

BOURNEMOUTH UNIVERSITY

MINUTES OF THE MEETING OF UNIVERSITY JOINT HEALTH & SAFETY COMMITTEE (UJH&SC)

Held on 20th January 2022, 1300 – 1530hrs

Present: David Reeve (DR) Chair; Karen Parker (KP); Ali Ebrahimi-Sabet (AES); Adam Wright (AW); Karen Butters (KB); Rehan Zia (RZ); Marian Mayer (MM); Steph Allen (SA); Steven Trenoweth (STR); Steve Jones (SJ); Julie Liddell (JL); Anand Pandyan (AP)

Apologies: SU VP Welfare (SUIPW);

Guest Attendance: SUBU Democracy Rep – Charlotte Morris-Davis (CMD)
Minutes recorded by Sam Clissold (SC);

1.	APOLOGIES	ACTION	ACTION PLAN NUMBER
	SU VP Welfare (SUIPW);		
2.	REVIEW OF MINUTES OF LAST MEETING (25.11.21)		
	Minutes confirmed by the Committee.		
3.	MATTERS ARISING/ ACTIONS FROM PREVIOUS MEETINGS		
	See action plan.		
4.	Standing item – COVID-19 updates		
	<p>Karen Butters (KB) updated as of close of play 19.01.22 below:</p> <p>Students</p> <ul style="list-style-type: none"> • 2 new student cases reported in the last 24 hours • 55 cases over the last 7 days <p>Staff</p> <ul style="list-style-type: none"> • 4 new staff cases reported in the last 24 hours – none were campus related • 17 cases reported over the last 7 days • 25 staff at present self-isolating <p>KB advised that the staff reporting still records the full 10 days isolation to provide a ‘worst-case’ scenario for business continuity and impact purposes, although staff can return earlier if they have two negative tests on day 5&6.</p> <p>Ali Ebrahimi-Sabet (AES) asked if any of the reported student’s cases were campus related.</p> <p>KB advised no campus links to either staff or students at the current time.</p> <p>AP noted that tests were in short supply.</p> <p>KB responded that this is one of the reasons for 10 days isolation.</p> <p>The statement in the communications has been adjusted to return when negative and symptom free.</p>		
5.	TU Item – Omicron related risk assessment updates – new updates on the risk assessment		

	<p>Marian Mayer (MM) advised that the Risk Assessment (RA) had been updated along with a link sent by KB in the weekly communications to staff.</p> <p>MM stated that anecdotal experiences is that people are contracting the Omicron variant more than once.</p> <p>Some staff are reporting that they don't feel safe coming back to campus.</p> <p>If BU were planning to make changes following MIG, MM requested that this Committee meet again soon to review the new guidance yet to be issued (single agenda item meeting).</p> <p>KB advised that latest version of the RA was as of 17.01.22 – no changes made yet as MIG meeting is today to review latest HEI guidance so updates will be forthcoming.</p> <p>Existing RA references plan B and changes made re Omicron and reduction of self-isolation to 5 days if returning two negative LFD tests.</p> <p>All agreed that way forward needs careful consideration, and that BU are committed to follow the guidance but to put staff and students at the heart of the decision-making processes.</p> <p>Suggestion that the subgroup take this forward to discuss the updating of the BU guidance and RA after MIG.</p> <p>KB advised that she would produce a summary of control measures in place and identify any proposed changes from the previous RA after the MIG meeting today and any updating of the guidance next week.</p>	KB	57
6.	TU Item – BU stance on Long COVID – Update from BU required		
	<p>MM advised this was raised previously and knows that BU's external occupational health provider are supporting long covid cases, but would BU include long covid under reasonable adjustments.</p> <p>KP responded a lot of work still needed on this, particularly as long covid not formally a diagnosis, but as always, each case is looked at individually and the impact of poor health assessed – therefore long covid symptoms would be treated as any other absence or condition.</p>		
7.	TU Item – Instructions for staff/students with COVID like symptoms – potential new communications needed		
	<p>Steven Trenoweth (STR) stated that a situation arose prior to Christmas where a staff member came into work and onto campus with Covid symptoms and then refused to leave and go home, they then tested positive, and all the staff and department concerned had to then have PCR tests.</p> <p>STR enquired re further messaging and how do we take this forward.</p> <p>MM added that this is the same scenario with students.</p> <p>KB stated we do our best re the communications and it has only been this one member of staff who refused to leave campus, but she will pick this up with M&C.</p> <p>AP added that you can show symptoms and then carry a negative test – is it symptom then test or test then symptoms? Ensure instructions are explicit.</p>	KB	58

