

Minutes
SAF18-M2

Minutes of the Health, Safety and Environment Committee

- (v) Arising from M18/3.2(ii) the Science Operations Manager and the Environmental Manager were drawing up an action plan to embed environment and sustainability within the School of Science.
- (vi) Arising from M18/3.2(iv) the School of Science would be invited to share examples of good practice in its health, safety and environment practices at the next Health, Safety and Environment Consultative Forum meeting. **ACTION: HSR Manager, Science Operations Manager**
- (vii) Arising from M18/6.2(ii) HR would normalise sickness absence rates in future Annual Occupational Health reports to allow comparison over time. **ACTION: Director of HR**

18/20 Health, Safety and Environment Update: School of Aeronautical, Automotive, Chemical and Materials Engineering

SAF18-P23

20.1 The Committee received a presentation by the Operations Manager on health, safety and environment arrangements in place in the School of Aeronautical, Automotive, Chemical and Materials Engineering (AACME).

20.2 The following points were NOTED in particular:

- (i) The School's Risk Register had noted a number of risks including a lack of documentation for some activities carried out within the School.
- (ii) The culture in the School surrounding risk assessment had improved following initiatives to motivate or penalise staff and research students to ensure that they complied. The School's Senior Management Team had demonstrated that it was willing to take the step of closing areas where health and safety requirements were not being observed. The Committee considered that the act of undertaking a risk assessment was integral to the practice of good scientists, and that the risk assessment itself could well have benefits for the activity. Therefore, the effort involved was rarely wasted.
- (iii) PhD students were acknowledged to be a

- (ii) It was unclear why the sections that referred to Deans of Schools and Director and Heads of Professional Services (3.5 and 3.7 respectively) differed whe

18/27 Health and Safety Risk Register

SAF18-P30

The Committee CONSIDERED an update on progress in developing the Health and Safety Risk Registers. It NOTED in particular that Schools and Professional Services were required to complete their action plans by July with a view to the status for each being reported to the Health and Safety Statutory Compliance Sub-Committee in September.

18/28 Stress/Mental Wellbeing Working Party Update

SAF18-P31

28.1 The Committee RECEIVED an update on the work of the Stress and Metal Wellbeing Working Party and on implementation of measures to support mental wellbeing at the University.

28.2 The following points were NOTED in particular:

- (i) The University had won the British Safety Council Health and Wellbeing Award in recognition of its coordinated approach to promote the health and wellbeing of its staff and students. The HSR Manager would notify the Head of PR so that the prize could be mentioned in the June Vice-Chancellor's Newsletter. **ACTION: HSR Manager**
- (ii) The Employee Assistance Programme (EAP) service had been extended to provide staff with access to online cognitive behavioural therapy and up to six sessions of face-to-face counselling where needed.
- (iii) The Health and Safety budget submission for 2018/19 included a bid to support the roll out of the Mental Health First Aider Scheme to other Schools and Professional Services.
- (iv)(iv)

step unless there was a need to do so for compliance purposes. Mandatory courses were monitored centrally, and completion was flagged on staff records and potentially discussed at PDR. Other courses were 'strongly advised' with take up monitored at School/Professional Service level. For other courses, staff were encouraged to take the course voluntarily, and it was noted that this could be an approach which the Sustainability Team could consider if it wanted to improve take up.

- 29.3 The Deputy Director of HR (Staff Development) was asked to reflect on the courses which were currently mandatory and the use made of records of completion of the courses with a view to deciding on an appropriate balance of mandatory courses in future. **ACTION: Deputy Director of HR (Staff Development)**
- 29.4 The Sustainability Manager would meet with the Deputy Director of HR (Staff Development) to brief her on the Environmental Essentials course and the reasons for wishing to make the course mandatory for all staff. **ACTION: Sustainability Manager, Deputy Director of HR (Staff Development)**

18/30 Asset Inspection and Maintenance

SAF18-P33

On reference from the Health and Safety Statutory Compliance Sub-Committee, the Committee APPROVED a proposed approach to improve/ensure legislative compliance relating to asset inspection and maintenance.

18/31 Reports to Health, Safety and Environment Committee

The following reports were RECEIVED:

- (i) **SAF18-P34**

18/33 Valediction

- 33.1 The Committee thanked retiring members Rob Allan, Suzanne Dexter, Ann Greenwood, James Jones and Mark Lewis for their valued contributions to the Committee's discussions.
- 33.2 Members NOTED that the Students' Union representative on the Committee in 17/18 was a part-time member of the ~~ESQ)116~~ ~~ESQ)116~~