**Notes of Health and Safety Group Meeting** 

**Tuesday 16th April 2024**

**Present:** Steven Westcough (SW), Head of Health, Safety and Wellbeing, HR (Chair)

Andrea Campbell (AC), Occupational Health Adviser, HR

Robert Dove (RD), Unison Representative

Andy Maclaren (AM), Deputy Director, Estates Operations

Mandie Hall (MH), School Manager, SCEDT

Donna Rodgers (DR), Learning & Development Manager, HR

Lynn Smith (LS), Senior Health and Safety Adviser, HR

Emma Teare (ET), UCU Representative

Hazel Wright (HW), Well-being Services Co-ordinator, SLS

Nicola Souter (NS), Assistant Administrator, HR (Secretary)

**1 Apologies/Welcome**

1.1 The Chair confirmed there were no apologies.

**2 Minutes of Previous Meeting circulated for 3rd October 2023**

2.1 It was noted that the previously circulated meeting minutes were accepted as an accurate reflection of the meeting by the group.

2.2 **Action:** An issue was raised regarding the toilets in the Constantine building. ET to send details of the issue and location to AM following the meeting so that this could be investigated.

ET confirmed this had been completed. **Action closed.**

2.3 **Action:** SW to circulate the No Smoking policy to the group following the meeting. The group were asked to review this and provide commentary to SW if they feel anything needs to be changed.

SW confirmed this had been circulated. **Action closed.**

**Action:** SW to consider No Smoking/Vaping as a forthcoming safety campaign.

SW confirmed there would be a No Smoking/Vaping campaign in September which would also link into Stoptober in October. **Action closed.**

**3 Safety Report**

3.1 SW gave a verbal update on the safety report.

3.2 The Animals on Campus policy had been reviewed and included additional information on insurance requirements for therapy animals on campus. The draft policy had been disseminated for review and received endorsement and agreement from the Health & Safety Executive Group and the Disability Focus Group.

3.3 The Health Monitoring Policy had been reviewed by the Occupational Health Adviser. This now included the need for regular comprehensive screening for University drivers in line with DVLA regulations.

3.4 The Fieldwork policy had been reviewed following an incident in 2023. Adjustments had been made to the policy to include that the Health & Safety team must approve risk assessments.

3.5 The Food Stalls and Bake Sales guidance had been reviewed.

3.6 All Fire Safety Risk Assessments were due to be reviewed in April.

3.7 Cleveland Fire Brigade had completed inspections of several buildings which had included Parkside Flatts and MIMA. SW confirmed that all fire doors in residential accommodation had been upgraded following new legislation in 2023.

3.8 The Health & Safety Team continued their work with internal auditing and all HASMAP audits are on schedule with no outstanding actions.

3.9 Training offered by the Health & Safety Team had included Risk Assessment training, Laser Safety, Student Wardens and Fire Marshal’s. Information and support had been provided to TU London.

3.10 CPR training had continued and 200 people had attended.

3.11 The Digital Life Building was scheduled for completion in spring 2025. The Library refurbishment had been completed. Bios had opened in September 2023.

3.12 The boiler replacement in Middlesbrough Tower would be completed by 15 May 2024.

**4 Occupational Health Report**

4.1 Occupational Health continued to deliver on the Health and Wellbeing Action Plan with the help and support of the Employee Engagement Adviser.

4.2 Key Performance Indicator targets had been met for referrals, appointments and reports.

4.3 The Health Monitoring Policy and Stress Policy reviews had been completed.

4.4 The Case Review, Case Conference process and Research Passport process had been reviewed.

4.5 The Better Health at Work Award had been achieved and Occupational Health had received a Maintaining Excellence certificate.

4.6 Mental Health Awareness sessions including Neurodiversity had been offered.

4.7 The engagement plan had been delivered to several Schools.

4.8 Occupational Health would be working on the Health & Wellbeing Action Plan for 2024/2025. Could members please contact AC with any topics they would like to be included in the next action plan.

