

Minutes

SAF17-M1

Minutes of the Health, Safety and Environment Committee held on Wednesday 8 February 2017

Attendance

Present:

Spencer Aryeetey, Mark Biggs, Andrew Burgess, Neil Budworth, Sandy Edwards, Alec Edworthy, Kay England, Marc Gibson, Ann Greenwood, Rod Harrison, Nik Hunt, Allan Jones, Alice Kirkaldy, Mark Lewis, Chris Linton (Chair), Harshad Purohit, Brian Reed, Julie Turner, Hugh Weaver

In attendance:

James Stapleton (Item 6), Elizabeth Stokoe (Item 7), Emily Hofstetter (Item 7), Tanya Osborne (Acting Secretary)

Apologies

Manuel Alonso, Rob Allan, Martine Ashby, Tom Carslake, Suzanne Dexter, Geoff Feavours, David Fulford, Tony Goodall, Andrew Gomez, Irvin Hendrickson, Jude Hoy, Rachael Jermyn, Hershil Patel, Bob Temple, Richard Taylor, Cristian Tileaga

17/1 Minutes

SAF16-M3

- 1.1 The minutes of the previous meeting held on 28 September 2016 were confirmed as an accurate record.

17/2 Matters Arising from the Previous Meetings

SAF17-P1

- 2.1 Actions arising from the previous minutes were NOTED and their current status confirmed. The Committee noted the following actions as resolved:

- i) SAF15-M2:15/18
- ii) SAF16-M1:16/3(iii)
- iii) SAF16-M1:16/11.4
- iv) SAF16-M2:20.2(viii)
- v) SAF16-M2:20.3
- vi) SAF16-M2:23.2
- vii) SAF16-M2:32.2
- viii) SAF16-M2:33.3
- ix) SAF16-M2:34.2(ii)
- x) SAF16-M3:44.2 (ii)

- xi) SAF16-M3:44.3
- xii) SAF16-M3:45.2
- xiii) SAF16-M3:45.3
- xiv) SAF16-M3:49.2 (iv)
- xv) SAF16-M3:51.6
- xvi) SAF16-M3:53.2
- xvii) SAF16-M3:54.4
- xviii) SAF16-M3:55.2
- xix) SAF16-M3:55.3
- xx) SAF16-M3:56.2
- xxi) SAF16-M3:60.2
- xxii) SAF16-M3:60.3

2.2 The following actions were identified as open or ongoing:

- i) SAF16-M2:18.4:
- ii) SAF16-M2:20.3
- iii) SAF16-M3:42.2 (iv)
- iv) SAF16-M3:45.1
- v) SAF16-M3:54.2
- vi) SAF16-M3:60.2
- vii) SAF16-M3:60.3

2.3 The remaining actions are dealt with during this meeting of the Committee.

2.4 The Committee had a small number of updates on the outstanding actions

- i) SAF16-M3:45.2 basic principles have been set and work will be ongoing in looking for specific proposals
- ii) SAF16-M3:52.2 is an environmental health issue, and the Committee are assured that a solution has been found that meets sustainability requirements.
- iii) SAF16-M3:60.2 it was reported that reviews of policies are around two thirds complete with regard to ensuring they adequately cover the London Campus

17/3 Constitution, Terms of Reference, and Membership

SAF17-P2

3.1 The Committee received a report from a working group set up to review the consultation, terms of reference and membership of the Committee. It agreed with the proposals supplied regarding the future of the Committee and the creation of a consultative forum. The Committee agreed that this change be recommended to Council.

3.2 The Committee suggested that as the new format of the Committee develops, consideration be given to how the independent members of the Committee are contributing, and that the Committee consider including a representative from industry.

- i) *Action: That the proposed changes to the constitution, terms of reference and membership of HSE for it to become the Health, Safety and Environment Executive Committee be referred to Senate and Council for approval, along with the proposal for the creation of a consultative forum. HSR Manager to provide paper.*

17/4 Health and Safety Annual Report

SAF17-P3

4.1 The Committee commented on the new format of the report, and gave appreciation for its readability. It was suggested that a hard copy of the report be made available to Council members.

