



## SAF25-M1

Minutes of the Health, Safety and Environment Committee held on Wednesday 5<sup>th</sup> February 2025

### Attendance

#### Members:

Sola Afolabi (ab), Elliott Brown, Neil Budworth, Joni Carter-Hendrickson, Alec Edworthy, Graham Howard, Liz Monk, Graham Moody, Indie Nagra, Valerie Pinfield, David Roomes (ab), Jagjit Samra, Alex Stacey-Midgley (ab), Luke Stott, Richard Taylor, Rachel Thomson (Chair).

#### In attendance:

M Ashby (Secretary), Charlie Wheeldon for M25/4 and M25/5, Rob Sparks for M25/6, Matthew Hammonds for M25/7, Julie Turner for M25/11 and M25/14, James Holt for M25/13, Oliver Preedy for M25/14

#### Apologies:

Sola Afolabi, David Roomes, Alex Stacey-Midgley

### 25/1 Minutes

#### SAF24-M3

The minutes of the meeting held on 2<sup>nd</sup> October were APPROVED.

### 25/2 Matters Arising from Previous Meetings

#### SAF25-P1

- 2.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 2.2 Arising from M24/29.2 *Sustainability Committee Composition and Membership*, members noted that governance of sustainability would in future fall within the remit of Infrastructure Committee. Therefore, Sustainability Sub-Committee would become a sub-committee of that committee. However, some aspects of sustainability relating to environmental compliance would continue to be considered by Health, Safety and Environment Committee.
- 2.3 Arising from M24/39.5 *Critical Risk, Strategy, Control & Compliance: Stress and Mental Wellbeing*, the Director of Estates & FM would pursue progress in the consideration of difficulties experienced by staff who held more than one role within the University, or a University role and another role outside it. **ACTION: Director of Estates and FM to provide an update**
- 2.4 Arising from M24/48 KSA, members noted that there had been a number of developments since the October meeting and agreed to close the item.

## 25/3 Operation of HSE Committee

### SAF25-P2

- 3.1 The Committee considered the current arrangements for its operation and discussed whether a consultation exercise should take place to consider alternative modes of operation. Members noted, in particular, a proposal to change the way in which the health, safety and environmental arrangements that were in place in Schools and Professional Services were scrutinised.
- 3.2 The Committee agreed that the consultation exercise should take place and that conclusions from the exercise should be considered at the May meeting. **ACTION: Director of HSW**

## 25/4 Health, Safety and Environment Update: Student Services

### SAF25-P3

- 4.1 The Committee RECEIVED a health, safety and environment update from the Director of Student Services.
- 4.2 The Director of Student Services stated that space reduction had resulted in greater sharing of appointment spaces. The arrangement was proving challenging for staff as there was insufficient capacity for demand. Student Services may wish to submit a request for additional space to the Space Management Sub-Committee. **ACTION: Director of Student Services**
- 4.3 The Student Support Team on the London campus now reported to Student Services and was seen to be part of the Student Services Team. London campus student support data was recorded separately.
- 4.4 HSE Committee commended staff in Student Services for the way in which they responded to a wide range of often very challenging situations.

## 25/5 New Safeguarding and Prevent Sub-Committee

### SAF25-P4

- 5.1 HSE Committee considered proposals to create a new sub-committee of HSE Committee, the Safeguarding and Prevent Sub-Committee. The new governance structure had been proposed by the Safeguarding Working Group following an effectiveness audit of the University's current provision.
- 5.2 Members were informed that the University employed under-18s in a number of areas, and in particular in Campus Services in hospitality and as cleaners. Under-18s were employed as technical apprentices in some Schools, and LSU also employed some under-18s. Arrangements were often put in place locally to safeguard these members of staff where their age was known. However, under-18s were not currently flagged by HR, so supervisors were not always aware of their age. Occasionally, where an under-18 staff member's age was known to the supervisor, the individual did not want to be singled out for special treatment. There was a similar situation within the student population, where under-18s often wished to be treated in the same way as other students.
- 5.3 Members noted the additional difficulty encountered when making arrangements for under-18s. For other categories of staff and students, their status tended to remain constant during their time at the University whilst under-18s would move out of this category once they became 18. This might require a further adjustment by staff who came into contact with them.
- 5.4 Student Services planned to roll out mandatory safeguarding training across the University in order to provide a safe and secure environment for all colleagues, students and visitors to the University. Staff who were more likely to come into contact with under-18s would receive enhanced training. The new Sub-Committee would identify these groups of staff.
- 5.5 HSE Committee approved the establishment of the new sub-committee. It agreed that the sub-committee should explore these issues with a view to identifying the areas where under-18s tended to be employed and encountered by staff and considering changes to current practice to ensure that safeguarding arrangements were in place in these areas. **ACTION: Director of Student Services**

