

MINUTES

COMMITTEE	University of Portsmouth Health, Safety and Wellbeing Committee
DATE / TIME	Friday 20 October 2023
VENUE	Virtual - Zoom
ATTENDING	<p>Fiona Hnатов, Chair, Chief People Officer</p> <p>Steve Oliver (SO), Health, Safety and Wellbeing Representative, UNISON</p> <p>Najla Mansour (NM), Safety Representative, UCU</p> <p>Professor Trevor Keeble (TK), Executive Dean of Creative and Cultural Industries</p> <p>Dr Karen Ball (KB), Head of School, Pharmacy and Biomedical Sciences, Science and Health</p> <p>Brent Schwarz (BS), Head of Health and Safety</p> <p>Ian Francis (IF), Health, Safety and Wellbeing Assurance Manager</p> <p>Adam Mason (AM), Associate Director of Estates and Campus Services</p> <p>Jonathan Latter (JL), Health and Safety Compliance Manager, Estates and Campus Services</p> <p>Ebi Sosseh (ES), Head of Equality, Diversity & Inclusion, Human Resources</p> <p>Maria Wall (MW), People and Organisational Development Partner, Human Resources</p> <p>Andrew Parry (AP), Senior Faculty Technical Resources Manager, Technology</p> <p>Natalie Dutka-Bowskill (ND), Head of Student Development, UPSU</p> <p>Alexandros Kamplitis (AK), International College of Portsmouth</p> <p>Lee Murphy (LM), Health, Safety and Wellbeing Administrator, Secretary (Minutes)</p> <p>Ton Heard (TH), Technical Services Delivery Lead, Humanities and Social Sciences</p>
APOLOGIES	<p>Dan McGuigan (DM), Senior Specialist Forensic Technician, Humanities and Social Sciences</p> <p>Ben Man (BM), Senior Duty Supervisor, Sport and Recreation</p>
COPIES FOR INFORMATION	<p>Sarah Turner, Creative and Cultural Industries</p> <p>Alison Elliott, Technology</p> <p>Lauren Cummings, Science and Health</p> <p>Sue Davies, Business and Law</p> <p>Paul Spendlove, Humanities and Social Sciences</p> <p>Dr Simon Kolstoe, Chair of Genetic Modification Safety Committee</p> <p>Christina Scott, Biological Safety Officer</p> <p>Anita Randell, University Insurance Officer</p> <p>Dr Graham Malyon, Radiation Protection Officer</p> <p>James Coyne, Laser Safety Officer</p> <p>Toby Meredith, Uncrewed Aerial Systems Safety Officer</p> <p>Martin Schaefer, Uncrewed Aerial Systems Safety Officer</p> <p>Shani Thirlwell, Directorate</p>

1.0 Apologies for Absence

Apologies were received from DM and BM. Tom Heard kindly agreed to attend in place of DM.

2.0 Approve Minutes of meeting held on 12 June 2023

2.1 Minutes were approved.

3.0 Review Matters Arising

The Committee were given updates to Matters Arising in the Corporate Health, Safety and Wellbeing Quarterly report. IF gave the following summary:

3.1 Action 85 – A meeting between the Chair and BS, to discuss objectives for the team, would be arranged once the Committee Terms of Reference and the Health Safety and Wellbeing policy had been discussed at this meeting.

3.2 Action 86 – IF proposed this action, regarding ventilation across the site, be removed following the new refreshed masterplan. Agreement was given.

3.3 Action 88 – The review of the PUWER paper is scheduled for the next quarter.

3.4 Action 95 - The Martyn's Law draft bill was published in May and there have not been any update's since then. This will continue to be monitored and BS will arrange training with an external law firm, Bevan Brittan, when necessary. They have recently provided training for Health and Safety and the wider Estates team on the legal implications of the Building Safety Act.

3.5 Action 97 – IF proposed this be combined with Action 88 and for the systems to support the implementation of PUWER be looked at the same time as the paper. Agreement was given.

3.6 Action 98 – AM confirmed the roof of St Andrew's Court had been repaired and that more bait boxes, and bins with bait boxes incorporated into their design, had been placed on site. The Committee agreed to close this Action.

3.7 Action 99 - The Terms of Reference (TOR) for the Committee had been updated and shared in the Committee papers.

4.0 H&S Quarterly Report

The Committee received the Report for Quarter 4, the period 1st May to 31st July 2023. IF highlighted the following points:

4.1 Escalation:

4.1.1 No escalations were received for this quarter.

4.2 Governance and Assurance - Key Developments

4.2.1 IF is covering the maternity leave of the Health, Safety and Wellbeing Assurance Manager and has been in the role since June. Two new Health, Safety and Wellbeing Advisers have joined the team and a third will be joining in November 2023.