	KB advised symptom and/or positive test outcome. AEB stated that the message should outline that the expectation for everyone is do not put your colleagues/students at risk of catching Covid – message needs to be very clear.		
8.	TU Item – Bullying in the Faculty of Health and Social Science – details to be provided at the meeting		
	MM met with AP and KB earlier this week and advised it was a productive and helpful meeting and that they had reached an understanding and a way forward. KB reiterated the positive nature of the meeting and outlined actions to be taken: Stress RA – to be commenced in two departments in FHSS, starting with Medical Science & Public Health. Look at workload planning (WLP) – meeting with Dr. William Proctor. KB stated that there is a faculty will improve things and BU shouldn't underestimate the specific faculty impact from Covid-19. MM proposed a continuation of the UCU stress risk assessment and that STre should be involved. She agreed that staff had been working hard during Covid-19 but the alleged negative culture in FHSS had been persistent for years and does not relate to the current pandemic, but by working together and moving the agreed actions forward, there is real potential to improve things. KP advised this was a positive proposal and made effective use of local level discussions – suggested we agree a way forward but also look at what comes out of it and to action with AP.		
9.	TU Item – Update on BU actions related to the staff wellbeing surveys (Hidden lives & stress surveys) – actions planned or already taken		
	KB had recently met with both TUs on the Hidden Lives report and agreed that in terms of timescales since the original survey, it had run its course and been overtaken by the recent UCU stress risk assessment. It was therefore agreed that the original Hidden Lives document and BU response were now a completed piece of work. KB will draft a news item to finalise the work on Hidden Lives and introduce the summary of the Stress Risk Assessment data being led by UCU. STre, MM and KB had met on the original data extract from the UCU stress risk assessment and next steps were to run focus groups – STre leading on this project with an eventual action plan to come back to this committee.	KB	59
		STre	60
10.	TU Item – Face to Face teaching – issues to be discussed reported by the Tus		
	SA asked what BUs plan was for F2F teaching – Committee agreed to await release of further Government guidance. Then Risk Assessment (RA) to be reviewed at subgroup (see 5).		
11.	TU item – Room audit/availability BGB – use of allocated offices and availability of space for all staff		
	MM advised of a range of UCU concerns in relation to campus accommodation:		

