



Minutes SAF20-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 3 June 2020

Attendance

Members:

Neil Budworth, Sandy Edwards, Alec Edworthy, Graham Howard, Norma King, Chris Linton (Chair), Graham Moody, Chris Rielly, David Roomes, Jo Shields, Oliver Sidwell (ab), Chris Spencer (ab), Richard Taylor.

In attendance:

M Ashby (Secretary), Rod Harrison (for M20/30), Julie Turner (for M20/31 & 32).

Apologies received from:

Oliver Sidwell, Chris Spencer.

20/22 Minutes

SAF20-M1

The minutes of the previous meeting held on 5 February 2020 were CONFIRMED.

20/23 Matters Arising from Previous Meetings

SAF20-P29

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

20/24 Process and Governance for a Return to On Site Operations

SAF20-P30

- 24.1 Members APPROVED the proposed process and governance for a return to on-site operations.
- 24.2 They noted that the Vice-Chancellor had remained in overall charge of activity during the lockdown, and the Chief Operating Officer had served as Chair of the Gold Group set up to oversee activity during the pandemic. The Group had drawn up an overarching framework for the return to normal levels of activity, with each phase directly linked to one of the Government's Covid Alert Levels.
- 24.3 The return to on site operations had already begun. Those involved, including Union colleagues, were thanked for the significant work undertaken to date for this exercise. Extensive plans were being drawn up to ready the campuses for a return to teaching. The University was liaising with both Universities UK and the Universities and Colleges Employers

Association to ensure that appropriate arrangements were in place for the wide range of forms of on-site teaching that took place.

24.4 Staff return was likely to be gradual. Buildings would reopen at the instigation of the relevant Dean or Head of Professional Service and only after a Building Readiness Assessment had taken place.

24.5 The Committee noted that it was not appropriate to refer to organisations being 'safe' or 'unsafe' during the pandemic. Rather, the aim should be to minimise risk.

20/25 Social Distancing Arrangements

SAF20-P31

25.1 Members NOTED social distancing arrangements that were to be put in place for the return to on-site operations on the University's campuses. Universities UK had promoted the guidance within the sector and beyond as an example of good practice. It had been widely distributed and adopted by other HEIs and had become the sector standard. The authors of the guidance were congratulated on producing a very clear and comprehensive set of guidance.

25.2 The following points were NOTED in particular:

- (i) The capacity of the campus was likely to drop overall. However, the permitted capacity for an area would depend upon the nature of activity and the internal configuration of buildings.
- (ii) The current social-distancing requirement of two metres was likely to change at some point in the future. This would have an impact upon the permitted capacity of buildings.
- (iii) Staff would be required to complete online training before returning to work on campus. Deans/Heads of Professional Services would be responsible for ensuring that staff had completed the training.
- (iv) The guidance should be expanded further to include information associated with transport on campus, and this information could inform the return to campus over the coming weeks and months. The Sustainability Manager would forward a list of topics to the Head of Health and Safety for inclusion in the Guidance. **ACTION: Sustainability Manager**
- (v) First aiders may require additional protective equipment in order to assist staff. They would be made aware that they could request these items. **ACTION: Head of Health and Safety**

20/26 Homeworkers Display Screen Equipment Policy and Guidance

SAF20-P32

26.1 The Committee APPROVED a new Homeworkers Display Screen Equipment Policy and revised Guidance. The Policy had been updated to reflect the change for the majority of staff from working on campus to working in their own homes and would be made available via the University's Wellbeing webpages.

26.2 Most staff who encountered issues would be able to make adjustments to resolve issues. However, bespoke arrangements might be needed if this was not possible.

26.3 If staff experienced particular physical difficulties whilst homeworking, their office chair or desk could be delivered to their home if they lived within a reasonable distance of either campus. Staff would be made aware of this option via the Wellbeing website **ACTION: OHW Manager**

20/27 Lone Working Policy

SAF20-P33

27.1 The Committee APPROVED changes to the existing Lone Working Policy that had been prompted by COVID-19 restrictions. The policy and code of practice had been separated, and

the role of Lone Working Duty Officer created to monitor lone working activity. The specific requirement for a lone working risk assessment had been removed and had been incorporated into the process risk assessment.

27.2 A Lone Working App had been developed and was being used extensively. The Committee welcomed the introduction of the App which was a timely solution to its long-standing concern about the safety of lone workers.

27.3 The Head of Health and Safety would establish how the Lone Working App could be used where staff either did not have a compatible device or did not wish to install the App on their personal device. Guidance for these scenarios would be included in the Code of Practice.

ACTION: Head of Health and Safety

20/28 Health and Wellbeing Update

SAF20-P34

28.1 The Committee NOTED provisions made to support staff and students during the Covid 19 restrictions

28.2 The following points were NOTED in particular:

- (i) the development of the LU Wellbeing App for staff and students;
- (ii) access for the first time to 'The Yellow Book', an online tool to support positive wellbeing. A limited number of hardcopies of the book were available from the Occupational Health Service. However, there was an expectation that the resource would be accessed online;
- (iii) the University' Employee Assistance Programme provider had changed. The new provider offered a wider service which, for the first time, was accessible to family members of University employees;
- (iv) the Occupational Health Service had moved out of the Medical Centre to minimise risk to staff and of employees who attended the Service during the pandemic.

20/29 Compliance Key Performance Indicators

SAF20-P35

29.1 The Committee NOTED the University's compliance position against key performance indicators. It noted that it was on track to address those areas where there was currently no assurance of compliance. However, it recognised the potential for the Covid 19 pandemic to impact on this.

