



AGENDA

SAF17-A1

Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 8 February 2017 in the Jennings Council Chamber, 201.1.12, Hazlerigg Building.

Martine Ashby, Secretary

1 Apologies for Absence

2 Business of the Agenda

To give notice of intention to speak to any starred items, which otherwise will be taken without discussion. Any member wishing to speak to a starred item is asked to give notice to the Secretary by midday on Tuesday 7 February 2017.

3 Minutes

SAF16-M2

To confirm the Minutes of the meeting held on 28 September 2016.

4 Matters arising from previous meetings

SAF17-P1

- 4.1 To note actions arising from the Minutes
- 4.2 Arising from 16/52 *Accident and Insurance Statistics* regarding imago's use of plastic glasses for serving drinks, a verbal report will be provided at the meeting.
- 4.3 To note any other matters arising

SECTION A – Items for Discussion

5 Constitution, Terms of Reference and Membership

SAF17-P2

To receive a report from a working group set up to review the constitution, terms of reference and membership of the Committee and consider recommendations made by the working group.

6 Health and Safety Annual Report

SAF17-P3

To receive the Health and Safety Annual Report covering progress in 2016 and plans for 2016 / 17.

7 Environmental Manager's Report

SAF17-P4

To receive a report from the Environmental Manager.

8 Risk Register

SAF17-P5

To receive a verbal update from the Deputy Health and Safety Manager on progress in developing the Risk Register.

9 Research into Effective Safety Conversations

SAF17-P6

To receive a presentation from Professor Elizabeth Stoke on the findings of research carried out by the Department of Social Sciences into effective safety conversations.

10 Annual Report of the Radiation Protection Officer

SAF17-P7

To receive the annual report of the Radiation Protection Officer for 2016 for submission to Council.

11 Biological/GM and Chemistry Safety Update

To receive a verbal update from the Radiation, Biological and Chemical Safety Officer.

12 University Fire Officer's Report

SAF17-P8

To receive a report from the University Fire Officer

13 Accident and Insurance Statistics

SAF17-P9, SAF17-P10, SAF17-P11, SAF17-P12

- 13.1 To receive incident data from the third quarter of 2016 and benchmark data
- 13.2 To receive reports on accidents and insurance claims for the periods 1 July to 31 December 2016
- 13.3 To note that Council (COUN16/104) has requested additional information on accident and insurance statistics and consider a suitable format for presenting the statistics to Council.

14 Training Matrix

To receive a verbal update from the Deputy Health and Safety Manager on changes to the Training Matrix.

15 Health and Safety Statutory Compliance Sub-Committee

SAF17-P13

- 15.1 To receive minutes of the meeting held on 11 January 2017
- 15.2 To receive a verbal report from the Chair.
- 15.3 To consider the revised terms of reference, constitution and membership of the Sub-Committee

16 Occupational Health

To receive a verbal update from the Health, Safety and Risk Manager on the development of the University's Occupational Health Service.

17 Stress Policy

Arising from M16/56 to receive a verbal update from the Health, Safety and Risk Manager on progress in developing the following documents:

- Revised stress policy
- Organisational level stress assessment
- Stress audit template

18 Health and Wellbeing of the Working Age Population

To receive a verbal update from the Health, Safety and Risk Manager on the development of principles for the introduction of a wellbeing offering for University staff.

19 Policy and Guidance on Unmanned Aircraft Systems (Drones)

SAF17-P14

To consider a new policy on unmanned aircraft systems (drones).

20 Staff Exit Policy

To receive a verbal update from the Radiation, Biological and Chemical Safety Officer on the proposed new policy for the management of resources associated with a member of staff, on the departure of the member of staff from the University.

SECTION B – Starred Items for Approval

***21 Radiological Protection Sub-Committee**

SAF17-P15

To receive the minutes of the Radiological Protection Sub-Committee.

***22 Health and Safety Strategic Framework**

SAF17-P16

To consider a proposed health and safety vision and agree the strategic principles and the broad strategic themes

***23 Safeguarding Policy**

SAF17-P17

To consider the revised new University policy following further work to identify required revisions to the policy to ensure that it can be operated at the London Campus and to ensure consistency with the University's AUP (Acceptable Use Policy) for IT Equipment.

***24 Policy and Code of Practice for Electricity at Work**

SAF17-P18

To consider the revised new Policy and Code following minor corrections and amendments in relation to use on the London campus.

***25 Change to Constitution**

To consider a change to the Constitution of the Committee to replace the 'Director of Campus Living' with the 'Director of Campus Services' with immediate effect.

SECTION C – Items for Information

None

26 Any Other Business

27 Dates of Meetings in 2016/17

7 June 2017

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January 2017

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