APPROVED **Minutes**

Health, Safety and Wellbeing Committee

24 September 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), Peter Connolly (Co-Chair of the Mental Health and Wellbeing Advisory Group), Chris Goodwin (attending on behalf of Unite Safety Representative), Simon Holden (attending on behalf of 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 Ben Ward (attending on behalf of the member nominated by the Students' Union Council).

In attendance for all items: Martin Blake (Chief Property Officer's nominee), Sylvester Boon (attending on behalf of Executive Director of Faculty Operations FSE), Matt Crofts (attending on behalf of Executive Director of Faculty Operations FBMH), Delphine Darios (attending on behalf of Head of Radiation Safety Unit), Fiona Lynch (attending on behalf of Executive Director of Faculty Operations FHums), Attia Ramzan (Director of Safety Services), Robert Williams (Executive Director of People nominee), and Jane Holland (Governance Manager) (minutes).

Additional attendees for all items: Elaine Armstrong (University Safety Coordinator), Josh Arnold (University Safety Coordinator), Sheila Chisholm (Safety, Compliance And Risk Manager), Sarah Fernandez (Safety Services Advisor), Lisa Gorst (University Safety Coordinator), Anthony Hughes (University Safety Coordinator), Fiona Marriage (Compliance and Risk Manager FBMH), Gemma Moore (Core Capability Manager), Tosin Odipe (University Safety Coordinator), and Tom Saunders (Head of Planning, Compliance and Special Projects FSE).

Apologies: Ken Drury (Unite Safey Representative), Kevin Gaskell-Clow (UNISON Safety Representative), Nicola Hutchings (UCU Safety Representative), and Anneessa Mahmood (member nominated by the Students' Union Council).

1 Welcome and Introduction

Noted: The Chair welcomed members and those in attendance to the first meeting of the 2026-27 academic year. The meeting was an additional meeting which would focus on the development of the Work Plans for Occupational Health, Safety and Wellbeing.

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

Received and endorsed: The Health, Safety and Wellbeing Committee's Terms of Reference and Membership.

Noted:

a) The Committee's terms of reference and membership were reviewed on an annual basis at the first committee meeting of each academic year, in line with good practice or upon significant change.
b) The Chair of the UAVTAC (Unmanned Aerial Vehicles Technical Advisory Committee, 'drones') would be added to the Committee's membership. **Action: Governance Manager**
c) The reporting line would be updated to reflect that the Committee reported via the University Executive to Audit and Risk Committee and the Board. **Action: Governance Manager**
d) The UCU representative noted that additional attendees were present who were not reflected in the Committee's terms of reference and membership. The Committee's membership and attendance arrangements would be reviewed. **Action: Chair/ Governance Manager**

3 Minutes of the Previous Meeting

Agreed: to approve the minutes of the meeting held on 30 June 2026, subject to the following amendments to attendance:

a) Sylvester Boon was not in attendance.
b) Dr David Barker as Chair of the Safeguarding Advisory Group and Chair of the Resilience Advisory Group.

4 HSW Action Tracker

Received: The Health, Safety and Wellbeing Committee actions update. OBJ

Noted: Updates had been provided in the newly formatted live action tracker. There were a number of actions in progress.

5 Occupational Health, Safety Services and Wellbeing Work Plans for 2026-27

Received: The Occupational Health, Safety Services and Wellbeing Work Plans for 2026-27.

Noted:

a) The previously proposed strategic safety objectives had been incorporated and rationalised within the Safety Services Work Plan. SMART strategic objectives, outcome measures and longer-term priorities for each area would be developed and confirmed through the respective strategy development processes and presented through the appropriate governance routes. Outstanding actions from the previous work planning arrangements would be mapped to the appropriate Work Plan or continuing institutional programme. The Health, Safety and Wellbeing Committee would maintain coordinated oversight and assurance across all three areas.
b) It was acknowledged that, while the three strategies needed to remain distinct, they should be progressed as part of a coherent One University approach. The thematic leads would continue to meet regularly to maintain alignment, and consideration would be given to a consistent approach to reporting. **Action: Director of Safety Services/Co-Chairs of the Mental Health and Wellbeing Advisory Group**

