



Minutes SAF23-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 17 May 2023

Attendance

Members:

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

In attendance:

M Ashby (Secretary), Lianne Gibson & Indie Nagra (for M23/25), Cees de Bont & Manish Maisuria (for M23/26), Ruth Casey & Karen Cooperman (for M23/27) and Julie Turner (for M23/27 & M23/29)

Apologies:

Deborah Bowen, Penny Briscoe, Sandy Edwards, Graham Moody.

23/23 Minutes

SAF23-M1

The minutes of the meeting held on 8 February 2023 were APPROVED.

23/24 Matters Arising from Previous Meetings

SAF23-P27

- 24.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 24.2 Arising from M22/29.4 *Stress and Mental Health Provision – Sickness Absence Data*, new staff had been recruited to the Workforce Information Team. Discussions would be held in June on future requirements for capturing data on staff absence due to mental health difficulties. **ACTION: Head of HR Partnering**
- 24.3 Arising from M22/29.4 *Stress and Mental Health Provision – Routine Case Reviews*, it was anticipated that the first routine case review would take place and a plan put in place before the Committee's next meeting in October. **ACTION: Head of HR Partnering**
- 24.4 Arising from M22/51.3 *Sustainability Annual Report*, members were informed that a number of working groups had been set up to explore ideas for reducing emissions. A proposal was not available for consideration at the time of the meeting but was to be considered later in the month by the Loughborough University Net Zero (LUNZ) group, chaired by the PVC (Research and Innovation), with the Director of Estates and FM within its membership. The Committee agreed to delegate responsibility to LUNZ to propose targets for scope 3 emissions so as to ensure that the proposal could be considered by Council in June. **ACTION: Secretary to inform Council and LUNZ Secretaries**

23/25 Health, Safety and Environment Update: School of Social Sciences and Humanities

SAF23-P28

- 25.1 The Committee RECEIVED a presentation by the Dean of the School of Social Sciences and Humanities on health, safety and environmental arrangements in the School.
- 25.2 Members noted that School/Professional Service risk registers should be reviewed on an ongoing basis, rather than after a set period of time. The Deputy Health and Safety Manager was working to simplify the process for identifying, recording and assessing risks. The School had recognised the need to update its risk register to make it less onerous to maintain. The new Head of Operations intended to review the document over the following academic year and would seek advice from the Deputy Health and Safety Manager. **ACTION: SSH Head of Operations**
- 25.3 Members noted that the School had introduced email etiquette good practice for staff as a measure to support wellbeing and mental health. The subject of email etiquette had been considered as part of Project Enable, and the project group was currently considering ways to disseminate good practice guidance across the University. The project group would be asked to include Loughborough Students' Union in this initiative. **ACTION: Secretary to inform Project Enable Project Manager**
- 25.4 The School confirmed that processes linked to its environmental action plan mirrored those employed elsewhere in the University.
- 25.5 The School was thanked for its contribution to the development of the University fieldwork risk assessment process.

23/26 Health, Safety and Environment Update: School of Design and Creative Arts

SAF23-P29

- 26.1 The Committee RECEIVED a presentation by the Head of Operations for the School of Design and Creative Arts.
- 26.2 Members noted that a fire exit had been found to be locked in a Creative Arts building. Action had been taken to ensure that the incident was not repeated and that exits remained clear of students' work.
- 26.3 The School noted that there was a constant need to remind students to be vigilant when crossing Epinal Way between the Design School Building and the Edward Barnsley Building. This followed an incident when a student had been hit by a vehicle when crossing the road. Members noted that the hill between the University Library and David Collett Hall, and the stretch of University Road between the WMEME Building and the T Building were also areas where traffic incidents or near misses had occurred. The Health and Safety Service was conscious of the need to make new students aware of risks from traffic, and it ran road safety campaigns at the start of each academic year. Leicestershire County Council also intended to run a speed awareness campaign on Epinal Way to encourage responsible driving near the campus.

