lot of the changes are linked to high rise residential buildings and fortunately York does not have within the York University footprint. However there might be some that kind of just hit the cusp but they are reviewing that and will provide an update at the next meeting. Another couple of things highlighted themselves since submitting the report. There have been a lot of queries around PEEPs (Personal Emergency Evacuation Plans) from departments about the what, why and who needs them. The Fire Team is currently reviewing the PEEP policy and will update the committee at the next meeting.

M22-23/21: To receive for consideration and information progress updates from the Directorate of Technology, Estates and Facilities (DTEF)

a) Estates Development/ Capital Works/ Projects update.

Richard Walker reported the following:

- Work is still ongoing in the Energy Centre.
- The new Campus Safety Hub is being commissioned.
- Campus Nursery which is due for completion autumn 2023
- Derwent P block student accommodation refurbishment and the asbestos removal was just about to finish.

b) Key Service Meetings (KSM) Progress update.

- Health & Safety - where incidents are reviewed.

- Statutory Maintenance - Mechanical point of view all LEV are up to date. There were nine current observations with all previous observations complete. Lifts there were six current observations with all previous observations complete. Pressure vessels all inspections are complete with no outstanding observations. F.Gas (fluorinated gases) is all complete and all the natural gas is all up to date. Electrical point of view the fixed wire electrical testing program is still running to schedule. This is a 5 year program across campus that gives a 100% coverage of the fixed wiring, and defects are being addressed as the program progresses. Asbestos all inspections are up to date and on program. Legionella all the control regime is up to date and on program. Passive fire survey running on campus. Richard commented there are dashboards reports for everything discussed providing some transparency and evidence if required.

M22-23/23: Update on the University's response to the new Fire Safety (England) Regulations Act 2022 –

Item deferred. Koran Baldwin will provide an update at the next meeting.

Date and Time of Next Meeting: 2pm, 01 June 2023 - H/G21 Heslington Hall

Health Safety and Wellbeing Committee

Confirmed Minutes of the Meeting held on 1 June 2023 at 2pm via video conference

Meeting Attendance

Members present:	Joss Ivory, (Chair) Chief Operating Officer Rebekah Desport, Director of Planning & Risk Harvey Dowdy, Director of DTEF Roger Ward, Director of Estates Chris Fielding, UNISON Representative Michael Walker, UNITE Representative Christopher Crispin-Bailey, UCU Representative Monica Kanwar, Director of Health & Safety Geoff Brown, Head of Campus Security Koran Baldwin, University Fire Officer Dr. James Fox, Department of Biology Andy Dougill, Dean of Sciences Duncan Petrie, Dean of Arts and Humanities Ben Flowerdew (BF) International Pathway College Geoff Ward, YUSU
In attendance:	Sarah Beeston Ian Morgan (Minutes Secretary)
M.22-23/27 Apologies:	Richard Hagan Jamie Holliday Andrew Johnstone Richard Walker

Action Log

Section 1: Standing Items

Declarations of interest in items on the agenda (oral report)

M.22-23/28 Members were invited to declare any potential conflicts of interest relating to the business of the meeting. None were declared.

Unreserved minutes of the last meeting held on 28 February 2023

M.22-23/29 The Committee confirmed the unreserved minutes of the meeting held on 28 February 2023 as an accurate record.

M.22-23/30 Staffing update.
The Committee noted this update. Monica Kanwar outlined the work being carried out with Harvey Dowdy and Rebekah Desport in light of Health and Safety's move to the DTEF directorate. The main focus is with PWC who are currently conducting the Fire Safety Audit on our student accommodation, with a draft report being available in June, whilst Oakleaf (a Fire

Safety Consultancy firm) will begin an independent benchmarking exercise, once PWC's field work has been completed, of the University versus the HE sector in terms of fire safety measures. Their report is likely to come in by the end of July. Joss Ivory commented that the use of these external consultancy firms means a quicker assurance to the organisation than could be afforded by recruiting additional staff to do this internally. In addition, in spite of the cost cutting measures announced, this is a clear indication that there is no compromise on maintaining our Health and Safety work in this environment.

Section 2: Strategic Development, Planning and Performance Monitoring – items for consideration and/or decision

HSWC Director's Update June 2023 and UEB Update May 2023 M.22-23/31

M.22-23/31 The Committee considered these items presented by Monica Kanwar (MK) in her overall presentation.

MK emphasised the purpose of the HSW Committee is to build a collaborative approach to safety centred around shared interests. The data for Quarters 2 and to date information on Quarter 3 contained one reportable catering accident, the learning from which has been shared across all the University's catering outlets.

Training data reveals E-learning numbers exceed 8,000 completions for the period which sounds a lot but could be better. MK emphasised the roles of HSWC members in reinforcing the importance of such learning to their stakeholders.