	<ul style="list-style-type: none"> - BGB – KB had assessed the issues and reported back to faculty for action - 4th floor Weymouth House – not sufficient space for staff - BUBS – lack of working space - Staff not having enough space or quiet space to work - High levels of stress when on campus due to inadequate accommodation <p>In BGB, AP agreed these are valid points and that the challenge was that the space plan had been agreed prior to the pandemic and was difficult as not everyone has yet returned to campus. There are conversations happening internally to expand the capacity. He is willing to revisit the concerns prior to the steady state.</p> <p>On the wider points, MM stated an accommodation audit was agreed in JCNC yesterday.</p> <p>SJ interested to see what output comes out of JCNC as audits are of the moment and this felt like a more complex set of concerns.</p> <p>KB stated that this was around department ownership of space and not about an audit necessarily and a review of principles regarding bookable space.</p> <p>Estates are running PGB and BGB post occupation review of users – initiating surveys asap form staff and students.</p> <p>SJ to look at what the JCNC discussion is and what the hybrid working group feedback is to Estates.</p> <p>Jim Andrews (JA) to pick this up with Stuart Laird (SL) re JCNC discussion.</p> <p>DR suggested action on this is to align with JCNC.</p>	SJ	61
12.	AOB		
	<p>AOB 1 - Smoke free campus</p> <p>There was a discussion regarding this last in 2020 – does this committee support a smoke free campus?</p> <p>DR requested comments to be fed back to KB.</p> <p>Charlotte Morris-Davis (CMD) stated that SUBU support a smoke free campus and students are on board as long as there are shelters to accommodate the smokers.</p> <p>AEB outlined that there would be no shelters on campus if a smoke free campus as smokers would not be accommodated in that manner.</p> <p>KB to create a subgroup and advise further via a new agenda item at a later date.</p> <p>AOB 2 – Health issue in toilets</p> <p>MM outlined a potential health issue that not all toilets on campus (in accessible toilet spaces) have a closing lid, this has become more important during the pandemic where we were reminded to always close lids whilst flushing to minimise the spread of the virus. MM requested all to have lids please.</p>	KB	62

	<p>SJ agreed to review the guidance and regulations and action and feedback.</p> <p>AOB – 3 – Chair’s last meeting DR expressed his thanks for the Committee, advising that he had taken this role over during a very difficult time was grateful to the Committee for an excellent job well done. The committee expressed their thanks to DR, advising that it was a pleasure to have him as Chair and that he would be greatly missed.</p>	SJ	63
	Meeting concluded at 1421hrs 20.01.22		
	DATE OF NEXT MEETING – 31 March 2022 at 1300hrs		

ACTION PLAN FOLLOWING The University Joint Health & Safety Committee Meeting

20th January 2022

Carry over actions from last H&S COVID-19 Committee Meeting

NUMBER	SINGLE ITEM AGENDA COVID-19 Response	ACTION	BY	COMPLETED
	Matters Arising actions from previous meetings			
UJHSC	Actions from 25.11.21			
50	5. TU Item - Enforcement of covid risk assessment	<p>MM was keen to know at this point regarding non-compliance and what consequences will there be? How might consequences be brought against Staff and Students?</p> <p>MM wanted it noted that UCU would not support any staff members who do not wear masks.</p> <p>DR re iterated that BU are reasonably entitled to enforce mask wearing on our property and as it is an agreed mandatory requirement, this is a reasonable safety instruction and if not followed then could potentially lead to a staff disciplinary.</p> <p>KP added that repeated failure to comply could constitute gross misconduct.</p>	DR	Ongoing
52	8. TU Item - Roll out of Windows 10	<p>MM asked a question of IT that had been raised by their members – why we are still waiting for new PCs, old PCs are not compatible with the new applications, DragonSpeak software is not a default and licences have expired.</p> <p>DR advised that he was unsure and was not able to advise but would raise with Tom Ormerod (TO).</p> <p>DR- complete - spoke to TO who advised roll out delays now only due to supply issues.</p> <p>DR requested MM outline in an email the issues their members had raised to enable him to approach and discuss further with TO.</p> <p>DR – ongoing – email from MM to be sent</p>	MM	Ongoing
54	10. Fire warden/fire safety cover - linked to reduced staff numbers on campus (KB)	<p>KB reminded the Committee of previous discussion re the difficulty in getting enough staff volunteers to act as Fire Wardens and stated further concerns in relation to the Hybrid Working trial and the potential for even fewer Fire Wardens on campus at any one time. There is a joint piece of work ongoing with Estates to produce a proposal which will then be taken to ULT about how to move this issue forward.</p>	SJ/KB	

