HEALTH SAFETY AND WELFARE COMMITTEE

Minutes of the virtual meeting held on 02 November 2021

Present: Prof Kieran Gibson (Chair), Department of Physics
Mr Denis Fowler, Director of Health and Safety Services (HSS)
Mr Stephen Talboys, Director of Directorate of Technology, Estates and Facilities
Dr James Fox, Department of Biology
Dr Gareth Perry, Department of Archaeology
Mr Michael Walker, UNITE Representative
Dr Ben Flowerdew, International Pathway College (IPC)
Geoff Brown, Security Department
Colin Jobber, Human Resources
Rebekah Desport, Director of Planning and Risk

In Attendance: Ms Gemma Lowe, Head of Legal Services
Ms Kate Williams, YUSU
Mr Mick Elliott, University Fire Safety Officer (UFSO)
Mr Richard Walker, Head of Policy Assurance (DTEF)
Mr Ian Morgan, Minutes.

Apologies: Dr Joss Ivory, Chief Operating Office (COO).
Mr Jonathan Fanning, UCU Representative
Mr Chris Fielding, UNISON Representative
Mr Kevin Whelan, Head of Estates Operations (DTEF)
Mr Patrick O'Donnell, YUSU President.

CATEGORY I ITEMS OF BUSINESS

M21-22/01: To welcome new members of the Committee, and to receive apologies for absence.
The Committee welcomed Rebekah Desport and Geoff Brown and received the above listed apologies for absence.

M21-22/02 Minutes of the meeting held on 18 May 2021.
The minutes of the previous meeting dated 18 May 2021 were agreed as a true record.

M21-22/03: Membership of the Committee and Declarations of Interest.
No declarations of interest were declared.

M21-22/04: The Annual Declaration of Interests Return.
This is a reminder only as members have already been requested to complete the return. (All colleagues who are members of Council and/or UEB plus lay members of Council subcommittees should have already completed their returns, so do not need to complete this action. In addition, the student representatives on the Committee will also need to ensure that they complete a return, using their York email address.)

M21-22/05: Matters arising:

a) Audit Monitoring and Tracking of Progress Tool (M.20-21/19a refers) (RW)

RW was asked to share the Audit Actions Tracking Tool with Andy Johnstone (AJ) at the last meeting. RW was able to confirm that he had shared the inhouse system and approach used within DTEF with AJ.

b) Fire Safety Awareness Training - Fire Sweepers (M.20-21/20b refers). ME to review the proposal and consider all other options and update the Committee.

ME confirmed that the current pattern of Hybrid Working means there is no mechanism to assess the number of staff on campus, or hence the number of Fire Sweepers available at any one time. He also confirmed that other Universities are reporting the same issue. His suggestion is to add Fire Sweeper training to Annual Staff Training requirements to raise its awareness such that all are capable to perform the duties.

ACTION:

The Committee agreed that, provided the role is communicated in shared spaces, this approach was acceptable and asked ME to press on with its completion.

Fire Safety Awareness Training - Online Video.

ME to provide an update of uptake and engagement with the Online Video.

ME confirmed that resident's Online Residential Fire Safety Training was measured at 85% upon arrival, demonstrating a good commitment, even though this is 10% lower than rates compared with face-to-face talks of previous years. However, it represents a significant improvement over the rate last year and the remaining 15% are being followed up to complete. BF asked about any arrangements made for non-native speakers in relation to the video. ME confirmed the quiz at the end of the piece has to be completed and passed for the training to be considered as understood.

Student Type	Status	Student Count
New Undergraduate	Complete	3998
Current Undergraduate	Complete	502
Postgraduate	Complete	440
IPC	Complete	26
Other	Complete	109
New Undergraduate	Not Completed	267
Current Undergraduate	Not Completed	474
Postgraduate	Not Completed	145
IPC	Not Completed	29
Other	Not Completed	82

c) Fire Safety Penalty/Regulation 7 Working Group (M.20-21/20c refers).
Academic Registrar to provide anonymised information and data in the form of regular reports to the committee.

