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LIVERPOOL HOPE UNIVERSITY

HEALTH & SAFETY CONSULTATIVE COMMITTEE: 15th July 2020

PRESENT: Ms S Beecroft (in the Chair), Dr G Anderson, Dr W Bignold, Ms J Breen, Ms C Cairns, Mr N Campbell, Ms C Campbell, Dr R Cousins, Mr J Ellison, Ms N Fitzgerald-Kelly, Mr S Foran, Ms R Foster, Ms L Gittins, Mr B Grice, Ms F Hair, Ms C Harrington, Mr K Harris, Dr D Izdebska, Mr J Jones, Ms S Kane, Mr P Kelly, Mr D Kerry, Ms N Mahernia, Ms G Mair, Ms D Mann, Mr P Miller, Ms L Mottram, Mr D Owen, Mr M Pickering, Mr J Ryan, Dr M Wells

Apologies: Mr R Cunningham, Ms E Lister

Secretariat: Mr M Jones

1. Overview

The Chair thanked members for attending and explained that an extraordinary meeting had been convened to update colleagues from all areas of the University on work being undertaken to prepare campuses for the planned return of students and staff in September. The Chair informed members that Dr Haughan had prepared a paper for the University Senior Executive Team (USET) giving an overview of these arrangements and undertook to distribute it to members.

ACTION: Chair to distribute Dr Haughan's paper to members, as above.

The Chair outlined for members the three possible scenarios currently being used as the basis of the University's planning for the coming academic year: (i) the year starting as normal in September with all staff and students on campus full time, (ii) the year starting in September with a hybrid model, ie some teaching delivered in person, some online, (iii) all teaching online for the entirety of the academic year. The Chair informed members that USET currently believes scenario (ii) is most likely but is planning for all three eventualities.

Dr Anderson suggested that with scenario (i) looking increasingly unlikely, it be removed from the University's considerations in order to allow staff to prepare for scenarios (ii) and (iii). The Chair concurred with this view and undertook to raise the issue with USET.

ACTION: Chair to discuss with USET, as above.

The Chair advised members that the University has established five working groups to deal with elements of planning for the return to campus: Staffing, Students, Learning & Teaching, Estates & IT, and Research. The Chair added

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that prior to any return to campus, the University's plans will be examined by the University's external auditors.

Dr Wells asked whether the University would be implementing a 'track and trace' policy for any student or member of staff testing positive for COVID 19. The Chair confirmed that this was being examined. Mr Ryan added that the Tri-University Group (consisting of the three Liverpool universities) was looking into this and undertook to forward information to USET.

ACTION: Mr Ryan to forward information, as above.

Mr Owen informed members that due to the local lockdown regulations in Wales it would not currently be possible to open Plas Caerdeon.

2. Legal Update

Members had received the reports on working safely in offices and laboratories during COVID 19 (CHS 199 & 200). The Chair informed members that the University is following government guidance in all areas.

3. University Risk Assessment

Members had received the University Risk Assessment (CHS 201). The Chair emphasised that the COVID 19 risk assessment is being continually updated as new information becomes available.

4. Building Preparations – Estates Update

Mr Ellison informed members that Estates' preparations are currently focusing on the hybrid scenario (ie some teaching delivered in person, some remotely, with students in residence for at least part of the academic year).

Mr Ellison added that Estates have completed capacity assessments of the main learning spaces at two metres social distancing, and one metre. Other works have included assessing toilet capacity, and planning one way systems and additional hand sanitiser stations. Mr Ellison added that Mr Kerry and colleagues have been updating the cleaning protocols. Mr Ellison informed members that he would be sharing updated building plans with departments in the coming weeks.

Mr Ellison informed members that Estates have been conducting risk assessments in relation to the University's ventilation systems and have continued to flush the water systems in core teaching buildings so they can be brought back online more quickly. Mr Ellison assured members that colleagues in Estates have continued to keep up to with all elements of statutory compliance during the pandemic.

Dr Anderson thanked Mr Ellison for the update and asked if it could be provided

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in written form, for dissemination to colleagues. Mr Ellison undertook to do this.

ACTION: Mr Ellison to provide report, as above.

5. Health and Safety Workstream Update

Ms Mair informed members that she is leading the Risk Assessment Health & Safety Workstream of the preparations for the return to campus. Ms Mair added that her group's role is to co-ordinate Risk Assessments from the other areas for auditing by the external auditors (see above) and insuring equality impact assessments are in place. Ms Mair reminded colleagues that the deadline for completed risk assessments is 16th July 2020.

Ms Mair added that the COVID 19 section of the University's website is currently being updated and will feature three tabs; staff, students and Q&A.

6. Guidance

Members had received the Guidance For Managers checklist (CHS 202). Dr Cousins asked for clarification re the section on cleaning shared areas, including kitchens. The Chair confirmed that staff will be responsible for cleaning whichever shared areas they use in their department. Dr Cousins asked for clarification as to who would be responsible for cleaning teaching rooms between classes. The Chair undertook to look into this.

ACTION: Chair to seek clarification, as above.

7. Staffing Workstream Update

Ms Harrington informed members that she is leading the Staffing Workstream. Ms Harrington informed members that risk assessments relating to working from home were provided to relevant colleagues, and directed members towards the Mental Health & Wellbeing tab on the University website. Ms Harrington added that Professor Newport is the group's link to USET and Mr Catterall is the group's link to the unions and other staff groups.

Ms Harrington informed members that a template is being created to allow managers to scope potential health & safety issues in relation to their team or department ahead of the return to campus. Ms Harrington informed members that equality impact assessments will be carried out in relation to staff, adding that this would be done in consultation with unions and groups of staff with protected characteristics.

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8. AOB

Dr Izdebska emphasised the importance of decisions taken by senior management being communicated to colleagues in a clear and timely manner. Ms Harrington undertook to discuss this with the Staffing Workstream group and asked Dr Izdebska to send her details of any issues.

ACTION: Dr Izdebska to contact Ms Harrington, as above.