



Minutes

SAF18-M1

Minutes of the Health, Safety and Environment Committee held on Wednesday 7 February 2018

Attendance

Members:

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

In attendance:

Robert Allison, Andrew Archer (for 18/3), Martine Ashby (Secretary), Mark Biggs (for 18/3), Mike Caine (for 18/4), Norma Carter (for 18/3), Chris Euden (for 18/4), James Stapleton (for 18/8), Julie Turner (for 18/5).

Apologies received from:

Suzanne Dexter

18/1 Minutes

SAF17-M3

The minutes of the previous meeting held on 27 September 2017 were CONFIRMED subject to an amendment to M17/49.2(i) as follows:

*'...The School was encouraged to consider ways in which it could **further** embed health, safety and impact upon the environment within the curriculum.'*

18/2 Matters Arising from Previous Meetings

SAF18-P1

- 2.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 2.2 Arising from 47.2 which noted gaps in compliance with the chemical purchase procedures, the Committee NOTED that the procedures were to be reviewed, and chemical safety training which referenced the procurement arrangements was being deployed progressively.
- 2.3 Arising from 49.2 (i) the Committee NOTED that the School of the Arts, English and Drama was in the process of embedding health, safety and impact on the environment within the curriculum. The School would be asked to provide an update for consideration at the Committee's June meeting.
ACTION: AED Dean and Operations Manager
- 2.4 Arising from 49.2 (ii) and (iii) a plan had been progressed for the University's estate on the Loughborough College site to become a smoke free zone and for Security to increase parking patrols around the School's buildings on the site.

- 2.5 Arising from 49.2 (iv) and (v) the hedge on stretches of the West side of Epinal Way had been reduced in height and warning signage had been erected. Facilities Management was continuing to encourage Leicestershire County Council to erect warning signage on the Epinal Way path itself.
- 2.6 The AED Operations Manager would be asked to ensure that the job descriptions of health and safety representatives also included an environmental remit. **ACTION: AED Operations Manager**

18/3 Health, Safety and Environment Update: School of Science

SAF18-P2

- 3.1 The Committee received a presentation by the Dean and Operations Manager on health, safety and environment arrangements in place in the School of Science.
- 3.2 The following points were NOTED in particular:
 - (i) The School had piloted a Mental Health First Aider Scheme which had been received well by staff. Mental health first aiders within the School had provided feedback to the Dean and Operations Manager on issues that they had identified and on the scheme itself. The introduction of the scheme had coincided with a decrease in staff absences due to mental health issues. The Health, Safety and Risk Manager would reflect on how the Mental Health First Aider Scheme could become part of the infrastructure and would submit a proposal to Operations Committee for funds to roll the scheme out to all parts of the University. **ACTION: Health, Safety and Risk Manager**
 - (ii) The presentation had noted that the School was taking steps to embed its health and safety structures within the School. It was encouraged to embed environmental structures at the same time where appropriate. **ACTION: Science Dean and Operations Manager**
 - (iii) Members noted that the School had identified as a high risk pedestrians crossing between the Schofield and Haslegrave Buildings without due care and attention. They noted that Facilities Management staff were seeking to make changes to the nearby crossing and were also planning work on the road outside the Library Building to improve pedestrian safety in that area also.
 - (iv) The School was commended on its schedule of health and safety-related events, which provided an oversight across the year. It was also commended on its documentation and dissemination of the ethics approval process and framework. These ideas would be shared with other areas of the University as examples of good practice. **ACTION: Health, Safety and Risk Manager**
 - (v) Members noted potential duplication between ethical approval and health and safety forms. The Director of the Research Office and the Health, Safety and Risk Manager would be asked to review the ethical approval form and relevant health and safety forms to remove duplication where possible. **ACTION: Director of Research Office and Health, Safety and Risk Manager**

18/4 Health, Safety and Environment Update: Loughborough University London

SAF18-P3

- 4.1 The Committee received a presentation by the Dean and Operations Director on health, safety and environment arrangements in place at Loughborough University London.
- 4.2 The following points were NOTED in particular:
 - (i) The Broadcast Centre Building was open to staff and students 24 hours a day throughout the year. Members noted that a lone working policy had been made available to staff and students and that there was an ongoing campaign to remind users of the building of their health, safety and environment responsibilities.
 - (ii) The Committee was informed by the presenters that the Loughborough University London campus was fully compliant with University health, safety and environment requirements and that compliance was reviewed on a regular basis.
 - (iii) The campus was working to improve methods for the disposal of its food waste.

- 4.3 The Committee reflected upon the presentations which it had received from Schools and Professional Services during the meeting and at its meeting in September 2017. It agreed that the presentations had worked well and had been effective in identifying issues. It confirmed that in future these presentations should include key performance indicators. **ACTION: Health, Safety and Risk Manager**

18/5 Annual Report of the Radiation Protection Officer

SAF18-P4

- 5.1 The annual report of the Radiation Protection Officer was RECEIVED.
- 5.2 The following points were NOTED in particular:
- (i) The new Ionising Radiation Regulations IRR17 were now in force, and the University needed to be compliant with the associated guidance.
 - (ii) Clarification was given on compliance requirements where staff and students were visiting other organisations that were affected by the regulations. In such circumstances the onus was on the visited organisations to ensure that they were compliant with the regulations.
 - (iii) The Health and Safety Office was confident that it would be able to manage an immediate response scenario as emergency procedures were in place for the University. In addition, the Office carried out regular tests across the University and was planning a large-scale test in the near future. Dr Roomes would share with the Health and Safety Office his experience of working with the emergency services in an emergency scenario. **ACTION: Dr Roomes**
 - (iv) The Committee wished to put on record its thanks to the Radiation Protection and Biological and Chemical Safety Officer for her considerable efforts in ensuring compliance with the new regulations.

