



8 February 2023 - Health, Safety and Environment Committee Agenda - SAF23-A1

MEETING

8 February 2023 14:00

LOCATION

MS Teams

PUBLISHED

1 February 2023

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
MS Teams	8/02/23		14:00
1. Business of the Agenda - members should notify the Secretary by midday on Tuesday 7th February if they wish to speak to a starred item		CL	
2. To CONFIRM the minutes of the meeting held on 5th October 2022.		CL	14:00
3. To NOTE actions arising from the Minutes		CL	14:05
SECTION A - Items for Discussion			
4. To RECEIVE a Health, Safety and Environment update from the School of Aeronautical, Automotive, Chemical and Materials Engineering		CL, TC	14:10
5. To RECEIVE a Health, Safety and Environment update on Water Hygiene Management		RS/SP	14:30
6. To RECEIVE an update from the Director of Health, Safety and Wellbeing and to NOTE progress;		NB	
6.1. To CONSIDER whether a flu vaccination programme should take place in the Autumn of 2023			14:50
7. To CONSIDER the Health and Safety Services Annual Report:		NB	
7.1. To REVIEW progress on the Health and Safety Service Plan for 2021/22;			
7.2. To NOTE the Health and Safety Service Plan for 2022/23.			15:00
8. To APPROVE an updated programme of future business for the Committee		NB	15:10

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
MS Teams	8/02/23		14:00
9. To RECEIVE updates in relation to Statutory Compliance Key Performance Indicators and to CONSIDER the compliance for these areas and actions set to move areas to green to ensure these are appropriate:		NB	
9.1. Health, Safety and Environment Statutory Compliance Sub-Committee Report			
9.2. Key Compliance indicators for Biological/Chemical/Radiation Safety			15:15
10. Arising from Minute M22/22.2(v), to RECEIVE an update on the resurvey of health surveillance needs in Estates and Facilities Management		RS/GH	15:25
COMFORT BREAK			15:30
11. To CONSIDER proposed escalation arrangements for health and safety concerns		NB	15:40
12. Arising from a request by the Vice-Chancellor, to APPROVE the approach taken to the Building Safety Act 2022		NB	15:50
13. To RECEIVE the Fire Officer's Report		NB	
13.1. to APPROVE proposed changes to the duties and responsibilities of duty holders in the fire safety policy arising from the Building Safety Act			15:55
14. To APPROVE the 2022 Annual Report of the Radiation Protection Officer and RECOMMEND it for submission to Council		JT	16:05
15. To CONSIDER an update on Non-Ionising Radiation and to APPROVE, following consultation of the Non-Ionising Radiation Committee:		JT	16:15
15.1. Non-Ionising Radiation Committee Terms of Reference			
15.2. Non-Ionising Radiation Policy			
15.3. Laser Safety Code of Practice			

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
MS Teams	8/02/23		14:00
16. To RECEIVE the Chemical and Biological Safety Annual report for 2022		JT	
16.1. To APPROVE key actions identified by Chemical Safety Committee and the GM/Biosafety Committee			16:25
17. To RECEIVE an update from the Occupational Health and Wellbeing Service		NB/ SVZ	16:35
18. To APPROVE proposed changes to the University's Health and Safety Policy		NB	16:45
19. To APPROVE an updated Dogs on Campus Policy		NB	16:50
SECTION B - Starred Items			
20. To RECEIVE the following reports:			
20.1. Sustainability Manager's Report			
20.2. Incident and Near Miss Data			
20.3. Insurance Claim Trends			
21. On recommendation from the Health, Safety and Environment Statutory Compliance Sub-Committee, to APPROVE changes to its composition and membership			
22. To RECEIVE minutes from the following Sub-Committees:			
22.1. Chemical Safety Committee (12 Jan 2023)			
22.2. GM and Biosafety Committee (15 Dec 2022)			
22.3. Health, Safety and Environment Statutory Compliance Sub-Committee (10 Jan 2023)			
22.4. Radiological Protection Sub-Committee (8 Feb 2022, 26 Oct 2022, 13 Jan 2023)			
22.5. Sustainability Sub-Committee (27 Sept 2022)			
SECTION C - Items for Information			
23. Any Other Business		CL	16:55

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
MS Teams	8/02/23		14:00

24. Dates of remaining meetings in 2022/23:

Wednesday 17th May 2023 at 1.30 pm



Minutes SAF22-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 5 October 2022

Attendance

Members:

Deborah Bowen, Penny Briscoe (ab), Neil Budworth, Claudia Eberlein, Sandy Edwards, Alec Edworthy, Graham Howard, Chris Linton (Chair), Liz Monk, Graham Moody, Robin Reeve, David Roomes (ab), Jagjit Samra, Alex Stacey-Midgley (ab), Richard Taylor.

In attendance:

M Ashby (Secretary), Mark Lewis and Ruth Casey (for M22/40), John Steele and Jo Emmett (for M22/41), James Holt (for M22/44), Julie Turner (for M22/47 & M22/49).

Apologies:

Penny Briscoe, David Roomes, Alex Stacey-Midgley

22/38 Minutes

SAF22-M2

The minutes of the meeting held on 25 May 2022 were APPROVED.

22/39 Matters Arising from Previous Meetings

SAF22-P36

- 39.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 39.2 Arising from M21/21.2 *LSU Update*, the Director of HSW would seek data on incident rates at other students' unions from the University Safety and Health Association Network. **ACTION: Director of HSW**
- 39.3 Arising from M22/22.2 *Resurvey of Health Surveillance*, Estates and FM had estimated that its resurvey of health surveillance needs would be close to completion by October. However, the completion rate stood at 30 per cent. This was said to be due to a large proportion of Estates and FM staff having 32-week contracts and therefore not being available to complete the survey over the summer period. The Director of Maintenance, Engineering and Sustainability would liaise with the Domestic Services Manager to ensure that the survey was completed in coming weeks and would provide an update for the February 2023 meeting. **ACTION: Secretary to inform Director of Maintenance, Engineering and Sustainability**
- 39.4 Arising from M22/29.4 *Stress and Mental Health Provision*, the Chief Operating Officer and the Director of Health, Safety and Wellbeing would agree a way forward to firstly investigate the possibility of conducting lessons-learnt exercises after significant stress/mental wellbeing cases and, secondly, investigate whether routine case reviews could be established. **ACTION: COO, Director of HSW**

22/40 Health, Safety and Environment Update: School of Sport, Exercise and Health Sciences

SAF22-P37

- 40.1 The Committee RECEIVED a presentation by the Dean and Operations Manager on health, safety and environmental arrangements in the School.
- 40.2 The Dean and Operations Manager wished to express their thanks to the Strategic Scientific Technical Lead (SSTL) for her support and advice regarding aspects of compliance with Human Tissue Authority (HTA) requirements. The Committee noted the significant compliance-related activity undertaken within the School in recent months. It was reassured that the School could demonstrate that it was on track to meet the requirements.

22/41 Health, Safety and Environment Update: Sports Development Centre

SAF22-P38

- 41.1 The Committee RECEIVED a presentation by the Executive Director of Sport and the Head of Performance Programmes on health, safety and environmental arrangements in the Centre.
- 41.2 The following points were NOTED in particular:
- (i) The Sports Development Centre (SDC) had taken on the health and safety responsibilities relating to the Athletic Union.
 - (ii) Responsibility for health and safety for Intra-mural Sport lay with SDC's Development Team. It was overseen and risk assessed by the SDC's staff.
 - (iii) The rates of sporting-related incidents at the University were not benchmarked against those of other institutions, other than incidents occurring in similar-sized facilities such as swimming pools. Where benchmarked occurred, the University's incident levels were said to be comparatively low. In areas where there was no means to benchmark incident rates, it was unclear how well the University fared and what the acceptable tolerance levels might be. The leadership team was asked to consider how incidents in these other areas could be benchmarked. **ACTION: SDC Leadership Team**
- 41.3 The Head of Performance Programmes would discuss with the Occupational Health and Wellbeing Manager implementation of changes to the Mental Health First Aiders initiative. **ACTION: Head of Performance Programmes**

22/42 Constitution, Terms of Reference and Membership for 2022/23

SAF22-P39, SAF22-P40

- 42.1 The Committee APPROVED its Constitution, Terms of Reference and Membership for 2022/23 NOTING, in particular, the following additions to its Constitution:
- Co-opted member
Human Resources Representative
- 42.2 The Committee APPROVED proposals for the following:
- i) a method for ensuring a diverse membership;
 - ii) changes to the method for reviewing committee effectiveness;
 - iii) changes to consultation processes relating to the development of health, safety and wellbeing policies to ensure a diverse opinion. **ACTION: Secretary, Director of HSW**

22/43 Future Business

SAF22-P41

The Committee APPROVED a plan for the Committee's business for the period February 2023 to February 2024.

22/44 Health, Safety and Environment Update: Fire Legislation, Strategy, Risks and Compliance

SAF22-P42, SAF22-P43

- 44.1 The Committee RECEIVED the University Fire Officer's report and a presentation on Fire Legislation, Strategy, Risks and Compliance. It noted recent changes in legislation in relation to fire safety. It noted, in particular, the Fire Safety Act (2021) and the Building Safety Act (2022) and potential implications of the Acts for the University.
- 44.2 Members were informed that the University was required to appoint an Accountable Person to oversee compliance with the Building Safety Act. Infrastructure Committee had agreed (ICM22/22.18i) that the institution as a whole should be the Accountable Person, with responsibilities and duties identified and allocated to appropriate individuals. Infrastructure Committee had noted that whilst the Vice-Chancellor would become the de-facto Accountable Person, in a similar manner to Health & Safety legislation, the Vice-Chancellor was protected by strong governance procedures. A failure of an individual to maintain and fulfill their responsibilities and duties within the Building Safety Act Legislation would not necessarily result in liability being passed to the Vice-Chancellor, if correct policy, resource, monitoring and governance was in place.
- 44.3 The existing Fire Safety Policy Duty Holder summary listed the Vice-Chancellor, the Chief Operating Officer, the Director of Estates and Facilities Management, the University Fire Officer and the Deputy Fire Officer as designed Duty Holders. It also laid out their duties and responsibilities.
- 44.4 The Committee AGREED that the University should be listed as the Accountable Person, and the responsibilities of duty holders should be amended to be in line with this decision.
ACTION: University Fire Officer
- 44.5 This arrangement would be subject to the agreement of the Vice-Chancellor. The Chief Operating Officer would discuss the legislation with the Vice-Chancellor. **ACTION: COO**
- 44.6 Members were made aware of a further requirement arising from the introduction of the Building Safety Act. Drawings of buildings would need to be maintained digitally as part of the 'Golden Thread of Information'. The University would need to comply with this requirement within 18 months of Royal Assent of the Act. Estates and FM currently only had one CAD technician to carry out the work to digitise the drawings. The Estates and FM Operations Manager was asked to pursue an increase in resource in this area to ensure that the University was able to comply with the requirement. **ACTION: Estates and FM OPS Manager**
- 44.7 Leicestershire Fire and Rescue Service had started a programme of audits of halls of residence. However, the schedule of audits had been paused due to low occupancy over the summer period. The University Fire Officer had been in consultation with the Service over an audit of Towers Hall to provide the Service with an opportunity to assure itself of the safety of the building. A response from the Service was expected in the near future and would be shared with the Chief Operating Officer. **ACTION: University Fire Officer**
- 44.8 The Committee was informed that new buildings needed to be fitted with sprinklers if they were over eleven metres high. Estates and FM were asked to consider the installation of sprinklers in future developments. **ACTION: Director of Estates and FM**
- 44.9 Members noted that the discussion arising from the presentation had focused on the University's residential properties. They were reminded that fire also posed a risk to academic buildings. As well as posing a risk to life, a fire in an academic building risked the loss of valuable equipment, outputs from years of research and disruption to business continuity. Minimising the risk of fire in these buildings could incur significant costs, and universities

needed to weigh these risks against the cost of mitigation. RAG ratings should be completed to aid these judgements as part of the risk register / business continuity planning conducted by Schools and Professional Services.

- 44.10 In answer to a query about the potential response to a fire in a computer lab which was open out of office hours, the University Fire Officer confirmed that the fire would result in an immediate response from the Leicestershire Fire and Rescue Service.

22/45 Director of Health, Safety & Wellbeing Report and Covid Update

SAF22-P44

45.1 Members RECEIVED an update from the Director of Health, Safety and Wellbeing.

45.2 The following points were NOTED in particular:

- (i) The University had received its first formal request for the approval of an emotional support dog. Risk assessments had been conducted, and areas which might be impacted by the presence of the dog consulted. The University's policy on dogs on campus would be amended to incorporate guidance on emotional support dogs.
ACTION: Director HSW
- (ii) The Fieldwork Policy was being reviewed through Project Enable with the aim of simplifying it.
- (iii) Cases of Covid 19 were increasing nationally. However, no significant variants of concern were being reported. The Health and Safety Service was not envisaging the need to impose Covid-related restrictions in the foreseeable future.
- (iv) Numbers of Monkey Pox cases were also increasing nationally. It was anticipated that Public Health England would publish Monkey Pox guidance in coming weeks.

22/46 Health and Safety Strategic Long-term Plan

SAF22-P45

The Committee NOTED the Health and Safety Strategic Long-term Plan. The Plan gave an overview of the short-term priorities and long-term strategy of the Health, Safety and Wellbeing Service.

22/47 Statutory Compliance Key Performance Indicators

SAF22-P46, SAF22-P47

47.1 Members RECEIVED updates on statutory compliance key performance indicators. They NOTED progress for key areas of statutory compliance and actions relating to areas of concern. Where scores for some areas had decreased, the changes were said to be minor and not of concern.

47.2 Radiation-related scores had improved. Progress had been made in all areas, and those which had been previously categorised as red were now amber.

47.3 The Director of Maintenance, Engineering and Sustainability was asked to check the accuracy of the Gas and LOLER entries in the Compliance Dashboard. **ACTION: Secretary to inform Director of Maintenance, Engineering and Sustainability**

22/48 HSE Risk Rating

SAF22-P48

48.1 The Committee ENDORSED a recommendation by the Director of Health, Safety and Wellbeing that the University's overall Health, Safety and Environment risk rating should remain at 'Green'. The decision was based on the understanding that mitigations had been put in place for all areas of risk that staff were aware of.

- 48.2 Members noted, in particular, issues which remained a concern and so influenced the rating decision. These were risks arising from the Covid pandemic, the risks of legionella and fire, and the risks of HTA and gas-safety non-compliance. Mitigations were either planned or in place for these areas, which had allowed the Director of Health, Safety and Wellbeing to make his recommendation of a 'Green' rating.
- 48.3 The Committee AGREED to recommend the 'Green' risk rating to Senate and Council.
ACTION: Secretary.

22/49 Biological and Chemical Safety

SAF22-P49

- 49.1 The Committee RECEIVED an update on biological and chemical safety from the Strategic Scientific Technical Lead and noted an update on HTA compliance activity in the School of Sport, Exercise and Health Sciences.
- 49.2 Members were informed of the need for the University to obtain a GM2 licence for a new research project. GM2 licences were issued per project, rather than per institution. Members noted that the stated risks of the project warranted designation of the GM2 classification. The risks would be controlled with planned infrastructure, equipment and safety procedures.
- 49.3 If the licence was approved, the risk assessments and application for the project would be discussed in depth at meetings of the GM/Biosafety Committee, and the project lead would be asked to join the Committee. The SSTL intended to provide an update on the project in future biological safety reports.
- 49.4 The Committee APPROVED the proposal to proceed with the application for a project GM2 licence. **ACTION: SSTL**
- 49.5 An update on chemical safety would be considered at the February meeting. **ACTION: SSTL**

22/50 Occupational Health and Wellbeing Service Annual Report

SAF22-P50

- 50.1 The Committee RECEIVED the Occupational Health and Wellbeing Service Annual Report. It noted in particular the effective use being made of the Employee Assistance Programme and the improved support for staff with poor mental health.
- 50.2 Members noted that the Occupational Health and Wellbeing Manager had been awarded the Vice-Chancellor's Award for Health and Wellbeing for her work in enhancing the health and wellbeing of the University's staff and students.

22/51 Sustainability Annual Report

SAF22-P51

- 51.1 The Committee RECEIVED the Sustainability Annual Report for the 2020/21 and 2021/22 academic years. It NOTED the content of the report. It confirmed that the report was effective as an operating statement but that its scope should be broadened to reflect the Net Zero agenda. The report did not need to be reported to Senate and Council. A new mechanism of reporting for the sustainability elements of the new strategy would be developed.
- 51.2 The Sustainability Leadership Scorecard (SLS) gave high level scores for priority areas. However, the scores were difficult to interpret. A new version would be included in the revised Annual Report. **ACTION: Sustainability Manager.**
- 51.3 Loughborough University Net Zero (LUNZ) was investigating methods for decarbonising the campuses with the aim of becoming Net Zero for Scope 1 and 2 emissions by 2035. It was also exploring ways to reduce Scope 3 emissions. A proposed plan for meeting the Scope 1, 2 and 3 targets would be considered at the February 2023 meeting with a view to agreement being sought by Council in March 2023. **ACTION: Director of Estates and FM, Sustainability Manager.**

22/52 Sustainability Strategy

SAF22-P52

- 52.1 The Committee RECEIVED the proposed new Sustainability Strategy on recommendation from the Sustainability Sub-Committee. The Strategy applied to the University as a whole and was based around five key themes that were aligned with the University Strategy. Once approved, the document would be reviewed on an annual basis
- 52.2 Members considered the document to be a work in progress which indicated the direction of travel for the University. Further work was needed to align it with the University Strategy document. The Strategy would be revised and used by the Sustainability Team pending implementation of the University Core Plans and a wider University Sustainability Strategy.
ACTION: Sustainability Manager.

22/53 Environmental Policy

SAF22-P53

The Committee APPROVED minor changes to the Environmental Policy including a change to its title to 'Sustainability and Environmental Policy' to reflect its wider scope. **ACTION: Secretary to inform Environmental Manager**

22/54 Driving and Transport Policy

SAF22-P54

The Committee APPROVED changes to the University's Driving and Transport Policy. An extensive consultation exercise had taken place to update the policy. Few material changes had been made. However, the policy had been substantially rewritten to reflect changes in practice and to improve readability.

22/55 ISO14001 Audit

SAF22-P55

The Committee RECEIVED the outcome of the ISO14001:2015 Annual Surveillance Audits in September 2022 which resulted in only one 'Opportunity for Improvement'. Members noted the intention to engage a different auditor to carry out the audit in 2023 to ensure that the findings could be seen to be valid.

22/56 Incident Report

SAF22-P56

- 56.1 The Committee CONSIDERED the Incident Report and NOTED, in particular, data on needlestick incidents. The data had been included in the report following a request by the JNCC (JNCC22- M22.18(i)) for HSE Committee to consider data on needlestick incidents.
- 56.2 The number of incidents was seen to be low, with incidents usually occurring in laboratory settings. Members considered the possibility of providing needle disposal bins on campus for the safe disposal of needles. They were informed that the bins, themselves, could become an additional hazard, as they were often stolen so that their contents could be reused. If a decision was made to provide the bins, it would be difficult to establish where the bins should be located, given the very small number of occasions when needles were found outside laboratories on campus.
- 56.3 Given the small number of incidents and the risks associated with providing disposal bins, members agreed that the current arrangements were proportionate and confirmed that they were content with the current approach. The Secretary would relay the Committee's decision to the JNCC. **Action: Secretary**

22/57 Terms of Reference and Composition of Sub-Committees for 2022/23

SAF22-P57

57.1 The Committee NOTED 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

57.2 The Committee APPROVED:

- (i) the terms of reference and composition of the following new sub-committee:
Sustainability Sub-Committee
- (ii) changes to the terms of reference and composition of the following sub-committee:
Health, Safety and Environment Statutory Compliance Sub-Committee

22/58 Minutes of Sub-Committees

SAF22-P58, SAF22-P59, SAF22-P60

The Committee RECEIVED the minutes of meetings of the following sub-committees:

GM/Biosafety Committee (meeting on 6 July 2022)
Health, Safety and Environment Statutory Compliance Sub-Committee (meetings on 28 April,
28 July, 9 September 2022)
Sustainability Sub-Committee (meeting on 31 May 2022)

22/59 Dates of Meetings in 2022/23

Wednesday 8th February 2023 at 2.00pm
May 2023 - *date to be confirmed*

Health, Safety and Environment Committee



Matters Arising from Previous Meetings

Origin: Secretary

Executive Summary

Matters arising from previous meetings of the Health, Safety and Environment Committee

Other Committees Consulted

n/a

Action Required:

To note the status of matters arising from previous meetings

Completed – will be removed

Not yet completed

Meeting	Minute	Description	Action	Status
SAF20-M1 & SAF21-M2 SAF22-M3	20/3.2 (iv) & 21/21.2 & 39.2	LSU presentation: Provide information comparing LSU incident rate with those of students' unions at other HEIs.	Director of Union Facilities	Oct 2021: Request circulated to USHA Association network. Only a few responses received. LSU struggling to obtain information from other SUs. Feb 2023: USHA network contacted and details of those institutions willing to benchmark have been passed to LSU
SAF22-M2 & SAF22-M3	22.2 (v) & 39.3	Estimated that the resurvey of health surveillance needs in Estates and Facilities Management will be close to full completion by October. Provide HSE Committee with an update on progress at the October meeting.	Director of Engineering, Maintenance & Sustainability	Oct 22 Meeting: Delay due to 32-week contract staff not being available over summer to complete survey. Director of Maintenance, Engineering and Sustainability to liaise with the Domestic Services Manager to ensure that the survey is completed in coming weeks and to provide verbal update at February 2023 meeting.
SAF22-M2	26.2	<i>Radiation Protection Update:</i> Circulate to Schools/ Prof Services weblink to info on Univ's experimental work which is covered by legislation & which requires permits/licences or has specific restrictions.	SSTL	Completed
SAF22-M2	29.4	<i>Stress and Mental Health Provision:</i> Establish whether it is possible to obtain better sickness absence data on mental health	Director of HSW	HR have agreed to support this activity but have short-term resourcing issues which means the information is not yet available Oct 22 Update: COO has spoken to HR. Needs to wait until appointment of new data team. HR to provide update in Spring 2023 Feb 23 Update: Interim HR colleagues are being appointed but it will be some time before this data is easily available

Meeting	Minute	Description	Action	Status
SAF22-M2	29.4	<i>Stress and Mental Health Provision:</i> investigate whether routine case reviews can be established Oct 22: COO and Director of HSW to agree way forward	Director of HSW	Agreed and will commence as soon as the short-term resourcing issue is resolved. Feb 23 Update: Interim HR colleagues are being appointed but will be some time before data is easily available
SAF22-M2	29.4	<i>Stress and Mental Health Provision:</i> develop an options paper for the delivery of a stress and mental wellbeing survey Oct 22: COO and Director of HSW to agree way forward	Director of HSW	Approach has been agreed and consultation on the survey questions and structure is about to commence in SBE. Feb 23: Materials have been developed and H&S Service await a start date from SBE
SAF22-M3	41.2	SDC HSE Update - Consider how incidents in areas where there was said to be no means to benchmark incident rates can be benchmarked	SDC Leadership Team	Process begun to establish what information other HEIs hold and willing to share. Extremely busy time for sport, and responses are slow. Seems to be willingness to share, but other priorities mean don't yet have any data to compare. Also large differences in quality of information, categories used etc, so unsure whether comparison will be possible. Will await responses.
SAF22-M3	41.3	SDC HSE Update - Discuss with OHW Manager implementation of changes to the Mental Health First Aiders (MHFA) initiative.	Head of Performance Programmes	SDC have been informed that the MHFA programme will continue, but participants need to become wellbeing champions first and then apply to become an MHRA
SAF22-M3	42.2	Implement changes to consultation processes relating to the development of health, safety and wellbeing policies to ensure a diverse opinion	Director of HSW	As agreed this will be done on a case by case basis Completed
SAF22-M3	44.4	Fire Legislation Strategy, Risks and Compliance Update – (1) University to be listed as Accountable Person (2) amend duty holder responsibilities in line with decision	University Fire Officer	Updated list on Feb 2023 Agenda Completed
SAF22-M3	44.5	Fire Legislation Strategy, Risks and Compliance Update – discuss the legislation with the Vice-Chancellor	COO	Completed

Meeting	Minute	Description	Action	Status
SAF22-M3	44.6	Fire Legislation Strategy, Risks and Compliance Update – Pursue increase in CAD resource to ensure University complies with requirement	Estates and FM OPS Manager	Completed
SAF22-M3	44.7	Fire Legislation Strategy, Risks and Compliance Update – Share Leicestershire Fire and Rescue Service response with the COO	University Fire Officer	Completed
SAF22-M3	44.8	Consider the installation of sprinklers in future developments	Director of Estates and FM	
SAF22-M3	45.2	Amend University policy on dogs on campus to incorporate guidance on emotional support dogs.	Director of HSW	On agenda for Feb 23 meeting
SAF22-M3	47.3	Check the accuracy of the Gas and LOLER entries in the Compliance Dashboard	Director of Maintenance, Engineering & Sustainability	Checked. Should have read ' <i>Increased from 6 in the previous report. LOLER has dropped from Green</i> '.
SAF22-M3	48.3	Convey 'Green' risk rating to Senate and Council	Secretary	Completed
SAF22-M3	49.4	Biological and Chemical Safety – Proceed with application for a project GM2 licence	SSTL	Application has been started. Now waiting for HS Executive to assess
SAF22-M3	49.5	Provide update on chemical safety for February 2023 meeting	SSTL	Included in Chemical/biosafety report on Feb 2023 meeting agenda. Completed.
SAF22-M3	51.2	Include revised version of the Sustainability Leadership Scorecard in the revised Sustainability Annual Report	Sustainability Manager	

Meeting	Minute	Description	Action	Status
SAF22-M3	51.3	Plan for meeting the Scope 1, 2 and 3 targets to be considered at February 2023 meeting with a view to agreement being sought by Council in March 2023	Director of Estates and FM & Sustainability Manager	LUNZ group led by the PVC(R&I) is now leading on this, rather than E&FM. There will be NZ and Sustainability events in February and March, and LUNZ has set up teams to work on Scope 3. Should be completed by/during the summer.
SAF22-M3	52.2	Revise Sustainability Strategy. Sustainability Team to use Strategy pending implementation of the University Core Plans and a wider University Sustainability Strategy	Sustainability Manager	
SAF22-M3	56.3	Relay decision regarding safe disposal of needles to JNCC	Secretary	Completed

HSE Committee School and Professional Service Progress Update

AACME

Introduction to School of AACME

Key facts

Total Staff (Jan 2023)	208
Academic RTE	77
SSAT	10
SSAR + OT	58
Support	63
Income (FY 2021/22)	
Teaching	£14.6 M
PGR and QR	£4.24 M
Research Grants	£10.85 M

F/T Students (Planning 2021-22)	1,416
UG	1,222
PGT	74
PGR	92

Key H&S Factors:

- **Highly research active school**
- Significant but shrinking PhD population
- Practical elements to taught courses

Main Risks Identified in Risk Register

- Loss of power to campus or building
 - Data loss, Bio Materials loss / hazards
- Loss of IT Systems / communication
 - Inability to deliver Teaching or Research
- Fire
 - Heightened risk due to flammable substances
- Waste, Emissions and Discharge
 - Fuel leak, lab chemicals storage
- Non-Compliance
 - Injury / claim based on non-adherence to policy / law.

Details of significant Incidents or Near Misses in the last Year and Response to those Incidents

Note: Include KPIs on incidents, training and safety activity to be agreed with Chris Burton

KPI Data from Chris Burton:

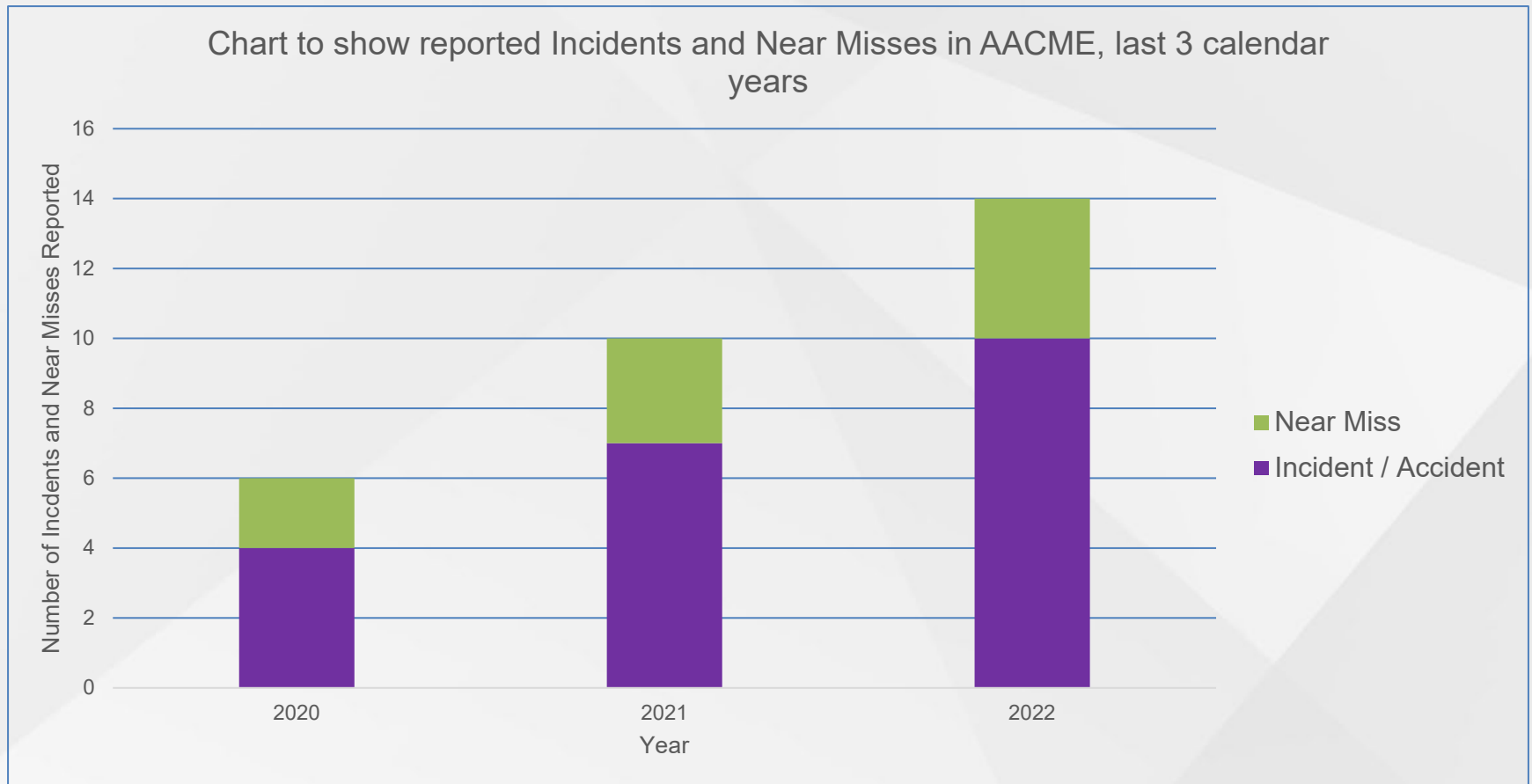
- Number of Incidents last year (excluding fire alarms): 14
- Incident Rate per 1,000 staff: 55.06
- No. of staff receiving training: 28

Incident Response

Each incident is taken to H&S Committee every 2 months. Relevant actions taken and recorded.

