

## Health, Safety and Wellbeing Committee

7 October 2025

**Present:** Patrick Hackett (Registrar, Secretary and Chief Operating Officer) (Chair), Dr David Barker (Chair of the Safeguarding Advisory Group), Helen Brewis (Co-Chair of the Mental Health and Wellbeing Advisory Group), Kevin Gaskell-Clow (UNISON Safety Representative), Dr Nicola Hutchings (UCU Safety Representative), Dr Robert Jones (Chair of Radiation Safety Advisory Group), Professor Nalin Thakkar (Vice-President for Social Responsibility and Chair of the Occupational Health, Safety and Training Advisory Group), Professor Simon Turner (Chair of the Genetic Modification and Biohazards Safety Advisory Group), and Dr Sergey Utyuzhnikov (Chair of Fire Safety Advisory Group).

**In attendance for all items:** Martin Blake (Head of Estates Health and Safety), Sylvester Boon (Compliance and Risk Manager (Faculty of Science and Engineering)), Peter Connolly (Interim Director of Campus Life), Matt Crofts (Head of Planning, Compliance and Governance (Faculty of Biology, Medicine and Health)), Julia Cheung (Deputy Head of Safety Services), Dr Ian Haslam (Head of Radiation Safety Unit and Secretary to Radiation Safety Advisory Group), Attia Ramzan (Director of Safety Services), Emma Rose (Deputy Director of Faculty Operations (Faculty of Humanities)), Dr James Schofield (Secretary to the Rose Safety, Environment and Security Committee), Julie Walker (Secretary to Resilience Advisory Group), and Jane Holland (Governance Manager) (minutes).

**In attendance for minute 7:** Spencer Davies (Head of Advice and Response), and Sarah Wells (Lead Nurse, Campus Life)

**Apologies:** Ken Drury (Unite Safety Representative), Sarah Littlejohn (Co-Chair of the Mental Health and Wellbeing Advisory Group), Anneessa Mahmood (Member Nominated by the Students' Union Council), and Dr Elizabeth Micakovic (Chair of Resilience Advisory Group).

### 1 Welcome and Introductions

**Noted:** The Chair welcomed members and attendees to the first meeting of the 2025-26 academic year. Introductions were provided for the following, who were attending their first meeting:

- a) Robert Jones (Chair of Radiation Safety Advisory Group).
- b) Attia Ramzan (Director of Safety Services).

### 2 Review of the Committee's Terms of Reference and Membership

**Received and Endorsed:** the Health, Safety and Wellbeing Committee Terms of Reference and Membership.

**Noted:** The terms of reference were reviewed on an annual basis at the first committee meeting of each academic year, in line with good practice or upon significant change. The following was proposed:

- a) To update the route of reporting assurance, through the University Executive (previously through Planning and Resources Committee). **Action: Governance Manager**
- b) To remove the University Safety Coordinator (for Fire Safety Advisory Group) from the membership, and to update job titles where these had changed. **Action: Governance Manager**
- c) To clarify who should be the nominee for the Executive Director of People. **Action: Associate Director of Culture, Engagement and Experience**

### 3 Minutes of the previous meeting

**Agreed:** to approve the minutes of the meeting held on 30 June 2025.

### 4 Matters Arising

**Received:** the Health, Safety and Wellbeing Committee actions update.

**Noted:**

- a) The Director of Safety Services confirmed that a methodical approach to training, including but not limited to IOSH Leading Safely training, was being undertaken which would entail an analysis of competencies across the University. This would determine gaps in training and appropriate action to be progressed through OHSTAG. **Action: Director of Safety Services** Progress made by the Training Needs Analysis Group would be reported towards the end of the year. It was a priority to have a clear, University-wide strategy for training.
- b) Trade Union Safety Representatives asked to be informed of HSE notifications, including radiation consents. A meeting would be arranged, by the Deputy Head of Safety Services, to determine which notifications should be forwarded to the Trade Union Safety Representatives. **Action: Deputy Head of Safety Services, Chair of Radiation Safety Advisory Group, and TU Safety Representatives**

### 5 HSW Committee Forward Agenda 2025-26

**Received:** the Health, Safety and Wellbeing Committee Forward Agenda 2025-26.

### 6 HSW Performance Monitoring – Annual Report from HSW Committee to the Board 2024-25, incorporating Quarter 4 monitoring

**Received and Endorsed:** the annual report from the Health, Safety and Wellbeing Committee to the Board 2024-25.

**Noted:**

- a) The Chair and the Head of the President & Vice-Chancellor's Office had discussed future changes to the reporting of Health, Safety and Wellbeing to the University Executive and Audit and Risk Committee.
- b) There were challenges around extracting data from the current clinical management system. The Interim Director of Campus Life was working with the Chief Information Officer on the development of a new system. An update would be provided to a future meeting of the Committee. **Action: Interim Director of Campus Life** Clarity on the timescale of IT developments would be required and if unrealistic, consideration would need to be given to other methods of extracting the data.
- c) It the overall assurance dashboard (Green) indicated that the correct processes were in place. This was not an overall result for performance.
- d) The Director of Safety Services confirmed that the first quarterly report of the year would be re-structured and would set a precedent for future reporting.
- e) The UCU representative requested that the essential training courses data be available at local committees, and this request would be forwarded to the Director of