F2F training has started again now that the University is back to nearly normal work activities and the COSHH (Control of Substances Hazardous to Health) workshop's intention is for staff to become familiar with the COSHH form and become confident in carrying out assessments again. Further work is required on emergency procedures, e.g. Defibs and FirstAiders/ Fire Sweepers etc., (to be picked up later in this Agenda). Communications were sent out on the importance of reporting incidents and near misses, but again this group can reinforce this to their stakeholders too. MK presented the need for further training to HoDs / Line Managers with Paul Verrico from Eversheds Sutherland and to Senior Leaders. MK has also committed to meeting all HoDs on a one to one basis, in person, in their department to help improve the communication and build on the culture surrounding H&S and reporting.

Joss Ivory (JI) queried whether there was training data from the LMS system we could access to identify where staff are not compliant in their training? In addition, she felt the escalation route in such cases needs to be clear. MK confirmed she has approached HR to see if such information could be broken down by Faculty level. James Fox (JF) queried the availability of sanctions for staff that are non compliant with mandatory training. Rebekah Desport (RD) agreed that a procedure is required that includes sanctions for non compliance. JI suggested that MK draft a brief note to summarise the group's agreement on the sanctions question for wider circulation, touching on the practicalities of controlling staff card access across different building types.

IM added an **ACTION** to the log above for Christopher Crispin-Bailey (CCB) and RD to discuss the linked PEEP angle on this issue, to include input from the EDI team too.

MK shared the Sector Guidance slide detailing the Raising H&S Concerns / Escalation process, which provides transparency about how to raise a concern and also how to escalate it if it remains unresolved. MK confirmed that the Trades Unions were comfortable with the detail. She requested group members share the document with their Safety Committees / publish on appropriate webpages. CCB commented that the general structure was indeed agreed, though with the caveat that the process can be used in a non-prescriptive way, allowing H&S representatives with more experience to use the guidance flexibly. He also commented that staff are often more comfortable to report through the H&S reps / Unions rather than their own line manager. This approach is acceptable and there is no requirement for the staff to be union members to take advantage of it.

Induction and Training Programme: MK provided an update confirming that the current emphasis of the training is very much upon technical skills. H&S training should be included in the overall Corporate Induction so that new staff are captured. We also need to drive improvement in local induction processes which should identify other training needs. A template is included setting out the objective of the course and who it applies to, in an attempt to avoid duplication of training. There is scope for similar training across different areas, (e.g. Ladder Safety, Manual Handling of cylinders), to be shared to avoid unnecessary duplications of effort. The next stage therefore is how best to identify further such areas and ensure attendance from across departments so that duplications can be minimised.

JI commented that in the same way that students are not allowed to access their courses or their rooms at the beginning of term unless they have completed the required Fire Safety training, then staff should be set the same expectations about complying with H&S training when joining.

IM added an **ACTION** for MK, Richard Walker, Simon Breedon, James Fox and Roger Ward to identify any crossovers for a university-wide training programme to avoid such duplication.

MK shared the slide and outlined the proposed Changes to Governance management arrangements document. This is a collaborative document that has benefitted from TU consultation. It has already been discussed with the UEB. Terms of References have been shared such that Faculties are aware of what should be covered in their Faculty Health and Safety committees. The HSS team role is to provide an advisory service. DTEF is shown separately primarily because there is some very specific statutory compliance in their area which warrants a separate H&S committee to that of PSS. Local safety advisers will be expected to have a baseline safety qualification of "IOSH managing safely". The second slide illustrates the communication and consultation process and the flow of information regarding the identification of actions, their resolution, recorded Minutes, oversight, escalation and assurance etc.

Andy Dougil (AD) queried whether DSAs or HoDs would be expected to attend Faculty meetings in order to ensure we can maximise the sharing of information, lessons learnt etc. MK confirmed at Faculty level we are expecting a more assurance- based meeting that learned experiences have been shared on operational levels. CCB commented that a Faculty level meeting allows greater sharing opportunities for best practice and the exchange of views and thoughts on H&S issues in a collegiate environment, not just in an upward reporting structure. JI commented that MK's HSS team will be present at the meetings and hence have a role in aligning these discussions and providing consistency across faculties.

Harvey Dowdy (HD) queried how to report H&S issues to the subsidiary management group. IM recorded an **ACTION** for HD, JI and MK to discuss this issue outside of today's meeting.

As the PEEP tracker was referenced in this report, the following item was taken as the next part of the Agenda before returning to M.22-23/31

M.22-23/34: RD reported that Computer Science had raised PEEP process concerns. This has been reviewed and the resultant new measures are set out in the document. There also needs to be a general procedure for building evacuations even if no PEEP staff are involved, i.e. a GEEP and HoDs, H&S, DTEF and Campus Safety are all involved in understanding the process. This review is currently on-going. CCB suggested that the role definition on page 1 needs more clarity, e.g. who writes , reviews, updates PEEPS and questioned if there is sufficient training for the staff identified, especially if they are new to the role.