Incidents Data

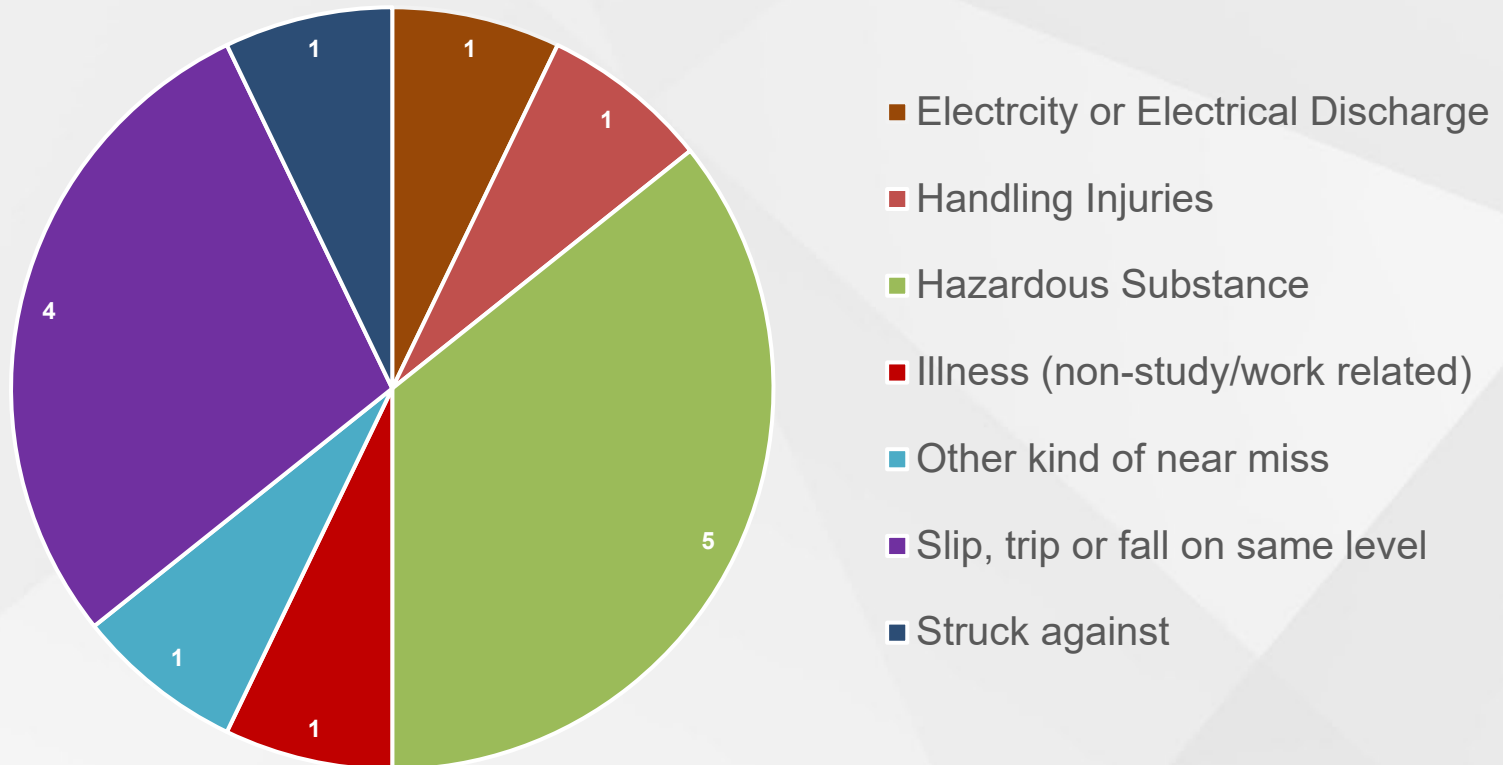
The number of reports is steadily increasing as staff and students return to campus.



Incidents Data

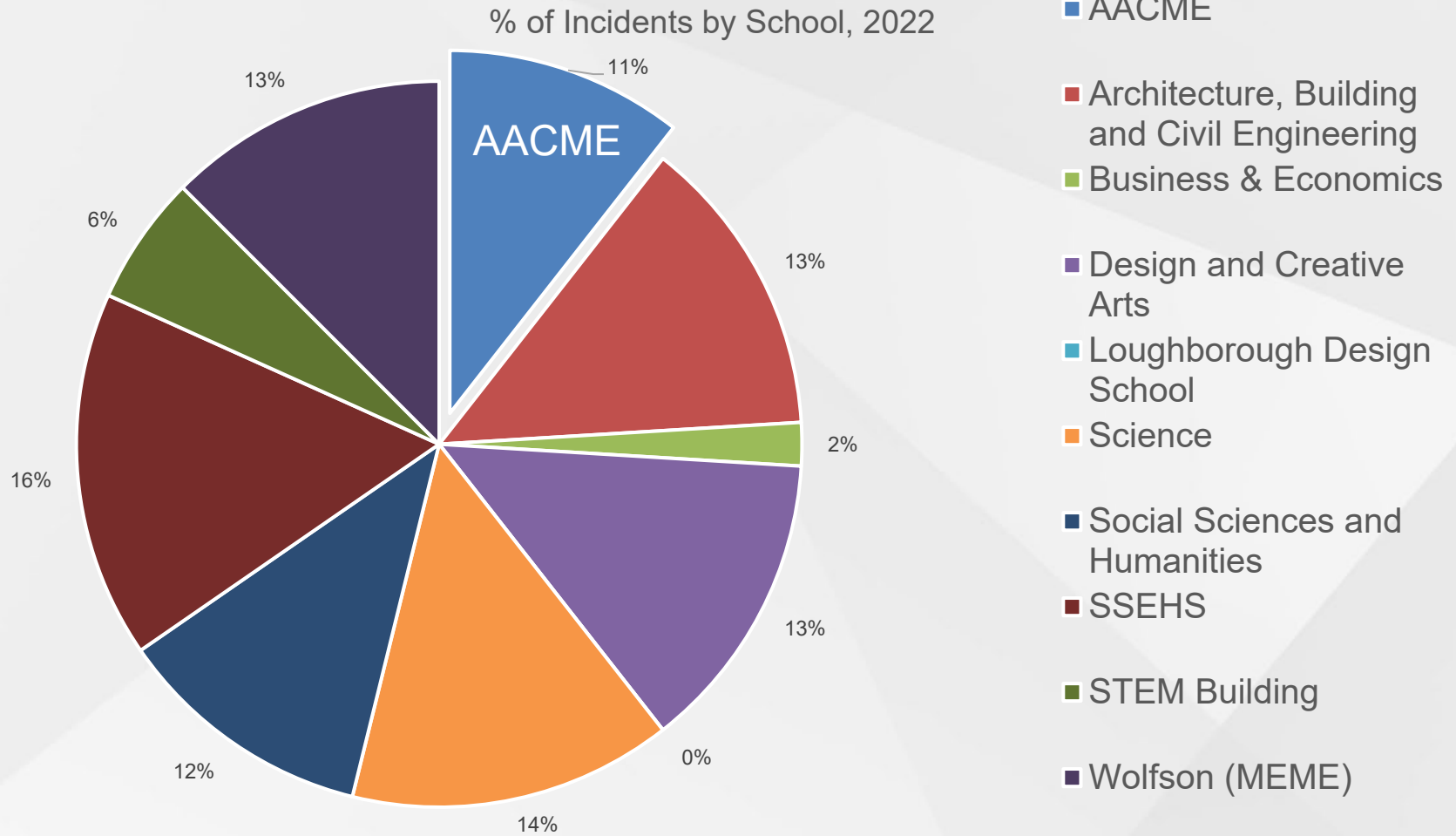
Majority (70%) are from Slips, Trips and Falls and Hazardous Substances.

Types of Incidents and Near Misses in AACME, 2022



Incidents Data

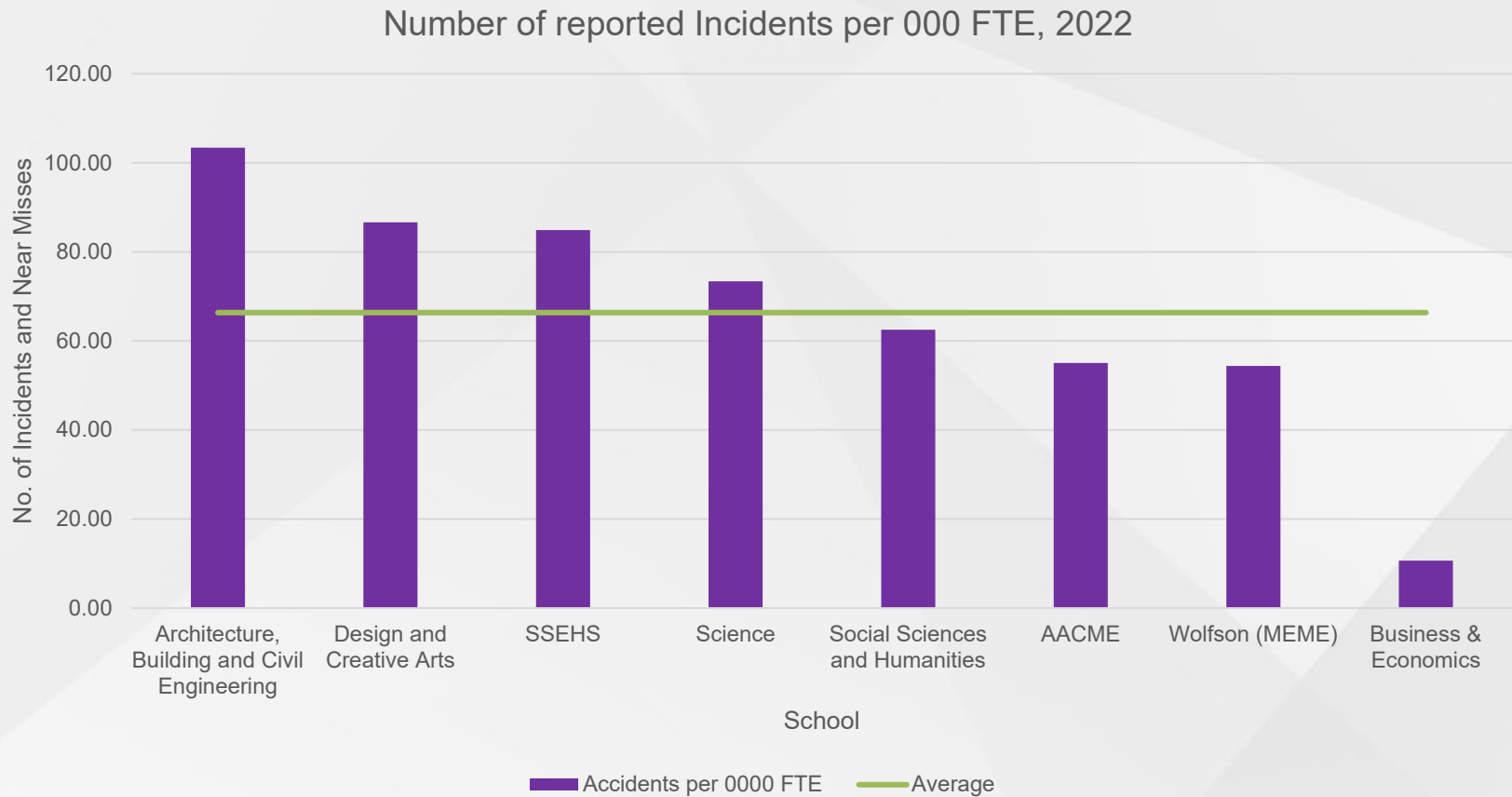
AACME = 11% of all of Incidents reported by Schools.



Incidents Data

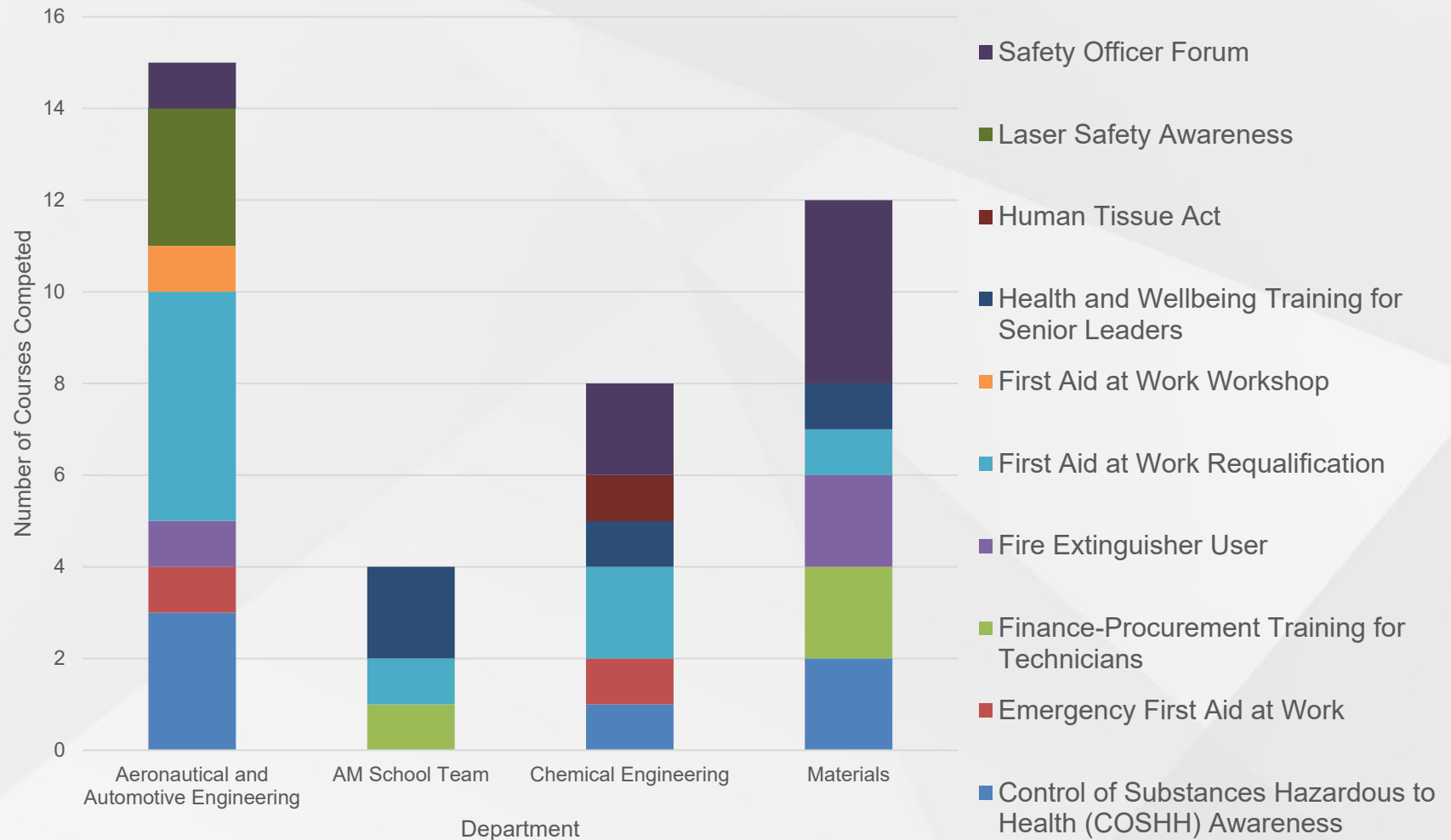
AACME = 55.06 incidents and near misses per 1000 FTE.

Average = 66.36



Training Data

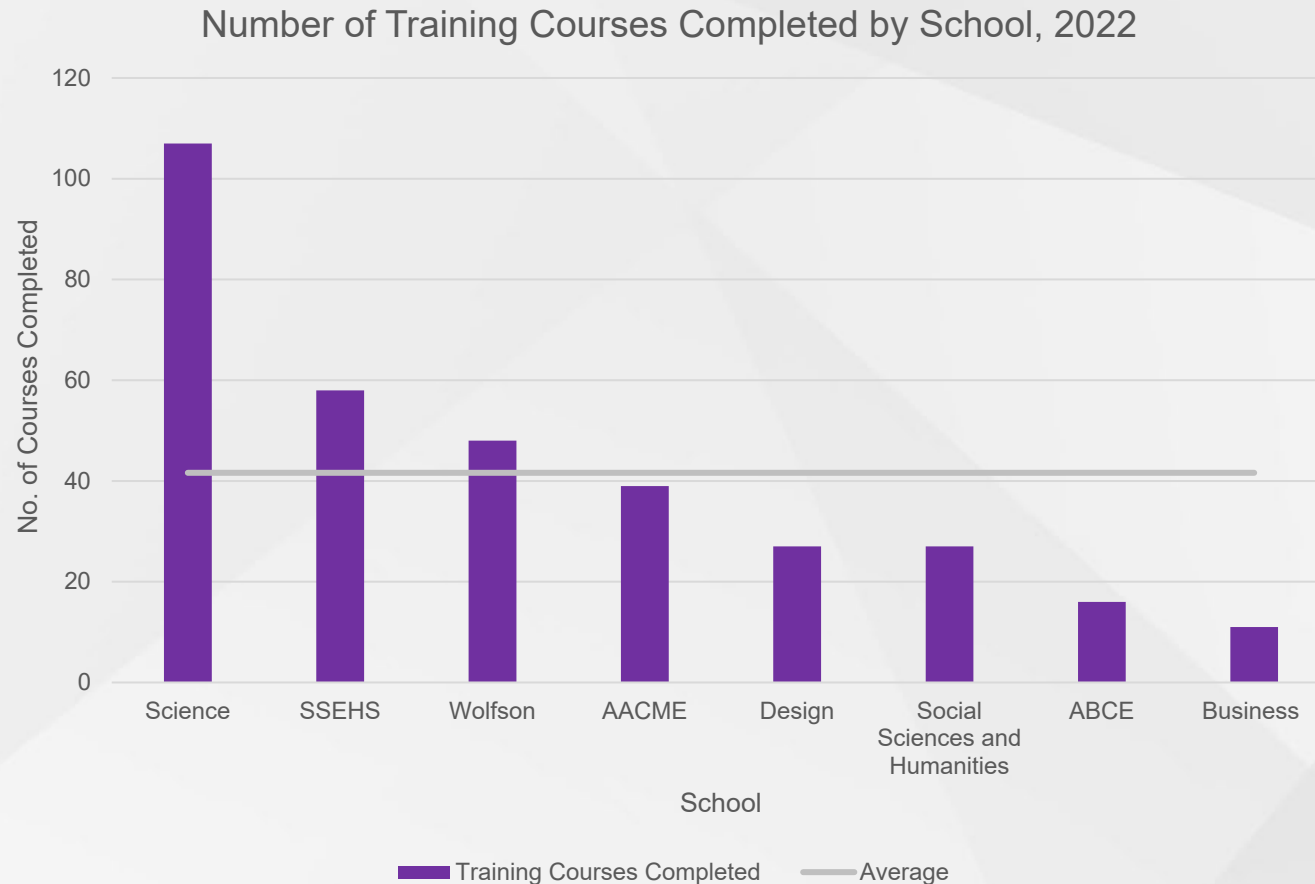
Training Courses Completed by AACME Departments, 2022



Training Data

AACME = 39 courses

Average = 41.6 courses



Training Data

External Training

In addition to internal training recorded, AACME has funded external training:

1. NEBOSH general certificate in occupational safety and health:

- Sean Creedon
- Tim Coles
- Graham Moody
- Joanne Kirk
- Michael Graysmark
- Marc James

2. Workshop Training

- One-day “OneCNC” lathe course for 3 technicians
- Pasma Scaffold tower course for 2 technicians
- Safe use of single cylinder and manifold systems for 3 technicians

Areas of Focus / Development

- Asset List. Multiple Options:
 - Snipe IT (Science)
 - FM
 - PAT Test
 - IT
 - Kit Catalogue
 - Excel for Finance
- Training Records
 - School Records required in addition to LU central records
- DAP Areas. Support from DAP Leads. Maintaining focus on all 13 areas is a challenge.

Leadership activity

- Leadership training undertaken
 - CDR: “H&S Leadership Training” Feb 2022
 - CDR: “Health and Wellbeing Training for Senior Leaders” Sept 2022
- Details of leadership tours 2022
 - VC: NCCAT and S/SM
 - PVC&I: NCCAT and S/SM
 - COO: NCCAT and S/SM
 - CFO: NCCAT (Feb 2023)
 - RIO Team
 - New Staff Members
- H&S Committee chaired by Dean every 2 months
- Leadership from Dean and OM

Progress on Health and Wellbeing

- Main risks
 - Stress, anxiety, overwork
 - Covid
- Health surveillance
 - OH Referrals standard practice for significant / long term absence
 - 4 referrals in the last 12 months. 50% mental health 50% other.
- Areas of progress / concern on health and wellbeing
 - Mental Health Wellbeing Team visible and active. Promote support activities and speak to individuals daily.
 - Active Student ambassadors group
 - Concern over stress, anxiety, overwork.

Main Environmental Risks Identified and Progress Made

Risks

- Emissions and Discharges – risk of pollution through emissions to air and discharges to water (Spills)
- Waste, recycling and resource efficiency – AACME is a significant contributor to hazardous waste, some clinical waste and normal waste streams
- Energy and Carbon – energy use and carbon footprint

Progress

- Ongoing monitoring through regular H&S committee meetings
- Processes tested through internal and external audits
- Need to remove the redundant (and empty) Jet Fuel storage tank by the brook.

Environmental Audits & Progress

Internal environmental audit April 2022. Nik Hunt. Three actions identified:

1. Environmental Policy not on display but linked to on web
 - Corrective Action: Policy is now on display.
2. Vehicle mileages not being recorded
 - Corrective Action: Discussed at School Safety Meeting May 2022
3. Spill response procedures not on display / readily available
 - Corrective Action: Procedures laminated and wall mounted in all labs (ACT “Assess, Contain, Tell”)

External Audit, ISO14001 Surveillance audit, Sept 2022.

- Auditor found nothing of concern

AACME will be audited again internally in 2024

Environmental KPIs

- No specific environmental incidents relating to AACME in the last 12 months
- Sustainability team do not set KPI's for schools, but the following initiatives will require school support:
 - CAP – Carbon Action Planner Tool, to track and reduce carbon footprint
 - WARPit – Tool to encourage sharing of furniture
 - Kit Catalogue – subject to its approved re-launch
 - LEAF – sustainable labs and workshops
 - Sustainability Training – through Sustainability Essentials, Carbon Awareness and Carbon Literacy.

Significant Achievements / Practices that Other Areas Could Learn From

- Consistency. Maintenance of Safety Culture
 - Induction emphasis and training
 - Regular audits and monitoring
 - Leadership and back up when necessary

Health, Safety and Environment Committee



Loughborough
University

Director of Health, Safety and Wellbeing's Report

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Executive Summary

Summary of activity for noting – a verbal briefing will be given on the most significant issues.

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

None.

Action Required:

HSE Committee are asked to consider whether a flu vaccination programme should take place in the Autumn of 2023 and to note progress.

Director of Health, Safety and Wellbeing's Report

Prepared by Neil Budworth, Director of Health, Safety and Wellbeing January 2023

Purpose of Report

The purpose of this report is to outline areas of interest or activities that have arisen since the last HSE Committee meeting.

General Comments

Although our latest information is that the risk of power outages is receding for early 2023, there is a significant risk for the Winter of 2023/24. As such planning continues to manage the impact of any potential power interruptions over the winter period.

A tabletop exercise was conducted in December to consider how the University would respond to power cuts. Plans are well advanced and precautionary, preparatory work is underway. Additional enabling engineering work will be undertaken during 2023 to increase the resilience of the campus.

The University operates a private gas network and as such is subject to a specific assurance and enforcement programme from the Health and Safety Executive (HSE). The Health and Safety Executive visited campus as part of their periodic inspection programme and conducted a review of the gas safety management system and physically inspected some of the gas facilities. The review went very well primarily due to some of the excellent work delivered by the Estates and Facilities Management Team.

The use of the campus roads is always a significant area of risk, especially as we have a significant number of pedestrians using phones and headphones whilst on campus. To raise awareness of the importance of road safety, the University supported the UK's Road Safety Week campaign (14-20 November). Activities included :-

- Speaking with University drivers about road safety on our campus
- Promotion of the annual 'Lights for Bikes' campaign
- Selling bicycle lights and locks from the Creative and Print Services Online Shop
- Reinstating speed activated road signs at two key traffic locations on campus
- Speed monitoring at a range of locations across campus
- Running a Sustainability information stand that gave out free hi-vis merchandise
- Encouraging campus users to report road safety concerns and raising Archibus job requests as a result.

Partly due to the profile and reputation that was developed by the University through the pandemic Loughborough continues to be at the heart of health and safety in the Higher Education sector.

The annual conference for the Universities Safety and Health Association (USHA) was held at Burleigh Court attracting approximately 100 Health and Safety Directors and Managers from across the sector to the campus.

In addition Loughborough Business School was successful in bidding to deliver a series of Senior Management Skills seminars to Health and Safety professionals in the University Sector. Courses will start in January 2023.

Covid 19 Response

The Connect and Protect Service closed at the end of 2022. Test kits were distributed to staff who needed them in December and will still be available free of charge to staff and students through the online shop whilst stocks last.

The rooms used in the Wavy top building have now been cleared and are being returned back to teaching activity. A low level of PCR capability is being retained as a precaution.

Occupational Health and Wellbeing

The OH Service are receiving a much greater number of disability updates from employees disclosing disabilities and requesting support. More referrals are being submitted to Access to Work where there is currently a waiting list of around 3 months. As a result, the Occupational Health team are working closely with employees to implement interim recommendations for support to ensure employees are not disadvantaged by the waiting time.

Flu vaccinations

This year the Occupational Health Service delivered 474 vaccines to employees on the Loughborough Campus and issued 26 vouchers to the staff at the London campus. The voucher system provided much more flexibility for the London staff with the local Boots chemist being open 24hrs for vaccinations. This year has seen a sharp rise in the incidence of serious flu infections, There were more than 3,700 patients a day in hospital with flu in December - up from 520 a day the month before and around at the same time in 2021 This growth was predicted as viruses like flu re-circulate after a hiatus during the pandemic. It is likely that the flu vaccination programme prevented significant volumes of sickness and absence.

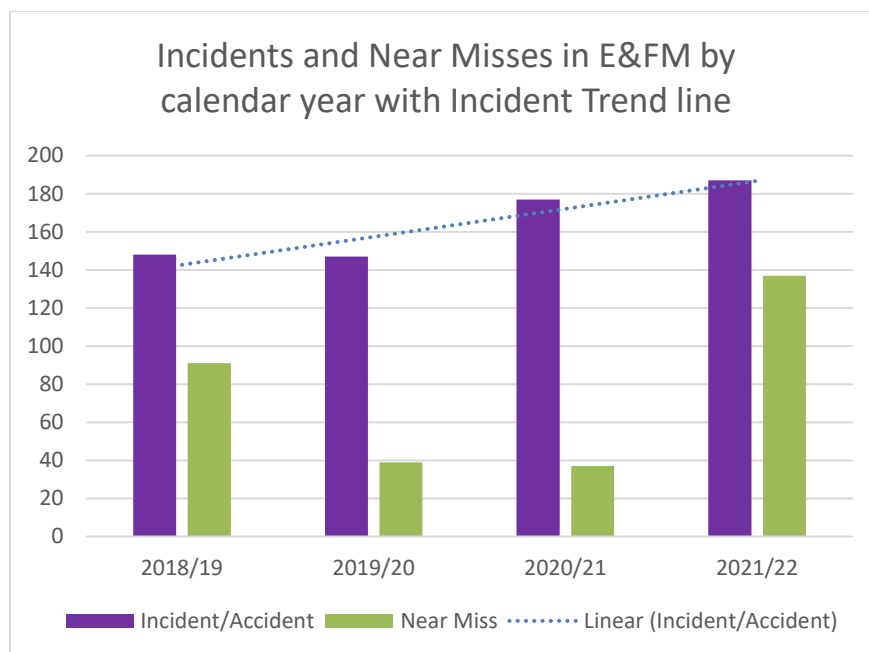
HSE committee are asked to consider whether the programme should be repeated in 2023

Significant Incidents

An incident review panel was held in November to review an incident where a young visitor fell when a fencing panel gave way at the hockey pitch. The review highlighted the need to clearly define the responsibilities for various assets and the need for tools which help to identify any outstanding actions within software systems.

The late reporting of an incident which occurred in March resulted in a RIDDOR report – a student taken directly to hospital when a Chair collapsed, and a smashed glass severed the tendons in his hand. A local incident review has been undertaken and corrective actions identified.

Estates and Facilities Management



Estates and Facilities Management have been very active in the implementation of a Safety Road map. The managerial lead and drive on this has resulted in greater awareness leading to a significant growth in the number of near misses reported, and in all likelihood, an increase in the number of minor incidents reported.

Fire Safety

The Vice Chancellor has asked that HSE discuss appropriate assurance arrangements for the new Building Safety Act 2022. This is highlighted as a separate agenda item.

A fire occurred on Sunday 23rd October on the outside of the Sir Frank Gibb building. The fire was seen and reported by a student in a nearby hall of residence. The Fire Brigade, Security and the FM duty electrician attended, dealt with the fire and made the building safe. The fire was the result of an electrical

fault with the extractor fan on the outside of the building. Nobody was in the building or hurt, and the fire was extinguished efficiently by the fire service.



Legionella

Water quality continues in Towers continues to be challenging. Monitoring and routine dosing continues as does the flushing of the system. Where issues are encountered point of use filters are installed until engineering action can be delivered and the outlet proved safe.

Health and Safety Training 1 August 2021 to 31 July 2022

During the period 1st August 2021 to 31st July 2022, Health and Safety Services arranged 113 courses, delivered to 976 members of staff totalling 6,096 learning hours.

These figures are slightly less than pre-covid levels however that face to face training was restricted between December 2021 to March 2022 due to a resurgence of Covid 19.

During the same period, 4,798 people completed online training or had toolbox talks delivered to them. An increase of 1007 users on the previous year.

