**Notes of Health and Safety Group Meeting**

**Wednesday 28th September 2022**

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

Tom Jones (TJ), ODL Trainer, Human Resources (attending on behalf of Donna Rodgers)

Andy Maclaren (AM), Assistant Director, Campus Services

Lynn Pennick, Occupational Health Adviser, Human Resources

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

 Emma Teare (ET), UCU Representative

 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

**22/12 Apologies/Welcome**

The Chair welcomed Lynn Pennick, the new Occupational Health Adviser, to the group. Lynn has replaced David Errington as a temporary member of staff working 3 days a week supporting the department with appointments and referrals.

**22/13 Minutes of the Meeting Held on 16th March 2022**

1. It was **agreed** to:
	1. Approve as an accurate record the minutes of the meeting held on Wednesday 16th March 2022.

**Action: All**

**22/14 Matters Arising**

**The following matters arising were discussed:**

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

 It was a unanimous decision that the group decided not to pursue the back of toilet door campaign and that any initiatives in this regard would go through CAD and the digital screens in future.

 **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 on smoking shelters (SW)

 **The Chair had confirmed with JT that it was a unanimous decision that we would not be pursuing the introduction of smoking shelters at this time.**

 **Action: Item closed**

**22/15** **Safety Report**

1. It was **noted** that:
	1. The Chair confirmed that the Covid response had been scaled back and that the Covid General Workplace Risk Assessment would be in place for the duration of 2022. The Covid Ventilation Risk Assessment had been removed. There were still ventilation safety elements in place and the automatic ventilation systems had now been returned to their pre Covid settings.
	2. The Fire Safety Policy had been amended further to include some additional prohibitions preventing people using kettles and toasters in offices. False alarms had subsequently reduced.
	3. The Fire Safety Act will be enacted from January 2023. This legislation applies to residential accommodation only. From January 2023 there will be a requirement for additional checks on fire doors. Colleagues from Campus Services would be undertaking task specific training with BRE.
	4. The Student Placement Policy is now managed by the Student Futures Team with Secondary sign off from the Health and Safety Manager.
	5. The Chair had amended the Fieldwork Policy to include several areas of improvement, including references to the Health & Safety at Work Act and Management of Health & Safety at Work regulations.
	6. There had been a minor change to the Radiation Policy. The previous policy had required a DBS check in place for the Radiation Protection Adviser. As the Radiation Protection Adviser does not work with vulnerable adults or children and is supervised at all times on campus the DBS check was not required.
	7. All policy changes were category B policies which the Chair was able to agree and are now in place.
	8. There had been 2 fire incidents since the last meeting of the group. One was a near miss at Darlington Campus when a Cleaner had turned on a vacuum cleaner and there was a release of smoke. The circuit had been tested and was found to be satisfactory. The second incident had been a hand drier that had caught fire at Parkside West. The flame had been extinguished and the hand drier had been removed from use.
	9. There had been a Health & Safety Audit at the start of 2021 that had identified a high risk in respect of Legionella arrangements. There had since been a re-audit. The report will be finalised and submitted to the Audit Committee. There were a number of improvements identified following the previous submission.
	10. The UUK audit (residential audit) will commence in November and outcomes would be reported to the group.
	11. HASMAP audits had been completed for Security, Chiropractic, Forensic, Facilities Officers and SACI workshops. It was pleasing to see high assurance in a number of areas.
	12. A Fire and Smoke Systems Audit had been completed.
	13. The Energy and Environment Audit had been submitted to AM and the Chair was awaiting a management response from Campus Services.
	14. Mandatory Health & Safety Training was continuously being monitored and was currently at 95% compliance.
	15. LS confirmed a roll out of DSE training had taken place starting in April 2022. By the end of October 2022 all staff will have received the training. The Chair requested that members advertise this provision within their areas.
	16. Major Campus developments had included the Net Zero Industry Innovation Centre at Riverside Park, The Buttery refurbishment and the BIOS development. Smaller scale refurbishment over the summer had included the Greig, Europa, Cook and Waterhouse buildings. This had been managed very well by Campus Services.