18/6 Annual Report of the University's Occupational Health Service

SAF18-P5

- 6.1 The annual report of the University's Occupational Health Service was RECEIVED.
- 6.2 The following points were NOTED in particular:
- (i) Some managers were referring staff for health surveillance despite their staff not being exposed to hazardous chemicals in their roles. There was a need for better health and safety training for managers to prevent this happening in the future. **ACTION: Health, Safety and Risk Manager**
 - (ii) The University's sickness absence rates compared favourably with those of the rest of the HE sector. However, there were indications that its sickness absence rates had increased over the past five years. Sickness absence reports were monitored by Human Resources Partners who investigated any potential issues with managers in Schools and Professional Services to effect change. Human Resources were encouraged to normalise sickness absence rates in future reports to allow comparison over time. **ACTION: Director of HR**
 - (iii) The new Employee Assistance Programme (EAP) was seen to be a welcome service for staff. The current contract for the programme did not include counselling. If included in the programme, this element could play a part in reducing sickness absences. The Programme as currently offered was therefore unlikely to reduce demand for counselling provided by the University's Counselling Service, which currently had long waiting times. The Director of Student Services had been asked to investigate whether the waiting times for staff appointments with the Counselling Service could be reduced. If this was not possible, the University would need to explore alternative methods for providing counselling for its staff.
 - (iv) Members noted that the University may wish to engage clinical staff within the National Centre for Sport and Exercise Medicine to support staff where appropriate. The Health, Safety and Risk Manager would meet with relevant staff in the Centre to pursue this option. **ACTION: Health, Safety and Risk Manager**

18/7 Performance Review

SAF18-P6

The Committee NOTED a new Health, Safety and Environment summary report on School and Professional Services delivery against agreed plans. It noted that the report was a work in progress which would be refined further in coming months.

18/8 Risk Register

SAF18-P7

- 8.1 The Committee CONSIDERED an update on the development of the Health and Safety Risk Registers. It noted that the risk register process was a critical element of oversight of health and safety at the University. The process ensured that the same assessments of risk were carried out in all areas of the University and that the assessments were sufficiently rigorous and robust.
- 8.2 The Committee noted that the risk registers were a development from existing risk management activity and had therefore not being generated from a standing start. The Sustainability Team was investigating whether the registers could be refined further to include environmental risks.
- 8.3 The Committee noted that lone and out-of-hours working appeared regularly on risk registers. The Health and Safety Office intended to do a piece of work to provide advice for Schools and Professional Services to help them to manage risks. Risk registers also identified new initiatives as a common risk theme. The register would be extended to incorporate environmental matters in due course.
- 8.4 The risk registers had also noted risk where ownership of assets was unclear leading to the danger of assets not being maintained as a result. Schools and Professional Services were making use of an asset management computer programme to maintain an oversight of their assets and responsibility for them.

18/9 Stress/Mental Wellbeing Working Party Update

SAF18-P8

The Committee RECEIVED an update on the work of the Stress and Metal Wellbeing Working Party and on implementation of measures to support good mental wellbeing at the University. Early indications revealed promising results.

18/10 Sustainability Targets

SAF18-P9

- 10.1 The Committee CONSIDERED proposed targets for waste and recycling, travel, energy and carbon emissions, and water consumption.
- 10.2 The targets, which only applied to the Loughborough campus, had been considered and endorsed by the Sustainability and Social Responsibility Sub-Committee. The travel target was a restatement of an existing target whilst the other targets were new. All of the targets were normalised by the student population to aid comparison with other HEIs.
- 10.3 The Committee APPROVED the proposed targets.

18/11 Reports to Health, Safety and Environment Committee

The following reports were RECEIVED:

- (i) **SAF18-P10**
Report from the Health, Safety and Risk Manager
- (ii) **SAF18-P11**
Report from the Environmental and Sustainability Managers

- (iii) **SAF18-P12**
Report from the University Fire Officer
- (iv) **SAF18-P13**
Report on Accidents
- (v) **SAF18-P14**
Report on Insurance Claims

18/12 Health, Safety and Environment Consultative Forum

SAF18-P15

The Committee RECEIVED the minutes of the meeting of the Forum held on 17 January 2018. Members NOTED that the first meeting of the Forum had taken the form of a training session. However future meetings had the potential to be an effective means of consulting with key health, safety and environment contacts.

18/13 Chemical Safety Sub-Committee

SAF18-P16

The Committee RECEIVED the minutes of the meeting of the Sub-Committee held on 19 September 2017.

18/14 Health and Safety Statutory Compliance Sub-Committee

SAF18-P17

14.1 The Committee RECEIVED the minutes of the meeting held on 10 January 2018.

SAF18-P18

14.2 The Committee APPROVED the terms of reference of the Sub-Committee.

18/15 Radiological Protection Sub-Committee

SAF18-P19

The Committee RECEIVED the minutes of the Sub-Committee meeting held on 12 January 2018.

18/16 Sustainability and Social Responsibility Sub-Committee Minutes

SAF18-P20

The Committee RECEIVED the minutes of the Sub-Committee meeting held on 16 January 2018.

18/17 Dates of Remaining Meetings in 2017/18

6 June 2018