

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

**Minutes of the 40th meeting of the Health, Safety and Welfare Committee held on
Wednesday, 23rd of October 2024 at the Bailey Room LS101, Southlands College
Location**

Present: Mark Allen (Chair), Tom Rowson, Andy Lamb, Frances Coleman, Michael Toon, Patrick Brady, Richard Gerard-Sharp, Gauti Sigthorsson, Sue Carter, Adam Fewster, Richard Bradshaw, Mike Hall, Stephen Pretlove

Notes: Hina Moledina

In attendance: Nigel Dale, Fire, Health and Safety Advisor

Apologies: None received.

Minutes and Business Matters

HSWC40.1 Welcome, Introductions and Apologies

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

No conflicts of interest were declared.

**HSWC40.2 Confirmation of the minutes of the last meeting
(Paper HSWC40/1)**

Approved: The minutes of the 39th meeting of the Committee, held on 1 May 2024 were approved.

HSWC40.3 Item: Matters Arising from the Minutes

The Committee noted progress on matters arising as set out in Paper HSWC40/2.

**HSWC40.4 Terms of Reference for SETEC Health and Safety Sub-Committee
(Paper HSWC40/3)**

The Committee received the terms of reference for a new Health and Safety sub-committee for SETEC, which would meet three times a year to oversee health and safety in engineering and heavy construction equipment and processes.

The Committee noted that staff would receive ongoing health and safety training and that students would receive a health and safety induction prior to practical sessions and working in the SETEC Labs.,

Approved: Terms of reference for SETEC Health and Safety Sub-Committee, subject to the addition of the Director of Estates as an attendee

Action: Associate Director, Health and Safety

HSWC40.5 **Fire Safety Policy**
(Paper HSWC40/4)

The Committee noted that the Fire Safety Policy had been updated to reflect recommendations from Mishcon de Reya.

Approved: Fire Safety Policy

The Committee discussed the need for other health and safety policies to be reviewed in relation to responsibilities.

Action: Associate Director, Health and Safety

HSWC40.6 **Health and Safety Matters**

The Committee noted the issues raised by the UCU and GMB Health and Safety representatives for discussion at the meeting. The following points were highlighted:

- That, in terms of fire safety, rapid response to issues had been noted but there were concerns about storage, emergency exits and training requirements, especially for caretakers and security staff. Increased patrols were recommended during peak times to manage heavy usage of spaces. It was noted that annual fire training addresses the importance of keeping Emergency Exits clear. Signage would be reviewed with Roehampton Venues in relation to storage and emergency exits
- That there were concerns relating to understaffing in the caretaking team.
- That it would be helpful to include Patrick Brady in Whitelands roof project updates.
- That issues relating to limited parking spaces, had led to some confrontation, especially in the first six weeks of term. It was noted that the availability of spaces generally increased after the first few weeks of term.
- That there were concerns relating to toilet misuse in the Library and ongoing heating problems, which would be discussed outside of the meeting.

**Action: Associate Director, Health and Safety,
Executive Director of HR and UCU H&S rep**

HSWC40.7 **Mpox Report**
(Paper HSWC40/5)

The Committee noted the summary report in relation to Mpox. The following points were highlighted:

- That guidance from Universities UK was available, and had been consulted, in relation to accommodation and contagious diseases.
- That students with NHS placements were not assigned to contagious wards. Vaccinations were available, where necessary.
- That two emergency management exercises had recently taken place, and that contagious diseases would be considered as a topic for future exercises.

HSWC40.8

Report from Student Support and Success (Paper HSWC40/6)

The Committee received a report from Student Support and Success. The report outlined the University's response to two major sector developments: New OfS condition of registration for tackling harassment and sexual misconduct; sector guidance following the High Court ruling in the case of Bristol University vs Dr Robert Abrahart.

The following points were highlighted:

That The OfS condition would come in to effect on 1 August 2025. The Head of Wellbeing would be working with other stakeholders to develop Roehampton's action plan to address this new condition over the next few months. That safeguarding concerns must be communicated to ensure university compliance. Ongoing guidance and training would focus on awareness.

- That as a consequence of the High Court ruling, all university staff who become aware of the potential need for adjustments to be made for a student have a responsibility to take action to ensure this happens.
- That disclosure of disabilities can enhance student performance, as they are provided with the necessary support.
- That a fact sheet would be developed to guide staff on permissible information sharing.
- That a full update on work relating to the OfS condition would be provided at the next committee meeting.

Action: Head of Wellbeing

HSWC40.9

Health and Safety Period Report (Paper HSWC40/7)

The Committee received the Health and Safety period report. The following points were highlighted:

- That 12 incidents had been reported, including 1 RIDDOR. Efforts were underway to address slip, trip, and fall hazards. Staff were encouraged to increase reporting of near misses to reduce accidents.

- That Security staff often assist with minor illness responses to students.
- That the recent RMP audit review showed positive progress, with governance and H&S management systems in good standing.
- That there were some accessibility and access issues related to potholes in Froebel College, which would be investigated.
- That the RSU should use the Premises Inspection Checklist to report issues.

Action: Director of Estates and Campus Services, RSU

HSWC40.10 Annual Health and Safety Report
(Paper HSWC40/8)

The Committee received the annual Health and Safety report. The following points were highlighted:

- That a revision of the strategy was planned for 2025 and that KPI progress was on track.
- That new Deans and directors would receive health and safety training. Attendance at manager training sessions had improved, as has engagement with risk assessments. E-learning was performing well, with 85% completion across 12 mandatory courses.
- That five RIDDOR incidents had been reported this in 2023/24.
- That specialised learning plans were being developed, for teams such as Maintenance.
- That Schools were encouraged to conduct self-audits led by Deans, with support from the H&S team. There were new deadlines in place for those that did not complete within the deadline.

HSWC40.11 Fire Safety Management Annual Report
(Paper HSWC40/9)

HSWC40.12 Fire Safety Period Report
(Paper HSWC40/10)

The Committee received the fire safety management annual report and the annual Health and Safety report. The following points were highlighted:

- That there had been Increased tampering with fire detectors and a rise in indoor smoking and vaping incidents. Plans were in place to increase awareness and collaborate with Communications to address these issues.
- That Security faces challenges in quickly assisting individuals with disabilities, partly due to patchy communication systems in areas like Elm Grove. Non-compliant response systems are being reviewed and the Head of Security would ensure that Security responded quickly and appropriately.

HSWC40.13 Minutes from the Life and Health Sciences Sub-Committee
(Paper HSWC40/11)

The Committee noted the minutes of the Life and Health Sciences Sub-Committee

HSWC40.14 Confirmation of Committee composition, membership and Terms of Reference for 2024-25
(Paper HSWC40/12)

The Committee noted the Committee composition, membership and Terms of Reference for 2024-25

HSWC40.15 Other business

The Committee discussed areas for improvements in relation to the Committee paper, these included:

- That the agenda be divided into: for discussion, for decision, for reference.
- That action required by the Committee is clearly marked in papers.
- That information presented is tailored to members' specialisms.
- That the papers emphasise a forward-looking strategic approach.

Action: Committee Secretary

Dates of future meetings

Dates: Wednesday 5 February 2025
Wednesday 7 May 2025

November 2024