5.1 Safety Services 2026/27 Strategic Work Plan

Noted:

a) The objectives were clearly reflected in the workstreams. The University Safety Strategy would be developed in workstream 1. The remaining workstreams would be developed to align with workstream 1.
b) The UCU representative raised concerns regarding the extent of Trade Union consultation during the process of developing the Work Plan, particularly in relation to the statutory role of Trade Union safety representatives, and asked how senior managers were made aware of these responsibilities. It was confirmed that due consideration had been given to consultation throughout the process and that the approach was considered compliant with legal requirements. Work was included within the Safety Services Work Plan to clarify consultation arrangements, including the development of a RACSI framework to identify responsibilities and appropriate points of consultation. It was agreed that responsibilities and activities would be mapped more clearly to support effective consultation arrangements. **Action: Chair/ Director of Safety Services/TU Safety Representatives**
c) A member observed that it was helpful to understand how the work in the Safety Operating Model aligned with other related activities, to ensure a joined-up approach.
d) Principal Investigators (PIs) were accountable individuals for safety and should be represented more clearly in the Consulted column of the RACSI chart to indicate accountability. **Action: Director of Safety Services** Work was being undertaken with the Training and Development Team to identify trained persons for the role.
e) Existing expertise within the University could be drawn upon, such as the Thomas Ashton Institute for Risk and Regulatory Research, which had expertise in safety in industrial settings. Academic input into the teams delivering this work would also be valuable.
f) It was important that the Work Plan demonstrated to the University Executive the planned overall direction of travel.
g) The operating model involved substantial new activity, and consideration would need to be given to deliverability. The importance of simplification and prioritisation was emphasised, with a focus on reducing activity that did not add value.
h) The UCEA Fire Safety Risk Response would be embedded as part of the Chapter updates and operating model, and would feed into the workstreams in future. This work would be undertaken with Estates colleagues and feedback would be provided to Uniac.

5.2 Colleague Wellbeing 2026/27 Strategic Work Plan

Noted:

a) The Colleague Wellbeing Work Plan had been developed with the Colleague Wellbeing Network and Wellbeing Champions, working with EDI, the Trade Unions, and Occupational and Safety colleagues.
b) The Wellbeing Strategy was being developed with the Mental Health and Wellbeing Advisory Group. This would be embedded as everyday ways of working.
c) New developments included Stress Risk Assessments, the Colleague Crisis Pathway and supporting colleagues through change.
d) The Committee members welcomed the new Stress Risk Assessments which had been rolled out across the University.
e) It was suggested that Cary Cooper in the Business School could be approached to provide expert advice and act as a critical friend.

f) The importance of improving the recording of sickness absence across the academic community was highlighted, particularly in relation to mental health and stress. More consistent data would support a better understanding of trends and enable appropriate support for colleagues. It was noted that this work should align with Future Foundations and help foster a culture in which sickness absence was consistently recorded across all job families. A piece of work would be undertaken to consider how sickness absence, particularly that attributable to mental health and stress, could be recorded across the academic community. **Action: Director of Safety Services/Co-Chair of the Mental Health and Wellbeing Advisory Group**

5.3 Occupational Health Strategic Workplan 2026/27

Noted:

a) The Work Plan had been refined since the Committee papers had been circulated and the latest version would be circulated to the Committee members. **Action: Director of Campus Life/Governance Manager**
b) The key activities within the Work Plan remained the same with SMART objectives going forward and a tracker to ensure delivery.
c) The first key area of work related to infectious disease. Work was in progress to deliver an academic paper on the pop-up vaccination programme as an evidence base for efficacy.
d) Committee members were supportive of key priorities within the Work Plan, including delivery of EpiPen autoinjectors.
e) The AED Centralisation Project involved relocating AEDs externally to improve accessibility, particularly when buildings were closed. The devices would be secured by Digilocks, and consultation with colleagues was ongoing. Effective communications would be undertaken to assure colleagues that the change was intended to improve the AEDs positioning and accessibility rather than to reduce provision. This work was being progressed alongside the Estates & Facilities Martyn's Law workstream.

Agreed:

a) To endorse the revised approach of developing separate but aligned University Occupational Health, Safety and Wellbeing Strategies.
b) To recommend the Occupational Health, Safety Services and Wellbeing Workplans for 2026-27 to University Executive for approval.

6 Date of Next Meeting

The next meeting would be held on 14 October 2026, 10.30am-12.00pm (online).