



Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 9 June 2020
13.15

Venue: MS Teams

Present:	Richard Brooks	Chair / Director of Human Resources
	Chris Young	Deputy Director Safety & Wellbeing Services
	Stephen Godber	Director of Estates Operations
	Sophie Hamer	Assistant Facilities Manager, Sports Development and Recreation
	Malcolm Holley	Faculty of Science Management Representative
	Mike Porter	Head of Security Services
	Michael Carley	UCU Representative
	Hartmut Logemann	UCU Representative
	James Paradise	UNISON Representative
	Brigit Nunes Simoes Rodrigues	Technical & Experimental Representative
	Melanie Torrance	Management, Specialist & Administration Representative
	Francesco Masala	Students' Union Officer (Activities)
Apologies:	Andrew Nash	ISO & Compliance Manager, Accommodation & Hospitality
	Julian Sulley	Faculty of Engineering & Design Management Representative
	Steve Nicholson	UNISON Representative
	Sophie Pawson	UNITE Representative
In attendance:	Sue Stove Schofield	Secretary

ACTION

910 DECLARATIONS OF INTEREST

None were declared.

911 MINUTES OF PREVIOUS MEETING

The Chair welcomed everyone to the meeting.

The minutes of the Committee meeting held on 10 March 2020 were approved as a correct record of the proceedings and would be signed by the Chair.

912 MATTERS ARISING

Minute 900 – Matters Arising:

Minute 893 – Pelican Crossing:

The Director of Estates Operations reported that a survey had been completed just before lock down but the project was still a work in progress. The external consultants (IMA) had provided a series of recommendations and he was now waiting for a response to queries raised and for a quote on the costs. The only work currently being undertaken was on the pelican crossing at 5 West.

The Director of Estates Operations expected to have the quotes by September. He anticipated that the cost would be in the region of £300,000. This was mainly due to the need to introduce power supplies for the crossings.

It was agreed that this action would be carried forward to the next meeting of the Committee.

**Secretary / Director
of Estates
Operations**

Minute 901– SHEW Update:

Non-RIDDOR Reportable Accidents and Incidents

The Deputy Director Safety & Wellbeing Services reported that an item of electrical equipment had been mothballed. He was now waiting for the ISO & Compliance Manager to confirm that the equipment had been taken out of use.

**ISO & Compliance
Manager,
Accommodation &
Hospitality**

Health and Safety Audit Programme

A number of staff in SHEW had been furloughed so the work relating to the HASMAP Audit of Faculty of Humanities and Social Sciences remained outstanding.

Minute 904 – Department Health and Safety Self-Assessment Performance Indicators

The Deputy Director Safety & Wellbeing Services reported that there was a facility on the survey for staff to download a copy of what they had submitted. In addition, the survey questions would in future be published as a standalone page on the website.

Minute 907 – Smoking on Campus

Information about smoking on campus and 'no smoking areas' would be included in the guidance to be issued about returning to campus post lock down.

Minute 908 – Use of Segways, Motorised Cycles / Scooters and Skateboards on Site

The Deputy Director Safety & Wellbeing Services pointed out that the Transport Policy would need to be reviewed by this Committee, particularly as there was likely to be an increase in the number of people cycling to campus (post lock down) instead of using public transport.

The Director of Estates Operations reported that the barriers which had been put in place by the lake to restrict access to cyclists, had in fact caused unintended access issues for wheelchair users and those with pushchairs. An appropriate solution needed to be found.

**Director of Estates
Operations**

913 SHEW UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)

Incident Data

RIDDOR Reportable Accidents and Incidents

There had not been any RIDDOR reportable accidents or incidents since the last report.

Non-RIDDOR Reportable Accidents and Incidents

There had not been any Non-RIDDOR reportable accidents or incidents since the last report.

Non- Reportable Accidents and Incidents

There had not been any non-reportable accidents or incidents since the last report.

Notable Fires

There had been no notable fires since the last report.

Fire Safety

Fire Risk Assessment Programme

The fire risk assessment programme was not being progressed during the Covid-19 lock down.

A new programme would be introduced as appropriate for restart projects and the return of activities on campus.

Fire Risk Assessment Programme Recommendations

As above, implementation of the programme recommendations was on hold, but would be reviewed in light of the resumption of activities on campus.

Fire Safety Arrangements

It was pointed out that many of the University's fire wardens may now be working from home and this would need to be taken into consideration.

Occupational Health

Occupational Health Referrals

This academic year (to end of April 2020), 235 employees have had some form of contact with Occupational Health. If these figures were maintained, this would represent an 8.8% increase in use compared to the last academic year. However, with staff being furloughed activity levels had reduced significantly and were unlikely to increase until lockdown has eased.

As part of the screening questionnaire for those returning to campus the option of referrals to Occupational Health was being offered for those who considered themselves to be either clinically vulnerable or clinically extremely vulnerable. Out of approximately 70 people who had completed the questionnaires, two people had requested support from Occupational Health.