Training courses delivered throughout the year were:

- MEWP Training
- Mobile Access Towers
- First Aid at Work, including emergency and requalification
- Managing Working at Height
- Confined Spaces
- Health and Safety Leadership
- Fire Extinguisher User
- Passive Fire Protection
- Face Fit Testing
- COSHH Risk Assessments
- Residential Fire Inspections
- COSHH Spill Management

Ladder Safety
COSHH Awareness
Level 2 Food Hygiene
Gas Appreciation
Water Quality Risk Management
Ionising Radiation Legislation and Protection
Chemical Safety for Lab Users (four modules)
NBOSH General Certificate
DSE Risk Management Software
Biological Safety Awareness
Manual Handling – Train the Trainer
Unvented Hot Water
Asbestos Awareness
IOSH Working Safely
Towing
Gas Safety Case
Legionella Risk Management
Cranes
Excavation Appreciation
Bio Safety for Laboratory Workers
Manual Handling Risk Assessments
Health and Wellbeing for Senior Leaders
Asbestos Non-Licensed Works
Radiation Protection Supervisors

Budgets and Contracts

Catering costs were reduced throughout the year by not providing lunches for full day training courses.

The First Aid contract was renewed for a further year, now expiring on 31 July 2023.

Charging and Non-Attendance

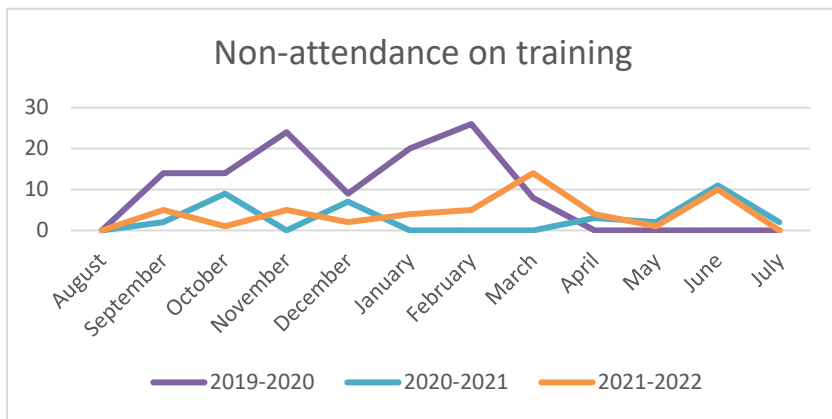
Cancellation on training with less than 24 hours' notice increased with 66 cancellations received compared to the last reporting period of 26.

The rate of non-attendance runs at 5% (51 non-attendees), a 1% decrease on the previous year.

158 cancellations were received with more than 24 hours' notice, an increase on the previous year by

84. Reasons for cancelling can be categorised as follows:

51 – error in booking
9 – illness
24 – no longer appropriate
19 – personal commitments
1 – transport difficulties
54 – work commitments



2021 to 2022 Overview

Covid absences on training remained throughout the period which affected attendance on some courses, particularly those running in March 2022.

Fire Marshal training moved on-line to meet the dynamic working arrangements of the University.

A three weekly training report was introduced for teams within Estates and Facilities Management to aid planning and ensure attendance by trades staff who may not have available access to emails.

Healthy Working Plus, an online learning platform that covers a range of issues including Display Screen Equipment training and assessment, was launched on 6 May 2022; dashboards are being monitored to ensure compliance.

Despite apparent demand across the University, Manual Handling Train the Trainer and Risk Assessment training was run with little take up from Schools and departments.

Additional online Health and Safety Awareness courses were introduced using the iHASCO product – the courses are simple to follow, there is an extensive range of training titles, and the learning management system is easy to use. This training has met with positive feedback and in 2023 work will be undertaken to automate the population of training results into iTrent.

2022 to 2023 Programme

The Organisational Hub will be introduced to advertise all Health and Safety courses thus negating the need to produce a printed course guide.

Mandatory training is being more closely monitored by Heads of Schools and Professional Services and metrics being produced. As of 22 September 2022, 67% of new staff had completed the online Health and Safety Induction within the first month of employment (89% within the first six months of

employment) and 54% had completed Fire Safety Awareness within the first month of employment, rising to 81% within the first six months. It is hoped that updates to the Health and Safety website will improve these completion rates along with the general induction changes made by Human Resources.

The Staff Training Matrix is due for review and will be relaunched at the beginning of 2023.

Discussions will be undertaken with Procurement regarding the retender of the First Aid training contract.

Chaplaincy

- The annual carol concert was held on the 7th December in Martin Hall. And attracted 80-90 attendees.
- The new Anglican Chaplain (Angela Tarry) has now joined the team. Angela will be visiting various parts of the University to become familiar with the activities of the University.
- Based on current demand and the calculated impact of the University's international strategy a case has been submitted for the development of more prayer capacity over the next few years.
- The Chaplaincy Team will be holding a team / planning day in early February. Any views and suggestions regarding the activity of the Chaplaincy can be forwarded to Jan Sutton or Neil Budworth for consideration at the planning day.

Neil Budworth
Director of Health, Safety and Wellbeing
13th January 2023

Health, Safety and Environment Committee



Loughborough
University

Health and Safety Services Annual Report

Origin: Neil Budworth

Executive Summary

Annual report on the activities and progress of the Health and Safety Service including annual performance data.

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

None

Action Required:

None – For information

**Review of Progress on the Health and Safety Service Plan for
2021/22 and 2022/23 Plan**

Purpose of Report

Section 1 Health and Safety Service Vision and Strategic Principles

Section 2 2021/22 Progress on strategic items

Section 3 Strategic Items and Work Plan – 2022/23

Section 4 2021/22 Review

Section 5 Incident Data

Purpose of Report

The purpose of this report is to review the progress made during 2021/22 and to review the annual plan for this time period.

In addition to this, the Health and Safety Service plan for 2022/23 is outlined.

The report is in four sections: -

- Section 1: The Health and Safety Service Vision and Strategic Principles
- Section 2: 2021/22 progress on strategic items
- Section 3: Strategic Items and Work Plan – 2022/23
- Section 4: 2021/22 Review
- Section 5: Incident Data

Health and Safety Service Vision and Strategic Principles

Our Vision

Vision and Principles

In light of the revision to the University strategy, the Health, Safety and Wellbeing Service has sought to align its vision and principles with the new strategy.

On this basis the Service has updated its vision which is now.

Creating Better Futures -

By working together we will inspire and enable all so that we create a future where health, safety and wellbeing is central to the way we work and where excellence is achieved. Our aim is to become a beacon of best practice.

The Service has also updated its principles to reflect the University strategy

Responsible

- Each individual should be aware of the risks they own
- Those who own the risk should be aware of their responsibilities for the assessment and management of that risk
- Structures will be put into place to ensure a good oversight of the most significant risks to the University and how they are being managed.
- Responsibilities will be clearly defined and individuals will be held accountable for the delivery of their responsibilities

Authentic

- We will be honest and transparent in the way that we work.
- We will show respect to our colleagues and each other and work in a supportive way in order to find collaborative solutions

Adventurous

- We will be an enabling and solutions based service
- We will explore widely to identify new and innovative solutions
- We will deliver what we promise and not promise things we can't deliver
- We will continue our personal development so that we are our best selves.

Creative

- Using technologies, internal expertise and drawing on external networks we will strive to find solutions providing a route, rather than perceived barriers, to accomplish and deliver

Collaborative

- We will work flexibly drawing on the skills and competencies of team members and the wider University
- We will communicate clearly and imaginatively and ensure that individuals can become competent to undertake the tasks required.

2020/21 Recognition and Progress

Whilst the delivery of a full Health and Safety programme of work has been challenging in 2021/22 there has been good progress in a number of areas and there has been recognition of the progress and the quality of the work.

The work that the University did to support both our staff, students and the higher Education was recognised when the University was shortlisted for the University of the Year award in the Times Higher Education Awards on the basis of the quality of the University's response to Covid and its contribution to the Higher Education sector response.

Recognition has also come from within the University with the University Occupational Health Manager, Sarah Van Zoelen being awarded the Vice Chancellor's Award for enhancing the health and wellbeing of the Universities staff and students.

The award was given as not only has Sarah transformed the Occupational Health provision at Loughborough, she has also been tireless in developing the wellbeing framework for the University and has made the case for wellbeing and enthused a large number of people to support the case.

Progress on the Objectives set for the 2021/22 Academic year

There has also been good progress on a broader front. At the beginning of the 2021/22 academic year the Health, Safety and Wellbeing team were heavily involved in the latter stages of the pandemic. The arrival of the Omicron variant and the gradual return to normal in early 2022 meant that there was a continued high level of demand on the Health, Safety and Wellbeing Team. The demand was in part due to the dual demands of returning business as usual and whilst supporting the latter end of the Covid response.

The key challenges for the Health, Safety and Wellbeing Team in 2021/22 were :-

- To find a way of balancing the demands of Covid with business as usual
- To prioritise – with the aim of being able to deliver longer term strategic objectives as things returned to normal
 - Initially the team focused on providing support, identifying gaps and broken processes rather than reinventing operational processes
- To identify where an investment of time effort or resources gives a rapid and obvious reduction in workload
- To be flexible and support where there is the greatest risk / demand
- To continue to work in a way that recognises that in the management of health safety and wellbeing those who create the risk are responsible for the management of that risk.

In 2021/22 the Health, Safety and Wellbeing team sought to align the work plan with the new University strategy. The most obvious area of alignment with the strategy is with the wellbeing agenda

During 2021 /22 the Health, Safety and Wellbeing team developed a wellbeing structure that supports and enhances the academic work on health and wellbeing by providing a pathway for academic work to be trialled in the real world. The aim was to link researchers with areas of the University which may benefit from their research and to challenge the research community to ensure that proposed solutions are suitable for real world deployment. The most visible output of this in 2021/22 was the involvement of Dr David Fletcher from the School of Sport, Exercise and Health Sciences in the delivery of Wellbeing for Senior Leaders courses and subsequently in delivering a paper at the Annual Conference of the Universities Safety and Health Association.

Looking towards 2022/ 23 we seek to build on this and wherever possible, we will ensure that our wellbeing programme takes into account the University's ground breaking work on rehabilitation and that it supports the mental health and wellbeing agenda, specifically by drawing on and enhancing lifestyle medicine.

In 2021/22 a health and safety training programme was delivered programme which supported our leadership team in recognising and accepting their responsibilities. The course exposed our leadership team to best practice health and safety leadership practices.

To some extent the main aim of the 2021/22 was to move back to business as usual and to focus on areas that has been neglected whilst the Covid response was prioritised.

On this basis all of the health and safety policy documents have been reviewed and the Health, Safety and Wellbeing Services website has been rewritten and re launched.

Particular attention has been paid to both water management and fire management to ensure that challenges identified during the pandemic and, forthcoming regulatory changes are reflected in our arrangements.

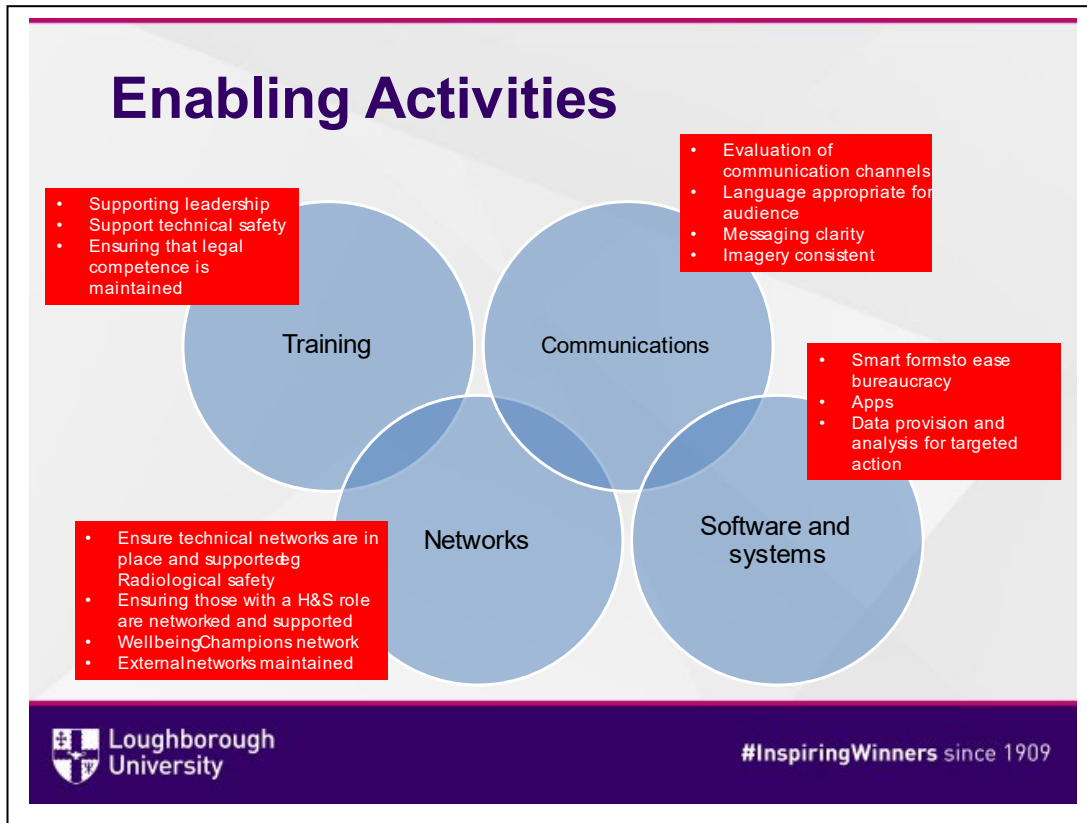
Health and Safety Roadmaps have been developed for Estates and Facilities Management and Catering, Domestic and Residential Services with the aim of enhancing standards.

The permit to work system, which is the process used for managing higher risk activities, has been reviewed and is now in the process of being transferred to an electronic platform.

Occupational Health management software has also been procured and deployed. Full integration and implementation will occur in 2022/23.

Priorities for 2023 and beyond

The areas of work for 2023 and beyond is broken into three parts :- Enabling activities, University level and overarching activities and individual work streams.



Enabling Activity

A strong foundation is critical to good health, safety and wellbeing management. The enabling activities described here underpin the Health, Safety and Wellbeing plan.

The key enabling activities relate to training, communication, networks and software and systems.

In terms of training, this is specifically ensuring that leaders are aware of their responsibilities and have the skills and knowledge to discharge their responsibilities, that the skills and knowledge are in place such that technical risks can be well managed.

Good communications form the back bone of safety management. The Health, Safety and Wellbeing team will review the impact and effectiveness of different communication channels, we will review the language used, that messages are clear and that the imagery used is clear and helpful.

Relevant networks are also an important way in which the Health, Safety and Wellbeing team interacts with Schools and departments. These networks can be special interest groups relating to particular risks, embedded safety staff, or those who hold particular safety related roles eg Wellbeing Champion or Fire Warden. The Health Safety and Wellbeing team will work to ensure that these networks are up to date and that their competence is enhanced through support and training.

The final enabling element relates to process and technology. The pandemic has taught us that in some circumstances the careful use of software and apps can help to support end users.

Where appropriate, and after ensuring that the relevant process is efficient and effective we will consider where such technologies can be helpful and deploy them. Typically this would be where users are faced with lengthy forms which could be substantially shorted by the use of smart forms, where distributed colleagues need access to tools and where central oversight is needed – this includes processes such as safety tours and point of work risk assessments. We will also seek to improve our data infrastructure and analysis to support the targeting of actions and the focusing of business plans.

Overarching Activity

As well as the enabling activity, there are some programmes of work that have an impact across the University as a whole.

It is fundamental that senior leaders are aware, and understand, the risks for which they are responsible. Over the next two years the process for the development and maintenance of the Health and Safety risk register will be reviewed with a view to simplifying and streamlining the process. Alongside this HSE committees in Schools and Professional Services will be encouraged and supported to review the risk register in their regular health and safety committee meetings.

The safety structure and demands of policy can either enhance and support good leadership behaviour or can undermine it. The detail of each policy will be considered to ensure that it aligns with and supports effective safety leadership behaviour.

The identification of safety related training needs and the sourcing and delivery of appropriate courses remains an important activity. The training encompasses legally defined mandatory training through technical competence to internationally accredited courses. Where appropriate, and whether the level of risk allows it we have sought to minimise cost through the use of on line solutions.

We will also seek to improve our data architecture and reporting so that we are able to provide high quality information on a routine basis to leadership teams and HSE committees. The data will also be used to inform and target the activities of the Health, Safety and Wellbeing Team.

Where significant incidents occur, or high potential near misses happen, Incident Review Panels will be formed to ensure that the root causes of the event are identified, and lessons are learned and disseminated.

Below the overarching activities sit a number of more specific plans.



Wellbeing

Wellbeing is core to the new University strategy. The Loughborough University wellbeing framework forms the basis for identifying areas of need and the development of localised wellbeing plans and will be progressively rolled out across the University. This roll out will be supported through a network of wellbeing champions. At a University level, based on the findings of the wellbeing assessment, a series of presentations and webinar will be delivered. A wellbeing café will also be organised on a regular basis to allow individuals to seek support and information in a low risk way.

Nationally mental health continues to be a topic of growing concern. We will develop a wellbeing and stress measurement tool so that preventative and protective measures can be developed and delivered in a targeted way. Consultation on, and piloting of, this tool will take place in 2022/23 in the Loughborough Business School.

We will continue to develop programmes and support processes based around good clinical practice and lifestyle medicine. We will seek to identify best practice and in 2022/23 investigate the evidence for, and practice of, social prescribing.

Occupational Health

The core Occupational Health function will continue to develop based on the strong foundations which have been built over recent years. In particular in 2022/23 the aim is to have even greater presence and visibility at all levels on campus and ensure the delivery of the Health and Wellbeing framework across both campuses.

The Occupational Health software will be fully integrated into the Occupational Health operations during 2022/23 which will improve efficiency, data analysis capability and GDPR compliance.

The OH team will continue to seek and develop best practice in both Occupational Health and wellbeing.

There will be continued collaboration with the University Health and Safety team to ensure continued compliance with legislation for health surveillance requirements.

Key Risks - Supporting Professional Services

Data continues to show that the Estates and Facilities Management Service suffers the highest rate of incidents. This is not surprising given the number of colleagues in the function and the physical nature of the work.

However, over the next 2-3 year the Health and Safety Service will work with the leadership teams to further develop department specific road maps. These roadmaps will identify key actions, activities and work programmes. Monitoring data will be integrated into Roadmap reporting.

In addition programmes of work will be delivered around key risks. For example in consultation with the Facilities team and electronic permit to work system will be introduced and further work will be undertaken to refine the contractor management processes.

Compliance

In a large and complex estate ensuring continued legal compliance is a challenging task. Work will continue to ensure that competence, delivery and monitoring structures are in place to ensure continued compliance.

In particular the 3 key risks of fire, legionella and asbestos will be closely monitored.

Radiological Chemical and Biological

Specific compliance key performance indicators are maintained in relation to the 'scientific' risk areas of radiological, chemical and biological compliance. The processes and structures needed to maintain these indicators will be subject to continuous review to ensure that they remain accurate and relevant.

Specific training for PhD students and researchers will be piloted and deployed in the 22/23 academic year.

In the longer term a more in depth training programme will be developed for senior researchers. Audits continue to be deployed to measure compliance and to identify areas for improvement and the risk assessment tools will be reviewed to improve useability and to take advantage of the software tools available.

The decommissioning of the Graham Oldham building is entering its final phase with the last pieces of physical work in hand and final documentation being completed in 2022/23.

Fire

Following on from the tragic fire at Grenfell Towers, there has rightly been a renewed focus on fire safety.

Avoiding problems in the future is rooted in making good decisions now, so the longer term strategy is aimed at improving design choice as buildings change and in improving the passive protection in the existing building stock where ever possible.

As such training on, and the further development of, the fire design strategy will be important strands of work. This activity will reflect the emerging detail of the new fire legislation and guidance.

In addition monitoring and auditing will continue and the fire team will be proactive in the monitoring of projects to improve compartmentalisation and to ensure the integrity of fire doors.

Further Detail on 2021/22 progress

Occupational Health and Wellbeing

Highlights

- Commencing the implementation process for OH specific software
- The recruitment of an Occupational Health Adviser (OHA) who joined the team in February 2022.
- Staff wellbeing became part of the University Strategy
- Significant senior leadership support for the implementation of the wellbeing framework

Key stakeholder involvement

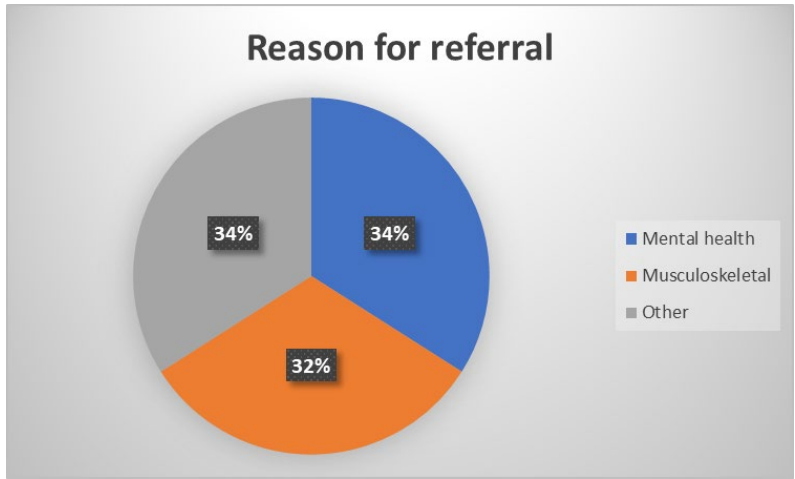
The Occupational Health team have continued to build University engagement with the Employee Assistance Programme (Health assured) and Remploy (Mental Health support). Internal collaboration continues with the physiotherapy department, Human Resources (monthly case management meetings, supporting training), Health and Safety, Student Services and SSEHS.

Sickness absence management

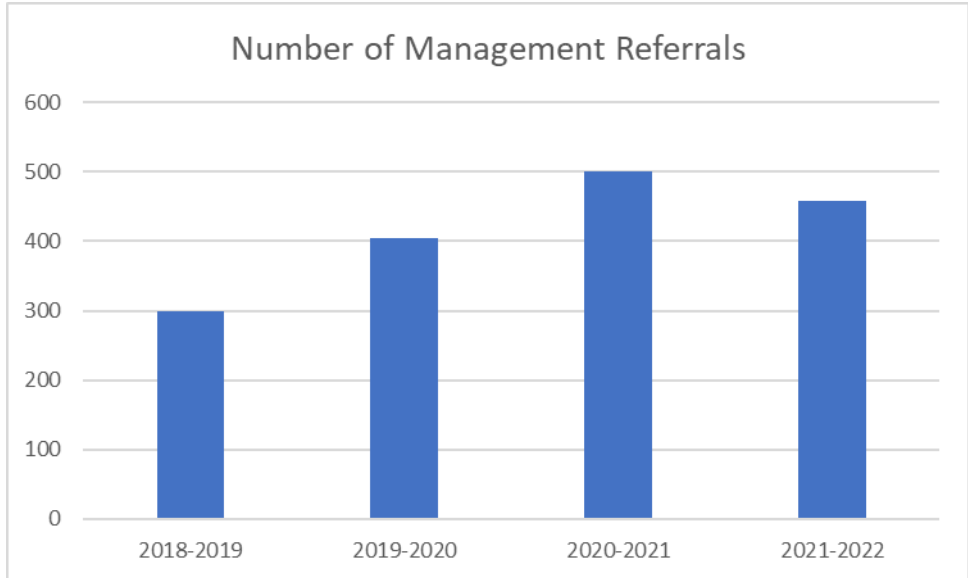
The Office for National Statistics has reported a reduced sickness absence trend for 2021 'The most common reason for sickness absence in 2021 was "other" conditions, including accidents, poisonings, diabetes and coronavirus (COVID-19).'

In 2021, "Other" conditions (which includes COVID-19) were the most common reasons for sickness absence, accounting for 26.9% of occurrences of sickness absence. This was followed by minor illnesses, at 21.9%, musculoskeletal problems, at 13.4%, and mental health conditions, at 9.8%

At Loughborough– the management referrals show a slightly different picture where there has been a consistent split between mental health, musculoskeletal and other reasons for absence.



The Occupational Health Service has seen a continued high level of demand with the number of management referrals exceeding 450



Mental Health

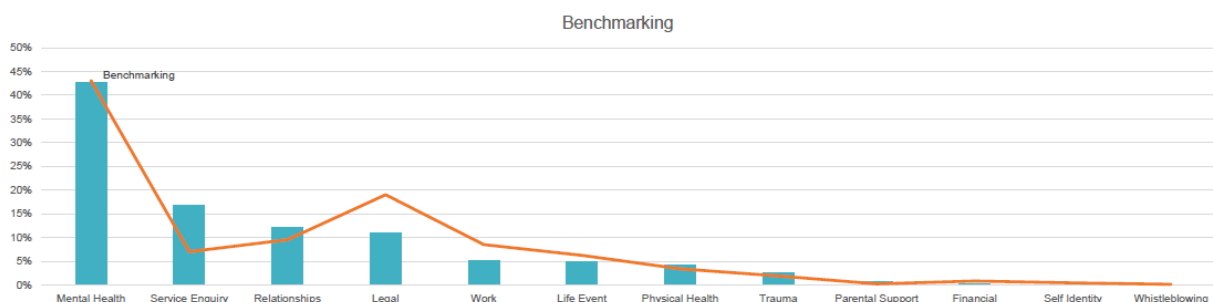
Health Assured provide an employee assistance programme (EAP) to the University and utilisation of the service continues to grow and is currently at 11.9%. Counselling calls account for 89% of the service usage.

Data shows that the EAP is effective. For example at the start of counselling therapy 25.8% of employees were out of work, after engaging in therapy this reduced to 9.7% with 63.0% of employees returning to work.



Health assured offer telephone and online counselling support. Both Occupational Health and Health Assured utilise scores on the clinically validated questionnaires, PHQ9 and GAD7. These questionnaires are used to identify clinical symptoms of mental ill health. The PHQ9 identifies depression related symptoms and the GAD7 is focussed on anxiety based symptoms. The data for Health Assured shows that there is a 55% improvement in GAD7 scores and 57% improvement in PHQ9 scores after the structured therapy that they provide.

Benchmarking with other organisations shows consistency, although we have significantly fewer calls to the general advice line. The recent development of the internal financial wellbeing pages is likely to raise awareness of this service further.



LU percentage in blue

11% of calls were advice calls and of those, employment was the most common reason, accounting for 38.5% of overall advice engagement. This was followed by Housing 11.5% and Education 9.6%.

In collaboration with **Remploy** (currently being rebranded as Maximus UK), we have set up monthly virtual clinics to support staff experiencing symptoms of poor mental health when in the workplace. Remploy offer 9 months of support to staff, this is workplace support and not therapy based. Remploy focus on coping strategies and workplace adjustments to support employees.

Wellbeing cafes – we have been offering wellbeing cafes based in the Village Bar, twice per month for staff. This is a safe space for staff to seek signposting on health and wellbeing or meet colleagues whilst not being student facing. The cafes are supported by both Occupational Health

and the Chaplaincy and have a health and wellbeing topic assigned for a short discussion at the start of each meeting. Colleagues do not need to join the wellbeing session or be present for the full duration of the café in order to attend and access support.

Musculoskeletal health

A third of referrals into the Occupational Health service relate to musculoskeletal health. The Service has seen an increase in referrals on this topic since the return to work from the pandemic furlough scheme. During lockdowns, chronic health conditions deteriorated, and some employees found they deconditioned by not having the routine of work – thus leading to greater injury and discomfort. Referral into our onsite physiotherapy clinic has been vital to ensure early intervention, particularly as NHS waiting times increase for physiotherapy.

Physiotherapy referrals 2021-22	Appointments given	No of new referrals
Quarter 1	53	24
Quarter 2	51	27
Quarter 3	60	26
Quarter 4	97	43

With lengthening waits for surgery in the NHS the service has adapted to provide physiotherapy support to ensure employees are fit for surgery and then again to support rehabilitation, with the overall aim of reducing absence and increasing wellness.

An increase in referrals from specific teams resulted in a shadowing exercise by the University physiotherapists to develop a greater understanding of the roles involved with a view to identifying risks and changing work practices to reduce the risk of injury.

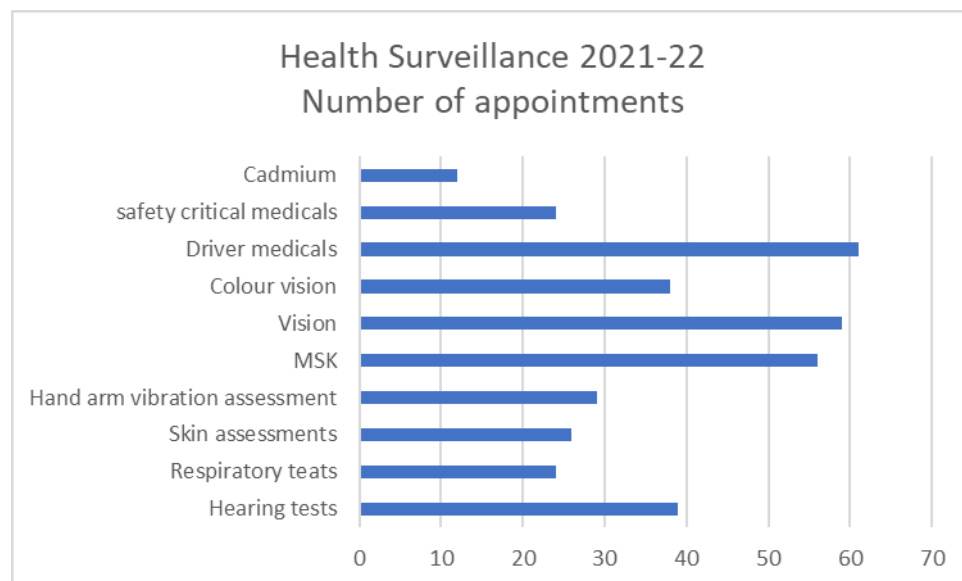
A series of events for the Estates and Facilities teams have also been developed by the physiotherapy team. These include managing back and knee pain along with managing arthritis.

The number of management referrals consistently show that October, November and December are the peak times for mental health referrals.

Health Surveillance

Occupational Health continue to work closely with relevant teams to deliver appropriate health surveillance. A new Driving Policy has been released across campus and Occupational Health are now providing drivers medicals to all staff that drive as a significant part of their role, including

those transporting students on field trips etc. This provides an opportunity to address any health issues that have arisen and signpost accordingly.



