

**LIVERPOOL HOPE UNIVERSITY**

**HEALTH & SAFETY CONSULTATIVE COMMITTEE: 23<sup>rd</sup> May 2019**

**PRESENT:** Ms S Beecroft (in the Chair), Dr W Bignold, Ms J Breen, Mr N Campbell, Dr R Cousins, Mr R Cunningham, Ms N Donaldson, Mr S Foran, Mr B Grice, Dr D Izdebska, Ms S Kane, Mr P Kelly, Mr D Kerry, Ms D Mann, Ms R McManniman, Ms L Mottram, Dr M Wells

**Secretariat:** Mr M Jones

**APOLOGIES:** Ms C Campbell, Ms N Fearon, Ms C Harrington, Mr J Jones, Mr S Jones, Mr D Owen, Ms L Seddon,

**1. Minutes of the previous meeting**

Members had received the minutes of the meeting held on 19<sup>th</sup> February (CHS 176). The minutes were **APPROVED** as a correct record.

**2. Matters arising**

(i) Health & Wellbeing Training for Campus Operatives (actum 4)

Mr Ryan confirmed that health and wellbeing training for campus operatives is taking place. Dr Izdebska raised the issue of mental health training for colleagues taking students to Plas Caerdeon. The Chair undertook to request that Mr Sennett include this matter in his review of Plas Caerdeon provision.

**ACTION: Chair to contact Mr Sennett re including staff mental health training in Plas Caerdeon review.**

(ii) PAT Test Supplier (actum 7)

Mr Cunningham confirmed that he had contacted Mr Begley re this and had been advised that responsibility for PAT testing kitchen appliances lies with Estates, while responsibility for PAT testing PCs lies with IT Services. Library staff are responsible for organising PAT testing of equipment they have purchased. Mr Cunningham added that a University-approved supplier has been identified.

**3. Fire Safety Report**

Members had received the Fire Safety Report 2017/18 (CHS 177). Ms McManniman drew members' attention to the number of staff attending a fire awareness training session since September 2018 (137), comparing this with 300

in the year before. Ms McManniman ascribed this difference to a change of training provider and consequent smaller group size. Ms McManniman informed members that the University would be reverting to its previous training provider for the coming academic year.

Ms McManniman informed members that all Halls of Residence have now undergone the full schedule of fire drills for this academic year. The final round of drills took place in February 2019 and all halls were judged to have evacuated well with one exception (Hopkins Hall block 3), which underwent a re-test. Fire drills for non-residential buildings were completed during November 2018 with no areas requiring a re-test.

Ms McManniman informed members that the Fire Safety Team continues to work through the actions on the Fire Safety Remedial Actions tracker.

The Chair asked Ms McManniman whether the fire service would need to be notified of the imminent renaming of a number of halls of residence. Ms McManniman confirmed that this was in hand.

#### **4. Safety Co-Ordinator Updates**

The possibility of conducting a staff health and wellbeing survey was raised. The Chair undertook to raise this with Ms Harrington.

**ACTION: Chair to liaise with Ms Harrington re possibility of staff health and wellbeing survey.**

Members discussed scheduling of staff events (eg faculty fora, Learning & Teaching Day). The Chair undertook to discuss this with the faculties.

**ACTION: Chair to contact faculties re scheduling of staff events.**

#### **5. Health & Safety Audit Report**

Ms McManniman informed members that the annual plan for the 2018/19 academic year had focused on audits of Estates and Plas Caerdeon. Both these audits have been completed and action plans are currently being produced. Ms McManniman assured members that neither audit identified any substantive issues.

#### **6. Student Safety Issues**

Dr Bignold informed members that in light of the terrorist attacks in Sri Lanka over Easter students planning to take part in the Global Hope project in the country were given the option to defer their participation in the project or take part in a project in India. 80% of the students opted to defer, with the consequence that the Sri Lanka project has been postponed.

## **7. Staff Wellbeing**

Members had received the Staff Health & Wellbeing update (CHS 178). Members noted the participation of around 80 staff and students in a talk on 'The unspoken truths about living and working with mental health issues' as part of the University's Mental Health Day events on 7<sup>th</sup> March 2019.

## **8. Any Other Business**

Ms McManniman informed members that the University's Health & Safety Policy is due for review and that the review will include an examination of the role and number of Safety Co-ordinators. Ms McManniman raised the possibility of the number of Safety Co-ordinators being reduced to those in higher risk areas and undertook to circulate the update draft policy for members' consideration.

**ACTION: Ms McManniman to circulate updated draft Health & Safety Policy.**

Dr Izdebska relayed feedback from students asking why calls to emergency services were routed through the Security Lodge, rather than made directly. Mr Ryan responded that routing calls through the Security Lodge meant that when the ambulance arrived Campus Operatives would know who the ambulance had come for, and where the person in question was situated, adding that all campus operatives have received first aid training. Ms McManniman undertook to add wording to this effect to the Health & Safety information distributed to students.

**ACTION: Ms McManniman to amend Health & Safety information distributed to students, as above.**