

Minutes SAF17-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 27 September 2017

Attendance

Members:

Rob Allan, Spencer Aryeetey, Neil Budworth, Andrew Burgess, Suzanne Dexter, Sandy Edwards, Ann Greenwood, Matthew Inglis, James Jones, Mark Lewis (ab), Chris Linton (Chair), David Roomes (ab), Jo Shields, Richard Taylor.

In attendance:

Martine Ashby (Secretary), Rachael Jermyn (for 17/49), Kevin Walmsley (for 17/48), Steve Warren (for 17/49), Alison Yarrington (for 17/49).

Apologies received from:

Mark Lewis, David Roomes

17/46 Minutes

SAF17-M2

The minutes of the previous meeting held on 7 June 2017 were CONFIRMED.

17/47 Matters arising from previous meetings

SAF17-P37

- 47.1 Actions arising from previous minutes were NOTED and their current status confirmed;
- 47.2 Arising from M16/47.3 a new staff exit policy would be made available for consideration at the February 2018 meeting. **ACTION: Director of HR, RPBCS Officer**
- 47.3 Arising from M16/48.2 the Director of Infrastructure and Commercial Services would seek confirmation from Facilities Management that the permit process to ensure contractors were aware of University requirements had been implemented. **ACTION: Director of Infrastructure and Commercial Services**
- 47.4 Arising from M17/15.9 (i) the Stress Policy had been renamed the Mental Wellbeing Policy and was being drawn to the attention of staff during Staff Development training and in wellbeing referrals. Further communications regarding the change were planned. Deans and Directors of Professional Services would be reminded of the change of name. **ACTION: Director of HR**

17/48 Health, Safety and Environment Update: Head of Campus Services

SAF17-P58 - Presentation given at meeting

- 48.1 The Committee received a presentation by the Head of Campus Services on health, safety and environment arrangements in place for Campus Services.
- 48.2 Members noted in particular the significant amount of business that took place with external suppliers which could potentially be provided in house. Aside from the issue of depriving the University of business in a time of austerity, the purchase of goods and services from outside the University exposed it to wider issues such as an inability to guarantee food safety and the possibility that it might unwittingly give business to suppliers who had poor employment practices.
- 48.3 Weblinks to the Campus Services and School of the Arts, English and Drama presentations would be circulated to members. **ACTION: Secretary**

17/49 Health, Safety and Environment Update: School of the Arts, English and Drama

SAF17-P59 – Presentation given at meeting

- 49.1 The Committee received a presentation by the Dean of the School of Arts, English and Drama on health, safety and environment arrangements in place within the School.
- 49.2 The following points were noted in particular:
- (i) The Committee considered that it was important for the School's academic staff to be mindful of health, safety and environmental issues for all aspects of their work. Health and safety processes should be integral to student activities and should be identified early on when student projects were being planned. The School was encouraged to consider ways in which it could embed health, safety and impact upon the environment within the curriculum. **ACTION: Dean of AED**
 - (ii) Whilst Loughborough College's campus was a smoking free zone, the School of the Arts, English and Drama was not. This led to staff and students from the College smoking on land adjacent to the School's buildings. The Committee agreed that the University's estate on that site should become a smoking free zone. **ACTION: COO**
 - (iii) Parking restrictions on Loughborough College's campus were strictly enforced. This resulted in some individuals who were unable to park at the College parking on the University grounds, including in areas where no parking was permitted. The Operations Manager would brief the COO with a view to Security increasing its patrols of the area around the School's buildings. **ACTION: AED Operations Manager, COO**
 - (iv) A recent incident where a pedestrian had been knocked over by a cyclist when joining the path running along the University side of Epinal Way had highlighted the need for signage to warn pedestrians to watch out for cyclists when going through gaps in the perimeter hedge. The Director of Infrastructure and Commercial Services would ask Facilities Management to erect warning signage on the University side of the hedge, and Leicestershire County Council would be asked to erect similar signage on the path itself. In addition the Sustainability Manager would consider whether the height of the hedge should be reduced or the gaps in the hedge increased in size. **ACTION: Director of Infrastructure and Commercial Services & Sustainability Manager**
 - (v) The School should ensure that the job descriptions of its health and safety representatives also included an environmental remit. **ACTION: AED Operations Manager**
- 49.3 The Committee reflected upon the presentations given by Campus Services and School of the Arts, English and Drama representatives. The presentations were seen to be a helpful way for the Committee to receive assurance on HSE matters. The Secretary would arrange for future presentations to be made available to members before the meeting so that their content could be digested in advance of meetings. **ACTION: Secretary**
- 49.4 The Committee considered the proposed order in which presentations would take place at forthcoming meetings, as listed in SAF17-P39. It agreed that the meeting at which Loughborough University London would give its presentation should take place on the London campus. The

