

MINUTES

COMMITTEE	University of Portsmouth Health, Safety and Wellbeing Committee
DATE / TIME	Thursday 18 January 2024, 09:00
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>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>Andrew Parry (AP), Senior Faculty Technical Resources Manager, Technology</p> <p>Ben Man (BM), Senior Duty Supervisor, Sport and Recreation</p> <p>Janie Kingsley (JK), Director of UoP Global</p> <p>Kath Shakespeare (KS), University Librarian, Library and Information Services</p> <p>Martin Dennison (MD), Deputy People Services Manager, Human Resources</p> <p>Emma Cripps (EC), E-Learning Co-ordinator, Graduate School</p> <p>Alexandros Kamplitsis (AK), International College of Portsmouth</p> <p>Lee Murphy (LMu), Health, Safety and Wellbeing Administrator, Secretary (Minutes)</p>
APOLOGIES	<p>Professor Trevor Keeble (TK), Executive Dean of Creative and Cultural Industries</p> <p>Dan McGuigan (DM), Senior Specialist Forensic Technician, Humanities and Social Sciences</p> <p>Lesley Macleod, (LM), Interim Director of Finance</p> <p>Suzi Edwards (SE), Department Manager (Operations), Research and Innovation Services</p> <p>Paul Gerard (PG), Head of Media & Communications</p> <p>Sarah Arnold (SA), University Records Manager, Corporate Governance</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 TK, DM, SE, PG, SA and LM.

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2.0 Approve Minutes of meeting held on 20 October 2023

2.1 Minutes were approved.

3.0 Review Outstanding Actions

The Committee were given updates in the Corporate Health, Safety and Wellbeing Quarterly report.

3.1 Action 102 - AM has established that staff cards are not currently attached to the leavers system. The card is deactivated if there is no activity on it for a 12 month period. A manual system has been put in place, whereby HR provide a list of leavers each month and those staff cards deactivated, until a more robust system can be implemented.

3.1.1 AP asked if the student cards worked the same way.

3.1.2 KS advised that student cards had an end date on them but that a small amount of time was allowed in addition for possible retakes. Access to the Library and lockers was then stopped. This may not work in the same way if additional access to certain areas had been given.

3.1.3 AM suggested the Action remain open until an improved system was in place for staff. He would also look into student and contractor access.

4.0 H&S Quarterly Report

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

4.1 Executive Summary:

4.1.1 Two additional Health, Safety and Wellbeing Advisers had been recruited.

4.1.2 The Business Partner model would be reintroduced in Quarter 2. Business Partners would be holding drop-in sessions in their Faculties in the near future. BS advised this would be rolled out to include Professional Services later this year.

4.1.3 Health, Safety and Wellbeing Co-ordinator's would be invited to attend training on the revised self-inspection process.

4.1.4 A visit by UKHSA in September determined the standard of radiation protection at the University was reasonable.

4.1.5 Two legislative updates have occurred over the reporting period but they present no significant impact at the University.

4.2 Escalation:

4.2.1 No escalations were received for this quarter.

4.3 Governance and Assurance – Objectives/Key Performance Indicators

4.3.1 HS02 relates to H&S Presence. Drop-in sessions for Health, Safety and Wellbeing Co-ordinator's had been successful. It was likely these would comprise of twenty minute bookable slots in future.

4.3.2 HS03 relates to Improving Wellbeing Support. Two members of the team had completed the Mental Health First Aid training and would now be able to take the Instructor course.

4.3.3 HS04 relates to Incident Reporting and Investigation. A final design for posters, that would encourage reporting and have a QR code for easy access to the HS1 form, was with Marketing awaiting the final sign off.

4.4 Risk

4.4.1 UOP2 relates to self-employed placements. A new bespoke risk assessment is now in place and training on how to complete the form will be given to the placements and staff later in the year. Business Partners will assist in the meantime.

4.5 Legislation

4.5.1 The two legislative updates, relating to public order and use of medical devices, are summarised in the Quarterly Report.

4.6 Engagements

4.6.1 Audits were carried out in Bateson Halls and Buckingham Building by Hampshire and Isle of Wight Fire and Rescue Service in November 2023.

4.6.1.1 AM advised that an action letter had been issued for Bateson Halls Block E and F. They highlighted several issues with the existing fire stopping measures:

- The distance between kitchen walls did not create sufficient fire corridors.
- Extraction ventilation ducting was not in place or in need of repair.
- Cables passing through the top of doors created cavities that required sealing.

The project to bring these buildings up to standard had been given priority and would be completed by the deadline of 1st June. The same work would then be carried out in the remaining blocks.

4.6.2 The planned UK Health Security Agency (UKHSA) visit took place in September 2023. The report identified 22 recommendations that are being worked through by the Radiation Protection Officer.