		SJ – Ongoing – Paper drafted and with EULT reminding re change of circumstances re hybrid working – feedback re paper sent to committee to SJ MM – advised UCU happy to agree paper to go to EULT.	SJ	Ongoing
Actions from 20.01.2022				
57	5. TU Item – Omicron related risk assessment updates – new updates on the risk assessment	KB advised that she would produce a summary of control measures in place and identify any proposed changes from the previous RA after the MIG meeting today and any updating of the guidance next week.	KB	Complete – revised RA agreed.
58	7. TU Item – Instructions for staff/students with COVID like symptoms – potential new communications needed	KB stated we do our best re the communications and it has only been this one member of staff who refused to leave campus, but she will pick this up with M&C.	KB	Complete – M&C sent update re campus attendance in all staff comms.
59	TU Item – Update on BU actions related to the staff wellbeing surveys (Hidden lives & stress surveys)	It was therefore agreed that the original Hidden Lives document and BU response were now a completed piece of work. KB will draft a news item to finalise the work on Hidden Lives and introduce the summary of the Stress Risk Assessment data being led by UCU.	KB	
60	TU Item – Update on BU actions related to the staff wellbeing surveys (Hidden lives & stress surveys)	STre, MM and KB had met on the original data extract from the UCU stress risk assessment and next steps were to run focus groups – STre leading on this project with an eventual action plan to come back to this committee.	STre	
61	TU item – Room audit/availability – use of allocated offices and availability of space for all staff	MM advised of a range of UCU concerns in relation to campus accommodation. On the wider points, MM stated an accommodation audit was agreed in JCNC yesterday. KB stated that this was around department ownership of space and not about an audit necessarily and a review of principles regarding bookable space. Estates are running PGB and BGB post occupation review of users – initiating surveys asap form staff and students. SJ to look at what the JCNC discussion is and what the hybrid working group feedback is to Estates.	SJ	
62	AOB 1 - Smoke free campus	There was a discussion regarding this last in 2020 – does this committee support a smoke free campus? KB to create a subgroup and advise further via a new agenda item at a later date.	KB	
63	AOB 2 – Health issue in toilets	MM outlined a potential health issue that not all toilets on campus (in accessible toilet spaces) have a closing lid, this has become more important during the pandemic where we were reminded to always close lids whilst		

		flushing to minimise the spread of the virus. SJ agreed to review the guidance and regulations and action and feedback.	SJ	Response sent as separate attachment with minutes.
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MEETING OF UNIVERSITY JOINT HEALTH & SAFETY COMMITTEE (UJH&SC)

Held on 20th January 2022, 1300 – 1530hrs

Agenda Item 12, Action Point 63

SJ response post meeting with regards to this issue:

Generally speaking, accessible WCs are not fitted with lids as best practice due to the potential hinderance and damaged caused by users and helpers during transfer from a wheelchair to the WC. Specifically, they should not impede transfer when raised. Part M or BS8300 does not stipulate that you cannot fit them, but they must be suitable to the type of installation/cistern/back pad fitted. Additional extract below from best practice accessible WC checklist.

The fixings for the WC seat should be metal rather than plastic.

- Plastic fittings are likely to break under regular use.
- Where the WC is forward of the cistern, a padded back pad needs to be provided. No back pad is needed if the WC and cistern are close coupled: the cistern will provide the necessary support.
- The back pad allows the user to undress and dress while seated on the WC, by arching his or her back against the back pad.
- There should be no lid on the WC seat. This will interfere with the use of the back pad.

I contacted Business Disability Forum and their advisor felt that the primary accessibility requirements as outlined above should have primacy over the current Covid circumstances.

So, whilst I appreciate the concerns raised by UCU, if we balance the low case rates of Covid on campus, the other mitigations in place, including:

- not to be on campus with symptoms and/or to test
- ventilation/extract in toilets
- cleaning regime

and, in light of best practice, I don't recommend/propose we change the current specification (i.e., there will not be lids on accessible toilets).

I hope that is accepted as a balanced response, but as always will discuss/meet up should there be any follow up.