**22/16**  **Occupational Health Report**

1. It was **noted** that:
2. There had been no Occupational Health Report submitted for the meeting due to David Errington leaving the organisation.

**Action: The Chair to consider an appropriate Occupational Health Report ahead of the next meeting.**

**22/17** **Student Health & Wellbeing Report (HW)**

1. It was **noted** that:
	1. HW explained that Freshers Week had been successful with regards to student engagement. The Student Life Building had been extremely busy with TUSC Card and IPad collections.
	2. The Yes to Respect campaign had been relaunched last week.
	3. The Book Group, Crafting Group and Creative Writing activities would be re-starting.
	4. Planning for the Student Life festival in week 6 was in its early stages. Last year it had been a successful campaign aimed at promoting Student and Library Services to the students.
	5. A Random Act of Kindness promotion in the Student Life Building and the Library will take place to coincide with World Mental Health Day on 10 October 2022.
	6. The Period Dignity Campaign had won an award at The Star Awards.
	7. Sarah Bishop continues as Covid Wellbeing Manager. The Post Covid Report Service had been successful with 70 students accessing it since March.
	8. The Tuberculosis nurses would be coming on to Campus in October and November.
	9. There would be some updates to the Meningitis policy to include additional information on Communicable and Non-Communicable diseases. There had been a few cases of Tuberculosis and chicken-pox last year.
	10. The Chair explained there would be a meeting with the Senior Leadership Team and Student & Library Services with regards to arrangements for Monkey Pox. Prevalence of Monkey Pox is dropping in the North-East. Our students are not at high risk but guidance and arrangements are in development.

**22/18** **Accident Statistics Report (LS)**

1. It was **noted** that:
	1. The Accident Statistics Report was shared prior to the meeting and the Health and Safety Adviser gave a brief overview.
	2. There had been 14 accidents in the last 6 months which was a 53% reduction on the last reporting period despite an increase in staff and students on campus.
	3. 13 accidents were classified as minor.
	4. There had been 5 falls on a level accidents. For three accidents there were no defects or causes identified. One was an uneven surface in a car park which had been corrected and another was a trip over a raised floor box in the Library and subsequently all other floor boxes in the Library were inspected.
	5. There had been 2 falls on the stairs. One of the accidents was reportable to the HSE and this was a student who fell in the Student Life Building and suffered a lower limb fracture. The second occurred when somebody had lost their footing but they did not sustain an injury.
	6. Handling accounted for 3 accidents. Safe manual handling techniques were discussed with the relevant staff.
	7. There had been one visitor accident during Graduation when one of the parasols struck somebody. The contract had been reviewed to make sure this doesn’t happen next year.
	8. The Slips trips and falls campaign material is displayed on the electronic screens on campus.

**22/19 Covid Update (SW)**

1. It was **noted** that:
	1. The Chair confirmed that this had already been covered within the Safety Report and Student Health & Wellbeing Report and requested that the Secretary remove it from the next meeting’s agenda items.

**22/20 Health and Safety Audits (SW)**

1. It was **noted** that:
	1. LP continues to work on the audit process. These would include the Cook workshops audit in September, the Cleaning audit in October, the Optometry audit in November and the SLS Sports audit in December.
	2. Estates Legislative Compliance audit process had been reviewed, improved and updated.

**22/21 Smoking Issues**

1. It was **noted** that:
2. The Chair explained there had been a request to consider smoking shelters. This had been unanimously declined. There were no smoking issues reported or identified recently.

1. HW expressed concern at the students loitering under the canopy of The Curve whilst smoking.

 **Action: The Health & Safety Team to consider a**

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

**22/22 AOB**

1. It was **noted** that:
2. TJ explained that a meeting about Mental Health Awareness Sessions had taken place with David Errington and Lynn Pennick. This had been planned for launch to coincide with Mental Health Awareness Day in March 2023.

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

1. The Chair explained that Wednesday afternoons are not convenient for one of the meeting members.

 **Action: The Secretary to arrange forthcoming meetings on Tuesday afternoons.**

**22/23 Date and time of next meeting - TBC**

1. It was **noted** that:
	1. The next meeting had been arranged for 4 April 2023