4.6.2.1 One recommendation was to improve the storage of Radioactive material which is currently being investigated.

4.7 Monitoring, Auditing and Inspection

4.7.1 An inspection schedule had been developed for all University buildings. An initial inspection will be carried out by the Health and Safety team which will be used as a baseline. Each building will have a risk profile on which future inspections will be scheduled. Those housing higher risk activities will be inspected more frequently but all will be inspected within a three year period. These will be in addition to the current workplace inspections carried out by Health, Safety and Wellbeing Co-ordinators.

4.8 Incident Reporting

4.8.1 No incidents had been reported to the HSE in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

4.8.2 For the Quarter, 240 incidents were reported. There were 119 sport related incidents, 45 incidents/accidents, 23 illness related incidents and 47 were Near Misses.

4.9 Training

4.9.1 1,687 staff completed Display Screen Equipment training, a decrease of 3.4% to 53.6% of staff compared to the previous reporting period. Work continues to be done to improve the rate of completion.

4.9.2 There was a slight increase in the number completing the Fire Safety Training. 1,625 completed the online course, 51.6% of staff, with an increase of 0.2%.

4.9.3 More bespoke training has been offered by the Health and Safety team, particularly COSHH and Risk Assessment training for Ravelin staff, which should help to improve practices.

4.10 Other Activities

4.10.1 A new booking system was introduced in Ravelin Sports Centre allowing members to book an hour or 90 minute time slot. This has reduced overcrowding and allowed more effective fire evacuation from the site.

4.10.1.1 Ravelin Events team have been provided with a bespoke risk assessment that can be used by the clubs and associations to improve their submissions for events.

4.10.1.2 A Working Group, with stakeholders from Sport and Recreation and Corporate Health and Safety, have been meeting monthly to improve overall health and safety measures in the Centre.

4.10.2 Concerns around the number of Fire Marshals in Humanities led to an additional course being held for 23 staff members. Drills that had been held since the training had been quicker and more efficient.

4.10.2.1 An additional Fire Marshal training package had been introduced comprising of an online course and drop-in session. This should help accommodate staff who may not be able to attend a full training session. Both types will continue for the time being to capture as many staff as possible.

4.10.3 The management and monitoring of Automated External Defibrillators (AEDs) will move from the Health and Safety Adviser (Fire Safety) to the Corporate team in the near future.

4.10.3.1 IF confirmed to MD that all First Aiders are trained to use AED's. Security carry their own AED in their vehicle, which they are also trained to use.

4.10.3.2 IF confirmed to NM that signage for first aiders was displayed in all buildings. Caretakers and Security could be contacted if staff listed were not on site, their contact details were also on the signage.

4.10.3.3 IF advised that the existing First Aid Needs Analysis was under review and hybrid working would be taken into account when assessing the number of First Aiders required for each building.

Action 103

IF to review the First Aid Needs Assessment. Responsibility: IF

4.10.3.4 BS is looking into the possibility of having Mental Health First Aiders listed alongside First Aiders on the building signage.

4.10.3.4.1 NM is aware that some qualified Mental Health First Aiders are unwilling to have their names listed as they don't have capacity to take on the additional workload that it may create. BS will look into this.

Action 104

BS to look into the reasons why some qualified Mental Health First Aiders are unwilling to have their names listed. Responsibility: BS

4.10.4 Out of a total of 946 jobs logged via the Health and Safety hub on Service Manager: 284 were enquiries/requests for help; 74 annual driver declarations; 127 eye test requests; 173 overseas travel risk assessments; 41 Risk Assessments (including student medical) and 66 UAS logging forms.

5.0 Faculty Health, Safety and Wellbeing Updates

5.1 Business and Law

The Committee received the Faculty Report in Appendix B.

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

5.2 Technology

The Committee received the Faculty minutes in Appendix D.

5.2.1 AP advised that it had been agreed in the Faculty meeting that more bespoke Health and Safety training was needed. This would be arranged with their Business Partner.

5.2.2 The leak, that had been an ongoing issue, was supposed to have been fixed at the end of November. However, those fixes didn't work and Estates are once again in discussion with the contractor to find a solution. AP met with AM and Michael Cooper, as suggested at the previous Committee meeting, and understands the Estates team have done all that they can to resolve the situation but that ultimately the issue sits with the contractor.

5.2.3 Technology have been the guinea pig for the Portable Appliance Testing (PAT) process. There have been some teething problems but testing is happening and the process is working.

5.2.4 First aid and fire marshal cover was raised in the Committee meeting. There have been significant issues in Portland Building as a result of too few fire marshals. The building is made up of two completely separate sections and there are no longer DSAA staff who had previously been stationed at the front of the building. Only one Caretaker was available at the last fire drill.

