**BOURNEMOUTH UNIVERSITY**

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

**Held on 27 July 2023 – 1300 – 1430hrs**

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| **Present:** | Deputy Chair: Karen Parker (KP) Karen Butters (KB); Marian Mayer (MM); Steve Jones (SJ); Adam Wright (AW); Ali Ebrahimi-Sabet (AES); Julie Liddell (JL)P; Steph Allen (SA); |
| **Apologies:** | Anand Pandyan (AP); SU VP Welfare (SUVPW); |
| **Guest Attendance:** | William Proctor (WP), Holly Crossen-White (HCW) and David Leverett (DL)  Minutes recorded by Sam Clissold (SC); |

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|  |  | **ACTION** | **ACTION PLAN NUMBER** |
| **1.** | **Apologies** |  |  |
|  | Anand Pandyan (AP); SU VP Welfare (SUVPW);  TU advised that Steve Trenoweth (STr) is no longer a UCU H&S rep and Sangeeta Khorana (SK) has now left BU. Both have now been taken off the attendee and distribution list.  TU advised that Holly Crossen-White was attending as a UCU H&S rep.  David Leverett was attending as an observer to inform his role as a new member of the H&S team.  Billy Proctor (WP) was attending to contribute to agenda item 4 and as an incoming UCU rep for this committee. |  |  |
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| **2.** | **Review of unconfirmed minutes – 25.05.23** |  |  |
|  | Committee confirmed minutes. |  |  |
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| **3.** | **Update of actions** |  |  |
|  | **74b – Change to academic year timescales.**  KP requested this be left on the action plan until the outcome of the meeting between MB and ET was known.  **Update 27.07.23 –** Further meeting to take place with MB, ET and KP, outcome to be fed back to JCNC.  **80 – Standing item – Covid-19/Respiratory and general absence.**  KB agreed to produce a draft revised risk assessment in relation to respiratory infection and send to the committee – Complete – sent on 02.06.23.  **81a – Standing item – Parley Cross incinerator/Chapel Gate air quality monitoring.**  AW asked can we please request that JA update on if an objection was raised and if not done then to please explain to this committee why that has not been done.  KP agreed to ask JA and to feedback to the committee at the next meeting.  **81b - – Standing item – Parley Cross incinerator/Chapel Gate air quality monitoring.**  KB agreed to meet with SH and RW to visit the proposed Parley Cross site and review the kit that we have purchased then feedback to this committee.  **Update 27.07.23 –** KB advised that she had a site meeting with Steve Harper (SH) and the air monitoring equipment is due to arrive over the summer. Work has not started at the incinerator site yet so plans to take early readings at Chapel Gate to provide benchmark data remain on track.  SA requested that SH had access to the login data to monitor the air quality measurements.  KB stated that the equipment produces real time data and there will be various points of login which will be available to SH.  MM raised an issue in respect of SH that he has been advised he would be able to have access to various BU generated links pertaining to this issue but this has not been the case and he is struggling with gaining access.  KB advised that the software air sampling kit is web based and that Rick White (RW) KB and SH have all been approved to have access to the web-based data.  MM stated that there is a whole host of links that have not been made accessible to SH and can someone please assist him to gain the access that is required.  KP asked MM to liaise with SH and produce a list of the links and she would take forward.  **82 – Smoke free campus update**  Work is continuing to make this happen – pilot to run through September and October to ensure we include an Open Day. SJ, KB and EW are taking this forward and will update committee as required.  **83 – Accidents and Incidents**  KB agreed to share and send overview once this was available. – **Complete, sent out with the documents for 27.07.23 meeting.**  **84 - Athena Swan**  DMc raised that Athena Swan activities were not easy to find for staff. KP agreed to take this forward. | **Complete**  **Committee agreed to take off action plan**  **KP**  **KP**  **KB**  **KP** | **81a**  **81b**  **82**  **84** |
| **4.** | **Workload Planning – (WP)** |  |  |
|  | MM opened by saying that the expectation of WLP is that there should be discussions with staff prior to the WLP being set. This is not happening and staff are just being presented with their WLP. These staff are experiencing stress due to their departments not using the WLP system.  WP stated that there are 2 Management Essential sessions with HODs and DHODs around conversations with staff before agreeing the WLP and emphasising the importance of these conversations beforehand.  WP stated that all BU departments are using the new WLP software, which should improve consistency.  WP continued that staff could reject WLP if no prior discussion had taken place.  WP will record a Management Essential video and share with the committee to enable a clearer picture of what the instructions are to HODs.  WP made the case to Jim Andrews this week (JA) to send the video to all staff.  WP also made a case with JA to ECRs/WLP reps in every department to coordinate.  Dr E McDonald is the new BU WLP lead.  KP asked if this would be made part of induction.  WP answered yes and that he would link up with Rachel Curry (RC) and Christa Lippold (CL) in Organisational Development. | **WP** | **Action from discussion is outside of UJHSC** |
| **5.** | **Standing item – Covid19/Respiratory and general absence (KB)** |  |  |
|  | KB updated the committee:  2 new cases in the last month.  The RA has been amended, reviewed and changed, will not be calling it Covid19 anymore but can change if the current situation does. Will now be referred to as Reducing Respiratory Infections, but retains the existing control measures.  KB is planning a reset of the comms for the beginning of the September 2023 term. It is very much a case of wait and watch and of course we will be led by PHE. | **KB** | **85** |
| **6.** | **Standing item – Parley Cross incinerator (KB)** |  |  |
|  | * Air monitor Chapel Gate   This has been covered in the update to action 81b |  |  |
| **7.** | **Training figures for mandatory H&S training (KB)** |  |  |
