

**MINUTES OF THE CARDIFF UNIVERSITY HEALTH, SAFETY AND ENVIRONMENT COMMITTEE HELD ON WEDNESDAY, 21<sup>ST</sup> OCTOBER 2020, REMOTE MEETING, AT 10.00 AM.**

Present: Professor Karen Holford (Chair), Professor Rachel Ashworth, Mr Dev Biddlecombe, Ms Anneka Bisi, Dr Tine Bloome, Ms Emma Dalton, Mr Rob Davies, Ms Georgina East, Professor Mark Gumbleton, Dr Steven Luke, Mrs Sue Midha, Professor Damien Murphy, Ms Claire Sanders, Mr Andy Skyrme and Mr Matt Williamson.

In Attendance: Mr Mike Turner (Secretary), Dr Katrina Henderson, Mr Richard Rolfe, Mr Geoff Turnball, Mrs Jennis Williams (Minute Taker), and Mr Mark Williams.

Apologies: Professor Michael Bruford, Ms Julia Komar, Mr Ben Lewis, Mr Robert Williams and Mr Simon Wright.

**PRELIMINARIES**

Welcome

The Chair welcomed all Members to the meeting. The Chair also welcomed all the new members - Ms Claire Sanders, Ms Julia Komar, Ms Georgina East, Ms Rachael Daniel, Ms Katie Hall (UNISON), Ms Anneka Bisi (Unite), Ms Tine Blomme (HR) and Ms Emma Dalton who has been re-elected to the Committee.

468 **MINUTES**

**RESOLVED**

468.1 to amend minute 456.3.5. to read:

“that the Chair of the Climate Emergency Action Plan Group should be invited to present the Climate Emergency Working Group White Paper: Phase 1 of Route to Net Zero to a meeting of the Estates and Infrastructure Group”.

468.2 the minutes of Cardiff University Health, Safety and Environment Committee held on 10<sup>th</sup> March 2020 (19/827) were confirmed as a correct record.

469 **MATTERS ARISING**

Received and noted paper 20/123, 'Matters Arising'

Vide minute 440.6 - Black Weir Bridge

469.1 NOTED that discussions with Cardiff City Council and the Parks Department are ongoing regarding ownership of the Black Weir Bridge.

Vide minute 460.6 - Annual Safety, Health and Environment Returns

469.2 NOTED that a decision has been taken not to pursue the outstanding Annual Safety Returns because time has elapsed due to the pandemic.

470 **ITEMS FROM THE CHAIR**

- 470.1 NOTED that the Chair extended a vote of thanks to everyone on the Committee, particularly Estates and the Safety, and Staff Wellbeing Teams who have worked hard to keep students, staff and the community safe.

471 **HEALTH AND SAFETY GENERAL REPORT**

Received and considered paper 20/124, 'Health and Safety General Report'. and an oral report from Mike Turner.

COVID-19 Management System Overview

- 471.1 NOTED that in response to the pandemic a COVID-19 Management System has been established.

Objectives and Targets

- 471.2 NOTED that specific COVID-19 objectives and targets have been developed and monitored by the various management groups within the University, reporting to the Coronavirus Task Force and submission of regular reports to Council.

International Travel Policy and Guidance

- 471.3 NOTED that an International Travel policy has been developed and agreed by the Coronavirus Task Force and the University Executive Board.

COVID-19 Mitigating measures

NOTED

- 471.4 that the COVID-19 mitigating primary and secondary measures prescribed within the Government guidelines in relation to cleaning, distancing and other steps if distancing can't be achieved (eg clinical delivery) and that face coverings are to be worn within University buildings have been followed throughout the buildings reoccupation process.

- 471.5 that fire safety and fire precautions are in place and are being monitored.

COVID-19 Secure Environments - Process for reoccupation of University Buildings

- 471.6 NOTED the process for the reoccupation of University Buildings.

Masks

NOTED

- 471.7 that the University plans to issue a statement to confirm, that following guidance from Public Health Wales, students will be able to remove their face coverings in lecture theatres where the two metres distance rule is adhered to.

