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LIVERPOOL HOPE UNIVERSITY

HEALTH & SAFETY CONSULTATIVE COMMITTEE: 16th October 2020

PRESENT: Ms S Beecroft (in the Chair), Mr M Beecroft, Dr W Bignold, Mr A Catterall, Dr R Cousins, Prof S Davismoon, Mr J Ellison, Mr B Grice, Mr J Jones, Mr D Kerry, Dr J Lux, Ms G Mair, Mr D Owen, Ms D Roche, Dr M Wells

Secretariat: Mr M Jones

1. Terms of Reference and membership

Members had received the updated Terms of Reference and membership (CHS 204). The Chair informed members that the committee's constitution has been updated to include a greater number of colleagues from senior management and to cover all key areas of the University. The Chair added that going forward Health & Safety representatives will meet with the Health and Safety Officer on a regular basis, with two representatives attending Health & Safety Consultative Committee on rotation. The Chair explained that the intention of these changes is to allow the committee to adopt a more strategic role.

Members **APPROVED** the updated Terms of Reference and membership.

2. Minutes of Previous Meetings

(i) 21st May 2020

Members had received unconfirmed minutes of the meeting on 21st May 2020 (CHS 205). The minutes were **APPROVED** as a correct record.

(ii) 15th July 2020

Members had received unconfirmed minutes of the meeting on 15th July 2020 (CHS 206). The minutes were **APPROVED** as a correct record.

3. Matters Arising

(i) 21st May 2020

The Chair confirmed that four action points from the meeting (review of Safety Coordinator Role, Plas Caerdeon Emergency Contact, Lone Working Policy and

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Animals on Campus Policy) would be carried forward to the next meeting of the committee.

ACTION: Mr Jones to add items to agenda, as above.

The Chair confirmed that all other action points have been completed.

(ii) 15th July 2020

The Chair confirmed that all action points have been completed.

4. COVID 19 Update

(i) External Health and Safety Report

Members had received the External Health & Safety Report (CHS 207). The Chair informed members that the report was compiled by an independent external Health & Safety assessor.

(ii) RSM Internal Audit Report

Members had received the RSM Internal Audit Report (CHS 208). The Chair informed members that the report was produced by the University's internal auditors.

(iii) Overarching Risk Assessment

Dr Lux raised concerns on behalf of UCU over the Overarching Risk Assessment, voicing the opinion that a number of areas which have been devolved to School or Department level ought to be included in the Overarching Risk Assessment. Dr Lux went on to suggest that the document make it explicit that there is a risk of death in addition to a risk of transmission. Dr Lux requested that the Overarching Risk Assessment acknowledge that the higher the rate of COVID 19 in the community, the higher the risk for University students and staff, and that the document include reference to a Sudden & Imminent Danger procedure whereby colleagues could step back from any situations in which they believed themselves to be in danger. The Chair reminded members that the Overarching Risk Assessment is continually updated and asked Dr Lux to contact her in writing with UCU's concerns.

ACTION: Dr Lux to contact Chair, as above.

The Chair added that she is in the process of setting up an operational health & Safety group to meet on a regular basis during the current situation, in order to work through operational issues.

Dr Lux raised the issue of colleagues working from home, stating that some are experiencing difficulties due to a lack of equipment. Mr Catterall asked Dr Lux to send him details of these issues.

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ACTION: Dr Lux to contact Mr Catterall, as above.

Dr Wells raised the issue of exercise-based classes in Sports Sciences, asking whether the closure of gyms in the area would have any effect on such classes. The Chair commented that as specific health and safety arrangements had been put in place for the exercise-based classes, she did not believe the closure of the gyms should impact it. However, she asked Dr Wells to contact her outside the meeting in relation to this if he felt this should be reconsidered.

ACTION: Dr Wells to contact Chair, as above.

Dr Cousins raised the issue of the one-way system in HCA EW, saying this was in need of revision. Mr Ellison concurred, noting that that areas of the building have recently been re-designated as two-way in order to rectify this.

5. Fire Safety Policy

Members had received the updated Fire Safety Policy (CHS 211). Mr Ellison drew members' attention to the change of Responsible Person in the policy, noting that this is now Ms Beecroft in her capacity as Executive Director of Finance, Services and Resources. Dr Cousins requested clarification as to the protocol referred to at 8.1, noting a lack of information as to where the protocol can be located. Mr Ellison undertook to work with Ms Gittins to rectify this. Pending this change members **APPROVED** the policy.

ACTION: Mr Ellison and Ms Gittins to update document, as above.

6. Student Safety Issues

Dr Bignold raised the issue of student mental health during the pandemic. Mr Ryan informed members that the Counselling Service's mental wellbeing drop-ins have been extended to three hours per day, Monday to Friday, offering eighteen slots per day. Mr Ryan noted that there has not been a significant increase in students wanting to talk to counsellors, adding that the increase is 5-10% on last year. Mr Ryan added that provision is available for students who do not have the privacy to access counselling via Zoom in their accommodation to use Zoom in a private counselling room on campus to speak remotely with a counsellor. The Chair asked what provision is available for non-resident students in self-isolation. Mr Ryan responded that regular welfare calls are made to these students.

Dr Cousins requested that person tutors be informed when their tutees are absent due to self-isolation. Ms Mair responded that the University's Covid Control Team had initially attempted to do this but that the amount of time required had proved prohibitive. Ms Mair added that self-isolating students are instructed to inform their tutors of their situation. Dr Wells asked whether it would be possible to link the record of which students are self-isolating to the attendance register system,

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so academics would be able to see whether a student was self-isolating or absent for another reason. The Chair undertook to look into this.

ACTION: Chair to look into possible linking of self-isolation records and attendance register.