

## Health and Safety Committee

The University's Committee Structure aims to put the University in a position of strength to deliver the evidence base that will enable us to engage with the OfS and its conditions of registration: [OfS - advice-and-guidance](#)

Individual Committees are expected to utilise a range of indicators, quantitative and qualitative intelligence and horizon scanning that will enable them to monitor and review trends and spot (early on) any issues that may affect compliance. In doing so, they are empowered to drive and effect changes accordingly.

### Purpose and Scope

The University considers Health, Safety and Wellbeing to be very important and each and every level within the organisation. It is therefore committed to compliance in all health, safety and welfare legislation. These commitments are evident in the University's Strategic Plan and the underlying People Strategy, particularly (although not exclusively in relation to: effective management practices and business planning, corporate training and proactive responses to the legislative environment and statutory frameworks): ([Strategic Framework](#) )

The Committee is responsible to Council and senior management for advising on matters relating to all aspects of Health and Safety within the University (including any aspects that involve visitors and students).

### Terms of Reference

- To advise Council and senior management on matters relating to health and safety within the University.
- To provide a formal forum for consulting on and discussing health and safety issues. This includes plans being discussed by the University's Transition Planning Team (TPT) group concerning the development and planning for the re-opening of operations on-campus (following the Covid-19 pandemic and the UK lockdown from March 2020). The ToR of TPT are attached for information.
- To promote and engage in a culture of good health and safety practice within the University and to encourage continuous improvement (including following best practice from within the Sector).
- To develop, monitor and review health and safety policies and to recommend action necessary to ensure compliance with those policies and with health and safety legislation.
- To review health and safety training and to approve an annual training programme.
- To approve and monitor the Health & Safety Risk Register.
- To monitor accident and near miss statistics
- To approve and sign policies and recommend to UOT that they be ratified

## Reporting

To Council. An annual report will come from the Committee and be sent to Council.

## Quoracy

The quorum is 9. Attendance of members will be monitored on an annual basis.

## Frequency of Meetings

At least three meetings per academic year. Additional meetings may be called if there are urgent health and safety matters to be considered.

## Membership

Chair: University Secretary & Registrar

Vice Chair: Director of HR

Ex Officio: Director of Marketing and Communications

Director of Estates and Campus Services

Director of IT Services

Health and Safety Officer

Inclusion Officer (Disability)

Fire Officer

Director of Sports Centre

Technical Assistant, Faculty of Education

A representative of each faculty

## Other members

A Member of the Academic Staff (UCU Representative)

A Member of the Support Staff (UNISON Representative)

A Student Representative (Nominated by Newman Students' Union)

A senior member of academic staff

In the absence of the University Secretary & Registrar, the Director of HR will Chair the meeting.

If members are unable to attend, they are expected to send a nominated person to represent them at the Committee.

## Tenure

For elected/nominated members: 3 years, with the possibility of nomination for a further 3 years (6 in total)

Servicing & Arrangements for Papers

Senior Executive Assistant, Chief Financial Officer.

## Calendar of business

September	Items for calendar for business to be added by Chair and Committee Secretary – reviewed and agreed at first meeting ToR to be reviewed and agreed at first meeting Call for papers for October meeting
October	First meeting of the academic year
November	
December	
January	Call for papers for January meeting Second meeting of the academic year
February	
March	Call for papers for April meeting
April	Third meeting of the academic year
May	
June	Call for papers for July meeting
July	Last scheduled meeting of the academic year Committee to review and update as required ToR and Calendar of Business
August	

## Transition Planning Team (TPT)

### Reporting:

TPT which reports to the University Leadership Team (ULT), is chiefly an operational planning group (but will have some strategic responsibilities by virtue of its organisation-wide reach that will have a medium (and perhaps long term) impact on the University).

### Terms of Reference:

It is charged with:

- (a) drawing up an institutional framework for the development of planning for the re-opening of the campus and the restoration of on-campus activities and services;
- (b) leading the development of detailed but dynamic plans – to be approved at institutional level – for re-opening the campus and for the delivery of University functions thereon. Individual areas will be expected to take devolved responsibility and will be accountable through leadership and management within their own areas, making decisions of detailed practicalities surrounding their own circumstances but based around the framework.

Relationship of TPT with PFLT:

The Transition Planning Team has evolved out of the Pandemic Flu Liaison Team (PFLT) constitution, which is an emergency response group that is embedded with the University's Disaster Recovery Procedures relating to the emergence and confirmation of a pandemic. TPT is to co-ordinate the transitional arrangements related to the operations of the University. If the national situation does not revert to lock-down but there becomes confirmed case(s) of Covid-19 on campus, the PFLT may need to reconstitute urgently and rapidly with all or some PFLT members (depending on the nature and the sensitivity of the situation) to view matters at local levels irrespective of government guidance. In the event of this the Trigger Points outlined with the PFLT will resume and may be required to override the progress of the TPT.

From the outset we adopted a number of principles to guide our work:

1. We will prioritise the protection of the safety, health and wellbeing of our people within the University (namely staff, students, visitors and other stakeholders).
2. We will follow advice, guidance and, where applicable, instructions issued from time to time by the Government, Public Health England and other health authorities, including in particular in respect of:
  - "Covid-19 Secure" guidelines (outlined in the government's roadmap)<sup>1</sup>

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<sup>1</sup> (page 21 of the government's recovery strategy 'roadmap': Our Plan to rebuild): (1) Informed by Science, (2) Fairness, (3) Proportionality, (4) Privacy, (5) Transparency.

