



AGENDA

SAF17-A3

Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 27 September 2017 in the Pearce Committee Room, 201.0.09, 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 26 September 2017.

3 Minutes

SAF17-M1

To confirm the Minutes of the meeting held on 7 June 2017.

4 Matters arising from previous meetings

SAF17-P37

4.1 To note actions arising from the Minutes

4.2 To note any other matters arising.

SECTION A – Items for Discussion

5 Health, Safety and Environment Update: Head of Campus Services

To receive a presentation by the Head of Campus Services on health, safety and environment arrangements in place for non-academic services.

6 Health, Safety and Environment Update: School of the Arts, English and Drama

To receive a presentation by the Dean of the School of Arts, English and Drama on health, safety and environment arrangements in place in the School.

7 Constitution, Terms of Reference and Membership for 2017/18

SAF17-P38, SAF17-P39

- 7.1 To consider the Constitution, Terms of Reference and Membership of the Committee for 2017/18;
- 7.2 To consider proposed business for forthcoming meetings:
- 7.3 To consider proposed steps for the establishment of the Health, Safety and Environment Consultative Forum.

8 Health and Safety Annual Report

SAF17-P40

To receive the Health and Safety Annual Report.

9 Sustainability Action Plan

SAF17-P41

To consider the Sustainability Action Plan for 2015 to 2020.

10 Sustainability Annual Report

SAF17-P42

To receive the Sustainability Annual Report.

11 Annual Report of the University's Occupational Health Service

SAF17-P43

To receive the Annual Report of the University's Occupational Health Service.

12 Risk Register

SAF17-P44

To consider progress in implementing the Risk Register and to agree on next steps, a process for auditing risk and overviewing progress.

13 Reporting of Health and Safety Performance Measures

SAF17-P45

To consider proposed health and safety reporting arrangements

14 Stress/Mental Wellbeing Working Party Update

SAF17-P46

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

15 Post Grenfell Tower Fire Update

SAF17-P47

To note a report on the response of the University to the Grenfell Tower fire.

SECTION B – Starred Items for Approval

***16 Reports to Health, Safety and Environment Committee**

To receive the following reports:

- (i) **SAF17-P48**
Report from the Environmental and Sustainability Managers
- (ii) **SAF17-P49**
Radiation Protection Update Report. The report includes an update on actions to be taken to ensure compliance with the revised Ionising Radiation legislation
- (iii) **SAF17-P50**
Report from the University Fire Officer
- (iv) **SAF17-P51**
Report on Accidents
- (v) **SAF17-P52**
Report on Insurance Claims
- (vi) **SAF17-P53**
Report on Health and Safety Training for general staff and safety officers

***17 Biological/GM and Chemical Safety Update including New Chemical Safety Policy**

SAF17-P54

- 17.1 To receive a Biological/GM and Chemical Safety Update;
- 17.2 To approve a new Chemical Safety Policy;
- 17.3 To approve the proposed terms of reference and membership of the newly established Chemical Safety Committee

***18 Health and Safety Statutory Compliance Sub-Committee**

SAF17-P55

To receive the minutes of the meeting held on 12 September 2017

***19 Radiological Protection Sub-Committee**

SAF17-P56

To receive the minutes of the meeting of the Radiological Protection Sub-Committee held on 16 August 2017.

SECTION C – Items for Information

20 Any Other Business

7 February 2018

6 June 2018

Author – Martine Ashby
September 2017

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Minutes

SAF17-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 7 June 2017

Attendance

Members:

Rob Allan, Spencer Aryeetey, Mark Biggs, Neil Budworth, Andrew Burgess, Tom Carslake, Suzanne Dexter (ab), Sandy Edwards, Alec Edworthy, Kay England (ab), Geoff Feavour, David Fulford (ab), Marc Gibson (ab), Andy Gomez (ab), Tony Goodall, Ann Greenwood, Rod Harrison, Irvin Hendrickson, Jude Hoy, Nik Hunt, Rachael Jermyn (ab), Allan Jones, Alice Kirkaldy (ab), Mark Lewis, Chris Linton (Chair), Hershil Patel (ab), Harshad Purohit, Brian Reed, Richard Taylor, Bob Temple (ab), Christian Tileaga, Julie Turner, Hugh Weaver

In attendance:

Martine Ashby (Secretary)

Apologies received from:

Suzanne Dexter, Kay England, David Fulford, Marc Gibson, Rachel Jermyn

17/26 Minutes

SAF17-M1

The minutes of the previous meeting held on 8 February 2017 were CONFIRMED.

17/27 Matters arising from previous meetings

SAF17-P19

Actions arising from previous minutes were NOTED and their current status confirmed.

17/28 Constitution, Terms of Reference and Membership

SAF17-P20

- 28.1 Arising from M17/3 members considered the proposed constitution and terms of reference for the newly constituted Health, Safety and Environment Committee and the new Health, Safety and Environment Consultative Forum. They noted that consultation had taken place over the constitution and terms of reference of both groups and changes implemented where appropriate.
- 28.2 Members noted that membership of the Committee would include two lay members, one of whom would be a member of Council. It was the intention that one of the two lay members has experience in the area of health and safety. Nominations Committee will identify appropriate individuals to serve as lay members.

28.3 The Committee APPROVED the proposed constitution and terms of reference of the newly constituted Committee and the new Consultative Forum. The Health, Safety and Risk Manager (HSR) would submit a paper to Senate and Council to seek approval of the constitution and terms of reference of both groups. **ACTION: HSR Manager**

17/29 Report from the Health, Safety and Risk Manager

SAF17-P21

29.1 The Committee RECEIVED a report from the HSR Manager on the implementation of the Health and Safety Service and Plan for 2016/17.

29.2 The following points were NOTED in particular:

- (i) The incident reporting system was to be automated to improve the reliability, consistency and speed of the reporting of incidents.
- (ii) The health and safety risk register was progressing to plan.
- (iii) A recent programme of events for Mental Health Week coordinated by the Health and Safety Service had been successful in raising awareness of mental health and allowing the team to engage with staff and students on the subject.
- (iv) An independent review had taken place of a number of buildings on campus to determine how well they complied with recent changes to guidance on the use and storage of potentially explosive materials. Standards were acceptable in teaching laboratories but risks had been identified in other areas. The Health and Safety Service will identify a timeline for resolution of issues that had been identified and will work with relevant Deans to develop local action plans. Training will follow and a support structure and Duty Authorised Person identified.
- (v) A suspected case of legionella (which turned out not to be so) had been investigated swiftly. It was found that the University's water management system was robust. The HSE and Charnwood Borough Council were happy with the University's approach.
- (vi) A serious cycle injury to a member of staff whilst cycling on campus had raised questions about the management of internal roads during maintenance work. The incident had been the subject of an internal incident review panel.
- (vii) A chemical incident had been scrutinised by an internal incident review panel.
- (viii) Progress on the Plan for 2016/17 was largely on target, and the Service aimed to ensure that outstanding matters would be addressed by the end of the year.

17/30 Report from the Environmental Manager

SAF17-P22

30.1 The Committee RECEIVED an update on environmental management activities from the Environmental Manager.

30.2 The following points were NOTED in particular:

- (i) The majority of development plan targets were on track. Six targets were slightly behind schedule but not of major concern.
- (ii) An external audit of the Environmental Management System (EMS) had resulted in three minor non-conformances and six recommendations. The non-conformances had been closed off or were in hand, and the recommendations were being considered and progressed.
- (iii) An internal compliance audit covering a number of areas of the University had identified minor non-conformances and opportunities for improvement. Time lines had been set for their resolution.
- (iv) Work was underway to incorporate imago Ltd, Loughborough University London and tenant leases into the scope of the EMS.

- (v) An external audit would take place in August.
- (vi) Four minor environmental incidents had been dealt with swiftly by Facilities Management and Security.
- (vii) The volume of food waste had increased but not significantly. It was noted that the true cost of food waste to the University through wasted resources associated with the waste stream was significantly higher than the cost of disposing of the food waste.
- (viii) An attempt to reduce the use of recyclables through the introduction of the Loughborough Cup, a branded reuse mug, had resulted in 19,000 fewer disposable cups over seven months.
- (ix) Members were made aware of a recent case where a water company had received a substantial fine as a result of sewage leak following a change to legislation. Spill response training sessions were being run to prevent pollution due to spillages.

30.3 Omitted sub-headings would be included in copies of the Waste Data spreadsheet presented to the Committee in the future. **ACTION: Environmental Manager**

17/31 Report from the Radiation Protection Officer

SAF17-P23

- 31.1 The Committee RECEIVED an update on radiation protection from the Radiation Protection and Biological and Chemical Safety Officer (RPBCS Officer).
- 31.2 The following points were NOTED in particular:
- (i) Action was being taken to ready the University for compliance with new Ionising Radiation Regulations by the beginning of 2018. The update provided details of requirements laid down in the draft regulations. The RPBCS Officer would provide the Committee with more details of the requirements of the regulations and the implications for the University once these were confirmed. **ACTION: RPBCS Officer**
 - (ii) Three accidents/incidents were NOTED. Appropriate corrective action had been taken.
 - (iii) Plans had been drawn up for the decommissioning of the Graham Oldham Building and were being progressed.

17/32 Biological/GM and Chemical Safety Update

SAF17-P24

- 32.1 The Committee RECEIVED an update on Biological/GM and Chemical Safety from the RPBCS Officer.
- 32.2 The following points were NOTED in particular:
- (i) A new Chemical Safety Committee was to be established which would report to the HSE Committee. The terms of reference and constitution would be submitted to the September HSE Committee meeting. **ACTION: RPBCS Officer**
 - (ii) There had been a large increase in the number of reported incidents and near misses. This was believed to be due to a number of reasons. These included recent refurbishments and increased reporting as a result of changes to the incident reporting procedure and growing awareness of potential issues. It was anticipated that the number of incidents/near misses would grow further due to the future automation of the reporting process.
 - (iii) Progress had been made in improving processes associated with hazardous chemicals and other hazardous items entering and leaving the University. These included refinements to the procurement process and consideration given to the introduction of a new staff exit form which would be sent by iTrent to line managers when staff were to leave the University.
 - (iv) The Health and Safety Service was to deliver new COSHH training and training for chemical safety for non-chemists using chemicals during the summer.

- (v) Inventory control was weak in some areas as material was often not disposed of at the end of projects, and in some cases larger volumes of materials than were necessary were being ordered.

32.3 Members were reminded that if the Health and Safety Service encountered situations where a School or Service had been asked to address a health or safety matter, such as carrying out a DSEAR risk assessment, but had failed to do so, the Service should raise the matter with the Dean or head of that professional service in the first instance, making clear to them the action that was required. If no action was taken after this point, then the matter should be escalated to the COO or the Deputy Vice-Chancellor. **ACTION: Health and Safety Service**

17/33 Report from the University Fire Officer

SAF17-P25

33.1 The Fire Officer's report was RECEIVED.

33.2 The following points were NOTED in particular:

- (i) Two small fires had occurred in halls of residence. Security had been commended for their swift response.
- (ii) A successful trialling of door alarm devices was to be extended to the remainder of kitchens in one hall by the end of the summer to fully test the effectiveness of the technology. If successful, FM would be asked to make wider use of the technology.
- (iii) It was noted that work to develop a workable control system to isolate fire alarms was near completion. FM would be asked to complete the work within the next month. **ACTION: Facilities Services (Fire Officer to report back on progress)**

17/34 Accident and Insurance Statistics

SAF17-P26, SAF17-P27

34.1 The Committee RECEIVED incident data and a report on accidents and insurance claims for the first quarter of 2017. Two new insurance claims had been made against the University during the reporting period. An update on the status of claims was NOTED.

34.2 The following points were NOTED in particular:

- (i) Trends in incidents remained the same, with most occurring in FM and Campus Living and involving cuts on sharps and glassware, and strikes with moving objects. A strategy had been implemented targeting incidents involving cuts but had so far not resulted in a decrease in the number of incidents. The Health and Safety Service intended to focus its efforts on incidents in Campus Living.
- (ii) The incident rate for staff had reduced in the last few years. It was believed that increased rates of reporting of near misses and action taken to mitigate the causes had driven down numbers of actual incidents.

17/35 Health and Safety Statutory Compliance Sub-Committee

SAF17-P28

35.1 The Committee RECEIVED the minutes of the meeting held on 18 May 2017.

35.2 The following points were NOTED:

- (i) The Sub-Committee had been in existence for two years and was now a more mature, established group. The Chair intended to meet with colleagues in Schools to establish how policies which had been approved by the group were being implemented.
- (ii) The Sub-Committee had noted that all future policies should adopt a user-focused approach. This would entail each policy comprising of a brief overview and more specific detail presented in appendices so that users could find information that was relevant to them quickly.

- (ii) The report from a recent audit of Health and Safety Compliance Governance had provided pleasing findings and some helpful guidance.

17/36 Health and Safety Risk Register

SAF17-P29

- 36.1 The Committee RECEIVED an update on progress in collating the Health and Safety Risk Register.
- 36.2 The Health and Safety Service had been working with Schools and Services to help them to understand and manage their risks. A number of workshops had been held with the schedule of workshops due to be completed by the end of 2017. The top five risks typically identified were: equipment/material/substance use (most frequent risk); events; personal safety; health and safety competence/knowledge; lone working.
- 36.3 Schools and Services were progressing in the production of their action plans, and all were to submit a short assurance report to the Committee from September to provide a summary of progress against individual action plans.
- 36.4 Members noted that imago Ltd was a separate company but was listed as a professional service within the paper. imago Ltd would be referred to separately in future in the Risk Register, and matters would be routed to the imago board where appropriate. Similarly as LSU was independent of the University, matters relating to it would be referred to its trustees. **ACTION: Deputy HS Manager**

17/37 Health and Safety Training

SAF17-P30

- 37.1 The Committee RECEIVED an update on health and safety training requirements for staff generally and specifically for safety officers. It recommended an approach to the training of staff and safety officers in Schools and Services based on the risk profile of the relevant School or Professional Service. Approval was being sought so that the new approach could be put in place for the 2017/18 academic year. The proposed approach had been piloted in the School of Business and Economics which had resulted in training being taken up by a variety of different types of staff.
- 37.2 The following points were NOTED in particular:
 - (i) The Health and Safety Service now managed the delivery of first aid training in house, rather than paying for training to be managed by others from outside the department, and intended to introduce a number of new courses.
 - (ii) The PDR process provided an opportunity for managers to require staff to attend health and safety training. However there was not currently a method for Schools and services to inform the Health and Safety Service of these requirements on individual staff to allow it to plan provision accordingly.
 - (iii) Colleagues in the School of Science were to meet with representatives from Human Resources to discuss training requirements for the School as a whole. These requirements were likely to be beyond the current scope of Staff Development and potentially be in areas which might be delivered by the Centre for Academic Practice and the Health and Safety Service. This signaled a potential opportunity for more joined up provision of training.
 - (iv) The University had a large number of defibrillators but did not provide refresher defibrillator training, other than as part of the first aid refresher training. It was noted, however, that when activated, defibrillator units guided users through the steps that they needed to take to make use of them. The Health and Safety Service may consider incorporating defibrillator use into scheduled quarterly drills and defibrillator training into first aid training and refresher sessions. **ACTION: HSR Manager**
- 37.3 The training proposals were commended and APPROVED. It was agreed that they would be used for duty holders for compliance purposes. **ACTION: HSR Manager**

17/38 Occupational Health Service

SAF17-P31 (updated statistics tabled)

38.1 Arising from M17/14, the Committee RECEIVED an update on the University's Occupational Health Service.

38.2 The following points were NOTED in particular:

- (i) The Service was now up to date with health surveillance, and waiting times for referral were at a reasonable level. Aspects of provision were being kept up to date. However with the current levels of staffing in the Service it was only able to be reactive. There was no capacity to be involved in proactive work, and waiting times for appointments with the consultant physician were lengthy. This had an impact upon the time taken to process ill health and early retirement consultations. Waiting times for staff to receive counselling were also of concern.
- (ii) It was apparent from sickness absence statistics that the requirement to refer staff to Occupational Health following a two week sickness absence when stress or mental health issues were the cause was not being adhered to. This was seen to be an issue as early intervention was believed to lead to the best results.
- (iii) The figures were noted not to be wholly representative because of a known underreporting of sickness in academic staff, which was typical across the sector. Sickness absence rates generally were benchmarked against those of other HEIs and were seen to be mid-range within the Sector. The proportion of absences due to stress or anxiety were also likely to be higher than stated, as staff might report the symptoms of stress or anxiety in their sickness absence return but tended not to identify the illness as such until it was diagnosed professionally.
- (iv) The absence statistics only included figures for part of the last year and did not factor in an increase in staff numbers of 17 per cent in recent years. A comparison of days lost through stress-related sickness over five years to 2016 revealed a sharp increase in days lost. However, once again, the figures did not factor in the increase in staff numbers which could well have inflated the figures. The results of the past two staff surveys revealed no difference in stress levels. Therefore the rise may not be as dramatic as indicated.
- (v) An annual report would be provided to the next meeting of the Committee. It would include an adjustment for the recent staff number increase and numbers for whole years. The annual report would also be forwarded to the COO. **ACTION: Director of HR**

17/39 Stress/Mental Wellbeing Management Policy

SAF17-P32

39.1 The Committee NOTED the proposed Policy for the Management of Stress/Mental Wellbeing. The Committee had received an earlier version of the draft policy. The policy had since been subject to consultation within the University and modifications had made as a result.

39.2 The Committee APPROVED the new policy.

17/40 Development of a Stress and Mental Wellbeing Strategy

SAF17-P33

40.1 The Committee RECEIVED an update on work to develop a stress and mental wellbeing strategy.

40.2 A limited life working group had been set up to develop a strategic approach to the management of stress and mental wellbeing at the University. The group aimed to develop a fit-for-purpose, end-to-end, mental health and stress management programme for staff to reduce the number of individuals suffering mental health and stress related issues and to support those who were suffering. This would be achieved by developing a strategic framework populated with possible interventions and by testing it through piloting and consultation with stakeholders. The working group intended to bring final proposals for the programme to senior leadership teams and HSE for approval.

40.3 The interventions would deal with the stressors at source, help people to cope and would aim to pick them back up afterwards. Initially effort would focus on the final step of picking people back up in order to make a visible difference early on in the project. They would include the provision of Mental Health First Aiders in Schools and Sections and provision of an Employer Assistance Programme, which would be piloted for a year. The working group would eventually progress backwards in the framework to deal with the stressors at source such as excessive workloads and poor management, which some staff had found very stressful.

40.3 The initiative was welcomed by the Committee.

17/41 Construction Small Works Policy

SAF17-P34

The Committee APPROVED the revised policy.

17/42 Radiological Protection Sub-Committee

SAF16-P35

The Committee RECEIVED the minutes of the meeting of the Sub-Committee held on 9 May 2017.

17/43 Annual Report of the Ethics Approvals (Human Participants) Sub-Committee

SAF16-P36

The Committee RECEIVED the report of the Ethics Approvals (Human Participants) Sub-Committee for 2016/17.

17/44 Valediction

This was to be the final meeting of the Committee with its current membership. The Chair wished to thank all those who had served on the Committee, some of whom would continue as members of the Committee in its new form. Thanks were given to the two lay members of the Committee and in particular to Allan Jones who was standing down both as a member of the Committee and as a member of Council.