Occupational Health also ran a Flu vaccination program – The service delivered 500 vaccines to staff across both campuses during the autumn of 2021 and 2022

Health and Wellbeing Framework

A physical launch event was held for the framework in April 2022. The event was opened by the Vice Chancellor. This provided an opportunity to outline how staff wellbeing is central to the University strategy. The event attended by our stakeholders and lectures were delivered alongside the marketplace by colleagues from SSEHS and research and enterprise.

The number of wellbeing champions continued to increase with bi-monthly meetings to share best practice and manage any safeguarding concerns. Training for Wellbeing champions is currently online, and the Occupational Health team are exploring ways of developing training to incorporate Mental Health First Aiders into the program and streamline the signposting options available.

As part of the wellbeing framework, a range of wellbeing events both online and in person are being offered. The Occupational Health team have also developed a 12-month health and wellbeing plan specifically for E&FM which targets areas of greatest risk such as sun exposure, musculoskeletal health, menopause and mental health. A sun exposure session led to the urgent signpost of 2 employees to the cancer pathways.

Regular webinars are held and hosted by Superwellness on a range of topics to provide a wellbeing guidance and empowerment.

September 2022 saw the delivery of wellbeing for leaders training delivered by Dr David Fletcher from the School of Sport Exercise and Health Sciences.

Health and Safety Training 2020/22

During the period 1st August 2021 to 31st July 2022, Health and Safety Services arranged 113 courses, delivered to 976 members of staff totalling 6,096 learning hours.

These figures are slightly less than pre-covid levels however that face to face training was restricted between December 2021 to March 2022 due to a resurgence of Covid 19.

During the same period, 4,798 people completed online training or had toolbox talks delivered to them. An increase of 1007 users on the previous year.

Training courses delivered throughout the year were:

MEWP Training

Mobile Access Towers

First Aid at Work, including emergency and requalification

Managing Working at Height

Confined Spaces

Health and Safety Leadership

Fire Extinguisher User

Passive Fire Protection

Face Fit Testing

COSHH Risk Assessments

Residential Fire Inspections

COSHH Spill Management

Ladder Safety

COSHH Awareness

Level 2 Food Hygiene

Gas Appreciation

Water Quality Risk Management

Ionising Radiation Legislation and Protection

Chemical Safety for Lab Users (four modules)

NBOSH General Certificate

DSE Risk Management Software

Biological Safety Awareness

Manual Handling – Train the Trainer

Unvented Hot Water
 Asbestos Awareness
 IOSH Working Safely
 Towing
 Gas Safety Case
 Legionella Risk Management
 Cranes
 Excavation Appreciation
 Bio Safety for Laboratory Workers
 Manual Handling Risk Assessments
 Health and Wellbeing for Senior Leaders
 Asbestos Non-Licensed Works
 Radiation Protection Supervisors

Charging and Non-Attendance

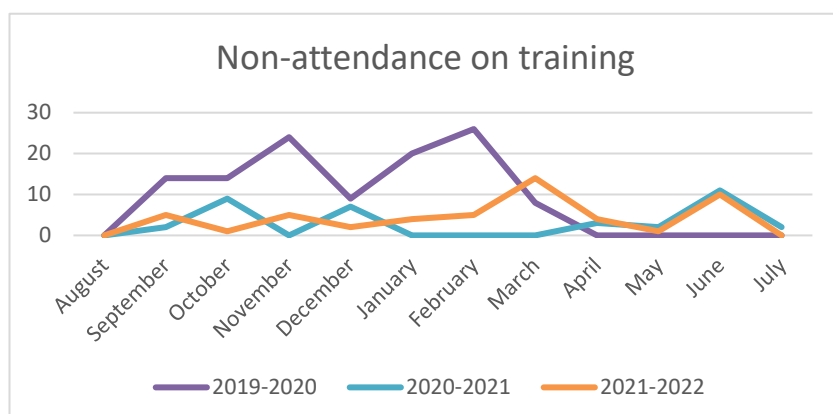
Cancellation on training with less than 24 hours' notice increased with 66 cancellations received compared to the last reporting period of 26.

The rate of non-attendance runs at 5% (51 non-attendees), a 1% decrease on the previous year.

158 cancellations were received with more than 24 hours' notice, an increase on the previous year by 84.

Reasons for cancelling can be categorised as follows:

- 51 – error in booking
- 9 – illness
- 24 – no longer appropriate
- 19 – personal commitments
- 1 – transport difficulties
- 54 – work commitments



2021 to 2022 Overview

Covid absences on training remained throughout the period which affected attendance on some courses, particularly those running in March 2022.

Fire Marshal training moved on-line to meet the dynamic working arrangements of the University.

A three weekly training report was introduced for teams within Estates and Facilities Management to aid planning and ensure attendance by trades staff who may not have available access to emails.

Healthy Working Plus, an online learning platform that covers a range of issues including Display Screen Equipment training and assessment, was launched on 6 May 2022; dashboards are being monitored to ensure compliance.

Despite apparent demand across the University, Manual Handling Train the Trainer and Risk Assessment training was run with little take up from Schools and departments.

Additional online Health and Safety Awareness courses were introduced using the iHASCO product – the courses are simple to follow, there is an extensive range of training titles, and the learning management system is easy to use. This training has met with positive feedback and in 2023 work will be undertaken to automate the population of training results into iTrent.

2022 to 2023 Programme

The Organisational Hub will be introduced to advertise all Health and Safety courses thus negating the need to produce a printed course guide.

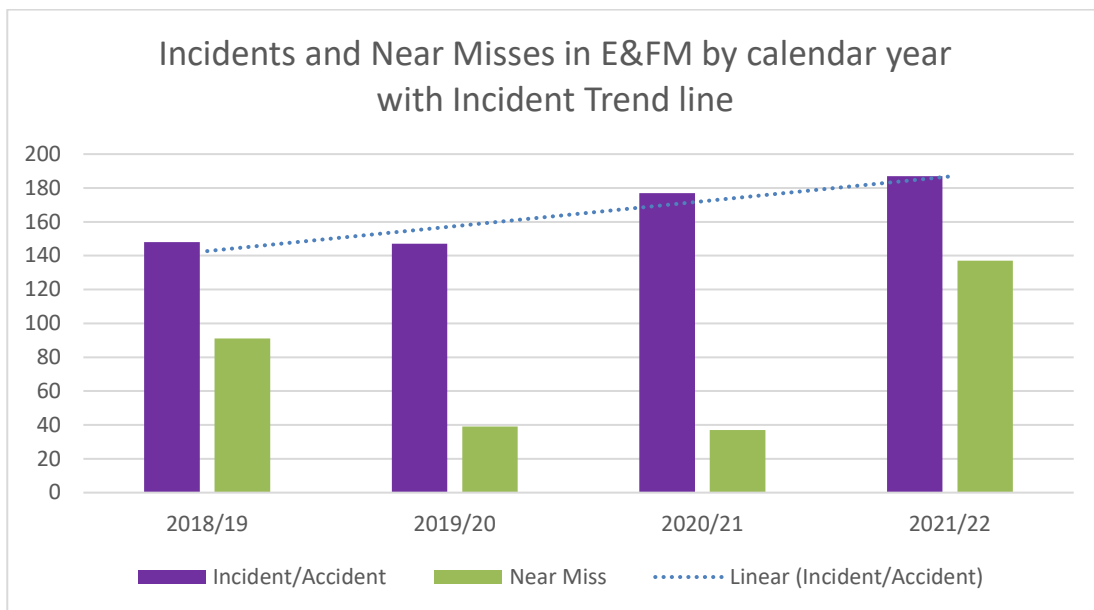
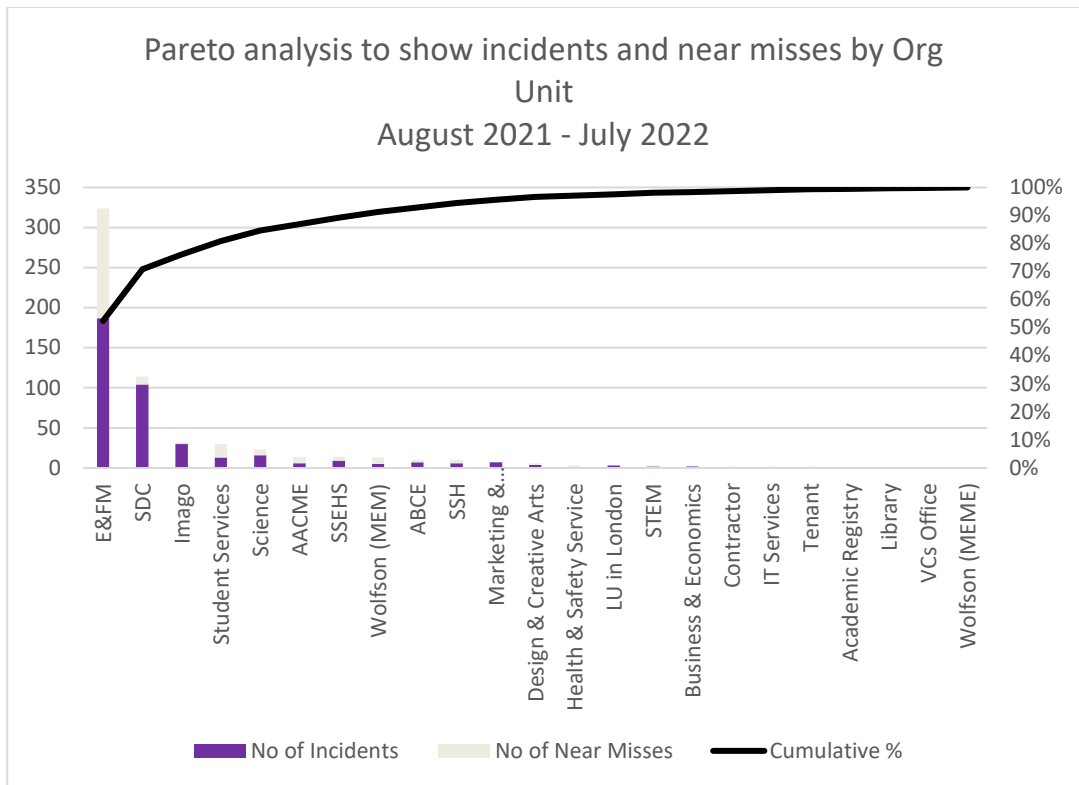
Mandatory training is being more closely monitored by Heads of Schools and Professional Services and metrics being produced. As of 22 September 2022, 67% of new staff had completed the online Health and Safety Induction within the first month of employment (89% within the first six months of employment) and 54% had completed Fire Safety Awareness within the first month of employment, rising to 81% within the first six months. It is hoped that updates to the Health and Safety website will improve these completion rates along with the general induction changes made by Human Resources.

The Staff Training Matrix is due for review and will be relaunched at the beginning of 2023.

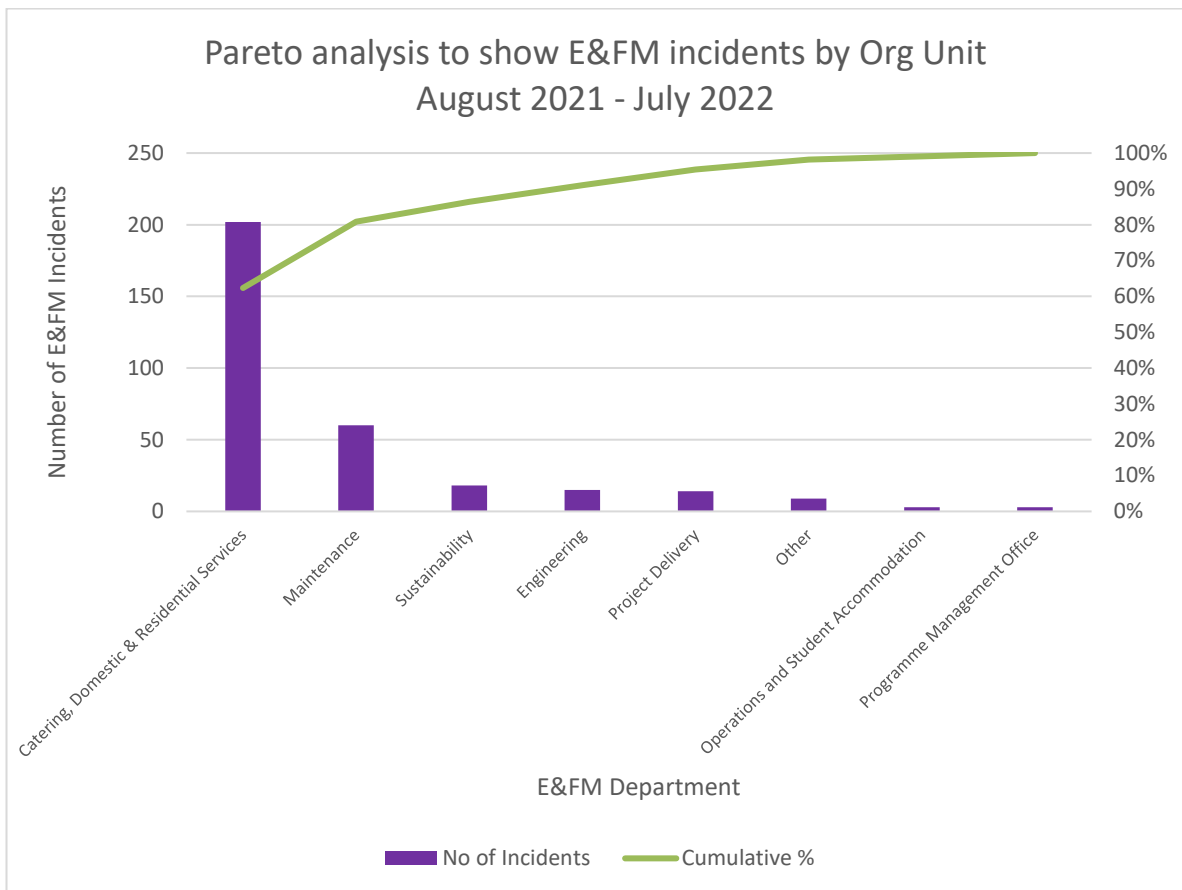
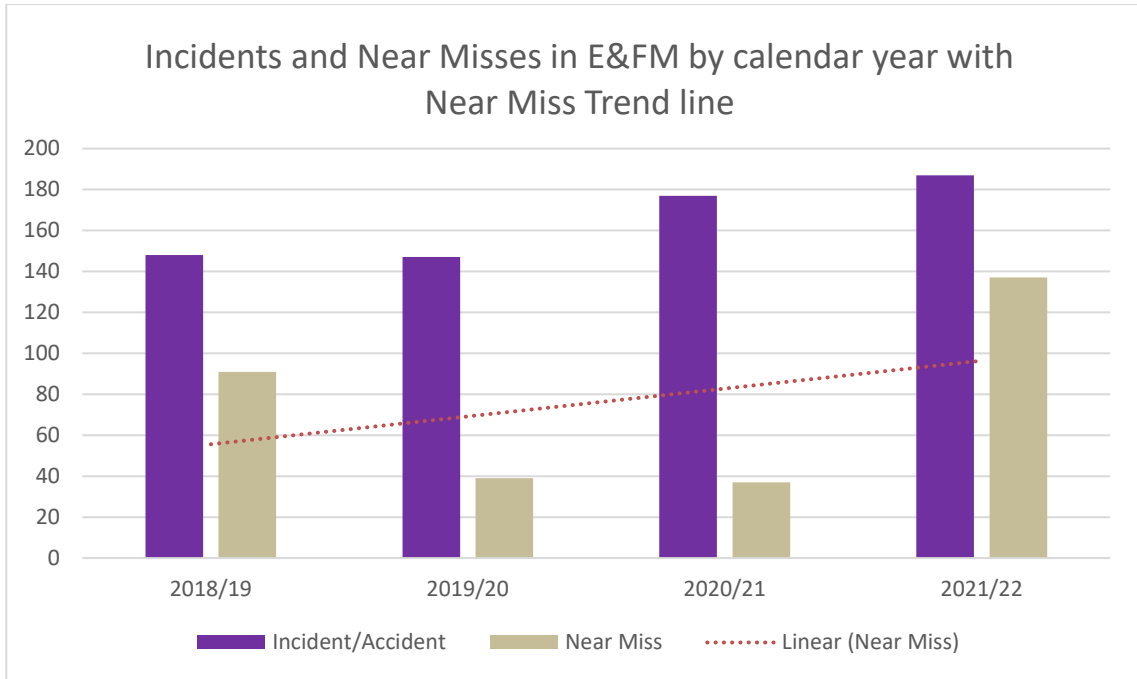
Discussions will be undertaken with Procurement regarding the retender of the First Aid training contract.

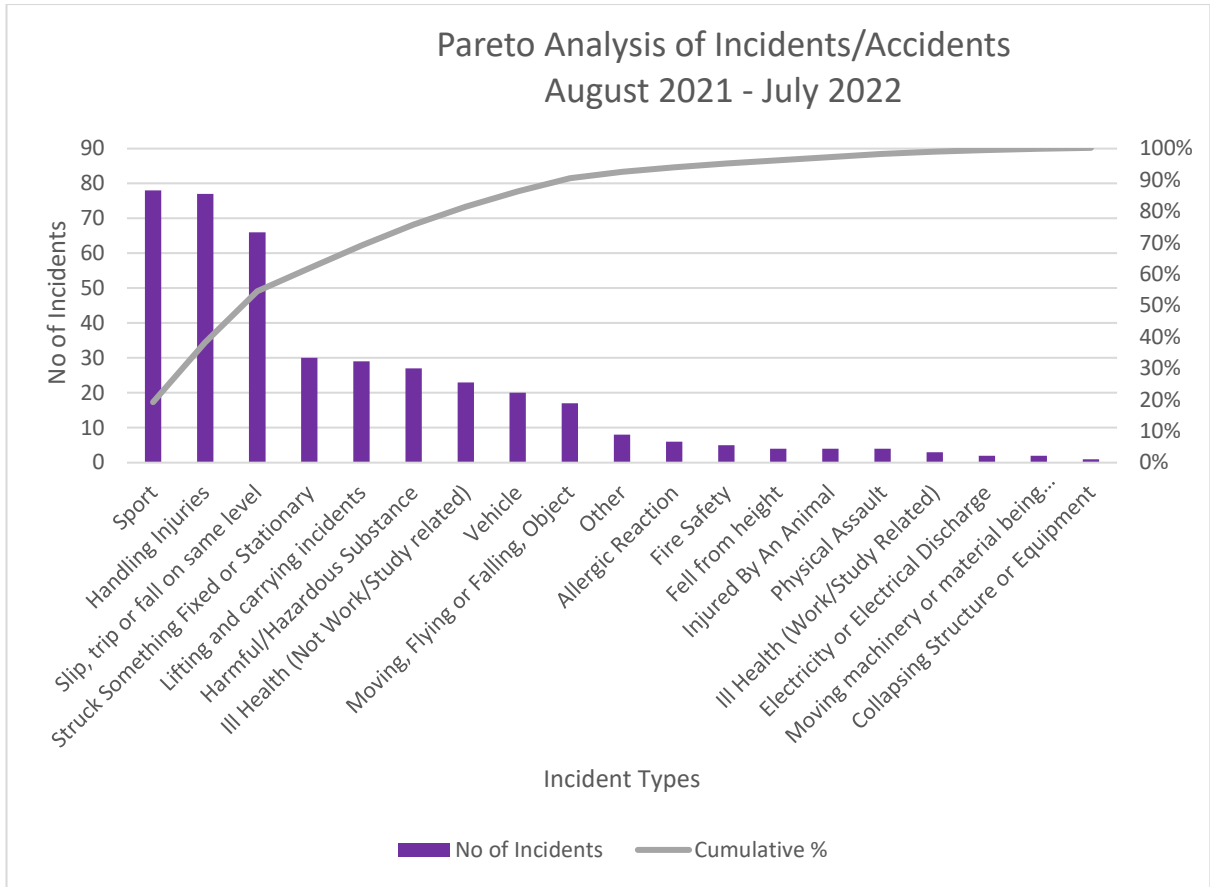
Incident Data

Excluding fire alarms there were 618 reported incidents and near misses in the 2021-22 calendar year. This is an increase in reported incidents from 446 incidents and near misses reported in 2020-21. Over half of those incidents were reported with E&FM as the Org Unit responsible. Within E&FM 62% of reported incidents came from Catering, Domestic & Residential Services.

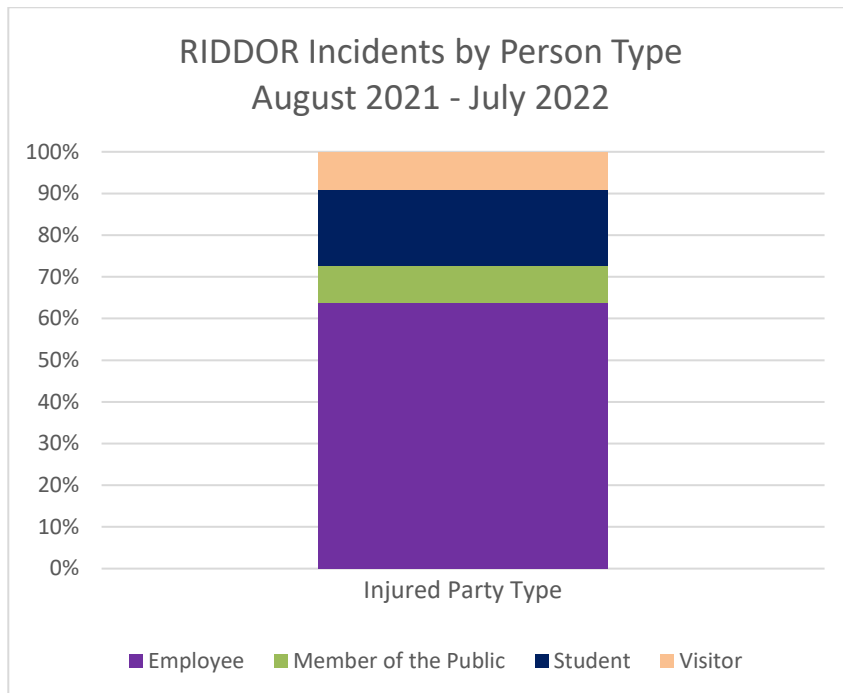


Estates and Facilities Management have been very active in the implementation of a Safety Road map. The managerial lead and drive on this has resulted in greater awareness leading to a significant growth in the number of near misses reported, and in all likelihood, an increase in the number of minor incidents reported.



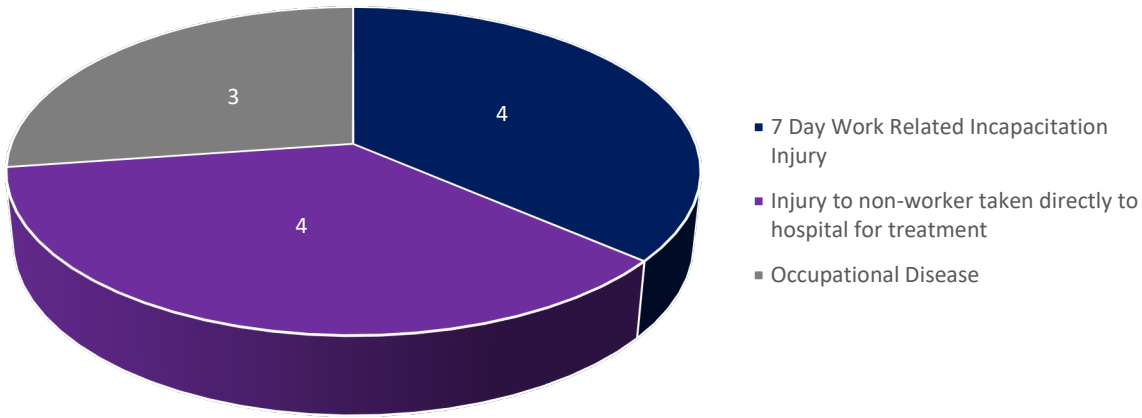


Sport became a separate category of incident in 2021-22 and became the highest category of incident (79 incidents). The decision was made to separate this from other incidents due to reporting requirements and the makeup of the Loughborough campus and its emphasis on sport.

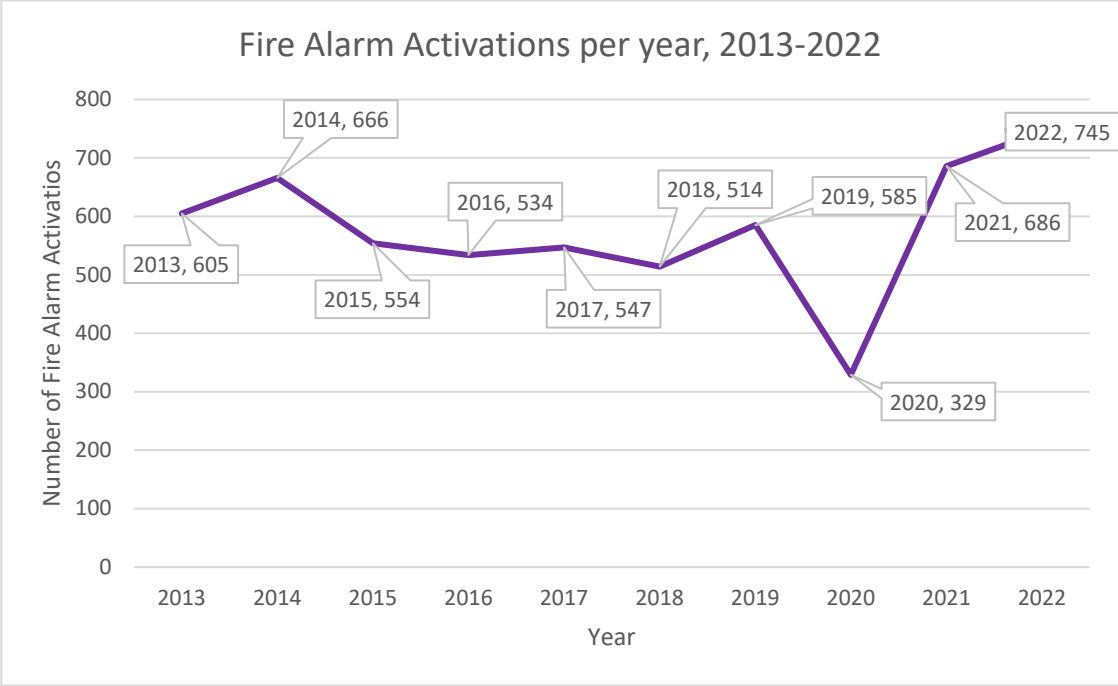


There were 11 RIDDORS reported in 2022 compared to 8 in 2021. 7 of these involved a member of staff. 3 of the RIDDORS were related to the transmission of Covid 19.

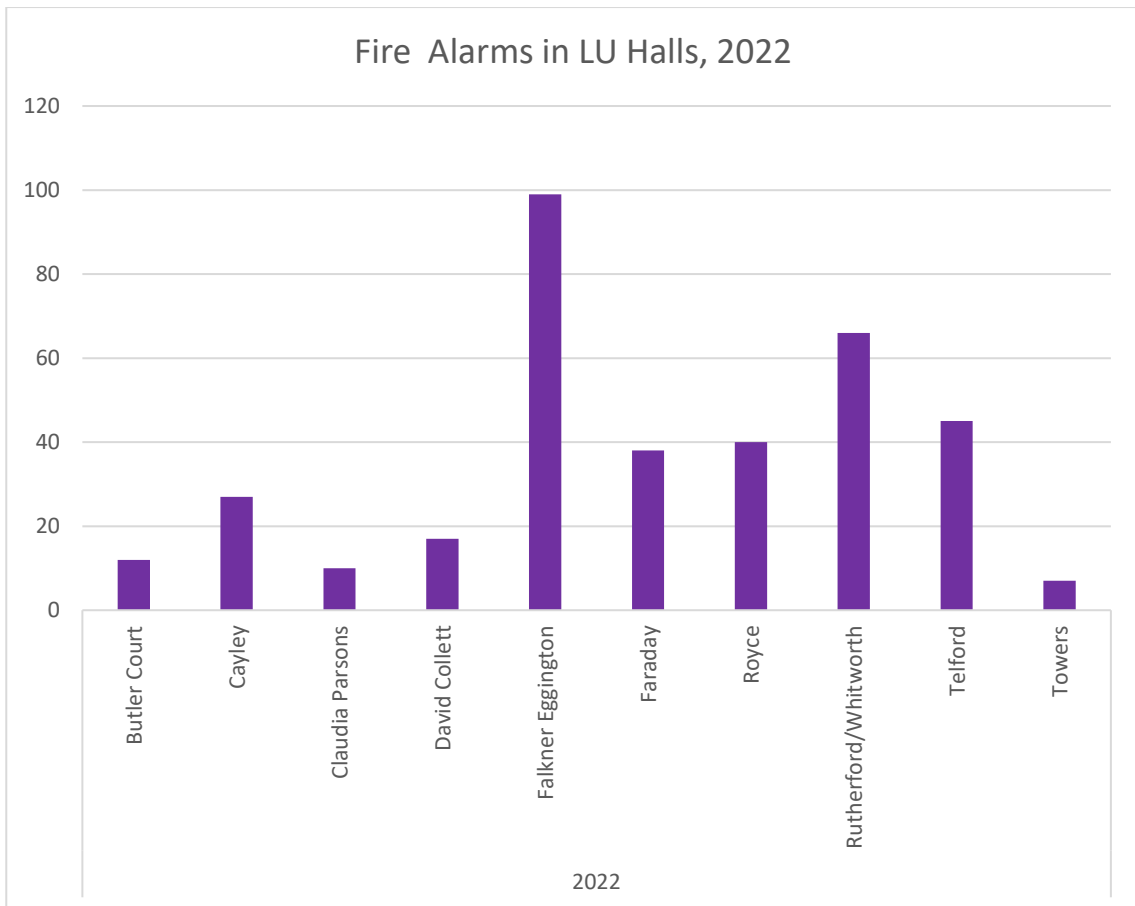
RIDDOR Incident Types
August 2021 - July 2022



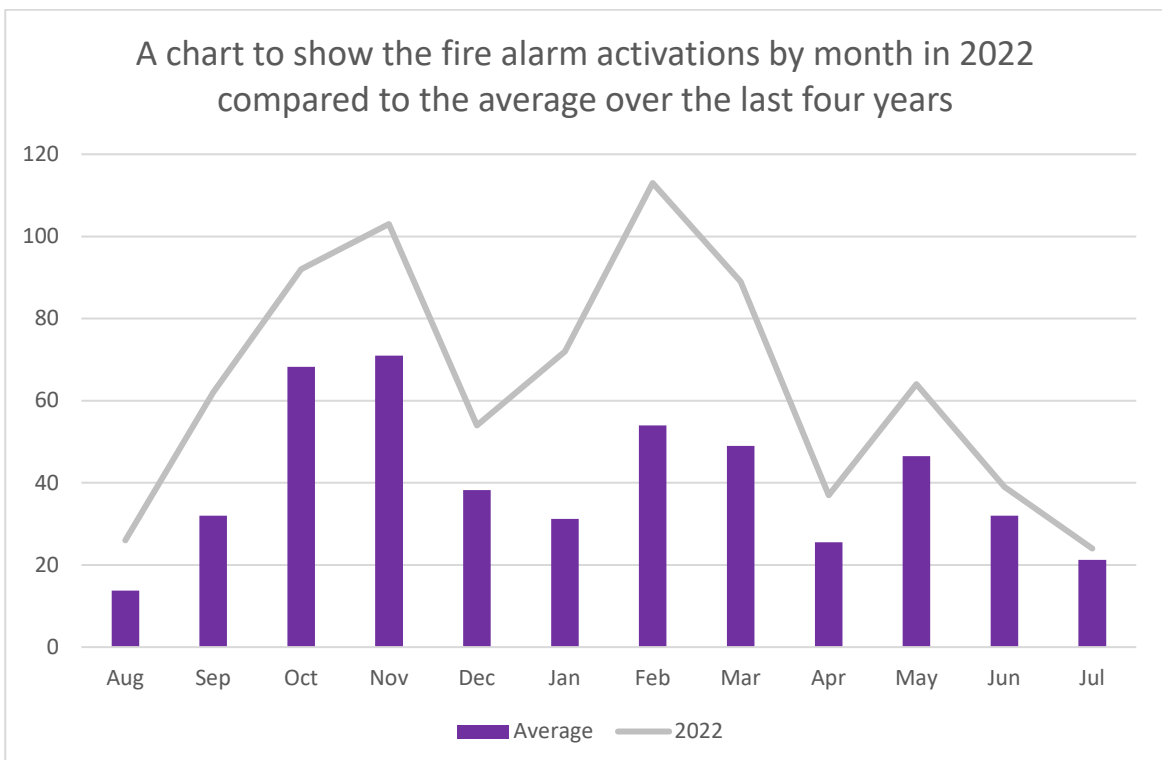
Fire Alarm Data



2022 saw a rise in the number of Fire Alarm activations. 71% of the activations occurred in Halls of Residence. Of these, Falkner Eggington contributed 99 activations.