## 25/6 Health, Safety and Environment Update: Estates and Facilities Management

### SAF25-P5

- 6.1 The Committee RECEIVED a health, safety and environment update from Estates and Facilities Management on areas of its activity with the exception of Campus Services, Catering, Domestic and Residential Services. A report from this area was expected at the October meeting.
- 6.2 The following were noted in particular:
- (i) the Estates and FM Safety Road Map was considered to be good practice.
  - (ii) a paper was to be submitted to SPaRC exploring ways to address current challenges in recruiting to Engineering, Maintenance and Sustainability posts.
  - (iii) the Estates and FM leadership used a range of contact methods to provide staff with health and safety training and to ensure compliance with health and safety requirements.
  - (iv) more than 600 safety tours had taken place in the previous year, and quality assurance processes were in place to check on quality of the tours on a regular basis.
- 6.3 The 'Average Score' column in the Areas of Focus/Development slide was coloured 'red' giving the impression that performance was a matter for concern in all cases, which was not the case. The presenters were encouraged to change this element of the tables. **Action: Director of Maintenance, Engineering & Sustainability**

## 25/7 Sickness Absence Reports

- 7.1 The Committee RECEIVED a verbal update from the Director of Human Resources on progress in developing sickness absence reports.
- 7.2 The Workforce Systems Team had engaged in additional Business Objects training to allow it to undertake greater analysis. A paper on the development programme for the Itrent system was due to be submitted to SPaRC in February. The likely timescale for completion of the work was 18-24 months, as it would require a complete review of HR processes across the University and how they fed into the system.
- 7.3 The sickness absence reports that were made available to managers were welcomed and were said to have facilitated return to work discussions in some areas. However, members noted the delay in providing the reports which meant that managers received the reports some time after the period which the reports covered.

## 25/8 Director of Health, Safety & Wellbeing Update

### SAF25-P6

- 8.1 Members RECEIVED a consolidated report from the Director of Health, Safety and Wellbeing on issues and actions relating to health, safety and wellbeing.
- 8.2 The following were noted in particular:
- (i) the water system in Towers continued to be monitored closely. Water filters had been removed and then reinstated. Further flushing and testing was planned for the Easter vacation with the aim of removing the filters.
  - (ii) In relation to fire safety, a new formalised management arrangement had been agreed with Leicestershire Fire and Rescue. In future, there would be a requirement to notify the Fire Service of any changes in arrangements in halls which could impact on fire safety.
  - (iii) the Health and Safety Service was following the case of corporate manslaughter being brought against UK Athletics over the death of a Paralympian so that the University could learn from any findings from the case.
  - (iv) the Safezone system for mass notification of staff and students in the event of a serious incident and for lone worker management was being considered. A proposal was to be submitted for consideration by SPaRC.

- (v) the University was migrating from the current Mental Health First Aider model to a Wellbeing Champions model. Existing Mental Health First Aiders would be able to undertake additional training to become Wellbeing Champions, subject to the support of their Dean or Director.

## **25/9 Occupational Health and Wellbeing Annual Report**

### **SAF25-P7**

Members RECEIVED the Occupational Health and Wellbeing Annual Report for 2023/24. The Occupational Health and Wellbeing Manager was thanked for the report and for the work which the Service was engaged in to support staff, and in particular its success in enabling employees to return to work.

## **25/10 Climate Change Risk Register**

### **SAF25-P8**

10.1 Arising from M47.1, members CONSIDERED the updated draft Climate Change Risk Register. The paper provided an overview of the initial assessment of key risks that would need to be evaluated and mitigated. The list was expected to grow as the University's Sustainability Strategy was developed and the register updated.