17/45 Dates of Meeting in 2017/18

22 September 2017

7 February 2018

6 June 2018

Martine Ashby
June 2017

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#

Paper Title: **Matters Arising from Previous Meetings**

Author: **Martine Ashby (Secretary)**

1. Specific Decision Required by Committee	To note the status of matters arising from previous meetings
2. Relevance to University Strategy	Means for the Sub-Committee to monitor agreed actions which may be associated with the University Strategy
3. Executive Summary	The table overleaf details the statuses of matters arising from previous meetings of the Health, Safety and Environment Committee
4. Essential Background Information	Previous minutes of HSE Meetings
5. Risks, Risk Mitigation and Governance/ Accountability	To ensure actions taken following HSE meetings
6. Implications for other activities	n/a
7. Resource and Cost	None
8. Alternative Options considered	None
9. Other Groups/Individuals consulted.	Name individuals
10. Future Actions, Timescales & Frequency of Review by this Committee.	Next opportunity for review: Meeting in February 2018
11. Success Criteria (KPIs)	None
12. University Executive comment (required for Council papers only)	n/a

	Completed
	Not yet Completed

Meeting	Minute	Description	Action	Status
SAF16-M2	18.4	Submit unmanned aerial vehicle policy to Sept 16 meeting	Deputy Health and Safety Manager	New policy and guidance to come to Feb 17 meeting Feb 17 Update: On agenda Confirmed closed at June 17 meeting
SAF16-M2	20.3	Remind Deans + Heads of Prof Services to display Univ Environmental Policy and Standards and Sustainability Charter in key areas	Environmental Manager	Update to be provided in EM report to Sept 16 meeting Confirmed closed at June 17 meeting
SAF16-M2	23.3 (v)	Tighten up identification of COSHH materials at purchase stage	RPBCS Officer	Ongoing. Update included in Biological/GM and Chemical Safety Report (Sept 16) Feb 17 update: On agenda Confirmed closed at June 17 meeting
SAF16-M2	26.4	Include more leading indicators in accident and insurance reports in next year (agreed at June 16 meeting)	HSR Manager	Currently being developed Feb 17 update: On agenda Noted at June 17 meeting that in progress and can be closed
SAF16-M2	31.3	Develop School/ Departmental Safety Officer Training Matrix further to take into consideration comments from June 16 meeting. Submit revised version to Sept 16 meeting	Deputy Health and Safety Manager	June 17 update: On agenda Sept 17 Update: Hugh Weaver has confirmed that this action has been completed.
SAF16-M3	41.2	Working group to review constitution, terms of reference and membership and report back to Feb 17 meeting	HSR Manager	Recommendations on Feb 17 agenda June 17 update: on agenda
SAF16-M3	42.2(ii)	New drone policy and guidance to be considered at Feb 17 meeting	Deputy HSR Manager (HW)	Draft policy on Feb 17 agenda Confirmed closed at June 17 meeting
SAF16-M3	42.2 (iv)	Safety communication research findings to be presented at Feb 17 meeting.	HSR Manager	Presentation on Feb 17 agenda Confirmed closed at June 17 meeting

Meeting	Minute	Description	Action	Status
SAF16-M3	42.2 (iv)	Deliver practical training on safety communication in Oct 17	HSR Manager	Feb 17 update: Expected May Confirmed closed at June 17 meeting
SAF16-M3	44.2 (iv)	Investigate possibility of presenting one-off events separately in waste report in future	Environmental Manager	Feb 17 update: on agenda Confirmed closed at June 17 meeting
SAF16-M3	45.1	Make web links to guidance generated from research findings available to members	Secretary	June 17 update: check with Secretary
SAF16-M3	47.2	Review of chemical procurement process in 2017 to also focus on existing training	HSR Manager	Sept 17 Update from HSR Manager: The whole of the chemical safety process has been reviewed. A new policy and guidance has been produced and training will be rolled out in 2016/17 AED have been prioritised for this training. The guidance and training includes the purchasing requirements relating to hazardous substances
SAF16-M3	47.3	Take lead, working with others, in developing a staff exit strategy.	Director of HR	Feb 17 update: on agenda June 17 update – in progress
SAF16-M3	48.2 (ii)	Introduce permit process to ensure contractors aware of University requirements	Fire Officer	June 17 update: on agenda Sept 17 Update: Update included in Fire Officer Report (HSR Manager notes: This is the same as SAF17-M2 33.2 – still awaiting confirmation from Facilities services that the agreed process has been implemented)
SAF16-M3	48.2 (iii)	Report back at Oct 17 meeting on use of alternative devices in two halls to reduce number of false fire alarm activations	Fire Officer	June 17 update: on agenda Sept 17 Update: Update included in Fire Officer Report (HSR Manager notes: Initial trial considered to be a success. The same devices have been fitted throughout one hall during the summer break to validate the results).

Meeting	Minute	Description	Action	Status
SAF16-M3	52.2 (iii)	Discuss with imago their use of plastic glasses for serving drinks	Environmental Manager	Feb 17 update: on agenda Confirmed closed at June 17 meeting
SAF16-M3	54.2	Liaise with Brian Reed to fill vacant academic representative position on HSSC	Deputy COO	Feb 17 update: ongoing Confirmed closed at June 17 meeting
SAF16-M3	59	Forward comments on effectiveness of HSE Committee to the HSR Manager	Members	Feb 17 update: on agenda Confirmed closed at June 17 meeting
SAF16-M3	60.2	All health and safety policies to be reviewed to ensure cover London campus	HSR Manager	Feb 17 update: ongoing Confirmed closed at June 17 meeting
SAF16-M3	60.3	Make changes to Electricity at Work policy and code of practice as supplied by Alec Edworthy	Technical Services Manager	Feb 17 update: ongoing Confirmed closed at June 17 meeting
SAF17-M1	3.2(i)	Refer proposed changes to Constitution, TOR and Membership to Senate and Council for approval along with proposal for consultative forum. Provide paper	HSR Manager	Paper proposing revised committee and new forum considered at March meetings of Senate and Council. TOR + Constitution to be considered by Senate and Council in June/July 17 June 17 update: on agenda
SAF17-M1	4.1(i)	Hard copy of the H&S Annual Report to be presented to next meeting of Council	HSR Manager	Confirmed closed at June 17 meeting
SAF17-M1	12.2(i)	Bring forward a full report on the training matrix to June meeting	Fire Safety Officer and Deputy Health and Safety Manager	Report on health & safety training requirements for general staff and safety officers included in June 17 meeting agenda papers June 17 update: on agenda Sept 17 Update: Hugh Weaver has confirmed that this action has been completed.
SAF17-M1	14(i)	Prepare a full occupational health update for June meeting	Director of Human Resources	Considered at June 17 meeting

Meeting	Minute	Description	Action	Status
SAF17-M1	15 9(i)	Liaise about communication strategy and approval process for the revised Stress Policy	Chair + Director of Human Resources	Sept 17 Update from HSR Manager: This will form part of the wider metal well-being communication strategy during 2017/18
SAF17-M1	23.1	Seek approval for change to constitution from Senate and Council (Director of Campus Living)	Secretary	Change approved by Council Confirmed closed at June 17 meeting
SAF17-M2	28.3	Submit paper to Senate and Council to seek approval of proposed constitution and terms of reference of new groups	HSR Manager	
SAF17-M2	30.3	Include omitted sub-headings in future copies of the Waste Data spreadsheet	Environmental Manager	Sept 17 update: Nik Hunt has confirmed that this has been done.
SAF17-M2	31.2	Provide HSE with details of new Ionising Radiation Regs requirements and implications for University once confirmed	RPBCS Officer	Sept 17 update: Update to be included in Radiation Report
SAF17-M2	32.2	Submit terms of reference and constitution for new Chemical Safety Committee to Sept meeting	RPBCS Officer	Sept 17 update: Update to be included in Bio/chemical Safety Report
SAF17-M2	32.3	Escalate to COO or DVC any matters which are not resolved despite having been escalated to a Dean or head of professional service.	Health and Safety Service	Sept 17 Update from HSR Manager: HSR manager will have no hesitation in doing this if required
SAF17-M2	33.2	Complete work to develop a workable control system to isolate fire alarms within a month of the June meeting	Facilities Services (Fire Officer to report back on progress)	Sept 17 Update: Update included in Fire Officer Report (HSR Manager notes: This is the same as SAF16-M3 48.2 (ii) – still awaiting confirmation from Facilities services that the agreed process has been implemented)
SAF17-M2	36.4	Refer to imago Ltd separately in Risk Register and route matters to imago board where appropriate. Similarly route LSU matters to its trustees	Deputy HS Manager	Sept 17 Update: Deputy HS Manager has confirmed that action is complete. He has updated risk register main programme schedule.
SAF17-M2	37.2	Consider incorporating defibrillator use into scheduled quarterly drills and defibrillator training into first aid training and refresher sessions	HSR Manager	Sept 17 Update from HSE Manager: Defibrillator use is now in first aider training and refresher training

Meeting	Minute	Description	Action	Status
SAF17-M2	37.3	Training proposals to be used for duty holders for compliance purposes.	HSE Manager	Sept 17 Update from HSE Manager: A gap analysis has started, but this is at an early stage
SAF17-M2	38.2	Occupational health: provide annual report to September meeting and forward to COO	Director of HR	



Paper Title: Constitution, Terms of Reference and Membership 2017/18

Author: Martine Ashby (Secretary)

1. Specific Decision Required by Committee	To consider the Constitution, Terms of Reference and Membership of the Committee for the 2017/18 academic year
2. Relevance to University Strategy	n/a
3. Executive Summary	The paper presents the Terms of Reference and membership of the Committee together with additional individuals who receive the paperwork.
4. Essential Background Information	n/a
5. Risks, Risk Mitigation and Governance/ Accountability	To ensure that the Committee continues to function appropriately and the constitution remains appropriate.
6. Implications for other activities	n/a
7. Resource and Cost	None
8. Alternative Options considered	None
9. Other Groups/Individuals consulted.	None
10. Future Actions, Timescales & Frequency of Review by this Committee.	Next opportunity for review: February 2018 Meeting
11. Success Criteria (KPIs)	Effective operation of Committee
12. University Executive comment (required for Council papers only)	n/a

Health, Safety and Environment Committee

Terms of Reference

1. To act on behalf of, and to advise, Senate and Council and senior management on matters of health, safety and environmental policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to University premises);
2. To develop and agree the strategic approach to be adopted in relation to Health, Safety, Environmental and Sustainability management;
3. To receive and act on reports, both written and verbal, on the health, safety and environmental performance and plans of schools and professional services;
4. To keep under review the University's legal and statutory obligations with regard to health, safety and environmental regulation compliance and to identify through regular monitoring and bring to the attention of senior management and/or Senate and Council areas where compliance is at risk or not being achieved;
5. To receive reports on health and safety and environmental audits, accident statistics, communications with enforcing authorities, and from relevant sub-groups, and to make recommendations to relevant University management of any corrective action required;
6. To receive aggregated absence statistics and reasons for such absences on a similar basis;
7. Specifically to receive reports from sub-committees which have been established to ensure compliance with legal requirements; eg the Radiological Protection sub-committee;
8. Where appropriate to seek out and promote areas of good practice;
9. To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the University to meet all statutory requirements;
10. To ensure all levels of University management are aware of their safety and environmental obligations and through the receipt of regular monitoring reports to ensure these obligations are being discharged appropriately;
11. To set up and oversee sub-groups of the Committee and to commission reports from these sub-groups as is necessary to assist the Committee in the development of policy and procedure. To produce terms of reference for environmental management and sustainability sub-group(s) of the Health, Safety and Environment Committee;
12. To monitor staff training and development programmes as they relate to health, safety and environmental issues to ensure appropriate training is provided to enable all managers safely to discharge their duties;
13. To receive reports and review personal safety for staff, students and visitors on University premises, particularly where it could impinge on health and safety;
14. To receive reports on the progress of the University Environmental Management System;
15. To report after each meeting to Senate and Council on health, safety and environmental activities and provide Senate and Council with the information required to discharge their duties under the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1999) and the Register of Environmental Legislation.

Constitution and Membership 2017/18

Position	Member
CHAIR, Provost and Deputy Vice-Chancellor	Chris Linton
Chief Operating Officer	Richard Taylor
Deputy Chief Operating Officer	Andrew Burgess
A Dean of School selected on a rotating basis	Mark Lewis
An Operations Manager selected on a rotating basis	Suzanne Dexter
Two Lay members, one of whom shall be a member of Council	Ann Greenwood David Roomes
Students' Union Representative	James Jones
One Representative from each of the recognised Trade Unions: UNITE, UCU, UNISON	Spencer Aryeetey (UNITE) Matthew Inglis (UCU) TBC (UNISON)
The following Officers of the University will serve on the Committee ex-officio:	
Health, Safety and Risk Manager	Neil Budworth
Sustainability Manager	Jo Shields
Director of Human Resources	Rob Allan
Committee Secretary	Martine Ashby

Meeting paperwork is circulated to:

- Director of Student Services – Manuel Alonso
- University Archivist – J Clark
- Vice Chancellor – Robert Allison

Author – Martine Ashby
Date – September 2017

Health and Safety Committee



Loughborough
University

Ref

Date 15th September 2017

**Paper
Title:**

Constitution and Set up of New Health, Safety and Environment Committee Structure

Origin:

Neil Budworth – Health, Safety and Risk Manager

1. Specific Decision Required by Committee	For approval
2. Relevance to University Strategy	Progress in developing excellence in health and safety management
3. Executive Summary	Recommends HSE meeting contents for the next year and recommends a process for the establishment of the Health, Safety and Environment Consultative Forum
4. Essential Background Information	Changes to the HSE committee structure were agreed by Council and Senate. This paper recommends the practicalities of implementing those decisions.
5. Risks, Risk Mitigation and Governance/ Accountability	None
6. Implications for other activities	None
7. Resource and Cost	Staff time – already agreed
8. Alternative Options considered	Full evaluation of alternatives considered
9. Other Groups/Individuals consulted.	Full consultation on main proposals
10. Future Actions, Timescales and Frequency of Review by this Committee.	Detailed within paper
11. Success Criteria (KPIs)	
12. University Executive comment (required for Council papers only)	

Implementation of the New Health and Safety Committee Structure

Introduction

HSE Committee are invited to consider the structure and content of the HSC committee meetings and to comment on the proposed plan and timescale for the implementation of the Health and Safety Consultative forum.

Proposed Meeting Schedule and Content for the HSE Committee for 2017/18

September 27th 2017

Annual Report
Overall strategy
Review of reports received (items discussed by exception)
Risk register – progress, next steps, auditing etc
KPI review
Mental Health progress review
Chemical Safety progress review
Post Grenfell Fire update

Presentations using the standards template from
Arts
Campus Services

February 2018

Performance review
Occupational Health update
Review of reports received (items discussed by exception)
Response to key issues identified by risk registers
Communications

Science
Wolfson
Student Services

July 2018

Performance review
Review of reports received (items discussed by exception)
Review of Mental Wellbeing strategy

AACME
School of Architecture Building and Civil Engineering (ABC)
Facilities Services – (including review of impact of culture change initiative)

September 2018

Annual Report
Overall strategy
Risk register – progress, next steps, auditing etc
KPI review

Design School
SSPGS
Facilities Development

Change in Dean and Ops Manager Representatives

February 2019

Performance review
Occupational Health update
Response to key issues identified by risk registers
KPI Review

SSEHS
Loughborough in London
SBE
Student Services

Consultative Proposed Plan and Schedule

- Chair to rotate between the Health, Safety and Risk Manager, the Sustainability Manager and a nominated Union representative.
- A maximum of three representatives from each of the recognised Trades Unions (max 9 in total) - Currently being identified
- School Safety Officers from two schools – Sean Creedon and Rachael Jermyn to be approached
- A Dean to act as link to ALT– Tony Thorpe to be approached
- Two School Operations Managers– Judy Billington to be approached A representative of the Human Resources Team – Trish Barnard to be approached
- LSU Health and Safety Manager – Jude Hoy to be approached
- The LU Occupational Health Advisor
- A senior representative from Facilities Services – David Howell to be approached
- A senior representative from Campus Services– Kevin Walmsley to be approached
- A senior representative from SDC– Siobhan O'Reilly to be approached

The University Fire Officer; Radiological, biological and Chemical Manager and Environmental Manager will attend the consultative committee as required.

Set up process – Identify membership – September 2017
Agree protocol and process for minutes

Formalise membership at HSE committee End September 2017

Familiarisation / Training Methods of Working workshop with Staff Development
November 2017

January 2018

Agenda to be agreed – Initial meeting chaired by Health, Safety and Risk Manager

Typically –

Review of performance data / audit

Discussion on plan and progress

Items raised by Health, Safety and Risk Manager (including discussion of any relevant incidents of accidents)

Items raised by Sustainability Manager

Items raised by Union Representatives

Items from Schools and Professional Services

Any significant policies / guidance to be introduced

June / July 2018

Agenda to be agreed – Initial meeting chaired by Sustainability Manager

Typically –

Review of performance data / audit

Discussion on plan and progress

Items raised by Health, Safety and Risk Manager (including discussion of any relevant incidents of accidents)

Items raised by Sustainability Manager

Items raised by Union Representatives

Items from Schools and Professional Services Any significant policies / guidance to be introduced

Early September 2018

Agenda to be agreed – Initial meeting chaired by Union representative

Typically –

Review of performance data / audit

Discussion on plan and progress

Items raised by Health, Safety and Risk Manager (including discussion of any relevant incidents of accidents)

Items raised by Sustainability Manager

Items raised by Union Representatives

Items from Schools and Professional Services Any significant policies / guidance to be introduced

Neil Budworth September 2017

Health and Safety Committee



Ref

Date 15th September 2017

**Paper
Title:**

Health and Safety Annual Report covering progress in 2016/17 and plans for 2017/18

Origin:

Neil Budworth – Health, Safety and Risk Manager

1. Specific Decision Required by Committee	For noting
2. Relevance to University Strategy	Progress in developing excellence in health and safety management
3. Executive Summary	Summary of progress made, plans for 2017/18 and key performance data
4. Essential Background Information	Annual Report
5. Risks, Risk Mitigation and Governance/ Accountability	
6. Implications for other activities	
7. Resource and Cost	
8. Alternative Options considered	
9. Other Groups/Individuals consulted.	
10. Future Actions, Timescales and Frequency of Review by this Committee.	
11. Success Criteria (KPIs)	
12. University Executive comment (required for Council papers only)	

Review of Progress on the **Health and Safety Service Plan for 2016 /17 and 2017/18** **Plan**

Purpose of Report

The purpose of this report is to review the progress made during 2016 /17 and in particular to report progress against the 2016 /17.

In addition the Health and Safety Service plan for 2017 / 18 is outlined.

The report is in three sections :

- Section 1 Progress Made in 2016 / 17
- Section 2 Gives specific detail of progress against each element of the 2016 / 17 plan
- Section 3 give details of the plan for 2017 / 18

Section 1 Progress Made in 2016/7

Progress on Strategic Items

Much of the effort expended in 2016/7 has been directed at strengthening the Health and Safety structure across the University.

In 2016 a strategic health and safety framework was developed and gained the agreement of the Health, Safety and Environment committee. From this strategic framework a work plan was developed and has now been partially delivered.

A major theme of the strategic framework is the implementation of a process for the development of school and departmental risk registers. The process is now well established and is being implemented as a rolling programme. In the year to July 2016, 14 areas had developed their risk registers. The risk register development programme should be complete by the end of 2017. Once an area has completed their risk register they then use the register to develop their local health and safety plan.

Organisational level risks and trends are being identified from the local risk registers and are now being reported.

A review of the Health, Safety and Environment Committee and its supporting structures was conducted in 2016, and, following a consultation process in 2017 a new Health, Safety and Environmental Committee structure is to start at the beginning of the 2017/18 academic year with an additional consultative forum being initiated in early 2018.

Incident Reporting and Learning Lessons

During 2016/17 the incident reporting process has been analysed and an automated incident reporting system has been purchased. The system is being configured to suit the University structure and processes and should go live in Quarter 4 2017.

The automated system should allow better data collection, better information dissemination and allow better analysis.

The automated workflow within the system should also allow key stakeholders to be informed immediately of any serious incident.

Analysis of the available data has also helped us to identify the main areas where false fire alarms are occurring and to identify and trial means of reducing these false alarms. Following successful small scale trials in the 2016/17 academic year 'Screamers' have been fitted to selected fire doors in throughout one complete hall to fully evaluate their effectiveness. 'Screamers' alarm locally if the fire door is propped open. In addition in some areas carefully selected detector heads have been switched from smoke detection to heat detection to reduce the number of false alarms received.

Ensuring Legislative Compliance

Processes are now in place to identify the actions needed both centrally and within schools to ensure legislative compliance and also to identify any gaps in compliance.

