



<b>Meeting:</b>	<b>UNIVERSITY HEALTH AND SAFETY COMMITTEE</b>	
<b>Date and Time:</b>	<b>Tuesday 15 September 2020 13.15</b>	
<b>Venue:</b>	<b>MS Teams</b>	
<b>Present:</b>	Richard Brooks Chris Young Sophie Hamer Malcolm Holley Andrew Nash Mike Porter Julian Sulley Stuart Bennett Michael Carley Stéphanie Kasprowski Steve Nicholson James Paradise Brigit Nunes Simoes Rodrigues	Chair / Director of Human Resources Deputy Director Safety & Wellbeing Services Sports Operations Manager Faculty of Science Management Representative ISO & Compliance Manager, Accommodation & Hospitality Head of Security Services Faculty of Engineering & Design Management Representative UCU Representative UCU Representative UNITE Representative UNISON Representative UNISON Representative Technical & Experimental Representative
<b>Apologies:</b>	Stephen Godber Melanie Torrance Tom Sawko	Director of Estates Operations Management, Specialist & Administration Representative Students' Union Officer (Sports)
<b>In attendance:</b>	Sue Stove Schofield	Secretary

**ACTION**

**919 DECLARATIONS OF INTEREST**

None were declared.

**920 MEMBERSHIP 2020/21 AND TERMS OF REFERENCE**

The Chair welcomed everyone to the meeting and the apologies were noted.

**Membership**

It was noted that the UCU Representative, Professor Hartmut Logemann, had retired from the University and the Committee at the end of August 2020. Stuart Bennet would now replace him on the Committee as a UCU representative.

Sophie Pawson was no longer a Unite representative. Stéphanie Kasprowski (Branch Secretary) would attend Committee meetings until a new representative had been appointed.

The new Students' Union representative would be Tom Sawko (Sports Officer 2020/2021).

The 2020/21 membership would be updated accordingly.

Secretary

There were vacancies for 2 staff representatives on the Committee (Operations & Facilities Support and Education & Research). The term of office for all 4 elected staff representatives would end July 2021. The Chair proposed that elections for all 4 positions be held early in 2021. This was agreed.

Secretary

The UNITE Representative (SK) asked if the membership needed to be reviewed to reflect new University Departments such as IAAPS. RB pointed out that IAAPS was in effect external to the University. However, if anyone was aware of a need for new Ex-Officio Committee members they should let him know.

ALL

### **Terms of Reference**

RB noted that the Terms of Reference were last approved by the Executive Committee in January 2013. He asked if the Committee was happy with the Terms of Reference, or if any changes were required. None were proposed.

## **921 MINUTES OF PREVIOUS MEETING**

The minutes of the Committee meeting held on 9 June 2020 were approved as a correct record of the proceedings.

## **922 MATTERS ARISING**

*Minute 912 – Matters Arising:*

*Minute 893 – Pelican Crossing:*

The Deputy Director Safety & Wellbeing Services reported that this matter was still on hold as Estates had been focussing on COVID-19 related work and preparation for the start of the academic year.

Secretary / Director  
of Estates  
Operations

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

*Minute 901 – SHEW Update:*

Non-RIDDOR Reportable Accidents and Incidents

The ISO & Compliance Manager confirmed that the equipment had not been taken out of use as the switch on had been made safe.

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

The Deputy Director Safety & Wellbeing Services reported that the barriers which had been put in place by the lake to restrict access to cyclists were still in place, but no access issues had been raised.

The Transport Policy still needed to be updated to include the use of Segways, Motorised Cycles / Scooters and Skateboards on campus.

Deputy Director  
Safety & Wellbeing  
Services

#### *Minute 915 – Coronavirus*

The Deputy Director Safety & Wellbeing Services confirmed that SHEW was represented on the Resilient Curriculum Group by the Scientific Safety Adviser.

### **923 SHEW UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)**

#### **General Updates**

Most of SHEW's day-to-day activities had been put on hold due to COVID-19. It was expected that some of these would be resumed as academic activities restarted on campus. However, there would be a need to continue with COVID-19 related work and support.