10.2 The Committee was informed of planned action by the Sustainability Team with support for some elements from colleagues in other areas of the University including the Health and Safety Service. The Team intended to work with key climate academics within the University to refine future outcomes. It also planned to develop a climate adaptation plan for campus buildings and activities and to develop heat and flood guidance for key colleagues in areas such as events and sport. The Team was encouraged to share good practice with LSU.

**ACTION: Sustainability Manager**

10.3 The following were noted in particular:

- (i) calculation of the register's 'likelihood' scores was inevitably an imprecise science.
- (ii) the need to factor in climate change risks for planned new builds.
- (iii) the additional challenges faced by residential and manual workers, who were often required to carry out physical work in high temperatures.
- (iv) the impact of high winds on Hollywell Park's power supply.

## **25/11 Statutory Compliance Key Performance Indicators**

### **SAF25-P9 SAF25-P10**

11.1 The Committee RECEIVED updates on statutory compliance key performance indicators and commended the helpful layout of the reports. It noted progress for key areas of statutory compliance and actions relating to areas of concern and, in particular, areas where positive improvement was evident. The compliance status of some areas was not at a level that the Committee would have wished. However, it was reassured that mitigations were in place to resolve or control them as appropriate.

11.2 The University was to migrate from its current Authorising Engineer consultancy for water safety to a new one. Estates and FM were asked to extract existing data before the migration took place.

**ACTION: Director of Maintenance, Engineering and Sustainability**

## **25/12 New First Aid Policy**

### **SAF25-P11**

The Committee APPROVED the new First Aid Policy and noted that the Health and Safety Service was preparing a communication plan to bring the policy to the attention of staff.

## 25/13 Building Safety Act

### SAF25-P12

- 13.1 The Committee RECEIVED a report on the University's compliance with the Building Safety Act.
- 13.2 Members noted the requirement for two 'principal duty holders' to be appointed and referred to as the Principal Designer and the Principal Contractor. This could have an impact upon the cost of projects, as contractors may need to appoint individuals to take on the Principal Contractor role.
- 13.3 There was now a risk of being issued a notice of contravention if contractors failed to supply 'as built' drawings, including fire strategy drawings in reasonable time to enable Building Control to undertake statutory consultation with local Fire and Rescue Services. This risk would be the same for all organisations, so it was hoped that it would result in an industry-wide change. Estates and FM were encouraged to factor this requirement into timeframes agreed with contractors and to introduce a penalty clause into contracts for situations where contractors failed to provide the drawings in sufficient time. **ACTION: Director of Estates and FM**

## 25/14 Annual Report on Radiation Protection for 2024 to Council

### SAF25-P13

- 14.1 The Committee RECEIVED the Annual Report on Radiation Protection for 2024 and recommended it to Council. The Health and Safety Service was asked to include in the report a reference to the period that it covered, that is, January to December 2024.
- 14.2 The report was APPROVED and recommended to Council.

## 25/15 Risk Rating

### SAF25-P14

- 15.1 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 '2 Light Green - Performance is on track, data suggests no concerns'.
- 15.2 Members noted the significant issues which were listed in the paper, that is, Legionella, fire, and mental health and employee wellbeing. They were informed that mitigations were either planned or already in place for these issues, and that the University Fire Safety Lead had regular meetings with Leicestershire Fire and Rescue Service. There was a good relationship with the Service, and it had sight of work which the University was planning.
- 15.3 Members considered whether there were timelines for achieving a rating of 1 - *'Dark Green – Performance is ahead of target – data suggests cause for celebration'*. The Director of HSW noted that the ratings would always be in flux due to the scale, complexity and ever-changing nature of the situation.
- 15.4 Members noted changes that had been made to the risk rating scale, with the previous three-level scale being replaced with a five-level, numbered scale. The inclusion of numbers was seen to be a positive change.
- 15.5 The Committee APPROVED a recommendation by the Director of Health, Safety and Wellbeing that the University's overall Health, Safety and Environment risk rating should be '2 - Light Green - Performance is on track, data suggests no concerns'.

