

MINUTES

COMMITTEE	University of Portsmouth Health, Safety and Wellbeing Committee
DATE / TIME	Wednesday 6 March 2024, 10:00
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>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>Andrew Parry (AP), Senior Faculty Technical Resources Manager, Technology</p> <p>Kath Shakespeare (KS), University Librarian, Library and Information Services</p> <p>Martin Dennison (MD), Deputy People Services Manager, Human Resources</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> <p>Paul Langford (PL), Global Operations Manager, UoP Global</p> <p>Lee Murphy (LMu), Health, Safety and Wellbeing Administrator, Secretary (Minutes)</p> <p>Aliesha Tyler (AT), Forensic Technician, Humanities and Social Sciences</p> <p>Emilie Smith (ESm), Equality, Diversity & Inclusion Manager, Human Resources</p>
APOLOGIES	<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>Dan McGuigan (DM), Senior Specialist Forensic Technician, Humanities and Social Sciences</p> <p>Emma Cripps (EC), E-Learning Co-ordinator, Graduate School</p> <p>Fern Lewis (FL), Deputy Chief Executive, UPSU</p> <p>Lesley Macleod, (LM), Interim Director of Finance</p> <p>Ebi Sosseh (ES), Head of Equality, Diversity & Inclusion, Human Resources</p> <p>Ben Man (BM), Senior Duty Supervisor, Sport and Recreation</p> <p>Alexandros Kamplitsis (AK), International College of Portsmouth</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, KB, DM, EC, ES, LM, AK, FL and BM.

2.0 Approve Minutes of meeting held on 18 January 2024

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 85 - A meeting had been arranged for the Chair and BS to discuss Health and Safety team's objectives, now that the Committee TOR and the Health, Safety and Wellbeing Policy had been approved.

3.2 Action 88 - The PUWER paper had been reviewed and was in consultation. It was hoped this would be completed by June 2024.

3.3 Action 95 - A six week consultation period had been initiated on Martyn's Law in February 2024. There were no further updates at this time but the team were continuing to monitor it.

3.4 Action 99 - The new Terms of Reference (TOR) had been circulated to the Committee alongside the papers. Action to close. The Committee agreed.

3.5 Action 100 - Each Arrangement that was under review would be given a target completion date which would be listed in the Quarterly report. Action to close. The Committee agreed.

3.6 Action 101 - A meeting had been arranged for issues with Simitive to be discussed.

3.7 Action 102 - AM advised the process for the deactivation of access for leavers was still manual, processed on an individual basis, but that moves were being made towards batch updates.

3.8 Action 103 - The First Aid Needs Assessment (FANA) form, for gathering information on the current first aid provision, had been completed.

3.9 Action 104 - BS advised there was no legal reason why the names of Mental Health First Aiders could not be displayed alongside First Aiders. Some may lack confidence that they will be able to deal with difficult conversations or situations that may arise but BS suggested this could be managed through a recruitment process. He has had positive discussions with Faculties and will be looking into ways of collating a central list of all trained individuals and how to keep that list updated.

4.0 H&S Quarterly Report

The Committee received the Report for Quarter 2, the period 1st November 2023 to 31st January 2024. IF highlighted the following points:

4.1 Governance and Assurance – Key Developments and Achievements

4.1.1 The attendance at this committee had been extended to include Support Services which would allow greater diversity and ensure wider consultation.

4.1.2 The newly re-introduced Business Partner model had been well received. All Business Partners (BPs) had been introduced to their Faculties and had planned regular meetings and drop-in sessions. One to one sessions would also be available if a private appointment would be more suitable.

4.1.3 A new 'what3words' address list had been included in the First Aid policy. A three word code can be used to accurately pinpoint a location within a two metre squared area. This tool is being used by the Emergency Services to lower response times.

4.1.4 A new training programme has been developed for Health, Safety and Wellbeing Co-ordinators. It has seven modules covering essential health and safety topics and one for each Faculty to tailor to their own requirements.