4.2.2 The Business Partner Model will be re-introduced once the new staff have settled into their roles.

4.2.3 The Laser Safety Officer, Jill Rice, left at the end of September and will be replaced by James Coyne.

4.3 Governance and Assurance – Objectives/Key Performance Indicators

4.3.1 A self-audit programme has been devised which will be implemented in November 2023. The schedule will be shared with this Committee.

4.3.2 Drop-in sessions have been offered to staff and students, over the last two months, so that they can engage with the Health and Safety team. Future sessions will be held once a month, in different locations across the site, so that any issues or concerns can be raised.

4.3.2.1 AP would welcome a session in Technology, particularly for the students working in the Formula One team who will be building an electric car. IF agreed.

4.3.3 The team are planning to develop train the trainer opportunities in certain topics, including Mental Health First Aid.

4.3.4 The reporting of Near misses has risen to 40 this quarter. BS highlighted this increase indicates an improvement in the reporting culture rather than a rise in incidents which will allow the identification of trends and therefore aid prevention.

4.3.5 DSE compliance has dropped by 2.7% to 57% which is well below the target of 80%. A campaign is planned for the new year to raise awareness with Managers.

4.3 Risk

4.3.1 UOP1, relating to there being insufficient evidence of risk assessments having been consistently implemented, now has a risk score below 12. This is due to the planned inclusion of Faculty Health, Safety and Wellbeing Risk Registers in Faculty Committee meetings which will inform the Corporate Committee. The planned Audit and Inspection program will also contribute in providing assurance in this area.

4.3.2 UOP2, relating to self-employed placements, continues to be monitored. A new bespoke risk assessment should make the process more robust. Training will also be given to students to improve the quality of risk assessments they submit.

4.3.3 BS proposed the removal of UOP3, relating to First Aid and Fire Marshal cover on campus. A first aid needs assessment is currently being completed which would inform the plan of action. Laura Sayers has completed a bespoke session of Fire Marshal training for around thirty members of the Faculty of Humanities and Social Sciences. BS will continue to work with Faculties to offer more bespoke sessions to ensure more staff are trained. No objections were raised.

4.3.4 IF proposed the removal of UOP 4, relating to the under-resourcing of the Corporate Health and Safety Department, due to the appointment of new staff. No objections were raised.

4.4 Health and Safety Management Arrangements

4.4.1 The Health, Safety and Wellbeing Policy was shared with the Committee. No further comments were made and approval was given.

4.4.2 The Corporate Health, Safety and Wellbeing Terms of Reference were shared with the Committee. No further comments were made and approval was given.

4.4.3 The First Aid Arrangement was shared with the Committee. JL had raised a couple of points which would be taken into account. Approval was given.

4.4.4 BS outlined the Arrangements currently under review as listed in the Quarterly Report.

4.5 Legislation

4.5.1 New and amended legislation is listed in the Quarterly Report.

4.6 Engagements

4.6.1 The planned UK Health Security Agency (UKHSA) visit with the Radiation Protection Officer took place in September 2023. Any outcomes will be shared and progressed at this Committee.

4.7 Monitoring, Auditing and Inspection

4.7.1 As previously mentioned, the first stages of the proposed Audit program will be put in place during November and December. IF advised information and training would be provided.

4.8 Incident Reporting

4.8.1 Three incidents had been reported to the HSE in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Two were related to the area outside of Ravelin Sports Centre. All were fully investigated.

4.8.2 For the Quarter, 141 incidents were reported. Sport and Recreation had 20 sport related incidents, of the others 54 were incidents/accidents, 18 were illness related and 40 were Near Misses.

5.0 Faculty of Business and Law – Health and Safety Quarterly Report

5.1 BS confirmed no issues had been raised by Sue Davies, Faculty Manager.

6.0 Faculty of Technology - Health and Safety Quarterly Report

6.1 AP advised that there was an ongoing issue with a leak from a toilet waste pipe into one of the labs. Estates have been working with the contractor to find a solution but staff were not able to work in that lab in the meantime as he is not willing to risk an exposure.

6.1.1 AM believes the issue was triggered by a toilet refurbishment. He will discuss with Michael Cooper and AP outside of the meeting to get an update.