The chart below shows that the spread of alarm activations largely followed the pattern of the last four years.



Health, Safety and Environment Committee



Proposals for Future HSE Committee Business 2023 /24

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Action Required:

HSE Committee are asked to approve a plan for future business.

Executive Summary

The attached paper recommends topics for HSE committee to consider between now and February 2024

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

None

Suggested HSE Committee Business

June 2023 Meeting

HSE Update from School of Design and Creative Arts

HSE Update from Imago

Presentation on critical risk, strategy, control and compliance – Human Tissue Act Compliance

Occupational Health and Wellbeing Annual Report

October 2023 Meeting

HSE Update from School Social Sciences and Humanities

HSE Update from School of Business and Economics

Presentation on critical risk, strategy, control and compliance – On campus events

HSE RAG Rating

H&S Strategic Long-term Plan

February 2024 Meeting

HSE Update from Loughborough University London

HSE Update from Wolfson School of Mechanical and Electrical Engineering

H& S Annual Report

Presentation on critical risk, strategy, control and compliance – Chemical safety arrangements

Radiation Protection Annual Rep

Beyond February 2024

HSE Update from Loughborough Students Union (if agreed)



Proposed Escalation Arrangements for Health and Safety Concerns

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Action Required:

HSE Committee are asked to **Approve** the proposed escalation arrangements

Executive Summary

Whilst University colleague stake their Health and Safety responsibilities very seriously, on rare occasions agreed actions or activities are not completed in a timely manner.

In these cases it is appropriate to ensure that the senior leadership of the University is aware of the risk so that they can respond or can consciously choose to accept the risk.

The aim of this paper is to agree and provide guidance on the broad approach to escalation.

Other Committees Consulted

PSLT have been consulted

Equality Diversity and Inclusion Considerations

None

Introduction

The range of risks, actions and circumstances are huge so the timescales set out below are meant to be indicative rather than prescriptive and individual judgement will be required to determine if escalation in line with these timescales is appropriate or not.

Indicative Escalation Periods

Response Category	Initial Response Time	Initial Prompt	Reported to Senior Manager (Director / Dean)	Reported to COO/ DVC / VC	Noted at HSE Committee
Emergency	Immediate			Immediate	Situation dependent
Urgent	1 day	2 days	3 days	4 days	Yes if outstanding at time of meeting
Important	1 week	2 weeks	3 weeks	4 weeks	After 4 weeks if outstanding at time of meeting
Important not urgent	1 month	2 months	3 months	4 months	After 4 months if outstanding at time of meeting
Important but complex development activity – eg new risk assessment process, complex compliance issue	Typically 3 months	6 months	9 months	1 year	After 1 year if outstanding at time of meeting
Enabling projects *	Agreed timescale	2 x agreed timescale	3 x agreed timescale	4 x agreed timescale	After 4 x agreed timescale if outstanding at time of meeting

* Note this is subject to a proportionality / reasonableness test. Reporting may be quicker in this instance if there are legal or significant risk implications

Health, Safety and Environment Committee



Loughborough
University

Building Safety Act Assurance Measures

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Action Required:

HSE Committee are asked to agree note and agree the approach taken to the Building Safety Act 2022 as requested by the Vice Chancellor.

Executive Summary

The Vice Chancellor has asked HSE committee to provide assurance that we have arrangements in place to oversee our collective duties as the 'accountable person', under the Building Safety Act. The Act will only apply to two buildings on campus one of which will be taken out of service before the requirements of the Act come into force. HSE committee are asked to consider eth arrangements for Towers which is the second building.

Other Committees Consulted

None, although discussions have been held with the Estates and Facilities Management team.

Equality Diversity and Inclusion Considerations

There are only broad EDI considerations. Interpreted broadly the requirements could have impact who are unable to self evacuate in the event of a fire or who would only be able to partially evacuate to a fire refuge point.

The University Approach to the Building Safety Act 2022

The Vice Chancellor has asked HSE committee to provide assurance that we have arrangements in place to oversee our collective duties as the 'accountable person', under the Building Safety Act, namely:

1. Ensuring a completion certificate is obtained from the Building Safety Regulator before the relevant part of the building is occupied.
2. Registering the building with the Building Safety Regulator before it is occupied.
3. As soon as the building is occupied:
 - Assessing building safety risks (and continuing to do so on an ongoing and regular basis); and
 - Preparing a Safety Case Report to evidence how they intend to meet the above responsibilities including mitigating risks and providing a copy of it to the Building Safety Regulator, updating it when necessary.
4. More generally, taking all reasonable steps to prevent building safety risks materialising and major incidents occurring.
5. Retaining the 'Golden Thread' information about the building, and ensuring that the information is accurate, easily understandable, up to date and readily accessible.

The Building Safety Act 2022 only applies to buildings that are 7 or more storeys or that are 18 metres or higher, and either:

- have at least 2 residential units
- are hospitals or care homes (during design and construction)

The Act only applies to Towers Hall of Residence and Whitworth Tower. The aim is to close Whitworth Tower to residents before the Building Safety Act deadline to register comes into force in October 2023.

The actions related to Towers will be overseen by the Fire Safety Officer who, if HSE Committee agree, will report progress in his report to the HSE committee.

Due to the age of Towers and its anticipated lifespan there are a number of areas of technical non-compliance which will be tolerated over the next few years. These risks are mitigated through the use of an automated fire detection system and a total evacuation strategy. The approach has been developed with the support of Leicestershire Fire and Rescue Service and they have formally agreed to this approach subject to an agreed closure date for Towers.

Ensuring the operability of the fire detection and alarm system and testing the alarm response will be important in ensuring Towers remains safe.

More broadly the University Fire Officer is reviewing the University Fire Design strategy to ensure that the spirit of the Building Safety Act is built into new designs.

Neil Budworth, Director of Health, Safety and Wellbeing, 9th January 2023

Fire Safety – Fire Officer’s Report

Origin: James Holt

Action Required:

To agree the updated wording of duties and responsibilities of duty holders in the fire safety policy arising from the Building Safety Act. These changes are included and highlighted at the end of this paper.

Executive Summary

Following an essential IT upgrade, UPP halls of residence does not have a working emergency voice communication system or pull cord signal from its halls. The fire safety officer has worked with E&FM colleagues to resolve this urgently. Short term arrangements are being put in place for student wellbeing but the permanent solution (essentially copying the setup at Claudia Parsons). As of 24/01/2023, the paper proposing this work has been signed off and sent for approval at the LTM meeting on 8/2/2023.

In line with the HSE policy it has been agreed that:

- The Chief Operating Officer is responsible for ensuring that the university registers any High-rise Residential Building (HRB) under the requirement of the Building Safety Act with the Building Safety Regulator (BSR).
- This is delegated to the Director of Estates and Facilities Management, who is responsible for registering any HRB.
- The Fire Safety Officer will be responsible for developing the Building Safety Case.

Wording has been updated in the fire safety policy at the end of this paper to show these changes and an action is included below.

The University experienced a small fire on the outside of John Pickford building in Oct 2022. Whilst the fire looks significant in photos, damage was limited, and Leicestershire Fire and Rescue Service (LFRS) attended and extinguished within minutes.

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

None

Significant Incidents

Sir Frank Gibb Lab building – On Sunday 23rd October 2022 at 9am, a reasonable fire on the outside of the buildings occurred, due to extractor fan overheating/failing and igniting the exterior ductwork. Photos below show the peak of the fire, which was extinguished within minutes upon the arrival of the fire service. The fire safety officer has written a full report, but the occurrence was unfortunate; although the extraction fan was sold and installed in 1994, it had been inspected and maintained in accordance with requirements.

Whilst the setup complied to standards, consideration to materials used from an asset protection point of view was reviewed. The University has acted upon the fire safety officer's recommendation by relocating the extraction fans to the top of the building, making the design inherently safer, owing to the ignition source being above the building and the fuel (ducting), whilst also making access for servicing and maintenance potentially much more straightforward. The replacement ducting that has been installed is made from the recommended Polyphenylene Sulfide (PPS) material which possesses high heat resistance, with a melting point of approximately 280°C and excellent chemical resistance, along with self-extinguishing without adding flame retardants.

Leicestershire Fire and Rescue Service called the university fire safety officer on Monday 24th October to confirm the name of the building they attended. They reported that the fire service had no fire protection concerns but did report that they took several 999 calls from students who did not know the name of the building. The service agreed however that the university's response of meeting security at the entrance and being escorted to the location proved to be an efficient strategy to tackle the fire quickly.

Some internal contact telephone numbers held by security were not up to date, but this has now been resolved, otherwise the response from university colleagues was commendable.



UPP Emergency Voice Communication System (EVCS)

The EVCS installed within the UPP halls is no longer supported and a necessary IT upgrade has resulted in neither UPP hub nor Security gatehouse receiving the signals from this system, nor the emergency pull cords for the adapted rooms. A paper has been signed off with a proposal to rectify this issue by essentially copying the systems and setup to Claudia Parsons, this has been sent for approval at the LTM meeting on 08/02/2023. The pull cords have a wider implication than fire, they are there to alert duty staff to a student requiring assistance for any reason. Residential services are aware and are implementing a temporary arrangement using a smart watch/app notification system whilst a permanent and compliant system is agreed.

Fire Service Audit update from w/c 13th June 2022

At the previous HSE committee it was reported that Leicestershire Fire and Rescue Service (LFRS) were auditing halls, and this had paused due to limited occupancy over the summer period. In December, further audits were undertaken, and the status is outlined below. We are awaiting to hear from LFRS for the remaining buildings.

- Claudia Parsons Blocks D, F, G, E, H – Outcome; broadly compliant
- Cayley Blocks 15 & 16 – Outcome; broadly compliant
- Whitworth Tower – 30th Jan
- David Collett Blocks A, B, C – 1st Feb
- Butler Court Blocks A, B, C, E, – Date TBC

All UPP halls, (for which the maintenance evidence sits with UPP):

- Robert Bakewell Blocks D, B, E, C – Outcome; broadly compliant
- Hazlerigg-Rutland Hall – Outcome; broadly compliant
- John Philips Blocks B, D, A & C – Outcome; deficiency notice (since rectified)

Controlled Fire Evacuation and Evacuation Chair training

Controlled evacuations took place in November (a requirement of the fire safety order) and generally there was an improvement on 2021 following a break due to Covid. Buildings of shared department occupancy continue to be the most challenging, though an improvement in coverage was observed. The university fire officer and deputy are working with these departments to continue this improvement.

Evacuation chair testing with the five security shifts took place across December and January with all shifts demonstrating competency. On average, the exercise from call-out to evacuation from the building was completed in under 17 minutes, which is under the 30 minutes of which the staircase is designed to hold back fire.

Fire Strategy Drawings

Throughout 2022, a significant amount of time has been invested in creating fire strategy drawings by consolidating building information and undertaking a detailed fire door survey for the estate, recording the location and asset tagging. The focus was on buildings where persons do not sleep as although lower risk, much less information is held and much of the refurbishment works take place here and often causes confusion, delay and unplanned firestopping costs. Whilst sleeping accommodation is much better-known similar work is currently being undertaken.

This collaborative approach from the fire safety officer, and E&FM colleagues has resulted in some of the most comprehensive retrospective fire strategy information the university has ever held. This places the University in a much stronger position for future refurbishment and maintenance works and consequently compliance, ensuring that life safety features of the buildings are not compromised when works are undertaken, and project managers and contractors know what is expected beforehand. Over 5000 fire doors have been recorded to develop these drawings, and the doors were also surveyed, and asset tagged to enable the maintenance team to schedule in a much more efficient manner.

An example of that produced is illustrated in Figure 1, in an LU standardised format.

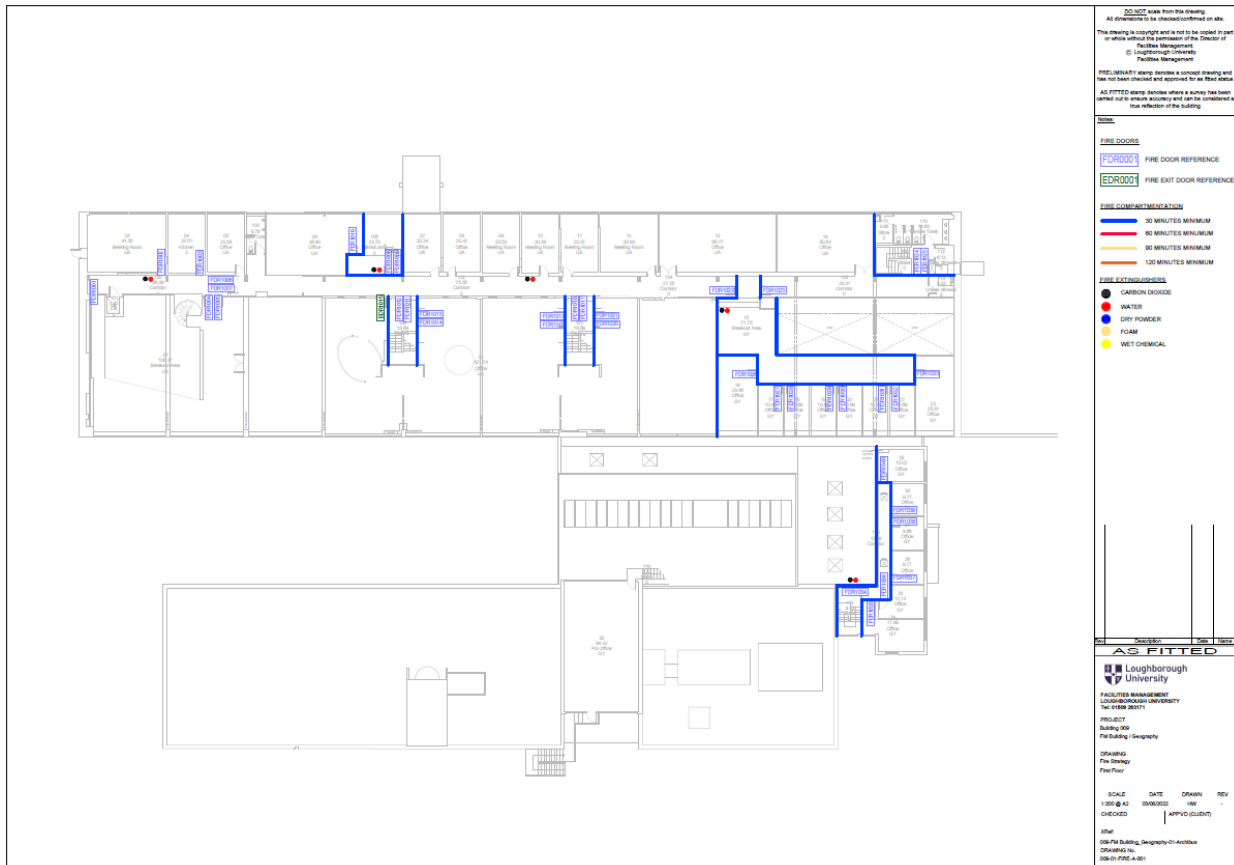


Figure 1 – LU building fire strategy example

Fire Alarm Activations and causes

A breakdown of fire alarm actuations and causes are provided below to show some comparisons between 2021 and 2022. This is the first year on year data with ‘normal’ occupant levels that we have been able to produce since covid, see Figure 2.

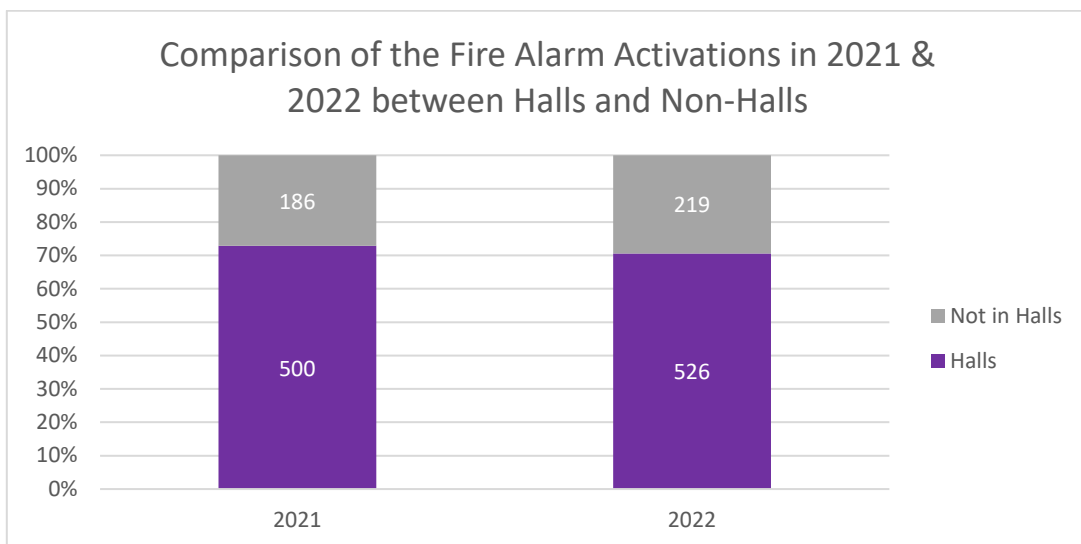


Figure 2 – Fire alarm activations 2021 vs. 2022, halls vs. non-halls

Figure 3 shows the range of fire alarm activations across halls, with Falkner Eggington again illustrating to be the most significant for alarms. This data has been shared and discussed with E&FM colleagues who are requesting a quote to swap the smoke detectors for heat detectors in the kitchen extension where a refurbishment in 2012 saw the conversion of a bedroom to part of

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the kitchen/diner, but the smoke detector was reduced to its lowest sensor in a bid to reduce these alarms. The data shows this is not working and the alternative of replacement/redesign of the cooking extraction system would be costly. Keeping these false alarms to a minimum is a requirement of BS5839, hence this action.

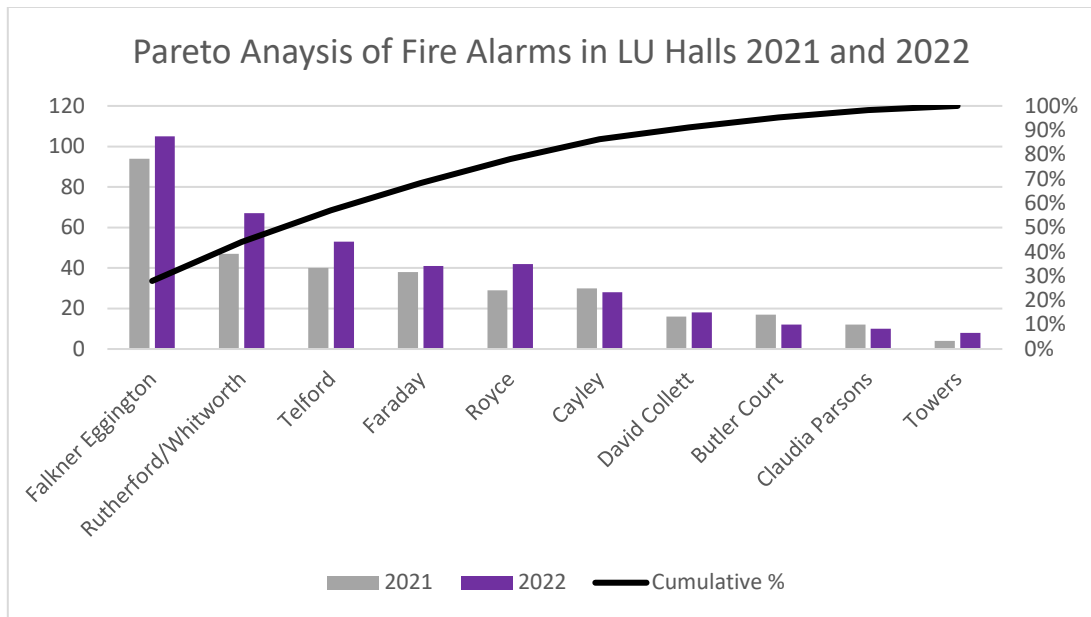


Figure 3 - Pareto of the Location of LU Hall Fire Alarm Incidents

Fire Safety Policy Duty Holders Update

Vice Chancellor	<p>The Vice Chancellor is the most senior member of the University body and as such is designated as the “Responsible Person” under the Regulatory Reform (Fire Safety) Order 2005.</p> <p>The post holder is responsible for ensuring that fire safety matters are delegated to appropriate members of staff and are planned and resourced appropriately.</p>
Chief Operating Officer	<p>The Chief Operating Officer ensures sufficient resources are made available to confirm fire safety is effectively delivered. The Chief Operating Officer ensures that monitoring arrangements are in place to make sure that fire standards are maintained. The Chief Operating Officer will also periodically receive reports on the adequacy of fire safety standards on the Loughborough Campuses.</p> <p>The Chief Operating Officer is responsible for ensuring that the university registers any High-rise Residential Building (HRB) under the requirement of the Building Safety Act with the Building Safety Regulator (BSR) but delegates this to the Director of Estates and Facilities Management.</p>
University Fire Officer/Deputy Fire Officer	<p>The University Fire Officer and their Deputy have the technical and practical knowledge to assess, investigate and report on fire hazards associated with the infrastructure of university property. The University Fire Officer and their Deputy are designated as the “Competent Persons” and they act on behalf of the Vice Chancellor in discharging these duties.</p> <p>The University Fire Officer is responsible for developing any Building Safety Case under the requirement of the Building Safety Act 2022.</p>
Director of Estates and Facilities Management	<p>The Director of Estates and Facilities Management is designated as the “Main Duty Holder” under the RR(FS)O 2005.</p> <p>The Main Duty Holder is responsible for ensuring that University buildings are designed, built and maintained to be protected, so far as is reasonably practicable, from the effects of fire. The Director of Estates and Facilities Management may receive advice and information from the University Fire Officer or his Deputy to assist them in discharging this duty effectively.</p> <p>The Director of Estates and Facilities Management is responsible for registering any HRB under their control.</p>



Occupational Health and Wellbeing Update

Origin: Sarah van Zoelen – Occupational Health and Wellbeing Manager

Action Required:

A decision on whether to offer flu vaccines for the winter period 2023-4

Please note the difficulty experienced in securing a room for staff wellbeing purposes.

Executive Summary

This paper provides an update of the Occupational Health and Wellbeing service for the last quarter.

Other Committees Consulted

Not applicable for this paper

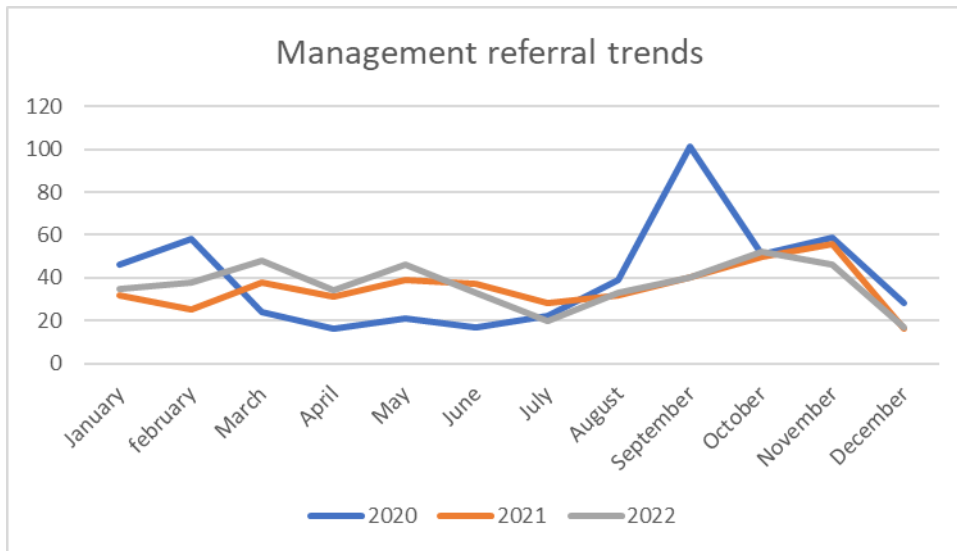
Equality Diversity and Inclusion Considerations

We are constantly working to expand our Occupational Health and Wellbeing provision to meet the EDI needs of the workforce and are working with Security to explore options for supporting employees with permanent or intermittent/short term mobility concerns.

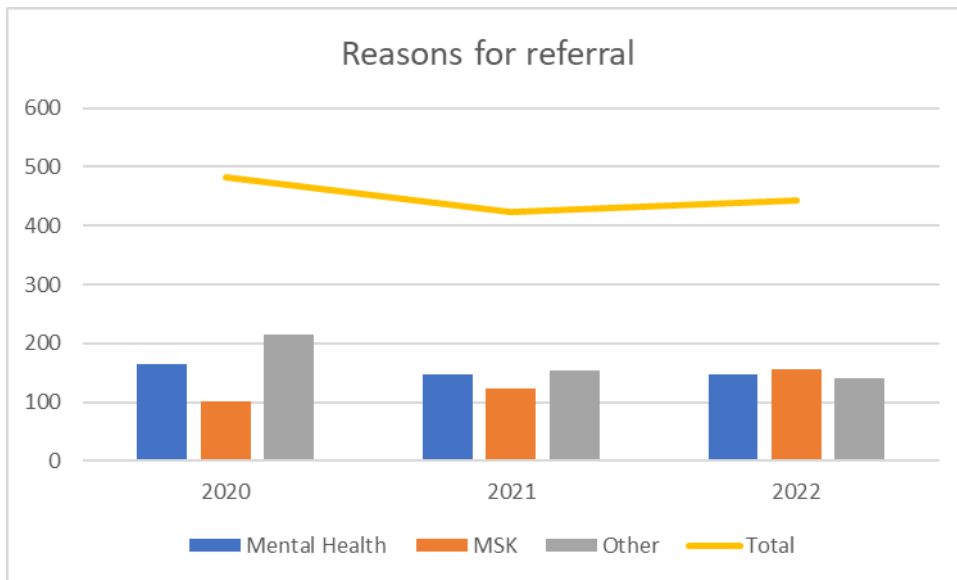
Paper Details

Management referral data

The number of referrals being submitted by managers for employees is remaining consistent over the last few years. The graph below shows the fluctuations in numbers throughout the year with the rise in oct 2020 being related to returning to work after the first lockdown period.



Reasons for referral also remain relatively static:



We are receiving a much greater number of disability updates from employees disclosing disabilities and requesting support. More referrals are being submitted to Access to Work where there is a waiting list of around 3 months. As a result, the Occupational Health team are working closely with employees to implement interim recommendations for support to ensure employees are not disadvantaged by the waiting time.

Flu vaccinations

This year we delivered 474 vaccines to employees on the Loughborough Campus and we issued 26 vouchers to the staff at the London campus. The voucher system provided much more flexibility for the London staff with the local Boots chemist being open 24hrs for vaccinations. The winter season has seen a sharp rise in the incidence of serious flu infections, There were more than 3,700 patients a day in hospital with flu in December - up from 520 a day the month before, the latest data from NHS England shows. Specialised care in critical care

beds was under significant pressure. NHS England warns pressures on the health service continue to grow as viruses like flu re-circulate after a hiatus during the pandemic.

Occupational Health Software OPAS G2

The service has now implemented the new software, and 'go live' was the 2nd January 2023. We have started with completing management referrals in this format as this has the greatest requirement for data protection. Plans are in place for training HR and managers on how to use it effectively to monitor reports and appointment. Phase 2 will involve managing health surveillance requirements via the software which will provide greater reporting opportunities.

Wellbeing

We continue to facilitate several live and online wellbeing events. Webinars are held bi-monthly and are available to all staff – the programme of upcoming webinars will be finalised by February 2023 and advertised accordingly.

We also host a number of in person events – primarily for facilities employees but events are opened up to all staff where room size allows. On the 15th February we are holding a men's health event and have a Consultant Urologist in attendance along with the charity Prostaaid. This is open to all employees. In April we are hosting a n awareness event hosted by a Consultant Dermatologist who will also offer signposting on any specific concerns. Last year this was focussed on the grounds and gardens team but we are able to offer this as an all staff event this year.

The biggest challenge we face in hosting these events relates to room allocation. Booking of speakers needs to be months in advance but we are unable to secure a room until much closer to the event.

We are hosting our first in person Wellbeing Champion event in January. This will provide an opportunity for champions to meet and network, to share ideas and have a tailored session looking into their own work life balance needs.

Remploy

Remploy has re-branded to the Maximus Access to Work Mental Health Support Service. Working with Marketing we have delivered a press release to inform employees of this and will be working closer with the providers of the service to obtain data around usage.



Update of the University Health and Safety Policy

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Action Required:

HSE Committee are asked to **Approve** the revisions to the University Health and Safety Policy

Executive Summary

The University Health and Safety Policy has been amended to reflect changes that have occurred within the University over the last year. Specifically job titles have been updated, references to ALT have been removed and additional responsibilities have been added to reflect the actual responsibilities of the Director of Estates and Facilities Management.