JI confirmed that this would vary across departments but agreed that a revised definition should be worked upon.

M.22-23/31: MK has previously raised this subject but some confusion still seems to remain. The Local Exhaust Ventilation slide was shared and MK strongly encouraged group members to share this with all staff as appropriate. HSE is proactively inspecting LEV as part of their strategic

objectives, ensuring organisational procedures are informed by adequate COSHH assessments. The HSE has good guidance in this area and we should use it to reinforce the University's message. It sets out DTEF, user and department roles clearly and identifies to whom faults should be reported. It also emphasises that statutory inspection is not the same as standard maintenance.

Michael Walker (MW) commented that such an inspection in Computer Science is also an insurance requirement in his understanding. MK suggested he check with Andrew Johnstone that any contractors carrying out inspections are appropriately qualified.

Roger Ward (RW) commented that there may be a case to have a set of contractors to undertake inspections across the Asset register in order to provide consistency but also value for money to the university. He also queried how new equipment is booked into the inspection regime. HD commented that DTEF needs to be in a position to understand all the components and tasks that are associated with University assets in order to be able to support departments. IM added an **ACTION** for MK to share information with RW in this regard.

Learning points from recent investigations: DTEF has new contractor management software that includes procedures for the control of contractor access. This needs to be reinforced at Faculty H&S meetings. HD stressed that contractors are legally required to comply with our training before being granted access to our site. CCB confirmed contractors should not be given access unless it has been checked that they comply with our training. We also need to understand how they can be granted access if this is not the case. MK agreed we need to understand how this control is implemented via Richard Walker.

JI suggested a Standing Item on all Faculty Safety meetings in order to force the discussion and raise awareness.

MK reported on the Biorenewables near miss, commenting that it was good practice that it was reported and that there was a safe operating procedure in place. However, no documented risk assessment was available. Andrew Johnstone ensured that the airline system now has a maintenance / inspection system based upon risk, supplier information and good industry practice; that training is provided to operators and supervisors / managers and that other similar systems would be reviewed.

Sarah Beeston (SB) conducted an audit of the AEDS on campus which confirmed there were 12 in place, but that 7 more were needed. These have now been procured so we have better coverage for emergency situations.

Responder roles: there are less staff on campus due to Hybrid working practices but the same number of students, This obviously impacts on Fire Sweeper roles, aiding with evacuations from buildings and First Aiders etc. so we need to ensure our resilience in emergency situations. There are 310 First Aiders on our books, some of whom could also be asked to be fire sweepers, for example. How do we evaluate if this is a sufficient number or how do we ensure they are on campus in sufficient numbers? Can we use Safe Zone to monitor their whereabouts on campus, or do we issue them with work mobiles for communication purposes. In answer to a JI query, SB confirmed we do not pay our First Aiders any allowance for their role and it is their responsibility to check the contents of first aid boxes. CCB commented that at department level, a bi-annual audit of first aid boxes would be good practice. SB commented that this work is still in progress and that she will bring an update to the next HSWC meeting.

JI received agreement from the group that the responder approach is welcomed in principle and that MK / SB should continue along these lines. MK stated that we need to incentivise people and we need to address how we manage the numbers on campus at any one time.

Sector insights - MK confirmed that Edition 2 of the Leadership and Management guidance will be ready in July 2023. She also shared details and learning opportunities of the two incidents of Chemical Management that occurred at other Universities recently.

AD suggested that regular HSS-led inspections were required to help embed the H&S culture across departments. MK reiterated the fact that HSS are completely impartial and independent when it comes to assessment and advice, despite now moving under the DTEF directorate heading.

M.22-23/32: there were no comments / queries on the report. JI requested that future versions include an Action required / followed up section, so the group could track, understand, and be assured of the progress in each instance. MK suggested an identification of any trends would be valuable too.

M.22-23/33: JI enquired if there were any discernible trends in the provided report.
On an unrelated point, MK suggested that an item relating to Martyn's Law be discussed, possibly raised at the next meeting.

M.22-23/34: item was covered above.

M.22-23/35: RW updates - no adverse implications / no current issues from any projects currently. He envisages H&S updates from each project to come to this group in future.

M.22-23/35: RW commented that the Key Service Meetings set up is being reviewed / refreshed over the next few months in line with the new ToR that MK provided.

Section 3: Category 2 Items for Information (Codes M.22-23/37-45)

The Committee noted the listed items.

JI commented that MK's presentation to the UEB was well received and the Board is keen for her to return regularly to present and talk through the material, reflecting how the upward flow of information is working well.

MK is reviewing the destination of the Laser Safety and Ionising Radiation Safety meeting minutes. They may still be being routed through Schools Committees but she intends that they will come via this group from the start of the new academic year.

MK queried whether the new chair of the Biosafety Committee should be appointed through this group in terms of good governance practice/ due process. She believes that the HSE would expect the University to make such an appointment, but will advise JI shortly

Ian Morgan
6 June 2023