Deputy Vice-Chancellor and Health, Safety and Risk Manager would decide when the meeting should take place. **ACTION: Deputy Vice-Chancellor, HSR Manager**

17/50 Constitution, Terms of Reference and Membership

SAF17-P38, SAF17-P39

- 50.1 The Constitution, Terms of Reference and Membership of the Committee for 2017/18 were APPROVED subject to the Deputy Chief Operating Officer being replaced with the Director of Infrastructure and Commercial Services & Sustainability Manager and the addition of the name of the UNISON representative. **ACTION: Secretary**
- 50.2 The proposed business for forthcoming meetings was APPROVED subject to the following additions/changes:
- Standing item for all meetings**
Occupational Health Report (where no Occupational Health Annual Report)
- February 2018 meeting**
Addition of Occupational Health Annual Report (based on previous academic year's data)
- June 2018 meeting**
Addition of Environment Compliance Report
Facilities Development moved from September 2018 meeting
- September 2018 meeting**
Addition of Environment Policy Review
Facilities Services moved from June 2018 meeting **ACTION: Secretary**
- 50.3 Proposed steps for the establishment of the Health, Safety and Environment Consultative Forum were APPROVED. Minutes of the Forum's meetings would be received by the Committee as a starred item. **ACTION: Secretary**

17/51 Health and Safety Annual Report

SAF17-P40

The Committee RECEIVED the Health and Safety Annual Report.

17/52 Sustainability Action Plan

SAF17-P41

The Committee RECEIVED the Sustainability Action Plan, noting that it had previously been endorsed by ALT and the Sustainability and Social Responsibility Sub-Committee.

17/53 Sustainability Annual Report

SAF17-P42

The Committee RECEIVED the Sustainability Annual Report.

17/54 Annual Report of the University's Occupational Health Service

SAF17-P43

- 54.1 The Committee RECEIVED the Annual Report of the University's Occupational Health Service for 2016/17.
- 54.2 The following points were NOTED in particular:
- (i) There had recently been significant investment in the Occupational Health Service resulting in increases in staffing levels and improvements in provision.

- (ii) Recent health and wellbeing initiatives were helping to address instances of stress amongst staff. Planned initiatives would aim to try to prevent instances of stress in the future.
- (iii) The University was to introduce an Employee Assistance Plan (EAP) in coming months which would be of benefit to both employees and their families.

17/55 Risk Register

SAF17-P44

- 55.1 The Committee received details of progress in implementing the Risk Register, noting that the programme for implementation was on target.
- 55.2 A consolidated report would be submitted to the February 2018 meeting. **ACTION: Deputy HSR Manager**

17/56 Reporting of Health and Safety Performance Measures

SAF17-P45

- 56.1 The Committee APPROVED proposed health and safety reporting arrangements. Council would be informed of these arrangements at its next meeting. **ACTION: Deputy Vice-Chancellor**
- 56.2 The Committee AGREED that Senate and Council would continue to receive minutes of its meetings in the future. However, its summary reports would be replaced in the future by the monthly Health and Safety Bulletins. **ACTION: HSR Manager**

1757 Stress/Mental Wellbeing Working Party Update

SAF17-P46

- 57.1 The Committee RECEIVED an update on work to develop a stress and mental wellbeing strategy and commented on the direction of travel.
- 57.2 The Committee NOTED that a reference to the University's effectiveness in managing stress and mental wellbeing was misleading and should be altered.
- 57.3 The Committee NOTED that the working party was looking at a range of different interventions that could be applied and at this stage did not wish to make assumptions about particular areas that needed to be targeted.

17/58 Post Grenfell Tower Fire Update

SAF17-P47

The Committee NOTED a report on the University's response to the Grenfell Tower fire and was reassured that all necessary action had been taken.

17/59 Reports to Health, Safety and Environment Committee

The following reports were RECEIVED:

- (i) **SAF17-P48**
Report from the Environmental and Sustainability Managers
- (ii) **SAF17-P49**
Radiation Protection Update Report
- (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

17/60 Biological/GM and Chemical Safety Update including New Chemical Safety Policy

SAF17-P54

60.1 The Committee RECEIVED a Biological/GM and Chemical Safety update.

60.2 The Committee APPROVED a new Chemical Safety Policy.

60.3 The Committee APPROVED the proposed terms of reference and membership of the newly established Chemical Safety Committee.

17/61 Health and Safety Statutory Compliance Sub-Committee

SAF17-P55

The Committee RECEIVED the minutes of the meeting held on 12 September 2017.

17/62 Radiological Protection Sub-Committee

SAF17-P56

The Committee RECEIVED the minutes of the meeting held on 16 August 2017.

17/63 Environmental Policy (ADDITIONAL ITEM)

SAF17-P57 – Additional paper

The Committee APPROVED a revised version of the existing Environmental Policy.

17/64 Dates of Meeting in 2017/18

7 February 2018

6 June 2018

Martine Ashby
October 2017

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