5.2.4.1 The Chair noted this point and asked AP to keep the Committee updated.

5.3 Science and Health

5.3.1 KB confirmed there were no further items to be raised.

5.4 Creative and Cultural Industries

The Committee received the Faculty Committee minutes in Appendix C.

5.4.1 No further items were raised.

5.5 Humanities and Social Sciences

The Committee received an update from the Faculty Committee in the Quarterly Report.

5.5.1 No further items were raised.

6.0 Support Services – Health, Safety and Wellbeing Updates

6.1 Global

6.1.1 – JK had no issues to report.

6.2 Human Resources

6.2.1 MD wanted to thank the Estates team for their assistance in moving HR from University House to Mercantile Building. He felt the new space was lighter and better ventilated which had improved the working environment for their staff.

6.3 Graduate School

6.3.1 EC had no issues to report.

6.4 Library and Information Services

6.4.1 KS advised work had been done to facilitate fire safety inspections with Laura Sayers, Health and Safety Adviser (Fire Safety).

6.4.2 It had been a struggle to have a sufficient number of First Aider's available, particularly since the Library opened 24/7 and hybrid working was introduced. Their solution is to have an internal document listing availability and to use the Security Lodge as a back up.

6.4.3 Rather than have Fire Marshal's for different areas, they have jackets available centrally for staff to use and encourage people to evacuate.

7.0 Fire Safety Quarterly Update

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

7.1 JL advised that Rees Hall had been registered in accordance with the Building Safety Act and that it was the only building that required registration.

7.2 PAT guidance had been published in the Health and Safety webpages.

7.3 UEB had approved the reduction in the number of fire drills for lower risk buildings.

7.4 A new online Fire Marshal training course, with an in-person drop-in element, has been trialled and would be available alongside the existing course.

7.5 Hampshire and Isle of Wight Fire and Rescue Service audited Park Building and Milldam Buildings and found no major issues. Richmond Building had been inspected but the report not yet received.

8.0 Wellbeing Quarterly Update

8.1 ES advised that a number of events had taken place, including the Staff Induction Conference which he attended and also presented at.

8.2 Vivup, the Employee Benefits Platform, offers advice on Wellbeing. The information accessed most by staff is currently, 'how to keep healthy' and 'how to save money'.

8.3 A Mental Health First Aid (MHFA) workshop had been held. ES would be happy to work with BS to establish different levels of MHFA training. Explicit guidance should be available on what would be expected from MH First Aiders. Their role is predominantly signposting and this would need to be made clear to ensure they do not become overloaded.

8.4 A number of E-Learning courses are available. If staff are aware of additional courses, that they think maybe useful to others, they should let ES know. He would like to offer more bespoke training that better suits the needs of staff.

8.5 The post of Wellbeing Manager has been put on hold as part of the wider recruitment freeze. ES would continue to use other available resources and would be working with the People and Organisational Development team to develop more training.

8.6 NM is aware of many staff having concerns over the recruitment freeze and a possible negative impact on their workload. They are anxious about the future and are looking for employment elsewhere. She suggested her members would benefit from assurance that workload would be monitored.

8.6.1 The Chair advised the freeze was in place for a six month period, to be reviewed in three months and that UCU and Unison had been closely involved. A panel would be meeting every week to discuss and allow recruitment to vacancies critical to service delivery to students.

8.6.2 NM understood the process but felt that some members, who may have panicked and not fully processed the information provided, would benefit from a reassurance message.

8.6.3 This was duly noted by the Chair.

9.0 Occupational Health Quarterly Report

9.1 ES advised that it was not possible to provide thematic figures as only two quarters of Management Information had been shared by Cordell Health. However, going forward it would be possible to identify hot spots and themes to work on.

9.2 NM asked how staff would get access to Occupational Health (OH) if their Line Manager would not submit a request using the OH referral process.

9.2.1 ES would check on the procedure and get back to NM outside of the meeting.

9.2.2 The Chair confirmed information on OH was available on the People Hub.

10.0 Any Other Business

10.1 Following the recent cold spell, AM advised of heating issues in Richmond Building, St Andrew's Court and University House. Funding had been agreed for boilers to be replaced in those areas. If there were other buildings with heating issues, AM would like to hear of them.

11.0 Close of Meeting

The Chair thanked the Committee members for attending.

Date of next meeting: 6th March 2024 at 10:00. Virtual via Zoom.

New action items

Action ID	Description	Responsibility	Status	Notes
Action 103	IF to review the First Aid Needs Assessment.	IF	New	
Action 104	BS to look into the reasons why some qualified Mental Health First Aiders are unwilling to have their names listed.	BS	New	

Completed action items

Action ID	Description	Responsibility	Status	Notes