29.2 Members noted, in particular, that red entries in the summary referred to 'No assurance' rather than non-compliance with a KPI.

20/30 Fire Officer Report

SAF20-P36

30.1 The Committee RECEIVED an update from the University Fire Officer.

30.2 The following points were NOTED in particular:

- (i) Further invasive fire compartment surveys were being carried out in halls of residence. Issues that were identified would be addressed in a schedule of works to be agreed with Facilities Management.
- (ii) The surveys had identified the need for checks of fire compartments after work was completed. **ACTION: Director of Estates and Facilities Management to note**
- (iii) Imago was addressing fire safety deficiencies that had been identified at The Link Hotel. The Imago Management Team was investigating how the deficiencies had occurred and would report its findings to the Imago Board and to Health, Safety and Environment Committee in due course. **ACTION: Chief Executive of Imago Venues**

- (iv) Cause and effect tests for areas identified in a recent independent review of the University's fire systems had been delayed due to the Covid 19 lockdown.

20/31 Biological Safety Update

SAF20-P37

- 31.1 The Committee RECEIVED an update on biological safety from the Strategic Scientific Development Officer. It noted recent action taken to ensure compliance with Human Tissue Authority requirements. A full compliance report with remaining milestones would be included in the agenda papers for the October meeting. **ACTION: SSDO**
- 31.2 Members noted that areas of the University could in future be involved in activity associated with SARS CoV-2. They approved a process for seeking health and safety approval for such work and noted that care would need to be taken in Schools to ensure that information about the work was communicated appropriately. The SSDO was encouraged to escalate any issues that arose. **ACTION: SSDO**
- 31.3 Members also approved a procedure around human participation work during the pandemic. The new procedure included additional controls and measures to reduce risk to participants and staff. **ACTION: SSDO**
- 31.4 The Committee noted that whilst human participation work might obtain approval from the Ethics Approvals (Human Participants) Sub-Committee, a health and safety assessment would still need to be carried out for the work before it could be approved. Where the risk in relation to Covid 19 was seen to be significant, a decision could be made not to permit the activity. **ACTION: SSDO**

20/32 Radiation Protection Report

SAF20-P38

- 32.1 The Committee RECEIVED a radiation protection report from the Strategic Scientific Development Officer.
- 32.2 It APPROVED:
- (i) proposed Environment Agency permit exemption changes;
 - (ii) a proposal to apply to the Office for Nuclear Regulation to use Regulation 31 to reduce nuclear material reporting.

20/33 Environmental Compliance Report

SAF20-P39

- 33.1 Members CONSIDERED a report on environmental compliance.
- 33.2 The following points were NOTED in particular:
- (i) the results of the External Surveillance Audit and the peer audit of the Environmental Management System. The report from the latter audit acknowledged the team's best practice and recognition that it had received through national awards;
 - (ii) progress of ongoing internal compliance audits which had been delayed during the lockdown period. The team was pursuing ways of carrying out the audits online;
 - (iii) progress in ensuring F-Gas compliance. The team had sought opportunities to drive improvements in collaboration with Facilities Management. Compliance could not currently be assured. However, the team had carried out a process review and laid out a detailed plan to mitigate non-conformance with a view to achieving University-wide compliance by June 2021.

20/34 Health, Safety and Environment Statutory Compliance Sub-Committee

SAF20-P40

34.1 The Committee RECEIVED the minutes of the meeting of the Health, Safety and Environment Statutory Compliance Sub-Committee held on 29th April 2020.

34.2 It APPROVED:

- (i) a proposal within the minutes (HSESC M20/18) to disband the Sub-committee with immediate effect due to an overlap in its terms of remit with that of the Loughborough Compliance Duty Authorised Person (DAP) Sub-Committee;
- (ii) the renaming of, the Loughborough Compliance Duty Authorised Person (DAP) Sub-Committee as the new Health, Safety and Environment Statutory Compliance Sub-Committee. The new Sub-Committee would report to Health, Safety and Environment Committee, and its terms of reference and constitution would be considered at the Committee's next meeting. **ACTION: Secretary to new Health, Safety and Environment Statutory Compliance Sub-Committee**

20/35 Committee Effectiveness

SAF20-P41

Members CONSIDERED the effectiveness of the Committee and confirmed that they were content with the way in which it operated. They were encouraged to forward any comments on its effectiveness to the Chair or Secretary. **ACTION: Members**

20/36 Ionising/Non-ionising Radiation, Chemical, Biological/GM and HTA KPIs

SAF20-P42

The Committee NOTED a risk ratings report for Ionising/non-ionising radiation, chemical, biological/GM and Human Tissue Authority KPIs.

20/37 Reports to Health, Safety and Environment Committee

The following reports were RECEIVED:

- (i) **SAF20-P43**
Sustainability Annual Report
- (ii) **SAF20-P44**
Annual Report of Ethics Approvals (Human Participants) Sub-Committee for 2019/20
- (iii) **SAF20-P45**
Accident Data Report
- (iv) **SAF20-P46**
Insurance Claims Report

20/38 Minutes

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

- (i) **SAF20-P47**
Radiological Protection Sub-Committee (7TH May 2020)
- (ii) **SAF20-P48**
Sustainability and Social Responsibility Sub-Committee (22nd May 2020)

20/39 Valediction

The Committee thanked retiring members Norma King, Chris Rielly and David Roomes for their valued contributions to the Committee's discussions.

M Ashby
June 2020

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