



Health, Safety and Wellbeing Committee

30 June 2026

Present: Patrick Hackett (Registrar, Secretary and Chief Operating Officer) (Chair), Dr David Barker (Chair of the Safeguarding Advisory Group and Chair of the Resilience Advisory Group), Helen Brewis (Co-Chair of the Mental Health and Wellbeing Advisory Group), Julia Cheung (Deputy Head of Safety Services), Kevin Gaskell-Clow (UNISON Safety Representative), Hayley Markham (UCU Safety Representative), Dr Robert Jones (Chair of the Radiation Safety Advisory Group), Professor Sarah Sharples (Chair of Rose Safety, Environment and Security Committee), (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 Health and Safety Estates and Facilities), Peter Connolly (Director of Campus Life), Matt Crofts (Head of Planning, Compliance and Governance (Faculty of Biology, Medicine and Health)), Sandra Dyball (Director of Employee Relations and Policy), Sonal Patel (Executive Director of People's nominee), Emma Rose (Deputy Director of Faculty Operations (Faculty of Humanities)), Tom Saunders (Head of Planning, Compliance and Special Projects (Faculty of Science and Engineering)), Dr James Schofield (Secretary to the Rose Safety, Environment and Security Committee), Ben Ward (UMSU), and Deborah Black (Governance Project and Protocols Officer) (minutes).

Apologies: Anneessa Mahmood (Nominated by the UMSU Council), Catherine Grills (Executive Director of Faculty Operations (Faculty of Science and Engineering)), and Dr Elizabeth Micakovic (Chair of the Resilience Advisory Group).

1 Welcome and Introductions

Noted: The Chair invited everyone to introduce themselves and then welcomed members and those in attendance to the final meeting of the 2025-26 academic year.

2 Minutes of the previous meeting

Agreed: to approve the minutes of the meeting held on 24 March 2026, subject to the amendments under Matters Arising being made.

3 Matters Arising

Received: the Health, Safety and Wellbeing Committee actions update. ^[OBJ]

Noted:

- a) In relation to fire safety concerns (at 2.2), the UNIAC audit report had halted progress. A detailed discussion on this issue was held at item 4.1;

- b) The majority of the outstanding actions arising from the 24 March 2026 meeting had been completed. The UCU representative highlighted that discussions were already underway regarding the Health and Safety Consultation Framework (the meeting took place on 9 March 2026);
- c) The actions table would be updated to the new format for the start of the 2026-27 academic year.

4 HSW Committee Year End Review for the 2025-26 Academic Year

4.1 Health, Safety and Wellbeing Objectives for 2025-26

Received: a report on the progress against the objectives for 2025-26.

Noted:

- a) The Deputy Director of Safety Services updated members, with a focus on progress made on radiation safety and the hiatus in fire safety progress due to the UNIAC audit report;
- b) In relation to the UNIAC report, the Chair confirmed that the University worked with UNIAC to agree management actions but a promised summary of these had not been circulated yet;
- c) It was clear from the discussion that there was a lack of knowledge and understanding about the governance arrangements and approval routes for such reports. It was the responsibility of OHSTAG to ensure these were made known. **Action: Head of Health and Safety Estates and Facilities to send the report to HSWC and FSAG for consideration and OHSTAG to clarify the governance and approval arrangements;** The VP& Dean for FSE needed the fire safety actions to be updated as a matter of urgency. The Executive Director of Risk and Compliance indicated that his Directorate was responsible for co-ordinating the delegation of actions. **Action: Executive Director of Risk and Compliance;**
- d) Care should be taken to ensure that the all the papers being considered by HSWC contained the most up-to-date information. **Action: All report sponsors and authors;**
- e) Also, track changes should be kept in on all reports to aid readers, particularly as they progressed through the approval routes. **Action: All report sponsors and authors;**
- f) The Director of Campus Life reported that, with the Co-Chair of the Mental Health and Wellbeing Advisory Group, they had identified the need for a fuller review of the strategy, which fully engaged both the colleague and student voice. The revision of the strategy would take place over the summer and would align with work on the Student Minds' Mental Health Charter. This would also allow time to facilitate input from our incoming Student Union Officers so it truly reflected the co-production aspirations for a 'whole university' approach. **Action: Director of Campus Life/Co-Chair of Mental Health and Wellbeing Advisory Group;**
- g) The Co-Chair of the Mental Health and Wellbeing Advisory group updated on the development of wellbeing related People Leader training, including Mental Health elearning and Work-Related Stress. The latter had been integrated into the People Leader suite of training;
- h) The colleague crisis pathway was almost finalised and was due to be launched before the start of the new academic year;
- i) There had been further development of resources on Work-Related Stress and Wellbeing Impact Assessments;