23/27 Human Tissue Act Update

SAF23-P30

- 27.1 Members RECEIVED an update from the Strategic Scientific Technical Lead and the Designated Individual for HTA following an internal HTA audit of the Centre for Biological Engineering, the Department of Chemistry and the School of Sport, Exercise and Health Sciences. The paper included recommendations for action.
- 27.2 The Committee expressed significant concern over findings which related to the School of Sport, Exercise and Health Sciences and which concluded that levels of traceability were not at an acceptable standard. The Committee approved the proposed remedial measures outlined in the audit report. These included additional governance within the School and local

audits with visibility of results to the School's senior management and beyond. If staff fail to comply with management instructions then consideration should be given to closing laboratories until work practices can be assured to meet the necessary standards. Additional resources should be sought by the School if this was considered necessary to complete the actions required in a timely manner.

- 27.3 In addition to actioning the recommendations, the School was asked to provide the Provost and COO with a progress report by the end of the academic year. The report should indicate the action taken to address the issues identified in the paper and should make clear how close the School was to achieving full compliance at that point. The report should include a timeline mapping out the route to compliance. **ACTION: SSEHS Dean and Head of Operations**
- 27.4 Members noted the roles of the Strategic Scientific Technical Lead and the Designated Individual for HTA as observers and advisors, rather than facilitators of the required action.

23/28 Director of Health, Safety & Wellbeing Update

SAF23-P31

- 28.1 Members RECEIVED an update from the Director of Health, Safety and Wellbeing. The report was in a new format which highlighted areas of risk and action required. It replaced the separate reports previously received by the Committee from areas of activity in the Health and Safety Service. Members noted the following areas of risk in particular.
- 28.2 Legionella had been detected in Towers Hall during the regular water testing that took place across the East Midlands campus. Point of use filters had subsequently been installed throughout the affected area to ensure good water quality and the safety of students. Remedial engineering work was being planned to be executed through the summer period. Additionally, an external audit by an independent consultant was being commissioned to assess adherence to best practice and to review the engineering approach being taken to manage the situation. The Committee was assured that the risk was being managed but noted that it may require further action in the medium term.
- 28.3 PWC had recently audited the University's approach to wellbeing. Preliminary feedback indicated that the University was one of the leaders in the sector in terms of material, policy and provision. It was anticipated that the report would recommend use of sickness absence data to proactively target activity, mandatory training for managers and the use of additional metrics to measure progress. Members noted that staff were still required to complete a paper form to record sickness absence. The use of a paper form was out of line with many other University processes. The Head of HR Partnering would discuss the current format of the form with the HR Senior Management Team. **ACTION: Head of HR Partnering**
- 28.4 Members noted a large fine imposed upon Morrisons for failing to protect the health and safety of a member of staff who suffered from epilepsy. They noted that employees were not obliged to inform employers of existing conditions unless it was anticipated that they would affect their ability to undertake their role. The Director of HSW would discuss potential implications of the court ruling with the Head of HR Partnering and would report back to the Committee. **ACTION: Director of HSW**
- 28.5 An update to the University's communication network had resulted in refuge communication systems and the emergency pull cords in some halls of residence not communicating with the Security Gate House. The alarm systems themselves, however, did connect with Security. Work was continuing in order to resolve the issue.
- 28.6 The final elements of the Graham Oldham Building decommissioning would be completed by the end of May which opened the pathway for the demolition of the building. The University had fulfilled its obligation to register Towers Hall as a high risk building under the Building Safety Act and had declared the intention to decommission the hall in 2027 at the latest.
- 28.7 The Committee noted that Jan Sutton, the Head of Chaplaincy, would be retiring from her role at the end of August. It wished to record its thanks to her for everything that she had done at the University during her time in the role and wished her a happy retirement.

23/29 Statutory Compliance Key Performance Indicators

SAF23-P32

29.1 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.