Talent Development noting that there would be a move from the training catalogue to Canvas. **Action: Associate Director of Experience, Engagement and Culture**

- f) There was a discussion about the implementation of new safety standards for sources and the resulting impact for Dalton Cumbria Facility. It was confirmed that there would be a five-year implementation period. The Deputy Head of Safety Services and the Chair of Radiation Safety Advisory Group would discuss the impact of the new safety standards and provide an update to the Committee. **Action: Deputy Head of Safety Services and Chair of Radiation Safety Advisory Group**
- g) A large number of referrals to occupational health due to work-related stress had no reason given, due to non-clinicians making referrals and being unable to categorise. The new system would allow visibility in terms of categories.
- h) The number of referrals due to musculoskeletal injuries was high and it was unknown whether these were work-related. The importance of having a practical element to the training course was recognised, and a separate discussion would be held about this. **Action: Interim Director of Campus Life and UCU representative**
- i) There had been an increase in academic reporting of sickness absence. The sickness absence reasons for the increase will be shared. **Action: Associate Director of Experience, Engagement and Culture** Work would be undertaken to refine the sickness absence categories during the implementation of Oracle. The new system would be in place by November 2026.
- j) There was discussion about the figures for significant incidents involving student wellbeing (including student deaths). The split between international and domestic students would be determined. **Action: Interim Director of Campus Life** Colleagues were reminded that the Safe Zone app had a wellbeing function.
- k) The sickness absence data trends were measured by the number of occurrences, rather than per person. It would be difficult to extract this data due to it being anonymised. The data was not easily comparable to the last quarter, due to it being a specific report providing summary data for the complete academic year 2024-25.
- l) The utilisation of the EAP was discussed in relation to suicides. It was acknowledged that the 13% response rate was fairly strong for the sector. The report would be updated to ensure it was clear that the reported figures related to colleagues. **Action: Associate Director of Experience, Engagement and Culture**
- m) The UCU representative shared that the Colleague Engagement Survey had been reduced by a number of questions and felt that it was difficult to benchmark. A separate discussion would be held around this. **Action: Associate Director of Experience, Engagement and Culture and UCU representative, and the Head of Colleague Engagement** The Head of Colleague Engagement was working on strategy and was planning engagement with the trade unions. Consideration needed to be given to whether HSW Committee would be the correct place to report engagement with the colleague surveys in future.
- n) There was discussion about the structure of the HSW Committee report in future. It was proposed that the report should be refined to a 3-4 page business report containing clear and succinct detail, with supporting information provided as an appendix. The report could include tracked KPIs and metrics, containing continuous improvement plans and remedial actions. **Action: Executive Director of Compliance and Risk**

## 7 Strategic Theme: Health

**Noted:** A PowerPoint presentation on the strategic theme of health, which focused on health as a holistic concept, and the Campus Life approach to addressing the determinants of health.

- a) The Director of Safety Services expressed support for an holistic approach. It was recognised that facilitating this would be impacted by the size and shape of the team. The Interim Director of Campus Life would arrange a separate discussion with the Director of Safety Services to consider possible themes, such as staff volunteers as

Mental Health Champions, initiatives such as 'Brother's Keeper', and to provide information on the current 2.5-day Mental Health Qualified Practitioner workshops for staff and students. The Associate Director of Experience, Engagement and Culture and the Mental Health Practitioner (Training) would be invited to the discussion.

**Action: Interim Director of Campus Life**

- b) Details about how many staff were engaging with the Mental Health Qualified Practitioner workshops would be extracted to ascertain whether certain groups should be targeted and action taken to promote the workshops. **Action: Interim Director of Campus Life**

**8 Report from the Occupational Health, Safety and Training Advisory Group (OHSTAG)**

**Received and Noted:** the Occupational Health, Safety and Training Advisory Group Compliance Report.

**9 Report from the Mental Health and Wellbeing Advisory Group**

**Received and Noted:** the Mental Health and Wellbeing Advisory Group Report.

**10 Report from the Safeguarding Advisory Group**

**Received and Noted:** the Safeguarding Advisory Group Report.

**11 Report from the Radiation Safety Advisory Group**

**Received:** the Radiation Safety Advisory Group Compliance Report, including an update on the progress relating to the HSE consents.

**Noted:** There was discussion about the source of uranium referred to in the report. It was recognised that there was a need for improved tracking of purchases of chemicals and other sources. The Executive Director of Compliance and Risk would arrange to meet with the Trade Union Safety Representatives in order to understand their concerns and propose a way forward. **Action: Executive Director of Compliance and Risk**

**12 Report from the Rose Safety, Environment and Security Committee**

**Received and Noted:** the Rose Safety, Environment and Security Committee Compliance Report.

**13 Report from the Fire Safety Advisory Group**

**Received and Noted:** the Fire Safety Advisory Group Compliance Report.

**14 Report from the Genetic Modification and Biohazards Safety Advisory Group**

**Received and Noted:** the Genetic Modification and Biohazards Safety Advisory Group Compliance Report, including an update on the outcome of the HSE bio-inspection.

**15 Report from the Resilience Advisory Group**

**Received and Noted:** the Resilience Advisory Group Report, including an update on progress of the Protection of Premises Duty.

**16 Date of next meeting**

**Noted:** The next meeting would be held on 16 December 2025 at 10.30am-12.00pm, via MS Teams.