

**UNIVERSITY OF ROEHAMPTON
COUNCIL
HEALTH, SAFETY AND WELFARE COMMITTEE**

**Minutes of the 41st meeting of the Health, Safety and Welfare Committee held
on Wednesday, 5th February in the Terrace Room, 004, Grove House**

Present: Mark Allen (Chair), Tom Rowson, Andy Lamb, Frances Coleman,
Michael Toon¹, Patrick Brady, Gauti Sigthorsson, Sue Carter,
Adam Fewster, Richard Bradshaw

Notes: Marion Hallett

In attendance: Nigel Dale, Fire, Health and Safety Advisor, and Sally Akehurst,
Dean of Life and Health Sciences ²

Apologies: Richard Gerard-Sharp

Minutes and Business Matters

HSWC41.1 Welcome, Introductions and Apologies

The Chair welcomed everyone to the meeting and introductions were made.

No conflicts of interest were declared.

**HSWC41.2 Confirmation of the minutes of the last meeting
(Paper HSWC41/1)**

Approved: The minutes of the 40th meeting of the Committee, held on 23
October 2024 were approved.

HSWC41.3 Item: Matters Arising from the Minutes

The Committee noted progress on matters arising as set out in
Paper HSWC41/2 including a verbal update on a request for
funding for pothole repair, which will be raised at the next CIG
(Capital Investment Group) meetings in February and March 2025.

HSWC41.4 Health & Safety Matters (verbal item)

The committee noted the following issues raised by the Trade
Union representatives and discussed at the meeting.

To note:

¹ Left the meeting at 11.05

² Attended for Item 41.5 only (brought forward ahead of Item 41.4)

- **Parking Issues:** Limited parking on campus and high demand continues to present challenges and security guards have reported verbal abuse. The committee discussed a revision of the parking policy, and proposals are to be considered in conjunction with tighter restrictions and enforcement. It was acknowledged that the dynamic of parking requirements has altered recently, predominantly due to an increase in 3rd party providers.
- **SAIL Implementation:** Concern was raised over duplication of running old and new systems simultaneously and the potential stress this may cause. Identifying a clearer way forward should be possible towards the end of February, acknowledging that good communication is key to its success. The committee discussed a launch strategy and agreed that good communication is key to its success.
- **Compliance with Laboratory Regulations:** A new issue was brought to the attention of the Committee, which highlighted recent occurrences of students refusing to comply with compulsory safety regulations (refusal to wear PPE). Implications were discussed and appropriate action has been undertaken by the Leadership team with support from the Dean of School.
- **Buildings and Maintenance:** Work on the Whitelands roof commences at the end of February, following the tendering and contract process for 8 weeks of scaffolding. It was noted that the SU roof is also in need of repair.

Action: COO/Governance Manager

HSWC41.5 Annual report from Life and Health Sciences Sub-Committee (brought forward)

The Dean of School delivered verbal commentary to support Paper HSWC41/3 which highlighted the following matters:

To note: The Committee noted that the School has experienced staff changes, including new Deputy Deans as well as structural realignment of the technical team, which now includes a new technical manager and technicians. A high standard of support is being maintained.

There is a growing need for software solutions to store and monitor documentation, and processes are being established with professional services for external service provision, sports science consultancy, and health and safety regulations.

Sports Therapy is a growing area, and while there are no concerns with managing specialist spaces, it was acknowledged that additional laundry facilities are needed. It was reported that labs are too hot and not regulated adequately; Members of the Committee have made themselves available to support and escalate the issue

in the event that any tickets raised are not dealt with promptly. There have been no significant injury reports, however competency and training plans are under development. Breaches of security remain a concern particularly at Whitelands regarding chemstore and radiation areas and it was agreed that going forward, the Dean of School will be included on security reports for oversight and awareness. It was noted that a healthcare audit is underway. A boiler room flood in September was also reported.