A questionnaire based approach is being progressively used within the schools to ensure that a focus on compliance is being maintained. This is giving us assurance that the required compliance activities are being undertaken and is identifying areas where clarification or further action is needed.

Chemical Biological and Radiological Safety

As an institution, we have taken the lead in establishing an inter University laser safety meeting, the first meeting was held at Loughborough in January 2017 with more than 20 institutions present.

In addition we have been proactive in making contact with the policy unit at the Health and Safety Executive and asking them to evaluate the standard of guarding routinely applied to commercially available laser equipment.

The approach to chemical safety has been fundamentally reviewed during the 2016/17 academic year. The policy and guidance suite have been completely rewritten and the electronic chemical assessment form (CoSHH) has been developed and has been rolled out across the University. The form supports users in performing a good assessment and aids consistency across the University.

New chemical safety and CoSHH training courses have been developed and will be rolled out as part of the chemical safety deployment plan during 2017/8.

Making the Most of the Expertise with the University

The Health and Safety Team have been working with Professor Elizabeth Stokoe and Dr Emily Hofstetter to understand how to make safety conversations as impactful as possible. The team have engaged a number of other Universities to take part in the research which is now complete. All departmental and school safety officers (as well as a number of representatives from institutions who supported the research) have received training based on the outcomes of the research. An article was published in the magazine of the Health and Safety professional body (IOSH) and a follow up article will be published in late 2017 together with an academic paper based on the research. The Health, Safety and Risk Manager presented the findings of the research at the USHA conference in April 2017 and at the IOSH National Safety and Health conference.

The team are also worked with the School of Arts and the Design School to develop ideas relating to the communication of the mental wellbeing message to staff.

In addition we have supported the Thames Tideway longitudinal research project.

Supporting the Campus

There has been a continued emphasis on supporting large events of campus.

In particular significant Health and Safety input has been given to support the successful staging of the Schools Games in 2016 and 17

Mental Health

There has been an increased focus on mental health throughout the year. A full programme of events was held for mental health awareness week which included awareness raising activities as well as practical sessions.



Events during the week included presentations from Leicestershire and Nottinghamshire Mental Health Services, free Soccercise sessions (pictured) the Mindball (pictured).



In addition to this a more comprehensive review has been undertaken regarding the University's strategy on mental wellbeing. The policy has been revised, responsibilities have been defined and clarified, a pilot programme of mental health first aiders has been established and agreement has been gained to deploy an Employee Assistance Programme.

Now much of this has been defined the roll out of the agreed elements will occur in the 2017 /18 academic year.



Training

Between 1st August 2016 and 31st July 2017 Health and Safety Services arranged 185 courses, delivered to 2007 members of staff involving a total of 8,456 learning hours.

In addition, various personal Health and Safety learning events were also undertaken (such as Fire Safety plus, on-line Asbestos Awareness). Details of this were only captured from 1 December 2016 to 31 July 2017 and amount to a further 418 people undertaking training over 614 learning hours.

The safety officers training matrix was developed and agreed and a gap analysis has now been conducted.

The broader training matrix has been refined and refresher training intervals have been defined and specified for relevant courses.

A new COSHH Training programme has been introduced consisting of four parts (General Awareness, Chemical Safety, Spill Management and Risk Assessments) which will be delivered during the 17/18 academic year.

Fire

Fire precautions continues to be a focus within the University. The introduction of a detailed fire design strategy has informed the design decisions on new build and refurbishment projects.

The tragic events at Grenfell Towers demanded a response from the University. The specifications of our large buildings have been reviewed in detail. As a precaution all internal fire precautions were rechecked and consultations and joint inspections have been held with Leicestershire Fire and Rescue.

In addition we have sought detailed information and assurances from our partners who also provide accommodation for our students.

Significant attention has also been paid to how the University complies with the Dangerous Substances (Explosive Atmospheres) Regulations (DSEAR). Training sessions have been held for technical staff and structured reviews will take place during the 2017/18 academic year.

2016/17 In Numbers

Number of contractors inducted :- 1,939

Number of risk reduction modifications made to water systems :-
16,920

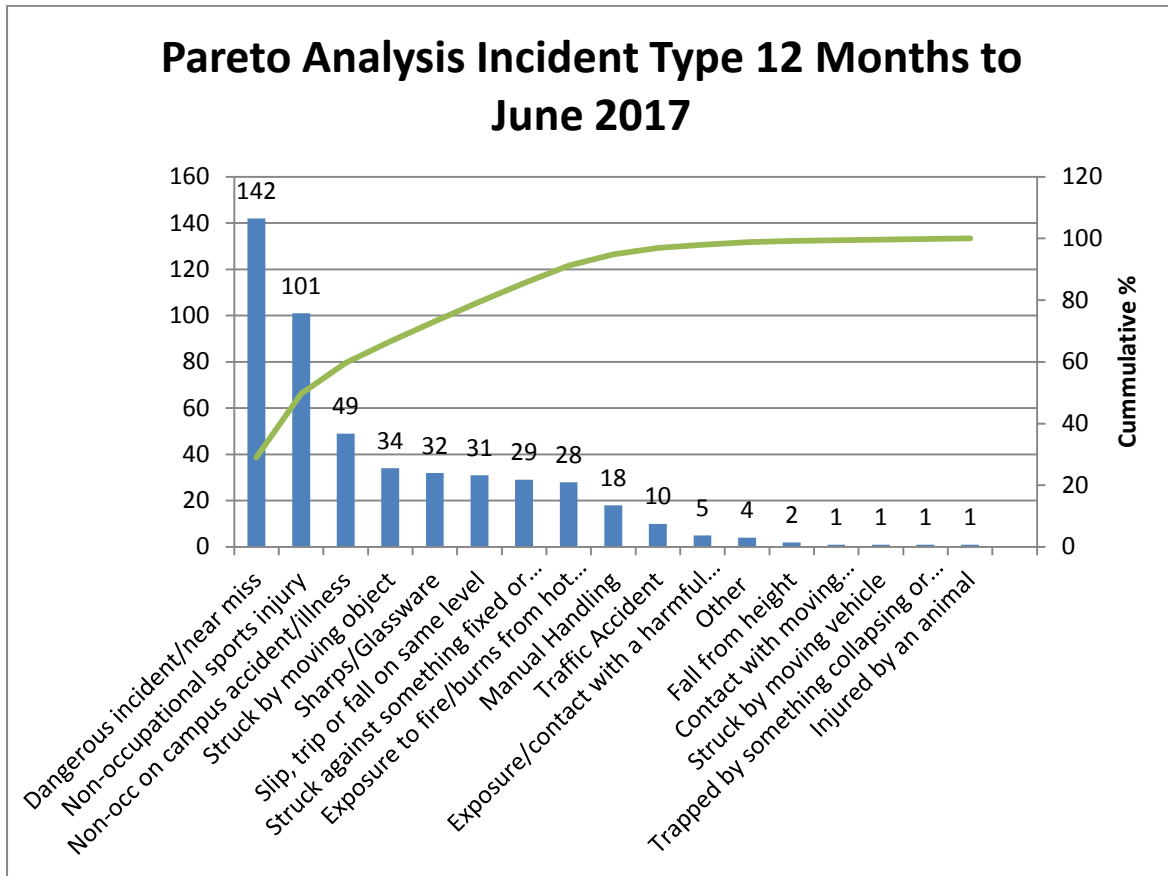
Number of risk register development sessions delivered :- 14

Number of Health and Safety training courses run / organised :-
185

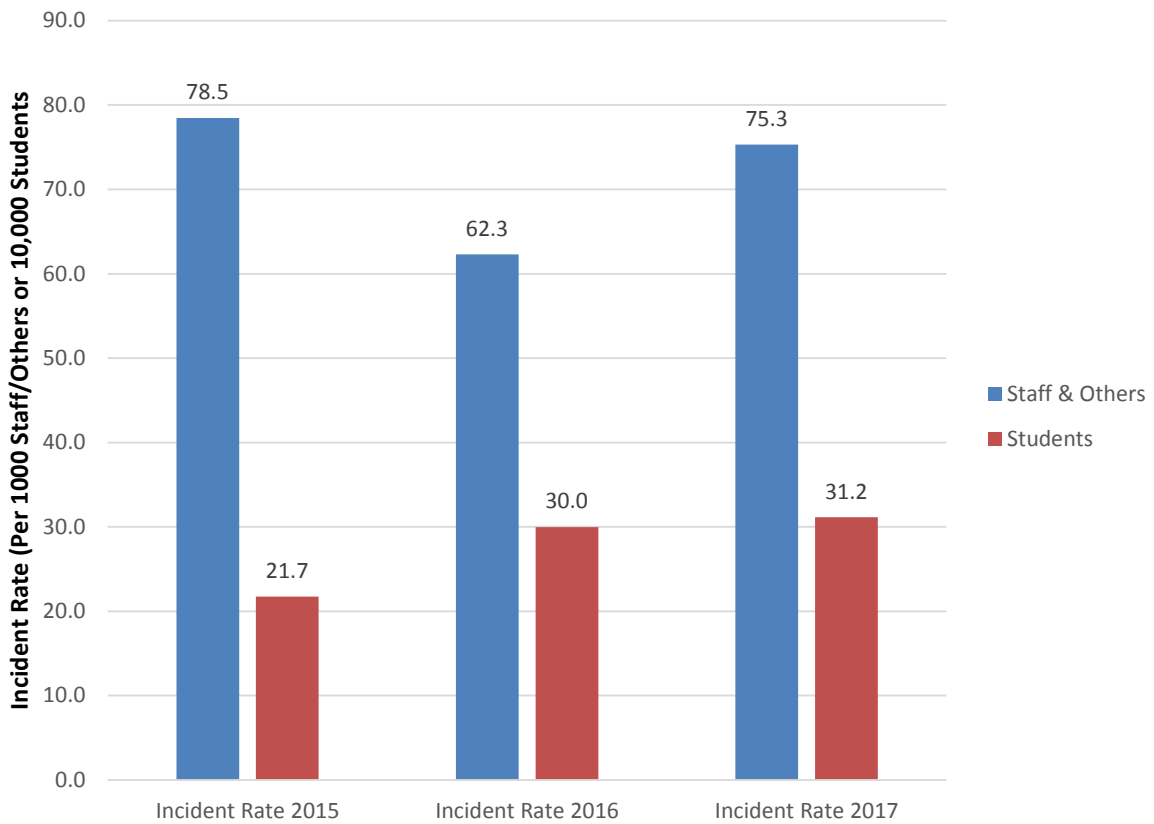
Number of staff trained :- 8,456

Number of asbestos surveys undertaken :- 152

Incident Data

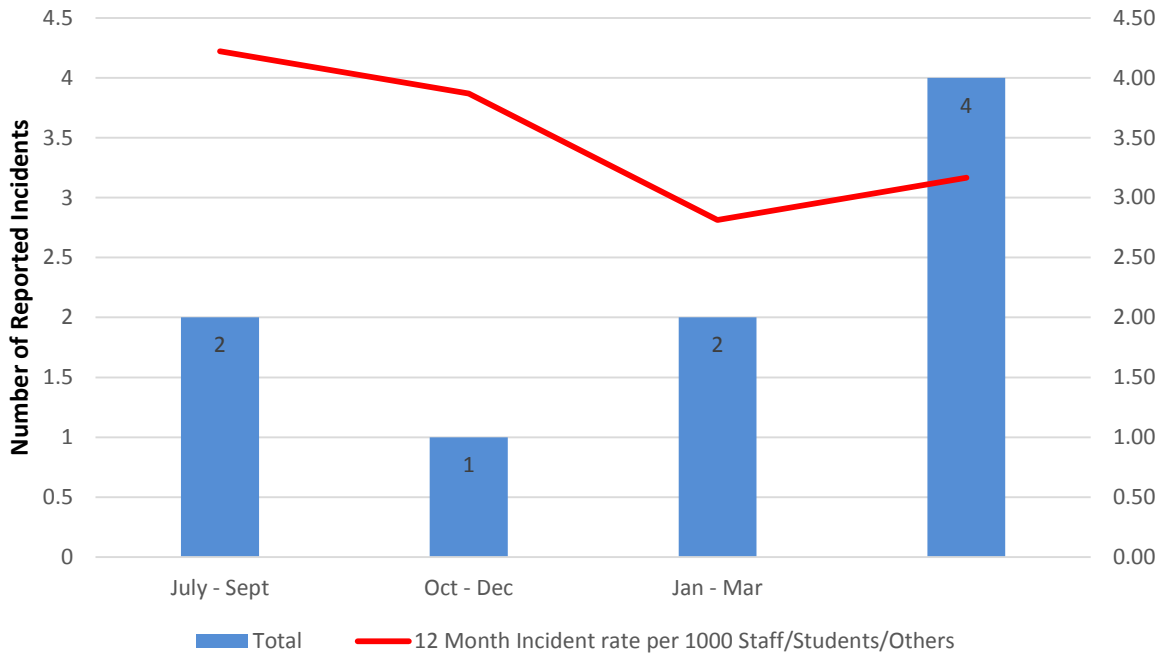


Incident Rate (Minus Near Misses and Non-Occ Sports Injuries) 2015 - 2017



	Incident No 2015	Incident No 2016	Incident No 2017
Staff & Others	219	176	214
Students	36	53	56

RIDDOR Incidents 12 Months to Jun 2017



Annual Plan 2016/2017 Progress

Fire safety

AIM	TARGET	Progress
Routine business	<ul style="list-style-type: none"> • Fire risk assessment – annual exercise to update these documents • Fire marshal training • Evacuation chair training and drills • Refuge alerter tests • Personal Emergency Evacuation Plans • Overseeing the fire extinguisher maintenance contract • Carrying out fire alarm test • Carrying out fire drills • Ensure fire signage meets standards set out in BS9999 • Review of effectiveness of fire safety committee 	<ul style="list-style-type: none"> • All complete
New Project projects	<ul style="list-style-type: none"> • To review procedures for action to be taken in the event of a fire alarm failure in an occupied building • To refresh and tighten controls to be used in the effective isolation and recommission in of fire alarm systems (eg via Permit to Work) • To identify the main causes of false alarms and test and implement methods for the reduction of false alarms. • To embed the fire design strategy 	<ul style="list-style-type: none"> • Complete • Detailed arrangements are still to be finalised with Facilities Services, but the broad process has been defined • Initial trials of door alarms and different detector head arrangements were successfully piloted. Equipment has been fitted to a wider area over the Summer of 2017 to validate results. • Complete

	<ul style="list-style-type: none"> • Review the current service/maintenance of E/lighting to assist in assessing the University as sufficient E/lighting and is compliant • Review of potentially explosive atmospheres assessments 	<ul style="list-style-type: none"> • Partly complete final tests will be completed during the darker Winter month • Initial review undertaken, training provided, further action in 2017/18 academic year
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Radiation

AIM	TARGET	Progress
Routine business	<ul style="list-style-type: none"> • Radiation monitor calibrations • Sealed source leakage tests • Ongoing risk assessments and registrations • Open radioisotope accounting • Radioactive waste management • Euratom accounting for nuclear material • Training for new radiation workers/refresher training • RPS audit meetings • Audit of Radiochemistry including isotope audit • Audit of Equipment producing ionising radiation • Audit of sealed sources 	<ul style="list-style-type: none"> • Complete
New work for 2016/17	<p>Preparation work in readiness for changes in legislation: an EU directive has been published which will require transposition into UK legislation in 2018. This will affect the primary piece of legislation covering work with ionising radiation – the Ionising Radiation Regulations 1999.</p> <p>Preparation for the decommissioning of the Graham Oldham building</p> <p>RPA portfolio preparation</p>	<ul style="list-style-type: none"> • Briefings undertaken, further work needed in next year. • Preparations underway, initial planning complete, budget and staffing plan agreed. • In progress

Health and Safety

AIM	TARGET	Progress
Policy	<ul style="list-style-type: none"> Review of all LU Health and Safety policies 	<ul style="list-style-type: none"> All complete with the exception of the Chemical Safety and Biological Safety policies which have undergone fundamental review and progressing through the University approvals process
Audit	<ul style="list-style-type: none"> Implement the USHA HASMAP auditing process. 	<ul style="list-style-type: none"> Delayed until late 2017/18
Compliance issues	<ul style="list-style-type: none"> Continue to develop compliance data gathering and reporting processes. Develop clear compliance KPIs 	<ul style="list-style-type: none"> Ongoing
Training	<ul style="list-style-type: none"> To provide the following courses: First Aid Beginner First Aid Refresher Defibrillator Training First Aid Workshop Fire Marshal Awareness COSHH DSO Training Compressed Gas – Connecting Regulators (online and Practical) Decanting liquid Nitrogen Portable Appliance testing Management and Risk Assessment of Manual Handling Operations Manual Handling Safe Lifting Techniques Noise at Work and Risk Assessment Radiation Protection Laser safety 	<ul style="list-style-type: none"> Complete

	<p>Emergency preparedness training Vibration Bomb Threat training Accident and Near Miss Reporting and Investigation Small Works Asbestos DSEAR Working at Height Safe use of Ladders IOSH Managing Safety Risk Assessment RPE Workshop Non ionising radiation safety training course to be held regularly UV safety training for people working directly with UV sources</p>	
<p>New Work 2017</p>	<ul style="list-style-type: none"> • Continued development of the University risk register and associated plans • Drone guidance to be implemented • Stress policy review • Identification and implementation of an incident reporting and analysis software solution • Review of the Health and Safety communication strategy • Development and implementation of a biological safety assessment form • End to end review of chemical management process and development and delivery of a programme of work following the review • Harmonisation, simplification and automation of the fieldwork, travel and ethics safety form. • Review of laser safety standards across the campus. • Additional work activities and audit priorities will be considered as the outputs of the risk registers develop. 	<ul style="list-style-type: none"> • On target for completion by end of 2017 • Complete • Complete • Implementation due October 2017 • Complete • Complete • Policy and guidance progressing through final approvals process, otherwise complete • Complete • Ongoing

Annual Plan 2017/2018

Fire safety

AIM	TARGET
Routine business	<ul style="list-style-type: none">• Fire risk assessment – annual exercise to update these documents• Fire marshal training• Evacuation chair training and drills• Refuge alerter tests• Personal Emergency Evacuation Plans• Overseeing the fire extinguisher maintenance contract• Carrying out fire alarm test• Carrying out fire drills• Ensure fire signage meets standards set out in BS9999• Review of effectiveness of fire safety committee
New Project projects	<ul style="list-style-type: none">• To refresh and tighten controls to be used in the effective isolation and recommission in of fire alarm systems (eg via Permit to Work)• To identify the main causes of false alarms and test and implement methods for the reduction of false alarms.• To develop the fire design strategy following the events at Grenfell Tower and embed the strategy in the University development processes• Review of potentially explosive atmospheres assessments

Radiation

AIM	TARGET
Routine business	<ul style="list-style-type: none"> • Radiation monitor calibrations • Sealed source leakage tests • Ongoing risk assessments and registrations • Open radioisotope accounting • Radioactive waste management • Euratom accounting for nuclear material • Training for new radiation workers/refresher training • RPS audit meetings • Audit of Radiochemistry including isotope audit • Audit of Equipment producing ionising radiation • Audit of sealed sources
New work for 2016/17	<p>Preparation work in readiness for changes in legislation: an EU directive has been published which will require transposition into UK legislation in 2018. This will affect the primary piece of legislation covering work with ionising radiation – the Ionising Radiation Regulations 1999.</p> <p>Deliver the decommissioning plan for the Graham Oldham building</p> <p>RPA portfolio preparation</p>

Health and Safety

AIM	TARGET
Policy	<ul style="list-style-type: none"> • Update the key responsibilities document and ensure that all policies are relevant and up to date
Audit	<ul style="list-style-type: none"> • Implement the USHA HASMAP auditing process.