Other Committees Consulted

None, but individuals have been consulted on relevant sections of the policy.

Equality Diversity and Inclusion Considerations

None

UNIVERSITY HEALTH AND SAFETY POLICY STATEMENT AND ARRANGEMENTS

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Loughborough University Health and Safety Policy

1. Introduction by the Vice Chancellor

The health, safety and wellbeing of our staff and students underpins the success and flourishing of the University. If colleagues do not feel safe and well, then they will not feel valued and respected, and we will not achieve the ambitious aims of our “Creating Better Futures. Together” strategy. Indeed, the strategy explicitly highlights health and wellbeing as one of its core themes.

Whilst we are compelled by the Health and Safety at Work Act 1974 to produce a statement of policy, I view this as the minimum underpinning commitment. I want us to do more. I want us to continually strive to achieve the highest practical standard in health, safety and wellbeing, rather

than rely on the legal minimum. This means managers at all levels need to actively pursue increasingly higher standards of health and safety management.

I recognise the importance of our staff and students being fully aware of their responsibilities and the importance of all working together to ensure that the Health and Safety Policy and Procedures are observed and so I fully endorse this policy which sets out those responsibilities.

To this end, this document brings the University's statement of health and safety policy to the attention of everyone, our employees and our students, and it provides details of the organisation and arrangements for carrying out the policy. The policy statement is supplemented by individual procedures covering a range of topics and everyone must ensure they are aware of the safety precautions appropriate to the area in which they work.

As Vice Chancellor I recognise that I carry day to day responsibility for the health and safety of all persons affected by the undertakings of the University. But, only by working together can we create an environment that is safe, healthy and promotes wellbeing.

Professor Nick Jennings CB FREng FRS

Vice Chancellor and
President

January 2023

~~Health and Safety is a vital ingredient of all successful organisations. A good health and safety culture is an essential element in making colleagues feel valued and respected. The things needed to drive good health and safety underpin good management and serve as a stepping stone to excellence.~~

~~Under my leadership the University also recognises that health, both physical and mental, is a critical part of health and safety. Indeed the wellbeing of staff and students is a critical part of our success.~~

~~The University is required under the provisions of the Health and Safety at Work Act 1974 (The Act), to produce a statement of policy with respect to the health and safety of everyone who uses our premises or may be affected by our undertakings off-campus. However, this is only a starting point. Our University will continually strive to achieve the highest practical standard, rather than rely on the legal minimum. The University also expects managers at all levels to actively pursue increasingly higher standards of health and safety management.~~

~~The University recognises the importance of our employees and students each appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and Procedures are observed.~~

~~This document is intended to bring the University's statement of health and safety policy to the attention of all our employees and students and to provide details of the organisation and arrangements for carrying out that policy, as indicated by the Act. The health and safety policy statement is supplemented by individual procedures covering a range of topics and everyone must ensure they are aware of the safety precautions appropriate to the area in which they work. As Vice Chancellor I recognise that I carry day to day responsibility for the health and safety of all persons affected by the undertakings of the University.~~

~~I would encourage you all to adopt a positive attitude towards health and safety requirements and to promote a healthy and safe working environment for ourselves, our students and others affected by the work of Loughborough University.~~

Professor Nick Jennings, CB, FREng

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2. The Health and Safety Policy Statement

It is the policy of Loughborough University under the University Council to:

1. Regard legal compliance as the lowest acceptable standard of management ~~with regard to when considering~~ health and safety. ~~Please note that~~ (for the purposes of this policy document the term "health and safety" will be deemed to include all aspects of occupational health.)
2. Regard health and safety as a core management function.
3. Develop a clear structure which identifies health and safety responsibility at all management levels across the University.
4. Promote an attitude of safe working by employees and students in all aspects of the University's work underpinned by appropriate disciplinary procedures.
5. Encourage discussion and consultation between management, employees and students on safety, health and environment matters and establish a Health, Safety and Environment Committee for this purpose.
6. Maintain a safe and healthy working environment and safe methods of operation.
7. Ensure the provision and maintenance of premises, plant and equipment to a safe level
8. Ensure the provisions of appropriate resources to meet health and safety issues.
9. Ensure that provisions are made to support the mental health of staff.
10. To bring to the attention of all staff and students, their responsibilities to ensure the health and safety of themselves and any other persons affected by their actions or omissions.
11. Provide all necessary information, instruction, training and supervision, to ensure the health and safety of employees at work.
12. Provide as appropriate and ensure the correct use of, approved safety equipment and protective clothing and to ensure no charge will be levied on any employee in respect of anything carried out or provided in pursuance of any specified requirements of relevant statutory provisions.
13. Ensure immediate and accurate reporting and investigation of occupational ill-health issues, accidents and incidents.
14. Ensure the provision of an appropriate number of specialist safety staff with responsibilities for safety and health and to ensure appropriate contingency arrangements are made during the absence of such staff to meet the relevant statutory requirements.
15. Develop a system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk management are being achieved across the University.
16. Review this Health and Safety Policy not less than once every two years.
17. Make specific arrangements on sites controlled by the University to ensure that contractors are carrying out their responsibilities for Health, Safety and Environment to a standard acceptable to University management.

18. Ensure that the health and safety of all staff, students, contractors, visitors and any others who may be affected by our undertakings is safeguarded, so far as is reasonably possible.

The University Council acknowledge ultimate responsibility for Health and Safety management within Loughborough University. This responsibility will be discharged on behalf of the University Council on a day to day basis by the Vice Chancellor.

3.1 University Council

The University Council, under the requirements of the Health and Safety at Work etc Act 1974, is responsible for issuing a written statement covering the general policy with respect to Health and Safety at work of employees, students and others affected by the undertakings of the University.

The University Council shall ensure that they receive sufficient information on the status of University health and safety management systems to satisfy themselves that all statutory requirements are being met. To this end they will commission an annual health and safety report to be undertaken by the ~~Health, Safety and Risk Manager~~ Director of Health, Safety and Wellbeing.

While statutory compliance will be accepted as a baseline standard, the University Council will ensure that the University is constantly moving towards best possible health and safety practice.

Recognising that the University is a large, complex and rapidly developing organisation and that regulatory changes occur, if areas are identified which fall below statutory compliance Council will require an action plan to be produced which brings the University back into compliance as quickly as reasonably practicable and will require reports on the progress of any such plan.

3.2 Vice Chancellor

The Vice Chancellor is responsible for achieving the objectives of the University's Health and Safety Policy, namely to:

Ensure that managers know and undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and University policy are met

Advise the University Council of the resources required to comply with statutory requirements and make adequate arrangements

Ensure adequate consultations between management, specialist advisors and employees' representatives prior to the introduction of any change which may affect the health and safety of employees

Make the necessary arrangements to ensure that trades union safety representatives who are appointed under statutory regulations can carry out the duties required of them

Ensure the establishment and maintenance of a suitable health and safety programme to:

- eliminate accident potential as far as is reasonably practicable
- conform with the statutory duties and University codes of practice

Ensure that adequate communication channels are maintained to promulgate information concerning health, safety and environment

3.3 Academic Leadership Team

Under the direction of the Vice Chancellor, the members of the Academic Leadership Team are responsible for achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities they will;

~~Receive regular monitoring and audit reports on the suitability and effectiveness of health and safety management systems throughout the University~~

~~Ensure adequate follow-up procedures are in place to address Schools which fail to achieve a basic level of health and safety management as identified through accident reports and health and safety inspections/audits~~

~~Ensure that they and all personnel for whom they are responsible know and undertake their managerial responsibilities regarding health and safety, and that all personnel are adequately trained to discharge those responsibilities~~

~~Promote the implementation of the University Health and Safety Policy by establishing an adequate programme to:~~

- ~~• ensure that risk assessments are conducted and that adequate control measures are introduced and maintained~~
- ~~• conform with the statutory duties and University codes of practice, and to formulate suitable procedures to report occupational ill health issues/ accidents/incidents, communicate information and identify, report and eliminate hazards~~

~~Ensure the health and safety arrangements are fully discussed, seeking specialist advice where necessary, with regard to:~~

- ~~— current working programme~~
- ~~— planning new operations or methods of work~~
- ~~— designing or acquiring new buildings, plant and equipment~~

~~Arrange consultations with employees and their representatives in the workplace to ensure that progressive and positive methods are adopted to promote health and safety and to provide arrangements for the participation of employees' representatives in the development of such measures~~

~~Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety of those under their control~~

~~Keep under constant review the effectiveness of the University's policy and advise the Vice Chancellor of any changes they consider necessary on matters in breach of statutory requirements which cannot be effectively dealt with by them~~

3.43 Chief Operating Officer

The Chief Operating Officer (COO) is responsible to the Vice Chancellor on a delegated basis for the general oversight and development of health and safety policy and for ensuring co-ordination of such policies and practice across the University. The COO has responsibility for ensuring that the arrangements to manage health and safety in accordance with University policy are effective. ~~The COO has line management responsibility for the Health and Safety Manager in order to oversee health and safety compliance and performance.~~

3.45 Deans of Schools

Overall legal responsibility for ensuring the safety of staff, students and others who may be affected by School activities resides with the Dean of School.

Deans of Schools have oversight of resources devolved from the Vice Chancellor. As such, they have a duty not only for the application of these resources, but that they are applied safely. Deans of School should satisfy themselves that the Departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.

1. The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
2. Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.
4. So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access and egress from it that are safe and without such risks.
5. The provision and maintenance of a working environment for their employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

To deliver these statutory requirements, Deans are expected to:

- Produce a School health and safety policy which sets out the local organisation and arrangements to meet all relevant statutory and University policy requirements.
- Establish a health and safety committee(s) for the School (or Departments within the School if appropriate). Attend the School health and safety committee or receive minutes from Departmental committees.
- Receive twice yearly audit reports from the ~~Operations Manager~~ Head of Operations in the School.
- Ensure that procedures for producing suitable and sufficient risk assessments are properly integrated into School's management systems.
- Ensure that the health and safety training needs are identified, and that suitable training is provided. (See **Appendix 3**; "Loughborough University Staff Training Matrix").
- Ensure that either a School Safety Officer (to act for the whole School) and/or Departmental Safety Officers are appointed. In the absence of a nominated officer this role shall default to the Dean of School.
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their School Safety Officer.
- Bring to the VC's attention, any health and safety matter that cannot be dealt with at

School level.

- Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems in the School which cannot be resolved at one particular time.

3.56 Directors and Heads of Professional Services

Overall legal responsibility for ensuring the safety of staff, students and others who may be affected by their activity resides with the Director or Head of Service.

Directors and Heads of Professional Services have oversight of resources devolved from the Vice Chancellor. As such, they have a duty not only for the application of these resources, but that they are applied safely. Directors and Heads of Professional Services should satisfy themselves that their area of responsibility has suitable and sufficient arrangements in place to meet all statutory requirements.

1. The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
2. Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.
4. So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access and egress from it that are safe and without such risks.
5. The provision and maintenance of a working environment for their employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

To deliver these statutory requirements, Directors and Heads of Professional Services are expected to:

- Set out the local organisation and arrangements to meet all relevant statutory and University policy requirements.
- Establish a health and safety committee or agree with the ~~University Health, Safety and Risk Manager~~ Director of Health, Safety and Wellbeing alternative consultation arrangements. Attend the health and safety committee established for their area, or, if alternative arrangements are made take such steps to ensure that they are kept informed of relevant information and actions.
- Receive twice yearly audit reports for the service or department.
- Ensure that procedures for producing suitable and sufficient risk assessments are properly integrated into service or department management systems.
- Ensure that the health and safety training needs are identified, and that suitable training

is provided. (See **Appendix 3**; "Loughborough University Staff Training Matrix").

- Ensure that an individual is nominated to act as a health and safety lead in the area of responsibility.
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their health and safety lead.
- Bring to the Chief Operating Officer's attention, any health and safety matter that cannot be dealt with at function or departmental level.
- Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems in the area of responsibility which cannot be resolved at one particular time.

3.67 Operations Manager/Head of Operations

The ~~Operations Manager~~Head of Operations (OM) works closely with the associated Dean or Head of Professional Service to ensure that Key Performance Indicators (KPI's) are achieved.

The School's ~~OM~~Head of Operations is responsible for;

- Ensuring that 6 monthly internal health and safety audits are conducted, and the results are forwarded to the ~~University Health and Safety Manager~~Director of Health, Safety and Wellbeing.
- Ensuring that the Health and Safety Committee meets at least 3 times per year.
- Ensuring that all accident/near miss events are reported ~~to the University's Health and Safety Manager~~via the University's incident reporting system.
- Ensuring that action is taken to identify and remove causes of accidents / near miss events.
- Reviewing procedures for producing risk assessments to ensure that risk assessments are suitable and sufficient and up to date.
- Bringing to the attention of the Dean or Director / Head of Professional Service any breach of statutory requirement or other health and safety concern which cannot be resolved.

3.78 Director of Health, Safety and Wellbeing

The Director of Health, Safety and Wellbeing has a central co-ordinating role in relation to general health and safety matters and acts as advisor to the University on health and safety strategy and the requirements and interpretation of relevant legislation. The Director of Health, Safety and Wellbeing ~~The Health Safety and Risk Manager~~ has a vital role in the development of the University's health and safety policy and plan, and the development of a health and safety management system.

The Director of Health, Safety and Wellbeing will ensure the effectiveness of health and safety management structures through regular auditing of these systems.

The Director of Health, Safety and Wellbeing will present, through the University Health, Safety and Environment Committee, to the University Council an annual report on the status of the University Health and Safety Management systems and procedures.

The Director of Health, Safety and Wellbeing ~~The Health Safety and Risk Manager~~ is responsible to the COO for all University facing health and safety matters

The Director of Health, Safety and Wellbeing will be the nominated 'competent person' on behalf of Loughborough University, as required by the Management of Health and Safety at Work Regulations 1999.

~~The Radiological Protection Officer will act as the responsible officer for licensing purposes, for use of scheduled substances under the Drug Precursor Regulation (EC) NO 273/2004.~~

3.98 Radiological Protection Officer

~~The Radiological Protection Officer role will be performed by a suitably qualified and experienced member of staff. The role is currently discharged by the Strategic Scientific Technical Lead.~~ The Radiological Protection Officer provides advice on all aspects of radiological protection in the University, with particular reference to the statutory requirements relating to the Ionising Radiation Regulations 2017, together with various codes of practice.

The Radiological Protection Officer will co-ordinate arrangements for the safe ordering, storage, handling, use, transporting and disposal of radioactive substances.

~~The Radiological Protection Officer will act as the responsible officer for licensing purposes, for use of scheduled substances under the Drug Precursor Regulation (EC) NO 273/2004.~~

The Radiological Protection Officer will act as a link to the contracted services of the Radiological Protection Advisor and reports to the ~~Director of Health, Safety and Wellbeing~~ **University Health and Safety Manager**.

3.109 Deputy ~~University~~ Health Safety and Risk Manager

The Deputy ~~University~~ Health Safety and Risk Manager acts as a deputy to the ~~Director of Health, Safety and Wellbeing~~ **University Health Safety and Risk Manager** and also acts as 'competent person' under the Management of Health and Safety at Work Regulations, in the absence of the Director of Health, Safety and Wellbeing. Specific areas of responsibility include;

- responding to requests for service from Schools / Departments, providing support and information to SSO's / DSO's,
- investigating accidents and liaising with the University's insurers, and,
- organising and providing health and safety training for staff.(See **Appendix 3**; "Loughborough University Staff Training Matrix").

The Deputy ~~University~~ Health, Safety and Risk Manager reports to the Director of Health, Safety and Wellbeing.

3.110 ~~University~~ Occupational Health Manager

The University Occupational Health Manager, in consultation with the Occupational Health Physician, shall advise the University on workplace or work-related health matters.

The Occupational Health Manager will develop, on behalf of the Health, Safety and Environment Committee, University occupational health policy.

The Occupational Health Manager will advise the University on the development of suitable approaches to improving Health, ~~and~~ Mental Health and general wellbeing throughout the University.

The Occupational Health Manager will carry out monitoring and auditing of occupational health

issues to ensure compliance with University policy.

The Occupational Health Manager is the link to the contracted services of the Occupational Health Physician and reports to the Director of Health, Safety and Wellbeing.

3.121 University Fire Officer

The University Fire Officer will provide professional fire safety advice as needed to staff and students across the University. Other duties include:

The University Fire Officer will act as 'competent person' under the Regulatory Reform (Fire Safety) Order 2005.

The development and implementation of a rolling programme of fire risk assessments as required by the Regulatory Reform (Fire Safety) Order 2005, ~~Fire Precautions (Workplace) Regulations 1997 (as amended 1999)~~.

Provision of advice to the University concerning appropriate standards for fire precautions in buildings and the development and maintenance of effective fire prevention strategies.

Development of compliance and control strategies as required by the relevant statutory provisions.

Monitoring Departmental and University fire safety arrangements and making recommendations as necessary.

The University Fire Officer will be responsible to the Director of Health, Safety and Wellbeing.

3.132 The Director of Estates and Facilities Management

In addition to the general responsibilities allocated to Deans and Directors of Professional Services, the Vice Chancellor and Chief Operating Officer COO have delegated additional responsibilities to the Director of Estates and Facilities Management (E&FM) for health & safety and compliance. These are in relation to buildings, grounds and facilities on the Loughborough Campus and for the London Campus through the contracted facilities provider.

As such, the delegated responsibilities of the Director of E&FM include, so far as is reasonably practicable:

- Ensuring that buildings, grounds and facilities are maintained to a safe standard.
- Ensuring that management systems and responsibilities are clearly defined, implemented and monitored to assure compliance, for the provision of a safe estate infrastructure, including new builds, refurbishments, electrical, fabric and mechanical, services, roads, footways and external areas. (this excludes responsibility for research and educational equipment provisioned by schools)
- Ensuring that the University's responsibilities under the Construction (Design and Management) Regulations 2015 are met and that construction and refurbishment projects meet the health and safety needs of the University.

- Ensuring that written agreements which identify all statutory obligations, roles and responsibilities, are in place and complied with for University-owned buildings which are leased.
- Having management arrangements in place and records to show that statutory requirements are met. - whether that be as owner-occupied i.e. LU owned and occupied building or, as landlord for buildings let to third parties.
- Ensuring that management systems are in place to monitor/evidence statutory compliance of landlords in commercially-owned premises not owned by the University, but in which we place University staff or students.
- Acting as the Duty Holder as required by specific University policies by nominating and appointing DAPs for compliance related tasks.

Should the Director of E&FM be aware of areas of risk outside these delegations or be unable to provide assurance of safe standards, these matters will be escalated and passed back to the Chief Operating Officer and / or Vice Chancellor.

3.13 Director of Human Resources

The Director of Human Resources is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels. Where these monitoring systems indicate work-related ill health issues, these will be brought to the attention of the Health and Safety Service.

3.144 School / Departmental Safety Officers

Either a School Safety Officer or individual Departmental Safety Officers shall be appointed by the Dean or Head of Professional Service to act for their respective Departments. The School / Departmental Safety Officer will report to the Dean or Head of Professional Service on all health and safety related issues. (For a list of the typical duties of a School/Departmental Safety Officer, see **Appendix 2**).

When appointing persons as a School / Departmental Safety Officers, serious consideration should be given to the amount of time necessary to adequately carry out the associated duties and the person's existing duties. Where necessary, some or all of the person's existing duties should be transferred to another person/post.

Persons selected to be School / Departmental Safety Officers should be sufficiently experienced, be willing to accept the role and be willing and able to be trained (when necessary) to an acceptable level of competence in safety issues, relevant to their Department. They should also be of sufficient competency and experience to be able to carry out their duties with recognised authority.

3.155 All Supervisory Staff

All supervisory staff (for example Senior Academic staff, Administrative Managers, Principal Technical Managers, Team Leaders etc) will:

- Be fully familiar with the University and local Health and Safety Policy and understand and apply it within all areas of their responsibility
- Ensure staff are trained to enable them to carry out suitable and sufficient risk assessments, where required. (See **Appendix 3** ; "Loughborough University Staff Training Matrix").
- Ensure that staff operate in accordance with the University and local health and safety

policy, as relevant to their work

- Ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for health and safety
- Ensure the competence and training of their appointees to allotted tasks
- Ensure that safe working practices within a safe working environment are used by all staff
- Ensure that all equipment used is safe and that those using the equipment are trained on its safe use.

3.166 All Employees

The Health and Safety at Work etc Act 1974 states that **EVERYONE** has a responsibility for safety. It is important that everyone appreciates the extent of their responsibilities, namely, that they:

Shall make themselves familiar with the Health and Safety Policies of the University and of the School/Departments in which they are employed, and shall be fully familiar with sections of these policies which directly affect their particular activities

Shall accept individual responsibility:

- to take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions
- to co-operate with the University so far as is necessary to enable it to comply with its legal duties
- to undertake as required all health and safety training which is deemed necessary by their line manager to secure the health, safety and welfare of their employees or anyone else affected by their actions while at work

Shall report to supervisory staff any occupational ill-health issues/accidents/incidents or dangerous occurrences, whether or not injury is sustained, and any unsafe practices; and shall report systems of work or conditions which they consider may create risks to their own health and safety or damage to equipment and premises

Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare

Shall conform to all instructions, written and oral, given to ensure their personal safety and the safety of others.

Shall at all times make full use of appropriate personal protective clothing and appropriate safety equipment and devices provided.

Shall maintain tools and equipment in good condition, reporting any defects to their supervisor.

3.177 All Students

All students:

Shall at all times, whilst they are on University premises or taking part in University activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them

Shall not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the University

Shall at all times, whilst in residence in University property, comply with all fire, safety and security procedures as laid down in the conditions of residence

Shall not, intentionally or recklessly interfere with or misuse anything provided by the University in the interests of health, safety or welfare

Shall conform to all instructions, written and oral, given to ensure personal safety and the safety of others

Shall use protective or specialist clothing as required and shall use all safety equipment available

Shall maintain tools and equipment in good condition, reporting any defects to their supervisor

Shall report all occupational ill-health issues/accidents/incidents, whether or not injury is sustained, to their supervisor or the member of staff in charge of the activity or facility.

4. Implementation of University Health and Safety Policy

This section provides details of the implementation of the University Health and Safety Policy.

4.1 The Health, Safety and Environment Committee

The terms of reference of the University Health, Safety and Environment Committee are:

To act on behalf of, and to advise, Senate and Council and senior management on matters of health, safety and environmental policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to University premises);

To develop and agree the strategic approach to be adopted in relation to Health, Safety, Environmental and Sustainability management:

To receive and act on reports, both written and verbal, on the health, safety and environmental performance and plans of schools and professional services:

To keep under review the University's legal and statutory obligations with regard to health, safety and environmental regulation compliance and to identify through regular monitoring and bring to the attention of senior management and/or Senate and Council areas where compliance is at risk or not being achieved;

To receive reports on health and safety and environmental audits, accident statistics, communications with enforcing authorities, and from relevant sub-groups, and to make recommendations to relevant University management of any corrective action required;
To receive aggregated absence statistics and reasons for such absences on a similar basis;
Specifically, to receive reports from sub-committees which have been established to ensure compliance with legal requirements; e.g. the Radiological Protection sub-committee:
Where appropriate to seek out and promote areas of good practice;

To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the University to meet all statutory requirements;
To ensure all levels of University management are aware of their safety and environmental obligations and through the receipt of regular monitoring reports to ensure these obligations are being discharged appropriately;

To set up and oversee sub-groups of the Committee and to commission reports from these sub-groups as is necessary to assist the Committee in the development of policy and procedure. To produce terms of reference for environmental management and sustainability sub-group(s) of the Health, Safety and Environment Committee;

To monitor staff training and development programmes as they relate to health, safety and environmental issues to ensure appropriate training is provided to enable all managers safely to discharge their duties;

To receive reports and review personal safety for staff, students and visitors on University premises, particularly where it could impinge on health and safety;

To receive reports on the progress of the University Environmental Management System;
To report after each meeting to Senate and Council on health, safety and environmental activities and provide Senate and Council with the information required to discharge their duties under the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1999) and the Register of Environmental Legislation.

Composition of the Health Safety and Environment Committee is attached as **Appendix 1**.

4.2 University Ethical Advisory Committee

From time to time the University Ethical Advisory Committee will deal with proposals for activities which have health and safety issues associated with them. To ensure good communications and to avoid issues falling between two committees a member of the University Health, Safety and Environment Committee will sit on the University Ethical Advisory Committee. Similarly, a member of the University Ethical Advisory Committee will be requested to serve on the University Health, Safety and Environment Committee.

4.3 Academic and Professional Services Health and Safety Structures and Policies

For the purposes of health and safety management any subsidiary of Loughborough University or any company in which officers of Loughborough University may be legally regarded as the 'controlling mind', will be regarded as a 'Department' under this policy document.

The Head of Department is responsible to the Dean of School or relevant member of the Academic Leadership Team for the day-to-day management of health and safety issues in their areas of managerial responsibility. See also: **Section 3, Statement of Responsibilities**.

The Director or Head of Professional service will have a defined line management structure and duties (but not responsibility) can be delegated through the line management structure.

The primary vehicle for all Health, Safety matters is likely to be a School / Departmental Health and Safety Committee. The Departmental Health and Safety Committee may or may not be formally constituted, depending upon the size and nature of the work of the Department.

It is a formal requirement of the University Health and Safety Policy that all Departments have a designated Departmental Safety Officer; the duties of the Departmental Safety Officer being appropriate to the size and activities of the Department.

Schools / Departments are required to formulate health and safety policies, intended to produce

a safe working environment and to support and encourage staff to adopt safe working practices. This policy must reflect the University Health and Safety Policy and explain in practical terms how it will carry out the responsibilities placed upon it by the University Health and Safety Policy. (See also: **Section 3, Statement of Responsibilities**).

School / Departmental Health and Safety committees and the Departmental Safety Officers, who report to the Head of Department, will oversee health and safety matters within that area; liaising with the ~~University Health, Safety and Risk Manager~~ Director of Health, Safety and Wellbeing as required.

4.4 Tenants, Contractors and Partnerships

It is the responsibility of those University officers entering into any arrangement or agreement on behalf of Loughborough University to ensure all health and safety responsibilities are clearly specified as an integral part of the arrangement. This must include arrangements for two-way communications of hazard identification, risk assessments and emergency procedures; particularly for activities on campus.

Where University staff will be working under the control of external agencies their line manager will be responsible for ensuring that a satisfactory assessment of all foreseeable risks has been carried out prior to the commencement of the activity.

5. Further Reading

- 5.1 University Safety and Health Association (USHA) Leadership and management of health and safety in higher education institutions

6. Document Management Table

Version	Owner	Revised by	Summary of revision	Date of revision
Version 1	UH&SS	UH&SS		Dec 2006
Version 2	"	"		Oct 2009
Version 3	"	"	Update to reflect new University management structure	Oct 2011
Version 4	"	"	Training matrix inserted	Feb 2014
Version 5	"	"	Changes to job titles, Update of training matrix and inclusion of Departmental and School safety officer training matrix	Jan 2017

Version 6	"	"	Changes to reflect the revised Health, Safety and Environment Committee structure and the new Ionising Radiation Regulations 2017 Removal of Head of Department duties and alignment of Dean and Director of Professional Services duties	June 2018
Version 7	"	"	Changes to reflect the dissolution of the Health, Safety and Environment Consultative Committee	November 2019
Version 8	UH&SS	UH&SS	Minor modifications to reflect changes in Vice Chancellor and in job titles	October 2021

<u>Version 9</u>	<u>UH&SS</u>	<u>UH&SS</u>	<u>Changes to reflect changes in the University structure. Removal of responsibilities allocated to ALT and updating of job titles. Inclusion of specific responsibilities for the Director of Estates and Facilities Management</u>	<u>January 2023</u>
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Appendix 1 Composition of the University Health, Safety and Environment Committee

The membership of the committee is as follows: -

Chair: - Deputy Vice-Chancellor

Chief Operating Officer

Deputy Chief Operating Officer

A Dean selected on a rotating basis

An Head of Operations ~~Operations Manager~~ selected on a rotating basis

Two Lay members, one of whom shall be a member of Council

Student Union Representative

One representative from each of the recognised Trades Unions (3 in total)

Ex officio members

Health, Safety and Risk Manager

Sustainability Manager

Human Resources Director

Appendix 2 Typical Duties of School/ Departmental Safety Officers

- Undertake health and safety training to an appropriate level of competence, thus enabling them to discharge their duties. (See Appendix 4 for guidance)
- Be fully familiar with the University's Health and Safety Policy and assist the Dean to develop, implement and periodically review a local policy and procedures.
- Provide health and safety advice to the Dean and other members of staff.
- Undertake regular health and safety inspections (with Trades Union Safety Representatives, as necessary) and report findings.
- Ensure that occupational ill-health issues/accidents/incidents and near misses are reported and investigated (with direct involvement as necessary). Communicate findings of investigations and ensure that recommended action is carried out.
- Ensure the necessary provision of health and safety training (including induction) to staff within the School/Department either by direct involvement or by monitoring provision. **(See Appendix 3 ; "Loughborough University Staff Training Matrix")**.
- Disseminate health and safety information and reports to appropriate staff and students.
- Monitor that adequate precautions are taken in relation to any special hazard in or about to be introduced into the School / Department, with advice from the University Health and Safety Service where appropriate.
- Monitor that all plant, equipment and processes within their area are maintained in a safe condition and in compliance with appropriate statutory requirements.
- Maintain adequate health and safety records where appropriate.
- Monitor housekeeping within the School / Department to ensure that a high standard is maintained.
- Monitor that adequate, suitable protective clothing and equipment is available and used as required.
- Ensure that systems are in place to provide and maintain adequate first aid facilities.
- Monitor that safe working practices based on risk assessment are adopted, especially for postgraduate work (in view of the fact that postgraduate students generally work without direct supervision).
- Act with the delegated authority of the Dean on health and safety matters of urgency. participate in audits carried out by the University Health and Safety Service as necessary.