6.2 Health and Safety records have been streamlined and are now available if they need to be seen externally.

6.3 After some initial confusion, AP has had some productive conversations with Estates regarding the PAT procedure. He would still like to see a written process that dovetails into the Electricity at Work Arrangement.

6.3.1 JL confirmed the draft PAT code of practice would be presented to the Estates Health, Safety and Wellbeing Committee on 21st November and then to this Committee's meeting in December for approval.

6.4 AP raised the issue access to lab spaces and restricted areas. He is concerned that hundreds have had access via the swipe system and he is not sure that this access ends when staff or students leave the University.

6.4.1 AM believes access is removed on leaving but will check if the names are removed from the database or if the card being deactivated is sufficient. If the database does need to be updated, this could be done using a monthly leavers list as is the current process with car parking.

Action 102

AM to check if the names of leavers need to be removed from the database, following the deactivation of their staff/student card, to ensure access to site has been removed. Responsibility: AM

6.4.2 AM advised that a review of the security systems, including access and CCTV, across the site was planned as the current system was outdated.

7.0 Faculty of Science and Health - Health and Safety Quarterly Report

The Committee received the Faculty Committee minutes in Appendix E.

7.1 No further items were raised.

8.0 Faculty of Creative and Cultural Industries - Health and Safety Quarterly Report

The Committee received the Faculty Committee minutes in Appendix D.

8.1 TK advised work has been done by Estates on the linking building in Eldon to deal with water leaks. However, there were still leaks in the south facade of North Building. Water enters via a staircase which, if closed, causes a fire safety compartmentalisation issue.

8.1.1 AM is aware of the issue, as is Tahir Ahmed. He believes it is a very detailed repair. He will give TK an update outside of the meeting.

9.0 Faculty of Humanities and Social Sciences - Health and Safety Quarterly Report

9.1 TH advised the Fire Marshal training had had a very positive effect. This could be seen in the positive feedback given following a recent fire drill. He understood a second round of training was planned.

10.0 Fire Safety Quarterly Update

The Committee received the Estates and Campus Services Fire Safety Compliance Report in Appendix G.

10.1 JL had to leave the meeting as the fire alarm was activated in Mercantile House. The Chair had planned to return to the item but was not able to.

11.0 Wellbeing Quarterly Update

11.1 MW advised around 50 staff, a mix of men and women, attended an event for World Menopause Day. It focused on how menopause can impact teams, how Managers can support team members and how they could deal with issues of their own.

11.2 Two workshop sessions offered on Mental Health First Aid awareness were fully booked. The sessions gave guidance on spotting signs of mental health issues and starting conversations around it. A suicide aware module has been launched which staff are encouraged to complete. Solent Mind have provided courses for University staff to support students, identifying mental health symptoms and triggers, and they will be rolling out more sessions.

11.3 Winter wellness communications will be going out soon, which will include links to other support networks. It is hoped staff will share connections that they think would be useful to others on a Community Noticeboard. This will be added to the many other online resources already available.

11.4 ES advised the process of recruiting of a Wellbeing Manager had begun. He is hoping to build a Network that provides a joined-up approach to offer support to staff, taking on board the good practices already in place for students. The support service needs to be segmented across different staff groupings and reflect the needs of all protected characteristics. There may be cultural issues which mean certain staff and students don't understand how to do things in the UK and training is necessary to show the systems in place. Once the new Manager starts, collaborations can be put in place to ensure better coverage.

11.4.1 The Chair agreed the change in student support team had allowed services to be more joined up this academic year.

11.5 AP raised the issue of neurodiverse colleagues facing a 4-5 year wait for an assessment on the NHS as an emerging risk. Managers need to know how to support them in their role if there will be a long period before getting a diagnosis.

11.5.1 The Chair suggested referring colleagues to Occupational Health to accelerate the process and get an assessment more urgently. She suggested a conversation with the relevant HR Business Partner in the first instance.

12.0 Occupational Health Quarterly Report

12.1 MW advised that Cordell Health have provided their first quarterly report of Occupational Health Management information for the period of April to June 2023. She gave the following summary:

12.2 Cordell highlighted that they release a regular Newsletter on their website outlining the services they offer to staff. Also, that they completed their first 3 hour face to face session on Mental Health Awareness.

12.3 They have provided core service statistics including Mental Health and Musculoskeletal referrals, that were classed as work related, work exacerbated and non-work related. They also had a number of referrals for DSE assessments, 'other' conditions, 'ongoing -not yet seen' and an ill health retirement.