Compliance issues	<ul style="list-style-type: none"> • Continue to develop compliance data gathering and reporting processes. • Develop clear compliance KPIs
Training	<ul style="list-style-type: none"> • To provide the following courses: <p> First Aid Beginner First Aid Refresher Defibrillator Training First Aid Workshop Fire Marshal Awareness COSHH DSO Training Compressed Gas – Connecting Regulators (online and Practical) Decanting liquid Nitrogen Portable Appliance testing Management and Risk Assessment of Manual Handling Operations Manual Handling Safe Lifting Techniques Noise at Work and Risk Assessment Radiation Protection Laser safety Emergency preparedness training Vibration Bomb Threat training Accident and Near Miss Reporting and Investigation Small Works Asbestos DSEAR Working at Height Safe use of Ladders IOSH Managing Safely Risk Assessment RPE Workshop Non ionising radiation safety training course to be held regularly UV safety training for people working directly with UV sources </p>

New Work 2018	<ul style="list-style-type: none">• Delivery of the University risk register and associated plans• Implementation of the HASMAP auditing process• Implementation of an employee assistance programme• Implement measures designed to improve the mental wellbeing across the university• Support the implementation of the new Health, Safety and Environment committee structure• Full implementation of the SHE software incident reporting and analysis software• Deployment of the chemical safety policy and associated guidance and training• Develop and support the delivery of a behavioural safety intervention in the Facilities Services area• Additional work activities and audit priorities will be considered as the outputs of the risk registers develop.
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Health, Safety & Environment Committee



Loughborough
University

Ref:

Date: 12.09.17

Paper Title: Sustainability Action Plan

Origin: Sustainability Manager

1. Specific Decision Required by Committee	To consider
2. Relevance to University Strategy	The Sustainability Action Plan provides a coherent institutional approach to delivering the University's strategy Building Excellence ambition that " we will embed sustainability and social responsibility considerations into all of our processes, operations and developments " and also " will work closely with local partners to enhance the social, cultural and economic wellbeing of the communities and regions in which we reside ".
3. Executive Summary	<p>The University is committed to acting in a socially responsible way that maximises its positive impact and minimises its negative impact on society and the communities in which it is based. The University takes its responsibility for the environment seriously, and understands the need to respond to the challenges we face globally around issues such as climate change, human wellbeing, food, water and energy security.</p> <p>Strategic Principles</p> <p>a) Embedded. <i>We will demonstrate a consistent and meaningful engagement with sustainability through our capital development programme, campus operations and academic activities and embed sustainability considerations in our school and services management processes</i></p> <p>b) Visible. <i>Sustainability considerations will be evident throughout our activities and be a common thread in the partnerships that we forge. We will continue to have an important role in enhancing the social and economic wellbeing of the town and the wider region, working closely with key stakeholders and organisations, including residents, local authorities and businesses.</i></p> <p>c) Integrated. <i>Management of environmental impact in our operational activity to protect and enhance the surrounding environment. ISO 14001 provides the framework to meet increasingly high customer expectations of corporate responsibility as well as legal and regulatory requirements." This will reduce risk.</i></p>
4. Essential Background Information	This plan has been endorsed by the Academic Leadership Team and provides an SSR response that in addition to being the right thing to do, brings a number of reputational, financial and business benefits. It details how sustainability can contribute across the four main themes of Building Excellence and includes context, principles, rationale and actions.
5. Risks, Risk Mitigation and Governance/ Accountability	Sustainability and Social Responsibility Sub Committee Academic Leadership Team

6. Implications for other activities	Indicator of cross campus delivery of SSR
7. Resource and Cost	N/A
8. Alternative Options considered	N/A
9. Other Groups/Individuals consulted.	This is a public facing document and is available on the University website. Campus wide consultation was undertaken
10. Future Actions, Timescales and Frequency of Review by this Committee.	Annually
11. Success Criteria (KPIs)	Number of actions taken in SAP
12. University Executive comment (required for Council papers only)	N/A



Loughborough
University

SUSTAINABILITY ACTION PLAN 2015-2020

Sustainability and *Building Excellence* Strategic Principles

Introduction

The University is committed to acting in a socially responsible way that maximises its positive impact and minimises its negative impact on society and the communities in which it is based. This is reflected in the University's strategy Building Excellence which states that “**we will embed sustainability and social responsibility considerations into all of our processes, operations and developments**” and also “**will work closely with local partners to enhance the social, cultural and economic wellbeing of the communities and regions in which we reside**”.

The University takes its responsibility for the environment seriously, and understands the need to respond to the challenges we face globally around issues such as climate change, human wellbeing, food, water and energy security. Loughborough seeks to respond to these opportunities by leading in environmental sustainability, building on the work of our research and enterprise activities and aspiring to make the campus a living laboratory demonstrating operationally our mission to provide a sustainable campus. There is also an opportunity in teaching and learning where students are increasingly interested in courses which include sustainability.

In respect of social responsibility there are wide-reaching implications for how staff and students are respected and supported, for relationships with local communities and for how we undertake our academic and business activities, as well as opportunities to embed research and enterprise. There is a strong link to the curriculum where, within the key aim Educating for Success, “**we will develop our students as individuals, enhancing their capabilities as creative, confident and adaptable 21st Century citizens who will make a significant contribution to global society**”. The Students Union is central to our social responsibility response, in particular through the work of Action and RAG.

Implementation

Practical steps Heads of Service and Deans of School can undertake to support delivery of this action plan:

1. Display the University Environmental Policy and Sustainability Charter and support communication of these by strongly encouraging Champions and Enthusiasts to aid dissemination and promote proactive behaviour.
2. Promote energy saving, carbon reduction and save water as part of daily routines.
3. Support resource efficiency by ensuring reuse, making use of recycling facilities and complying with waste management practices.
4. Be mindful of the external and internal environment in any construction or refurbishment projects, including any impact on flora and fauna and wider biodiversity.
5. Actively support staff and student health and wellbeing by promoting community engagement and volunteering.
6. Promote sustainable business travel to save money and help the environment. Encourage staff and students to use sustainable travel alternatives offered across, to and from campus.
7. Familiarise yourself and your team with relevant Environmental Management System Operational Control Procedures to help the University maintain compliance and reduce risk.
8. Identify opportunities to enhance the student experience by exploring and being open to integration of sustainability into the curriculum.
9. Collaborate on projects that can link research, teaching and operational activities to put theory into practice.

10. Read this document and develop additional actions as appropriate. Ask the Sustainability Team to help you create an action plan for your area.

Context

For the purposes of implementing its *Building Excellence* Strategy, the University defines Sustainability as:

Action by the University, and its staff and students that considers environmental impact from a social, economic and environmental perspective following the principles of inclusivity, integrity, stewardship and transparency, “embedding sustainability into all our activities, operations and processes”.

And defines Corporate Social Responsibility as:

Action by the University, and its staff and students, to maximise the positive and minimise the negative impacts of their actions and activities in line with the principle of “good citizenship”.

Sustainability is strategically important to the University because:

- It is the *right thing* to do, reflecting our mission and values
- It builds on the work of our research
- There is a *sound business case* based on the contribution sustainability makes to achieving institutional strategic goals which include legal compliance, aspiring to best practice and financial efficiencies

Sustainability is also of growing importance to a range of important stakeholders including:

- Prospective students (Campus environment, health & wellbeing, ethical)
- Prospective staff (Health & Wellbeing, Ethical)
- Current students (student experience, belonging and community)
- Current staff (retention, added value, engagement, funding and grants)
- Organisations and businesses (Award winning, good practise, compliant ISO 14001, risk reduction, collaborative)

Strategic Principles

- Embedded.** *We will demonstrate a consistent and meaningful engagement with sustainability through our capital development programme, campus operations and academic activities and embed sustainability considerations in our school and services management processes*
- Visible.** *Sustainability considerations will be evident throughout our activities and be a common thread in the partnerships that we forge. We will continue to have an important role in enhancing the social and economic wellbeing of the town and the wider region, working closely with key stakeholders and organisations, including residents, local authorities and businesses.*
- Integrated.** *Management of environmental impact in our operational activity to protect and enhance the surrounding environment. ISO 14001 provides the framework to meet increasingly high customer expectations of corporate responsibility as well as legal and regulatory requirements.” This will reduce risk.*

Strategic Rationale

Sustainability will make a significant contribution across all four main themes of Building Excellence:

Strategic Theme	Implementation Plan Strategic Priorities	Examples of Sustainability Contribution
Investing in Staff	1.15	<ul style="list-style-type: none"> • Staff well-being, improved health, reduced absence • Increased engagement and experience of partnership working investing in LU as a sustainable community
Educating for Success	2.1 2.8 2.12 2.14 2.15	<ul style="list-style-type: none"> • Educate and inspire our students to become socially responsible and environmentally aware members of our future society. • Support academic colleagues and multi-disciplinary teaching to incorporate sustainable development into teaching and research.
Growing Capacity & Influence	3.3 3.8 3.9 3.11 3.17	<ul style="list-style-type: none"> • Raising competitiveness through innovation that promotes development. • Improve our bottom line through resource efficiency.
Raising Standards & Aspirations	4.6 4.8	<ul style="list-style-type: none"> • Strengthen our standards and improve our performance in environmental sustainability • To embed sustainability as business as usual linking the 3 core aspects of sustainability (social, environmental and economic) through University policy and strategy.

Action Plan

The University of Loughborough is committed to leading change in environmental sustainability. The following table sets out strategic aims and objectives for sustainability for the years 2015 – 2020.

Sustainability Action Plan – Strategic Aims & Objectives			
Aims	Objectives	Actions to be taken	Lead
TEACHING			
1. We will aspire to create a learning environment where students are provided with the opportunity to become informed on the applicability of sustainability to their area of study	<p>To provide appropriate training to academic colleagues with professional development opportunities in educating for sustainable development (ESD)</p> <p>To give students access to ESD via a set of learner attributes that are delivered through the formal and informal curriculum</p> <p>To embed elements of sustainability across the curriculum using the interdisciplinary approach already in place within the Research challenge areas and alignment with wider institutional pedagogic, teaching, learning and curriculum initiatives. To provide opportunities for students to develop skills to respond to global sustainability challenges as <i>adaptable 21st century citizens that make a significant contribution to global society</i> in an emerging green economy</p>	<p>Work towards the UNESCO framework for ESD</p> <p>Increase the number of students on relevant environmental or sustainability modules and courses</p> <p>Map ESD in the formal and informal curriculum utilising existing University systems and processes.</p> <p>Conduct a baseline review of all taught units, develop training initiatives, generate open access online resources and implement monitoring procedures.</p> <p>Continue to promote internships and placements</p>	<p>PVC Teaching (lead)</p> <p>Associate Dean Teaching (Lead)</p> <p>Learning & Teaching Committee (Enablers)</p> <p>Centre for Academic Practice (Enablers)</p> <p>ESD Working Group (enabler)</p>
2. To enhance the student experience through informal learning using the biodiverse and exceptionally green campus as a platform to foster sustainable and healthy lifestyles alongside learning	<p>To create a “living laboratory” through our teaching, research and operational activity and programmes allowing students to live and study sustainably whilst learning through experience.</p> <p>To promote the Loughborough community</p>	<p>Seek to empower students to become global citizens through their fields of study, our community action programmes and employability award scheme.</p> <p>Encourage students to support the demonstrator campus and living laboratory</p>	<p>Academic (enabler) SU (lead)</p> <p>Employability/Careers (enabler)</p> <p>Centre for Academic</p>

	<p>where engagement and participation are encouraged supporting a sense of wellbeing and belonging. <i>Working in partnership with Loughborough Students' Union, we will offer the best possible all-round experience, providing our students with a wide range of opportunities that enable them to achieve their full potential, professionally and personally as well as academically.</i></p> <p>To provide students with the tools to promote sustainable business practice, leadership and an awareness of environmental issues</p>	<p>themes either through their studies or day to day activities.</p> <p>Continue to promote active social and cultural engagement with sustainable volunteering opportunities on campus</p>	<p>Practice (Enablers)</p> <p>Enterprise (enabler)</p> <p>Sustainability Team (enabler)</p>
RESEARCH			
<p>3. We will encourage knowledge transfer amongst our staff, students and alumni that can contribute to a meaningful and positive approach to addressing some of the challenges of sustainable development and Corporate Social Responsibility.</p>	<p>To widen the community action programme to ensure staff and students can participate in environmental, sustainability and CSR projects</p> <p>To communicate and promote our environmental sustainability activities and achievements to the Loughborough community.</p>	<p>Expand our community action programme to include staff.</p> <p>Continue to improve our award winning behavioural change campaign to ensure engagement and positive behaviour change.</p> <p>Consult with our community through our policies and strategies using meaningful and accessible examples of sustainability</p> <p>Encourage our alumni team to promote our sustainability and CSR achievements</p>	<p>HR (lead)</p> <p>Sustainability Team (Lead)</p> <p>Marketing & Advancement (enabler)</p> <p>Centre for Academic Practise (enablers)</p>
<p>4. To identify research related to sustainability and identify where this can be linked to operational activity on campus.</p>	<p>To continue to identify and publicise research activity in our 6 challenge areas that focuses on climate change, human wellbeing, food, culture and citizenship, water and energy security</p>	<p><i>Work with Research Office to:</i></p> <p>Evidence funding for environmental sustainability related research</p> <p>Ensure transparency through annual</p>	<p><i>PVC Research (Lead)</i></p> <p><i>Associate Dean Research (Knowledge)</i></p> <p><i>Research Challenges</i></p>

<p>To utilise our Research Challenge areas to facilitate knowledge exchange amongst the Loughborough community</p>	<p>To establish the synergies between teaching, research and operations identifying current activities and initiating new activity through alignment with Research Challenge implementation plans and funding proposals. <i>The relevance of our research to real-life issues will place us at the forefront internationally, increasing significantly the global visibility and reputation of the University</i></p> <p>To evidence that our students are involved with and introduced to world leading research that responds to these opportunities fulfilling the ambition of <i>Building Excellence</i></p>	<p>reporting of research led operational activities</p> <p>Promote and signpost key activity on the sustainability webpages</p> <p>Identify and publicise relevant case studies</p>	<p><i>Academic (enablers)</i></p> <p><i>School Research Coordinators (enablers)</i></p> <p><i>RCD Managers (enablers)</i></p> <p><i>Sustainability Team (enablers)</i></p> <p><i>FM (enablers)</i></p>
ENTERPRISE			
<p>5. To create a Demonstrator Campus</p>	<p>To establish tangible evidence of a “living laboratory” through teaching, research and operational projects <i>by identifying current activities and initiating new activity through alignment with current implementation plans and enterprise projects.</i></p> <p>Foster collaborative projects within the Loughborough Community to deliver this objective moving from theory based work and research to actual practice <i>providing our students with an exceptional learning environment.</i></p>	<p>Identify the synergies between teaching, research and operations and to evidence this through active programmes of delivery on campus.</p> <p>This may include projects such as:</p> <ul style="list-style-type: none"> • Campus partner cluster activity • Sustainability of LUSEP infrastructure • Active Travel • Greening the fleet (low emission) • Fruit Routes and Eat your Campus • Developing research led projects into campus development 	<p><i>PVC Enterprise (lead)</i></p> <p><i>Research Challenges Academic (enablers)</i></p> <p><i>Sustainability Team (lead)</i></p> <p><i>Associate Dean Enterprise (enablers)</i></p> <p><i>RCD Managers (enablers)</i></p> <p><i>FM(enablers)</i></p>
<p>6 To use enterprise and</p>	<p>To continue to create social, cultural and</p>	<p><i>Work with the Enterprise Office to:</i></p>	<p>PVC Enterprise (lead)</p>

<p>innovation to showcase our contribution to meeting the global challenges in sustainable development</p>	<p>economic impact from University research that contribute to the global challenges of climate change, human wellbeing, food, water and energy security <i>ensuring that the impact of our activities helps to support economic development and drive innovation and performance on local, national and international levels.</i></p> <p>To encourage the building of partnerships (particularly in developing countries) that creates successful sustainable projects that are mutually beneficial. <i>Through the integration of influential research, vibrant enterprising culture and outstanding learning opportunities, we will enhance our ability to drive forward solutions to contemporary global challenges</i></p>	<ul style="list-style-type: none"> • Evidence where funding has been awarded to create impact for environmental sustainability related activity • Ensure transparency through annual reporting of enterprise led operational activities • Promote and signpost key sustainability related case studies <p>Evidence the number of spin out/businesses that are working in or have contributed technologies to developing countries</p> <p>Evidence of knowledge, technology and innovation that has contributed to the global challenges of climate change, human wellbeing, food, water and energy security.</p>	<p>Associate Dean Enterprise (enabler)</p>
<p>OPERATIONAL</p>			
<p>7 To manage our estate in an efficient and low risk way reducing our impact through ongoing monitoring of our operational processes, systems and outputs.</p>	<p>Waste - To ensure that, in accordance with legislation, waste will be managed in a sustainable manner following the waste hierarchy</p> <p>Carbon - To reduce the institution's carbon footprint, focusing in particular on the reduction in use of gas and electricity from the national grid.</p> <p>Water - To reduce water consumption from the University's operations.</p> <p>Construction and Refurbishment - To reduce the impact of construction,</p>	<p>Deliver operational objectives and targets in the following areas: Waste Management Carbon Management Water Management Construction and Refurbishment Sustainable Travel Emissions to Air & Discharges to Water Sustainable Procurement These will be measured using a per capita framework.</p>	<p>Sustainability Team (lead) Local HSE Groups (enablers) Operational Managers (lead) FM (lead) Finance (lead) Procurement (enabler) SU (enabler)</p>

	<p>refurbishment and maintenance of the estate Sustainable Travel - To reduce the use of fossil fuels for personal and business travel in order to decrease the carbon impact of these as part of the transport management strategy.</p> <p>Emissions to Air & Discharges to Water - To reduce risk of pollution.</p> <p>Sustainable Procurement - To reduce the demand for non-sustainable goods and services. Noise Pollution - To reduce complaints and nuisance.</p>	<p>Provide cohesion for these areas using the environmental management system ISO 14001. This will also give quality assurance and support LU to <i>embed sustainability and social responsibility into all of its processes, operations and developments.</i></p>	
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Health, Safety & Environment Committee



Loughborough
University

Ref:

Date: 12.09.17

Paper Title: Sustainability Annual Report

Origin: Sustainability Manager

1. Specific Decision Required by Committee	To receive
2. Relevance to University Strategy	University's strategy Building Excellence states that " we will embed sustainability and social responsibility considerations into all of our processes, operations and developments " and also " will work closely with local partners to enhance the social, cultural and economic wellbeing of the communities and regions in which we reside ".
3. Executive Summary	<p>For the purpose of implementing its <i>Building Excellence</i> Strategy, the University defines Sustainability as: "<i>Action by the University, and its staff and students that considers environmental impact from a social, economic and environmental perspective following the principles of inclusivity, integrity, stewardship and transparency, "embedding sustainability into all our activities, operations and processes"</i>.</p> <p>This report provides an update on our performance over the last year and covers:</p> <ul style="list-style-type: none"> • Governance changes • An overview of progress against objectives in the Sustainability Action Plan • Waste and recycling figures • Energy management figures • Sustainable Travel • Biodiversity • Demonstrator Campus
4. Essential Background Information	This report provides an update in response to the University Sustainability Action Plan. It is issued at Senate and Council annually.
5. Risks, Risk Mitigation and Governance/ Accountability	Sustainability and Social Responsibility Sub Committee
6. Implications for other activities	Indicator of cross campus delivery of SSR
7. Resource and Cost	N/A
8. Alternative Options considered	N/A
9. Other Groups/Individuals consulted.	This is a public facing document and is available on the University website.
10. Future Actions, Timescales and Frequency of Review by this Committee.	Annually
11. Success Criteria (KPIs)	Refers to the measures in the SAP

12. University Executive comment (required for Council papers only)	N/A
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Executive Summary

The University takes its responsibility for the environment seriously, and understands the need to respond to the challenges we face globally around issues such as climate change, human wellbeing, food, water and energy security. Loughborough seeks to respond to these opportunities by leading in Environmental sustainability, building on the work of our research and enterprise activities and aspiring to make the campus a living laboratory demonstrating operationally our mission to provide a sustainable Campus. There is also an opportunity in teaching and learning where students are increasingly interested in courses which include sustainability.