- social-distancing
  - enhanced measures for hygiene and cleaning
  - the staged/phased nature of the plans (and acknowledging that the understanding of what is short, medium and long term will flex in accordance with what we do not yet know).
3. The two 'rapid task and finish' groups that have been asked to report to ULT by the end of May (on-line learning and operational effectiveness to be embedded long-term) will help inform the work of the group.
  4. There will be two sub-groups to TPT. 1) the ongoing group chaired by the DVC to manage Learning, Teaching & Assessments during this time will feed into this group and 2) the group established as following the Operational Effectiveness Report and will be Chaired by the Director of Library & Learning Services.
  5. Re-opening of particular services and/or buildings and resumption of specific activities will be approved by TPT and subject to formal risk assessments by the individual areas. For the avoidance of doubt, risk assessments are the responsibility of the individual area and accountability for this sits with the UOT manager.
  6. Subject always to 1, 2 and 3 above, plans for re-opening the campus and for the delivery of University functions thereon – and the management of workload associated with 're-entry' – will reflect institutional priorities (including in particular the need to recruit and register students for 2020-21 and to resume critical areas of our business).
  7. Common, standard protocols – for example, on social distancing and hygiene measures – will be applied across all faculties and services. These protocols will be determined centrally by TPT. Corporate Risk Assessment Templates will be made available to inform individuals about such measures and will be the starting point of their individual risk assessments.
  8. Once formulated, plans for re-opening the campus and for the delivery of University functions thereon will be dynamic – subject to regular review and adjustment in the light of changing circumstances.

Our working assumptions are as follows:

1. The current national lockdown will be lifted in phases, with some restrictions perhaps being re-imposed if the number of COVID-19 cases rises sharply once the relaxation takes effect. Decisions to open all, or parts, of our campuses will be well informed, planned and executed only when TPT recommend it safe to do so.<sup>2</sup>
2. Safety on campus will be the point of consistency. Equity does not mean the same and we will seek to achieve conformity without uniformity because everyone's circumstances will be different. This is underpinned by the University's ongoing commitment to equality and diversity.
3. It is likely to be necessary to practise 'social-distancing' at least until the end of this calendar year.
4. The practice of social distancing will take different forms for different functions, the options including the re-allocation or re-configuration of working space, the adoption of new ways of working or staggered working patterns, the introduction of prescribed routes within and between buildings, and the use of personal protective equipment.
5. Some changes to ways of working will be permanent.

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<sup>2</sup> See page 16 of the Government Roadmap: 'The challenges ahead'

6. The group will be guided as appropriate by good practice elsewhere.
7. Transition will involve the University and Community working collaborative (i.e. employer and employee working in partnership) which will include some elements of employee self-assessment. This is underpinned by ongoing employee expectations under the H&SAWA 1974 for employees to take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. There will not always be a consensus, but we will move forward co-operatively in the best interest of the organisation and the people that it serves.
8. Some staff will be unable to come onto campus (for example, because they have health conditions or fit into a protected demographic group) and some staff will need to change their working patterns due to other responsibilities (for example where they are unable to utilise their previous childcare arrangements or schooling routines). We will continue to monitor the impact of new ways of working on our workforce and ensure that we provide necessary flexibility to support our staff.
9. There will inevitably be higher levels of sickness absence and special leave than normal.
10. In accordance with government guidelines, it may be necessary to support the tracing of individuals who have been in contact with anyone diagnosed with COVID-19 (and subsequent isolation might in itself give rise to higher levels of staff absence).

**Membership:**

- Registrar & Secretary, Chair
- The Deputy Vice-Chancellor, Vice-Chair
- The Chief Financial Officer, Vice-Chair
- Executive / Associate Deans of each Faculty
- Members of the Estates Team (either collectively or individually depending on their perceived need):
  - Director of Estates and Campus Services
  - Facilities Manager
  - Accommodation Manager
  - Senior Hall Tutor
  - Head of Campus and Commercial Services
- Covid Resilience Officer
- Director of IT and Digital
- H&S Manger
- Head of Registry
- Director of HR or Deputy Director of HR
- Director of Student Services
- Deputy Registrar
- Members of the Estates Team (either collectively or individually depending on their perceived need):
  - Director of Communications and Marketing
  - Deputy Director of Marketing & Student Recruitment
  - Internal Communications Officer
- Director of Learning, Teaching and Scholarship
- The University Chaplain
- Director of Library & Learning Services

- Senior Lecturer in Student Engagement

Members will be expected to send representatives if they are unable to attend.

There may be times where other people (staff or students) will be asked to attend on a one off basis to discuss a particular issue/set of issues.

A sub-group of members may need to convene from time to time for more focussed decision-making.

It is anticipated that Student and Trades Unions will be regularly consulted. For Trades Unions this will be via the existing university structures in which there is representation (namely the H&S Committee and JNCC and changes to the ToR of these group will be made accordingly). In doing so, the University will be informed by the appropriate guidance, at the time of writing this the UUK and UCEA principles<sup>3</sup>

**Frequency of meetings:** Weekly for as long as needed, then fortnightly and then as needed.

**Duration of group:** This will be reviewed regularly as appropriate.

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<sup>3</sup> <https://www.ucea.ac.uk/news-releases/2june20/> and <https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/principles-considerations-emerging-lockdown-uk-universities-june-2020.aspx>