GB confirmed that he will produce an anonymised report with a summary of all incidents and the actions taken etc. by the end of this week to circulate to members. In addition, he will provide such a report to the HSWC meetings as a regular item.

ACTION:

GB to provide anonymised information and data in the form of regular reports to the committee.

d) Fire Risk Assessment (FRA) and Fire Drills Progress Reports (M.20-21/20d refers).

ME confirmed that the assessments had been hampered by Covid implications last year but are now back on track to be completed by the end of November 2021, with the proviso that accommodations are pre-checked for anyone self-isolating before a visit takes place. The new Anne Lister College is included in this as it accommodates our students even though it is not our building.

The fire drills are also in hand and ME acknowledged the support of Dalham Farm staff in helping to achieve this.

e) Management and Safe Use of Lithium Batteries (M.20-21/20e refers)

DF confirmed that an Information and Guidance Sheet had been revised with the HSWC comments from last time and circulated by the HSS department to all users.

f) Hybrid Working Policy (M.20-21i refers)

As the policy only went live 27 /09/21, CJ commented that it was too early to gauge staff feedback, though some positive comments had been received. The policy is linked to this HSWC Agenda and CJ confirmed it will be reviewed after 6 months in the light of the evolving nature of hybrid working and the changing requirements of the University. This should ensure the policy still meets the University's needs.

g) Fire Safety in University Residential Accommodation.
(Minister of State for Universities) - (M.20-21/ 22c refers)

DF has responded to the request, stating that the University is willing to participate but he has not received any response yet from the government. It may be that London Universities will be the focus of this government-led work instead.

h) Committee Terms of Reference (M.20-21/23 refers).

GL commented that the University's governance arrangements are reviewed externally and one of the recommendations from the most recent report was that the HSWC should report into the UEB instead of directly to the Council, in order that the UEB can improve its scrutiny and oversight of the Committee's work.

The changes needed to make this work are not onerous and are being clarified with the UEB currently. KG commented that it was important to get the governance as

robust as possible and right to respond to external input in this regard. He looked forward to an update at future HSWC meetings.

M21-22/06: **To receive for consideration any item raised at other Departmental Safety Committee or Consultation Group meetings.**

a) COVID-19 Aware Arrangements Progress Update (M.20-21/20a refers).

DF confirmed that on 19 July 2021 England moved to Step 4 of the government roadmap, including the removal of most COVID related restrictions. The University has recently updated and reviewed all of it's COVID related arrangements in supporting our move to becoming COVID Aware and as part of these arrangements, and in partnership with City of York Council (CYC) and other external partners, have developed a new Community Campaign. Full details are included in the paper linked to the Agenda.

Overall accountability and ownership for the implementation and maintenance of our COVID Aware Arrangements is with the UEB. The HSWC has been given the responsibility of operational and management oversight of the arrangements and will provide progress and assurance updates to UEB, (noting that the Committee only meets on a Termly basis).

b) Provision of First Aid/Fire Safety Awareness Training (Biology)

JF raised concerns over the access and availability of this training, for example the Fire Safety training for all staff in his area expires in March 2022. ME commented that this training may be picked up by external providers by this time or some kind of minimal provision will be made. GB commented that as Security Services personnel often attend fire incidents, he is minded that they should have additional training. DF and he will meet separately to discuss this point.

Overall, DF confirmed we have approx 253 fully trained First Aiders in the University Pool though not all will necessarily be on campus at the same time. We need to use the Safezone App as a means of providing visibility on these numbers for speedier responses.

ACTION:

DF/GB to meet and discuss the options with respect to the possibility of upskilling Security Service staff with additional First Aid/First On Scene Capabilities.

M21-22/07: To receive for information and assurances the Health and Safety Services and Management Audit Report(s):

a) HSS Quarterly Report April - June 2021 (Period 2).

