

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

**Minutes of the 34th Meeting of the Committee
2pm on Wednesday 19 October 2022
Meeting held in the Convent Parlour and remotely via MS Teams**

Present: Mark Allen (Chair), Sharon Azams, Patrick Brady*, Frances Coleman, Mike Hall, Andy Lamb, Donny McCormick, Tom Rowson, Michael Toon

In attendance: Nigel Dale
Richard Gerard-Sharp*

Secretary: Jack Lightle

Apologies: Elaine Lentell

Minutes and Business Matters

HSWC34.1 Welcomes, introductions, apologies

The Chair welcomed everyone to the meeting and no conflicts of interest were declared.

The Chair introduced Sharon Azam, Vice President (Community and Welfare) for the Roehampton Students' Union, and Richard Gerard-Sharp, Deputy Director of Estates and Campus Services.

**HSWC34.2 Confirmation of the minute of the last meeting
(Paper HSWC34/1)**

Approved: The minutes of the 32nd and 33rd meetings of the Committee, held on 11 May 2022 and 19 July 2022 respectively.

HSWC34.3 Matters arising from the minutes

The Committee noted progress on matters arising as set out in Paper HSWC34/2 and the following actions were highlighted:

HSWC32.7 – that up-to-date floor plans have been installed in Elm Grove and the Library. It was noted that the Fire, Health & Safety Adviser had prepared a prioritised plan to deliver up-to-date information for all remaining campus buildings.

HSWC32.10 – that the Student Death Procedure had been redrafted and circulated to stakeholders and a consultation was in progress. The procedure would be presented to Senate for approval in due course.

HSWC33.2 - covered under agenda item HSWC34.5

HSWC32.13 - covered under agenda item HSWC35.8

HSWC34.4 Confirmation of composition and membership for 2022-23/Terms of Reference
(Paper HSWC34/3)

The Committee noted the composition and membership for 2022-23, along with the Terms of Reference.

Mike Hall proposed that the Deputy Director of Estates and Campus Services be added as a permanent member of the Committee. The Committee agreed to the proposal, noting that the position held expertise in facilities management.

Action: Secretary

Items for Discussion

HSWC34.5 Work-Related Stress Working Group: Final Report
(Paper HSWC34/4)

The Committee received the Working Group's final report from the Executive Director of HR, who thanked members for their contributions over recent months.

It was noted that the final Working Group meeting (held on Tuesday 11 October 2022) was not quorate as no UCU Health and Safety representatives were available to attend. The Committee noted that the members in attendance, which included a GMB representative, had agreed for the meeting to proceed and for discussions to take place regarding recommendations to be made in the final report.

Members noted the progress made since the Working Group submitted its interim report on 18 July 2022. Several workstreams continue to be active and work ongoing.

The Committee was asked to discuss the work undertaken since July and note the UCU's submissions, which were not discussed at the meeting on 11 October 2022, and endorse the report's five recommendations.

The UCU representative thanked the University for developing this and noted the Union's willingness to participate in the continuous improvement of effective working practices.

The Chair thanked the Executive Director of HR and all members of the Working Group for completing this piece of work quickly.

The Chair asked members to raise any objections and none were received. The Committee **endorsed** the Working Group's recommendations.

HSWC34.6 Health and Safety Matters

The GMB representative raised concerns regarding the safety of colleagues working alone and at night, drawing attention to anecdotal reports of large groups of students gathering at night, which had left lone-working cleaners and security guards feeling intimidated.

The GMB representative requested that lone working policies be reviewed to ensure the safety and security of all members of Roehampton's community.

The Committee reflected on the representative's concerns. The RSU representative advised that the Students' Union had issued a statement to promote self-awareness amongst students and the Deputy Director of Student Support Services noted that identified students are pursued through the disciplinary procedure. Management emphasised that the issue is understood and closely monitored through security logs.

Action: The COO, Director of Campus Operations & CIO and Deputy Director of Student Support Services

HSWC34.7 Report from Student Support Services (Paper HSWC34/5)

The Committee noted the report and the following points in particular:

- The Deputy Director of Student Support Services provided an overview of the department's new organisational structure, and the team's breadth of expertise.
- The waiting list of services was at 0 days as of 19 October 2022.
- Students presenting as homeless represented a significant proportion of casework carried over from the previous academic year.
- That Student Counselling now offer two specific service offerings, including a Solution-focused One-off session, which help students to address, manage or discuss a specific episode or problem to develop a plan of action. It was noted this had improved students' access to support and was consistent with that offered by the wider sector.