- 471.8 the concerns raised by staff about the high rate of COVID in the student population and the possibility of students who are not wearing a mask needing to shout to be heard when they are in a lecture theatre.
- 471.9 the concerns raised by UCU about the possibility of increased build-up of viral load in lecture theatres due to aerosol droplets where students have removed their masks.
- 471.10 that transparent face masks for tutors will be trialled by MLANG. The wearing of transparent masks by tutors would enable students who need to lip read to see the tutor's mouth.

### **RESOLVED**

- 471.11 to seek further guidance from PHW regarding staff concerns about students removing their masks during lectures and the viral load in teaching areas with reduced ventilation following a full day of teaching.
- 471.12 that once information is clarified regarding the wearing of face coverings for students to ensure that it is reflected in the information/ advice for parents on the 'public' facing website.
- 471.13 to clarify the advice on which laboratories require the wearing of face coverings/ masks in for staff and students.
- 471.14 to communicate that the student connect line also offers advice/ support to parents.

### Fire Brigade Union / UCU 22.24

### NOTED

- 471.15 the University's response to the letter, (sent to all UK Universities), from the Fire Brigade Union and UCU which confirmed that measures are in place and a review of the fire precautions and emergency evacuation has been implemented across campus to ensure the key elements highlighted in the letter are not compromised.

### Fire precautions – emergency evacuation drills

- 471.16 Received and noted appendix "Annual fire drill assessment across Cardiff University during the COVID pandemic: Autumn Semester 2020".

### **RESOLVED**

- 471.17 that the Committee endorse the proposal to postpone the emergency evacuation drills until the Spring Semester (undertaking desktop exercises in the interim) and review the position at that time.
- 471.18 that the postponement of emergency drills in all buildings (including residences) is communicated to staff and students via Blas and Students News.
- 471.19 To confirm that the Committee is satisfied with contents of the Health and Safety General Report.

**472 ENVIRONMENTAL SUSTAINABILITY**

Received and considered paper 20/125HC, 'Environmental Sustainability Report' and an oral report from Dr Katrina Henderson and Mr Geoff Turnball.

Climate emergency

NOTED

472.1 that a Climate emergency white paper has been produced and will be submitted to UEB at the beginning of November detailing the recommendations for phase 1 of the route to net zero (2020 – 2023).

472.2 that it is anticipated that the full report will be published on the University internet following consideration by Council in November.

Recast of Environmental Sustainability Strategy

NOTED

472.3 that following the Recast of 'The Way Forward' in July, a Recast has been undertaken on the Environmental Sustainability Enabling Strategy to include the climate emergency declaration and updated KPI's relating to scope 1, 2 and 3 emissions and our Biodiversity target for the campus.

472.4 that the Recast will go to UEB on the 2nd November for approval.

Risk Register

472.5 NOTED that a Climate emergency/Climate adaptation entry has been proposed to be included within the University Risk Register, this will be included in the UEB update at the end of October.

Regrow Borneo

NOTED

472.6 that September 2020 marks the conclusion of a successful pilot year for Regrow Borneo during which:

472.7 £20,778 was raised (139% of the stated target)

472.8 that 4,100 trees were planted on 3 hectares of land that was cleared of all grass and vines, despite COVID-19 limiting the ability to plant during the dry season (May – September). A further 7500 trees are ready to plant after the rainy season (October-April) to fulfil our donor obligations for the pilot year.

472.9 that a paper went to UEB for consideration on 6<sup>th</sup> October 2020.

Ecosystem Resilience and Biodiversity Action Plan (ERBAP)

- 472.10 NOTED that the Ecosystem Resilience and Biodiversity Action Plan (ERBAP) has been completed and will go to UEB for approval on the 2<sup>nd</sup> November. Pending approval, the ERBAP will evaluate the University's green estate during the academic year 2020/21 to fully map all sites, this will include engagement activities for staff and students to take part in, with an aim to enhance its biodiversity performance, regardless of its current status. The aim is to restore and enhance the functionality and biodiversity of 30% of the University's green estate by 2023, and to have completed the process across the entire estate by 2030.
- 472.11 that the Ecosystem Resilience and Biodiversity Action Plan (ERBAP) will go to UEB for approval on 2<sup>nd</sup> November 2020. This will form the full report that goes to Welsh Government satisfying our duty to report under Section 6 of the Environment (Wales) Act.

