



AGENDA

SAF18-A2

Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 6 June 2018 in BRI.2.08, 'The Space', in the Bridgeman 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 5 June 2018.

3 Minutes

SAF18-M1

To confirm the Minutes of the meeting held on 7 February 2018.

4 Matters arising from previous meetings

SAF18-P21, SAF18-P22

- 4.1 To note actions arising from the Minutes.
- 4.2 Arising from M18/2.3 to receive an update from the School of the Arts, English and Drama on the process employed to embed health, safety and impact on the environment within the curriculum.
- 4.3 To note any other matters arising.

SECTION A – Items for Discussion

5 Health, Safety and Environment Update: School of Aeronautical, Automotive, Chemical and Materials Engineering

SAF18-P23

To receive a presentation by the Dean of School of Aeronautical, Automotive, Chemical and Materials Engineering on health, safety and environment arrangements in place in the School.

6 Health, Safety and Environment Update: Facilities Development

SAF18-P24 (to follow)

To receive a presentation by the Director of Facilities Development on health, safety and environment arrangements in place.

7 Report from Health, Safety and Risk Manager

SAF18-P25

- 7.1 To receive a report from the Health, Safety and Risk Manager.
- 7.2 To consider proposed arrangements for monitoring the progress of actions outlined within the Notice of Contravention.

8 Health and Safety Policy

SAF18-P26

To consider proposed amendments to the University Health and Safety Policy.

9 Open Source Use

SAF18-P27

On reference from the Radiological Protection Committee, to consider a proposal for open source use.

10 Strategy for Future Biological Safety Compliance

SAF18-P28

- *10.1 To receive a Biological/GM and Chemical Safety Update from the Strategic Scientific Development Officer.
- 10.2 To consider a draft strategy for future biological safety compliance.

11 Health, Safety and Environment Performance Review

SAF18-P29

To note an updated version of the new Health, Safety and Environment Performance Review summary.

12 Health and Safety Risk Register

SAF18-P30

- 12.1 To receive an update on progress in developing the Health and Safety Risk Register report
- 12.2 To consider key issues identified by the Register.

13 Stress/Mental Wellbeing Working Party Update

SAF18-P31

To receive an update on the work of the Stress and Mental Wellbeing Working Party and on the implementation of measures to support good mental wellbeing at the University.

14 Environmental Compliance

SAF18-P32

- 14.1 To consider a report on Environmental Compliance and to comment in particular on the F-Gas Compliance risk and the proposed course of action to address this.
- 14.2 To consider a proposal that completion of the Environmental Essentials course should be requirement for all staff.

15 Asset Inspection and Maintenance

SAF18-P33

On reference from the Health and Safety Statutory Compliance Sub-Committee, to consider a proposal for a University approach to improve/ensure legislative compliance relating to asset inspection and maintenance.

SECTION B – Starred Items for Approval

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

To receive the following reports:

- (i) **SAF18-P34**
Sustainability and Environment Report
- (ii) **SAF18-P35**
Radiation Protection Report
- (iii) **SAF18-P36**
Occupational Health Report
- (iv) **SAF18-P37**
University Fire Officer's Report
- (v) **SAF18-P38**
Incident Report
- (vi) **SAF18-P39**
Insurance Claims Report
- (vii) **SAF18-P40**
Annual Report of Ethics Approvals (Human Participants) Sub-Committee for 2017/18

***17 Minutes**

To receive minutes of the following groups and sub-committees:

- (i) **SAF18-P41**
Chemical Safety Committee (21 February 2018)
- (ii) **SAF18-P42**
Health, Safety and Environment Consultative Forum (2 May 2018)
- (iii) **SAF18-P43**
Health and Safety Statutory Compliance Sub-Committee (2 May 2018)

- (iv) **SAF18-P44**
Radiological Protection Sub-Committee (1 May 2018)
 - (v) **SAF18-P45**
Sustainability and Social Responsibility Sub-Committee (14 May 2018)
-

SECTION C – Items for Information

18 Any Other Business

19 Valediction

***20 Dates of Meetings in 2018/19**

17 October 2018
6 February 2019
5 June 2019

Author – M Ashby
May 2018
Copyright © Loughborough University. All rights reserved.