For the purpose of implementing its *Building Excellence* Strategy, the University defines Sustainability as: “*Action by the University, and its staff and students that considers environmental impact from a social, economic and environmental perspective following the principles of inclusivity, integrity, stewardship and transparency, “embedding sustainability into all our activities, operations and processes”.*”

This report provides an update on our performance over the last year and covers:

- Governance changes
- An overview of progress against objectives in the Sustainability Action Plan
- Waste and recycling figures
- Energy management figures
- Sustainable Travel
- Biodiversity
- Demonstrator Campus

Origin

Sustainability and Social Responsibility Group

Strategic objective met

The University is committed to acting in a socially responsible way that maximises its positive impact and minimises its negative impact on society and the communities in which it is based. This is reflected in the University’s strategy Building Excellence which states that “**we will embed sustainability and social responsibility considerations into all of our processes, operations and developments**” and also “**will work closely with local partners to enhance the social, cultural and economic wellbeing of the communities and regions in which we reside**”.

This also underpins the core value 3 identified in the Higher Education Code of Governance Committee of University Chairs report which states the University “**must rigorously assess all aspects of the institutions sustainability in the broadest sense, using an appropriate range of mechanisms which include relevant key performance indicators not just for financial sustainability of the institution but also for its impact on the environment.**”

1. Governance and Strategy

Historically this has been led by the Sustainability & Social Responsibility Group (SSRG), which is an informal steering group chaired by the Chief Operating Officer. Over the last three years, the SSRG has established a clear definition of how sustainability links to the four core themes in the wider University strategy. The [action plan](#) provides a set of strategic principles, congruent with Building Excellence 2020, and a rationalised and agreed set of KPIs for sustainability. In line with the Health, Safety & Environment Committee changes a new group has been created and will be known as the Sustainability and Social Responsibility Sub-Committee (SSRSC). This will bring the reporting line of this group into the Health, Safety and Environment Executive Committee ultimately reporting through to Council.

The realignment of this group gives the opportunity for wider stakeholder engagement in the development of Sustainability and Social Responsibility strategy and gives Council visibility, overview and assurance of the subject areas.

2. Sustainability Action Plan

This outlines how we will deliver this aspect of the Building Excellence strategy, linking with the four themes, and connecting all areas (i.e. Teaching, Research, Enterprise and Operations). Examples of progress against aims and objectives can be seen below:

2.1 Teaching

Working in partnership with the Centre for Academic Practice a baseline study has been undertaken to assess the content of sustainability in the curriculum at LU. This has been done using a model from Cardiff University and it is hoped findings will be reported to Learning & Teaching Committee in September 2017.

As many aspects of the sustainability action plan align with and enhance the graduate attributes work is also underway to explore how sustainability might contribute to the Personal Best project being introduced by the Pro Vice Chancellor for Teaching. As engagement with students is key, liaison with the Students Union Education VP will also be undertaken to discuss ways to further engage students with sustainability and social responsibility.

Promoting the “living laboratory” theme examples of using the campus for students to learn and research are evident in our Holywell Research Forest, Fruit Routes Project, water course and pond surveying work, phone apps and design school projects, transport collision research group and travel planning support and the Forest School.

2.2 Research

An example of how sustainable research is being promoted and communicated in Loughborough University’s School of Business and Economics is as a signatory to the Principles for Responsible Management Education [PRME](#).

As a research intensive, globally connected university with excellent links to industry the school aims to lead research and practice in responsible management through our application of the six PRME principles: developing student capability as responsible leaders, incorporating the values of global social responsibility into our activities and curricula, enabling learning processes for responsible leadership, engaging in research for sustainability, working with our commercial and educational partners, and facilitating dialogue on critical issues related to global social responsibility and sustainability.

As a research-led school SBE Research Centres and Research Interest Groups are the principal focus of activity with numerous research projects focusing on sustainability and responsible leadership. SBE engages with not for profit organisations such as Action Homeless through research, staff volunteering, student projects and internships. Ethical practice is a theme embedded into academic programmes, which incorporate masterclasses and thought leadership events on ethics and sustainability.

Finally, at corporate level and as a member of the Environmental Association of Universities and Colleges, the University aims to ensure that our own organisational practices should serve as examples of the values and attitudes we convey to our students.

2.3 Enterprise

Creating a demonstrator campus is a long term ambition. Evidence can be found of activities that support this. The campus provides an exceptional learning environment for our students and this is enhanced by the enterprise activities. There is increasing evidence of campus cluster activity bringing together academic colleagues from different areas to work together. Opportunities to link teaching and operations continue to be explored and promoted by the Sustainability Team. Fruit Routes is an example where this has been successful. LUSEP presents a great opportunity as we develop this biodiverse area of campus. It also creates challenges with travel and transport that will require innovative solutions.

2.4 Operations

Our environmental performance is managed through the ISO 14001 accreditation, which is an externally verified environmental management system. Over the last year the scope has been widened to include imago and the London Campus both of which will be externally audited later this year.

The 2016 external audit feedback confirmed the management review records appear very comprehensive and detailed. Education for sustainable development has been given significant thought.

The University has clearly refined and improved its internal audit process to get optimum benefit of findings, corrective actions and improvements. Legal compliance is addressed through the compliance audits, and these in turn are cross referenced as evaluation of compliance evidence in the Register of legislation.

Communications, and the various groups and stakeholders who send/receive communication have been identified. The web site is used extensively for external communication. The University is very transparent in its sustainability communications.

A review of objectives and targets is carried out annually and significant impacts monitored.

3 Waste and Recycling

We continue to maintain high recycling rates, as shown below.

	2009/10	2015/16
Total Waste	1799 tonnes	1989 tonnes
Total Recycled	28.53%	75.0%
Waste to Energy	0%	19.39%
Landfill	71%	5.61%

Our target is 75% recycling and 5% to landfill. The end of term hall clear out in 2016 generated 2,838 bags of unwanted items for donation to the British Heart Foundation, raising £39,732 for the charity and diverting 22.1 tonnes from our waste stream. Food waste from catering reduced by 5%, and self-catered halls again segregated 38 tonnes of food waste diverting this from landfill.

4 Carbon Management

The University is compliant with legislation in relation to carbon (current legislation includes European Union Emissions Trading Scheme, Carbon Reduction Commitment and Display Energy Certificates).

The absolute emissions and emissions relative to student numbers for 2015/16 are 6% and 21.3% lower than the 2005 baseline, respectively. This reduction has been achieved despite longer operating hours on campus (to meet student demand), and a growth in the physical footprint of our estate.

	2005/06	2015/16
Absolute Carbon Emissions	29,503tCO ₂ e	27,732tCO ₂ e
Emissions per FTE student	1.99tCO ₂ e	1.569tCO ₂ e

Self-generated energy

Four Combined Heat and Power (CHP) units have been installed to provide 'on-site' heat and power generation; these have a combined electricity generating capacity of 3.1MWe and form an integral part of our 'low carbon' thermal and electrical infrastructure. 32% of the University's annual electricity load was produced locally by the CHP Units. The Central Park CHP has saved £2.28m since August 2011.

5 Travel & Transport

The current Travel Plan continues to promote the Health & Wellbeing of staff, students and tenants, by encouraging 'active' travel on campus, improving the road network to reduce congestion and providing a safe environment for pedestrians and cyclists. A key objective is to expand the electric vehicle charging network on site. This project is underway with a tender due out this Summer.

The Car Park Management Strategy continues to support and contribute funding to the sustainable travel plan, the aim of the scheme is to encourage staff to consider the impact their commute has on the environment and to look at more sustainable alternatives such as walking, cycling & public transport. This was achieved by linking the cost of permits to a vehicle's carbon emissions, thereby encouraging the use of more efficient, less polluting cars. The CPMS continues to provide positive changes on site.

6 Biodiversity

The University continues to manage biodiversity with the Biodiversity Action Plan, Woodland Management Plan and Ecological Management Plan for LUSEP. Ecological surveys continue to be undertaken to ensure appropriate monitoring and management of the habitat across the estate.

The campus is home to a number of protected species. It includes a maternity bat roost of national significance that has been successfully developed into a new roost. Campus is also the only known site in the county for the rare Hornet Moth, has a population of badgers and an apiary run by staff and student volunteers.

Fruit Routes is a collaborative project managed by the Sustainability Team and as an extensive artist led installation by Anne Marie Culhane developing the university grounds as an edible landscape. Winner of the Guardian Higher Education Sustainability Award in 2014, the Fruit Routes project continues to thrive, inspiring the creation of the Student Union Landscaping and Gardening Society. It celebrates 5 years this Summer with the launch of the Fruit Routes book.

7 Demonstrator Campus

The Sustainability Team continues to engage with academics and students making use of the campus, its buildings and operations, to promote active learning. There are a number of examples¹ where synergies exist between teaching, research and operational activity, giving students access to Education for Sustainable Development via a set of learner attributes that are delivered through the formal and informal curriculum. The aim is to create a "living laboratory" to allow students to live and study sustainably, whilst learning - moving from theory and research to practice. We believe this is a key plank in Building Excellence and will provide students with an exceptional learning environment.

1.1

¹ Including SSPGHS, Design School, School of the Arts, CBE, SBE, SMART - Sustainable Manufacturing and Recycling Technologies

Health, Safety & Environment Committee



Loughborough
University

Date 25th September 2017

Paper Title: Occupational Health Report

Origin: Director of Human Resources

1. Specific Decision Required by Committee	For information
2. Relevance to University Strategy	<i>'Investing in Our Staff'</i> The Occupational Health service focusses on the prevention of ill health and the promotion of health and wellbeing at work. This involves the delivery of services that enable the University to meet its statutory requirements under health, safety and employment law and which are designed to protect employees' health at work by ensuring that health related problems are effectively managed.
3. Executive Summary	This report provides an update in relation to the University's Occupational Health provision; including current staffing levels, sickness data, OH activity, health surveillance and staff counselling activity.
4. Essential Background Information	As previously reported, the OH section has historically suffered from significant under-resourcing, as well as associated difficulties in recruitment and retention. The staffing levels were increased in 2016/7 and further improvements have been funded for 2017/8 with the aim of bringing the University up to 50% of the HEOPS recommended levels for a University of our size.
5. Risks, Risk Mitigation and Governance/ Accountability	An effective OH service is vital to the well-being of the University's staff and the consequential impact on all of the University's activities. Health surveillance, in respect of specific roles and processes within the University, is undertaken through OH and is necessary to meet statutory requirements.
6. Implications for other activities	The effectiveness of OH will directly impact on staff sickness levels, capability processes and ill health pensions, thereby affecting staff costs for the Schools/Prof Services.
7. Resource and Cost	n/a
8. Alternative Options considered	n/a
9. Other Groups/Individuals consulted.	n/a
10. Future Actions, Timescales and Frequency of Review by this Committee.	An annual sickness absence report with associated stats e.g. health surveillance, counselling, will be produced in September each year.
11. Success Criteria (KPIs)	<ul style="list-style-type: none"> • A reduction in staff absence, below HEI norm. • Timely and safe return to the workplace after sickness

- | | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">• Compliance with all health surveillance requirements• Minimal waiting lists for OH and Staff Counselling. |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Occupational Health Report (2016/7)

Introduction

The University's Occupational Health service is part of the Human Resources Department and currently comprises two Occupational Health Advisers (i.e. OH qualified registered nurses) totalling 1.54 fte and a part-time Administrator 0.43 fte. In addition, ½ day per fortnight Consultant Occupational Health Physician is bought in from Nottingham Hospitals NHS Trust, allowing 3 staff appointments per fortnight. Blood tests and immunisations are bought in from the campus GP practice, but following the increase in staffing and the relocation to the medical centre, it is envisaged that with the appropriate training, our OH Advisers may be able to provide this service, in the future.

As previously reported, the historical under-resourcing contributed to an inability to cope with the demands on the service and was compounded by consequential recruitment and retention difficulties. This led to a significant backlog in work and an inadequate service, with long waiting times. Statutory requirements, regarding health surveillance for staff involved in specific hazardous processes, were not comprehensive and left the University vulnerable in terms of statutory compliance and potential legal claims. There was no capacity for pro-active health promotion activities.

As a result of last year's increases in staffing, i.e. additional OH Adviser hours (1.1 to 1.54 fte) and the administrative assistant from 0.2 fte to 0.43 fte, there have been notable improvements to the service and waiting times following referral, are markedly improved. Details of OH activity are shown in Appendix 1.

The OH department has now moved and is sharing accommodation within the GP practice. This has provided a better working environment for OH staff and has improved facilities for clients.

Through the additional funding in 2017/8, we are seeking to extend the OH consultant provision from one half day per fortnight to a day per fortnight and are currently undertaking a procurement exercise with local providers. This will hopefully address the waiting time for an appointment, which currently is five weeks.

The current service level agreements (SLA's) for OH are shown in Appendix 2

Health surveillance

Health surveillance is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies. Information is provided to OH to activate the health surveillance process through I-Trent (HR system) upon appointment of new staff. Whilst the additional OH staffing resources has enabled us to clear the backlog and identify 'hot-spots', it has also facilitated a deeper review, which has revealed that a significant number of long-serving staff, particularly in FM services, have not had the right health surveillance checks for their work activities. OH, is therefore currently working with the Health and Safety team, HR Partners and FM managers, to address the issue and ensure the University is legally compliant

Sickness Absence

Sickness absence and trends are shown in Appendix 3 and detail rates by School/Professional Service and job family etc. (n.b. more detailed information is contained within the annual HR report to the Human Resources Committee and to relevant senior managers). Key points to note:

- There has been a significant increase in staff numbers over the past 3-4 years, resulting in a related increase in the number of days lost.
- As with other HEIs, there is an underreporting of sickness absence by academic staff especially for absences of 1-7 days.

- There has been a rise in stress related illnesses and anxiety/depression and this is a trend shared by other large employers.
- The University participates in the UCEA annual sickness absence survey, for bench-marking services. The most upto date figures available are, however, for 2015/6, but indicate that we are on a par with other HEIs. (HEI average 6.0 days)
- Wider benchmarking data is available through the CIPD, against which we compare favourably in relation to public sector employers, who share the same sick pay entitlements as us. Again, the data relates to 2015/6 (average 6.0 days across all sectors and 8.5 for public sector)

Stress-related Illnesses

Stress Related illnesses are a growing concern across all sectors of work, including Higher Education. All employers have legal responsibility under the Health and Safety at Work etc Act (1974) and Management of Health and Safety at Work Regulations (1999), to ensure the health safety and welfare at work of their employees. This includes minimising the risk of stress-related illness or injury. Details of stress-related illnesses are shown in Appendix 3. OH and HR are currently working with the health & safety department, SDC, chaplaincy, marketing and the counselling service to promote a number of initiatives to help reduce the effects of stress, e.g.:

- OH referrals to counselling service;
- Pilot EAP service for year
- Increasing sports involvement for staff
- 'Take Your Lunch Hour'
- Discouraging 'out of hours' email culture.

Staff Counselling

A free counselling service is available to staff through the University's Counselling and Disability Service. Within this service, a resource of 1.1 fte is provided for staff counselling, although rather than a designated counsellor dealing with staff, the resource is split across a number of counsellors whose principal focus is students. The downside of this arrangement is that at times of high student demand the staff resource can be compromised. Details of staff counselling activity and waiting times are shown in Appendix 4.

The University is currently preparing to pilot an EAP service for one year, through an external provider, to provide a 24/7 telephone advice service for staff, in addition to the staff counselling. The pilot will be evaluated at the end of the year to determine if it has proved beneficial, in which case a budget submission will be made for its continuation. Many large employers have found such a service to be of benefit to staff and a contributing factor to the reduction of stress related illness.

Eye Tests

The processing of eye test vouchers for DSE users continues to be administered through OH, although the service is currently provided through the independent opticians based on the campus. However, we are currently considering using a larger organisation such as 'Spec Savers' or 'Vision Express', to provide the service. This would enable staff to be able to have greater flexibility as to when and where they access can the tests, as the onsite provision is only available on weekdays.

Rob Allan
Director of Human Resources

Appendix 1
Occupational Health Activity (August 2016 – 23 July 2017)

Referrals received:	136
Reasons for referral	
• Stress	20
• At work with health problems	65
• Long term sick	45
• Recurrent short-term sick	3
• DSE issues	3
Referrals waiting for further information	0
Self-referrals	23
Health Surveillance/screening appointments appointed:	274
• Follow up to previous event	68
• Introduction to new event	62
• New employee	36
• Renewal due	108
• Confined spaces	1
• FLT driver	8
• Working at Heights	18
• Asbestos	10
• Biological Agents	8
• Cadmium	8
• Respiratory	113
• Skin	49
• HAVs	34
• Audiometry	19
• Night worker	6
Waiting for return correspondence/forms (to be appointed):	0
NHS passports and Biological agents waiting:	0
Fitness to teach (PGCE Students):	
• Completed	69
• Waiting for further information	2
Current Waiting Times:	
• for OH Advisor is within SLA (i.e. 10 days)	
for OH Consultant 5 weeks	

Appendix 2 – Occupational Health Service Standards

Activity	
Telephone request for advice/help	2 working days
Email/letter information requests	2 working days
Pre-placement screening	First response within 3 working days
Contact with employee following referral to OH	2 working days
Appointment with OHA	10 working days
Setting up an appointment with OHP	21 working days
Critical abnormal feedback to local Management	1 working day
Abnormal or group results requiring action by Management	2 working days
Verbal report following management referral	2 working days
Written report following management referral	2 working days
Provision of appointments for surveillance/screening	5 working days
Reports from GP's/Specialist chase	After 21 days of being sent by OHW

Table 1

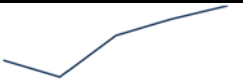



Number of sickness episodes						
	01.08.2012 - 31.07.2013	01.08.2013 - 31.07.2014	01.08.2014 - 31.07.2015	01.08.2015 - 31.07.2016	01.08.2016 - 31.07.2017	Trend line
Total number of absences (Count of instances)	3614	3365	3988	4238	4440	
Total number of individuals taking absence (removed duplicate personnel numbers)	1425	1409	1568	1582	1615	
Number long term absences (absence occurrence over 20 days)	141	164	205	225	184	
Number short term absences (absence occurrence under 20 days)	3473	3201	3783	4013	4256	

Table 2

Number of days lost due to sickness absence						
	01.08.2012 - 31.07.2013	01.08.2013 - 31.07.2014	01.08.2014 - 31.07.2015	01.08.2015 - 31.07.2016	01.08.2016 - 31.07.2017	Trend line
Total number of days lost	12704	14541	16294	18322	18555	
Days lost due to Anxiety, depression, nervous illness	759	1183	1498	1579	1428	
Days lost due to Stress related absence	980	1274	1335	1843	1852	
Headcount (number of positions) as at 1st August	3055	3326	3571	3610	3756	

