



AGENDA

SAF21-A3

Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 6 October 2021 and will be conducted remotely via Microsoft Teams.

M 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 October.

3 Minutes

SAF21-M1

To confirm the minutes of the meeting held on 26 May 2021.

4 Matters Arising from Previous Meetings

SAF21-P52

To NOTE actions arising from the Minutes.

SECTION A – Items for Discussion

5 Health, Safety and Environment Update: School of Mechanical, Electrical and Manufacturing Engineering

SAF21-P53

To RECEIVE a presentation by the Dean on health, safety and environment arrangements in place in the School.

6 Constitution, Terms of Reference and Membership for 2021/22

SAF21-P54, SAF21-P55

- 6.1 To CONSIDER the Constitution, Terms of Reference and Membership of the Committee for 2021/22;
- 6.2 To NOTE changes to arrangements for the publication of agenda papers and minutes.

7 Report from the Director of Health, Safety and Wellbeing

SAF21-P56

- 7.1 To RECEIVE an update from the Director of Health, Safety and Wellbeing including a verbal briefing on water management;
- 7.2 To CONSIDER a proposed change regarding the performance presentations given by Schools and Professional Services at HSE Committee meetings.

8 Health, Safety and Wellbeing Service Work Plan

SAF21-P57

To CONSIDER and ENDORSE the proposed Health, Safety and Wellbeing Service work plan for 2021/22.

9 Covid 19 Response Update

SAF21-P58

To CONSIDER an update on the University's Covid 19 response.

10 Statutory Compliance Key Performance Indicators

SAF21-P59, SAF21-P60

To RECEIVE updates in relation to statutory compliance key performance indicators:

- (i) Health, Safety and Environment Statutory Compliance Sub-Committee Report;
- (ii) Ionising/Non-Ionising Radiation, Chemical, Biological/GM and HTA KPIs. The Committee is asked to NOTE:
 - progress on the development of KPIs for key areas of statutory compliance
 - actions relating to areas of concern.

11 Health and Safety Risk Rating

SAF21-P61

To CONSIDER a proposed risk rating for the health and safety of the University's staff and students with a view to making a recommendation to Council.

12 Report from the Radiological Protection Officer

SAF21-P62

To NOTE and ENDORSE radiological non-compliances and associated recommendations:

- (i) To CONSIDER proposed Ionising Radiation Local rules for Open Source with a view to them being submitted to University Council for approval;

- (ii) To CONSIDER the proposed submission of a Regulation 31 request to the Office for Nuclear Regulation in accordance with Nuclear Safeguards Act.

13 Fire Safety Update

SAF21-P63

- 13.1 To RECEIVE a Fire Safety update;
- 13.2 Arising from M21/28.4 to NOTE a breakdown of the location of fire alarm activations across the University campuses.

14 Occupational Health and Wellbeing Service Update

SAF21-P64

- 14.1 To NOTE an update from the Occupational Health and Wellbeing Service and in particular the changes and future planning within the Service;
- 14.2 To CONSIDER a proposal that the Mental Health First Aider role should be integrated with wellbeing champions.

15 Work Plan for Climate Risk Management

SAF21-P65

To CONSIDER a report from the Task Group on Climate Strategy Development and ENDORSE its recommendations.

Professor Rob Wilby in attendance

16 Business Travel Strategy

SAF21-P66

To NOTE the formation of a stakeholder group set up to review the current provision in place at the University for business travel and current measurement of travel and carbon methodology, and to ENDORSE its recommendations.

SECTION B – Starred Items for Approval

***17 Environmental Policy**

SAF21-P67

To ENDORSE the 2021 version of the Environmental Policy. No changes have been made to the policy.

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

To RECEIVE the following reports:

- (i) **SAF21-P68**
Sustainability Report
- (ii) **SAF21-P69**
Incident Data Report

***19 Terms of Reference and Composition of Sub-Committees for 2021/22**

SAF21-P70

19.1 To NOTE the terms of reference and composition of the following sub-committees:

Chemical Safety Committee
GM/Biosafety Committee
Non-ionising Radiation Safety Committee
Radiological Protection Sub-Committee
Sustainability and Social Responsibility Sub-Committee

19.2 To APPROVE changes to the terms of reference and composition of the following sub-committee:

Health Safety Environment Statutory Compliance Sub-Committee

***20 Sub-Committee Minutes**

To RECEIVE minutes of meetings of the following groups and sub-committees:

- (i) **SAF21-P71**
Health Safety Environment Statutory Sub-Committee (7 September 2021)
- (ii) **SAF21-P72**
Radiological Protection Sub-Committee (8 September 2021)
- (iii) **SAF21-P73**
Sustainability and Social Responsibility Sub-Committee (6 May 2021)

SECTION C – Items for Information

21 Any Other Business

***22 Dates of Future Meetings in 2021/22**

Wednesday 2 February 2022 at 2.00pm
Wednesday 25 May 2022 at 2.00pm