

CONFIRMED

LIVERPOOL HOPE UNIVERSITY

HEALTH & SAFETY CONSULTATIVE COMMITTEE: 15th May 2024

Present: Ms S. Beecroft (Chair), Ms L Beard, Ms T. Lewin, Mr J. Ellison, Mr D. Kerry, Mr J. Ryan, Mr E. Fahy, Mr B. Grice, Dr S Mercer, Ms L. Beard, Prof R. Cousins, Ms M. Gilmurray, Ms M. Caldwell, Ms J. Egerton, Mr M. Wells

Apologies: Mr M. Beecroft, Ms S. Haimes, Ms H Furlong, Mr D. Salter

Secretariat: Mr D Dykins

The Chair welcomed Ms Beard to her first meeting of HSCC It was also the last meeting for Ms Lewin, Ms Egerton and Mr Beecroft and the Chair thanked them for their service to the Committee.

1. Minutes of the previous meeting

Members had received unconfirmed minutes of the meeting on 14th February 2024. The minutes were **APPROVED** as a correct record.

2. Matters arising

Covid Protocol: It was confirmed that the Protocol had been updated.

IT Balcony SWL: it was confirmed that the leaks had dried up and would be redecorated in due course.

Panic Alarms: It was **AGREED** that those who have an alarm can test this by phoning Security (on a monthly basis) and activating the alarm while on the phone to check it connecting to Security.

Action: Mr Kerry to speak to Twilight about locations of Panic Alarms

3. Health & Safety Action Plan 2023-24 Update

Members had received the Action Plan. Mr Fahy highlighted the three objectives for the current year. The Wellbeing policy had been reviewed and a new Wellbeing Strategy is being developed with documentation to support colleagues. There are ongoing actions from the SIT report and the intention is to do further work on the overarching risk assessment. Wellbeing Champions are now in place, and additional wellbeing initiatives are being looked into.

Ms Lewin said that wellbeing champions are getting their message to staff and are generally working well and supporting colleagues. Foundation Hour allocated 5 slots for wellbeing-related events, with 3 completed and 2 scheduled. However, the uptake of the events had been disappointing with very few senior managers attending. On 29th May there will be a session led by the Champions around communication and on 5th June the session will relate to physical fitness. There will be further free blood and pressure checks as well as discounted physio sessions (these are offered free to manual staff). The next pulse survey will be released on 21st May.

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Concerns were expressed that meetings were being scheduled which clashed with Foundation Hour, though UEB had agreed that the Hour would be kept free. It was agreed that the matter would be referred back to UEB to ensure that nothing is scheduled during the period.

Action: Ms Beecroft to feedback to UEB

Emergency Planning is in progress with a focus on communication. We are considering external advice and the use of an app such as Safezone, which was used at the University during Covid. Other apps are being reviewed, as well as the use of a speaker system. New legislation due to be introduced will mean that the University will be required to use some kind of system, including panic buttons. A working group is currently reviewing emergency procedures and draft information for staff (see next item) on how we react and respond in emergency situations.

Three compliance related audits have been undertaken and all are almost complete. The Legionella and Water Management Code will be received at the next meeting; it is currently being reviewed with the maintenance manager as there are separate water assessments.

Action: Mr Fahy will submit the outstanding assessment next time.

4. Major and Serious Incident Plan

Members had received the Plan which members agreed is an improvement on the previous Plan. It includes business continuity and an overarching process on how to respond to incidents.

5. Fire Safety Update

Members had received the Update which highlighted that fire practice drills have improved on last year. The unplanned evacuation of EDEN building highlighted a number of issues e.g., catering staff directing students out and knowing where refuge points are. The PEEP system is robust though the pager system is under review as the battery life is poor; the system in use at the Creative Campus works more effectively. Mr Fahy noted that the Fire Rescue service will probably conduct an audit in the near future.

6. Staff Sickness Absence

Members had received the absence report. This will be an annual report that can be refined going forward. An increase in work-related and non-work-related hours was noted. Stress and work-related stress are the top reasons given. Ms Cousins said that the report was very useful as it captured relevant information, though the questionnaire could have gone deeper to give further information. Bereavement was not included unless absence was additional to the allowance. It was felt that a breakdown of academic vs support staff would be useful.

7. Student Wellbeing update

Members had received the Update. There are no issues with wait times as all are within KPIs.

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8. Legal update

Members had received the update. Mr Fahy noted the following:

- Martyn's Law is progressing through parliament.
- Menopause symptoms with a long term and substantial impact on a woman's ability to carry out normal activities have protections.
- First Aid at Work emphasises employers' responsibilities to take account of employees' mental health in their first-aid needs assessment.
- For flexible work arrangements, staff may now make two requests in a 12-month period.
- Improvement notices: It was noted that there have been no HSE prosecutions in HE.

9. Union Items

There were no Union items submitted.

10. Departmental Updates

There were no items raised. It was noted that the defibrillator in the Sports Hall had been damaged and is being replaced. Mr Wells said that the one in his Department can be loaned to the Sport Hall temporarily. All defibrillators are audited each year.

11. Any Other Business

There was no other business.