Graph 1

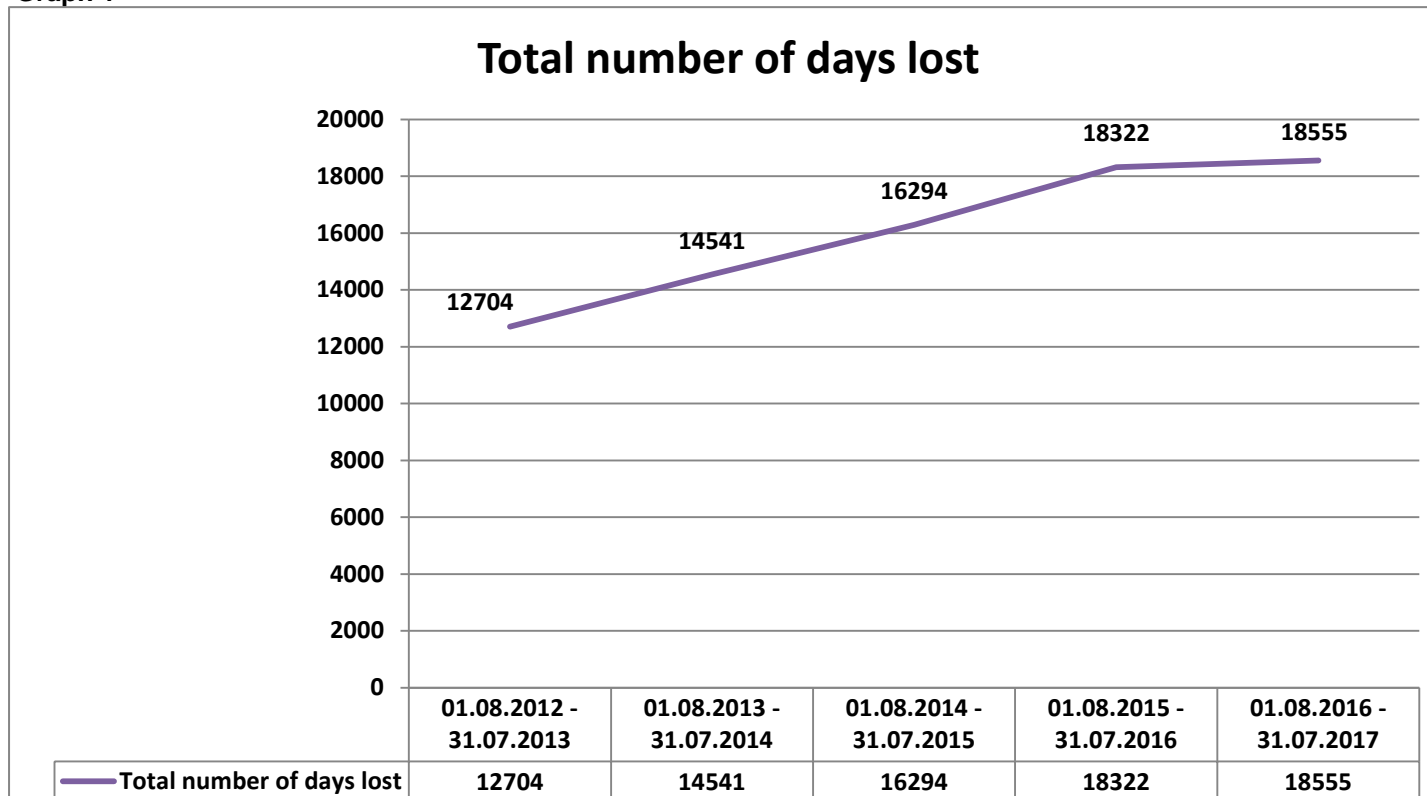


Table 3

Number of days lost by professional services

Schools	Sum of Days lost	Headcount	Average days lost
Academic Registry	511	57	9.0
Arts Centre	1	4	0.3
Campus Services	4272	837	5.1
Centre for Academic Practice	121	21	5.8
Corporate Services	514		
Enterprise Office	414	36	11.5
Facilities Administration	282	56	5.0
Facilities Development	1	11	0.1
Facilities Management	1126		
Facilities Services	1444	65	22.2
Finance Office	282	52	5.4
Health & Safety	62	13	4.8
Human Resources	506	61	8.3
IT Services	816	101	8.1
Marketing and Advancement	651	141	4.6
Research Office	203	32	6.3
Sports Development Centre	579	187	3.1
Student Services	1075	179	6.0
University Library	161	93	1.7
Vice-Chancellor's Office	106	26	4.1
Grand Total	13127.3	1972.0	6.7

Table 4a
Number of days lost by job family

		Count of Cont FTE	
Schools	Sum Total of days lost (all absence reasons)	Headcount	Average number of days lost (days / headcount)
Administrative Services	4254.013784	655	6.5
Management and Specialist	3527.836757	645	5.5
Operational Services	7566.347838	985	7.7
Research Teaching and Enterprise	1419.010811	821	1.7
Specialist and Supporting Academic	598.88	438	1.4
Technical Services	1189.160811	212	5.6
Grand Total	18555.25	3756	4.9

Table 4b

	01.08.2012- 31.07.2013	01.08.2013- 31.07.2014	01.08.2014- 31.07.2015	01.08.2015- 31.07.2016	01.08.2016 - 31.07.2017	Trend Line	01.08.2016- 31.07.2017
Job family	Number of days lost						Average number of days lost (per position)
Administrative Services	2689	3237	3525	4025	4254		6.5
Management and Specialist	2104	2384	2812	2758	3527		5.5
Operational Services	5551	6021	5954	8079	7566		7.7
Research, Teaching and Enterprise	1143	1446	2357	1550	1419		1.7
Specialist and Supporting Academic	325	401	503	588	598		1.4
Technical Services	890	1053	1143	1321	1189		5.6
Grand Total	12704	14541	16294	18322	18553		4.9

Table 5

Top ten reasons; Sum of Days lost

Schools	Anxiety, Depression, Nervous Illness	Back, Neck & Spinal disorders	Cough, Cold, Tonsillitis etc.	Headache, Migraine	Joint pain e.g. Arthritis	Lower limb injury	Operation	Other	Stomach disorders	Stress-related illness	Grand Total
Loughborough Design School	87.6	3	21.0	5.4		3	129	5	33.1	2	289.06
Loughborough University London			11.0	15.0		26.49		5	16.0		73.49
Professional Services	1109.8	818.8	1148.4	291.4	706.5	602.40	985.8	2287.9	823.1	1372.0	10146.05
School of Aeronautical Automotive Chemical and Materials Engineering	24.0	25.0	118.5	8.8	2.0	17.00	130.0	72.2	41.8		439.27
School of Architecture Building and Civil Engineering		1.0	49.6	9.1			9.5	16.1	29.5	20.0	134.75
School of Business and Economics	20.6	65.2	101.6	10.8		19.46	72.0	186.6	74.8	19.0	570.15
School of Science	11.0	25.1	69.1	10.3	0.8	1.00	67.3	42.0	38.5	102.9	367.92
School of Social Political and Geographical Sciences	31.0		24.9	8.8	2.0	39.00	15.2	55.8	18.6	21.0	216.38
School of Sport Exercise and Health Sciences		18.6	60.0	13.6	2.0	1.00	59.0	8.0	57.2	39.8	259.15
School of the Arts English and Drama	72.0	4.0	45.9	24.2	9.0	13.40	2.5	339.2	27.4	35.8	573.52
Wolfson School of Mechanical Electrical and Manufacturing Engineering	72.0	17.0	96.1	145.0	6.0	11.00	157.0	7.5	63.0	239.2	813.73
Grand Total	1428.0	977.7	1746.1	542.4	728.3	733.75	1627.2	3025.3	1223.0	1851.7	13883.46

Clients:	Staff (% = of all staff clients)	Increase from 2015/16
Referred	111 (100%)	14.5%
Assessed	102 (92%)	13%
Offered Ongoing	75 (68%)	6%
Attended Ongoing	71 (64%)	9%
Referral only	9 (8%)	
Assessment only	31 (28%)	

Staff Gender		111 (12%)	
Male	42 (38%)	Female	67 (60%)

Staff Sessions

Total	Assessment Sessions:			Ongoing Appointments:			
589	127 (22%)			462 (78%)			
	Attended	Missed	Service Cancelled		Attended	Missed	Service Cancelled
	119 (94%)	5 (4%)	3 (2%)		365 (79%)	79 (17%)	18 (4%)

ONLINE COUNSELLING

Gender	Staff
Female	3
Male	1
Total	4

Health, Safety & Environment Committee



Paper Title: Update from the Deputy Health, Safety and Risk Manager on progress in developing the Risk Register

Author: James Stapleton 25th September 2017

1. Specific Decision Required by Committee	To note the update to the development of the H&S Risk Registers
2. Relevance to University Strategy	Raising standards and aspirations (by managing health and safety performance more effectively across the University)
3. Executive Summary	The University H&S Service has been working with departmental colleagues since 2016 to understand their own risks and to subsequently manage them. This is a further update to the Committee on progress made (the previous update was provided in June 2017).
4. Essential Background Information	In June 2016, approval was given by the HSE Committee to the production of H&S Risk Registers for each School and Professional Service.
5. Risks, Risk Mitigation and Governance/ Accountability	This paper provides assurance to the HSE Committee that the programme for undertaking the risk registers is being worked through.
6. Implications for other activities	No specific implications identified
7. Resource and Cost	Initial 0.5 day time resource for Schools and Professional Services SMTs to undertake a departmental risk profiling exercise, with the support of H&S Service staff given to the larger departments. Following this, additional time resource needed to produce an action plan to manage the risks, and allocated resource & training costs to implement the action plan.
8. Alternative Options considered	General guidance is available on the HSE website but this paper sets out a coordinated, structured approach across the University.
9. Other Groups/Individuals consulted.	Benchmarking has recently taken place with the University of Nottingham, University of Warwick, and De Montfort University.
10. Future Actions, Timescales & Frequency of Review by this Committee.	Programme of Risk Register workshops to be worked through. All Risk Registers to be produced by the end of Q4 2017. Each team also has to produce a resultant action plan to manage their risks.
11. Success Criteria (KPIs)	<ol style="list-style-type: none"> 1. The production of a risk register for each school / department. 2. The production of resultant action plans to manage risks identified. (<i>Both owned by the School or Professional Service.</i>) 3. The production of a coordinated H&S audit programme, owned by the H&S Service.
12. University Executive comment (required for Council papers only)	

Progress against programme

H&S Risk Register Workshops undertaken to 21st September 2017, since July 2016, are listed below (17 completed out of 23 planned):

Schools

- School of the Arts, English and Drama 08/09/16
- Loughborough University London 20/10/16
- School of Social, Political and Geographical Sciences 09/11/16
- School of Science 15/12/16
- Wolfson School of Mechanical, Electrical and Manufacturing Engineering (MEME) 02/02/2017
- Loughborough Design School 16/03/2017
- School of Business and Economics 12/04/2017
- School of Aeronautical, Automotive, Chemical and Materials Engineering (AACME) 22/05/2017

Professional Services

- Imago Ltd 21/07/16
- Student Services 15/08/16
- Facilities Management 21/11/16
- Marketing and Advancement 05/12/2016
- Campus Services 13/03/2017
- IT Services 30/03/2017
- SDC 07/09/2017
- Library 17/08/2017
- Research and Enterprise 21/09/2017

The programme for the risk register workshops remains on schedule to be complete by the end of Q4 2017.

Top 5 risk frequencies identified to June 2017 are listed below:

- Equipment / material / substance use (particularly for Schools)
- Events
- Personal safety
- H&S Competence / knowledge of procedures
- Lone working

Further analysis will take place in the coming weeks of recent H&S risk register sessions – mental health and stress has been raised a few times, and an updated top 5 list will be created in readiness for the January 2018 HS&E Committee.

Progress against production of School and Service action plans

Schools and Services continue to progress their action plans. Campus Services are among the first to submit an assurance report against a standard set of KPIs.

James Stapleton

Deputy University Health, Safety and Risk Manager

25th September 2017

Health, Safety & Environment Committee



**Loughborough
University**

Ref

Date 20th September 2017

**Paper
Title:**

Confirmation of the Recommendations for the Reporting of Health and Safety
Performance Measures

Origin:

Neil Budworth

1. Specific Decision Required by Committee	Confirmation that the new HSE committee is content with the proposed health and safety reporting arrangements
2. Relevance to University Strategy	Directly links the activity of the Health and Safety Service to the strategic aims of the University
3. Executive Summary	The paper clarifies the type and contents of reports to HSE committee and to Council
4. Essential Background Information	
5. Risks, Risk Mitigation and Governance/ Accountability	
6. Implications for other activities	None
7. Resource and Cost	Nothing specifically
8. Alternative Options considered	
9. Other Groups/Individuals consulted.	
10. Future Actions, Timescales and Frequency of Review by this Committee.	
11. Success Criteria (KPIs)	
12. University Executive comment (required for Council papers only)	

Recommendations on the Presentation of Health and Safety Performance Data to the Health, Safety and Environment Committee and to Council.

Background

A request has been made by Council that further statistical detail be provided on accident and insurance claims. Rather than deal with this request in isolation it was felt appropriate to review the frequency of all of the Health and Safety performance data provided to the HSE committee and to Council.

Accident and Incident Data

A report will be prepared for each meeting of the Health, Safety and Environment Committee which will include :-

- Trend data based on frequency rates (incidents per 1,000 staff or per 10,000 students) for incidents which fit the classification as an incidents which must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR incidents)
- Trend data based on frequency rates (incidents per 1,000 staff or per 10,000 students) for all non sports related incidents.
- Absolute numbers of incidents reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR incidents)
- Analysis of incident by cause, presented as a pareto graph
- Analysis of incidents by area of responsibility, presented as a pareto graph
- Any additional data that is felt to be of importance.

It is recommended that this report is developed for the Health, Safety and Environment committee and if required then this data is passed on to Council.

Key Performance Indicators to Monitor Progress

Although it is a common standard, there are numerous problems with using incident data as an indicator of performance. To give a better indication of progress and performance it is recommended that the Health and Safety Service produce a basket of leading (proactive) and lagging (incident related) indicators for the Health, Safety and Environment committee to consider. Each one of these indicators would be given a red amber or green rating so that HSE committee could recommend an overall red amber or green performance status to Council.

It is recommended that the basket of indicators initially be :-

- Consolidated data relating to the number of safety audits undertaken vs number planned at a School and Service level
- Consolidated data relating to the number of safety committee meetings conducted vs number planned at a School and Service level.
- Consolidated data on the progress of the development of the University Health and Safety risk register vs plan
- Trend data based on frequency rates (incidents per 1,000 staff or per 10,000 students) for incidents which fit the classification as an incidents which must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR incidents)
- Trend data based on frequency rates (incidents per 1,000 staff or per 10,000 students) for all non sports related incidents.

Each of these indicators will be allocated a red amber or green rating by the Health and Safety Service and the Health and Safety Service will recommend an overall red amber or green to the HSE Committee

Insurance Data

Details of open and settled claims can be provided as required. Fortunately there are relatively small numbers of insurance claims and the data tends to change quite slowly, therefore it is recommended that Council may wish to view this data on no more than an annual basis.

Production of the Annual Report for Health and Safety

It is recommended that this report be based on the performance for the Academic year rather than the calendar year. On this basis a report will be produced for the Health, Safety and Environment committee meeting held in the third quarter of the year, with the annual report then being passed on to Council.

The annual report will contain details of the performance for the academic year, progress against the agreed plan and details of the Health and Safety plan for the forthcoming year.

Neil Budworth January 2017

Health, Safety & Environment Committee



Loughborough
University

Ref

Date 15th September 2017

**Paper
Title:**

Stress / Mental Wellbeing Working Party Update

Origin:

Neil Budworth

1. Specific Decision Required by Committee	None - to receive an update on the work to develop a stress and mental wellbeing strategy and to comment on the direction of travel.
2. Relevance to University Strategy	Aligns with the strategic aim of investigating in our staff.
3. Executive Summary	A limited life working party has been set up to develop a strategic approach to stress and mental wellbeing across the University. The group will have held three meetings by the time the HSE committee meets and this paper charts the progress of the group.
4. Essential Background Information	
5. Risks, Risk Mitigation and Governance/ Accountability	This is the risk mitigation strategy
6. Implications for other activities	The stress and mental wellbeing strategy will have University wide implications, hence a cross University working group has been established, the membership of which is wide ranging.
7. Resource and Cost	None at this stage – budget bids will be made as programme elements become clearer.
8. Alternative Options considered	Developing a strategy with little or no stake holder engagement – Not developing a strategic approach.
9. Other Groups/Individuals consulted.	Wide ranging consultation will be part of the project plan.
10. Future Actions, Timescales and Frequency of Review by this Committee.	If the HSE committee accepts broadly the direction of travel of the working group the working group will further develop and consult on the overall strategy.
11. Success Criteria (KPIs)	Ultimately this should result in a reduction in stress, anxiety and depression and an improvement in both the staff survey scores and the sickness absence rate.
12. University Executive comment (required for Council papers only)	

Stress and Mental Wellbeing Strategy Working Party Progress

Background

Mental wellbeing and stress have recently become high profile issues which the University must manage. As well as being issues that are consistently highlighted as key issues during the development of the University's health and safety risk registers, they are also issues that have been raised and debated at senior management teams.

Stress and mental wellbeing also feature prominently in the staff survey and a number of academic departments have identified, and are currently trying to deal with stress and mental health related issues.

In addition to our internal concerns the Health and Safety Executive have recently announced a renewed focus on the management of stress and mental wellbeing and a new strategy and supporting material was launched on the 16th March 2017.

Our inability to effectively manage stress and mental wellbeing has, in the last year, resulted in more than 4,000 days of absence at a cost of more than £2 million to the University. However, the absence data alone does not reflect the impact that stress and stress related absence has on the morale and productivity of individuals, teams and departments.

To start to tackle the issue of mental health in a positive, co-ordinated way a limited lifespan working party has been established to develop a recommended strategy for the University.

The working group has met three times with one more meeting still to be scheduled.

The Aim of the Working Group

The aim of the working group is :-

To develop a fit for purpose end to end mental health and stress management programme

Specifically :- to develop a programme that will support those who work within the University and reduce the number of individuals suffering from mental health and stress related issues and provide support for those who are suffering

How will this be achieved?

By

- Identifying and understanding best practice and available resources
- Developing a strategic framework
- Populating the framework with possible interventions
- Testing – the framework and major elements of the framework both through piloting and with stakeholders.
- Agreeing final proposals, which will then be submitted to the senior leadership teams and HSE committee

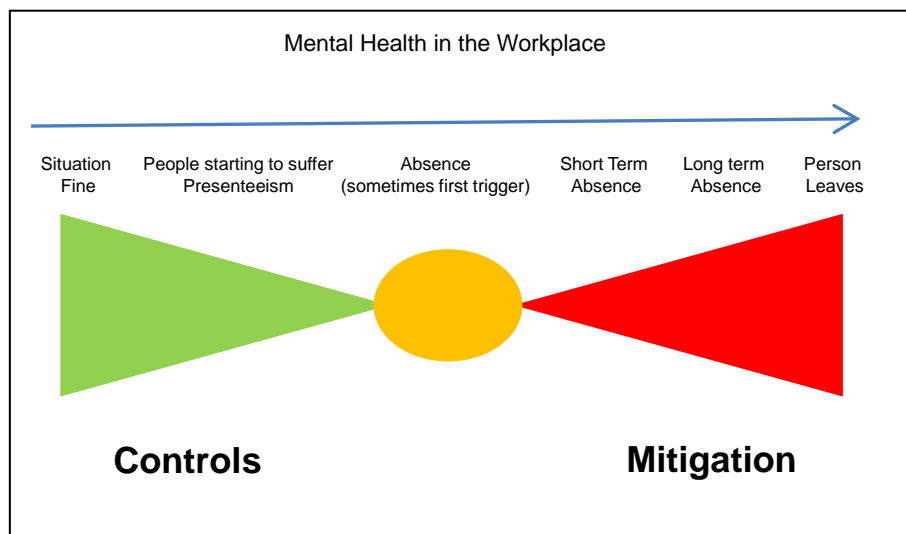
The members of the working group are as follows :-

Neil Budworth	– Health and Safety Service
Jacqui Glass	– Due to role with Staff Survey
Manuel Alonso	– Student Services (meetings 2 and 3)
Veronica Moore	– Student Services
Eugenie Hunsicker	– UCU Representative
Fehmidah Munir	– SSEHS (input on well being research)
Cheryl Travers	– Business School (input on relevant research)
David Wilson	– Representative of the staff survey group
Mark Davies	– Sports Development
Rob Allan	– HR (Meetings 2 and 3)
Lindsey Brown	– HR (Meeting 1)
Jan Sutton	– Chaplaincy
Stewart Robinson	– Dean (Business School)
Judy Billington	– Operations Manager (Design School)
Helen Bentley	– Counselling Service
Emma Leech	- Marketing and Communications

Discussion

To aid the working group benchmarking material has been gathered and collated into a single workspace. Information has been collated from trade associations, trades Unions, employer groups, regulators, research bodies, other Universities and published case studies. Working group members have been encouraged to review as much or as little of the background material as they wish, but for the sake of time, key findings were summarised by the Health, Safety and Risk Manager so that they can be discussed by the working group.

