



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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