Appendix 3 University Staff Training Matrix

Staff Training Matrix (Key: **M** = Mandatory/ **RA** = Risk Assessed)

Staff Categories	Health and Safety Induction	Accident & Near Miss Reporting	Asbestos Awareness E-Learning	Bio Safety Awareness	Bio Safety for Laboratory Workers	Chemical Safety for Lab Users Modules 1-4	Construction Small Works	COSHH Awareness	COSHH Risk Assessment	COSHH Spill Management	DSE Assessor Course & Software	DSE Healthy Working Online	Emergency First Aid	Fire Extinguisher User	Fire Marshal Awareness	Fire Safety Awareness - Online	First Aid at Work Beginner/ Requalification	Ionising Radiation Legislation & Protection	IOSH Managing Safely	Laser Safety Awareness	Management & Risk Assessment of Manual Handling Operations	Manual Handling Safe Lifting Techniques	Mental Health First Aid	NEBOSH NGC	Radiation Protection Supervisors Course	Risk Assessment Awareness	Security Threat Awareness	Workplace Noise Risk Assessment
All Staff	M	RA		RA								RA	RA		RA	M	RA					RA				RA	RA	RA
Academic Supervisors/ Research Associates					RA	RA		RA	RA	RA		RA	RA				RA	RA	RA	RA	RA	RA				RA		RA
Bio Workers				M		RA		RA	RA	RA																		
Deans & Ops Managers				RA				RA				M							RA					RA		RA		
DSE Assessors											M	M																
Facility Managers			M	RA	RA	RA	M	RA	RA	RA		RA		RA	RA			RA	RA	RA	RA					M		
Heads of Departments/ Support Services				RA				RA				M							RA					RA		RA		

Staff Categories	Health and Safety Induction	Accident & Near Miss Reporting	Asbestos Awareness E-Learning	Bio Safety Awareness	Bio Safety for Laboratory Workers	Chemical Safety for Lab Users Modules 1-4	Construction Small Works	COSHH Awareness	COSHH Risk Assessment	COSHH Spill Management	DSE Assessor Course & Software	DSE Healthy Working Online	Emergency First Aid	Fire Extinguisher User	Fire Marshal Awareness	Fire Safety Awareness - Online	First Aid at Work Beginner/ Requalification	Ionising Radiation Legislation & Protection	IOSH Managing Safety	Laser Safety Awareness	Management & Risk Assessment of Manual Handling Operations	Manual Handling Safe Lifting Techniques	Mental Health First Aid	NEBOSH NGC	Radiation Protection Supervisors Course	Risk Assessment Awareness	Security Threat Awareness	Workplace Noise Risk Assessment	
Laser Safety Officers																M					M	RA							
Maintenance Staff			M	RA				M		RA			RA	M			RA		RA				M						RA
Mental Health First Aiders																							M						
Radiation Protection Supervisor																									M				
Radiation Workers					RA	RA		RA	RA	RA			RA		RA			M								RA			
Security Staff				M				RA		M					M		M		RA				M				M		
Sub-Wardens				RA									M		M														
Technicians		RA	M		RA	RA		RA	RA	RA				RA	RA			RA	RA	RA	RA	RA	M			RA	RA		RA
Wardens				RA				RA							M		M						M						



Dogs on Campus Policy

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Action Required:

HSE Committee are asked to approve the policy position on dogs on campus.

Executive Summary

In October HSE committee received notification that the first formal request for an emotional support dog had been submitted. To allow this, a policy and process for the assessment and approval of requests for emotional support animals was developed and approved.

However, this policy position was not reflected in the broader Dogs on Campus policy. The Dogs on Campus policy has been amended to include emotional support dogs and agreed authorised events. Other than the very limited exceptions defined in the policy dogs are not allowed on campus.

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

The need for assistance and emotional support dogs is reflected in the policy position.

University policy on dogs on campus

The University policy on dogs on campus is :-

- Assistance dogs are welcome in all internal and external areas.
- Approved emotional support dogs are welcome in line with the specific arrangements agreed.
- Other dogs are not normally allowed on campus, unless specifically exempted or at specific events.
- All dogs must be on a lead.
- No dogs are allowed in buildings except :-
 - Assistance and emotional support dogs
 - Dogs in wardens' homes
 - Dogs associated with a specifically approved event eg Guide Dogs for the Blind supporting arranged wellbeing sessions.

Health, Safety and Environment Committee



Loughborough
University

Sustainability Report

Origin: Robyn Reeve

Action Required:

To receive an update from the Sustainability Manager

Executive Summary

Working groups have been established to reduce Scope 3 Carbon Emissions from our supply chain, alongside the Carbon Action Plan these will develop a standardised data reporting mechanism and strategy for the reduction of indirect carbon emissions. This will be incorporated in the Sustainability Strategy which continues to be a work in progress. Projects to enhance sustainable travel options continue with the Electric Vehicle Charge Point installation due for completion by March 2023.

The University will hold Sustainability Week from 12th to 17th March 2023 which will include several talks, events and workshops hosted by the University and Loughborough Students Union.

2023 will also see a review of sustainability governance, led by Dan Parsons, to improve reporting mechanisms and committee structures.

Other Committees Consulted

Sustainability Sub-Committee

LUNZ

Equality Diversity and Inclusion Considerations

N/A

Paper Details

Scope 3 Emissions

The LUNZ has established working groups to review Scope 3 emission data and methods to reduce them. The groups will review procurement, IT services, construction, staff business travel, staff commuting and student commuting.

The groups will launch on 10th February with open conversations around Net Zero and more detailed conversations at the Sustainability Workshop on 16th March. They will be tasked with improving the data for Scope 3 emissions and introducing policies to reduce them.

The Carbon Action Planner was launched in January 2023 and allows Schools and Professional Services departments to create an individual carbon reduction plan. It contains pre-populated actions and a free-text option for new initiatives. Data will be shared quarterly on actions completed and any best practice from the initiatives created.

Sustainability Week

The University will host its first Sustainability Week from 12th to 17th March, aligning with LSU's Sustainability Day on 13th March the week will include a series of talks, activities and workshops incorporating the themes of carbon reduction, biodiversity, sustainable sports, sustainable travel and sustainable food. A timetable of events will be issued in February.

Sunday 12th March- LSU Sustainability Hackathon

Monday 13th March- LSU Sustainability Day

Tuesday 14th March- Biodiversity Day

Wednesday 15th March- Sustainable Sports Day

Thursday 16th March- Sustainable Travel Day

Friday 17th March- Sustainable Food Day

League tables

There are several league tables that rank universities on sustainability including optional league tables, where the University submits evidence to be ranked and mandatory tables where the university is ranked based on publicly available data. The sustainability team have been reviewing the methodologies for each of the league tables and looking to improve our ranking and we are looking to establish working groups, including colleagues from across the University,

to improve our performance in areas that are outside of the team's control. Further details of current performance can be found in Appendix A.

Sustainable Travel

Work is ongoing to install 70 Electric Vehicle Charge Points across campus and completion is expected by the end of February 2023. The new charge points will be managed via an app, reducing the administrative burden of the current system and will allow Estates and FM to determine the price per unit of electricity for each charge.

A new ANPR system is also being installed this financial year to give more control over parking charges and permits. Once installed parking management will move from the sustainability team to a new parking team within Estates and FM.

We are currently undertaking a tender process for an Electric Vehicle Salary Sacrifice Scheme and aim to have this in place this financial year.

Sustainability Strategy

Work continues on the Sustainability Strategy through workshops held within the sustainability team. Wider input will be sought once a new draft has been finalised.

Sustainability Governance

Current governance structures for sustainability are complex with multiple committees working on different elements of sustainability. The team will be working with Dan Parsons to create a simplified structure which ensures that communication between various stakeholders is improved.

Snow and Ice Clearance

A new Snow and Ice Clearance policy (Appendix B) has been drafted following 11 incidents or close calls during the recent snowfall. To work effectively new equipment and grit storage will be required and areas of campus will need to be reprioritised to ensure that high risk areas are gritted earlier in the day. The prioritisation will be completed by mid-February.

LUNZ
15th December 2022



Sustainability Awards>Returns

1.0 League Tables

There are several league tables that rank universities on sustainability these have been divided into optional league tables, where the University submits evidence to be ranked and mandatory tables where the university is ranked based on publicly available data. The sustainability team have been reviewing the methodologies for each of the league tables and looking to improve our ranking, however it is evident from the scoring mechanisms that to perform well we require support from the wider university as many baselines are outside of our control.

1.1 Self-submission

1.1.1 Times Higher Education Impact (THE) Rankings

THE Impact is based on the 17 SDGs, institutions can either be ranked against 2 individual SDGs or gain an overall ranking. For an overall ranking the University would have to submit data on SDG17 (partnerships) and at least 3 others.

This year we submitted on SDG 7 Affordable and Clean Energy and SDG 8 Decent Work and Economic Growth.



There are 2 parts to the rankings, the first is based on key words searched by THE using Elsevier and the second based on evidence submitted. This year is our first submission, so we do not know how we rank.

1.1.2 UI Green Metric

The UI green metric is an international league table for sustainability created by the University of Indonesia. Institutions submit evidence towards 39 indicators which fall into 6 categories:

- Setting & Infrastructure
- Energy & Climate Change
- Waste
- Water
- Transportation
- Education & Research

This year we ranked 226 out of 1050 institutions. Our lowest scoring areas were water, setting and infrastructure and transportation. The team will be attending an online workshop in 2023 in which the UI green metric will explain the methodology and how to improve scores.

1.1.3 Sustainability Leadership Scorecard (SLS)

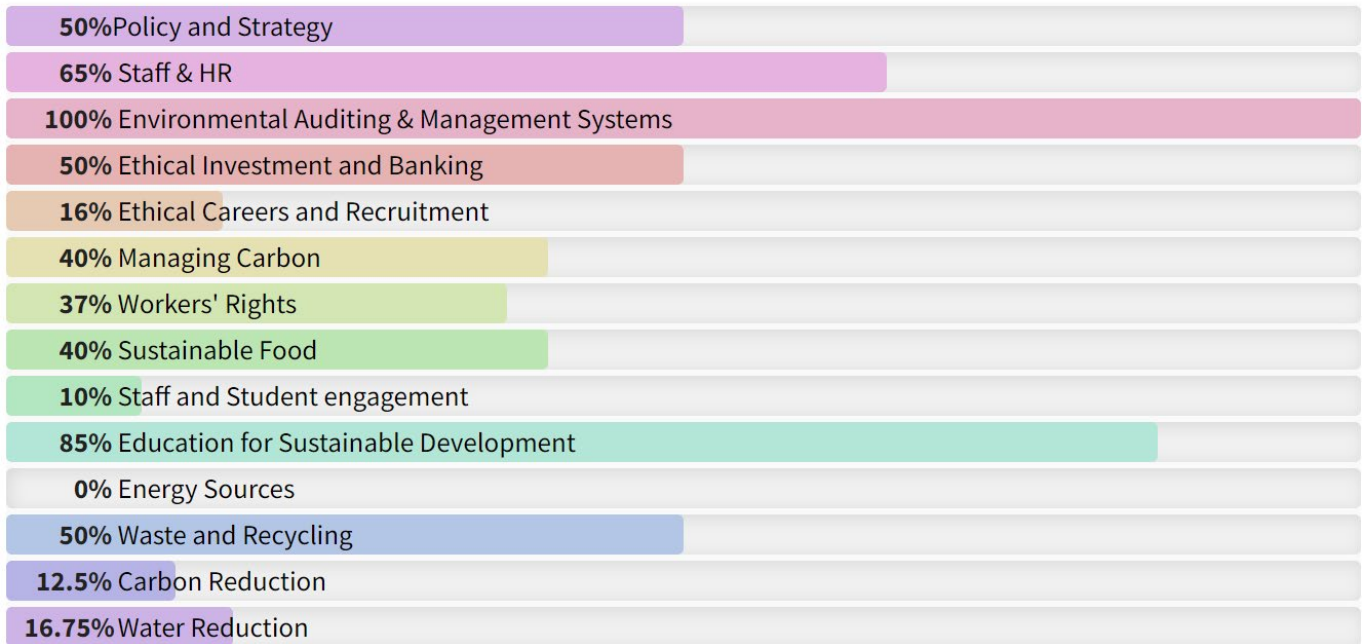
The SLS is a self-auditing mechanism developed by the EAUC the tool is available online and measures performance against 18 standard frameworks. Any data used by the EAUC is anonymous and is only used to report on the higher education sectors' collective performance. The tool was updated in October 2022, and we have plans to carry out audits in the new year. Whilst this won't impact our rankings or coverage it will enable us to create an action plan for improvement across the university.

1.2 Automatic ranking

1.2.1 People & Planet

People and Planet are a student campaigning network which ranks universities on their environmental and ethical performance using 14 topics. The ranking is carried out annually based on publicly available data via HESA and the University website. All UK universities are ranked.

Loughborough is currently ranked 77th out of 153 with details of individual topics below:



To improve would require a working group with stakeholders across the University as many of the baselines involve policies that are held in other professional services, or that don't currently exist.

1.2.2 QS Rankings

The QS sustainability rankings rate universities based on environmental and social impact, the sustainability ranking contributes to the institutions overall ranking and is based on:

Environmental impact

- Inclusion in officially recognised climate action or sustainability groups
- Student societies focused on environmental sustainability
- Sustainability and net zero reporting, strategy, and commitment
- Alumni outcomes and academic reputation within earth, marine and environmental sciences
- Courses directly relating to climate science and/or sustainability
- Research activity around the SDGs with extra points for research centres dedicated to sustainability.

Social impact

- Equality- proportion of female staff * students, publicly available EDI policy, disability support

- Knowledge exchange- commitment to knowledge transfer with less-economically-supported institutions
- Impact of research into quality education, alumni impact and academic reputation in social subjects
- Employability and opportunities- employer reputation score, employment outcomes score and research into economic growth, peace, justice and strong institutions
- Quality of life- commitment to wellbeing internally and externally including on-campus health options, air quality and research activity

Loughborough currently ranks 441 for environmental impact and 230 for social impact out of 700 institutions.

2.0 Pledges

There are several pledges for universities to commit to reducing the impact of climate change and achieving net zero. Whilst each of these requires annual reporting, we are currently reviewing the reporting requirements for various aspects with a view to creating one annual report which could be submitted to all pledges to avoid duplication.

2.1 UN Sports for Climate Action

The University is the only HE institution in the UK to have signed the UN Sports for Climate Action Framework, however at a recent event we were informed that we had not submitted the required report and were at risk of being removed from the list of signatories. We have been liaising with the UN to find out what they require with initial research indicating that we need to follow the below:

- Pledge to halving emissions by 2030 and being net zero by 2040
- Submit an action plan to achieve this focusing on actions up to 2030
- Act
- Report annually against the plan

We aren't currently aware of where the reports need to be submitted and are awaiting further information from the UN.

2.2 Race to Zero

Race to Zero is a global campaign which 1119 HE institutions have signed up to committing to net zero by 2050. To join an application form is submitted explaining how the University meets procedural criteria and leadership practices, this is reviewed by the Expert Peer Review Group.

Members are required to pledge to meet net zero greenhouse gas emissions as soon as possible and by 2050 at the latest. One year after the pledge we would need to set actions for short-term reduction in GHG emissions and longer-term pledges. We would be expected to take immediate action to deliver interim targets and would be committed to publicly reporting progress annually.

Joining the race to zero would provide us with a network of tools and resources and allow us to benchmark against other universities. We would benefit from sharing ideas and innovation and participating in best practice and leadership projects in climate change strategy.

2.3 Nature Positive Universities

The University has pledged to halt and reverse nature loss by signing up to the Nature Positive Pledge. This requires us to:

- Carry out a baseline of our impacts on nature
- Set SMART targets for biodiversity
- Create and implement an action plan
- Report annually

A baseline survey has been underway since July 2022, and we are expecting the results of this by the end of the year. The Biodiversity Working Group will then compile an annual report template which meets our obligations for Nature Positive and Green Flag.

3.0 Awards

3.1 Green Gown Awards

The Green Gown Awards are run annually by the EAUC and are specifically linked to sustainability in Higher Education. There are numerous categories in the UK and Ireland awards each year, with the winners of certain categories going forward to the international award. Submissions are made by June each year and include a 6-page application with finalists expected to submit a further video by September. There is no limit to the number of submissions a university can make.

This year's categories included:

- 2030 Climate Action - inclusion in the International Green Gown Awards
- Benefitting Society - inclusion in the International Green Gown Awards
- Building Back Better - sponsored by the Scottish Funding Council
- Campus Health, Food and Drink
- Campus of the Future
- Diversity, Equity & Inclusion in Sustainability

- Enterprise
- Money for Good
- Next Generation Learning and Skills - inclusion in the International Green Gown Awards
- Research with Impact
- Student Engagement - inclusion in the International Green Gown Awards
- Sustainability Institution of the Year - inclusion in the International Green Gown Awards
- Tomorrow's Employees
- Reporting with Influence

Winning projects had an impact on the SDGs that went beyond the institution and included collaboration between academics, students, professional services and the community.

3.2 Times Higher Education (THE) Awards

THE awards do not have a category for sustainability however there are numerous categories in which could link to sustainability-related projects. This includes:

- Technological or Digital Innovation of the year
- Widening Participation or Outreach of the year
- Knowledge Exchange/Transfer Initiative of the year
- International Collaboration of the year
- Outstanding Contribution to EDI of the year
- Outstanding contribution to local community of the year
- Research Project of the year

Annual submissions are due in June and include a 500-word summary addressing the criteria for the category and supporting materials of up to 4 pages.

Appendix B- Draft Snow and Ice Clearance Policy

Responsibilities

Between November and March, the campus is a risk of snow and ice, the Grounds and Gardens team will do their best to ensure that vehicle and pedestrian routes are made safe. The sports grounds and gardens managers will be responsible for:

- Monitoring weather conditions and forecasts.
- Mobilising snow/ice clearance teams as required.
- Maintaining and enforcing the on-call snow/ice clearance rota.
- Ensuring adequate stock of grit.
- Identifying and purchasing suitable equipment for campus.
- Ensuring the maintenance of snow/ice clearance equipment.
- Ensuring that grit bins are appropriately located and filled regularly.
- Carrying out suitable and sufficient risk assessments for snow/ice clearance and equipment and ensuring that all grounds & gardens staff are appropriately trained.
- Monitoring the efficacy of snow and ice clearance through supervisory checks and carrying out service improvements as required.
- Communicating any risks or issues around snow and ice clearance to the property office for tenants to be informed.

Domestic and Residential Services are responsible for the clearance of footpaths in the student village.

Building managers are responsible for reporting unsafe conditions via the reporting process below. They are also responsible for ensuring that localised areas within their control are gritted to make access/egress safe and that internal floors are free from snow, water or other hazards.

All staff have a duty of care under the Health and Safety at Work Act (1974), and during periods of snow and/or ice it is expected that staff will take reasonable precautions to prevent accidents, incidents or near misses. This includes:

- Wearing suitable warm clothing
- Wearing appropriate footwear with good grip and adequate support.
- Ensure that vehicles are in a safe, roadworthy condition with adequate tyres for the conditions.
- Taking additional precautions when driving or walking across campus e.g. going at a slower pace
- Making use of grit bins to grit building entrances and pathways.

- Only walking on designated footpaths which have been treated.
- Avoid parking in or walking on high-risk areas.
- Avoid manual handling activities.
- Reporting any snow/ice clearance requirements to the Helpdesk immediately.
- Reporting any slip, trip or fall hazards, near misses, accidents and incidents via Evotix.

During snow/ice there is a risk of slipping, tripping, or falling in internal areas due to wet flooring. Building users should monitor the floor and carry out additional mopping or use additional matting. Where necessary domestic services should be contacted to ensure that the area is made safe.

Snow and ice clearance outside of the campus is not the responsibility of the University and staff, students, tenants and visitors are advised to take care when commuting to/from campus.

Priorities

Due to the size of the campus, it is not possible to grit all areas, and pedestrians should ensure that they only use gritted pathways.

The campus has been divided into areas of differing priorities, which reflect the response times for gritting. **A detailed map of these areas can be found in Appendix A.**

1. Main campus road from East to West entrances
2. Remaining roads
3. Medical Centre
4. Main campus path from East to West entrances
5. Holywell Park/Loughborough Park roads
6. Steps/Path inclines
7. Main Car parks
8. Remaining paths
9. Responses to phone calls
10. Any remaining areas

The entrances to buildings are the building-user's responsibility and they should ensure that these are kept clear from snow/ice so that safe access can be maintained.

The team will endeavour to grit all main roads and pathways by 12 noon on weekdays.

Equipment

All equipment will be maintained as per the manufacturer's instructions.

All equipment will have a visual inspection and thorough test in October and any faulty equipment will be repaired/replaced.

Where suitable roads and carparks will be gritted using vehicle-mounted spreaders.

Areas that are inaccessible with the vehicle-mounted spreaders will be treated with manual walk-behind spreaders.

Where it is not possible to use manual walk-behind spreaders grit will be spread by hand.

Grit bins will be located throughout the campus, locations can be found on Appendix A. Grit bins will be filled regularly throughout the winter by the grounds & gardens teams.

All equipment should be thoroughly cleaned between each period of snow/ice to prevent deterioration.

Gritting Procedure

Weather conditions will be monitored throughout the winter months by the sports grounds or gardens manager.

The Met Office Website will be used to monitor the local forecast at 12:00 each day to determine whether snowy/icy conditions are expected the following day.

When the temperature is expected to drop below 2 °C or snow is forecast they issue instructions to the sports grounds and gardens teams to cease their normal activities as soon as it is safe to do so.

All staff will commence gritting as soon as possible and report back to management once it has been completed.

The out-of-hours team will be informed of any remaining areas e.g. carparks which are to be gritted outside of normal working hours.

Security will be informed of the out-of-hours rota.

Should further gritting be required outside of normal working hours security will follow the on-call procedure.

At 8am when grounds & gardens staff arrive on site, they will assess footpaths and carparks and carry out further gritting as required.

Snow Clearance

Where there is heavy snowfall and grit has been ineffective and there is more than 5cm snow on the ground the team will be instructed to carry out snow clearance.

A snow plough will be used to clear snow from the main University Road.

The main University footpath will be cleared by hand using shovels.

Limitations

The department will do their utmost to make campus as safe as possible in snowy or icy conditions, however there are limitations to the effectiveness of grit so they cannot guarantee safe pedestrian or vehicle routes. This is because:

- Grit takes time to become effective and requires vehicle/footfall to work into the snow.
- Grit will not work in severe cold weather (below -8 °C).
- Gritting cannot be carried out when it is raining so pre-emptive gritting can only take place when there is no rain forecast.
- When it is snowing heavily and incessantly gritting has little or no impact.
- It is not possible to grit carparks when vehicles are parked.
- Salt is damaging to certain surface materials e.g. resin bonded pathways and specialist grit is required.
- Salt is damaging to the natural environment and cannot be spread close to grass and other habitats.

In the event of exceptionally severe snow/ice it will be up to the Senior Management Team to issue warnings, guidance and/or determine whether the campus needs to close for normal operations. Communications should be distributed to staff, students and tenants warning them of adverse weather conditions and any precautions they are expected to take in addition to this policy.

Whilst an out-of-hours call out rota is in place for snow and ice clearance it is only possible for the main campus roads to be gritted outside of working hours. Therefore, if conditions occur between 16:00 and 08:00 or over weekends full snow/ice clearance cannot take place until the next working day.

Reporting and Escalation Procedures

Where there is an unforeseeable change in weather conditions or there are high-risk hazardous areas during the working week (Monday-Friday 08:00 to 16:00) this must be reported immediately via the Estates and Facilities Management Helpdesk on: **01509 222121**

Requests for snow/ice clearance and gritting **must not** be raised via Archibus.

Outside of working hours, including weekends, where pre-emptive gritting has not been possible any snow/ice should be reported to security on:

01509 222141

Accidents, incidents and near misses because of snow/ice must be reported immediately at:

[Assure - Portal \(sheassure.net\)](http://sheassure.net)

This includes any slips, trips, falls whether they result in injury or not, traffic incidents, damage to property and situations that could result accident or injury. You should provide as much detail as possible including the exact location, description of the incident, names of any witnesses and take photographs where it is safe and appropriate to do so.

If there are problems with the snow/ice clearance or the policy has not been followed you should contact the Sports Grounds Manager, Will Relf on:

01509 210954

07971 636136

Or the Gardens Manager, Kaz Setchell on:

01509 222107

07971 636075

Where conditions are severe the grounds or gardens management team may declare areas of the campus to be unsafe. In this instance they will escalate to the Director of Estates and Facilities Management, Graham Howard, and the Chief Operating Officer, Richard Taylor, for emergency procedures to be enacted.



Incident and Near Miss Data

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Action Required:

Data for information

Executive Summary

The paper shows incident data over the 21/22 academic year

Other Committees Consulted

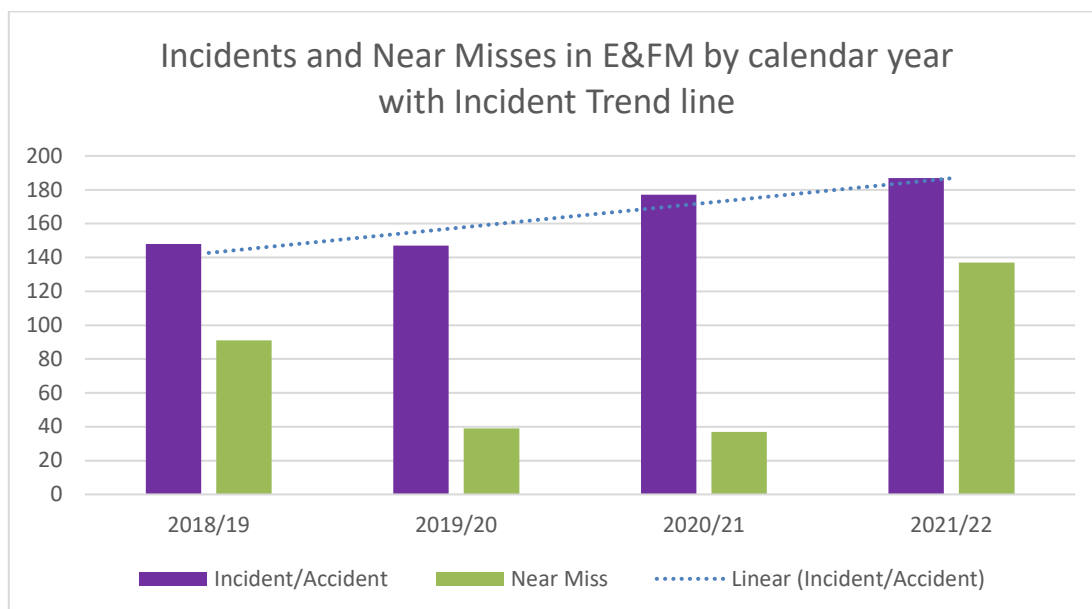
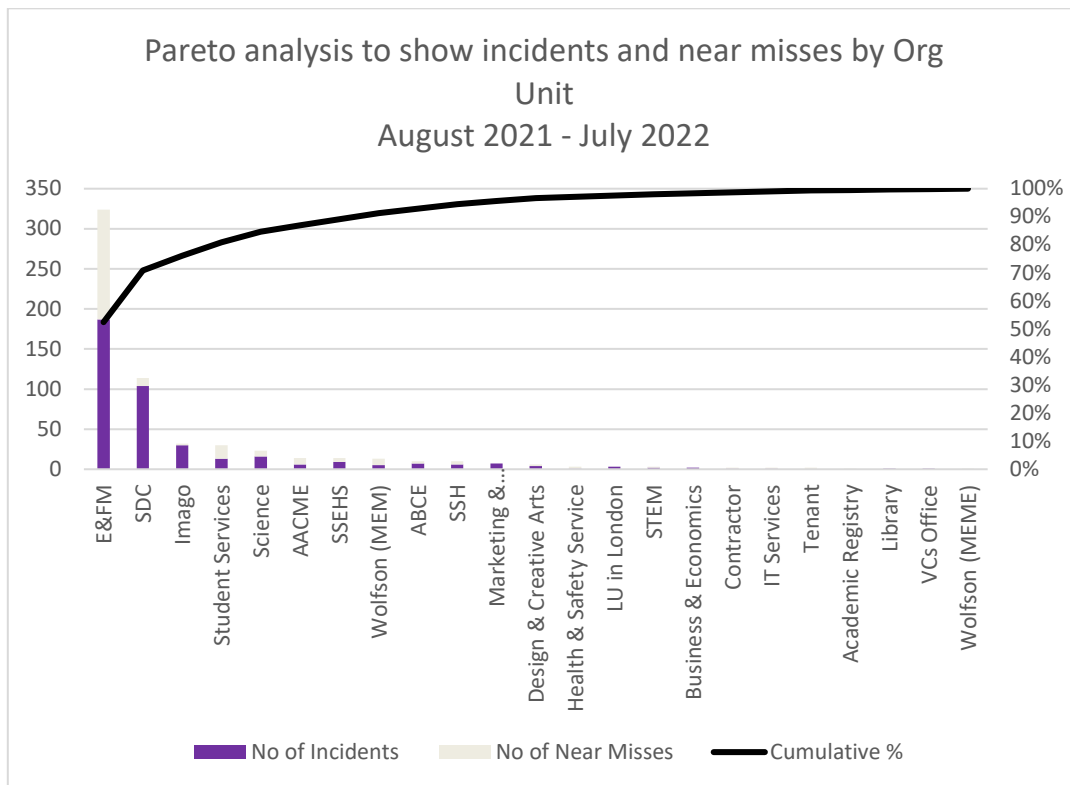
None

