

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### **HEALTH & SAFETY CONSULTATIVE COMMITTEE: 17<sup>TH</sup> MAY 2023**

**PRESENT:** Ms S Beecroft (in the Chair), Mr M Beecroft, Ms J Burgess, Ms M Caldwell, Ms C Campbell, Professor R Cousins, Ms J Egerton, Mr J Ellison, Mr E Fahy, Ms H Furlong, Ms M Gilmurray, Mr B Grice, Mr D Kerry, Ms T Lewin, Dr S Mercer, Mr J Ryan, Ms O Vann, Mr M Wells

**Apologies:** Ms S Haimes, Ms D Mann, Mr D Salter

**Secretariat:** Mr M Jones

#### **1. Minutes of Previous Meeting**

Members had received unconfirmed minutes of the meeting on 15<sup>th</sup> February 2023 (CHS 263). The minutes were **APPROVED** as a correct record.

#### **2. Matters Arising**

Re recruiting a Head of School to the committee, The Chair informed members that USET have requested the committee's membership be reconstituted in order to provide greater representation from across the University. The Chair undertook to bring a proposal relating to this to the next meeting.

**ACTION: Chair to bring proposal to next meeting, as above.**

Re Staff Stress Survey, The Chair informed members that the Vice Chancellor has enrolled the University in the Advance HE Pilot Staff Survey, which will take place in June 2023. In order to avoid running two staff surveys in close proximity to each other the Staff Stress Survey will take place in September 2023.

Re staff sickness absence, The Chair informed members that this would be covered later in the agenda.

Re Fire Safety on agendas, Mr Jones confirmed that this had been done.

Re safety at Plas Caerdeon, The Chair confirmed that the issues raised by Mr Ryan had been actioned.

Re loft access at Aigburth, Mr Kerry informed members that this has been resolved in relation to St Julie's, with work planned for the summer in relation to Josephine Butler.

Re glyphosate, Mr Kerry informed members that he and Mr Fahy had met with Mr Brice re this and confirmed that the use of glyphosate on campus is kept to a

## CONFIRMED

minimum.

Re noise from IQ Building construction site, The Chair confirmed that this has been addressed. Mr Ellison assured members that this issue is under continuous review.

Re telephony and panic buttons, Mr Beecroft informed members that a solution has been identified and that he is currently in touch with suppliers. Mr Ryan informed members that one of his team's rooms at the Creative Campus is in need of a panic button. Mr Beecroft asked Mr Ryan to provide detail re this.

**ACTION: Mr Ryan to contact Mr Beecroft re Creative Campus panic button.**

### 3. Health & Safety Policy

Members had received the updated Health & Safety Policy (CHS 264). The Chair drew members' attention to section 26, informing them that the wording around visitors and volunteers has been clarified at the request of Council Standing Committee on Health & Safety. The Chair asked members to send any suggested changes to her in the coming days.

**ACTION: Members to send suggested changes to Chair, as above.**

### 4. Health & Safety Action Plan 2022-23 Update

Members had received the Health and Safety Action Plan 2022-23 Update (CHS 265). Mr Fahy drew members' attention to the three objectives outlined in the action plan (Lead a review of the University's work-related health policies, Develop defined management standards for fire safety compliance with emergency fire safety legislation, and Review the organisational approach to safety training). Mr Fahy informed members that efforts to smart identify fire doors and inspection information have started. Mr Ryan raised the issue of Evac Chair training. Mr Fahy responded that from next year this training will be offered to all Fire Marshalls. Ms Caldwell raised the issue of information relating to location of defibrillators. Mr Fahy undertook to look into this.

**ACTION: Mr Fahy to look into defibrillator location information, as above.**

### 5. Fire Safety Update

Members had received the Fire Safety Update (CHS 266). Mr Fahy informed members that since the last meeting, fire awareness training has been conducted among University staff including catering staff, library staff, SRTs and Library Ambassadors. Fire Awareness sessions remain scheduled into June 2023. Mr Fahy informed members that more than fifteen new Fire Marshalls have been appointed, and a full cycle of fire drills undertaken. The Chair asked whether every building now has a full complement of Fire Marshalls. Mr Fahy confirmed that this

## CONFIRMED

was the case, with the exception of AJB first floor, where the process is still underway.

### 6. Staff Sickness Absence

Members had received the update on Staff Sickness Absence (CHS 267). Mr Fahy informed members that from 01/09/2022 to 30/11/2022 the percentage of staff absent as a result of work-related stress (headcount) was 0.79%. From 01/12/2022 to 28/02/2023 the percentage of staff absent as a result of work-related stress (headcount) was 0.79%.

### 7. Student Safety Issues

The Chair informed members that Ms Haines has assured her there is nothing of concern in this area at present.

### 8. UCU/Unison Items

#### (i) Emergency preparedness and campus evacuation plans

Citing a recent incident on campus, Dr Mercer asked what measures the University has in place to deal with intruders. Ms Lewin responded that the Major Incident Plan covers such incidents. The Chair noted that the individual in question was identified and excluded from campus.

#### (ii) Staff Wellbeing Survey

Ms Lewin informed members that 304 members of staff completed the survey, adding that the results are currently with USET for consideration. Ms Lewin undertook to circulate the results to members.

**ACTION: Ms Lewin to circulate results, as above.**

#### (iii) Safety issues for student-facing members of staff

Citing a recent incident in the Careers Hub, Mr Grice requested that a panic alarm be installed at that location.

**ACTION: Mr Kerry to look into installation of panic alarm, as above.**

Mr Fahy informed members that he is working with Ms Haines to produce a Serious Incident Policy. The Chair asked Mr Fahy to bring the policy to the committee when it is drafted.

**ACTION: Mr Fahy to bring policy to committee, as above.**

## CONFIRMED

### **9. Departmental Updates**

There were no departmental updates.

### **10. Legal Update**

Members had received the Legal Update. Mr Fahy drew members' attention to the section relating to Martyn's Law (Terrorism Protection of Premises), informing them that the bill has been released in draft. Mr Fahy informed members that the University falls under an enhanced duty premises and in current format will be required to have an enhanced security/terrorism risk assessment and security plans that are reviewed every 12 months or upon significant changes and all staff will require terrorism protection training.

### **11.AOB**

There was no other business.