

LIVERPOOL HOPE UNIVERSITY

HEALTH & SAFETY CONSULTATIVE COMMITTEE: 12th October 2018

PRESENT: Ms S Beecroft (in the Chair), Ms J Breen, Ms C Campbell, Mr N Campbell, Dr R Cousins, Mr R Cunningham, Ms N Donaldson, Mr B Grice, Ms C Harrington, Ms S Kane, Mr R Kelly, Mr D Kerry, Mr C Lowthian, Ms D Mann, Ms R McManniman, Ms L Mottram, Ms L Seddon, Dr M Wells

Secretariat: Mr M Jones

APOLOGIES: Dr W Bignold, Mr S Foran, Mr S Jones, Mr J Jones

1. Terms of Reference and membership

Members had received the committee's current terms of reference (CHS 164) and confirmed that they were satisfied with the contents. Turning to the committee's membership, the Chair noted that this was in need of updating and undertook to work with Mr Jones on this. Dr Cousins noted that she was the only academic representative on the group and raised the question of additional academic representation. The Chair suggested that each faculty send an academic representative to the committee, a suggestion with which the group concurred.

ACTION: Chair and Mr Jones to meet re updating committee membership list.

2. Minutes of the previous meeting

Members had received the minutes of the meeting held on 24th May 2018 (CHS 165).

Ms McManniman requested that 'DSC' (Item seven, line seven) be corrected to 'DSE'.

Pending this change, the minutes were **APPROVED** as a correct record.

3. Matters arising

(i) Automatic Door by Fresh Hope (actum 5 i)

Mr Kerry informed members that during the summer the automatic function of the doors is sometimes deactivated by colleagues working in the area. Mr Kerry undertook to discuss this with colleagues in Fresh Hope.

CONFIRMED

ACTION: Mr Kerry to discuss use of automatic function of doors with colleagues in Fresh Hope.

(ii) Evacuation procedures in Health Sciences Building (actum 5 ii)

Ms Harrington confirmed that she had pursued this matter with Personnel and that a clarificatory email had been sent to relevant colleagues.

(iii) Library doors (actum 5 iii)

Mr Kerry confirmed that the doors in question have been examined and found to be in working order.

(iv) Summer works at Creative Campus (actum 8)

The Chair asked Mr Kerry for an update on the situation at the Creative Campus. Mr Kerry confirmed that colleagues in Estates are working closely with the contractors to ensure the site is safe during completion of building works. Students are able to access learning and teaching spaces and Estates have identified different access routes into the building with construction areas out of bounds. Mr Kerry added that staff and students are complying and there have been no incidents.

(v) Cigarette bin (actum 9)

Mr Kerry confirmed that a new bin has been installed in place of the previous one.

4. Health & Safety Action Plan for 2017/18

Members had received the Health & Safety Action Plan for 2017/18 (CHS166). Ms McManniman drew members' attention to the increased utilisation of online safety training for relevant areas including Plas Caerdeon, Hope Park Sports and parts of the Estates team. Ms McManniman added that requests for workplace assessments have more than doubled during 2017/18.

5. Health & Safety Action Plan for 2018/19

Members had received the Health & Safety Action Plan for 2018/19 (CHS 167). Ms McManniman informed members that the programme of safety specific audits is to be re-established, with an audit of two key risk areas to be completed during the year.

Dr Cousins asked whether it would be possible to incorporate staff health and wellbeing into the action plan, suggesting that a staff health and wellbeing survey be carried out. Ms McManniman undertook to consider ways in which this could be incorporated into the action plan.

ACTION: Ms McManniman to consider ways in which a survey of staff health and wellbeing could be incorporated into the action plan.

6. Accident Statistics 2017/18

Members had received the accident statistics for 2017/18 (CHS 168). Ms McManniman informed members that there were 31 reported work-related accidents in 2017/18, continuing the ongoing downward trend since 2013/14. Ms McManniman noted that of the 25 incidents requiring first aid, 46% occurred at the Creative Campus.