4.2 Governance and Assurance - Objectives/Key Performance Indicators

4.2.1 HS01 relates to an Audit and Inspection programme. A pilot assurance inspection is planned for quarter 3. A draft schedule for each University building will then be produced.

4.2.2 HS02 relates to health and safety presence. Drop-in sessions would continue alongside other BP engagement activities with their Faculties. A Newsletter was being finalised and would be circulated and the Health and Safety website was being extensively updated.

4.2.3 HS03 relates to Improving Wellbeing Support and would be discussed later in the meeting.

4.2.4 HS04 relates to Incident Reporting and Investigation. The number of incidents being reported has increased, particularly the number of Near Misses, which are key in helping the prevention of future incidents. It was hoped the new improved HS1 reporting form would encourage this trend to continue.

4.2.4 HS05 relates to training compliance. There had been a very small increase in compliance rates but work continued to improve the reminder process and Business Partners would be raising the issue at Faculty level.

4.3 Risk

4.3.1 UOP1 relates to evidence of consistent implementation of risk assessments. The frequency of risk assessment training was being reviewed while a Risk Assessment Arrangement and Guidance were being drafted.

4.3.2 UOP2 relates to self-employed placements. A new bespoke risk assessment was 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 There are no legislative updates relevant for the University for this quarter.

4.6 Engagements – Enforcing Authority Visits and Interventions

4.6.1 Hampshire & Isle of Wight Fire and Rescue Service conducted an audit of several buildings between November 2023 and January 2024. No actions were identified for Buckingham Building and Park Building. One action was identified for Milldam relating to fire doors and three for Bateson Hall. Further details are given in the Quarterly report.

4.6.2 The Health and Safety Executive have notified the University of a scheduled monitoring visit to look at the facilities for Genetically Modified animals and plants. No date has been given at this time.

4.7 Incident Reporting

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

4.7.2 For the Quarter, 275 incidents were reported. There were 111 sport related incidents, 45 incidents/accidents, 40 illness related incidents and 74 were Near Misses.

4.7.2.1 There had been a large rise in Near Misses which was a positive development as it will allow the Health and Safety team to identify any trends before an incident occurs.

4.9 Training

4.9.1 1,689 staff completed Display Screen Equipment training, an increase of 1.3% to 54.9% 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. 1,640 completed the online course, 53.3% of staff, with an increase of 1.7%.

4.10 Other Activities

4.10.1 The new booking system at Ravelin Sports Centre has alleviated overcrowding which had been a safety concern.

4.10.2 The new Fire Marshal training, comprising of an online course and in-person drop-in, had been well received.

4.10.3 Out of a total of 1,328 jobs logged via the Health and Safety hub on Service Manager: 361 were enquiries/requests for help; 110 annual driver declarations; 151 eye test requests; 183 overseas travel risk assessments; 60 Risk Assessments (including student medical) and 60 UAS logging forms. This represented a significant increase from the previous quarter.

4.11 Specialist Subject Summaries

4.11.1 Estates and Campus Services

4.11.1.1 The statutory compliance report and fire safety compliance report would be discussed later in the meeting.

4.11.2 Occupational Health

4.11.2.1 A Cordell Health report was not submitted for this quarter.

4.11.3 Biological Safety/Genetic Modification

4.11.3.1 The Biological Safety Officer continues to work with the Heads and Technical Managers to complete the outstanding actions, raised by the recent Biological Safety audit.

4.11.3.2 All labs conducting GM work have now been inspected.

4.11.3.3 Genetic Modification Safety Committee are in the process of submitting an application for a Class 2 GM work project.

4.11.4 Insurance

4.11.4.1 The Insurance providers would be undertaking a high-level health and safety review of the University. The 5 key strategies covered are listed in the quarterly report. The summary report, which will indicate where the University is positioned against the sector in managing risk, will be brought to this Committee.

4.11.5 Radiation Protection and Laser Safety

4.11.5.1 The repair to the leak in the radioactive waste store in St Michael's failed after recent heavy rain. Arrangements had been made to move the store to another location.