Equality Diversity and Inclusion Considerations

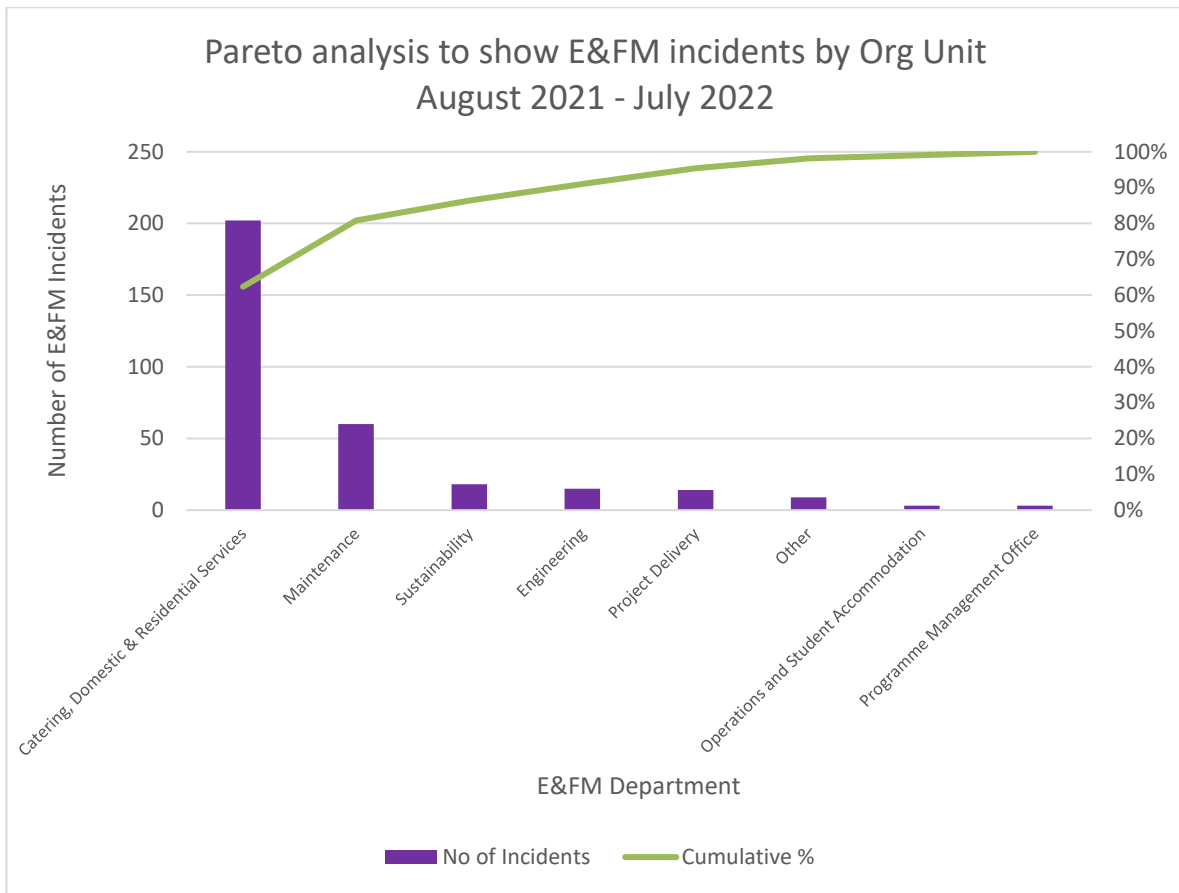
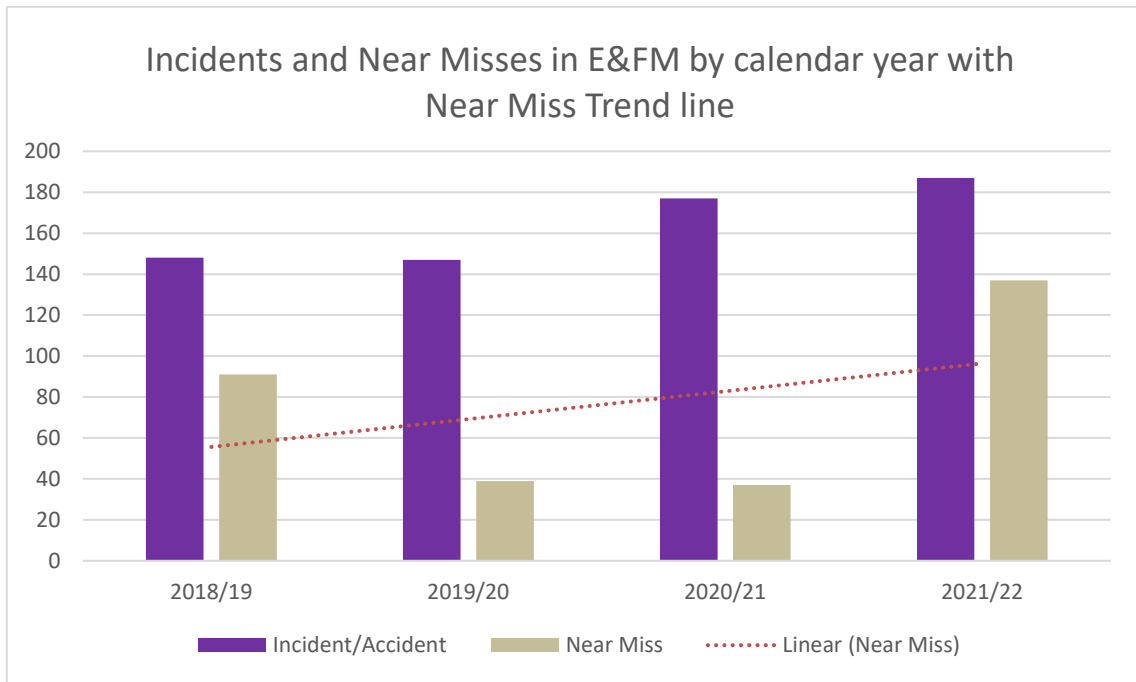
None

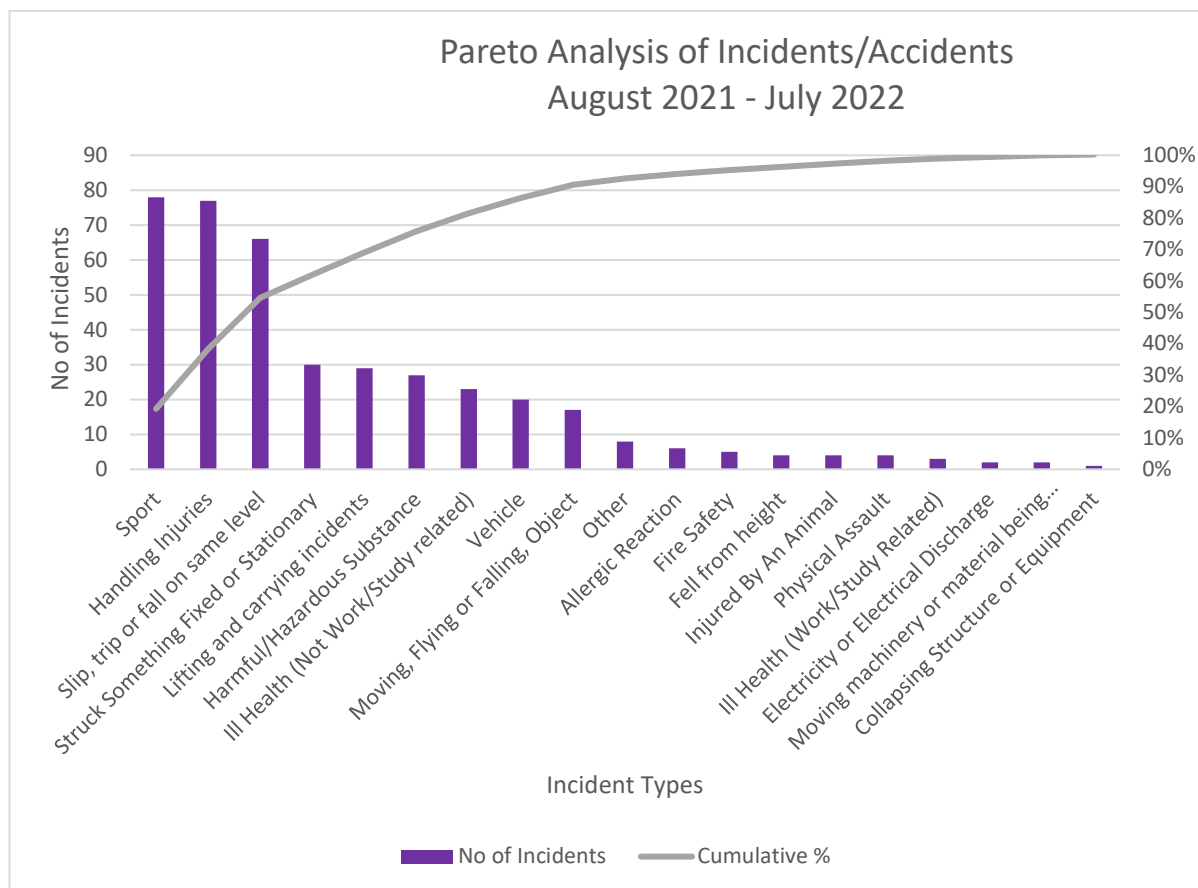
Incident Data (excludes Fire Alarms)

Excluding fire alarms there were 618 reported incidents and near misses in the 2021-22 calendar year. This is an increase in reported incidents from 446 incidents and near misses reported in in 2020-21. Over half of those incidents were reported with E&FM as the Org Unit responsible. Within E&FM 62% of reported incidents came from Catering, Domestic & Residential Services.

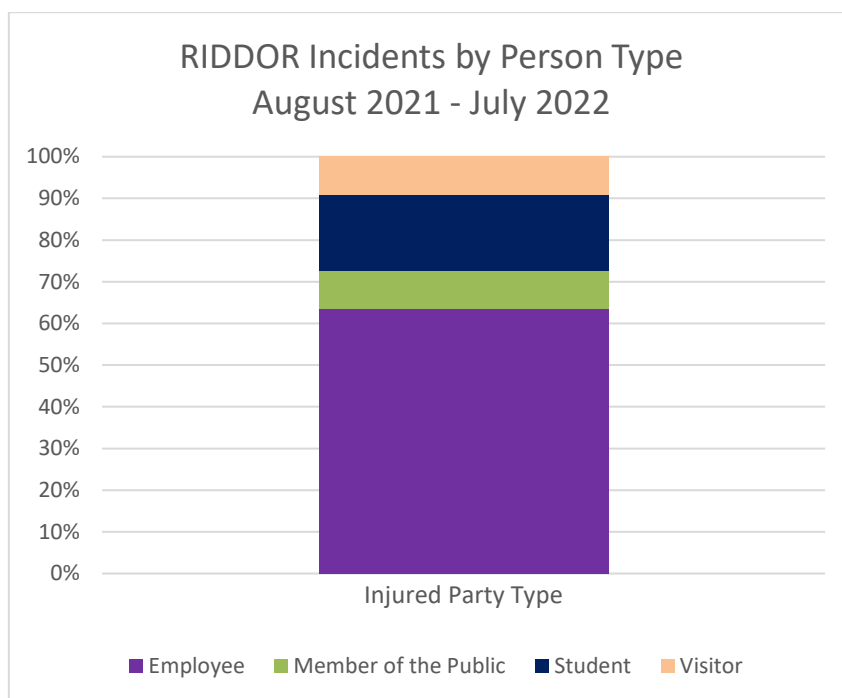


Estates and Facilities Management have been very active in the implementation of a Safety Road map. The managerial lead and drive on this has resulted in greater awareness leading to a significant growth in the number of near misses reported, and in all likelihood, an increase in the number of minor incidents reported.

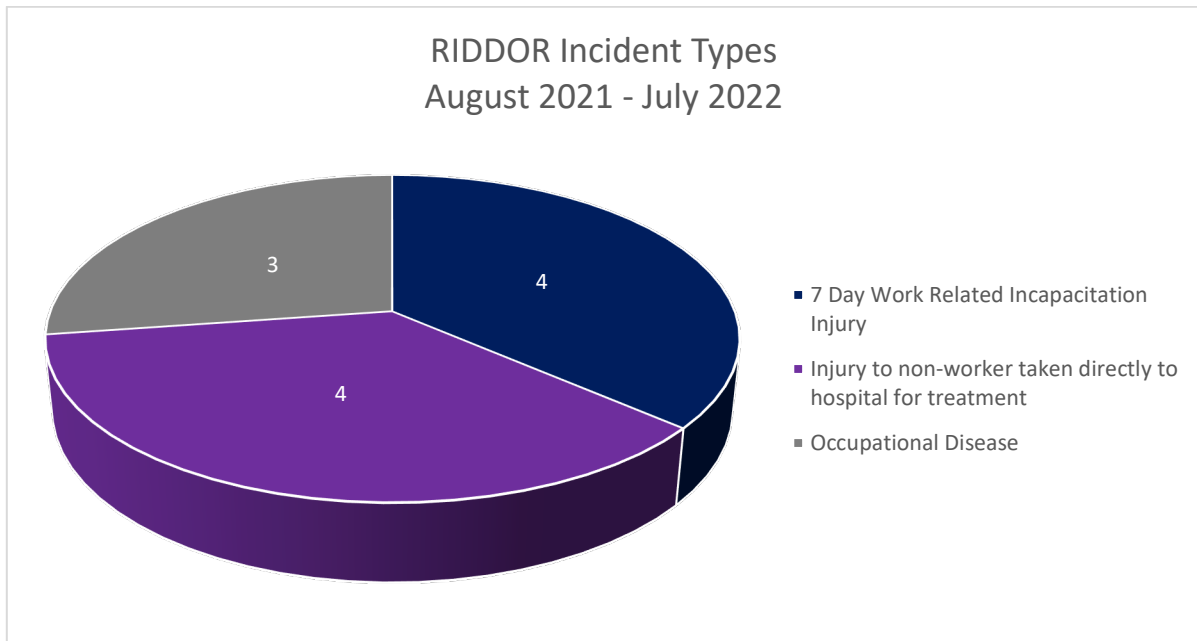




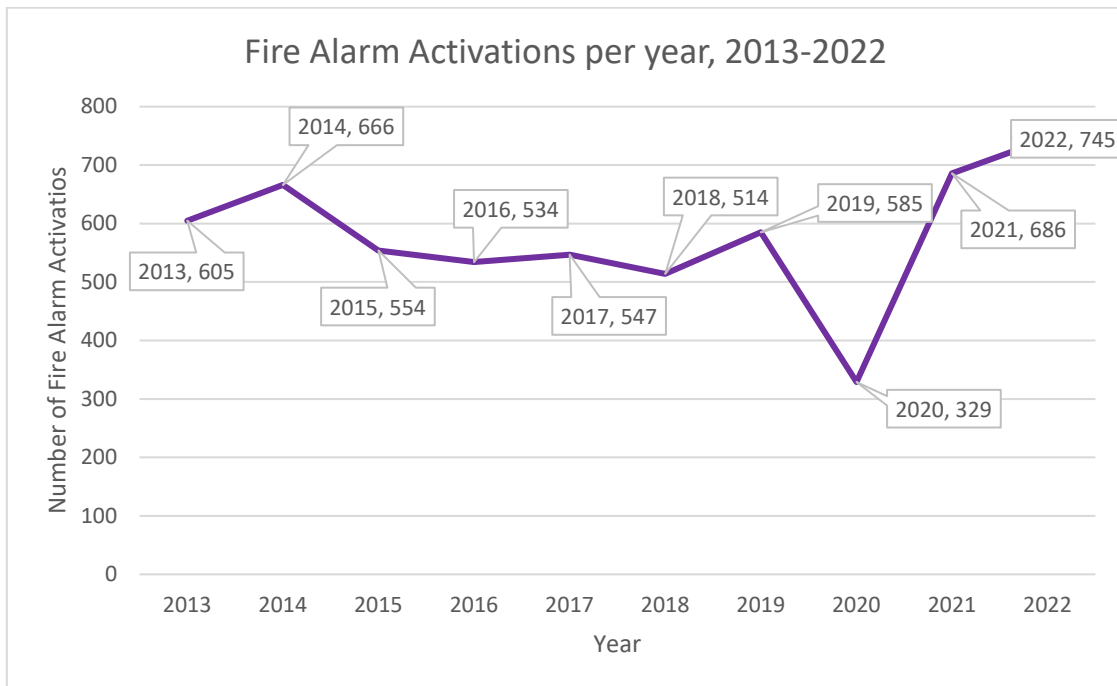
Sport became a separate category of incident in 2021-22 and became the highest category of incident (79 incidents). The decision was made to separate this from other incidents due to reporting requirements and the makeup of the Loughborough campus and its emphasis on sport.



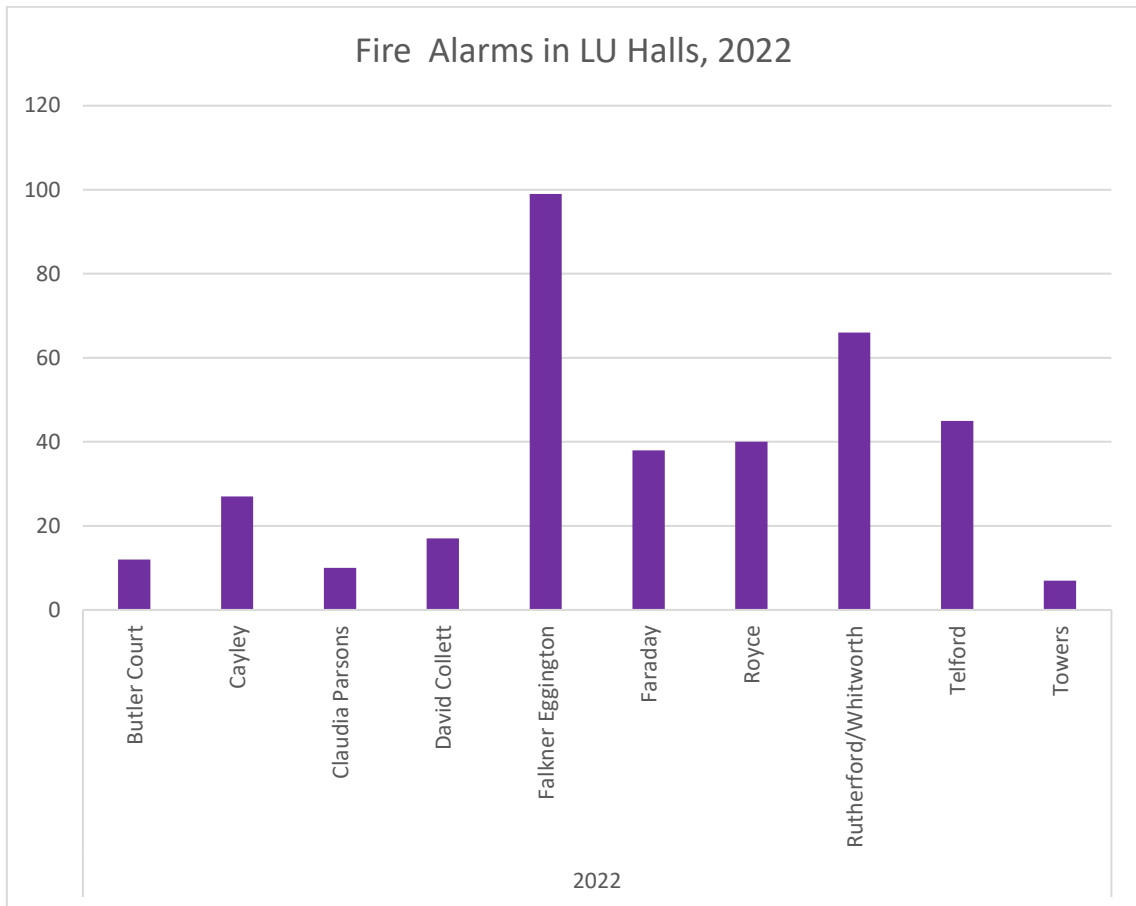
There were 11 RIDDORS reported in 2022 compared to 8 in 2021. 7 of these involved a member of staff. 3 of the RIDDORS were related to the transmission of Covid 19.



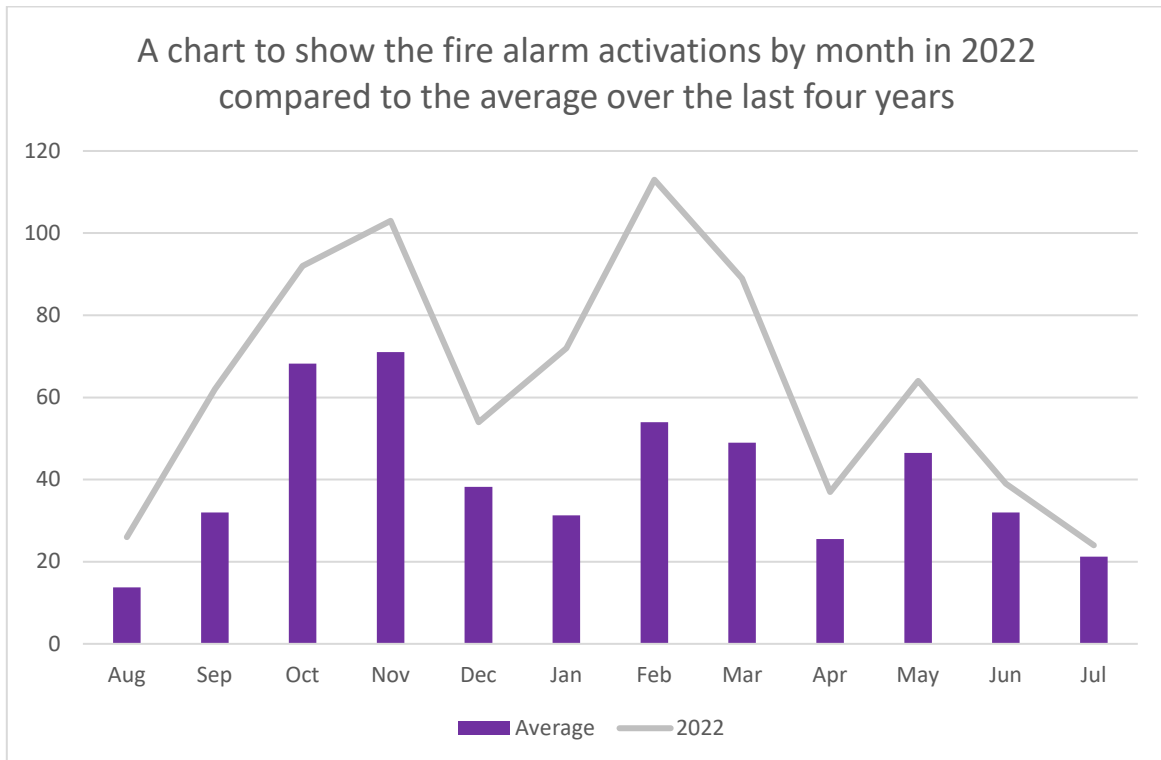
Fire Alarm Data



2022 saw a rise in the number of Fire Alarm activations. 71% of the activations occurred in Halls of Residence. Of these, Falkner Eggington contributed 99 activations.



The chart below shows that the spread of alarm activations largely followed the pattern of the last four years.



Insurance Claim Trends

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Action Required:

For information

Executive Summary

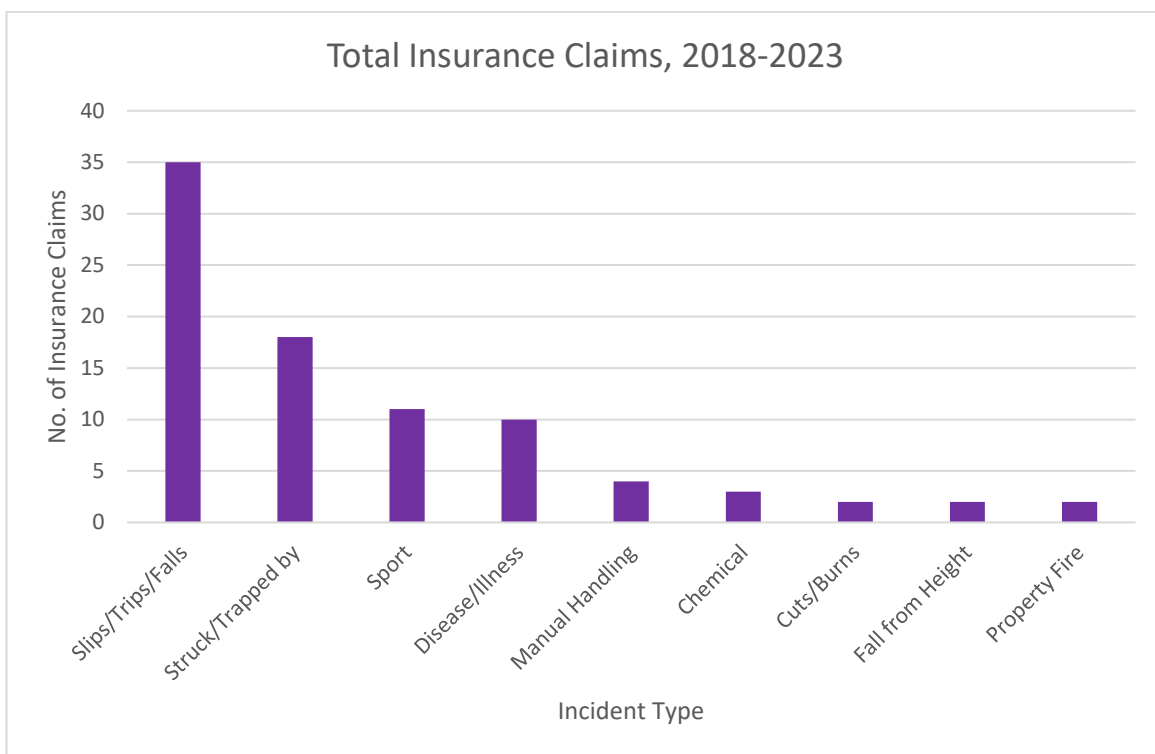
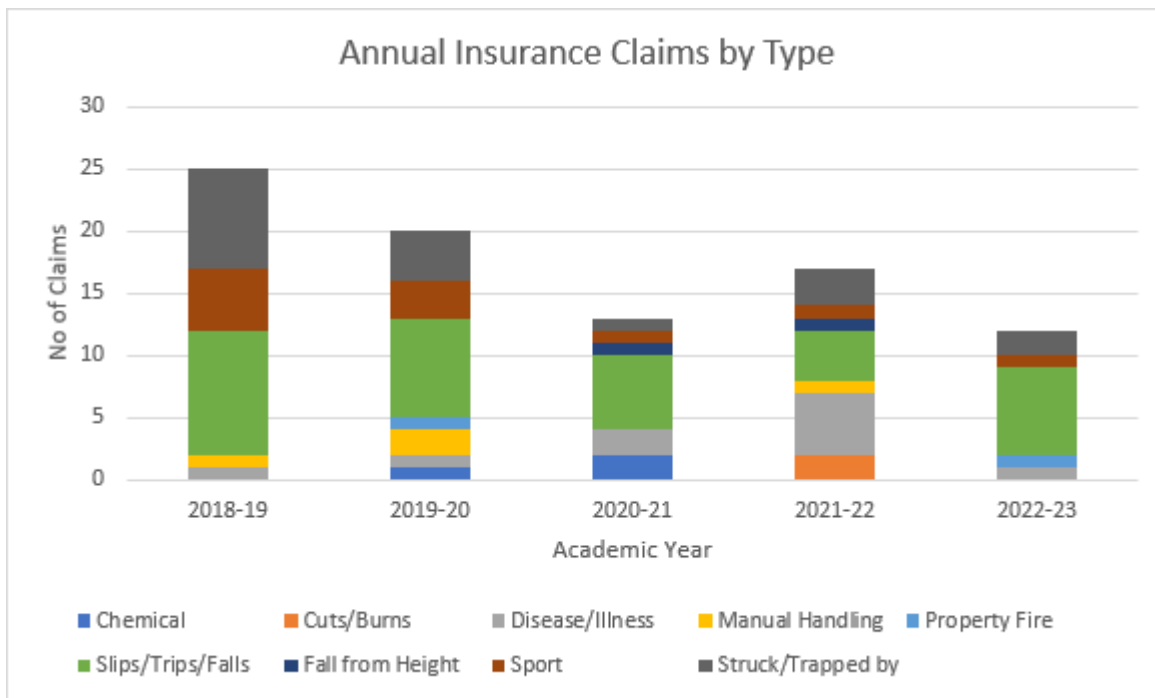
The attached charts show the trend in insurance claims over recent years.

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

None



Health, Safety and Environment Committee



Loughborough
University

Health, Safety and Environment Statutory Compliance Sub-Committee

Origin: HSESCSC Secretary

Action Required:

To APPROVE changes to the composition and membership of the HSESC Sub-Committee

Executive Summary

Proposed changes to the composition and membership of HSESCSC have been tracked. A final version of the composition and membership has also been provided.

Other Committees Consulted

The changes have been proposed by Health, Safety and Environment Statutory Compliance Sub-Committee

Health, Safety, Environment Statutory Compliance Sub-Committee Meeting

Composition, Membership and Terms of Reference 2022



Loughborough University

Definition of a DAP

A person, either employed by the University or another organisation, with the required knowledge, training and experience, appointed by the Director of Estates in writing, to take managerial responsibility for the implementation of the policy and procedures for a specific area of Health and Safety legislation

Membership

Head of Maintenance, ~~and Engineering~~ and Sustainability (Chair)

—————Rob Sparks

University Compliance Engineer and DAP Asbestos and DAP Water Deputy

University Health, Safety and Risk Manager

DAP Gas

DAP HV Electrical

DAP LV Electrical

Paul Walker

Mike Haynes-Coote

Jonathan Cripps

Adam Slater

Matthew Chadwick

(Replacement starts

November 2021)

DAP F Gas

DAP Fire

DAP LEV

DAP LOLER

DAP PUWER

Carolyn Cavanagh

DAP Pressure Systems

Mathew Polkey

~~DAP Food Hygiene~~

DAP DSEAR

DAP Water

Nik Hunt

James Holt

Michael Wraight

Dave Green

~~Simon Fawcett~~

Nigel Worth

Gagan Kapoor

Oliver Preedy

Scott Phillips

Paul Walker (Replacement starts October

2021)

Secretary

Mapplethorpe

Gina Evans Fay

Right of Attendance:

Director of Estates and Facilities Management

Director of Health, Safety and Wellbeing

Graham Howard

Neil Budworth

Terms of Reference

- To advise Health, Safety and Environment Statutory Committee on compliance across the University relating to facilities in line with the University Health and Safety policies.
- To receive feedback and support from Health, Safety and Environment Statutory Committee. The Committee to feedback suggestions and recommendations to the chair who can advise DAP's at future meetings.
- To monitor adherence to Governance structure for Health and Safety compliance management.
- To ensure an appropriate audit programme of statutory activities exists.
- Governance of compliance in relation to topics listed below to a schedule agreed. All DAP's will provide a verbal update on their action trackers lasting 5-10 Mins:

1. Asbestos
2. HV Electrical installation
3. LV Electrical installation
4. Water hygiene
5. Local Exhaust Ventilation Systems (LEVs) Updated 14.01.21
6. Lifting equipment LOLER
7. Pressure systems
8. Gas
9. Fire safety
10. F-Gas Environment
11. PUWER
12. ~~Food Hygiene~~
13. DSEAR

Meetings

- Meetings will occur every 4 months prior to the University Health Safety Environment Statutory Committee (HSESC) meetings
- This meeting will feed directly into the HSESC meetings and minutes will be forwarded to the secretary
- The disbandment of the previous Health Safety Environment Sub-Committee meeting has resulted in a loss of representation of School Deans present in this meeting. It was agreed that representatives from Schools or Prof Depts can be invited to this Health Safety Environment Statutory Compliance Sub-Committee meetings if specific DAP areas are reviewed in detail

Health, Safety, Environment Statutory Compliance Sub-Committee Meeting

Composition, Membership and Terms of Reference 2022



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University Compliance Engineer and DAP Asbestos and DAP Water Deputy	Paul Walker
University Health, Safety and Risk Manager	Mike Haynes-Coote
DAP Gas	Jonathan Cripps
DAP HV Electrical	Adam Slater
DAP LV Electrical	Matthew Chadwick
DAP F Gas	Nik Hunt
DAP Fire	James Holt
DAP LEV	Michael Wraight
DAP LOLER	Dave Green
DAP PUWER	Carolyn Cavanagh
DAP Pressure Systems	Mathew Polkey
DAP DSEAR	Oliver Preedy
DAP Water	Scott Phillips
Secretary	Fay Mapplethorpe

Right of Attendance:

Director of Estates and Facilities Management	Graham Howard
Director of Health, Safety and Wellbeing	Neil Budworth

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