

UNIVERSITY OF ROEHAMPTON
FINANCE AND RESOURCES COMMITTEE
HEALTH, SAFETY AND WELFARE COMMITTEE

Minutes of the 30th meeting of the Committee
10am on Wednesday 6 October 2021
Meeting held remotely via Zoom

Present: Mark Allen (Chair), Aleata Alstad-Calkins, Frances Coleman, Mike Hall, Andy Lamb, Tim Macquiban, Donny McCormick, Annabelle Mooney, Oli Ottaway, Mark Riley, Tom Rowson, Ian Thorpe¹, Mike Toon

In attendance: Nigel Dale, George Turner

Secretary: Elaine Lentell

Apologies: There were no apologies

Minutes and Business Matters

HSWC30.1 Welcomes, introductions, apologies

The Chair welcomed the following new members of the reconfigured Health, Safety & Welfare Committee to their first meeting:

- Professor Annabelle Mooney (Dean of the School of Arts and senior academic manager nominated by the DVC & Provost)
- Donny McCormick, (Deputy Director of Student Support Services nominated to attend on behalf of the Director of Student Support Services)
- Oli Ottaway (V-P, Community & Welfare, RSU representative)

Ian Thorpe, Head of Technical Compliance, also attended the meeting to present Item 14.

HSWC30.2 Confirmation of the minutes of the last meeting
(Paper HSWC30/1)

Approved: The minutes of the 30th meeting of the Committee, held on Wednesday 5 May 2021.

HSWC30.3 Matters arising from the minutes

The Committee noted progress on matters arising as set out in Paper HSWC30/2.

¹ Attended for Item 14.

HSWC30.4 Confirmation of composition and membership
(Paper HSWC30/3)

The Committee noted the composition and membership for 2021-22.

HSWC30.5 Revised Committee and Sub-committee Terms of Reference
(Paper HSWC30/4)

The Committee noted the revised Terms of Reference, which had resulted from the recent Governance Review by Pinsent Masons. It was advised that the terms reflected the Committee's expanded remit to include staff and student welfare, and that the Committee now sat as a sub-committee of the Finance and Resources Committee (the remit of which had been increased to encompass oversight of matters relating to staffing), and the University Executive Board. This would enable the Executive to address any health and safety issues that arose in a timely manner. The membership and standing items on the agenda had been revised accordingly.

Approved: The revised Terms of Reference for the School of Life and Health Sciences Health and Safety sub-committee. The terms were revised in light of the merging of Health with Life Sciences.

Items for Decision

HSWC30.6 Revised Health and Safety Policy²
(Paper HSWC30/5)

Approved: The Committee considered the revisions made to the Health and Safety Policy and **recommended** it to the Finance & Resources Committee for approval.

HSWC30.7 Revised Fire Safety Policy
(Paper HSWC30/6)

Approved: The Committee considered the revisions made to the Fire Safety Policy and **recommended** it to the Finance & Resources Committee for approval.

Items for Discussion

HSWC30.8 COVID-19 update³
(Paper HSWC30/7)

² Approval of the H&S and Fire Policy revisions was taken after Items 15 and 8.

³ Item moved to after 'business matters', along with the Trade Union H&S matters.

The Committee noted the report on COVID-19 measures implemented by the University as detailed in the paper, which was considered by the Finance and Resources Committee at its meeting on 29 September.

It was noted that clear visors were available from main reception points around the University and The Asymptomatic Test Centre, should staff or students require one for lip-reading purposes.

It was confirmed that the Director of Campus Operations was meeting with the University's cleaning company, Apleona, and would raise the issue of how best to notify staff that a teaching room had been cleaned and was ready for use.

Action: Director of Campus Operations

HSWC30.9 Report from Human Resources
(Paper HSWC30/8)

The Committee received an update on mandatory eLearning and noted that substantial progress had been made following the introduction of monthly management information reports, which flagged up any outstanding staff training.

In addition to the next steps outlined in the paper, health and safety training would be included in the H&S dashboard. The Finance and Resources Committee would also have oversight of staff training.

HSWC30.10 Report from Student Support Services
(Paper HSWC30/9)

The Committee noted the report and agreed that Student Support Services data and how it feeds into the agenda would be considered before the next meeting in February.

The Committee thanked the Director of Student Services, Aleata Alstad-Calkins, for the report. The Committee further thanked Aleata for the contribution to the Committee over the years as it was her last meeting.