To aid the discussion the following structure was used.



In terms of the management of stress and mental wellbeing interventions will be categorised into one of three approaches :-

- Primary interventions – Dealing with the stressors at source
- Secondary interventions – Helping people to cope
- Tertiary interventions – Picking people back up

These in themselves will not be effective as they need to be backed up by some overarching enabling activities. Initiatives must be communicated effectively, individuals need to know what they are responsible for and we need a way of monitoring both the implementation of any strategy, but also the effectiveness of any intervention.

The possible interventions in each of these categories as well as the overarching themes have been discussed and options debated.

Progress

Detailed responsibilities have been developed based on the draft UCEA guidance on stress. There has been wide ranging consultation on these responsibilities and they have been adapted to suite the structure of Loughborough. The plan would be to launch these and promote discussion around them during the 2017/18 academic year.

The University already has a significant number of resources available which could be used to promote well-being and positive mental health. A master spreadsheet has been created so that it is clear what is available from where and during 2017/ 18 the total package will be communicated more widely – this includes additional offerings from SDC.

In addition facts sheets on a number of common mental health issues and resilience techniques have been developed, these are currently undergoing a final check by the Occupational Health team. Guidance for managers on dealing with a stressed employee has also been developed.

The use of Mental Health First Aiders for staff has been piloted in the School of Science and on the London Campus the early view on the effectiveness of this intervention will be sought at the end of October and decisions will be taken as to whether the provision of mental health first aiders should be extended.

The School of Arts was engaged to develop some design concepts around the communication of mental health messages and a detailed communication analysis was undertaken. Communication activity should start in earnest early in the 2017/18 academic year.

Funding has been agreed by the Operations committee for a 1 year pilot of an Employee Assistance Programme aimed at providing in the moment support for staff in who need support. Providers are being evaluated at the end of September by a panel of stakeholders with a view to implementing the programme as soon as possible after that date.

The best model for additional counselling support is still to be determined and the Health Safety and Risk Manager and the Director of Student Services will meet to agree an approach and if necessary seek funding for that approach.

There is still work to be undertaken on primary interventions – how departments should utilise the HSE stress management standards and how we can build increased resilience, but good progress has been made.

Neil Budworth 15th September 2017

Health and Safety Committee



Ref

Date 15th September 2017

Paper Title:

Report on the Response of Loughborough University to the Grenfell Tower Fire

Origin:

Neil Budworth – Health, Safety and Risk Manager

1. Specific Decision Required by Committee	For noting
2. Relevance to University Strategy	
3. Executive Summary	This paper summarises the actions taken by the University following the events at Grenfell Towers – it summarises immediate and on going action
4. Essential Background Information	Following the tragic events in Grenfell Tower the University quickly needed to understand the current status of the fire precautions on our campuses and also the construction systems used.
5. Risks, Risk Mitigation and Governance/ Accountability	This is a risk evaluation exercise
6. Implications for other activities	Ongoing investigation costs for the Facilities Services team
7. Resource and Cost	Ongoing investigation costs for the Facilities Services team
8. Alternative Options considered	
9. Other Groups/Individuals consulted.	Facilities Services, Faculties Development, Department for Communities and Local Government (DCLG)
10. Future Actions, Timescales and Frequency of Review by this Committee.	Some building stock still to be surveyed
11. Success Criteria (KPIs)	
12. University Executive comment (required for Council papers only)	

Report on the University's Reponse to the Grenfell Tower Fire

Background

On the 14th June there was a devastating fire in Grenfell Tower, which has had a fundamental impact on fire safety in the UK.

Very quickly after the fire it was identified that the external Aluminium Composite Material (ACM) and the associated insulation had been a key factor in the rapid fire spread, which appeared to have bypassed the traditional fire protection arrangements. This realisation led to nationwide action to identify all buildings which included aluminium composite material panels, with a special focus on those above 18 metres in height in which people were living.

The University Reponse

Immediate action was taken to identify the construction methods used on all of our tall buildings, with particular attention being paid to Towers Hall and Whitworth Tower. In addition the integrity of the internal fire precautions was checked (as the failure of fire doors and breaches of fire compartmentalisation were also implicated in the rapid spread of fire at Grenfell)

All building and refurbishment work was temporarily halted whilst checks were made on the building systems to be used and in addition our accommodation partners and other accommodation providers were contacted to obtain details of the make up and fire precautions of their premises.

We also received a number of questionnaires from the Government, HEFCE and Sport England asking specific questions.

Outcome

The University has no buildings over 18M in height which feature cladding. In addition we have appropriate detection across our estate and a proactive evacuation policy.

As far as we can tell at this stage we do not believe that we have any of the type of cladding material (Polyethylene core) which has been implicated in the Grenfell fire in our estate (although some more detailed analysis is still to be undertaken).

We have verified that Leicestershire Fire and Rescue are happy with our evacuation strategy and they have visited our campus to discuss our response to the Grenfell fire and to inspect all of our tall buildings over 18 metres in height.

Towers

There is no external cladding on the Towers building. It is a concrete structure and there should be no flame spread on the outside of the building in the event of a fire. Internally we have looked at the compartmentalisation and it is in good order.

In addition we have a detection system throughout the building. This includes detection equipment in the service risers at every 7th level.

The detection means that we would get a very early notification of any incident and could take appropriate action.

We have a detailed evacuations strategy – we investigate alarms and faults in students rooms immediately and in the event of:- a manual call point being operated, two detectors being activated in any one area, or a detector being activated in a common space or evacuation route, or if there is a delay of more than 6 minutes in the investigation of an alarm we immediately fully evacuate and call the fire service who are based locally.

Towers has two protected staircases for evacuation, it also has a dry riser system which means that the fire brigade can get water to any level. This has recently been tested and some leaks were found, but this was resolved on the 22nd June (pre planned work).

There is an ongoing need to manage the parking at the base of Towers as cars in this area could impede fire brigade access.

Whitworth Tower

Whitworth Tower is very similar to Towers

There is no external cladding on the building. It is a concrete structure and there should be no flame spread on the outside of the building in the event of a fire. Internally we have looked at the compartmentalisation and this seems to be in good order.

There has been a history of fire doors being propped open on the main fire escape routes. Following consultation with Leicestershire Fire and Rescue, 'screamers' are being installed on all of the doors on the main fire escape route which will alarm if the doors are propped open.

There is a detection system throughout the building which would give . The detection means that we would get a very early notification of any incident and could take appropriate action.

Whitworth Tower has two protected staircases for evacuation, but there is no fire separation between the two staircases which makes it especially important that the fire doors remain closed.

Whitworth also has a dry riser system which means that the fire brigade can get water to any level. This has recently been tested.

Characterisation of Insulation and Cladding on the Remaining Building Stock

We have a spreadsheet which shows us, at a very basic level, the method of construction and wall covering for each building, but additional work is needed to fully evaluate in the order of 20 buildings.

We do not believe there is significant risk as the identified buildings are not sleeping accommodation and our general fire arrangements ensure an early alarm and fast, full evacuation. The characterisation exercise is needed so that we are able to respond quickly as information emerges from the Grenfell investigation

We have yet to identify a suitable contractor to complete the characterisation of the remaining buildings

New Projects

The use of external insulation and cladding material has been eliminated from the S and W refurbishment.

In terms of the Village development – the designs have been reviewed and any external cladding that is to be used (which is limited) will be of a non combustible type.

The Design School :- The Design School was de to be re clad as the Grenfell fire occurred. The cladding and insulation type was reviewed by a specialist external contractor and because of the nature of the materials being used it was agreed that the recladding could progress as planned, with the only variation being the incorporation of additional fire breaks.

Third Party Providers

Have all been contacted and detailed assurances and information have been received from all of the major providers (UPP, Unite, Beehive etc)

In addition other local accommodation providers have also been contacted including :-

- Asha House
- The Cube
- The Printhouse
- The Foundry

Other Activity

We have implemented an arrangement where safety critical issues are to be formally reviewed during the design and build phase of any development.

Health, Safety & Environment Committee



Loughborough
University

Ref:

Date: 12.09.17

Paper Title: Environment & Sustainability Report

Origin: Environmental & Sustainability Managers

1. Specific Decision Required by Committee	To receive
2. Relevance to University Strategy	University's strategy Building Excellence states that " we will embed sustainability and social responsibility considerations into all of our processes, operations and developments " and also " will work closely with local partners to enhance the social, cultural and economic wellbeing of the communities and regions in which we reside ".
3. Executive Summary	The University's Environmental Management System has been subject to a re-accreditation and a transition audit to ISO14001:2015 (previously ISO14001:2004). The 4 day audit in August represented our best external audit since the start of the EMS. There have also been additional audits to bring imago Ltd venues and the London campus into the scope of the EMS. This report updates on this aspect of environmental management.
4. Essential Background Information	An EMS enables an organisation to manage its environmental performance in a comprehensive, systematic and documented manner. It serves as a tool to reduce the impact, both immediate and long-term, of an organisation's operations on the environment. It encourages the allocation of resources, assignment of responsibility, and ongoing evaluation of practices, procedures and processes with a view to continual improvement of the system.
5. Risks, Risk Mitigation and Governance/ Accountability	<p>Authority for the implementation of the EMS stems from the Health, Safety and Environment Committee (HSE), a committee of Senate and Council, and is delegated to the Sustainability and Social Responsibility Sub Committee (SSRSC).</p> <p>The SSRSC is responsible for reporting on the performance of the EMS to the HSE Committee. The HSE Committee and SSRSC are responsible for appointing, and delegating authority to, the EMS Manager, who has overall responsibility for establishing, implementing and maintaining the EMS.</p> <p>The EMS maintains compliance and reduces the business risk.</p>
6. Implications for other activities	Provides a cohesive approach to campus processes and activities
7. Resource and Cost	Funded from Sustainability Budget
8. Alternative Options considered	N/A
9. Other Groups/Individuals consulted.	A stakeholder log is maintained as part of the EMS. The SSRSC are the nominated Management Review Committee.
10. Future Actions,	Annually

Timescales and Frequency of Review by this Committee.	
11. Success Criteria (KPIs)	Ongoing accreditation via external audit
12. University Executive comment (required for Council papers only)	N/A

1. Environmental Management System (EMS) ISO14001 Update

The University's EMS has been subject to a re-accreditation and transition audit to ISO14001:2015 (previously ISO14001:2004). The 4 day audit in August identified just one minor non-conformance (which was rectified during the course of the audit) and 4 opportunities for improvement, representing our best external audit since the start of the EMS. **The outcome therefore was a recommendation for re-accreditation and transition.**

A further one day external audit of the imago ltd venues, to seek approval to add these to the scope, has also been completed and identified 4 areas of concern (these if not addressed in 12 months would lead to non-conformances at the next audit). **The outcome therefore was a recommendation that these venues be included in the scope.**

A final one day external audit was undertaken at the Loughborough London campus to seek approval to add them to the scope, 4 very minor opportunities for improvement were identified. **The outcome therefore was a recommendation that they be included in the scope.**

2. Environmental Non-Conformances within the EMS.

There have been 5 internal non-conformances within the EMS logged this year, 4 of which have been addressed and the final one is in the process of being addressed. There has been a concern in respect of a trend of non-conformances relating to protection of the campus biodiversity and in particular trees but at present this is being addressed with Facilities Management.

3. Environmental incidents

There have been 8 potential pollution incidents in the last 12 months all of a minor nature and all responded to quickly and efficiently in accordance with the University's spill response procedures.

4. Legislation

There is no new legislation of note to raise with the committee.

5. Key Performance Indicators

Future reports will include KPI data on:

- Carbon
- Water
- Waste



Paper Title: **University Fire Officers report for the period 1st January 2017 to 30th April 2017**

Author: **Mr R M Harrison, University Fire Officer**

1. Specific Decision Required by Committee	None. Report to be received and noted
2. Relevance to University Strategy	To identify any deficiencies in the University Fire Policy and Strategy
3. Executive Summary	Loughborough University actions following Grenfell. Update on devices to reduce cooking related false fire alarms. Brief on Dangerous Substances (Explosive Atmospheres) Regulations and the implementation of the management of fire alarm systems
4. Essential Background Information	Previous reports
5. Risks, Risk Mitigation and Governance/ Accountability	Legal compliance
6. Implications for other activities	Lost time by University Staff due to false alarms
7. Resource and Cost	Revenue loss by University Staff due to false alarms
8. Alternative Options considered	N/A
9. Other Groups/Individuals consulted.	Health and Safety Services, Facilities Management Health and Safety
10. Future Actions, Timescales & Frequency of Review by this Committee.	Report at next University committee
11. Success Criteria (KPIs)	Reduction in the number of false fire alarms, positive response to occupants responding to fire alarms and investigating the cause.
12. University Executive comment (required for Council papers only)	

1. Loughborough University actions following the Grenfell Tower fire

In the aftermath of the Grenfell Tower Fire precautions have been re checked across campus, with a focus on tall buildings. Questionnaires from both the Department for Communities and Local Government (DCLG) and Higher Education Funding Council for England (HEFCE) have been completed and returned. Leicestershire Fire and Rescue (LF&RS) have visited site and have inspected Towers and Whitworth. There were no problems identified with Towers. There were a number of immediate actions that were noted on Whitworth, (fire doors not fully closing into the door rebates, fire control on the passenger lift, and a query on cross corridor separation doors) two of which have now been completed and a recommendation for some capital works with Campus living to fit door screamers alarms to all staircase entrance doors on all floors these has been agreed, an order has been placed. The door screamers will be installed before the start of the academic year. Further visits by LF&RS are imminent to audit 4 – 5 story student accommodation buildings.

The plans for new buildings and refurbishment were reviewed immediately and designs modified to eliminate cladding and insulation related risks.

Cladding on current academic buildings, we are awaiting FM to investigate and confirm each building external cladding structure.

2. Fire alarm system isolations in University Buildings

We are still awaiting confirmation from Facilities Services that the management of fire alarm systems isolations guidance document have been implemented the to ensure proper control when working on the fire alarm systems.

3. Update on alternative devices to reduce the number of false fire alarm activations caused by smoke/steam from cooking in student Halls.

Door Screamers are being installed to the remainder of communal kitchens within Telford Halls and will be completed before the start of the academic year. We will continue to monitor the effectiveness of these devices and whether cooking related false alarms cease in Telford, and upon the results we will recommend a wider deployment of the technology to the remainder of non-catered Halls

4. Dangerous Substances (Explosive Atmospheres) Regulations DSEAR

To assure compliance with the Dangerous Substances (Explosive Atmospheres) Regulations we have invited three external DSEAR consultancies to site, once we have agreed on which consultant to engage we will inform Schools so if necessary they could use them to assist in producing their risk assessment.

5. Fire Alarm Activations and Fire & Rescue Service call-outs statistics January 2017 – April 2017.

	May 2017	June 2017	July 2017	August 2017	Total
Number of Activations	31 Residential 1 Dining Halls 8 LU Building	31 Residential 1 Dining Halls 20 LU Building	17 Residential 0 Dining Halls 11 LU Building	32 Residential 1 Dining Halls 11 LU Building	110 3 50
Activations involving F&RS	1 Rutherford Common Room	None	None	None	1
Genuine Fires	1 localised waist bin fire	None	None	None	1

Loughborough University Buildings (Academic & None-Academic):

2 ATTIC	1 Burleigh Court	1 Charnwood/Garendon
1 Sir Frank Gibb Labs	1 Haslegrave Pavilion	1 Hazlerigg
1 Holywell Fitness Cent	2 James France	1 John Beckwith
7 Link Hotel	1 LU Stadium	1 Michael Pearson West
2 Performance Cent	6 S Building	1 Schofield
3 Sir David Davies	1 Sir Dennis Rooke	1 Sir Richard Morris
9 Stewart Mason	4 Wavy Top	1 William Morris
2 Wolfson		

Dining Halls:

1 Cayley/Rutherford D/Hall	0 Faraday/Royce D/Hall	0 David Collett D/Hall
2 Village Restaurant D/Hall	0 William Morris D/Hall	0 Towers D/Hall

Halls of Residence (University Managed)

5 Butler Court	15 Cayley	3 David Collett	20 Falk / Egg
20 Faraday	13 Royce	4 Rutherford	17 Telford
1 Towers	2 University Lodge	7 UPP Blocks	3 Whitworth

Halls of Residence (Not managed by the University) Unite:Note regarding Unite premises

During this reporting period these are the alarm activations with a known cause/reason

Harry French (5)

Holt (0)

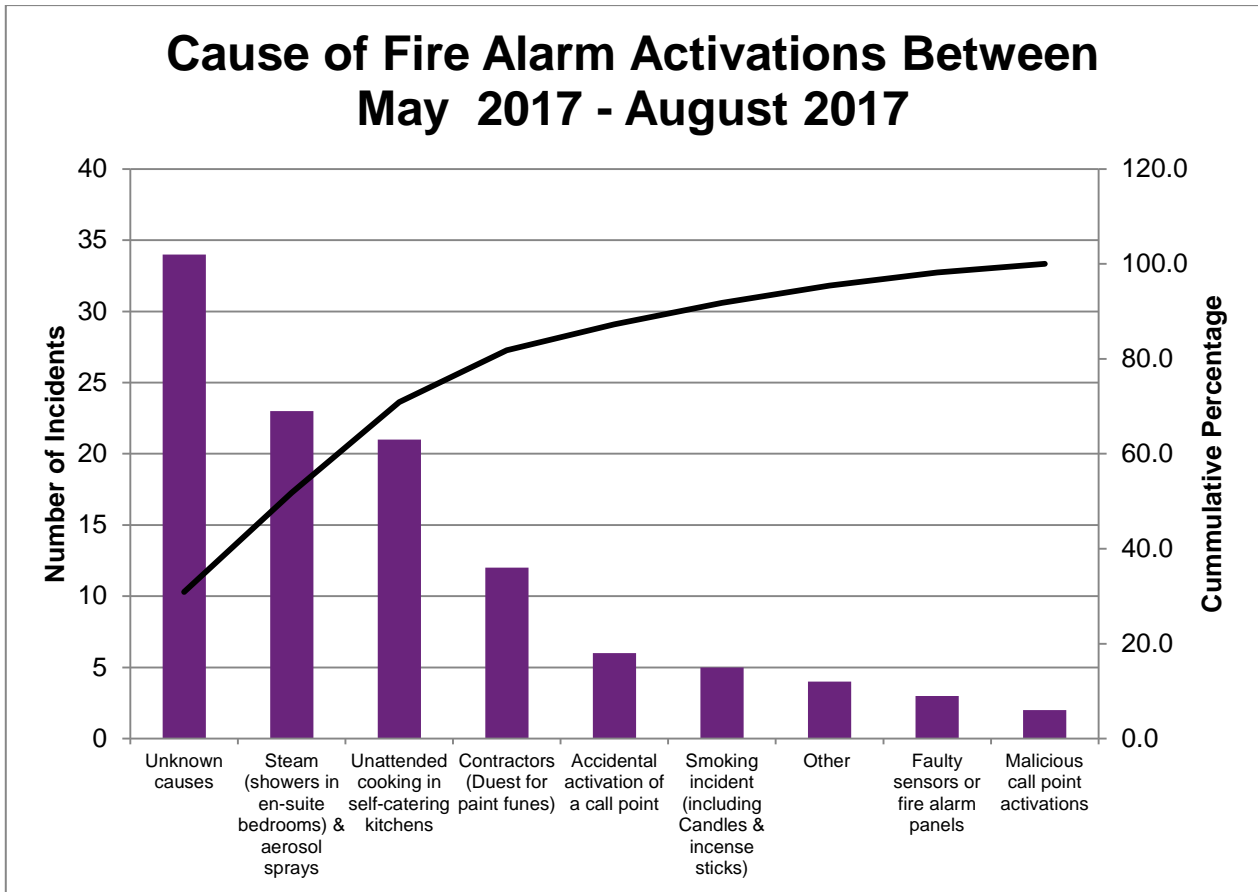
Waterways (1)

William Morris (5)