THE Impact Rankings

- 472.12 NOTED that the University is taking part in the Times Higher Education (THE) Impact Rankings for the first time. The Times Higher Education Impact Rankings are the only global performance tables that assess universities against the United Nations' Sustainable Development Goals (SDGs). Evidence will be submitted during October and November with the results expected to be published in Spring 2021.

Natural Resources Wales (NRW) and Counter Terrorism Security Advisors (CTSA)

NOTED

- 472.13 that NRW issued a Compliance Assessment Report to the University on 5th May 2020 in relation to specialist software failures earlier in the year at PETIC which have resulted in several instances where data for atmospheric discharges was not logged. Consequently, data is not available over a 17-day period.
- 472.14 that even though the software failed data was still being monitored in real time by staff and at no point was the alarm activated and levels were maintained.
- 472.15 that currently specialist contractors are investigating the software issues to make sure it is operational as soon as possible.

Review of University Parking

NOTED

- 472.16 that no progress has been made with the review of University parking as it is dependent on approval to continue with recruitment to the Travel, Transport and Parking Services Manager role following lockdown and that interim arrangements for parking are on a 'first come basis'.

Waste (KPI) – Circular Economy and behavioural change

472.17 that the Welsh Assembly Government launched a £6m grant scheme for circular economy and behavioural change.

472.18 that the University has been awarded a £1,001,000 grant for successful bids to promote and introduce new waste recycling streams.

**473 STUDENT SUPPORT**

473.1 NOTED that a Student Support update was not available for this meeting, however information regarding the student population has been reported through other forums.

**474 OCCUPATIONAL HEALTH AND STAFF WELLBEING REPORT**

Received and considered paper 20/126, 'Health and Wellbeing report' and an oral report from Mr Mike Turner.

Staff Wellbeing Strategy 2020-2023

NOTED

474.1 Staff Wellbeing Strategy 2020-2023 was launched during September and supported by workshops throughout the week, themed to align with the strategy pillars - leadership, individuals, prevention, early intervention and data monitoring.

Dignity and Wellbeing Contacts

474.2 NOTED the network is now an established group across the University and are a vital communication channel for how staff access wellbeing support.

Wellbeing Workshops and Initiatives

474.3 NOTED that workshops have continued throughout the pandemic and are well received and well attended.

474.4 **RESOLVED** to support and promote the health and wellbeing campaigns.

Employee Assistance Programme (EAP)

474.5 Detailed information was discussed with the Committee in relation to findings and trends.

474.6 **RESOLVED** to receive a management summary of the EAP data and append to the document the data sets for future reports to the Committee.

Occupational Health

NOTED

- 474.7 Detailed information was discussed with the Committee in relation to findings and trends.

**RESOLVED** to have a management summary of the occupational health data and append to the document the data sets for future reports to the Committee.

Staff Drug and Alcohol Policy and Supporting Guidance

NOTED

- 474.8 that the Staff Drug and Alcohol policy and supporting guidance have been agreed and published.
- 474.9 that UCU representative missed the last Committee meeting due to industrial action and would like to revisit this item with their members.
- 474.10 the Chair acknowledged that policies are under constant review and that she was happy to receive comments from UCU membership.

**475 ACCIDENTS AND INCIDENTS**

Received and considered paper 20/127, 'Accidents and Incidents' and received an oral report from Mr Richard Rolfe.

Figure 1

- 475.1 NOTED that between January 2019 - September 2019 there were 267 incidents compared to 61 for the period January 2020 – September 2020. The significant drop in numbers is as a likely result of people moving from being on-campus to off-campus working, as a result of the COVID-19 pandemic.

COVID-19 confirmed case investigations (staff)

- 475.2 NOTED that where COVID cases are potentially linked or colleagues are being required to self-isolate by the NHS Test Track and Protect team, SSWEL are undertaking internal investigations to confirm whether our control measures can be improved in these areas.