Occupational Health will also be including Covid screening in any pre-employment screening that they are asked to do.

Employee Assistance Programme Use

The service was still available during the Covid-19 lock-down but this was now being delivered solely by telephone. Recent new take up of the services had been relatively low. There had, however, been some requests for periods of support to be extended due to heightened anxiety amongst existing users. These have been agreed.

Most reasons for accessing the service were a combination of work and home related issues (57%). Of the remainder, 17% were for work only matters were and 26% for non-work matters.

Health Surveillance

The Occupational Health Surveillance programme for 2020 had been scheduled to start in March 2020. It was now on hold as many of the staff this applied to (e.g. those in technical roles) were furloughed. The programme would be reinstated as activities on campus resumed.

Health and Safety Audit and Monitoring Activities Programme

The programme was on hold and no new audits have been started since last meeting of this Committee.

SHEW were due to be meeting with the Dean of Humanities to discuss audit findings. This has not yet taken place.

The Committee noted the report.

914 POLICIES / HEALTH AND SAFETY STANDARDS

Policies and Standards Reviews

Paper 30 provided an overview of policies which had been reviewed by SHEW where the review had not identified any need for substantive changes. The policies were:

- 1) Working with Genetically Modified Organisms (GMO's) Safety Standard
- 2) Safe Use of Nanomaterials Standard
- 3) Electronic Magnetic Fields Safety Standard.
- 4) Laboratory Safety Standard
- 5) Hazardous Waste Safety Standard and guidance
- 6) Noise and Vibration Policy

There had been no particular changes to legislation since Brexit or changes to guidance on working in research facilities and laboratories that impacted on these policies.

It was possible that with the restarting of research of activities a need may arise to make changes to the Hazardous Waste Safety Standard and guidance. It was noted that the widescale provision of alcohol-based hand sanitizer may pose an increased fire risk around entrances and exits.

Other Policies

Other policies would be reviewed, as required and in line with changes to working practices associated with Covid-19.

The Committee noted the report.

915 CORONAVIRUS

Restart activities

The Deputy Director Safety & Wellbeing Services provided a summary of the following restart activities.

- 6 West South – 3 people were working each day on a rota basis. The Deputy Director Safety & Wellbeing Services had visited the building and the pilot was progressing well.
- 4 South – this was a larger building so one-way systems and signage had been introduced. Also, security arrangements had been reviewed to enable the reduction of touch points when accessing and egressing the building.

The Deputy Director Safety & Wellbeing Services suggested it would be helpful if there were more research groups in 4 South in order to test the shared use of facilities by different research groups on a wider basis.

- 5 West – consideration was still being given as to how a larger group (chemists) could be accommodated. Screening questionnaires were being submitted and risk assessments were being developed. It was thought that the staff could possibly return within a week or so.

A MS Teams site has been established to facilitate consultation with the Trades Unions. Restart activities are being added to the site when approved by the Summer Projects Restart Group.

- STV – sports activities were still limited to swimming and tennis (singles and doubles). Bob-sleigh training would resume in the next week.
- 1 West – there was potential for taught lessons for the executive MBA programme to commence. Planning was still in the very early stages and it was not yet clear if students would be happy to return and, if so, how many.
- Faculty of Engineering & Design – Technical Services Managers were developing risk assessments and undertaking a mapping process in order to establish the potential research capacity of the building before staff returned. The Health & Safety Adviser was assisting the Technical Services Managers

with the risk assessment process. The buildings would be mapped on basis of space management factors (e.g. 2 metre distancing) and government guidance.

PPE

The Head of Security Services asked if the University would be providing guidance on the use of PPE for operational staff. He was providing guidance and support for staff in his department as they were the University's first responders and first aiders. PPE was available to them with every first aid bag as they would need to work at a distance of less than 2 metres when attending a first aid incident.

The Deputy Director Safety & Wellbeing Services agreed that this was an appropriate approach for the for exceptional roles undertaken by Security Services. For other staff, unless it was business critical for them to work at a distance of less than 2 metres, they should not do so. If necessary, the task should be redesigned, the working environment changed and hand cleaning be reinforced. If all else failed, then PPE would be required. However, there were supply chain issues, limited availability of stock and limited availability of places on requisite training courses.

Staff from other departments were also trained first aiders, so could potentially need PPE. At the moment though, Security Services should be the first point of contact for first aid and staff returning as part of the research pilots had been advised of this.

The Faculty of Science Management Representative pointed out that normal PPE face masks were not effective / efficient for those with facial hair and this needed to be taken into consideration.

Returning to campus

The Management, Specialist & Administration Representative enquired if risk assessments were required for staff returning to campus on an ad hoc basis. She also sought clarification about staff returning to work on campus on a regular basis. Some staff in the School of Management had already started using their offices and some were possibly going to start working on campus 1 day a week. The Deputy Director Safety & Wellbeing Services emphasized that staff should not be returning to campus, unless it was not possible for them to work from home. The commencement of the research pilots was not an invitation for others to return to campus. The Chair added that he had spoken to the Dean of the School.

