



## Minutes SAF23-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 4 October 2023

### Attendance

#### Members:

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

#### In attendance:

M Ashby (Secretary), Tony Edwards & Mitul Shah (for M23/39), Jan Godsell & Jane McCormack (for M23/40), Fran Bonner, Claire Fletcher, Mike Haynes-Coote & Caroline Smith (for M23/41), Mark Lewis & Ruth Casey (for M23/42) and Julie Turner (for M23/42 & M23/45).

#### Apologies:

Penny Briscoe, Sandy Edwards, Graham Howard, Robyn Reeve.

### 23/37 Minutes

#### SAF23-M2

The minutes of the meeting held on 17 May 2023 were APPROVED.

### 23/38 Matters Arising from Previous Meetings

#### SAF23-P41

- 38.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 38.2 Arising from M22/51.2, *Sustainability Annual Report*, the Committee noted that the completed Sustainability Leadership Scorecard was to be included in the Sustainability Annual Report. The Secretary would seek clarification to establish how this action was being progressed in the absence of the Sustainability Manager. **ACTION: Secretary to seek update from Director of Estates and FM**
- 38.3 Arising from M23/25.2, *HSE Update: School of Social Sciences and Humanities*, the School's Head of Operations would be asked to provide confirmation before the February meeting that the risk register review had been completed. **ACTION: Secretary to inform SSH Head of Operations**
- 38.4 Arising from M23/28.3, *Director of HSW Update*, members noted that the Dean of Loughborough Business School was not being sent sickness absence information. She would raise this matter with the School's HR Business Partner. **ACTION: LB Dean**

38.5 Arising from M23/30 *Snow and Ice Clearance Policy*, Estates and FM were asked to finalise the guidance document in the absence of the Sustainability Manager. **ACTION: Secretary to inform Director of Estates and FM**

## 23/39 Health, Safety and Environment Update: Loughborough University London

### SAF23-P42

- 39.1 The Committee RECEIVED an update from the Operations Director on health, safety and environmental arrangements at LU London.
- 39.2 Culture had been identified in the LU London Risk Register as being one of the main risks that it faced. Specifically, there were challenges arising from the differing cultural norms that existed within the international student body.
- 39.3 Members noted that the Health and Safety Service consulted the LU London Facilities Manager prior to the promulgation of new University health and safety policies and processes, to ensure that they were also applicable to the London campus.
- 39.4 The building occupied by LU London was open 24 hours a day. This meant that there was limited security coverage outside office hours. This posed a potential risk to occupants and should be acknowledged in the LU London Risk Register. **ACTION: LU London Operations Director**
- 39.5 Systems were in place to ensure that out-of-hours users were logged, and no visitors were permitted in the building outside office hours. The building was patrolled by a single member of security staff during the night. This potentially posed a risk to safety should an incident occur. LU London Senior Management Team had restricted access to certain areas of the building out of office hours to reduce the number of areas that needed to be patrolled. The Team was exploring the possibility of increasing the number of security staff on duty in the building outside office hours and should inform HSE Committee if any changes were made. **ACTION: LU London Senior Management Team**

## 23/40 Health, Safety and Environment Update: Loughborough Business School

### SAF23-P43

- 40.1 The Committee RECEIVED an update from the Dean on health, safety and environmental arrangements in Loughborough Business School.
- 40.2 The School was thanked for piloting the Occupational Health and Wellbeing Service's Wellbeing Survey. After the survey had been completed, a committee had been formed to work on the findings of the report. The Occupational Health Team had 1:1 health MOTs available to run when the School was ready to take advantage of them.
- 40.3 The following points were noted in particular:
- (i) The School's links with the Sustainability Team had strengthened and were considered to be more effective. The School intended to invite a member of the team to School sustainability meetings in the future.
  - (ii) The School's Senior Management were confident about levels of staff awareness of health and safety matters due to regular interactions with staff about health and safety issues.
  - (iii) An incident involving a cricket ball hitting a window in the Sir Richard Morris Building had been referred to SDC to determine if incidents of this kind could be avoided in the future. **ACTION: Director of HSW to follow up with SDC**

- 40.4 The Committee was informed of a situation at another university where a member of staff had brought a civil claim against a senior manager as well as the university itself. The university had not contributed to the individual's legal costs. Members noted that where analogous situations had occurred at Loughborough University in the past, the staff member's legal costs had been met by the University. It was noted, however, that staff needed to have complied with relevant University policies to ensure that the University could provide financial support in such occurrences. The Director of Finance was asked to clarify the current position. **ACTION: Secretary to inform Director of Finance**

