**BOURNEMOUTH UNIVERSITY**

**MINUTES OF THE MEETING UNIVERSITY JOINT HEALTH & SAFETY COMMITTEE (UJHSC)**

**Held on 29th September 2024 – 1530 – 1700hrs**

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| **Present:** | Chair: Karen Parker (KP) Karen Butters (KB); Steve Jones (SJ); Adam Wright (AW); Holly Crossen-White (HCW); Steph Allen (SA). |
| **Apologies:** | SU VP Welfare (SUVPW) Fatima Farha; Anand Pandyan (AP); |
| **Guest Attendance:** | Damian Evans, H&S Adviser, HR&OD  Minutes recorded by Sam Clissold (SC); |

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|  |  | **ACTION** | **ACTION PLAN NUMBER** |
| **1.** | **Apologies** |  |  |
|  | Anand Pandyan (AP)  SU VP Welfare (SUVPW) – Fatima Farah |  |  |
| **2.** | **Review of unconfirmed minutes – 26.09.24** |  |  |
|  | Committee confirmed minutes draft minutes. |  |  |
| **3.** | **Update of actions** |  |  |
|  | Action plan from 26.09.24 meeting with updates: |  |  |
| **4.** | **Standing item** – Covid19/Respiratory and general absence **(KB)** |  |  |
|  | KB advised that in relation to media coverage of Mpox, there are no cases locally or nationally at the current time, but we are on standby to escalate with Public Health Dorset if needed.  KB continued that there is a new Covid strain and reassured that Committee that we still have in place the Risk Assessments (RA) and control measures that we always have on campus. Masks and sanitisation stations are in place, and we are have refreshing and resent the communications for covid and respiratory infections to staff and students and will continue to do so on a regular basis.  Covid averaged around 2 new cases per week during the summer.  We have had 3 reported cases this week.  KB requested that the TU’s reiterate the importance of reporting cases and to stay away from campus when experiencing symptoms of covid and respiratory illness.  AW confirmed that Unison now has a regular newsletter circulated and he will ensure this messaging re reporting and staying away is in the next one.  SJ advised the Committee that there had been an upgrade on the air quality units in various areas across BU which are all linked to a live dashboard to allow constant accurate monitoring. All our practical covid practices, such as sanitation and cleaning equipment have been retained and enhanced and all the consumables have been restocked on a regular basis. |  |  |
| **5.** | **Standing item** – Parley Cross incinerator **(KB)** |  |  |
|  | KB advised that there had been no movement regarding the granting of the operational licence for Parley Cross.  We are still actively monitoring air quality at Chapel Gate to establish bench marking data that we will be able to use should the licence be granted.  If early next year there has been no licence issued, then we will consider the use of the unit elsewhere on the BU campus. |  |  |
| **6.** | **Kit room in FMC** – Lone working – **TU item (AW)** |  |  |
|  | AW outlined an issue with one of their members lone working in the PGB kit room, where there were 6 staff previously. AW continued that this area was a large number of staff members down and asked KB for a RA on lone working in the kit room.  KB thanked AW for the TU support to the staff member in this instance and she was happy to share that this issue has in fact moved forward in staffing levels and there has been recruitment to 5 posts, starting in the very near future and she feels that the kit room is back on track regarding staffing levels.  There have been H&S concerns for some time and a recent inspection has produced a number of actions which are currently being worked through by the faculty.  A meeting with the Exec Dean has taken place and an agreement has been made to minimise student use of the kit room until staffing levels and H&S activity have improved.  KB appreciates that this is not a total fix right now, but is further down the road to a full solution then we have been previously.  KB thanked the staff members and the TUs for their work on this and for bringing it to the attention of the HSW team.  AW further commented that the TUs had received from their members reports of stress, staff absences because of the lack of staff caused directly by recent VS scheme.  KP commented that it would be helpful to be made aware as to where these pockets of stressed staff are. During the recent VS we have lost 80 FTPs and if we have pinch points because of these decisions then we need to know.  AW responded that he had reports from Design and Tech in FST and in ALS.  HCW had also picked up on the same comments.  KB requested for staff and TU colleagues to not wait until formal moments and to please contact the HSW team direct when they have concerns or simply want to talk things through.  KP stated that it is important to keep staff wellbeing at the top of our agenda going forward. |  |  |
| **7.** | Update from TU meeting 23rd September 2024 (**KB)** |  |  |
|  | Discussed in action plan. |  |  |
| **8.** | Accident and incident data – paper circulated **(KB)** |  |  |