There were 2 notable incidents in this period both of which have been fully investigated:

A member of staff within Student Life and Wellbeing (SLaW) - Security Services sustained personal injury (bone fracture of the ankle) following a slip/trip fall incident. (RIDDOR- reportable)

An Academic undertaking a research activity within the Department of Chemistry involving experimental work in a Parr Reactor encountered a Near Miss incident

involving Methyl Glycolate (C3H6O3), Phosphine (PH3) with Hydrogen (H2) and heat under pressure.

b) HSS Quarterly Report July - September 2021 (Period 3).

A member of staff within the Department of Biology was purging 99% Methanol through Flash Chromatography HPLC lines when a build-up of pressure caused Methanol to escape from one of the fittings. The member of staff admitted that they should have been wearing appropriate safety glasses and that they had become complacent. The case was discussed at the Faculty Advisory Group (FAG) meeting to share information and good practices etc.

Physical and Verbal Assault

A Reception Staff member working within Wentworth College was verbally/ physically threatened by a student. This resulted in mental and physical harm and they were unable to return to work for a period exceeding 7 days. The student concerned was detained shortly after the incident and later arrested by Police.

Bone Fracture

A member of staff within Campus Services was moving/carrying a number of mattress protectors and slipped/fell sustaining personal injury (bone fracture of the torso). Staff have been reminded to reduce the size of loads and to work collectively, ensuring routes etc are clear and free from any slip/trip hazards prior to undertaking these types of activities etc. The Enforcing Authority was notified in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

RD queried the next steps for these reports and whether the actions taken should be reviewed by the Board. DF confirmed that currently the reports are routed to the individual departments/faculties involved unless the scale is deemed significant, when they are followed up by this Committee (for example the boiler incident covered in the February 2021 meeting) KG noted with the revised Terms of Reference (ToF) to be approved by UEB, the review may pick up on this point).

ACTION:

DF will prepare a paper to be circulated with these minutes addressing this.

c) Management Audit Reports Summaries (April - September).

DF provided an overview of the audits undertaken. The group were keen to emphasise that engagement with this process should include Social Sciences, for example and not be seen as solely a “Science-based” requirement. Five specific recommendations are highlighted in Section 8, including the need for a clear understanding of the training available.

Members reported instances where training was not available/accessible via the Human Resources - Learning and Management System (LMS), possibly due to technical or IT Services related issues. Also that LMS cannot be used to flag up overdue training. This needs to be addressed in order that standards for risk

assessments etc. can be raised. RD/DF confirmed they would investigate this and reassure members that the highest priority is given to this work.

ACTION:

RD/DF to produce an ACTION PLAN to address the points raised.

M21-22/08: To receive, consider and review the Corporate Risk Register (CRR) with respect to Health and Safety (M.21-22/05h refers):

DF explained this is a new item for the HSWC and that a whole cycle of the process and events involved may be required before it can be effectively used as a tool.

As background, the University's CRR is owned by the UEB and is populated and managed by designated Risk Owners supported by the University Risk Manager within the Directorate of Planning and Risk. DF's paper illustrates there are currently 12 key risks identified within the CRR. The HSWC are requested to review and consider the following entry detailed below, making any appropriate observations, comments and recommendations with respect to the Committees' remit for Governance Oversight of Institutional Risk Management. This will assist with management oversight, visibility and the appropriateness of controls and mitigations at a corporate level.

Risk Description

Failure to efficiently and effectively manage and maintain compliance with health and safety requirements.

Target Risk Score = 4. Impact - 2 x Likelihood - 2 score.

The University Risk Manager has commented that the narratives have been sustainably updated, and the impact increased to meet with the guidance. Actions such as the Institutional Audit Programme keep the likelihood scores low. The target score reflects the desire to be able to minimise the impact of any issue. Health and Safety is likely to be one of the first areas for a 'deep dive' following the internal audit rating, and an internal assurance map is being produced to be reviewed by Operations Group of Professional Services Advisory Group. The HSWC may wish to reflect on how best to use the data contained in the document.