The Health & Safety Adviser (AC) had left the University at the end of August through the Voluntary Exit Scheme. Recruitment for a replacement was likely to take place in December 2020, but this timescale would be reviewed if required.

#### **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**

The Deputy Director Safety & Wellbeing reported that a cladding fascia on 4 East South had fallen from the building. On investigation it appeared that the panel had not been installed correctly. It has now been replaced. All other cladding panels had been checked and no other defects were found. The work concluded last week.

A member of staff at the Dental Centre had missed their footing and had fallen on the stairs whilst opening the door to the surgery. Due to the 'locked door' policy at the Dental Centre, staff had been frequently going up and down stairs to let customers in. An automatic door latch had now been fitted to reduce the number of times staff needed to go up and down stairs.

#### **Notable Fires**

There had been no notable fires since the last report.

The Fire Safety Adviser was working with ahs regarding plans for inductions and fire drills in accommodation in line with social distancing requirements. The usual Assembly points would be used.

The Deputy Director Safety & Wellbeing pointed out that in the event evacuation was required, people would be asked to leave a building by the nearest available exit and ignore the temporary signage and one-way systems. However, there was a need for this message to be reiterated. It was agreed that guidance about social distancing (in the event of evacuation) would be helpful.

Deputy Director  
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## **Occupational Health**

### **Management Referrals**

There had been a reduction in the number of routine referrals to Occupational Health. There has been a significant number of referrals relating to fitness to work as a result of COVID-19. In particular, there has been a lot of referrals of both employees and PGR self-identifying as being either "Clinically Vulnerable" or "Clinically Exceptionally Vulnerable" (according to guidance produced by the NHS) as part of the Summer Projects Restart process. In most cases that outcomes had been that no additional measures were required, as long as COVID secure measures were in place. For a small number of individuals who were clinically vulnerable, different measures were required. In a couple of cases, the University has been advised to delay returning some employees to work as they are at a very high risk of serious complications if they contract COVID-19.

Approximately 2287 pilot questionnaires had been completed and it was thought that approximately 150 had resulted in referrals to Occupational Health for a COVID-19 health assessment.

### **Health Surveillance**

The health surveillance programme had been on hold during lock down and whilst most staff covered by the programme were working from home. The programme would be resumed, but further guidance was awaited before doing so.

The Deputy Director Safety & Wellbeing explained that it was not possible to conduct lung function tests due to the current circumstances. Instead online health surveillance questionnaires would be used, until it was possible to resume testing.

## **Employee Assistance Programme Use**

There had been very few new referrals in April and May but subsequently referrals returned to rates more consistent with expected volumes. Appointments were being conducted by telephone and online, but this did not seem to have impacted adversely on the quality of the service. As a result, it had been possible to offer a more flexible service e.g. more frequent and shorter sessions (but still providing the same total amount of time).

As before, reasons for referrals tended to be varied and a combination of personal and work issues rather than a single issue.

## **Policy Reviews**

The Deputy Director Safety & Wellbeing Services reported that 2 policies were due for review this quarter: The Asbestos Management Policy; and the Legionella Control Policy.

**Deputy Director  
Safety & Wellbeing  
Services**

The University's Asbestos Manager had now left the University. The Estates Compliance Manager would be trained to undertake the role. In the meantime, the University's framework consultants would provide interim cover and support to the Director of Estates. The Asbestos Management Policy would be revised to reflect the changes.

The Committee noted the report.

## **924 CORONAVIRUS**

The Deputy Director Safety & Wellbeing Services gave a presentation and verbal update.

### **Survey of Campus**

Buro Happold had conducted a survey of campus to map transport / transit routes queueing lines, distancing for queues on The Parade and other areas of campus. The routes had then been marked up accordingly. Maximum occupancy for the Fresh shop had been assessed and there was a system in place to monitor the number of people in the shop. There was also signage about wearing face coverings in the retail outlets as this was mandatory.