|  | The above paper was circulated prior to the meeting and KB asked the committee if there were any questions on the summary or update.  SA enquired as to what children on campus meant.  KB answered that these were children that engaged in our Sport BU summer camp activities on campus.  AW commented that it was good to see this type of activity being reported.  SJ asked for clarity re staff bringing their children on campus who are then left alone whilst they do their jobs, he advised that we need to look at this and whether we need a policy and/ change to existing guidance.  KB clarified the current position is that children on campus must be supervised at all times by a parent or named guardian and that the policy clearly states that the staff member is required to gain approval from their Director or Exec Dean in advance of the visit. The issue with this is adherence to the seeking of approval and the implementation of the policy at a local level.  HCW enquired as to what the policy was regarding skateboarding in car park H.  SJ answered that car park H is an attractive place for skateboarders and there is an issue with the neighbours to the car park. BU does try to move them on, but it is difficult to police.  Regarding skateboarding on the main campus BU and Estates have worked hard to advise through signage the onsite policy of bikes, scooters and skateboards on campus and it is campus wide policy that they are not to be ridden on any paved areas. If anyone is not adhering to this, then all staff are charged with politely challenging, point out the signage and request they disembark.  KB commented that whilst supporting from a sustainability perspective the use of bikes, scooters and skateboards to get to campus there does need to be an adherence to the signage when on campus and as always policing is the problem.  SA commented that this can be even more difficult as this is not always our students but members of the public.  AW enquired whether we could contact Beryl and request they restrict the speed of the scooters on campus.  SJ advised that he had had discussions pertaining to this with Beryl and the issues were around geo fencing and how difficult it would be to do.  SJ to follow up with Beryl and feedback.  KP advised that this would be kept under review, and we all need to be vigilant. | **SJ** | **26/1** |
| **9.** | Escalation of an incident for approval (**KB)** |  |  |
|  | KB referenced the attached paper which was circulated previously to the Committee.  KB advised that working with the TUs on incidents/accidents etc is a key part of the working relationship, including the need to escalate where required.  SA commented that herself and HCW had met to review this framework document and requested whether it could be converted into a flow chart to be more visual and easier to navigate.  SA further commented that a timeline of a year to see if this works would be helpful and then a review to discuss if it has been successful.  KP agreed and this would be bought back to the Committee in due course.  KB agreed to produce as a flow chart in addition to the written document. | **KB** | **Complete – sent on 16/10/24** |
| **10.** | BU Health and Wellbeing Strategy **(KB)**  [Wellbeing Strategy - Bournemouth University Intranet.](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstaffintranet.bournemouth.ac.uk%2Fworkingatbu%2Fhealthsafetywellbeing%2Foccupationalhealthwellbeing%2Fwellbeingstrat%2F&data=05%7C02%7Csclissold%40bournemouth.ac.uk%7C888c3b048bf7427c8aaa08dcd723d39c%7Cede29655d09742e4bbb5f38d427fbfb8%7C0%7C0%7C638621797118680296%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=DPKr2%2BqvzdvZ6gHU7ghn7rsnw5Lxl3yPaVO69BLgdfI%3D&reserved=0)  KB advised that this strategy had been an aspiration for a long while and very happy that it is now up and running, requesting that this Committee to be used as a forum for progress/feedback.  The Committee agreed that going forward this would be a standing item on the agenda. | **Standing agenda item** | **From Nov 24** |
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| **11.** | **AOB** |  |  |
|  | **AOB. 1**  AW by expressing his thanks regarding the free feminine hygiene sanitary product trial and felt it had been successful but was aware that it had been abused in some areas across campus.  AW continued and asked whether the products could be made available where staff can access without having to ask?  SJ responded that yes, feminine hygiene product dispensaries had been rolled out and installed in all ground and first floor toilets in every building and would be restocked regularly. This is a joint campaign with SUBU, obviously there are budget concerns but the re stock will be regular and we will see how things progress. The comms around it are with M&C and will be released shortly.  SA enquired why these were only installed on the ground and first floor toilets as this would make it difficult for colleagues with a disability to access if they were based on a different floor of the building.  SJ advised that the plan was to roll out in all the disabled toilets on all floors throughout campus, but also asked for a bit of time to see how the initial roll out and budget goes and then look to potentially expand after that.  **AOB. 2**  SA raised the issue of minutes and action plan only been sent a few days prior to the meetings.  KP and KB agreed to turn the papers round at a more rapid rate and for SC to liaise with both TUs re dates of submission of agenda items going forward. |  |  |
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|  | **KP thanked the committee and closed the meeting.** |  |  |
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|  | **Meeting concluded at 1646hrs** |  |  |
|  | **DATE OF NEXT MEETING – 28th November 2024 - 1300 – 1430hrs** |  |  |