Actual Score: increased from 6 to 8 (impact from 3 to 4).

GL commented that we need to be able to make an informed view of the rating figures via the use of more data and consistent KPIs. Hence we need to keep on top of the narrative and be in a position to provide meaningful feedback.

KG highlighted upon the diverse and complex nature of the University as an organisation and that the high level risk narrative does not reflect the granularity of individual department's experiences. In addition, as the HSWC only meets 3 or 4 times per year, it may be that a Working Group is required to provide more timely support in order that the University Risk Manager can make progress.

ACTION:

DF and RD to pick these points up in their Friday meeting on 05 November and will report back to KG initially. DF to consider forming a small Working Group to involve some members of the Committee plus others with some risk management oversight to represent the wider context of the University and to assist in reviewing the current CCR with respect to Health and Safety.

M21-22/09: To receive for consideration and information progress updates from the Directorate of Technology, Estates and Facilities (DTEF)

a) Estates Development/Capital Works/Projects Update.

RW confirmed the tender process has started for Market Square development and that the Campus Nursery project was restarting, showcasing the University's sustainability initiative. Campus East phase 2 should be completed by Christmas 2021 so that students housed in Hull can be relocated to York. A site for the new energy centre has also been agreed.

b) Key Service Meetings (KSM) Progress Update.

RW confirmed near miss reporting is to be encouraged as the University's figures are not in line with National HSE guidelines, unlike our actual incident reporting instances which are. Although accidents increased compared to last year's figures, they are in line with those of previous years when the pandemic was not a distorting factor. DF commented that with the increased use of e-scooters a new incident type has been created to capture any reporting involving these devices.

AOB: The Committee were keen to express their thanks for the dedication and support given to the Committees' work and to the University overall by Gemma Lowe, Stephen Talboys and Mick Elliott who are attending this meeting for the last time.

Date and Time of Next Meeting:

Tuesday 22 February 2022 at 14:00 hrs (Heslington Hall HG/09).

HEALTH SAFETY AND WELFARE COMMITTEE

Minutes of the virtual meeting held on 22 February 2022

Present: Prof Kieran Gibson (Chair), Department of Physics
Mr Denis Fowler, Director of Health and Safety Services (HSS)
Dr James Fox, Department of Biology
Mr Michael Walker, UNITE Representative
Geoff Brown, Security Department
Colin Jobber, Human Resources
Rebekah Desport, Director of Planning and Risk
Mr Jonathan Fanning, UCU Representative
Mr Chris Fielding, UNISON Representative
Warren Forsyth
Michele Fisher, Interim Director of Health & Safety

In Attendance: Ms Kate Williams, YUSU

Apologies: Dr Ben Flowerdew, International Pathway College (IPC)
Mr Richard Walker, Head of Policy Assurance (DTEF)
Mr Kevin Whelan, Head of Estates Operations (DTEF)
Mr Patrick O'Donnell, YUSU President.
Dr Gareth Perry, Department of Archaeology
Mr Ian Morgan, (Minutes completed from recorded meeting).

CATEGORY I ITEMS OF BUSINESS

M21-22/14: To welcome new members of the Committee, and to receive apologies for absence.
The Committee welcomed Michele Fisher and Warren Forsyth and received the above listed apologies for absence.

M21-22/15 Minutes of the meeting held on 2 November 2021.
The minutes of the previous meeting dated 2 November 2021 were agreed as a true record.

M21-22/16: Membership of the Committee and Declarations of Interest.
No declarations of interest were declared.

M21-22/17: Matters arising:

a) Fire Safety Awareness Training - Fire Sweepers (M.21-22/05b refers).
Additional slides have been included within the staff Annual Fire Safety Training package on the Learning and Management System (LMS). KW queried whether this was accessible to YUSU members. DF to confirm.

b) Fire Safety Penalty/Regulation 7 Working Group (M.21-22/05c refers).
GB has added an Agenda item for today (**Item M21-22/20 below).** This will be a standing item for future meetings.

c) Committee Terms of Reference (M.21-22/05h refers).