Action: Secretary, Student Support Services

HSWC30.11 Period Report from the Head of Health & Safety
(Paper HSWC30/10)

The Head of Health and Safety tabled the Health and Safety Dashboard, which would be presented to the Committee at future meetings with the period report to provide an overview of health and safety matters in the reporting period. The Committee was invited to provide feedback on the dashboard.

The Committee received the Period Report for 1 April – 31 August 2021 and noted the contents therein.

HSWC30.12 Period Fire Safety Management Report (Paper HSWC30/11)

The Fire, Health and Safety Advisor tabled the Fire Risk Management dashboard, which would be presented to the Committee at future meetings with the period fire report to provide a summary of fire management matters during the reporting period.

The following points were highlighted from the report:

- That a planning application to erect a protected waste yard at Mount Clare to eliminate fire risk to Picasso had been rejected. While another suitable location was sourced, it was recommended that the waste bins be moved away from any buildings to manage fire risk. The Fire, Health and Safety Advisor was therefore working with the Head of Facilities on moving the bins to an open area.
- That a malicious bin fire in the Davies Building had raised concerns over building security more generally, as the perpetrators did not appear to be Roehampton students. The building's security was subsequently improved and regular security visits maintained. There would also be increased focus on considering how to make students aware of the dangers of smoking indoors.

The Committee noted that extending the no smoking policy to include larger designated areas was ongoing.

The Committee noted the recent incident where a security officer was treated for smoke inhalation attending a bin fire in a Southlands student kitchen. It was understood that the member of staff was recovering.

HSWC30.13 Annual Health and Safety Report (Paper HSWC30/12)

The Committee received the annual Health and Safety Report from September 2020 to August 2021 and noted the contents therein. The Committee was invited to submit any comments.

Thanks were extended to the colleagues across the University who had contributed to the report.

HSWC30.14 ECS Compliance Dashboard (Paper HSWC30/13)

The Head of Technical Compliance gave an overview of the newly introduced ECS Compliance dashboard, which would be added to the period report as an appendix going forward.

HSWC30.15 Health & Safety Matters – Union Representatives⁴

The UCU raised the following three issues, as detailed in the paper circulated before the meeting:

1. The Ventilation Report. The two main issues cited were:

- the timing of the ventilation audit
- the quality of the ventilation report

To address the above, the UCU requested that the University carry out a number of actions as itemised in the paper.

In response to the points raised, the management team confirmed that the audit had been conducted by an experienced company, and that the timing of the audit was impacted by the wait for Government guidance on social distancing measures following the end of lockdown. It was further confirmed that CO₂ monitors had been installed and that windows in campus buildings had been serviced in 2020.

It was noted that an amended ventilation report had been forwarded to the UCU on 6 October. It was agreed that the outcome of the subsequent meeting between the UCU and management on 6 October would be reported back to the Committee.

2. Risk assessments, for the reasons detailed in the paper. The UCU was thanked for the helpful document, and it was noted that risk assessments were part of a broader package of measures being implemented by the University. Further, the Head of Health and Safety was working with Deans/ Heads of Department on risk assessments on an ongoing basis.
3. Workplace Stress Assessment in light of the transition back to face-to-face teaching following the easing of COVID-19 restrictions.

It was agreed that a range of initiatives around staff wellbeing should be considered and that communication informing staff about the initiatives would be expanded.

The Committee agreed that the issues raised would be further discussed at the meeting between the UCU and management on 6 October.

⁴ Item taken directly after 'business matters' (HSWC30/5).

Actions: Director of HR

HSWC30.16 Report from the Life and Health Sciences Sub-Committee
(Paper HSWC30/14)

The Committee noted the report and minutes from the School of Life and Health Sciences Health and Safety sub-committee.

HSWC30.17 Internal Audit report on Planned Maintenance
(Paper HSWC430/15)

The Committee noted the Internal Audit of planned maintenance, provided for information.

HSWC30.18 Any Other Business

- 18.1 The Committee agreed that reception cover for the four colleges would be considered outside of the meeting.
- 18.2 The Committee thanked the Trade Unions for their contribution to the meeting. George Turner was also thanked for his support during his time as Committee secretary, as this was his last meeting.

Action: Chief Operating Officer

Date and time of the next Committee meeting

Wednesday 2 February 2022, 10:00 – 12:00

*Minutes prepared by Elaine Lentell
Governance & Legal Office, October 2021*