**476 MONITORING SYSTEMS**

Received and considered paper 20/128, 'Monitoring Systems' and received an oral report from Mr Richard Rolfe.

Biennial audit cycle

- 476.1 NOTED that the current biennial internal SHE audit cycle has been reviewed in light of the coronavirus pandemic, and will now (temporarily) run as a more COVID focused audit once the completion of the building re-occupation and COVID building risk assessments programmes have been completed.

External SHE Management Systems Audit

NOTED

- 476.2 that an external audit of the University's external Safety, Health and Environmental Management Systems took place between 18<sup>th</sup> and 20<sup>th</sup> of May 2020. The audit was conducted remotely with no active involvement from any School or Department.

- 476.3 that the outcome of the audit resulted in no major or minor non-conformities, with three opportunities for improvement and eight good practices identified.

Waste inspections - Inspection programme

- 476.4 NOED that the annual external hazardous waste pre-acceptance audit has been delayed due to the phased re-opening of the campus. The University is currently awaiting guidance as to whether we are able to delay the audit until later in the year.

**477 TRADE UNION UPDATE**UCU

NOTED

- 477.1 The UCU Representative raised the issues of face to face teaching where staff who are frightened about returning to the campus and feeling pressurised by their line manager to return to work.
- 477.2 The Chair sympathised with staff who may be feeling anxious about returning to the campus but reinforced that the approach that should be to positively support colleagues to return and do their work and the Public Health Wales stress risk assessment tool should be used to assist managers with this.
- 477.3 that the UCU representative requested School/ PS HSE Committees invite trade union reps, at least during the pandemic to sit on them. It would help to resolve issues more locally.
- 477.4 that there are resources available to support staff who are now having to deliver online teaching and if there any concerns, these should be raised with their line manager/ Head of School.
- 477.5 **RESOLVED** to check the terms of reference of School HSE Committees to confirm whether trade union reps should be invited to attend.



477.6 **RESOLVED** to explore the possibility of having a COVID officer in each area.

Unite

NOTED

477.7 that the Unite Representative raised a concern from a colleague in Estates which was related to students not wearing face masks when Estates maintenance staff have gone on site to residences to carry out a repair.

477.8 that following discussions between Unite and Mark Williams staff will have the opportunity to refuse to complete a 'job request' in residences if the student does not agree to leave the room or wear a face covering.

477.9 The Chair thanked all the Union Reps for their role in health and safety as their work critical to the University.

**478 STUDENT UNION UPDATE**

NOTED that there was no Student Union Update due to internet connectivity problems.

**479 SECURITY REPORT**

Received and considered paper 20/129, 'Security Report'. Received an oral report by Geoff Turnball.

Anti-social Behaviour

479.3 **RESOLVED** that the Estates Department write to the Students Union to request support to enforce the message to the student population that students abide with the measures in place to protect students and staff when Maintenance staff have to enter a student's room or flat.

**480 UPDATE ON COLLEGE MEETINGS**

480.1 AHSS College SHE Minutes

Received and noted an oral report regarding the AHSS College SHE Minutes.

480.1.1 NOTED the reduced number of first aiders available on campus due to Professional Services staff home working. The Head of Safety and Staff Wellbeing will be exploring the possibility of Heads carrying out a first aid needs assessment and to identify an academic lead who will co-ordinate first aid assistance.

480.1.2 **RESOLVED** to review the floor markings in some buildings to so people with mobility issues can avoid having to manoeuvre against the flow of the one way system.

480.2 BLS College SHE Minutes

Received and noted an oral report regarding the BLS College SHE Minutes.

480.2.1 NOTED that the advice for 'quiet rooms' is still outstanding

480.3 PSE College SHE Minutes

Received and noted an oral report regarding the PSE College SHE Minutes.

480.4 Professional Services SHE Minutes

Received and noted oral report regarding Professional Services SHE Minutes.

**481 APPROVAL OF DRAFT AGENDA FOR THE NEXT MEETING**

481.1 **RESOLVED** that the agenda format should be the same for the next meeting.

**482 DATE OF THE NEXT MEETING** – 9<sup>th</sup> March 2021.