4.11.5.2 Annual returns had been completed for the Environment Agency and for the Office for Nuclear Regulation.

4.11.6 Uncrewed Aircraft Systems (UAS)

4.11.6.1 Due to seasonal weather and closures no UAS operations were undertaken in this period.

5.0 Faculty Health, Safety and Wellbeing Updates

5.1 Business and Law

The Committee received the Faculty Report in Appendix B. IF highlighted the following:

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5.1.1 The Estates Regional Building Facilities Manager had completed planned annual building inspections in January 2024 and the results were discussed in the BAL Faculty Committee.

5.1.2 MyMynd had been relaunched in January 2024 with an onboarding presentation of services available for staff. A programme of events had been planned for the remaining academic year.

5.2 Creative and Cultural Industries

The Faculty had not held a Committee since the last report.

5.2.1 IF advised the Health and Safety team had engaged with staff and students to produce a short film, for self employed placement students, explaining how to complete a risk assessment.

5.2.2 The Faculty Event Management process is currently under review.

5.3 Humanities and Social Sciences

The Committee received the Faculty Committee minutes in Appendix C. IF highlighted the following:

5.3.1 Fire Marshal and First aid cover were highlighted. A number of staff are to undertake training which would help provide cover.

5.3.2 Several workplace inspections had been carried out in FHSS buildings.

5.3.3 NM had reported to the Faculty Committee that an increase in face-to-face teaching had created more work and therefore stress for academic staff.

5.3.3.1 NM added that UCU were concerned about working hours being calculated over a year. They would prefer hours to be calculated over each teaching block. The Chair advised this was not in the remit of this Committee.

5.4 Science and Health

The Committee received the Faculty Committee minutes in Appendix C. IF highlighted the following:

5.4.1 The Out of Hours access request form was under review following concerns around pregnancy and safety. Additional questions would be added in order to identify vulnerable students/staff.

5.4.2 A chemical collection had successfully removed a substantial amount of unrequired chemicals from King Henry Building. A number of compressed gas cylinders were also removed from the cages outside of Burnaby Building.

5.5 Technology

The Committee received the Faculty minutes in Appendix E. AP gave the following update:

5.5.1 Staff working in low temperatures in the concrete lab had been a concern. More radiators had been provided by Estates.

5.5.2 The issue of lithium battery storage had been raised, discussions around this continue.

5.5.3 Following staff being encouraged to undertake training, an update on whether there was a sufficient number of Fire Marshal's would be given in the next quarter.

6.0 Support Services – Health, Safety and Wellbeing Updates

6.1 Research and Innovation

6.1.1 SE had nothing to add.

6.2 Corporate Governance

6.2.1 SA thanked Estates for their help in the move to Mercantile House.

6.2.2 Corporate Governance had work being carried out on their floor and the specialist chairs of the team had been used to stand on. SA had been assured those contractors had been spoken to.

6.2.3 SA is still acting as the Health and Safety Co-ordinator for the V-C's Office in University House, despite now being based in Mercantile House, but would be happy to pass this on to an appropriate person based in that building.

6.3 Global

6.3.1 PL had left the meeting due to technical issues.

6.4 Human Resources

6.4.1 MD had nothing to raise.

6.5 Marketing

6.5.1 PG was no longer available.

6.6 Library and Information Services

6.6.1 KS advised that the Library risk assessments had been reviewed. The risk assessment brought in during covid had been adapted to cover the general use of the Library and linked in with the Safeguarding policy. Work was being done to review the existing Information Services risk assessments.

6.6.2 The recent fire evacuation went well. The Library would continue to have two fire drills a year due to it being a major building with large footfall.

6.6.3 There had been work on the lifts, which had meant the surrounding space had to be managed, but no health and safety issues had arisen.

