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LIVERPOOL HOPE UNIVERSITY

HEALTH & SAFETY CONSULTATIVE COMMITTEE: 18th February 2020

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

Secretariat: Mr M Jones

APOLOGIES: Dr R Cousins, Mr R Cunningham, Ms N Donaldson, Ms F Hair, Mr S Jones, Ms E Lister, Mr D Owen, Mr J Ryan

1. Minutes of the previous meeting

Members had received the minutes of the meeting held on 11th October 2019 (CHS 186). The minutes were **APPROVED** as a correct record.

2. Matters arising

(i) Terms of Reference and Membership (actum 1)

Mr M Jones confirmed that he had updated the Terms of Reference and Membership as requested.

(ii) Health & Safety Policy draft update (actum 4)

Ms Gittins confirmed that Ms McManniman had distributed the updated document to Rectorate Team and Heads of School.

(iii) Health & Safety Annual Report (actum 5)

The Chair informed members that a Major Incident Plan drill had taken place, with a focus on Creative Campus and Plas Caerdeon.

(iv) Review of Safety Co-ordinator Role (actum 7)

Ms Gittins confirmed that Ms McManniman had organised a meeting of safety co-ordinators. Ms Mottram and Mr Grice informed the Chair that the meeting had proved useful. The Chair asked members to let her know of any idea for ways in which the safety co-ordinators group might continue to meet.

CONFIRMED

ACTION: Members to contact Chair, as above.

(v) Plas Caerdeon Emergency Contact (actum 11)

The Chair informed members that University management is currently working on a disaster recovery plan which would include incidents at Plas Caerdeon. The Chair undertook to update members on this at the next meeting.

ACTION: Chair to update members at next meeting, as above.

3. Fire Safety Performance Report

Members had received the Fire Safety Performance Report (CHS 187). Ms Gittins drew members' attention towards the report's finding that there were no fires reported in a University building during 2018-19 academic year. The most notable decline in data was the number of false alarm type activations from 54 to 47 in 2018-19.

Ms Gittins informed members that a small number of students refusing to evacuate from halls during drills has presented a challenge and informed members that such cases have been referred to the Proctor.

Ms Gittins added that at Aigburth Campus, where a large number of students are on teaching placements, drills are conducted in the evening in order not to interfere with students' ability to arrive on time at their placements in the morning.

The Chair requested that comments and track changes be removed from the report prior to its submission to University Council.

ACTION: Mr M Jones to update report, as above.

4. Health & Safety Training Update

Members had received the Health & Safety Training Update (CHS 188).

5. 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.

6. 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

CONFIRMED

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.

7. 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.

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.

8. 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.

CONFIRMED

9. 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.

10. 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.

11. AOB

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.