**Secretary's Note:** The Director of HSW provided further clarification regarding M15.3 after the meeting: The detailed compliance report indicates the activity on each KPI. There is an ongoing goal to improve the reporting position. This has been achieved since reporting began in 2015 when there were a large number of 'reds'. There are no 'reds' today. However, the colour should not be taken in isolation. One should also consider the direction of travel across the board where there is a non-green area which does change, and there is an upward trend in most cases. Some areas will also drop back when changes occur within the University, eg the Low Voltage rating has dropped due to staffing issues and not having a DAP, and the possibility of another DAP standing down and challenges recruiting DAPs. It should be noted that there is a three-year plan. However, these can be derailed.

## 25/16 Future Business

### SAF25-P15

The Committee APPROVED the plan of proposed business for its May 2025 to February 2026 meetings, noting that the forthcoming consultation exercise could result in the plan being changed. It was agreed that any changes arising from the consultation exercise should be implemented after the October 2025 meeting.

## 25/17 Sustainability Annual Report

### SAF25-P16

- 17.1 The Committee CONSIDERED the Sustainability Annual Report. It commended the report. The Sustainability Manager was encouraged to consider how to raise awareness within the University of the activities that it engaged in. **ACTION: Sustainability Manager**
- 17.2 The success of the Carbon Jacked X LU: Sports Engagement Program was noted. The Sustainability Manager was asked to provide a report on the Program. **ACTION: Sustainability Manager**
- 17.3 Members noted the University's ranking in the QA Sustainability Rankings, 2024 People and Planet and THE Impact Rankings league tables and changes to the methodology for other league tables to include sustainability as a metric. The Sustainability Team was asked to identify actions needed to improve the University's rankings and to make reference to the Carbon Jacked X LU: Sports Engagement Program in league table submissions. **ACTION: Sustainability Manager**
- 17.4 The Sustainability Team was asked to include a reference to student-level sport activities in future annual reports. **ACTION: Sustainability Manager**
- 17/5 Absolute emissions for 2023/24 had been reduced by 34.2% compared to the baseline year. However, there had been a rise in emissions compared to 2022/23. The University was unlikely to see a significant change until it engaged in a transformation project. There was a need for a robust, wide-ranging piece of work on the scope for emissions, drawing on good practice at other universities and in the private sector.

## 25/18 Sustainability Governance

### SAF25-P17

The Committee NOTED an Infrastructure Committee minute (IC 24/81) which outlined changes to the University's sustainability governance.

## 25/19 Incident, Near Miss and Fire Data Report

### SAF25-P18

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

## 25/20 HTA Compliance Reports

### SAF25-P19

The Committee RECEIVED HTA compliance reports for the Department of Chemistry, the Centre for Biological Engineering (CBE) and the School of Sport, Exercise and Health Sciences.

## 25/21 Minutes of Sub-Committees

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

### SAF25-P20

Chemical Safety Committee (Meeting on 17<sup>th</sup> January 2025)

**SAF25-P21**

GM and Biosafety Committee (Meeting on 13th January 2025)

**SAF25-P22**

Health, Safety and Environment Statutory Compliance Sub-Committee (Meeting on 14th January 2025)

**SAF25-P23**

Non-ionising Radiation Safety Committee (Meeting on 20th January 2025)

**SAF25-P24**

Radiological Protection Sub-Committee (Meeting on 21st January 2025)

**SAF25-P25**

Sustainability Sub-Committee (Meeting on October 23rd 2024)

**25/22 Any Other Business****22.1 Glossary of Terms**

The Health and Safety Service was asked to provide a glossary of terms that commonly appeared in Health, Safety and Environment Committee agenda papers. The document would be added to the Committee's bookshelf in Board Intelligence. **ACTION: Director of HSW**

**22.2 Royce Dining Hall**

Members were informed of inaccurate social media posts about damage to the ceiling of Royce Dining Hall. Campus Services were asked to provide the Committee with a definitive statement on the incident. **ACTION: Director of Residential, Catering and Domestic Services**

**25/23 Dates of Remaining Meetings in 2024/25**

Wednesday 14th May 2025, 13.00-15.30