The Chair noted that two of the incidents in the 'Slips, Trips and Falls from Height' category took place at Plas Caerdeon. Ms McManniman informed the Chair that one incident was a fall from a bunk bed and the other was a fall in the grounds of the house.

Ms McManniman informed members that during 2017/18 there were two RIDDOR-reportable incidents (one fall from height and one contact with machinery). Ms McManniman informed members that the University has three civil claims ongoing for personal injury due to alleged negligence. Two are in the process of being defended by University's insurers whilst the third claim is ongoing.

7. Staff Health & Wellbeing Action Plan

Members had received the Staff Health & Wellbeing Action Plan for 2018/19 (CHS 169). Ms Harrington informed members that those involved in drafting the plan had identified national awareness days throughout the year and organised events around these. Ms Harrington drew members' attention to Personnel's intention to work closely with colleagues in Health & Safety, Sustainability, Hope Park Sports, Health Sciences and Student Development and Well-being on joint events where possible.

Mr Kelly raised the issue of mental health training for campus operatives, noting that colleagues in this area are often the first members of staff on the scene when there is an incident involving student mental health. Ms Harrington replied that Personnel offers an online Mental Health Awareness training module and is currently looking at ways to offer this training to non-desk-based colleagues.

ACTION: Ms Harrington, Mr Kerry and Mr Ryan to discuss the best way in which to deliver Mental Health Awareness Training to campus operatives.

8. Student Safety issues

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Mr Ryan informed members that mental health continues to be the most widely reported student safety issues, with the number of students accessing University counselling services so far this year more than double the number in the same period last year. Mr Ryan informed members that Student Support & Wellbeing has engaged an additional part time Mental Health Advisor and has increased resources within the Counselling Team. Mr Ryan added that an online reporting form for incidents of sexual violence is being established in line with the Universities UK directive on this issue.

Mr Ryan raised the issue of wifi units in halls of residence, noting that in cases where these have replaced telephone sockets this had led to an absence of connection point for Tunstall Alarms (used by students at risk of seizures). Mr Kerry undertook to resolve this situation in rooms where it was an issue.

ACTION: Mr Kerry to oversee re-installation of telephone sockets in rooms occupied by students using Tunstall Alarms.

9. Management Reports of Health & Safety Issues

Ms Seddon raised the issue of lighting around the 3G pitch, informing members that the telephone app to control the lights was not working. Ms Seddon added that the absence of signage re appropriate footwear for the 3G pitch has led to instances of inappropriate footwear being worn, with resultant slips and trips. Mr Kerry undertook to produce signs for display at the 3G pitch.

ACTION: Mr Kerry to produce signs re appropriate footwear for 3G pitch.

10. Health and Safety Inspections by Safety Co-Ordinators

Ms Mottram raised the issue of taxis blocking the car park entrance by the main security lodge. Mr Kerry replied that he had drafted a proposal re widening the entrance to the car park. The Chair asked Mr Kerry to send her the proposal.

ACTION: Mr Kerry to send proposal re widening entrance to car park to the Chair.

Dr Wells noted that, in instances where there is an issue with the conduct of taxi drivers, it is possible to refer the issue to the council's Enforcement Office. Mr Kerry undertook to contact the council re this.

ACTION: Mr Kerry to contact council re their Enforcement Officer.

11. Bunsen Gauzes containing asbestos

Members had received the advice to users of Bunsen burner wire gauzes that may contain asbestos (CHS 170). Ms McManniman drew members' attention to the new entries listed in the EH40/2005 document. Dr Wells asked whether this

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information had been disseminated to colleagues working in the laboratory in the Green Lane Building. Ms McManniman confirmed that this was the case.

12. Health and Safety Induction Checklists

Ms McManniman informed members that a new staff induction health and safety checklist is now in use and encouraged relevant colleagues to see that inductees complete the document.

13. 'I Heart My Colleagues' Action Plan for 2018/19

Members had received the 'I Heart My Colleagues' action plan for 2018/19 (CHS 171). Ms Harrington drew members' attention to two of the focuses of year's plan; World Menopause Day (18th October 2018) and Carers Week (10th-16th June 2019).