- j) There had been a review and refresh of the Colleague Wellbeing Network, including an updated name (a move away from Staff), guidance for people leaders and new training for champions;
- k) In addition, work had been undertaken on the effectiveness of the Mental Health and Wellbeing Advisory Group by introducing additional data from DASS and the Mental Health Support team, plus additional input from the Students' Union;
- l) There had been a streamlining of campaign work, to two key campaigns each year, and working closely with EDI, Occupational Health, Sport and Reward. There was an increased focus on financial wellbeing over the last year, through work with Reward;
- m) Work was ongoing on tailoring the offer to different types of colleagues. This was being underpinned by the increased use of data;
- n) The EAP service had been reprocurd with the provider continuing to be Health Hero;
- o) An organisational stress risk assessment was being developed, which would form part of the forward plan of work for 26-27;
- p) Contributions had been made to the development of Student Minds Mental Health Charter;
- q) The Chair of the RSAG asked whether the effectiveness of the EAP service was monitored and what measures were taken when the service levels were poor. It was confirmed that we were receiving on a quarterly basis all feedback from employees (both positive and negative); there were SLAs in place that were reviewed on a quarterly basis with Health Hero. Also, test calls were made so response times and customer service levels could be experienced, and it was noted that there were mechanisms in place to respond to complaints.

4.2 Annual Review of the University's Health and Safety Policy Statement

Received: the annual review of the Health and Safety Policy Statement.

Noted:

- a) There had been to two key changes to the policy statement: 1) an additional responsibility for students to comply with arrangements for safe working, and 2) the Director of Estates and Facilities role has been replaced with Chief Property Officer;
- b) The Foreward to the statement needed to be updated and then signed off by the President and Vice-Chancellor. **Action: Deputy Director of Safety Services;**
- c) In addition, the language used should reflect current house style, aligning with that used in the Manchester 2035 strategy. **Action: Deputy Director of Safety Services;**
- d) Trade Union consultation on the policy should be added on p49. **Action: Deputy Director of Safety Services;**
- e) Reference to the Deputy President on pg 49 should be removed. **Action: Deputy Director of Safety Services;**
- f) At 3) g. the point would be amended to make an explicit the link between competency and the knowledge, skills and behaviours model. **Action: Deputy Director of Safety Services;**
- g) Any organisations which were separate legal entities needed to be referenced and each one's Health and Safety management practices captured. **Action: Deputy Director of Safety Services;**
- h) HSWC members should be provided with the list of legal entities. This list should be circulated as soon as possible. **Action: Governance Manager.**

Agreed: subject to the changes above being made, to recommend the University's Health and Safety Policy Statement to the Board of Governors for approval, via University Executive.

4.3 Annual Review of the University's Health and Safety Organisation Document

Received: the annual review of the University's Health and Safety Organisation Document.

Noted:

- a) A number of minor typographical updates had been made, and the responsibilities of the Chief Property Officer had been included;
- b) the line -management organogram was inaccurate and needed to be reworked to reflect the structure as it was and a separate chart needed to be created to accurately portray the governance reporting and approvals routes. The trade unions' role should also be made more explicit. **Action: Deputy Director of Safety Services.**

Agreed: Subject to the changes under b) being made, to recommend the University's Health and Safety Organisation document to the University Executive.

5. HSW Committee Forward Planning for the 2026-27 Academic Year

5.1 Review of the Occupational Health and Safety Strategy for 2026-27 – its objectives and the forward plan

Received: the review of the Occupational Health and Safety Strategy for 2026-27.

Noted:

- a) The purpose of the objectives was not clear as there seemed to be a mixture of strategic and operational objectives. Also, these were not SMART;
- b) There needed to be a clear distinction between ongoing objectives versus new ones;
- c) If an objective has a multiple-year timeframe, it should be broken down into annual SMART objectives to help with progress tracking;
- d) Wellbeing and Occupational Health needed to have input into the strategy. Also, the trade unions would be fully consulted;
- e) The objectives could inform the work plan but both needed to be worked on simultaneously;
- f) Members agreed that the current workplan could continue as an interim until the new objectives were finalised and the workplan updated to reflect these;
- g) The document needed reworking and a separate, brief HSWC meeting was required, to be scheduled in September, to discuss this single item. **Action: Director of Safety Services for the revisions to the strategy/Governance Manager for scheduling;**
- h) *UCU raised a query about SafeZone App and emergency information being made available to visitors when they are on our campus;
- i) An update was provided on the progress of the project to centralise AED provision across campus. The Director of Campus Life reported that, following completion of two comprehensive reviews, the group leading the project had identified 24 external positions for devices across the campus, which would improve accessibility, support work being undertaken around compliance with 'Martyn's Law' and help us meet the wider ambition to register all AEDs with national 999 'The Circuit' network'. It was hoped to progress the project under the Integrated Infrastructure Plan;
- j) In response to a question from the UCU representative about whether the project would lead to withdrawal of devices from critical areas, it was explained that each case would be judged on its own merits, with an assessment of risk and decisions also being informed by footfall etc.;
- k) The Chair asked how often the devices had been used. It was explained that, whilst the devices had been used on campus approximately 5 or 6 times, they had been

deployed a greater number of times by our Campus Support & Security Teams as part of their enhanced emergency response.

Agreed: to postpone recommendation of the Occupational Health and Safety Strategy for 2026-27 to University Executive for approval until early in the new academic year.

5.2 Review of Staff and Student Mental Health and Wellbeing Strategy

Noted: the wider-scale review of the strategy which meant this would be considered by HSWC at its October meeting

Agreed: to postpone recommendation of the Staff and Student Mental Health and Wellbeing Strategy to University Executive for approval until after HSWC had received and approved it.

6. HSW Monitoring Q3 Report to Audit and Risk Committee (1 February – 30 April 2026)

Received: the Health, Safety and Wellbeing Monitoring – Q3 Report (1 February – 30 April 2026).

Noted:

- a) The UCU representative raised that the University does not have a chapter on pressurised cylinders. The Deputy Director of Safety Services reassured the group that there was information available. **Action: Deputy Director of Safety Services to signpost the information to the UCU representative and reconsider its location and format;**
- b) In future reports on fire related incidents, incidents in residences should be separated out to give a clearer picture of the distinction on the trend. **Action: Deputy Director of Safety Services;**
- c) In future reports, the wording needs to be clearer to highlight that it was the 'trend' that was not statistically significant, not the individual events or the absolute numbers.
- d) The VP&Dean for FSE asked for close monitoring of incidents so all could be thoroughly investigated and any additional mitigations put in place swiftly. **Action: Deputy Director of Safety Services;**
- e) The graph on incident reporting also needed to be carefully monitored given the rise in number of incidents being reported. **Action: Deputy Director of Safety Service.**

Agreed: to recommend the Health, Safety and Wellbeing Monitoring Report – Quarter 3 (1 February – 30 April 2026) to the Audit and Risk Committee, via University Executive.

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

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

8 Report from the Mental Health and Wellbeing Advisory Group

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

9 Report from the Safeguarding Advisory Group

Received and Noted: the Safeguarding Advisory Group Report.

10 Report from the Radiation Safety Advisory Group

Received and Noted: the Radiation Safety Advisory Group Compliance Report.

11 Report from the Rose Safety, Environment and Security Committee

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

12 Report from the Fire Safety Advisory Group

Received: Fire Safety Advisory Group Compliance Report.

Noted: A verbal update on the UNIAC Fire Safety Audit follow-up was given at item 4.1

13 Report from the Genetic Modification and Biohazards Safety Advisory Group

Received and noted: the Genetic Modification and Biohazards Safety Advisory Group Compliance Report.

14 Report from the Resilience Advisory Group

Received and Noted: the Resilience Advisory Group Report.

15 Any other business

Noted: One of the UNIAC recommendations contained in the fire safety audit report was to change the various Advisory Groups into Assurance Groups. The Chair of RSAG voiced that, were this to happen, this would be a significant concern. Members agreed this needed further discussion with all the key stakeholders. **Action: Executive Director of Compliance and Risk to progress.**

16 Date of future meetings

Noted: The meeting dates for the 2026-27 academic year were to be confirmed and were to include a one hour meeting in September focusing solely on the 2026-27 objectives and work plan.

**Secretary's note post meeting: SafeZone App made available to visitors is being explored as part of the ongoing work around the Protection of Premises Duty. Emergency information such as fire safety and first aid are already available as notices around each building. Visitors who are part of an organised event should be provided with emergency information by the event organiser. In areas designated for members of the public, such as the Cultural Institutes and sports facilities, UoM colleagues are visible as staff so visitors can approach them with in emergency situations.*