



## Minutes SAF18-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 17 October 2018

### Attendance

#### Members:

Alan Bairner, Neil Budworth, Paul Drummond (ab), Sandy Edwards (ab), Norma King, Anne Lamb, Chris Linton (ab), Rahul Mathasing, Graham Moody, Chris Rielly, David Roomes, Jo Shields, Richard Taylor (Acting Chair).

#### In attendance:

Nick Clifford, Liz Fowkes, Richard Harland (for 18/37), Manuel Alonso and Angela Truby (for 18/38), Julie Turner (for 18/43 and 18/44).

#### Apologies received from:

Paul Drummond, Sandy Edwards, Chris Linton.

### 18/35 Minutes

#### SAF18-M2

The minutes of the previous meeting held on 6 June 2018 were CONFIRMED.

### 18/36 Matters Arising from Previous Meetings

#### SAF18-P46

36.1 Actions arising from previous minutes were NOTED and their current status confirmed.

36.2 The following were NOTED in particular:

- (i) Arising from 18/19.2(i) the Exit Policy would be progressed as part of the People Strategy. **ACTION: Director of Human Resources and Organisational Development, and Deputy Director (Human Resources)**
- (ii) Arising from 18/19.2(ii) an update would be sought on progress in creating designated smoking areas on the University's estate on the Loughborough College site. **ACTION: Health, Safety and Risk Manager**
- (iii) Arising from 18/29.3 the suite of mandatory courses and use made of records of completion of the courses would be considered as part of a review of mandatory processes. **ACTION: Director of Human Resources and Organisational Development, and Deputy Director (Human Resources)**

## 18/37 Health, Safety and Environment Update: School of Social Sciences

### SAF18-P47

- 37.1 The Committee received a presentation by the Dean on health, safety and environment arrangements in place in the School of Social Sciences.
- 37.2 The School had listed lone working as one of its potential risks. Supervisors were seen to be key players in the enforcement of lone working policies. The School was invited to contact staff in the School of Aeronautical, Automotive, Chemical and Materials Engineering to learn of its effective lone working policies and the penalties imposed upon members of the School who flouted the policies. The HSR Manager would also convene a meeting for interested Schools to discuss and promote best practice. **ACTION: SoS Dean, HSR Manager**
- 37.3 Members noted potential new risks for the School arising from staff pursuing new, more challenging areas of research. These included travel to higher risk areas of the world and may require additional precautions.
- 37.4 The School had significant experience of ensuring the health and safety of staff and students whilst undertaking fieldwork. The School of Science Operations Manager would contact the School to learn of its fieldwork health and safety practices. **ACTION: Science Operations Manager**

## 18/38 Health, Safety and Environment Update: Student Services

### SAF18-P48

- 38.1 The Committee received a presentation by the Director of Student Services on health, safety and environment arrangements in place.
- 38.2 The Service's staff delivered the mental health first aider training that was being rolled out across the University. There was significant interest within Loughborough Students' Union (LSU) in the possibility of the training being extended to its staff. The Health, Safety and Risk Manager and LSU President would agree what would be workable. **ACTION: HSR Manager, LSU President**
- 38.3 Members noted initiatives that were offered by the Service to support postgraduate research students. These activities aimed to build students' resilience.

## 18/39 Constitution, Terms of Reference and Membership for 2018/19

### SAF18-P49, SAF18-P50, SAF18-P51

- 39.1 The Constitution, Terms of Reference and Membership of the Committee for 2018/19 were APPROVED.
- 39.2 Members were invited to consider the effectiveness of the Committee. They indicated their appreciation for the new meeting format which had been introduced at the beginning of the 2017/18 academic year and believed that it functioned well.
- 39.3 Members reflected upon the inclusion of presentations by Schools and Professional Services in committee meetings. The presentations were seen to have a number of benefits as well providing an opportunity to hold areas of the University to account. Preparatory discussions prior to the presentations provided an opportunity for a positive dialogue between the Health and Safety Service and the School or Professional Service. Preparation of the presentations allowed areas of the University to reflect how they embedded sustainability and social responsibility into their activities. The presentations were also helpful to other Schools and Professional Services, as they could learn from good practice described in the presentations.
- 39.4 Members were invited to forward specific comments about the effectiveness of the Committee to the Secretary: **ACTION: All Members**
- 39.5 The Committee agreed the following business for meetings in the 2018/19 academic year in addition to standing items:

### ***Presentations by Schools and Professional Services***

Architecture, Building and Civil Engineering

Facilities Services

Loughborough Design Services

Wolfson School of Mechanical, Manufacturing and Electrical Engineering - *February 2019*

### ***Substantive Additional Items***

EMS ISO 14001 2015 Standard – new requirements - *February 2019*

Occupational Health Annual Report - *February 2019*

People Strategy (including Exit Policy) - *February 2019*

Smoking Policy – *February 2019*

Strategic Review of Future Biological Needs and Requirements

## **18/40 Health and Safety Services Annual Report**

### **SAF18-P52**

40.1 The Committee received the Health and Safety Services Annual Report and agreed the plan of work for 2018/19.

40.2 The following points were noted in particular:

- (i) Good progress had been made over the previous year, with some activities receiving external recognition;
- (ii) The introduction of an electronic incident reporting system in 2017 had resulted in a rise in the number of reported accidents as predicted;
- (iii) A review of fire safety had provided reassurance that fire risks were being well managed and that the evacuation procedure was appropriate;
- (iv) In the next year the Service would carry out research to establish how it could increase engagement with the academic community;
- (v) The Service's key concerns were levels of technical compliance and a need to identify best practice in engaging with the academic community.

## **18/41 Health, Safety and Risk Manager Report**

### **SAF18-P53**

The Committee received a report from the Health, Safety and Risk Manager. The following points were NOTED in particular:

- (i) LSU, Security and the Health and Safety Service had worked closely to improve crowd safety at events held in the Students' Union Building. Thanks were expressed to the LSU Executive and Security for the considerable preparation undertaken in advance of the start of the academic session.
- (ii) Substantial work had been undertaken to ensure that the provision of high-altitude rooms in the new Elite Athlete Centre was operated safely. Multiple technical and procedural safeguards were in place to protect occupants and Imago employees.
- (iii) Discussions were taking place with the School of Science regarding the development of virtual reality health and safety training.
- (iv) A process review was to take place of the permit to work system.

## **18/42 Health, Safety and Environment Performance Report**

### **SAF18-P54**

The Committee received a report detailing key performance indicators for Schools and Professional Services and noted a small number that were categorised as amber. It considered ways in which identified issues could be mitigated. The Health, Safety and Risk Manager and Director of Facilities

Services would discuss identified issues for Facilities Management and, if appropriate, would submit a paper to Operations Committee to seek required resources or virement of existing resource. **ACTION: HSR Manager, Director of Facilities Services**

## 18/43 Non-ionising Radiation Governance

### SAF18-P55

The Committee approved a proposal to merge the two sections of non-ionising radiation governance, that is lasers and non-ionising radiation except lasers, into a single non-ionising radiation committee which included lasers. Amended terms of reference and membership would be submitted to the next Health, Safety and Environment Committee: **ACTION: Scientific Development Officer and Radioactive Waste Advisor.**

## 18/44 Human Tissue Authority Inspection

### SAF18-P56

The Committee received a report arising from a recent inspection by the Human Tissue Authority to assess compliance with the Authority's licensing standards. The Committee was assured the University was confident in remedying any issues raised by the Human Tissue Authority by the required deadline. The Committee expressed its thanks to members of staff, including the Scientific Development Officer and Radioactive Waste Advisor, who had been involved with the inspection. **ACTION: Scientific Development Officer and Radioactive Waste Advisor to convey thanks**

## 18/45 Health and Safety Risk Register

### SAF18-P57

The Committee received an update on progress in developing Health and Safety Risk Registers since the last meeting and noted that future audits would focus on risks identified in the registers.