12.4 They have also provided data on how far they have met the Key Performance Indicator (KPI). May and June saw all appointments meeting the specified 10 days KPI but April was affected by the backlog of cases taken over at the point the contract went live.

12.5 Work is being done in collaboration with CCI to identify staff who require Audiometry assessments and work is underway to offer an onsite clinic to complete them.

12.6 Training will be offered to Managers for the use of the new portal.

12.7 The next report will be included in the Committee papers.

13.0 Specialist Adviser Report – Biological Safety

The Committee received a Quarterly Report in Appendix I.

13.1 BS advised the Biological Safety Audit had been shared as part of the report. Nothing significant was raised and local improvements will be made as a result. He and the Biological Safety Officer are looking for Biological Safety Supervisors to ensure there is sufficient cover for the site.

14.0 Specialist Adviser Report – Insurance

The Committee received a Quarterly Report in Appendix J.

14.1 BS advised that there had been no further developments on a potential insurance claim following an incident on site but that it would be monitored.

14.2 AM added that the designs for additional seating at the front of Ravelin Sports Centre had been approved, which would enclose the court and provide more usable seating. That work would begin in the next 6-8 weeks.

15.0 Specialist Adviser Report – Laser Safety

The Laser Safety Officer post was vacant so no report was submitted.

15.1 BS advised the planned inspection of laser safety at the University by UKHSA had been postponed until the new Laser Safety Officer was established in post.

16.0 Specialist Adviser Report – Radiation Safety

The Committee received a Quarterly Report.

16.1 BS advised that this report contained an additional section from the Radiation Protection Supervisor in the Dental Academy. They reported 1 accidental exposure in the 22/23 academic year, where an x-ray was taken without film in the envelope. Action was taken to put additional controls in place.

16.2 They also highlighted that the equipment performance and radiation safety assessment testing had taken place on the three intraoral x-ray units and all had passed.

16.3 The audit report from UKHSA on radiation safety at the University has just been received and will be included in the papers for the December meeting.

17.0 Items Escalated by Genetic Modification Safety Committee Minutes

17.1 There had not been a meeting since the last Committee. BS advised an application to carry out a project involving Class 2 GM work had been received. The decision was made to allow the Class 1 element to take place while getting approval for the Class 2 work.

18.0 Any Other Business

18.1 JL asked for approval for the frequency of fire drills to change to one per year rather than the current two per year. The University would still be legally compliant and all tests would be completed in teaching block 1. Halls and other high risk areas, such as the labs in St Michael's, would have a second test in teaching block 2. Teaching block 2 is a particularly busy period which presents problems in arranging the drill. Approval was given.

18.2 BS asked for approval to change the Committee meeting from the current four per year to three which would align them with the academic year. It has been difficult to ensure the September meeting was quorate with many staff taking leave at this time and preparations being made for the new academic year. BS raised this with Audit and Quality Committee and no concerns were raised. Approval was given.

18.3 BS has requested representation from all Professional Services for this Committee and those new representatives will be attending the next Committee meeting. This will allow different perspectives to be shared and additional support be offered to those services. The new members have been included in the revised Terms of Reference.

18.4 SO has been asked to nominate a Union colleague to act as the Deputy Chair for this Committee. He will make a formal request at his Unison Branch meeting next week and will advise the Committee of the outcome.

19.0 Close of Meeting

The Chair thanked the Committee members for attending and for their invaluable contributions.

Date of next meeting: 6th December 2023 at 10:00. Virtual via Zoom.

New action items

Action ID	Description	Responsibility	Status	Notes
Action 102	AM to check if the names of leavers need to be removed from the database, following the deactivation of their staff/student card, to ensure access to site has been removed.	AM	New	

Completed action items

Action ID	Description	Responsibility	Status	Notes
Action 86	BS to arrange a meeting with FB and FH to discuss ventilation as a risk and an update given to IB.	BS	Closed	10/2023 – proposed to remove from committee at this time following new refreshed master plan.
Action 97	A proposal for the system to support the implementation of PUWER to be submitted to the Committee in June 2023.	CD	Closed	10/2023 – this to be looked at as part of action 88 – proposed to combined these two actions.
Action 98	Update on Estates actions with respect to pest control and a roof leak in St Andrew's Court.	AM	Closed	10/2023 – verbal update at committee. It is understood repairs to the roof have taken place however leaks are still being noticed when rain is heavy.