

# Minutes

## SAF20-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 3 June 2020

### Attendance

#### Members:

Neil Budworth, Sandy Edwards, Alec Edworthy, Graham Howard, Norma King, Chris Linton (Chair), Graham Moody, Chris Rielly, David Roomes, Jo Shields, Oliver Sidwell (ab), Chris Spencer (ab), Richard Taylor.

Association to ensure that appropriate arrangements were in place for the wide range of forms of on-site teaching that took place.

24.4 Staff return was likely to be gradual. Buildings would reopen at the instigation of the relevant Dean or Head of Professional Service and only after a Building Readiness Assessment had taken place.

24.5 The Committee noted that it was not appropriate to refer to organisations being 'safe' or 'unsafe' during the pandemic. Rather, the aim should be to minimise risk.

## 20/25 Social Distancing Arrangements

### SAF20-P31

25.1 Members NOTED social distancing arrangements that were to be put in place for the return to on-site operations on the University's campuses. Universities UK had promoted the guidance within the sector and beyond as an example of good practice. It had been widely distributed and adopted by other HEIs and had become the sector standard. The authors of the guidance were congratulated on producing a very clear and comprehensive set of guidance.

25.2 The following points were NOTED in particular:

- (i) The capacity of the campus was likely to drop overall. However, the permitted capacity for an area would depend upon the nature of activity and the internal configuration of buildings.
- (ii) The current social-distancing requirement of two metres was likely to change at some point in the future. This would have an impact upon the permitted capacity of buildings.
- (iii) Staff would be required to complete online training before returning to work on campus. Deans/Heads of Professional Services would be responsible for ensuring that staff had completed the training.
- (iv) The guidance should be expanded further to include information associated with transport on campus, and this information could inform the return to campus over the coming weeks and months. The Sustainability Manager would forward a list of topics to the Head of Health and Safety for inclusion in the Guidance. **ACTION: Sustainability Manager**
- (v) First aiders may require additional protective equipment in order to assist staff. They would be made aware that they could request these items. **ACTION: Head of Health and Safety**

## 20/26 Homeworkers Display Screen Equipment Policy and Guidance

### SAF20

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the role of Lone Working Duty Officer created to monitor lone working activity. The specific requirement for a lone working risk assessment had been removed and had been incorporated into the process risk assessment.

27.2 A Lone Working App had been developed and was being used extensively. The Committee welcomed the introduction of the App which was a timely solution to its long-standing concern about the safety of lone workers.

27.3 The Head of Health and Safety would establish how the Lone Working App could be used where staff either did not have a compatible device or did not wish to install the App on their personal device. Guidance for these scenarios would be included in the Code of Practice.

**ACTION: Head of Health and Safety**

## 20/28 Health and Wellbeing Update

SAF20-P347.

(iv) Cause and effect tests for areas identified in a recent independent review of the

## **20/34 Health, Safety and Environment Statutory Compliance Sub-Committee**

### **SAF20-P40**

34.1 The Committee RECEIVED the minutes of the meeting of the Health, Safety and Environment

## **20/39 Valediction**

The Committee thanked retiring members Norma King, Chris Rielly and David Roomes for their valued contributions to the Committee's discussions.

M Ashby  
June 2020

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