HSWC41.6 Report from Student Support Services including work relating to OfS Condition

To note: The committee noted the report (paper HSWC41/04) and a verbal commentary was provided by the Head of Disability & Dyslexia Services which highlighted the following items:

1. A more detailed update on the OfS Condition E6: tackling harassment and Sexual misconduct will be provided at the May Meeting.
2. Progress and Impact Update on the Equality Act Compliance Action Plan: There is an increase in overall student happiness and willingness to share information; the Autumn term was the busiest for student engagement with figures doubling from Autumn 2024, and advice and student referrals have also increased. Student Support is focusing on ways to engage with international students through international recruitment and webinars
3. Student Support Record Systems Update: The CRM is in progress and looking to pilot two databases; 'Simplicity Advocate' to be implemented in Summer 2025 and 'Simplicity Access' (for disabled users) for Spring 2026.
4. Key Data Insights: Committee discussed Disability Achievement Gap Data, noting a small reduction in first or 2:1 attainment compared to last year. Proactive work for adjustments to be made for students with declared disabilities continues and a focus on inclusivity is incorporated into the SAIL initiative.
5. Service Updates: The Committee noted the updates on Disability and Wellbeing. The SU representative reported that the offering of mental health workshops at enrolment is under development, and recruitment of mental health advisors is underway.
6. Provision of support for disability planning in the workplace/students on placement continues with the provision of advice to placement teams & ensuring adequate risk assessment for disability planning is made.

It was noted that the efforts of the team who have carried out work on the equality gap should be acknowledged and thanked at the next Council meeting.

Action: Chair

HSWC41.7 Report from Human Resources

To note: The Committee noted the report (Paper HSWC41/5) from the Executive Director of Human Resources which focused on Staff Health & Safety Training and provided statistics for completion of eLearning modules.

The Committee was asked to consider whether any action should be taken relating to the completion rate of H&S mandatory eLearning courses with a completion rate below 85% which is evident in some areas of professional services and some academic schools, especially relating to Fire Safety training.

It was also noted that a report on Health & Safety Wellbeing will be delivered at the May meeting.

Committee also requested further discussions regarding in house/Roehampton accredited resilience training for students, and Mental Health training for staff as well as consent training.

HSWC41.8 Health and Safety Period Report

To note: The Committee acknowledged this new report (Paper HSWC41/06) which covered the period 1st September – 31st December 2024. In conjunction with the report, the following incidents were highlighted:

- A severe allergic reaction experienced by a student due to mis-labelling of food provided by the University via an external catering provider; The committee discussed this event and suggested conducting an independent catering audit
- A dog attack sustained by a student's assistance dog from a dog belonging to a member of the public which was not on a lead. This matter is being addressed.

It was also noted that a revision of the smoking policy is due and a request for support with a revision to the Smoke Free Policy was acknowledged. The SU representative has offered assistance, and the Associate Director of Health & Safety is also to be consulted.

It was noted that the Associate Director of Health and Safety would invite members of the committee to provide input on

Building Fire H&S Audit Programme in collaboration with a Health & Safety Advisor.

HSWC41.9 Fire Safety

The committee noted the Fire Safety Period Report (Paper HSWC41/07) for 1 September to 31 December 2024 and the following matters were highlighted:

To note:

- Remediation of all non-compliant/defective pull cord alarm and fire refuge communications installations is in progress with planned completion scheduled for Summer 2025.
- There is a noted increase in smoking indoors and tampering with fire detection.
- Following consultation with our fire consultants, the Fire Brigade and Insurer, removal of fire-extinguishers in student accommodation would continue to be implemented, with provision of fire extinguishers in secure cabinets for use by trained personnel only. Provision of student kitchen fire blankets will continue. The Director of Estates will provide an update at the next HSW Committee meeting. It was suggested that this project is managed by the Estates Project team going forward. (not Security).

Action: Director of Estates

The Committee also discussed whether a more severe disciplinary approach is considered for smoking/vaping indoors, taking into consideration the recent fire in student accommodation. Management suggested engagement with a wider group to discuss effective ways to tackle breaches of smoking regulations.

It was acknowledged that The SETEC sub committee had its first meeting on 14th January 2025 and will meet on a quarterly basis.

On closing the meeting at 1213 it was noted that Whitelands would be the preferred venue for the next meeting.

Dates of future meetings

Wednesday 7 May 2025

*Marion Hallett
Interim Governance Manager
February 2025*