

CONFIRMED

LIVERPOOL HOPE UNIVERSITY

HEALTH & SAFETY CONSULTATIVE COMMITTEE: 11th October 2019

PRESENT: Ms S Beecroft (in the Chair), Dr W Bignold, Ms J Breen, Ms C Campbell, Mr N Campbell, Dr R Cousins, Mr S Foran, Mr B Grice, Ms F Hair, Ms C Harrington, Dr D Izdebska, Mr J Jones, Ms S Kane, Mr P Kelly, Mr D Kerry, Ms D Mann, Ms R McManniman, Ms L Mottram, Mr D Owen, Ms L Seddon,

Secretariat: Mr M Jones

APOLOGIES: Mr S Jones, Ms E Lister, Dr M Wells

1. Terms of Reference and membership

Members had received the Terms of Reference and membership (CHS 179). Turning to the Constitution list, Dr Bignold informed the Chair that after discussion with Ms McManniman she had undertaken to attend the committee on behalf of Resident Tutors, updating them and receiving updates at her regular meetings with them.

ACTION: Mr Jones to remove Resident Tutors from Constitution list.

Mr Kerry noted that the faculties on the Constitution list are in need of updating in line with the new faculty structure.

ACTION: Mr Jones to update faculties on Constitution list.

2. Minutes of the previous meeting

Members had received the minutes of the meeting held on 23rd May 2019 (CHS 180). The minutes were **APPROVED** as a correct record.

3. Matters arising

- (i) Mental health training for colleagues taking students to Plas Caerdeon (actum 2i)

Mr Ryan confirmed that mental health training was delivered to staff taking students to Plas Caerdeon.

CONFIRMED

(ii) Staff health & wellbeing survey (actum 4i)

The Chair informed members that she has met with Ms Harrington in relation to this matter. Ms Harrington confirmed that she was working with Ms Beecroft and Ms McManniman re options for a health & wellbeing survey.

(iii) Scheduling of staff events (actum 4ii)

The Chair confirmed that she had raised this issue with faculties.

(iv) Draft Health & Safety policy (actum 8i)

Ms McManniman confirmed that she had circulated the updated draft Health & Safety Policy.

(v) Health & Safety information for students (actum 8ii)

Ms McManniman confirmed that the amended Health & Safety information was disseminated to resident students via the Moving In Guide and that information would be posted around campuses for non-resident students.

4. Health & Safety Policy draft update

Members had received the Health & Safety Policy draft update (CHS 181). Ms McManniman thanked members for their feedback during the updating process. The Chair asked Ms McManniman to distribute the updated document to Rectorate Team and Heads of Schools.

ACTION: Ms McManniman to distribute updated document to Rectorate Team and Heads of Schools.

5. Health & Safety Annual Report

Members had received the Health & Safety Annual Report for 2018/19 (CHS 182). Ms McManniman informed members that this report replaced the former Health & Safety Statistics Report. Ms McManniman drew members' attention to the one RIDDOR-reportable accident during the 2018/19 academic year (a seven day incapacitation following a slip, trip or fall). Ms McManniman informed members that there were 60 reported accidents and incidents on University premises during 2018-19 (compared with 68 in 2017-18 and 79 in 2016-17). Ms McManniman drew members' attention to Appendix 1 (End of Year update to the Health and Safety Action Plan 2018-19), noting that the audits of Estates and Plas Caerdeon have been completed. Ms McManniman informed members that 97% of incoming resident students watched the online fire safety video prior to arrival.

Turning to the Health & Safety Action Plan for 2019-20, the Chair asked whether it would be possible to undertake a Major Incident Plan drill focusing on Creative Campus, Aigburth or Plas Caerdeon (given that the 2018 exercise focused on

CONFIRMED

Hope Park). Ms McManniman undertook to look into this.

ACTION: Ms McManniman to look into possibility of conducting a Major Incident Plan drill at Creative Campus, Aigburth or Plas Caerdeon.

6. Health & Safety Internal Audit Paper

Members had received the Health & Safety Internal Audit summary (CHS 183). Ms McManniman informed members that audits of the Estates Department and Plas Caerdeon took place in January and June 2019 respectively.

7. Review of Safety Co-ordinator Role

Members had received the Review of the University's Safety Co-ordinator Role (CHS 184). Ms McManniman drew members' attention to the review's recommendations, which offer two options for the future. Option 1 would entail streamlining the number of Safety Co-ordinators to mirror the realigned Faculty structure, with two co-ordinators per school, while Option 2 would retain the existing Safety Coordinator structure with assigned targets for each year to encourage a contribution from each area. Ms McManniman pointed out that depending on the option favoured, this may impact on the composition of the membership of the Health and Safety Consultative Committee going forward.

Ms Mottram suggested that the practice of Safety Co-ordinators meeting with Ms McManniman through the year, with issues from the meetings feeding into Health & Safety Consultative Committee agendas, be revived. Dr Cousins requested that workstation health and safety checks be carried out on a five yearly basis. Ms McManniman undertook to consider these suggestions.

ACTION: Ms McManniman to consider suggestions, as above.

8. Drone Code of Practice

Members had received the draft Drone Code of Practice (CHS 185). Ms Harrington asked whether the Code of Practice would apply to drones used by non-members of the University community, for instance at weddings hosted on campus. Ms McManniman responded that this should be considered in the risk assessment completed by Conferencing in advance of such events. Ms Cooper undertook to relay this information to colleagues in Conferencing.

ACTION: Ms Cooper to discuss risk assessment re drones with Conferencing, as above.

CONFIRMED

Dr Bignold asked whether use of drones was covered by the accommodation contract. Ms McManniman undertook to discuss this with colleagues in Accommodation.

ACTION: Ms McManniman to discuss with Accommodation, as above.

9. Staff Health & Wellbeing Update

Ms Harrington informed members that in future the Staff Health & Wellbeing Update report will be presented to Staffing Committee, with a verbal update for Health & Safety Consultative Committee. Ms Harrington informed members that a number of financial wellbeing events have taken place recently, focusing on pensions and Medicash (June and September 2019 respectively). Ms Harrington added that events around World Mental Health Day (10th October) were successful. Ms Harrington informed members that she has been working with Ms McManniman on health surveillance assessments for gardening staff and overnight workers.

10. Student Safety Issues

Dr Bignold informed members that the evening welcome talk to all resident students during arrivals weekend featured information on fire safety and personal safety. Dr Bignold informed members that the University is running a Safe Taxis scheme with ComCabs, allowing students to take a taxi back to their hall of residence at any time and settle the payment later.

11. Departmental Updates

Mr Jones raised the issue of a number of students at Creative Campus being accompanied to classes by family members and queried whether this raised insurance issues for the University. Ms McManniman clarified that the family members were there in the capacity of carers and that correct procedure had been followed.

Mr Owen requested that a direct line be established between Plas Caerdeon and a designated member of management at the University, for use in potential incidents where he may be unavailable due to the nature of his role. Mr Owen emphasised that the member of management would need to have an understanding of his role and of Plas Caerdeon. The Chair undertook to look into this.

ACTION: Chair to look into potential responses to Mr Owen's request.

12. AOB

CONFIRMED

The Chair informed members that work is being undertaken on issues relating to lone workers (staff and students). The Chair informed members that solutions to issues relating to the car park entrance adjacent to the Security Lodge are being actively pursued.