### **Risk Assessment and Space Management Apps**

Further work has been undertaken on risk assessments and templates for general areas. An App has been developed based on Estates' space management plans. The App also provided final occupancy numbers for rooms. Managers would therefore complete risk assessments using the App. Depending on the answers to the risk assessment, an email may then be generated and automatically sent to SHEW who would follow up on the issues raised.

A space management App was also being developed. It would provide information on spaces which had been risk assessed and were available for teaching. The space management plans would be 'RAG' rated to enable heads of department to have sight of which rooms were open and in use. Each space would have a risk assessment linked to it. A 'public' version of the App would also be available to enable the wider University community to see the rooms and areas on campus which were open.

### **Teaching Spaces**

Teaching spaces had also been assessed. Spacing and available seating had been clearly marked based on 2 metre distancing and maximum occupancy. This included clearly defined areas for teaching staff. Therefore, it was not necessary for staff in the departments to assess what teaching space was available or how it should be used. Students would be asked to undertake cleaning at the beginning and end of teaching sessions. Also, the rooms would be cleaned by cleaners between teaching sessions.

The Scientific Safety Advisers was developing a standard operating procedure for teaching staff so that they would have some practical guidance.

## **PPE**

The use of face coverings would continue to be encouraged. If teaching staff or anyone else needed a visor (in addition to face coverings) these could be made available.

SHEW was now investigating exceptional circumstances which may require bespoke risk assessments and additional support from SHEW such as workshops in the Faculty of Engineering & Design.

In some circumstances, staff may need to intervene with students. In such cases, PPE would become a health and safety requirement, for example the use of visors and FFP2 fluid resistant face masks.

## **Research**

There were several research activities which involved human subjects. A decision tree had been developed to establish what requirements there may be for PPE. A similar process would be developed for teaching activities.

## **Study Spaces**

For study spaces the primary control measures would be based on social distancing, the orientation of the room and workstations. Where students were able to wear face coverings they should do so, but there would be those who were not able to do so, therefore this was not the primacy mitigation.

## **ahs**

The ISO & Compliance Manager, Accommodation & Hospitality reported that some office / room moves were underway in 2 South, but the rooms did not necessarily appear on Archibus. The Deputy Director Safety & Wellbeing Services advised him to report this to the Estates Helpdesk

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

Also, there were some kitchen spaces which were being used for 2 or 3 different teams. So, the teams would be unable to maintain their 'bubbles'. The kitchens also did not appear on Archibus or the App. The ISO & Compliance Manager, Accommodation & Hospitality would liaise with the Deputy Director Safety & Wellbeing Services.

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

## **Compliance**

It was noted that in order to achieve compliance and enforcement of the new procedures, the University would be looking to managers to take a proportionate approach and for a lot of peer support. However, more formal disciplinary mechanisms (for staff and students) were available if needed.

The Head of Security Services advised that some students were not willing to adhere to the rules. The University was recruiting 8 Community Marshalls, who would work on a shift-based rota 24/7, 7 days week. Their role would be to liaise and engage with students. However, in the event that students did not comply,

there were a range of potential sanctions including disciplinary procedures and ultimately expulsion.

### **Outbreak Management Plan**

The Department of Education required universities to have an Outbreak Management Plan and the University has developed a plan with BaNES.

The Head of Security Services confirmed that testing by post had been investigated, but was not feasible. A testing facility would only be set up on campus in the event of an outbreak of COVID-19 at the University. Plans were being put in place for vulnerable students and staff. Also, the Deputy Director Safety & Wellbeing Services was liaising with the EAP about what support could be provided in the event of an outbreak.

The Head of Security Services reported that the University had purchased an ambulance type vehicle to transport people between campus and hospital or testing stations. It was fully kitted out and had a sealed cab for the driver to prevent potential COVID-19 transmission between passengers and driver(s). It was fitted with a wheelchair ramp to enable transport of wheelchair users. He had asked for volunteer drivers (who held an appropriate C1 driving licence) from Security Services and had received a good response. The vehicle would enable staff and students to be transported safely whilst protecting the wider community. There was a cleaning protocol in place for the vehicle and a 'fogging machine' had been purchased to sterilise it.