## 18/46 Stress/Mental Wellbeing Working Party Update

### SAF18-P58

- 46.1 The Committee received an update on the work of the Stress and Metal Wellbeing Working Party and on a number of key activities.
- 46.2 Mental Health First Aider Training was being made available to all Schools and Professional Services. Deans and Operations Managers were being consulted about the suitability of individuals who volunteered to become mental health first aiders.
- 46.3 The Employee Assistance Helpline continued to receive a reasonable number of calls. However, call levels were lower than anticipated. In addition, very few employees were progressing to face-to-face counselling, with a number being directed to other forms of support instead. The HSR Manager would discuss levels of use of the Helpline with the Director of Human Resources and Organisational Development and the Head of Counselling and Disability Services to agree next steps. **Action: HSR Manager**

## 18/47 Sustainability and Social Responsibility Sub-Committee Minutes

### SAF18-P59

The Committee received the minutes of the Sustainability and Social Responsibility Sub-Committee meeting held on 22 June 2018. Members noted in particular ongoing concern over F-Gas compliance. The Health, Safety and Risk Manager and Director of Facilities Services would discuss the F-Gas system as part of their discussions on performance issues identified for Facilities Management. **ACTION: HSR Manager, Director of Facilities Services**

## **18/48 Reports to Health, Safety and Environment Committee**

The following reports were RECEIVED:

- (i) **SAF18-P60**  
Sustainability Annual Report
- (ii) **SAF18-P61**  
Sustainability Manager Report
- (iii) **SAF18-P62**  
Radiation Protection Report
- (iv) **SAF18-P63**  
University Fire Officer's Report
- (v) **SAF18-P64**  
Incident Report
- (vi) **SAF18-P65**  
Insurance Claims Report

## **18/49 Environmental Policy**

### **SAF18-P66**

The Committee ENDORSED the University Environmental Policy.

## **18/50 Health and Safety Policy**

### **SAF18-P67**

Arising from M18/23.3 the Committee APPROVED the updated Health and Safety Policy.

## **18/51 Biological Safety Policy**

### **SAF18-P68**

The Committee APPROVED a new Biological Safety Policy.

## **18/52 Policy for the Management of Asbestos**

### **SAF18-P69**

The Committee APPROVED an updated version of the existing Policy for the Management of Asbestos.

## **18/53 Ionising Radiation Policy**

### **SAF18-P70**

The Committee APPROVED changes to the Ionising Radiation Policy.

## **18/54 Minutes**

The minutes of the following groups and sub-committees were RECEIVED:

- (i) **SAF18-P71**  
Chemical Safety Committee (6 June 2018)
- (ii) **SAF18-P72**  
GM/Biosafety Committee (22 June 2018)
- (iii) **SAF18-P73**  
Radiological Protection Sub-Committee (17 August 2018)

## 18/55 Additional Item – Smoking Policy

### SAF18-P74

- 55.1 The Committee noted a request by the School of Science's Health and Safety Committee for smoking to be prohibited in more areas of the University and for there to be more designated areas where people may be permitted to smoke in order to discourage smoking in prohibited areas.
- 55.2 Members noted the arguments for and against a total University smoking ban, the difficulties of enforcing such a ban and general reluctance amongst the University community to challenge individuals who smoke in prohibited areas. They noted that this inaction could result in people smoking in public areas or could drive smoking underground, resulting in the danger of smoking in an area where a source of ignition could cause significant damage. Aside from the impact on the individual and others of smoking and the health and safety risk, smoking in public areas was seen to be detrimental to the image of the University.
- 55.3 Members noted that existing designated smoking areas were small and could benefit from more prominent signposting. They also noted that future initiatives to discourage smoking should be accompanied by the provision of information to encourage smokers to give up smoking.
- 55.4 The Committee agreed that the Smoking Policy should be a substantive item on the agenda at its next meeting. The following actions were agreed:
- (i) the existing policy should be reinforced **Action: HSR Manager**
  - (ii) the University community should be consulted about their views on the current policy as follows:
    - a) Colleagues from different parts of the University should be given an opportunity to comment on the issues;
    - b) trade unions should seek the views of their members **ACTION: Union representatives on HSE;**
    - c) LSU should seek the views of its members **ACTION: LSU President**
    - d) the views of the Head of Campus Services should be sought. **ACTION: Sustainability Manager**
    - e) the matter should be discussed at the next hall wardens' meeting. **ACTION: Head of Student Services**
- The Health Safety and Risk Manager would coordinate the above activities. **ACTION: HSR Manager**

## 18/56 Dates of Remaining Meetings in 2018/19

6 February 2019  
5 June 2019

Martine Ashby  
October 2018

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