29.2 The following points were noted in particular:

- (i) Fire door inspections were ongoing. Those for 'sleeping' buildings were near completion so contractors would soon be able to move on to 'non-sleeping' buildings.
- (ii) The gas network on campus had been subject to inspection by the Health and Safety Executive (HSE). There would also be ongoing monitoring activity by the HSE as the pipework formed a private gas network which was subject to specific regulation.
- (iii) All biological/chemical and radiation compliance areas were currently categorised as green with the exception of HTA.
- (iv) The University Compliance Team had received a commendation in the Estates/Facilities Team of the Year Award category at the recent AUDE 2023 Conference.

29.3 Future Estates and FM compliance reports would include an estimate of when each compliance area would change from amber to green.

23/30 Snow and Ice Clearance Policy

SAF23-P33

30.1 The Committee considered an updated version of the existing Snow and Ice Clearance Policy. The policy had been updated to clarify arrangements for clearance of snow and ice and to set out requirements of campus users in periods of adverse weather.

30.2 The following points were noted in particular:

- (i) The document applied to the East Midlands campus only.
- (ii) Much of the advice to campus users within the document was considered to be common sense. It was not reasonable to require users to undertake training to make use of grit bins, if they chose to avail of them.
- (iii) EDI requirements should be taken into consideration within the document. The Director of HSW would propose potential issues that should be captured in the document. **ACTION: Director of HSW, Sustainability Manager**

30.3 The Committee welcomed the document, noting that it made clear Estates and FM practice for snow and ice clearance. However, it concluded that it should be seen as a guidance document clarifying requirements of Estates and FM staff and providing information for campus users, rather than as a policy document. The document should be amended accordingly. **ACTION: Sustainability Manager**

30.4 Once updated, the document could be made available via the University website and drawn to the attention of tenants. It should appear as a starred 'for information' item on the agenda for the October meeting. The paper coversheet should confirm that EDI requirements had been taken into consideration during the redrafting of the document. **ACTION: Sustainability Manager**

23/31 Committee Effectiveness

SAF23-P34

31.1 The Committee had agreed (M22/42.2) to carry out an online survey of members' views on its effectiveness following a request by Governance and Nominations Committee. Members noted a summary of responses to the online survey carried out in April 2023.

- 31.2 A number of members had drawn attention to the size of the agenda pack and the length of individual papers. Measures had been put in place since the previous meeting to reduce both the number of papers and also the length of papers, and the size of the agenda pack had been reduced to less than half that of the previous meeting.
- 31.3 A member has proposed a number of measures to enable the Committee to better support the University's EDI objectives. These suggestions would be forwarded to the PVC(EDI) for further consideration. **ACTION: Secretary**
- 31.4 A member had proposed that all meetings should be held in person to provide members with the opportunity to meet and interact. The Committee meets in person once a year and via Microsoft Teams twice a year. Members noted that meeting guidance developed as part of the Dynamic Working Project had recognised the positive aspects of online meetings, including a number of EDI-related benefits. The Chair would consider the future format of meetings taking into consideration the Project's findings. **ACTION: Provost**
- 31.5 Members noted that the online survey had generated a number of helpful comments on the Committee's effectiveness from members. It was agreed that the survey should be repeated annually in order to seek feedback from members. **ACTION: Secretary**

23/32 Sustainability Management Risk Report

SAF23-P35

The Committee RECEIVED the Sustainability Management Risk Report.

23/33 Incident and Near Miss Risk Report

SAF23-P36

The Committee RECEIVED the Incident and Near Miss Data Report.

23/34 Minutes of Sub-Committees

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

SAF23-P37

GM and Biosafety Committee (4th May 2023)

SAF23-P38

Health, Safety and Environment Statutory Compliance Sub-Committee (27th April 2023)

SAF23-P39

Sustainability Sub-Committee (14th February 2023)

23/35 Towers Hall

SAF23-P40

The Committee RECEIVED, for information, a letter from Leicestershire Fire and Rescue Service notifying the University of the results of a recent inspection and confirming that they were content with the standards in place as long as the building was decommissioned in the agreed timescale.

23/36 Dates of Meetings in 2023/24

Wednesday 4th October 2023, 14.00-16.00

Tuesday 6th February 2024, 14.00-16.00

Wednesday 15th May 2024, 13.30-15.30