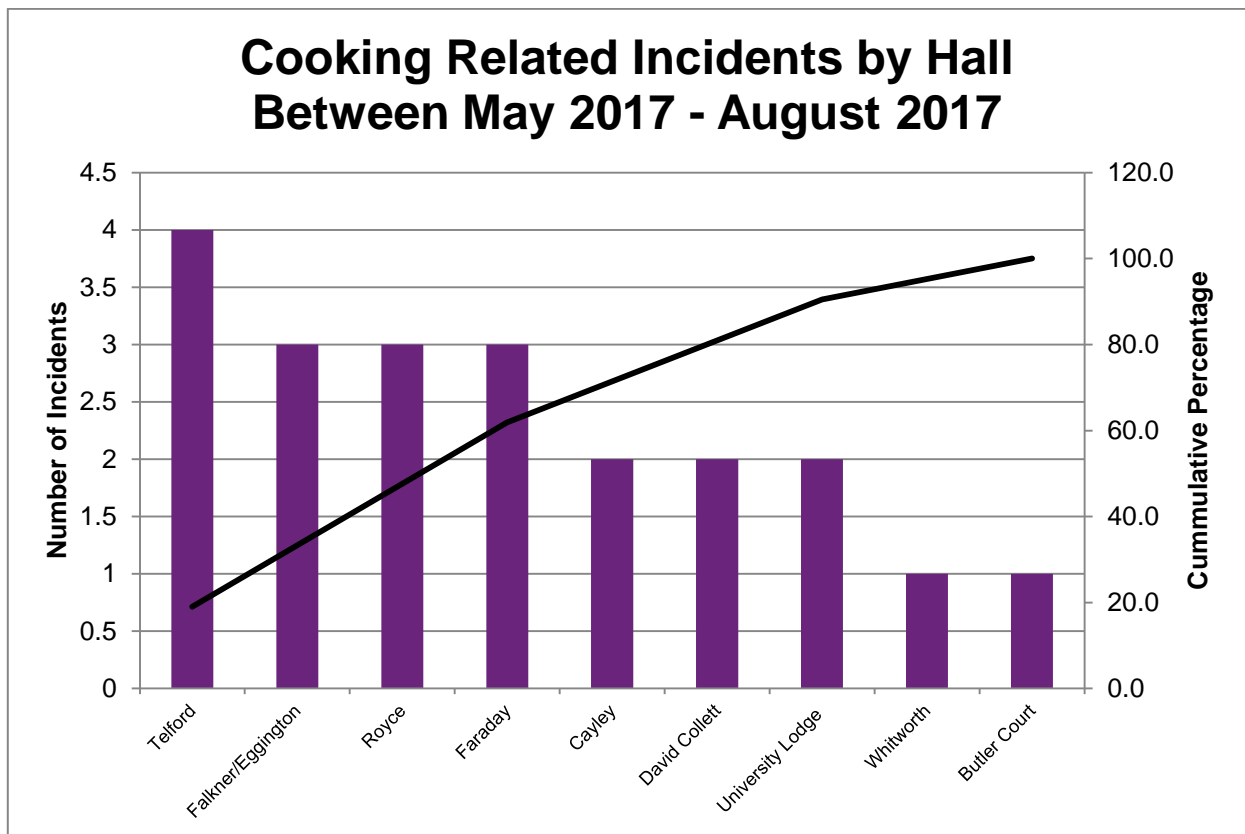
There were 2 instances of fire alarms that didn't have a known cause.

(All above information gathered from period (1/05/17 –31/8/17) Mr R M Harrison –University Health & Safety Service

The Major Causes of Fire Alarm Activations in LU Halls of Residence:



Cooking Related Incidents In LU Halls Of Residence:



Health, Safety & Environment Committee



Paper Title: Year End Training Report: 1 August 2016 to 31 July 2017

Authors: Hugh Weaver, Deputy Health and Safety Manager & Michelle Cunningham, University Health and Safety Training Co-Ordinator

1. Specific Decision Required by Committee	To consider a report into training provided to staff and School Safety Officers in 2016 to 2017
2. Relevance to University Strategy	This links to the strategic theme of a culture of delivering excellence in all that we do – Investing in the quality of advice near to the point of decision to improve the speed and quality of support
3. Executive Summary	This paper reports the training of staff and Safety Officers based on the risk profile of the relevant School or Professional Services.
4. Essential Background Information	The existing network of Safety Officers and staff requiring training has not previously been subject to annual report in detail
5. Risks, Risk Mitigation and Governance/ Accountability	Failure to train staff to a level required by their job and responsibilities could lead to non-compliance issues and associated costs
6. Implications for other activities	None
7. Resource and Cost	Ongoing training resource costs and time away from role.
8. Alternative Options considered	Status quo considered and rejected
9. Other Groups/Individuals consulted.	Key stakeholders have been consulted on the detail of the changes.
10. Future Actions, Timescales & Frequency of Review by this Committee	Following pilot training, the full Safety Officer training programme will be finalised, advertised and implemented from the beginning of the new term in September 2017.
11. Success Criteria (KPIs)	Within 12 months Safety Officers will be trained as required by their School etc risk rating, having completed mandatory or risk assessed training courses.
12. University Executive comment (required for Council papers only)	

Year End Training Report: 1 August 2016 to 31 July 2017

Overview

During the above period Health and Safety Services arranged 185 courses, delivered to 2007 members of staff with total learning hours of 8,456.

In addition, various personal Health and Safety learning events were also undertaken (such as Fire Safety plus, on-line Asbestos Awareness). Details of this were only captured from 1 December 2016 to 31 July 2017 and amount to a further 418 people undertaking training over 614 learning hours.

Courses which ran in this period were:

Abrasive Wheels
Accident and Near Miss Reporting
Asbestos Awareness and CAT B Training
Awareness of Regulatory Requirements (one course)
BPEC Unvented Hot Water
BREEAM Awareness
CAT and Genny
City and Guilds accredited 2377-22 In-Service Inspection and Testing of Electrical Equipment
Confined Spaces
COSHH
Deaf Awareness
Dealing with Customer Complaints
Dangerous Substances and explosive Atmospheres (DSEAR)
DSE Assessors and Software (Two separate courses)
Fire Training (Fire Essentials, Fire Extinguisher user, Fire Marshal and online Fire Safety Plus)
First Aid at Work, requalification, chemical exposure and emergency
Food Allergen Awareness
HASMAR (Auditing)
Havwear (HAV monitoring) and Hand Arm Vibration (HAV)
Health and Safety Awareness
Hot Works Permits
Human Tissue Act
IOSH Managing Safety
IOSH Working Safely
Legionella Controls for Everyone
Laser Safety Awareness
Level Two Food Hygiene
Management and Risk Assessment of Manual Handling Operations
Manual Handling Safe Lifting Techniques
Mental Health First Aid
NEBOSH
New Starters Induction, Customer Care and Health and Safety
Provision and Use of Work Equipment Regulations (PUWER)
Radiation Legislation and Protection
Risk Assessment Awareness
Safety Conversations
Safety Officers (Modules One and Two – see Safety Officers training matrix)
Scaffold Training
Security Threat Awareness
Spill Management
Step Ladders
Teupen Training (Work at height access equipment)
Through the Air Communication
Train the Trainer – Manual Handling
Trench Support and Confined Space Awareness
Workplace Noise General Awareness

Budget

The budget for Health and Safety training in the year 2016-2017 was £15,645 with the final spend being £25,340. The overspend was mainly due to the addition of NEBOSH and two Manual Handling Train the Trainer courses. Income of £11,000 was generated by the promotion of courses to tenants and by applying non-attendance charges. This went a long way in off-setting the overspend.

In respect of First Aid Training, the budget of £12,473 was overspent by £1,175 due to a last-minute request to train sub-wardens.

Safety Officers Training

The period 2017 to 2018 will see the introduction of the Safety Officer training matrix. A gaps analysis has been prepared and training to this group will be targeted. A communication to all Safety Officers was issued on 4 September 2017 as to the availability of the training, what parts are mandatory, what parts are based on a risk assessment. All modules, including three new COSHH training courses are available to register for on iTrent. (See details below).

Health and Safety Training Guide

An updated Health and Safety Course Guide has been written and is hosted on the Health and Safety website. Hard copies have been placed in all departmental mail bags and an email sent to all Safety Officers. The Guide has been updated to make attendance and course contents much clearer to understand.

The Training Guide now makes reference to when refresher training is required for each course and how this can be carried out. By offering an on-line option for Fire Marshal refresher training it is hoped to reduce the number of courses being run and the subsequent demand on the Fire Officer's time.

Costs and Charging

Due to financial restraints, all external training will be recharged to departments (this includes, IOSH Managing Safely, PUWER, PAT Testing and Gas Safety training. A departmental contribution will be requested towards course fees for NEBOSH).

Non-attendance charges will be removed for the forthcoming year however, for those not attending courses which incur an external cost (as listed above plus First Aid) the full cost will stand.

Tenants will be charged for attendance on our courses, including £30 per head for attending any internal training.

Details of all charges and conditions are available on iTrent.

Changes to the 2017-2018 Programme

Following a planning exercise for 2017-18, the following changes will be made;

IOSH Working Safely has been removed from the programme and replaced by Health and Safety Awareness. This brings resource (eg cost and time) savings.

Manual Handling Train the Trainer has been removed. We have approached those who attended training to ask for assistance in delivering the manual handling training programme. A further update will be provided following the first meeting on 6 September 2017.

A new COSHH training programme has been introduced consisting of four parts (General Awareness, Chemical Safety, Spill Management and Risk Assessments). This will negate the running of a further Chemical First Aid Workshop.

Catering will be reduced at all events to bring us in line with Staff Development and to reduce costs.

It is hoped to make further savings by not offering PUWER training as the University Insurance Office are offering this programme as part of their annual insurance inspections.

Laser Safety training will be more targeted following a review of past attendees. The Construction Small Works policy has been updated and new training offered as a result.

Work has been ongoing in respect of Fire Safety Plus training and results are being automatically loaded onto iTrent on a daily basis. A number of errors have been detected which are being investigated by IT Services. Once satisfied with the upload, a plan will be put into place to encourage completion by all University staff.

A tender was issued for a new First Aid training supplier, with training being delivered by them from 1 August 2017. Using one trainer with his own equipment etc, will bring improved consistency and will save time in respect of administration. Costs will slightly increase however but a budget transfer from SDC to Health and Safety Services should cover these costs.

Considerable work has gone into updating Departmental Lists held on the Health and Safety website particularly in respect of Fire Marshals and First Aiders.

Hugh Weaver Deputy H&S Manager and Michelle Cunningham University Health and Safety Training Co-ordinator
September 2017

Health, Safety and Environment Statutory Compliance Sub- Committee



Loughborough
University

Minutes

HSSC17-M3

Minutes of the meeting held on 12 September 2017

Attendance

Present:

Andrew Burgess (Chair), Neil Budworth, Donna Bentley, Chris Riley, Robert Schmidt III, James Stapleton, Paul Walker

In attendance:

Tanya Osborne (Secretary), Nigel Worth (in lieu of David Howell), Jo Shields (Item 29 onward)

Apologies received from:

Nik Hunt, David Howell, Steve Warren

Business of the Agenda

No items were unstarred.

17/25 Minutes

The Committee RECEIVED the minutes of the previous meeting

HSSC17-M2

25.1 The minutes of the meeting held on 18 May 2017 were CONFIRMED.

17/26 Welcomes

26.1 The Chair welcomed Donna Bentley and Robert Schmidt III as members of the Committee

SECTION A – Items for Discussion

17/27 Terms of Reference and Membership

The Committee RECEIVED the Terms of Reference for the Committee in the 17/18 academic year and RESOLVED to endorse it to Health, Safety and Environment Committee.

HSSC17-P18

27.1 The Committee noted the addition of two new members to the Committee, and the addition of several areas of statutory compliance oversight.

27.2 The Committee RESOLVED to endorse the new Terms of Reference to the Health, Safety and Environment Committee.

17/28 Maturity Matrix & Summary of DAP Meetings

The Committee DISCUSSED a Maturity Matrix update and the Summary of DAP meetings

HSSC17-P19

**HSSC17-P20a, HSSC17-P20b, HSSC17-P20c,
HSSC17-P21**

- 28.1 It was noted that good progress was being made on the appointment of Duty Authorised Persons, but that there had already been some turnover of appointments. DAPs had been appointed both from within Facilities Services and academic Schools.
- 28.2 DAPS and Operations Managers had raised concerns about the workload involved. The Committee heard that this is being addressed through ensuring that responsibilities are made clear in new policies and through providing support from within Facilities Services.
- 28.3 The Committee heard that as part of the updated Terms of Reference, DAPs would be invited to attend the Committee where it was relevant to their area of responsibility.
- 28.4 Work was ongoing in making it clear where responsibilities lie between Schools and Facilities Services, regarding compliance.
- 28.5 The Committee discussed issues regarding asset registers, and the problem of miscommunication with Schools regarding the timing of external equipment auditing. It was noted that a new asset register system was in place but that it was not ready to be rolled out to School staff.
- 28.6 Within the governance chart, some duplications were identified. It was agreed that some further work would be done to update this document.
- i) Action: James Stapleton to work with Robert Schmidt III to improve the visual presentation of the governance chart.

17/29 Update on Maturity Matrix progress

HSSC17-P22

- 29.1 It was noted that an incorrect paper had been submitted. The correct paper was later submitted as HSSC17-P22A.
- 29.2 It was noted that the questionnaires were proving useful in identifying schools where activity was taking place that Facilities Services had been unaware of.

17/30 Template for issue of new policies

HSSC17-P23

- 30.1 The committee felt that the proposed email structure for issuing new policies was appropriate.

17/31 Pressure Systems Audit Update

HSSC17-P24

- 31.1 The Committee heard that good progress was being made on compliance with pressure systems regulations following the audit.

17/32 F-Gas Compliance Update

32.1 The committee noted there was no update on F-Gas for this meeting.

17/33 EMS ISO14001:2015 audit

HSSC17-P26

33.1 The Committee heard that the university had been recommended to transition to the newest standard, and was pleased to hear that Imago Venues and Loughborough In London were recommended to be brought into scope.

17/34 Non-Conformances Update

HSSC17-P27

34.1 It was noted that areas where there are issues are around site waste management logs, disposal of oily rags, conservation of protected trees, and safe storage of chemicals. The Committee heard that new processes are being put into place to protect biodiversity on campus.

17/35 LOLER

35.1 The Committee heard that an appointment had been made for a DAP, and that a robust induction process was in place. It was suggested that this process be extended to other future DAPs with the support of colleagues in Facilities Services.

SECTION B – Starred Items for Approval

There were no starred items for approval.

SECTION C – Starred Items for Information

The following starred items were seen for information:

- *AUD17-P23 – Audit Report
- *HSSC17-P28 – HEFCE Circular on Fire Safety

17/36 Any Other Business

36.1 It was suggested that a compliance dashboard should be presented to the next meeting.

36.2 It was noted that a review of an occupational health process was triggered.

Date of Next Meeting

- Wednesday 10th January 14:00 Pearce Committee Room
- Wednesday 2nd May 10:00 Pearce Committee Room

Health, Safety & Environment Committee



Loughborough
University

Ref: SAF17-P57

Date: 26.09.17

Paper Title: Environmental Policy

Origin: Jo Shields

1. Specific Decision Required by Committee	The Committee are asked to approve the amendments in yellow and endorse the policy for signature by the Vice-Chancellor
2. Relevance to University Strategy	University's strategy Building Excellence states that " we will embed sustainability and social responsibility considerations into all of our processes, operations and developments " and also " will work closely with local partners to enhance the social, cultural and economic wellbeing of the communities and regions in which we reside ".
3. Executive Summary	The Policy needs approving to meet the requirements of ISO 14001 - 2015
4. Essential Background Information	The <i>Environmental Policy</i> is a key driver for the institution to improve its environmental performance. The environmental policy, within the defined scope of its environmental management system: <ul style="list-style-type: none"> a) is appropriate to the purpose and context of the organisation, including the nature, scale and environmental impacts of its activities, products and services; b) provides a framework for setting environmental objectives; c) includes a commitment to the protection of the environment, including prevention of pollution and other specific commitment(s) relevant to the context of the organisation; d) includes a commitment to fulfil its compliance obligations; e) includes a commitment to continual improvement of the environmental management system to enhance environmental performance.
5. Risks, Risk Mitigation and Governance/ Accountability	Non-conformance under the Environmental Management System ISO 14001 - 2015
6. Implications for other activities	The EMS would not be accredited at the annual surveillance audit without an appropriate environmental policy.
7. Resource and Cost	Managed by the Sustainability team and budget.
8. Alternative Options considered	N/A
9. Other Groups/Individuals consulted.	None. HSEC is the committee that approves the policy. It is endorsed annually by the HSEC.
10. Future Actions, Timescales and Frequency of Review by this Committee.	Annually
11. Success Criteria (KPIs)	Ongoing Accreditation to ISO14001-2015
12. University Executive comment (required for Council papers only)	

ENVIRONMENTAL POLICY



Loughborough University

Loughborough University has two inspiring campuses in the UK, educates in excess of 16,000 students, employs over 3,000 members of staff and has 1,700 tenant partners.

In providing high quality educational, research and workplace facilities we recognise that many of our activities have environmental impacts which are, or have the potential to be, significant. We therefore recognise the importance of **protecting the environment and** embedding sustainability in all we do and this is reflected in the University's Vision to 2020 which states "we will embed sustainability and social responsibility into all of our processes, operations and developments". Accordingly we are committed to implementing environmentally responsible standards and practices as part of an Environmental Management System, to mitigate and manage our impacts in a program of continual environmental improvement.

This Environmental Policy sets out the principles by which we will embed sustainability and the Environmental Management System (EMS) across our campuses. They are:

- The development of the EMS in response to the identified environmental impacts and risks, in order to continually improve environmental performance.
- The integration of environmental management into our day-to-day operations, ensuring environmental issues are addressed whilst continuing to provide a high standard of education and training to all our students.
- The awareness of and compliance with all relevant legislation, regulations, codes of practice and local or special requirements.
- The promotion of awareness and understanding of environmental issues to staff and the provision of environmental training where appropriate.
- The promotion of awareness and understanding of environmental issues to students through our communications, and by encouraging the integration of sustainability into the curriculum.
- The promotion of improved environmental performance among key stakeholders and interested parties through communication of our environmental policies and procedures.
- The exchange of initiatives and best practice within the local community, local authority and other Further and Higher Education institutions.

By embedding sustainability we aim to mitigate and manage our environmental impacts by:

- Reducing carbon emissions in line with the carbon management plan, particularly through the efficient use of energy.
- Improving resource efficiency in accordance with the hierarchy of Prevention, Reuse, Recycling and Recovery to prevent Disposal. The prevention of food waste is a key requirement.
- Reducing water consumption and improving water efficiency.
- Preventing pollution through emissions to air and discharges to water.
- Implementing procedures for sustainable construction, refurbishment and maintenance of buildings.
- Purchasing sustainable goods and services where practicable in accordance with Purchasing Procedures and the Sustainable Procurement Policy.
- Encouraging the adoption of sustainable methods of transport for staff, students and visitors whilst on, visiting or commuting to the campus and when representing the University.
- Respecting and enhancing biodiversity as part of the Landscape Strategy.

By undertaking regular environmental reviews to assess current levels of performance, we are able to develop annual objectives and targets to mitigate and manage our significant environmental aspects. These form part of the Sustainability Action Plan which can be seen on the University website.

The Vice-Chancellor has day to day responsibility for the running of the University and as such has responsibility for Environmental performance. All staff and students share this responsibility and are therefore required to adopt and adhere to the principles of this Environmental Policy and the standards and procedures of the Environmental Management System. Tenants and partners of the University also share certain responsibilities and are expected to adopt and adhere to the same principles standards and procedures where appropriate.

Robert J. Allison
Vice-Chancellor and President Loughborough University

October 2016

www.lboro.ac.uk/sustainability



This Policy is reviewed and re-signed annually, an annually signed and dated Policy can be found on the University's Sustainability website. This printed version will only be changed if the policy alters.