- i) *Action: HSR Manager A hard copy of the Health and Safety Annual Report to be presented to the next meeting of Council*

17/5 Environmental Manager's Report

SAF17-P4

5.1 It was noted that while progress against targets was generally good, there had been an unexpected increase in generation of food waste. Work is ongoing to identify possible causes, though it is suggested that this may simply be linked to a greater number of staff, students, and events on campus during the reporting period in comparison to the previous reporting period.

17/6 Health and Safety Risk Register

SAF17-P5

- 6.1 The Committee was pleased to hear that progress on collating the risk register is likely to meet target, and that currently about a third of all risk register workshops had been completed. It was noted that, due to feedback, colleagues were being allocated three months to finalise their risk register entry, an increase from the one month initially allocated. So far, the most cited risks among Schools and professional services were: events, equipment, personal attack, competence of staff in health and safety roles, and lone working.
- 6.2 The Committee was keen to establish that the ongoing work on the health and safety risk register was appropriately linked to the university-wide risk framework. They were assured that, where relevant, issues were being referred back to the risk owners, particularly where risk was related to campus infrastructure and IT.

17/7 Research into Effective Safety Conversations

SAF17-P6

- 7.1 The Committee was presented with initial research findings on conversations within health and safety areas. It was noted that effective conversation strategies include: having a mutual awareness and respect for roles; having an understanding of expectations; not opening by offering extreme solutions; taking a strategy of not over-reaching when moving toward a goal; providing solutions and help up front; finding solidarity within the conversation.
- 7.2 It was noted that the health and safety advisors across the University will be trained in the practical outcomes of the research in May.

17/8 Annual Report of the Radiation Protection Officer

SAF17-P7

- 8.1 The Committee received the annual update of the Radiation Protection Officer for 2016.
- 8.2 The Committee noted that there was an upcoming change to Regulation 99 that would come into effect from 1st January 2018, and that proposals to align the University with the new iteration of the regulation would likely be presented at the next meeting of the Committee. These proposals were likely to primarily affect those who use X-rays, and are likely to require a registration process for students involved with work in X-rays.
- 8.3 It was confirmed that all incidents and non-compliance detailed in the report are satisfactorily involved. The Committee noted a higher number of external audits than usual at this point in the cycle.
- 8.4 The Committee also noted that the exit of the UK from the EU would affect membership of the European Atomic Energy Community (EAEC, or Euratom), which would in turn have implications on the reporting requirements that the University currently hold to this organisation. The Committee were assured that once there was greater clarity on Euratom membership this would be reported back.

17/9 Biological / GM and Chemistry Safety Update

- 9.1 The Committee received a verbal update from the Radiation, Biological and Chemical Safety Officer.
- 9.2 It was noted that a further need for training in Control of Substances Hazardous to Health (COSHH) was recognised, along with training on chemical safety, in those Schools and Professional Services who interact with hazardous chemicals.
- 9.3 The Committee was pleased to hear that progress was made in ensuring that there was now an additional layer of approval during the procurement process that would enable the Health and Safety Officer to better monitor purchase of hazardous materials or equipment. The Committee noted that there are still potential issues arising with materials or equipment purchased outside of the standard procurement route, and that work is ongoing to address this.
- 9.4 The Committee was pleased to hear that the University now holds a new Category 2 licence in Chemistry.

17/10 University Fire Officer's Report

SAF17-P8

- 10.1 The Committee heard that, of the 3 incidents under report, only one was of ongoing concern. This was an incident relating to floodlights. This incident was fully investigated, and a further eight actions were identified to help prevent any further incidents.
- 10.2 It was noted that a draft paper on fire alarm isolation was expected to be presented at the next meeting of HSSC. Relating to this, a number of false fire detections in halls of residence had been identified to be caused by improper use of extraction hoods over cooker units, and that giving additional signage and instruction to students may help reduce incidents while fire alarm isolation policies were being refined.

17/11 Accident and Insurance Statistics

SAF17-P9, SAF17-P10, SAF17-P11, SAF17-P12

- 11.1 The Committee received a paper from the Health, Safety and Risk Manager recommending the data that should be routinely provided to HSE committee and Council. This paper was approved and would be forwarded to Council for consideration. The Accident and Insurance data provided to the February HSE committee would also be forwarded to Council.
- 11.2 The Committee noted the reports and discussed what other potential benchmarking sources were available. It was noted that because of the University's composition and situation it was difficult to find comparators within local groups who share such data.
- 11.3 The Committee noted a change in insurer and were informed of the difference in services available, in particular use of a portal to interrogate information. The Committee was pleased to note that the majority of outstanding cases were moving toward settlement.
- 11.4 The Committee had some concern about the potential for an increase in historical asbestos-related claims, and it was noted that this trend would need to be monitored.