HSWC34.8 Period Health and Safety Report (Paper HSWC34/6)

Members received a report from the Associate Director of Health and Safety, and noted the following points in particular:

- A total of 19 Awaken reports were received during the period from 1 April to 31 August 2022, including ten accidents and nine near misses. Eleven incidents involved staff, three contractors or visitors, and five students.
- There were no reportable accidents during the nine-month construction and fit-out of the Mary Seacole Health Innovation Centre.
- A new eLearning system will be implemented to offer an managers and staff an improved overview of eLearning gaps.
- The DSE programme continues to support staff working remotely and on campus. The University continues to offer online and face-to-face assessments, as appropriate.
- 87.2% of students completed the Mandatory Resident Student Fire, Health and Safety Training before October 2022. The Committee noted this was a critical achievement and the Chair thanked the Associate Director of Health and Safety.
- The Associate Director previewed the launch of a rest space in Sir David Bell Building to facilitate occupational health actions. The room will launch in November and be bookable through MS Bookings.

HSWC34.9 Fire Safety Management Report (Paper HSWC34/7)

Members received a report from the Fire, Health and Safety Adviser, and noted the following points in particular:

- That there were two serious fires during the reporting period. A student kitchen fire in Elm Grove resulted in a visitor sustaining superficial burns and major damage to the kitchen. A further fire on the Parkstead House Sett Café fire escape balcony was caused by a student's discarded cigarette and damaged one end of the balcony.
- Fire alarm activations have returned to pre-Covid levels.
- That weekly inspections of all escape routes in campus buildings were required under fire safety regulations. Fire safety routes must be kept sterile but obstructions, furniture, combustible items, etc. are often found blocking passages in all campus buildings. The Health and Safety office have published a checklist to encourage compliance, although improvements are not apparent.
- Significant financial investment is being made by the University to improve the fire safety compliance of all campus buildings and will continue until all campus buildings meet statutory requirements. However, it was reported that there are now fewer opportunities to complete these works as the campus is heavily occupied throughout the year.

- That a student kitchen fire on 3 October 2021 resulted in the London Fire Brigade undertaking a formal inspection of the Southlands accommodation blocks. The University subsequently received a Notice of Fire Safety Deficiencies (NoD) in November 2021. The Committee noted that some deliverables, including fire door inspection and remediation work, remain outstanding.

HSWC34.10 Annual Health and Safety Report (Paper HSWC34/8)

Members received the Annual Health and Safety Report from the Associate Director of Health and Safety, and noted the following points in particular:

- That the Fire Safety, Smoke-Free and Lone and Remote Working Policies were created or reviewed within the reporting period.
- The University continues to progress deliverables identified by the Fire Safety Gap Analysis, Fire Risk Assessment and Zurich Insurance Fire Risk Audit. The Committee noted that progress with the phased Passive Fire Protection Improvements programme had slowed during the reporting period due to the limited timeframes available for work and high building occupancy rates.
- There were 37 fire alarm activations on campus that failed to alert Campus Security Control through the installed Drax or autodial systems. Members noted that this represented a significant increase on the previous year. It was advised that improvements were required to ensure the resilience and reliability of fire safety systems.
- A total of 258 requests for first aid support were logged within the reporting period, with 236 of these to assist students. As in previous years, many requests were made because students were unwell, unresponsive, or under the influence of alcohol. A significant number of callouts were related to mental health issues.
- The Associate Director recommended that health and safety should feature in future versions of the University's enabling strategies.

HSWC34.11 Report from the Life and Health Sciences Sub-Committee (Paper HSWC34/9)

The Committee noted the report and minutes from the School of Life and Health Sciences Health and Safety Sub-Committee. Members noted the eleven deliverables that had emerged from the meeting and no comments were received.

HSWC34.12 Internal Audit of UUK/Guild HE Code of Practice for the Management of Student Housing
(Paper HSWC34/10)

The Committee noted the paper, which detailed an audit of Roehampton's compliance with the UUK/Guild HE Code of Practice for the Management of Student Housing.

HSWC34.13 Any Other Business

- 13.1 The UCU representative requested that, going forward, papers be shared one week in advance of meetings to allow members time to prepare.
- 13.2 The UCU representative also requested that other union representatives be permitted to shadow committee meetings. Management endorsed this, noting the opportunity for colleagues to learn about the Committee and its processes. Members noted that it would be necessary to distinguish between 'shadowing' and 'contributing,' and the Executive Director of HR asked the UCU representative to submit a written proposal to outline how this would work in practice.
- 13.3 Members noted that the next meeting would be held on Wednesday 2 March 2023. The UCU representative requested that this meeting be held at Whitelands College and the Chair agreed.

Action: UCU Representative

Action: Secretary

*Minutes prepared by Jack Lightle
Vice-Chancellor's Office
October 2022*