**Notes of Health and Safety Group Meeting**

**Wednesday 16th March 2022**

**Present:** Philip Ratcliff (PR), Acting Director, Human Resources *(Chair)*

David Errington (DE), Occupational Health Adviser, Human Resources

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

Andy Maclaren (AM), Head of Estates Operations, Campus Services

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

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

 Emma Teare (ET), UCU Representative

Steven Westcough (SW), Health and Safety Manager, Human Resources

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

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

 Moira Sawdon, Joint Union Administrator, Human Resources

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

**22/2 Minutes of the Meeting Held on 15th September 2021**

1. It was **agreed** to:
	1. Approve as an accurate record the minutes of the meeting held on Wednesday 15th September 2021.

**22/3**  **Matters Arising**

The following matters arising were discussed:

21/2.4 (b) Provide costings for all cubical doors including installation (AM)

 **Action: Item closed**

 21/6 1 (f) Arrange a behavioural safety campaign for Academic Year 2021/22 (SW/LS)

 **Action: Item closed**

 21/9 1 (a) Respond to Jill Thompson with unanimous decision (SW)

 **Action: Item closed**

 21/16.2 (a), ‘Investigate a maternity leave policy for students

 **Action: HW to update the group at the next meeting**

**22/4** **Safety Report**

 It was **noted** that:

* 1. The Safety Report was provided to the Group and the Health and Safety Manager gave a brief overview.
	2. Legislation had changed considerably around Covid and the next Covid Risk Assessment would be published in April and will comply with Government Guidance. There had been CO2 monitoring and sampling undertaken for areas that required natural ventilation.
	3. The remaining Covid Test kits that the University has outstanding will continue to be distributed throughout March.
	4. The Fire Safety Policy had been amended to include prohibiting use of toasters and microwaves in offices and this had been endorsed at the Executive Health and Safety Group. Clarification was provided that this prohibition does not include kitchen areas.
	5. The Student Placement Policy had been amended and approved and would now be managed by the Student Futures Team with the Health and Safety Manager providing oversight and secondary sign off.
	6. A number of policies will go to the Health & Safety Executive Group for approval as part of the Health & Safety annual policy review. These will include the Fieldwork Policy.
	7. There had been 2 minor fires in the reporting period.
	8. Fire Safety Audits had been completed by Cleveland Fire Brigade Legislative Compliance Officers for The Cornell Quarter, Woodlands Halls of Residence, Central Halls and the Library. The Fire Brigade reports to the University each confirmed broad compliance with fire safety legislation.
	9. HASMAP audits had been completed for ITDS and Campus Services Catering, AV Team and Security.
	10. The Water Safety Group had an introductory meeting and that would continue on a 6 monthly basis.
	11. Two audits had been completed by PWC. The results of the UUK audit had been really positive. The Health & Safety Legislation Compliance audit had identified some issues in the way documentation had been managed. Work had been completed on this in order to meet with the PWC recommendations.
	12. There had been changes to the Water Safety and Legionella online database.
	13. Work continued around Estates Legislative Compliance auditing.
	14. There had been excellent engagement with Health & Safety mandatory training and completion was at 95%. Health & Safety for Managers training had now been made mandatory and the Chair requested that Managers complete this training when prompted.
	15. The Zelos Building had been re-opened. Education House had a refurbishment which included ablution facilities. The Buttery was currently under the management of the contractor, Esh and the refurbishment is on schedule. Excavation was being undertaken at the Net Zero Industry Innovation Centre.
	16. There had been a lot of preparatory work and consultation regarding making sure any relevant staff members had received adequate information on the mandatory Covid vaccination. However, a government U-turn negated this requirement.

**22/5**  **Occupational Health Report**

* 1. The Occupational Health Report was provided to the Group and the Occupational Health Adviser gave a brief overview.

* 1. There had been an increase in the number of referrals to Occupational Health and the majority of people that were reviewed had been for Mental Health and Stress.
	2. Various occupational activities and events had been undertaken but there had been a low level of engagement. Occupational Health would be looking at ways to increase online engagement.
	3. There had been a change in Administrators and Nicola Souter had been assisting with Occupational Health administration. All KPI’s had been met over the reporting period. A new member of administrative staff would be starting in April and they would be providing a valuable contribution to Health & Safety, Equality & Inclusion and Occupational Health Departments.
	4. The Better Health at Work Award had been achieved and maintained excellence again.

**22/6** **Student Health Report**

1. It was **noted** that:
2. Any questions relating to the Student Health Report should be directed to Hazel Wright.

**22/7** **Accident Statistics Report**

1. It was **noted** that:
	1. The Accident Statistics Report was provided and the Health and Safety Adviser gave a brief overview.
	2. There had been 26 accidents during the reporting period from 1 September 2021 – 28 February 2022. These had included 17 staff, 7 students and 2 visitors. The majority of accidents were classified as minor. 2 accidents had been reported to the HSE.
	3. Trend analysis identified Slips, Trips and Falls had accounted for 8 of the accidents and Handling Glass and Sharps had accounted for 6 of the accidents.
	4. Slips, Trips and Falls information had been included in the Safe Return to Campus campaign.

**22/8 Covid Update**

1. It was **noted** that:
	1. The General Workplace Risk Assessment had been agreed in principle and the update would be in place during April 2022.
	2. The hand sanitizer units would be retained and the enhanced cleaning regime would continue.
	3. The 3 week Disinfectant misting regime would be reviewed and would now only be used for large scale events such as Graduation.
	4. There would be some adjustments made to the management of mechanical ventilation within buildings.

**22/9 Health and Safety Audits**

1. It was **noted** that:
	1. The Fire Safety and Integrity Audit would commence in April 2022.
	2. All Health & Safety audits would now be reported to the Health & Safety Executive Group.

**22/10 AOB**

1. It was **noted** that:
	1. There had been some staffing changes in HR and Phillip Ratcliff would now Chair the Health & Safety Executive Group and Steven Westcough would be Chairing the Health & Safety Group until further notice.
	2. Phillip Ratcliff would continue with the Joint Union catch ups.
	3. It was noted that had been some concerns on campus around security and the Health & Safety Manager confirmed that the same approach for Solo Working Guidance could also be applied to students.
	4. A refurbishment of the Clarendon Building car park is underway and users could now only drive in if a TUSC card was used.
	5. Voter intimidation was raised as an issue on one occasion which would be addressed by Lois Speakman, the new head of Campus Security.
	6. Discussions had taken place around PAT testing training and who would be co-ordinating this. As an interim measure the co-ordination would lie with the Learning & Development Team/ODL Function.
	7. Discussions had taken place with Diane Howie regarding Minibus Driver Training information in the Travel Policy. It would be recommended and preferred that a reputable company and driver would be used but where somebody was required to drive, they must undergo the Minibus Driver Assessment Training (MIDAS).
	8. Sign up for PAT training can be done online. The link to the online training request form for PAT Testing Training and Minibus Driver Training is below:

[HR Learning & Development Service Request (office.com)](https://forms.office.com/Pages/ResponsePage.aspx?id=WxHSQ16ltkad97AziOz8YOxnYIPXvMlBuCuyfrq4XsdUNEpBUTY3NU4wNEpGQjM1NkdIVkZXNTZNWSQlQCN0PWcu)

* 1. MH queried the payment of the Technician for PAT testing and it was

 confirmed this process would be reviewed by the Health & Safety Manager.

**22/11 Date and time of next meeting**

1. It was **noted** that:
	1. The next meeting had been arranged for Wednesday 28 September 2022 at 2pm.