4.9 SW confirmed that promotion of these activities were displayed on the Wellbeing website, University Update and via the Health Advocates.

**5 Student Health and Wellbeing Report**

5.1 It was noted that the Student Health and Wellbeing Report had been circulated.

5.2 HW had continued to monitor illness and disease. There had been a small number of cases of TB and one of Meningitis. All procedures had been followed.

5.3 The Meet & Greet service, where international students are met at the airport, had now expanded to 3 per year.

5.4 The lifestyle service was available, by referral only, to students offering support for sleep, exercise and nutrition. Alongside this would be a programme of workshops to support student’s mental wellbeing. A social prescribing scheme to enable improved access to services for students would be considered.

5.5 Sexual health advice drop-ins continued to run monthly. The service is delivered by the Terence Higgins Trust and takes place in the Student Life Building.

5.6 The Family Friendly Study Service was being ran as a pilot this academic year.

5.7 A Halo Hub would be set up on campus. This would be a project to promote the services of the organisation, HALO, who deal with issues such as domestic abuse.

5.8 ET queried publicity of these services on campus. HZ would consider this and evaluate.

**6 Accident Statistics Report**

6.1 There had been 23 accidents in the last 6 months which had involved 16 staff members and 7 students. This had been a slight increase on the last reporting period but was still low compared to previous periods.

6.2 The Health & Safety Team had been working on the development of new accident and incident reporting forms.

**7 Health and Safety Audits**

7.1 LS had remained on track with the HASMAP audits. The NHC and SACI Waterhouse audits had both scored highly.

7.2 The Estates Legislative Compliance Audits for Mechanical Plant were finalised.

7.3 The Estates Department had been working on the maintenance and inspection of fire dampers following recommendations from the audit.

**8 Smoking Issues**

8.1 AM confirmed that a weekly clean was being completed by Campus Services to tidy up cigarette ends.

8.2 ET expressed concern about walking through a cloud of vape smoke when coming out of buildings which was unacceptable on the University campus. SW confirmed that vaping was mentioned within the No Smoking Policy.

8.3 RD queried if no smoking signage needed to be changed to include vaping.

8.4 HW would contact Lauren Bradshaw regarding a message to students around consideration of others when vaping. This could be displayed on the newsletter and social media.

8.5 DR suggested delivering training to student workers’ so they had the confidence to challenge others about non-smoking on campus.

8.6 SW queried if there was potential for a no smoking bin container at the entrance to the Constantine Building.

**Action: AM to install a no smoking bin container at entrance to Constantine.**

**Action: SW to keep the smoking issue under review.**

**Action: SW to contact the International Centre to put a request in to their students to make them aware of the no smoking policy.**

**9 Joint Principles for Safe Working on Campus**

9.1 The Joint Principles for Safe Working on Campus had been circulated as part of the minutes. This was a document explaining how we as a University are expected to operate in terms of health and safety principles and processes.

9.2 SW had reviewed the documentation and is confident those principles were being adhered to.

9.3 SW requested group members respond to him regarding any thoughts and feedback.

**10 Health and Safety Guidance for Children on Campus**

10.1 The Children on Campus guidance had been reviewed and amended to discourage young children on campus outside of standard opening hours.

**11 Stress Management Policy (for endorsement)**

11.1 The Stress Management Policy had been circulated as part of the information pack. SW requested members provide any feedback within 1 month. The Policy had also been circulated to the Disability Focus Group for feedback.

**12 AOB**

12.1 RD requested that smoking issues be kept on the agenda. SW confirmed that this would be kept as a standing item on the agenda.

12.2 HW suggested the organisation of a No Smoking Group. SW would review this.

12.2 RD suggested that the Health & Safety Group be extended in October.

**Action - SW to review the agenda for the next meeting to decide if the meeting duration needed to be extended.**

**13 Date and Time of Next Meeting**

13.1 It was noted that the next Health & Safety Group Meeting would be held on Tuesday 22 October 2024 at 10am via Teams.