The Committee noted the update.

## **925 ANY OTHER BUSINESS**

### **Control Measures for Coronavirus Hazards**

The UCU Representative asked for clarification regarding the control measures which were being implemented and enforcement of the implementation, particularly the responsibility of line managers. He explained that if line managers were allowed to discourage or frustrate the wearing of face coverings, he could not see how even such a minimal measure as wearing face covering could be enforced. Also, if control measures were not enforced the University was being put at risk.

The Deputy Director Safety & Wellbeing Services explained that face coverings were not recognised as a health and safety control measure by the HSE, which was the enforcing agency. Therefore, face coverings were not recommended as a control measure for health and safety compliance purposes, whereas social distancing, good hand and respiratory hygiene and maintaining good ventilation were recognised. However, Public Health has identified that face coverings may be helpful in preventing the spread of disease through exhaled aerosol. This being the case, the University, was recommending these be used in all circulation and face-to-face teaching areas.

The UCU Representative sought confirmation that any breach would be investigated as a disciplinary matter. He also asked if that if he provided names of individuals to Human Resources a disciplinary investigation would be commenced. The Chair explained that the use of face covering was encouraged. However, if a manager was actively not following guidance or encouraged others not to do so, there were procedures in place that would be followed if policies were breached.

## **Risk Assessments**

The UCU Representative raised concerns about staff being asked to complete risk assessments for teaching rooms even though they may not have the experience or training to do so.

The Deputy Director Safety & Wellbeing Services advised that generic risk assessments templates had been written to enable such risk assessments to be completed by simply confirming whether or not agreed arrangements are in place.

The Deputy Director Safety and Wellbeing Services observed that some staff / line managers did not appear as experienced in undertaking risk assessment as might have been expected. Responsibility for health and safety and signing off risk assessments was devolved through the line management structure and accountability (which could not be devolved) remained with heads of department. As such heads of department would be required to sign off that departmental risk assessments had been completed.

SHEW had undertaken several steps to assist staff: They had developed risk assessment templates; room risk assessments had been completed and provided; the App (referred to earlier) had been developed, which would generate an automatic email to SHEW; and of course, staff could contact SHEW for assistance.

## **Health Surveillance**

The UCU Representative asked how health surveillance was being conducted regarding COVID-19. The Deputy Director Safety & Wellbeing Services explained that there was not a health surveillance requirement nor was this something which the University could undertake. Risk assessments were the means by which a need for health surveillance would be identified. At present our risk assessments had not identified a need for ongoing COVID-19 health surveillance.

## **Manual Handling**

The UNISON Representative pointed out the introduction of one-way systems had resulted in staff who were involved in manual handling activities having to go longer distances to make deliveries. This potentially increased the risk of injuries as objects were being carried for longer than ideal. The Deputy Director Safety & Wellbeing Services advised that the one-way system would need to be reviewed and exceptions identified.

The Faculty of Science Management Representative reported that the Faculty had already informally made exceptions to the one-way system for manual handling and for people with mobility issues. He suggested that the use of lanyard for face covering exemptions also be applied to those with non-obvious physical disabilities / mobility issues as there was a risk of them becoming tired using the one-way system. The Deputy Director Safety & Wellbeing Services agreed with this approach and would investigate how best to implement it. The Chair added that the guidance should be updated accordingly. He also suggested that people avoided taking short-cuts at busy times.

**Deputy Director  
Safety & Wellbeing  
Services**

## **926 DATE OF NEXT MEETING**

It was agreed that an extraordinary meeting of the Committee would be arranged for October.

**Secretary**

The next routine Committee meeting would take place on Tuesday, 15 December 2020.

The meeting concluded at 14.25

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Chair: Richard Brooks