|  | KB has been informed that some staff had thought that the reminder messaging for mandatory training can be seen as threatening.  There is a legal requirement for staff to do the mandatory fire, manual handling and DSE training. There is one faculty that is an area of concern and KB asked if we could also put out comms from the TUs?  MM stated that UCU would be happy to do joint comms and she had no problem with the firm messaging.  AES advised that Unison have no objection to the messaging or the joint comms.  KB to draft the comms and move this forward.  **Accidents and Incidents**  2 RIDDOR incidents reported, 1 case has been closed and 1 case is ongoing.  MM raised a query that it was difficult to discern how these incidents/accidents are reported and what the follow up action is.  KB advised that all the cases on the summary document had all been followed up and KB going forward will give more detail on the summary with the follow up and action taken. | **KB** | **86** |
| **8.** | **Lithium batteries – safety alert and issues for BU (KB)** |  |  |
|  | KB outlined an emerging issue with the safety of lithium batteries and potential overheating/fire when charging. A recent incident in PGB has been managed and worked through with the Fire Officer and as a response we have installed fire retardant battery charging cabinets.  KB continued that guidance is now being drawn up regarding the charging of lithium batteries across BU and also for students who are loaning battery powered equipment.  This concern extends to e-bikes and e-scooters – particularly privately owned which may not have batteries that meet the required standard in relation to safety and fire prevention.  KB wanted to flag and reassure that BU are looking at the issue and producing guidance which will be shared with the TUs asap.  Fire proof charging bags have already been purchased and are available at BU to limit further risk.  SJ and KB to pick up offline the issue of disposable vaping materials/fire risk for addition to the guidance. | **SJ/KB** | **87** |
| **9.** | **TU item Annual leave policy and benefits (TU)** |  |  |
|  | MM raised concerns re the carrying over of annual leave days and stated that no staff should be losing or not taking their leave allocation.  MM stated that she advised JCNC yesterday that the TU position is no one loses leave and carries over only 5 days at the most. These leave issues can affect staff pension contributions and health and wellbeing. Staff are being told locally to cancel their leave if work demands mean they cannot be released. There appears to be inconsistency in the application of the annual leave policy and how it operates and there needs to be work done with line managers and staff to improve the situation.  KP agreed that 5 days carry over should be the maximum staff are actioning, she understands that long term sick or personal circumstances can affect this. In the exceptional circumstances when leave carry over exceeds 5 days then KP has to approve and advised she asks for the carry over leave to be taken at the beginning of the leave year.  AES advised of the Unison perspective of 5 days is in exceptional circumstances. All staff should be able to take their allocated leave with no issues.  KP agreed comms/messaging needed to remind staff. KP will also review the policy to re-enforce and try to improve consistency of application. | **KP** | **88** |
| **10.** | **TU item – Bullying of TU members taking action (TU)** |  |  |
|  | MM opened that in JCNC yesterday a request was made to have a standing item on that agenda pertaining to bullying in FHSS. MM feedback is that very little has changed, and she is often shocked to hear from UCU members about how they are treated within the faculty. Staff affected have spoken to the TUs but have requested they do not take to management as this would ‘only make things worse’.  MM continued that there was also an issue in FMC with reported bullying of members regarding industrial action they are taking citing impact on Pay and Progression, annual leave and workloads.  The staff concerned do not want to make this a grievance, but this is harmful to health.  MM asked who can this be raised with?  KP answered to raise it with her. Also, if it involves wellbeing issues then this will be supported by KB as well.  KP reiterated that no TU member should be victimised for engaging with sanctioned national industrial action.  KP to go back to both faculties involved to reiterate and KB and MM to get together offline next week. | **KP**  **MM/KB** | **89**  **complete** |
| **11.** | **TU item – Stress levels (TU)** |  |  |
|  | MM opened by advising of various departments across BU who are experiencing high levels of stress.  Where we know stress is being experienced in a particular department how do we fast track that?  KB responded that where/when she knows there are issues, a team/department intervention can be triggered, but not all cases come via her team.  KB advised that the HSE stress indicator is the framework use for the basis of the stress surveys but with the option of additional feedback and as this is an anonymous survey, we do get a good view of causation/issues.  KB will reiterate expectations on managers in a refresh of intranet resource and via Management Essentials development sessions.  KP advised that this had been discussed at JCNC yesterday and it was agreed there were a range of issues contributing.  KP commented that BU will be conducting another staff survey in the Autumn and she will share the details of this in advance with the committee.  AES stated that he is aware that the causation can be bad management, lack of resource and general conditions at work.  SJ asked what is the root cause of a bad manager? Lack of training, policies issues, their department are under resourced. We need to get underneath these statements to find out the root cause.  SJ commented that staff surveys don’t always identify what the root causes are - e.g., lack of resource, policy restraints, compliance restrictions. | **KP** | **90** |
| **12.** | **AOB** |  |  |
|  | 1. **Terms of reference**   The TOR is now agreed and approved and KB will bring back to the committee at the next meeting. | **KB** | **91** |
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|  | **Meeting concluded at 1400hrs** |  |  |
|  | **DATE OF NEXT MEETING – 28.09.23 - 1300 – 1430hrs** |  |  |