As discussed previously, HSWC is to report to UEB instead of directly to the Council, in order that the UEB can improve its scrutiny and oversight of the Committee's work. KG envisages this will be finalised at the next HSWC meeting.

d) Provision of First Aid, Upskilling of Security Services Staff (M21-22/06b refers)

DF/GB have met and agreed six new staff will complete this training. In the longer term the position will be reviewed to see if this level of training is beneficial in practice.

e) Summary Paper of Significant Accidents/Incidents to be reviewed by UEB (M21-22/07b refers).

Currently these events, (typically business interruption/ reputational incidents) are summarised within the HSS Annual Report which is reviewed by UEB. RD and KG agreed the summary paper represented significant progress. There followed a discussion about the UEB having sight of the follow up actions identified and their implementation such that potential learning could be shared across other departments. MF suggested that a Recommendations Table, to be signed off by the relevant Head of Department, might form part of each incident report.

ACTION: DF to update the paper to reflect these points

f) Provision of Health and Safety Awareness Training (M21-22/07c refers).

DF outlined the feedback he has received in relation to the proposed *Safety HUB* platform which has been mostly positive. It is broadly equivalent in cost to the existing Britsafe products we use and can be tailored to be "university-centric".

After some discussion however, MF confirmed that, from her previous experience, there are other, possibly better quality platforms that will tie in with our LMS system. She hopes to have some more detail on these by the next HSWC meeting.

g) Corporate Risk Register (CRR) - (M21-22/08 refers).

A small Working Group was established to consider risk management oversight. However, RD confirmed that the University's approach to risk is in a state of evolution presently. It has been recognised that despite the stated mitigations of risk, some area's risk scores have remained static for a long time. More assurance of progress is required, hence the CRR template is being updated and a series of quarterly deep dives have been scheduled to understand the underlying causes, (the first being in Health and Safety this month). It is anticipated these will be reported to the Audit and Risk Committee in the first instance.

M21-22/18: **To receive for consideration any item raised at other Departmental Safety Committee or Consultation Group meetings.**

a) Covid-19 Aware Arrangements Progress Update (M.21-22/06a refers).

DF confirmed the workbook responses from departments in December 2021 indicated a high level of engagement across staff and students and that the University was perceived to have done a reasonable job in promoting Covid measures, maintaining them and supporting staff at the same time. This feedback was also shared with Trade Union colleagues. The weekly progress meetings are to continue until the end of this term at least, as they are considered valuable by attendees.

M21-22/19: To receive for information and assurances the Health and Safety Services and Management Audit Report(s):

The HSS Annual Report 2021 reviews Occupational Health and Safety performance in the calendar year 2021. Despite the emergence and impact of the Coronavirus (COVID-19) Pandemic, there has been continued consolidation of the improvements within Health and Safety Services (HSS) management which were commenced in previous years to achieve and maintain statutory compliance. In addition there have been a number of positive achievements during 2021, which are indicators that the University is continuing to progress beyond basic legal compliance standards and towards good, if not yet best practice, within the Higher Education (HE) sector.

The Vice Chancellor and President approved and signed the revised Health, Safety and Welfare Policy Statement and Arrangements of 01 Oct 2021 for the University. In addition, all of our University Policy and Management Procedures and supporting Information and Guidance Sheets (IGS) were reviewed, revised and re-circulated during the year in a Google format for ease of access and collaborative working.

DF also confirmed that the University has established and developed a very close, open and trustworthy working relationship with our Trade Unions which in his opinion is a unique collaboration with regular beneficial updates.