17/12 Training Matrix

- 12.1 The Committee received a verbal update from the Deputy Health and Safety Manager on changes to the Training Matrix.
- 12.2 The Committee heard that four modules had been developed, categorised into high, medium and low risk training environments. The first module covers law, policy, and the role of the health and safety officer, including some occupational health. The second module covers generic hazards, such as work at height. The third module is specialised and vocational, aimed at specific job responsibilities. The fourth module will offer some form of accredited training, though this is still in development. Training courses will be recorded on the staff records database. The training matrix was being designed to align with the PDR framework.
- i) *Action: Fire Safety Officer and Deputy Health and Safety Manager to bring forward a full report on the training matrix to the next meeting of the Committee.*

17/13 Health, Safety and Environment Statutory Compliance Sub-Committee

SAF17-P13

- 13.1 The Committee received the minutes of the Sub-Committee's meeting held on 11 January 2017.
- 13.2 The Committee agreed the revised terms of reference, constitution and membership of the sub-Committee.
- 13.3 The Committee heard that new representatives were still being identified. The Committee also noted that the work of the sub-Committee was being subjected to external audit. The Committee was satisfied with the work of the sub-Committee thus far, and heard that the inclusion of members from within academic schools had been of particular benefit.

17/14 Occupational Health

14.1 The Committee received a verbal update from the Health, Safety and Risk Manager on the University's Occupational Health Service and heard that recent staffing increases had helped alleviate the backlog in this area of work.

- i) *Action: Director of Human Resources to prepare a full update for the next meeting.*

17/15 Stress Policy

15.1 The Committee received a verbal update from the Health, Safety and Risk Manager on the Stress Policy and noted that the revised policy was finalised and was waiting to be uploaded on to the HR Web site.

- i) *Action: Chair to liaise with Director of Human Resources about communication strategy and approval process for the revised policy.*

17/16 Health and Wellbeing of Working Age Population

16.1 The Committee received a verbal update from the Health, Safety and Risk Manager on development of principles for the introduction of a wellbeing offering for University staff and noted that this area of work was still ongoing.

17/17 Policy and Guidance on Unmanned Aircraft Systems (Drones)

SAF17-P14

The Committee approved a new policy on unmanned aircraft systems.

17/18 Staff Exit Policy

18.1 The Committee received a verbal update from the Radiation, Biological and Chemical Safety Officer on the proposed new policy for the management of resources associated with a member of staff, on the departure of the member of staff from the University.

18.2 It noted that work was being undertaken in conjunction with Human Resources to ensure that there is a greater consistency in this area. It is anticipated that improvements to logging the procurement of hazardous materials and equipment would facilitate this process. A policy was expected to be presented to Human Resources Committee.

17/19 Radiological Protection Sub-Committee

SAF17-P15

19.1 The Committee received the minutes of the Radiological Protection Sub-Committee held on 11 January 2017.

17/20 Health and Safety Strategic Framework

SAF17-P16

20.1 The Committee approved the proposed health and safety vision, its strategic principles and its broad strategic themes.

17/21 Safeguarding Policy

SAF17-P17

- 21.1 The Committee approved the revised new University policy following further work to identify required revisions to the policy to ensure that it could be operated on the London campus and to ensure consistency with the University's AUP (Acceptable Use Policy) for IT Equipment.

17/22 Policy and Code of Practice for Electricity at Work

SAF17-P18

- 22.1 The Committee approved the revised new Policy and Code following minor corrections and amendments in relation to use on the London campus.

17/23 Change to Constitution

- 23.1 The Committee approved the following amendment to the Constitution of the Committee with immediate effect:

“Director of Campus Living’ to be replaced by ‘Director of Campus Services’.

i) *Action: Secretary to seek approval from Senate and Council.*

17/24 Other Business

- 24.1 There was no other business raised.

17/25 Date of Next Meeting

- 7 June 2017

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Date – 9th February 2017

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