

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### HEALTH & SAFETY CONSULTATIVE COMMITTEE: 21<sup>st</sup> May 2020

**PRESENT:** Ms S Beecroft (in the Chair), Dr W Bignold, Dr R Cousins, Mr J Ellison, Ms L Gittins, Mr B Grice, Ms C Harrington, Mr D Kerry, Mr A Moorcroft, Mr H Rashid

**Secretariat:** Mr M Jones

#### 1. Minutes of the previous meeting

Members had received the minutes of the meeting held on 18<sup>th</sup> February 2020 (CHS 191). Ms Harrington requested a number of changes to the wording of actum 8 (Staff Wellbeing) and undertook to send updated wording to Mr Jones. Pending these changes, the minutes were **APPROVED** as a correct record.

#### 2. Matters arising

(i) Review of Safety Co-ordinator Role (actum 2 iv)

The Chair confirmed that this item would be carried forward to the next meeting.

(ii) Plas Caerdeon Emergency Contact (actum 2 v)

The Chair confirmed that this item would be carried forward to the next meeting.

(iii) Fire Safety Performance Report (actum 3)

Mr Jones confirmed that he had made the requested changes.

(iv) Health & Safety Training Update (actum 4)

Mr Jones confirmed that he had made the requested changes.

(v) Lone Working Policy (actum 6)

The Chair confirmed that this item would be carried forward to the next meeting.

(vi) Global Hope (actum 6)

Dr Bignold confirmed that the two Global Hope projects due to take place over the summer have been cancelled.

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### (vii) Animals on Campus Policy (actum 7)

The Chair confirmed that this item would be carried forward to the next meeting.

### **3. Legal Update**

Members had received the reports on working safely in offices and laboratories during COVID 19 (CHS 192 & 193).

### **4. Health & Safety Arrangements for September 2020**

Members had received Mr Ellison's report on plans for Health & Safety arrangements for September 2020 (CHS 194). Mr Ellison informed members that in order to ensure core teaching buildings can be brought online quickly for the start of the 2020/21 academic year, the Estates team have adopted a hybrid model of managing campus buildings which are currently closed. Estates have continued to flush and complete electrical works within HCA/SWL, Eden and FML/AJB, along with the occupied halls.. All other buildings have been mothballed which will fall into a second group of buildings to potentially be reopened. These buildings will require a longer lead-in to complete pre-occupation tasks.

Mr Ellison informed members that in order to maintain social distancing Estates have prepared draft proposals for a one-way circulation route around campus by readopting the former 'yellow brick road' principle and utilising the separate crossing points along Taggart Avenue. Circulation routes within the core teaching buildings outlined above have also been planned.

Signage designs are being prepared to communicate these measures effectively within buildings and at building entrances. Proactively managing building entrances and the flow issue of persons accessing the campus provision will be a challenge from day one, which will need more detailed planning.

Mr Ellison informed members that the initial assessment of room occupancy with the 2m social distancing rule implemented, (undertaken by the campus operatives) has provided a good summary of how significant the space capacity has reduced; overall teaching room capacity has reduced to 33%, lecture theatres 10% (potentially requiring lectures to be online for the duration of social distancing) and computer rooms to 25% of current capacity levels.

Re accommodation, Mr Ellison informed members that accommodation offers continue to be accepted at a rate higher than last year. To mitigate the density within halls, a number of alterations to the shared halls are being considered.

The Chair informed members that the University has rescheduled a number of major capital works projects planned for the summer in order to release funds for dealing with the current situation.

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Dr Cousins raised the issue of annual leave, saying that a large proportion of academic staff have been unable to take annual leave. The Chair noted this, saying that colleagues are being encouraged to use their annual leave at their earliest convenience, and asked Ms Harrington to contact HR managers re disseminating this message to colleagues.

**ACTION: Ms Harrington to contact HR managers re annual leave, as above.**

The Chair asked Mr Rashid for an updated on how students are being affected by the pandemic. Mr Rashid responded that students appreciated the regular email updates from the University.

### 5. Safety Training Update

The Chair suggested that online training, to do with social distancing and other measures, could be set up for people to complete before returning to campus. Members undertook to consider this proposal.

**ACTION: Members to consider proposal, as above.**

### 6. Student Safety Issues

Members had received Mr Ryan's report on support available to students during lockdown (CHS 195). Mr Moorcroft informed members that having a single point of contact for students (the SDW email address) had proved useful for signposting purposes. Mr Moorcroft added that Learning Support and Mental Health and Counselling had been able to maintain provision throughout the lockdown, with appointments running at 90% of those at the same point last year.

Dr Cousins raised the issue of online tutorials, saying some students are loath to participate due to concerns about their surroundings being visible to others. Ms Harrington undertook to contact Mr Aldridge about producing a tip sheet for students using Zoom, with reference to its 'virtual background' facility. Ms Harrington also undertook to send members details of drop in sessions on the use of Zoom.

**ACTION: Ms Harrington to contact Mr Aldridge, and send drop in details to members, as above.**

Members had received Dr Bignold's report on support available to resident students during lockdown (CHS 196). Dr Bignold informed members that 17 students are in residence at Hope Park, with a further 38 at Aigburth. Dr Bignold added that two Senior Resident Tutors are working on each campus, with the remainder furloughed. Dr Bignold added that students at Aigburth would be relocated to Hope Park for the summer if they are still in need of accommodation.

### 7. Staff Wellbeing

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Members had received Ms Harrington's report on support for staff during lockdown (CHS 197). Ms Harrington informed members that HR Managers have worked closely with line managers since the pandemic began to unfold in early March 2020 to support the transition for the majority of staff from the campus to working from home. Ms Harrington added that work continues to support staff both on and off campus, as well as HR Managers supporting line managers with support and materials regarding how to manage staff who work from home.

Dr Cousins emphasised the importance of academic staff being kept abreast of University communication with students, in order to ensure that staff are fully aware of assurances made to students. The Chair concurred with this, and undertook to raise it with senior colleagues.

**ACTION: Chair to contact senior colleagues, as above.**

### 8. AOB

Dr Cousins raised concerns re reopening on behalf of the Laboratory Users' Group. The Chair emphasised the importance of addressing such concerns prior to any return to campus. Dr Cousins asked whether there is a generic Risk Assessment document for completion in such circumstances. Mr Ellison replied that the Health & Safety Executive Northern Ireland has produced such a document and undertook to disseminate it to members for reference.

**ACTION: Mr Ellison to disseminate document, as above.**

The Chair undertook to liaise with Ms Gittins to produce a risk assessment form to be sent out to managers and safety co-ordinators.

**ACTION: Chair to liaise with Ms Gittins, as above.**