The Audit and Monitoring Programme has identified that the majority of sciences have developed and are maintaining Departmental Health and Safety Management Plans (DHSMP) and Departmental Risk Registers (DRR). There is clear evidence of the Departmental Senior Management Group/Health and Safety Committees established and functioning with a number of Workplace Inspections being undertaken.

All Fire Risk Assessment (FRA) for University buildings, scheduled against our three year rolling programme based upon risk, were 95% complete in 2021, there are only a small number of buildings outstanding; due to no occupancy and/or no life risk.

The Annual Report is to be considered at UEB, the Audit and Risk Committee and the University Council by the beginning of April 2022.

KG enquired whether minor accidents are still being captured given the University's new hybrid working arrangements. DF confirmed he is working with HR to raise everyone's awareness that while working from home staff are on University Business and should report all incidents. This will also help us in continuing to spot trends, including mental well being as well as physical slips, trips and falls etc.

James Fox raised the issue again re: fire extinguisher training being due to expire in his area. DF confirmed we have now retained a Fire Safety Consultant for a fixed term (Michael Pierce) that can arrange this training. MF also pointed out that individuals do not suddenly become incompetent once the anniversary date has passed so there is some leeway in refreshing that training.

M21-22/20: To receive, consider and review Fire Safety Penalty/Regulation 7 (Misconduct) Reports.

GB outlined the headlines from the submitted paper and raised the query concerning who should investigate fire safety breaches generally as the incidents involved are likely to require a level of specialist knowledge. KG agreed that if Regulation 7 is used as the reporting mechanism then a suitable resource for investigations needs to be made available. DF confirmed that a new Fire Safety Officer starts on 28 Feb 2022 and he will discuss with her this issue and hopefully be able to provide reassurance for the HSWC at the next meeting that a way forward has been identified.

M21-22/21: To receive for consideration and information progress updates from the Directorate of Technology, Estates and Facilities (DTEF)

a) Estates Development/Capital Works/Projects Update.

WF provided a verbal update on the current construction projects and confirmed there were no Health and Safety concerns except for the flashing / cladding being blown off some of the new buildings in recent high winds. Responsibility for this lies with the building contractor but WF's team are liaising with them frequently. RD raised the point that with so much construction work underway, when does Health and Safety become involved in a project's timespan? WF confirmed that the intention is for H&S scrutiny and involvement to start at the very beginning, the design stage and this is becoming more the norm.

b) Key Service Meetings (KSM) Progress Update.

WF confirmed that all meetings in his area are now required to have a H&S agenda item in order to escalate the importance of these issues and to allow staff a regular arena to discuss incidents and near misses, for example.

AOB:

- RD raised the query of the "Welfare" part of the HSWC committee. There is no standing item for it and we perhaps need to clarify this part of the group's remit in the revised Terms of Reference document. DF confirmed that mental health and wellbeing issues normally sit with HR and that some confusion may arise when the

terms “wellbeing” and welfare are used interchangeably. (Welfare can simply mean washing facilities are available, for example.)

- Colin Jobber clarified that while the November minutes made reference to the Hybrid Working policy being reviewed at this time, this will in fact be pushed back a few months given the return to campus taking place on 7 March 2022.
- KG acknowledged this would be DF’s last HSWC meeting due to his imminent retirement and wanted to thank him for his fantastic contribution and sustained excellent work for the committee, but also for his commitment to being such a driving force for continued improvement.

Date and Time of Next Meeting:

To be confirmed after additional Bank Holiday

HEALTH SAFETY AND WELFARE COMMITTEE

Minutes of the virtual meeting held on 17 June 2022

Present: Prof Kieran Gibson (Chair), Department of Physics
Dr James Fox, Department of Biology
Geoff Brown, Security Department
Rebekah Desport, Director of Planning and Risk
Mr Chris Fielding, UNISON Representative
Michele Fisher, Interim Director of Health & Safety
Julia Durham, Head of Legal Services
Mr Richard Walker, Head of Policy Assurance (DTEF)
Ian Morgan, Minutes