7.0 Fire Safety Quarterly Update

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

7.1 JL advised that, further to Rees Hall being registered in accordance with the Building Safety Act, he had now started to compile the report on the building that could be requested by the Safety Regulator from April 2024. He suggested it was unlikely to be as early as April as reports on all high risk buildings in the UK would be requested first.

7.2 The placement of fire information boxes, originally requested by Hampshire & Isle of Wight Fire and Rescue Service in certain areas, was being rolled out to all buildings. They securely contain all information required by the fire service, who have a common key.

8.0 Wellbeing Quarterly Update

8.1 ESm gave an update on behalf of ES.

8.1.1 Recruitment continues for the HR Wellbeing Manager post, interviews were planned for later in March 2024.

8.1.2 Health and Wellbeing Champions were being appointed, using those already trained as Mental Health First Aiders, but taking into consideration those who did not want their names published.

8.1.3 A Mental Wellbeing course was held for Leaders and Managers with 11 attendees. A menopause seminar was also held.

8.1.4 The LearnUpon resources are being well used. Managers and staff should be encouraged to use the extensive range of eLearning modules. The Guidance for Managers having Wellbeing Conversations course is really useful.

9.0 Occupational Health Quarterly Report

9.1 ESm advised OH had dealt with 107 cases in the November to January period. Cases that were exacerbated by work accounted for 37% and 45% of cases were due to manual handling. The majority of those were in the University Library and CCI. HR were monitoring sickness absence and facilitating return to work, networking and reaching out to staff to improve resilience in the workplace. Referrals would continue to be monitored.

10.0 Any Other Business

10.1 AM raised concerns around the escalation process. Issues that pose an immediate danger must have a process to ensure they are dealt with, without waiting to be submitted to this Committee, but for those lower risk items more discussion needs to be had to see if those issues merit escalation or if they should be dealt with outside of this Committee. Personal opinions should be removed and the risk assessed through internal teams. It may be that issues have not been resolved by the team dealing them, that extra guidance is needed or non-performance is involved and then escalation would be appropriate. AM would be asking for a policy to be drafted to show a clear assessment process based on the risk involved. He advised two items, highlighted for escalation, had been removed from the Quarterly Report.

10.1.1 The first related to the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR). The Health and Safety Adviser responsible for Fire Safety would be undertaking training on DSEAR and would then be able to provide a suitable assessment on the risk involved. This needed to happen before a decision would be made in relation to an escalation to this Committee.

10.1.2 The second related to a number of HS1's submitted during the recent cold weather regarding low temperatures in labs and the impact on some chemicals and biological safety cabinets. Work was being done to get a clear picture of the issue and to look at possible solutions with the teams directly involved alongside Estates and the Biological Safety Officer.

10.1.3 AM suggested he would attend Faculty Committee's if necessary to highlight the need for a formal process and to get their involvement and buy-in.

10.2 AM made the Committee aware of a number of unannounced police visits, one resulting in a forced entry due to concern for a student and another involving entry into a lecture theatre. The University Police Liaison Officer had advised there were a number of new officers in the local area who were not familiar with the correct procedure for gaining access to University property. A reminder had been emailed by her to ensure this wouldn't happen again. Committee members should inform AM if they experience anything similar. AM would like to maintain strong relationships with the local police while minimising the impact on students and teaching.

10.3 AM has visited Oxford University to see the pre-emptive plans they have made in line with Martyn's Law. They have action plans for each building, made trauma kits available and introduced mandatory counter terrorism training. They had also implemented a mass alert system that could be used to message and email all staff in the event of an incident. AM will be looking into the suitability of this system for the University of Portsmouth campus.

10.3.1 The Chair would look into what business continuity planning was in place in the event of a major incident.

Action 105

To establish what business continuity planning is in place in the event of a major incident. Responsibility: FH

11.0 Close of Meeting

The Chair thanked the Committee members for attending.

Date of next meeting: 5th June 2024 at 10:00. St Andrew's Court Boardroom,

New action items

Action ID	Description	Responsibility	Status	Notes
Action 105	To establish what business continuity planning is in place in the event of a major incident.	FH	New	