



## AGENDA

### SAF17-A2

#### Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 7 June 2017 in the Jennings Council Chamber, 201.1.12, Hazlerigg Building.

Martine Ashby, Secretary

#### 1 Apologies for Absence

#### 2 Business of the Agenda

To give notice of intention to speak to any starred items, which otherwise will be taken without discussion. Any member wishing to speak to a starred item is asked to give notice to the Secretary by midday on Tuesday 6 June 2017.

#### 3 Minutes

##### SAF17-M1

To confirm the Minutes of the meeting held on 8 February 2017.

#### 4 Matters arising from previous meetings

##### SAF17-P19

4.1 To note actions arising from the Minutes

4.2 To note any other matters arising.

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## SECTION A – Items for Discussion

#### 5 Constitution, Terms of Reference and Membership

##### SAF17-P20

Arising from M17/3 to consider the proposed constitution and terms of reference of the proposed newly constituted Health, Safety and Environment Committee and the Health, Safety and Environment Consultative Forum.

## **6 Report from the Health, Safety and Risk Manager**

### **SAF17-P21**

To receive a progress report from the Health, Safety and Risk Manager on the implementation of the Health and Safety Service and Plan for 2016/17.

## **7 Report from Environmental Manager**

### **SAF17-P22**

To receive a report from the Environmental Manager.

## **8 Report from Radiation Protection Officer**

### **SAF17-P23**

- 8.1 To receive an update from the Radiation Protection Officer;
- 8.2 To receive an update on actions to be taken to ensure compliance with the revised Ionising Radiation legislation.

## **9 Biological/GM and Chemistry Safety Update**

### **SAF17-P24**

- 9.1 To receive an update from the Radiation, Biological and Chemical Safety Officer;
- 9.2. Arising from M17/18 to consider the development of a policy for the management of resources associated with a member of staff, on the departure of the member of staff from the University

## **10 Report from University Fire Officer**

### **SAF17-P25**

To receive a report from the University Fire Officer.

## **11 Accident and Insurance Statistics**

### **SAF17-P26, SAF17-P27**

- 11.1 To receive incident data for the first quarter of 2017
- 11.2 To receive a report on accidents and insurance claims for the periods 1 January to 31 March 2017.

## **12 Health and Safety Statutory Compliance Sub-Committee**

### **SAF17-P28 (to follow)**

- 12.1 To receive the minutes of the meeting held on 18 May 2017
- 12.2 To receive a verbal report from the Chair.

## **13 Health and Safety Risk Register**

### **SAF17-P29**

To receive an update on progress in collating the Health and Safety Risk Register.

## **14 Health and Safety Training**

### **SAF17-P30**

To receive an update on Health and Safety Training for general staff and safety officers.

## **15 Occupational Health Service**

### **SAF17-P31 (to follow)**

Arising from 17/14 to receive an update from the Director of Human Resources on the University's Occupational Health Service.

## **16 Stress Management Policy**

### **SAF17-P32**

Arising from M17/15 to approve the Stress Management Policy.

## **17 Development of a Stress and Mental Wellbeing Strategy**

### **SAF17-P33**

To receive an update on work to develop a stress and mental wellbeing strategy and to comment on the direction of travel.

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## **SECTION B – Starred Items for Approval**

## **\*18 Construction Small Works Policy**

### **SAF17-P34**

To approve proposed changes to the Construction Small Works Policy.

## **\*19 Radiological Protection Sub-Committee**

### **SAF17-P35**

To receive the minutes of the meeting of the Radiological Protection Sub-Committee held on 9 May 2017.

## **\*20 Annual Report of the Ethics Approvals (Human Participants) Sub-Committee**

### **SAF17-P36**

To receive and to note the Report of the Ethics Approvals (Human Participants) Sub-Committee for 2016/17.

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## **SECTION C – Items for Information**

**None**

## **21 Any Other Business**

## **22 Dates of Meetings in 2017/18**

27 September 2017

7 February 2018

6 June 2018

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May 2017

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