**Notes of Health and Safety Group Meeting**

**Wednesday 4th April 2023**

**Present: Steven Westcough (SW), Health and Safety Manager, Human Resources (Chair)**

Andy Maclaren (AM), Assistant Director, Campus Services

Hazel Wright (HW), Well-being Services Co-ordinator, Student & Library Services

Nicola Souter (NS), Assistant Administrator, Human Resources (Notes)

**Apologies:** Robert Dove (RD), Unison Representative

Mandie Hall (MH), School Manager, School of Computing, Engineering & Digital Technologies

Donna Rodgers (DR), Learning & Development Manager, Human Resources

Moira Sawdon, Joint Union Administrator, Human Resources

Lynn Smith (LS), Health and Safety Adviser, Human Resources

Emma Teare (ET), UCU Representative

**23/1 Apologies/Welcome**

**23/2 Minutes of the Meeting Held on 28th September 2022**

1. It was **agreed** to:
   1. Approve as an accurate record the minutes of the meeting held on Wednesday 28th September 2022.

**Action: All**

**23/3 Matters Arising**

**The following matters arising were discussed:**

**22/16 (a)** The Chair to consider an appropriate Occupational Health Report ahead of the next meeting.

**Action: Item closed**

**22/21 (b) Action: The Health & Safety Team to consider a**

**No Smoking Behavioural Safety Health & Safety campaign for 2023.**

**22/22 1 (a)** **Action:** **TJ/DR/HW to arrange a meeting with Lauren Sheperia to discuss developing some communication around the advertising campaign for this.**

**23/3-6** The reports were circulated prior to the meeting and discussed briefly – no further actions were identified.

**23/7 Health and Safety Audits (SW)**

1. It was **noted** that:
   1. A review of the Health & Safety audits undertaken within the reporting period was discussed.

**23/8 Smoking Issues**

1. It was **noted** that:
2. Behavioural safety campaign to be considered.

**23/9 AOB**

**23/10 Date and time of next meeting – Tuesday 3 October 2023**

1. It was **noted** that:
   1. The next meeting had been arranged for 3 October 2023