If people needed to go on to campus on an ad hoc basis, they should follow the agreed "Exceptional Visits" protocol; this required people to have an email from their Head of Department to confirm they can visit campus. Once on campus they should sign in at reception in the Library and then sign out again before leaving campus.

The UCU Representative raised concerns about the plans for returning to work and teaching in 1 West. Mechanical Engineering staff had been told that each year group would be on campus on a different day, split across different rooms and staff would move between the rooms. In doing so, this would potentially expose staff to the whole year group in one day. Also, during a week students would not be segregated when off campus and some units were attended by different year groups. He therefore wished to know how much input SHEW was having with the planning process before it became a fait accompli. He also pointed out that the needs of staff and variety of risks need to be considered. For example, there may

be staff who were not able to teach face to face because they would need to protect themselves and their families.

The Deputy Director Safety & Wellbeing Services confirmed that SHEW was aware of this and the Resilient Curriculum Project Group had been in touch. He would raise this at the project restart meeting this afternoon. Also, he was a member of the Campus Capacity Group which fed into the Resilience Group. The Chair added that although departments may have submitted proposals to SHEW, it did not mean that they were automatically approved. The Chair and the Deputy Director Safety and Wellbeing would follow up on this matter.

**Chair / Deputy
Director Safety &
Wellbeing Services**

The Committee noted the update.

916 MENTAL HEALTH UPDATE

The Deputy Director Safety & Wellbeing Services provided an update on the Mental Health and Wellbeing Action Plan.

Whole University Approach to Wellbeing

The Health and Wellbeing Manager has been progressing the development and implementation of Departmental Wellbeing Action Plans (DWAPs). She has done so by conducting groups and liaising with colleagues on MS Teams. Feedback has been extremely positive and as a result the Institute of Coding has expressed an interest in the possibility of them being included in the coming months.

Wellbeing Champions

The Wellbeing Champions Network was continuing to operate and was offering support online to staff across departments.

Mental Health Week (18th-24th May)

The virtual mental health week was launched with a blog from the Deputy Vice-Chancellor, Chair of the Health and Wellbeing Steering Group. The campaign covered different themes each day based on the Health and Safety Executive's 6 stress management standards.

Communications about health and wellbeing would be refreshed to make them more engaging in preparation for the restart on campus.

A wider piece of work would be undertaken once the results of the Covid-19 staff survey had been collated.

The Committee noted the report.

917 ANY OTHER BUSINESS

Working at Home

The Management, Specialist & Administration Representative raised several questions and points from the School of Management about working safely from home. These included:

- Ergonomic problems caused by working on laptops;
- Difficulty in getting equipment such as chairs and monitors home;
- Reliance on public transport when collecting equipment.

The Facilities Team Manager would be putting together a delivery schedule, but the Management, Specialist & Administration Representative was seeking advice on longer term solutions.

The Chair recognised that home working was posing issues. In the coming months priority access to campus was likely to be for students and essential staff. He thought it was likely therefore that many staff would be working from home for the foreseeable future. This was being discussed at UEB and decisions had not yet been made as to what the plans would be. He acknowledged that the University's Working Away from University Premises Policy was suitable for ad hoc arrangements, but not for those working from home for 3, 4 or 5 days a week and for a prolonged period. So, the Policy would need to be reviewed. Also, consideration would need to be given to matters such as equipment, insurance and costs.

The Deputy Director Safety & Wellbeing Services pointed out that for those not able to work from home safely there would be a need to provide a safe space to work on campus.

The Director of Estates Operations reported that the Mail Services & Central Stores Manager had limited resources (a team of 3) to deal with the mail rooms, central stores and assist with staff requests for their office chairs to be delivered to home. Whilst the team could cope with a small number of ad hoc requests there was a limit as to how far the team could travel to make deliveries. Also, the chairs needed to be moved from offices to the post room. A more managed approach was requested.

The Head of Security Services added that Security Services staff had been assisting with collecting chairs and taking them to the post room. However, there were only 2 Security Offices available per shift. Expectations needed to be managed in terms of what could be made available when. It would also need to be made clear that taking desks home (as was recently requested) was not an option.

The Chair noted that once there was a plan in place, there would be capacity to implement it as there were staff on furlough who could assist. In addition, the Health and Safety Adviser had been asked to review how work stations could be assessed remotely.

It was noted that if staff took their office PCs home, they would find that they would not necessarily work away from campus. However, this could be fixed.

Students' Union Officer

The Chair noted that the Students' Union Officer's term of office ended next month.

His replacement on the Committee had not yet been confirmed.

918 DATE OF NEXT MEETING

Tuesday, 15 September 2020.

The meeting concluded at 14.15

Chair: Richard Brooks