

LIVERPOOL HOPE UNIVERSITY

HEALTH & SAFETY CONSULTATIVE COMMITTEE: 19th February 2019

PRESENT: Ms S Beecroft (in the Chair), Dr W Bignold, Ms J Breen, Ms C Campbell, Mr N Campbell, , Mr R Cunningham, Ms N Donaldson, Mr S Foran, Mr B Grice, Ms C Harrington, Mr J Jones, Ms S Kane, Mr R Kelly, Mr D Kerry, Ms D Mann, Ms R McManniman, Ms L Mottram,

Secretariat: Mr M Jones

APOLOGIES: Dr R Cousins, Mr S Jones, Ms L Seddon, Dr M Wells

1. Minutes of the previous meeting

Members had received the minutes of the meeting held on 12th October 2018 (CHS 172). The minutes were **APPROVED** as a correct record.

2. Matters arising

(i) Committee Membership (actum 1)

The Chair confirmed that she and Mr Jones had updated the committee membership list.

(ii) Automatic Door by Fresh Hope (actum 3 i)

Mr Kerry confirmed that he had resolved this issue.

(iii) Health & Safety Action Plan for 2018/19 (actum 5)

Ms McManniman confirmed that she had spoken to Ms Harrington re ways in which staff health and wellbeing could be included in the staff survey.

(iv) Staff Health & Wellbeing Action Plan (actum 7)

Mr Ryan confirmed that Mental Health Awareness Training for campus operatives has been scheduled, with four sessions taking place in the near future.

(v) Tunstall Alarms (actum 8)

Mr Kerry confirmed that he had resolved this issue.

(vi) 3G Pitch Footwear Signs (actum 9)

Mr Kerry confirmed that he had resolved this issue.

(vii) Car Park Entrance (actum 10 i)

Mr Kerry confirmed that a proposal for widening the car park entrance by 3-4 metres has been drafted and will be submitted to Estates Strategic Planning Group.

(viii) Taxi Drivers (actum 10 ii)

Mr Kerry informed members that he had contacted the council and been informed that the council no longer employs a Taxi Enforcement Officer.

3. Fire Safety Annual Performance Report

Members had received the Fire Safety Annual Performance Report 2017/18 (CHS 173). Ms McManniman drew members' attention to the ongoing decrease in the overall number of fire alarm activations. Ms McManniman added that the number of 'near misses' has decreased substantially. Ms McManniman informed members that 72% of all recorded fire alarm activations in 2017/18 occurred in Halls of Residence, a similar figure to 2016/17's activations showing that student fire safety remains a constant challenge. The highest number of activations during the year were in Newman Hall (Odds). Ms McManniman added that there is no particular pattern or reoccurrence within a specific flat or floor of the building. All activations in this area were as a result of aerosols or cooking activities.

Ms McManniman concluded by informing members of a fire in Hopkins hall during January 2019, noting that the fire was caused by a candle. The Chair asked whether candles were prohibited in student rooms and Ms McManniman confirmed that this was the case, adding that this proscription would be made more explicit in future.

4. Safety Training Update

Members had received the Health & Safety Training Update (CHS 174). Ms McManniman informed members that work is underway to clear the small backlog of colleagues awaiting first aid training. Mr Ryan asked for information on how many campus operatives have received health and wellbeing training. The Chair suggested that the training could be delivered in a three-year cycle in order to include all relevant colleagues. Ms Harrington undertook to discuss this with Ms Anton.

ACTION: Ms Harrington to discuss health and wellbeing training of campus operatives with Ms Anton.

5. Health & Safety Action Plan Update

Members had received the Health & Safety Action Plan Update (CHS 175). Ms McManniman drew members' attention to efforts to increased student

engagement on safety related matters, adding that a proposal and costings for a video and social media based approach has been compiled and will be considered by the Head of Legal Services, Governance and Risk. The Chair drew members' attention to the desktop Major Incident drill undertaken with the Major Incident team in January, adding that the exercise had been a success.

6. Student Safety Issues

Dr Bignold reported that during the recent fire in Hopkins hall all procedures worked as intended and thanked campus operatives and senior resident tutors for their work during the incident.

7. Safety Co-Ordinator Updates

Ms Mottram raised a query in relation to the fire alarm system in the FML building, reporting that during two recent activations the alarm had failed to sound in the whole building. Mr Kerry replied that, given the size of the FML building, the alarm is designed to sound first in the security lodge after which, when the location of the fire is known, the alarm will be sounded in the relevant part of the building. Mr Cunningham raised the issue of PAT testing devices, asking whether there was a single University-approved supplier of this service. Ms McManniman asked Mr Cunningham to contact Mr Begley re this.

ACTION: Mr Cunningham to contact Mr Begley re PAT test supplier.

8. Staff Wellbeing

Ms Harrington reported that a café-style event had taken place for World Menopause Day and that events had been held for 'New Year, New You'. Ms Harrington added that 'New Year, New You' events had seen mixed levels of attendance and that plans for future events in this strand are being reviewed. Ms Harrington informed members that University Mental Health Day takes place on 7th March and added that Student Development & Wellbeing are leading on this.

9. Any Other Business

Members had received Dr Haughan's paper re Level C Plas Caerdeon visits. The Chair noted staff concerns around accessibility at Plas Caerdeon and drew colleagues' attention to Dr Haughan's assurance that the Director of Finance, Director of Estates and Caerdeon Centre Manager are currently reviewing the provision for disabled students at the centre.