

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### **HEALTH & SAFETY CONSULTATIVE COMMITTEE: 19<sup>th</sup> MAY 2022**

**PRESENT:** Ms S Beecroft (in the Chair), Mr M Beecroft, Ms S Burgess, Ms M Caldwell, Ms C Campbell, Mr A Catterall, Professor R Cousins, Mr J Ellison, Ms M Gilmurray, Mr B Grice, Mr D Kerry, Ms G Mair, Ms D Mann, Ms R McManniman, Dr S Mercer, Mr A Moorcroft, Ms S Trujillo, Mr M Wells

**Apologies:** Dr W Bignold, Mr D Owen, Mr J Ryan

**Secretariat:** Mr M Jones

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

Members had received unconfirmed minutes of the meeting on 15<sup>th</sup> February 2022 (CHS 242). The minutes were **APPROVED** as a correct record.

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

Re HCA second floor water cooler, Mr Kerry reported that this had not been serviced and has been removed. Mr Kerry added that new water coolers are being installed in Chapters, the Eden Building and Creative Campus. The Library Representative informed members that while SWL is on 24 hour opening there is no drinking water available after Chapters shuts at 3pm. Ms Campbell reminded members that drinking water is available from Our Place.

Re identifying data in the UCU survey, Mr Catterall reported that Dr Mercer had amended the document as requested.

Re student mental well-being reports, the Chair informed members that she had liaised with Mr Ryan in relation to this. The November meeting of each cycle will receive an 'end of year' report for the previous academic year and the February meeting of each cycle will receive an interim report for the current academic year.

#### **3. COVID 19 Update**

Members had received the updated Overarching Risk Assessment (CHS 243). The Chair informed members that case numbers are continuing to reduce nationally and locally. There are currently 83.5 cases per 100,000 in Liverpool compared to 439 per 100,000 in February; this equates to 1 in every 50 people in Liverpool having Covid. The Chair added that as of 18<sup>th</sup> May five members of staff, one

## CONFIRMED

resident student and three non-resident students currently have Covid.

The Chair assured members that USET continues to monitor the situation on a weekly basis and is making contingency plans for any potential rise in infections later in the year.

Mr Wells asked whether the University's Face Covering Policy is still in place. The Chair confirmed that this was the case, while noting that student compliance in this area has diminished considerably. Professor Cousins raised the issue of ventilation in the Lecture Theatre Complex, noting that different class groups leaving and arriving at the same time creates congestion.

### 4. Fire Safety Update

Members had received the Fire Safety Update (CHS 244). Ms McManniman informed members that from September 2019 to February 2022 124 new staff completed fire awareness training online (46 staff are still to complete this training), while 321 staff completed fire refresher training (294 staff are still required to complete refresher training). Ms McManniman informed members that there are currently 78 members of staff who are designated as fire marshals across Hope Park and Creative Campus. Ms McManniman added that additional marshals are required in HCA West Wing and EDEN Building for consistent coverage.

Ms McManniman informed members that all buildings have now undergone the full schedule of fire drills for the current academic year. Ms McManniman drew members' attention to the need for improvement in Hopkins Hall's fire drill performance.

Re Fire Safety Remedial Actions, Ms McManniman informed members that at the last Fire Safety Team in March, there were 131 recommendations requiring further action, of which 26 were high priority and 48 were medium priority. Ms McManniman added that it is anticipated that the majority of the high priority actions will be confirmed as completed by June 2022.

Mr Moorcroft reminded members of the recent move of the Student Well-being Team and asked whether this had created any issues in terms of Fire Marshal coverage. Ms McManniman undertook to look into this.

**ACTION: Ms McManniman to look into Fire Marshall coverage, as above.**

### 5. Health and Safety Action Plan 2021/22 (Mid-Year Update)

Members had received the Health and Safety Action Plan 2021/22 (Mid-Year Update) (CHS 245). Ms McManniman drew members' attention to the action point relating to Covid protocols, informing them that work is ongoing to ensure that all relevant policies are up to date in relation to Covid. Ms McManniman informed

## CONFIRMED

members that Risk Assessment training for relevant colleagues has been completed.

Professor Cousins raised the issue of staff health and well-being. Ms McManniman informed members that the Staff Survey on Stress will take place in the autumn. Mr Catterall undertook to ask Ms Lewin to send her Staff Wellbeing report to members.

**ACTION: Mr Catterall to contact Ms Lewin, as above.**

### 6. Policy Update

#### (i) Control of Contractors Code of Practice

Members had received the updated Control of Contractors Code of Practice (CHS 246). Ms McManniman informed members that there have been no substantial changes to the document. Ms McManniman drew members' attention to the section at the foot of page three, detailing extra responsibilities due to changes in fire safety legislation.

#### (ii) Written Scheme of Control for Water Hygiene

The Chair asked Mr Ellison to prepare a summary of this document for the next meeting.

**ACTION: Mr Ellison to prepare summary, as above.**

#### (iii) Animals on Campus Policy

Members had received the updated draft Animals on Campus Policy (CHS 248). The Chair informed members that Council Standing Committee on Health & Safety's queries re the difference between assistance and therapy animals have been resolved, and the policy updated accordingly.

### 7. Legal Update

Members had received the legal update (CHS 249). Ms McManniman drew members' attention to planned changes to the status of Personal Emergency Evacuation Plans (PEEPs) following the Grenfell fire, in which 15 of the 37 disabled residents died, more than 40% of the disabled residents in the building.

### 8. Union Items

Dr Mercer informed members that the requested changes to the UCU members' survey (ie identifying data) have been made. Mr Catterall noted that the survey had had 45 responses and asked for details of the issues raised. Dr Mercer informed members that issues of communication and transparency had been raised. The Chair responded that due to the rapidly changing situation during the

## CONFIRMED

pandemic the University had opted to wait before issuing instructions and guidance to staff in order to do so clearly. The Chair added that decisions made by USET had been communicated to Heads of School/Department and that USET would review any instances of apparent disparities of interpretation between schools/departments. Dr Mercer informed members that some UCU members were concerned about the University's staff mental health provision during Covid/lockdown. Mr Catterall undertook to discuss this with Dr Mercer.

**ACTION: Mr Catterall and Dr Mercer to discuss, as above.**

### 9. Student Safety Issues

The Chair informed members that she had asked Dr Bignold and Mr Ryan whether they had any issues to raise and had been assured that there are currently no issues requiring the committee's attention.

### 10. Departmental Updates

Mr Beecroft informed members that the University's telephony system will be replaced during the summer, adding that this would include emergency telephones in lifts.

### 11. AOB

Mr Moorcroft informed members that the number of students accessing counselling services is in line with the number from the previous year. Mr Moorcroft added that in terms of waiting times the service is meeting or exceeding its KPIs in the majority of areas. Mr Moorcroft added that the number of students accessing mental health services has increased 20% in comparison with the previous year.

Ms Trujillo asked whether the University would consider appointing an Independent Sexual Violence Advisor, or up-skilling a current member of staff to fulfil this role. The Chair recommended Ms Trujillo contact Dr Haughan re this.

**ACTION: Ms Trujillo to contact Dr Haughan, as above.**