## 23/41 Health, Safety and Environment Update: University Event Safety

### SAF23-P44

- 41.1 The Committee RECEIVED an update on University event safety from members of the University's Events Team and SDC.
- 41.2 Members noted that external bodies who use the campus for events over an extended period of time needed to be reminded periodically about safety requirements and also made aware of new requirements. This was a challenge for the Events Team and for SDC but was achieved via renewal of contracts with the external bodies and also via regular communication with their staff on the ground.
- 41.3 Members were made aware of a recent incident where a member of the public had fallen from a gantry next to the water-based hockey pitch. The response to the incident had been coordinated by the Director of HSW. He was asked to ensure that the findings from the incident had been followed up. **ACTION: Director of HSW**
- 41.4 Alcohol was known to be a common risk factor at events held on campus. The Events Team was seeking ways to ensure that appropriate individuals took ownership of risk assessments and protocols for hall events. The LSU Review Group would be asked to define the roles of the University and LSU in relation to hall activities. The Group would also be asked to include health and safety within its terms of reference. **ACTION: COO**
- 41.5 The Security Team was commended for its response to incidents at events and also at ad hoc events, which were often not considered to be events by their organisers.
- 41.6 The Team was asked about the coordination of LSU events that were held on the University campus and whether responsibility for aspects of the events was clear to the LSU and University staff who were coordinating them. There was said to be increasing levels of collaboration between LSU and University contacts over events and greater appreciation of the benefits of collaboration to both parties.

## 23/42 Human Tissue Act Update

### SAF23-P45

- 42.1 Members RECEIVED an update from the Dean and Head of Operations for the School of Sport, Exercise and Health Sciences on the School's progress in ensuring compliance with HTA requirements. They noted that the School had prepared a pathway to ensure near compliance for all projects by the end of October.
- 42.2 The Committee noted the action that had been taken by the School and the significant progress made since the last meeting in order to comply with requirements. It was anticipated that the workload to remain compliant should reduce in the future. This was due to a change in the School's approach to recording and storing samples that would mean that staff would differentiate between reportable and non-reportable samples at an early stage.
- 42.3 The Strategic Scientific Technical Lead was thanked for her advice and for Chairing the HTA Working Group.
- 42.4 The School was asked to provide an update for the February meeting to provide the Committee with assurance of its compliance. **ACTION: SSEHS Dean & Head of Operations**

## 23/43 Constitution, Terms of Reference and Membership for 2023/24

### SAF23-P46

- 43.1 HSE Committee RECEIVED its Committee's constitution, terms and reference and membership for the 2023/24 academic year and noted that Penny Briscoe intended to stand down as a lay member of the Committee.
- 43.2 Members noted the Governance and Nominations Committee requirement that key University committees should achieve a diverse membership which included a minimum of 40 per cent female members and 15 per cent BAME members. HSE Committee membership complied with the minimum level for female members but not the level set for BAME members. The Chair and Director of HSW would identify a potential new lay member and reflect upon ways to improve BAME membership of the Committee. **ACTION: Chair, Director of HSW**
- 43.3 Members APPROVED proposed action in response to EDI-related matters that had been identified in the survey of the Committee's effectiveness and subsequently by the PVC(EDI).

## 23/44 Director of Health, Safety & Wellbeing Update

### SAF23-P47

- 44.1 Members RECEIVED a summary report by the Director of Health, Safety and Wellbeing on issues and actions relating to health, safety and wellbeing.
- 44.2 The following were noted in particular:
- (i) Work had taken place over the summer to try to mitigate any risk from Legionella in the water system in Towers Hall. An independent audit report had endorsed the University's approach to the risk and found that it had gone above and beyond the action expected to protect staff and students.
  - (ii) The Staff Inclusivity Group had raised concerns over the withdrawal of face-to-face counselling that had previously been provided by Student Services. The decision to withdraw the service had been taken following a clinical assessment. The Employee Assistance Programme (EAP) would continue to provide support to staff via a number of different routes without a waiting list. The EAP facilitated anonymous feedback from staff who have received counselling support by forwarding a survey link to them.
  - (iii) Estates and FM had been surveying the campus for some months to identify buildings that were made of reinforced autoclaved aerated concrete (RAAC). To date, no evidence of RAAC had been found in any of the buildings.
- 44.3 Members APPROVED the final signoff of the decommissioning of the Graham Oldham Building, which could now be demolished.