In Attendance: Ms Kate Williams, YUSU

Apologies: Dr Ben Flowerdew, International Pathway College (IPC)
Mr Kevin Whelan, Head of Estates Operations (DTEF)
Mr Patrick O'Donnell, YUSU President.
Dr Gareth Perry, Department of Archaeology
Michael Walker, UNITE Representative
Colin Jobber, Human Resources
Harvey Dowdy, Director of DTEF
Mr Jonathan Fanning, UCU Representative

CATEGORY I ITEMS OF BUSINESS

M21-22/22: To welcome new members of the Committee, and to receive apologies for absence.
The Committee welcomed Julia Durham, Head of Legal Services, and received the above listed apologies for absence.

M21-22/23: Minutes of the meeting held on 22 February 2022.
The minutes of the previous meeting dated 22 February 2022 were agreed as a true record following the clarification that Michael Pierce (MP) had been identified at the last meeting as a contact for Fire Extinguisher training. MF confirmed that her colleague Simon Render is seeking an alternative contact as MP is not responding to requests. She emphasised there is also a current shift of focus away from fire fighting to evacuation in incident situations.

M21-22/24: Membership of the Committee and Declarations of Interest.
No declarations of interest were declared.

M21-22/25a: Matters arising: Committee Terms of Reference(ToR) update (M.21-22/05h refers).

- Currently HSWC, as a subcommittee of Council, bypasses UEB, (the body more capable of directing resources). By reporting instead to UEB, the Board can also improve its scrutiny and oversight of this Committee's work. **MF** commented that she had forwarded the ToR to Adam Dawkins (AD) in order for them to be aligned

with other Committees. **KG** confirmed that on receipt from AD the revised ToR should be circulated to HSWC members for comment with a view to being finalised before the end of July 2022.

RD had queried "Welfare" in the title of the HSWC committee. Both **MF** and **CF** felt the term to be outdated, particularly for the University, when the term originally derived from toilet and washing facilities in heavy industry workplaces. **KG** agreed that "Welfare" should be deleted from the Committee title as part of the ToR revision.

M21-22/25b: Provision of Health and Safety Awareness Training Update (M21-22/07c refers).

- By way of introduction, **KG** commented that the availability of this training had been mentioned both by a Faculty Representative at the most recent Council meeting and directly to him by several other departments. This illustrates a level of irritation amongst staff that it is not currently available.

  MF confirmed her experience of the previously sourced Safety Hub product was not positive and that staff, particularly academics, at another University were not impressed by its relevance or quality, for example the videos included were not politically correct or appropriate. Instead, four alternative providers have been shortlisted, from which iHASCO has been selected for its overall versatility and accessibility, but also in terms of cost effectiveness. It can be integrated with the LMS system and we can set the individual pass marks in each assessment to coincide with our opinion of where competency should be judged. iHASCO offers a blended approach by combining e-learning with face-to-face training, which is especially important in areas like Manual Handling, for example, where practical experience is required as part of the training course. The intended deadline for the training to be available is the beginning of August.

M21-22/25c: Corporate Risk Register (CRR) - (M21-22/08 refers)

MF and Russell Grant have updated the Corporate Risk Register since the version attached on the Agenda and will share this with the Committee shortly. **RD** commented that the Register is still scored the same way, for example Planning and Risk shows as a current score of 10 versus a target of 6, but that the gap is now split between an *execution* dimension or a *resourcing* one, so UEB can better understand times where there appears to be little progress in reducing the overall rating.

MF shared her screen to illustrate the new content. Documents referred to in the narrative have now been attached for transparency purposes. There is a greater focus on internal audits so that more meaningful data allowing comparisons between departments is now possible. An audit tool has recently been purchased for this purpose.

As for external audits, PWC recommends prioritising higher risk departments which often proves time-consuming and too limiting. **MF** suggests a Thematic Audit approach instead which provides a platform for sharing best practice and managing high risk areas.