## 23/45 Statutory Compliance Key Performance Indicators

### SAF23-P48 SAF23-P49

- 45.1 The Committee RECEIVED updates on statutory compliance key performance indicators. It NOTED progress for key areas of statutory compliance and actions relating to areas of concern.
- 45.2 Members noted that an external company, SMS Environment Hydrop, had been employed to audit the University's management of water systems. SMS also reviewed the advice and software monitoring provided by Hydrop. The audit confirmed that the University's approach was in line with, and in some cases above, that required and noted that the binary nature of some of the thresholds set for action risked significant concerns being masked by large volumes of relatively minor issues. Work was under way to determine what actions could be taken to better prioritise alerts.

- 45.3 Members were informed that the designated flushing group for the School of Aeronautical, Automotive, Chemical and Materials Engineering needed to be updated. The matter would be raised with the University Compliance Officer. **ACTION: Graham Moody**
- 45.4 Members noted that the HTA compliance sub-category of 'Inventory/traceability' remained at red but needed to be seen in the context of the developments detailed in the latest update from the School of Sport, Exercise and Health Sciences (see M42 above).

## 23/46 HSE Risk Rating

### SAF23-P50

- 46.1 The Committee considered a recommendation by the Director of Health, Safety and Wellbeing that the University's overall Health, Safety and Environment risk rating should be 'Green'.
- 46.2 Areas which remained a concern and which had the potential to influence the rating were issues arising from the Covid 19 pandemic, Legionella, fire and reinforced autoclaved aerated concrete. Mitigations were either planned or in place for these areas, and this had allowed the Director of Health, Safety and Wellbeing to recommend a 'Green' rating.
- 46.3 The Committee AGREED to recommend the 'Green' risk rating to Senate and Council.  
**ACTION: Secretary.**

## 23/47 Management of Electronic Transport Devices on Campus

### SAF23-P51

- 47.1 The Committee considered proposed action in relation to the management of electronic transport devices on campus. It noted that the use of e-scooters, e-skateboards and hoverboards was not permitted on campus. Use of these devices was against the law, and users were unlikely to be insured in the event of an accident.
- 47.2 The Committee considered its position on their use. It agreed that it was appropriate for the University to continue to ban them and APPROVED the proposal of a campaign to increase awareness of this position. The campaign should make clear the consequences of using them on campus. The University's tenants would be made aware of the University's position.  
**ACTION: Health & Safety Service and Campus Security**
- 47.3 Members noted that the use of e-bikes was promoted by the Sustainability Team as an alternative to car use. However, modified e-bikes which were not at the manufacturer's specification, or which used an inappropriate charger, presented a significant fire risk. The situation was exacerbated when owners stored the bikes in offices or halls of residence due to a lack of secure storage facilities.
- 47.4 The Committee acknowledged the long-term need for suitable storage incorporating charging points for e-bikes as they grew in popularity. It APPROVED the removal of non-compliant e-bikes from University buildings due to the fire hazard that they presented. It also APPROVED a proposal to monitor uptake and to incorporate secure storage and charging points into capital plans by developing cycling hubs across campus. **ACTION: Health & Safety Team to communicate risks**

## 23/48 Environmental Sustainability Policy

### SAF23-P52

The Committee APPROVED a minor change to the Environmental Sustainability Policy on the recommendation of the Chair of Sustainability Sub-Committee.

## 23/49 Proposed Future Business

### SAF23-P53

- 49.1 The Committee considered a plan of proposed business for the Committee for the remainder of the academic year. It APPROVED a proposal for the Committee to receive updates from the School of Science and Marketing and Advancement and on the risk area of wellbeing at its May 2024 meeting. **ACTION: Secretary**
- 49.2 The Committee also APPROVED a proposal that it should confirm key business items on a rolling basis, with business for the next two meetings agreed at each meeting. **ACTION: Secretary**

## 23/50 Incident, Near Miss and Fire Data Report

### SAF23-P54

The Committee RECEIVED the Incident, Near Miss and Fire Data Report.

## 23/51 Minutes of Sub-Committees

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

### SAF23-P55

Chemical Safety Committee (18<sup>th</sup> September 2023)

### SAF23-P56

GM and Biosafety Committee (24<sup>th</sup> July 2023)

### SAF23-P57

Health, Safety and Environment Statutory Compliance Sub-Committee (7<sup>th</sup> September 2023)

### SAF23-P58

Non-ionising Radiation Safety Committee (27<sup>th</sup> February 2023)

### SAF23-P59

Radiological Protection Sub-Committee (26<sup>th</sup> September 2023)

### SAF23-P60

Sustainability Sub-Committee (23<sup>rd</sup> May 2023)

## 23/52 Dates of Meetings in 2023/24

Tuesday 6<sup>th</sup> February 2024, 14.00-16.00

Wednesday 15<sup>th</sup> May 2024, 13.30-15.30