MF also confirmed the intention for a new H&S reporting tool to replace SOLAR. A working group has been established comprising a wide variety of departments including HR and Security to find something that works for everyone. The new tool will allow a dashboarding option that individual departments can access and interrogate by type of incident or location, for example. Presentations from four providers, (some of which are on the cost effective CCS Framework) are currently being arranged. **RW** is passing this task over to MF's team.

KG agreed that the Health & Safety consultation meetings have been extremely useful in helping coordinate and consult on issues during the COVID-19 pandemic but given the standing down of the UK national response, there has been less and less things to consult on. It was agreed they could be stood down for now and possibly reinstated when the new academic year arrives, if required.

KG thanked MF for outlining the details and agreed this promises to be a new improved approach to the University CRR.

M21-22/26: To receive, consider and review Fire Safety Penalty/Regulation 7 Reports. Updated report

GB queried whether the Regulation 7 report should sit with the HSWC committee or with the more natural "fit" of Student Life and Wellbeing. For example, if the majority of the reports relate to sexual violence, should they be considered as H&S issues?

In the discussion that followed it was agreed that the Fire Safety element of **GB's** report falls within the remit of this committee and we need to understand the issues in play: for example, are incident numbers falling or rising, are any penalties effective, should we strengthen the initial communication of the regulations to students before they arrive or is there sufficient refresher training once they are on campus. Should the responsibility for this be devolved down to the College Managers? etc.

KG emphasised this point as he felt we need to do more as a Committee than just note the incidents that seem to keep occurring. The fact that covering a smoke detector or interfering with fire safety equipment is a criminal offence should not be forgotten. **KW** argued that the lack of repeat offenders in GB's report could indicate the message is reaching students.

KG also pointed out the resourcing issue in that the SLAW team is stretched at present and their priorities are understandably going to lie with cases of violent misconduct.

It was agreed that the **action required** after this discussion is for **GB** to speak to Wayne Campbell to clarify if he sees a role for the revised, stricter Regulation 7 sanctions to be employed here.

M21-22/27: To receive, consider and review the Fire Safety report 1 Jan - 31 May 2022 Report

MF noted that the Jan - May period of the report has been chosen in order for the reporting cycle to align with the year end of 31 July 2022. The 72 activations within this period are in line with sector figures. The fire risk assessment (FRA) schedule for 2021/22 is on track with no significant issues. MF confirmed that the plan for the significant findings in the FRAs is that they go to Estates to import into Planon and to the Academic department involved to ensure they take responsibility for the findings too.

M21-22/28: To receive for consideration and information progress updates from the Directorate of Technology, Estates and Facilities (DTEF) (RW)

Initial work on the Integrated Infrastructure Plan has been endorsed by UEB.
Student Centre design competition has completed, ADP and O'Donnell + Tuomey have been selected as the architects, stakeholder consultation is now underway.
A new research facility in Biology (Insectary) is being developed.
The new campus Nursery is at stage 4 design and has been approved to proceed.
Derwent P accomodation is to be fully refurbished and will be taken out of circulation for next academic year.
Work on David Kato college is continuing with completion ahead of the intake for the Autumn term.
The Energy Centre continues on site and that the associated CHP unit has now been delivered and installed.
The ISA project has been completed and handed to the users, who are now moving into the building.

AOB: **KG** reported that Ben Flowerdew from the IPC queried whether bulk uploads to Planon were possible following a recent safety audit. **RW** confirmed that they are provided some preparation is first carried out, particularly in relation to space codes. He suggested that Ben contact the Facilities Helpdesk for advice.

KG noted that there is no definitive Defibrillator Policy that sets out funding arrangements or servicing /maintenance requirements. As a result, there is no uniformity across the University about how these devices are procured or maintained. **MF** confirmed that HSS are compiling a Defib map for all devices. She envisages integrating this and related arrangements into the First Aid process rather than creating a standalone policy.

Date and Time of Next Meeting: to be confirmed.