



Minutes SAF18-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 6 June 2018

Attendance

Members:

Rob Allan, Spencer Aryeetey, Neil Budworth, Andrew Burgess, Suzanne Dexter (ab), Sandy Edwards (ab), Ann Greenwood (ab), Matthew Inglis, James Jones (ab), Mark Lewis, Chris Linton (Chair), David Roomes (ab), Jo Shields, Richard Taylor.

In attendance:

Tom Carslake (for 18/M20), David Fulford (for 18/M21), Julie Turner (for 18/M24 and 18/M25).

Apologies received from:

Suzanne Dexter, Anne Greenwood, David Roomes

18/18 Minutes

SAF18-M1

The minutes of the previous meeting held on 7 February 2018 were CONFIRMED.

18/19 Matters Arising from Previous Meetings

SAF18-P21, SAF18-P22

19.1 Actions arising from previous minutes were NOTED and their current status confirmed.

19.2 The following were NOTED in particular:

- (i) Arising from M16/47.3, a new Staff Exit Policy would be submitted for consideration at the October meeting. **ACTION: SSD Officer**
- (ii) Arising from M17/49.2(ii), there had been no further information on progress in making the University's estate adjacent to the Loughborough College site a smoke free zone. The School and Security Management Team would be asked to coordinate the erection of signs on the site to make clear that it was a smoke free zone. **ACTION: AED Operations Manager**
- (iii) Arising from M17/49.2(iv) Facilities Management had asked Leicestershire County Council to erect warning signage on the Epinal Way path. The Sustainability Manager would continue to pursue erection of the signage. **ACTION: Sustainability Manager**
- (iv) Arising from M18/2.3, an update from the School of the Arts, English and Drama on the process employed to embed health, safety and impact on the environment within the curriculum.

- (v) Arising from M18/3.2(ii) the Science Operations Manager and the Environmental Manager were drawing up an action plan to embed environment and sustainability within the School of Science.
- (vi) Arising from M18/3.2(iv) the School of Science would be invited to share examples of good practice in its health, safety and environment practices at the next Health, Safety and Environment Consultative Forum meeting. **ACTION: HSR Manager, Science Operations Manager**
- (vii) Arising from M18/6.2(ii) HR would normalise sickness absence rates in future Annual Occupational Health reports to allow comparison over time. **ACTION: Director of HR**

18/20 Health, Safety and Environment Update: School of Aeronautical, Automotive, Chemical and Materials Engineering

SAF18-P23

- 20.1 The Committee received a presentation by the Operations Manager on health, safety and environment arrangements in place in the School of Aeronautical, Automotive, Chemical and Materials Engineering (AACME).
- 20.2 The following points were NOTED in particular:
- (i) The School's Risk Register had noted a number of risks including a lack of documentation for some activities carried out within the School.
 - (ii) The culture in the School surrounding risk assessment had improved following initiatives to motivate or penalise staff and research students to ensure that they complied. The School's Senior Management Team had demonstrated that it was willing to take the step of closing areas where health and safety requirements were not being observed. The Committee considered that the act of undertaking a risk assessment was integral to the practice of good scientists, and that the risk assessment itself could well have benefits for the activity. Therefore, the effort involved was rarely wasted.
 - (iii) PhD students were acknowledged to be a group that could in theory miss out when matters relating to staff or students were considered by the University.
 - (iv) AACME had initiated a safety award scheme for PhD students to recognize excellence in this area. It was felt this had had an impact and that other Schools could learn from it.
 - (v) Workload for all categories of its staff was seen by the School to be a risk factor. Busy technical staff had little time to audit and implement health and safety requirements, and such matters became a lower priority for academic staff with heavy workloads. Staff were responsive when issues were identified. However, the effort made to comply was not always sustained thereafter.
 - (vi) The School was experiencing a new pressure to address issues linked to identified compliance areas. It had acknowledged that it needed to work more closely with Facilities Management to be able to provide assurance for all of these areas.
- 20.3 The School was commended for the group sessions which it offered to Foundation programme students to introduce them to risk assessment and CoSHH forms early on in their time at the University. These sessions were considered good practice which should be shared with other Schools and Professional Services.
- 20.4 Both the AACME and the Facilities Development presentations would be circulated to other Schools and Professional Services so that others could learn from their good practice. The AACME Operations Manager would also draw specific examples of good practice to the attention of other operations managers. **ACTION: Secretary, AACME Operations Manager**

18/21 Health, Safety and Environment Update: Facilities Development

SAF18-P24

21.1 The Committee received a presentation by the Director of Facilities Development on health, safety and environment arrangements within the remit of Facilities Development.

21.2 The following points were NOTED in particular:

- (i) The Service was commended on its accident frequency rate which had remained at zero for over 12 months.
- (ii) The Service undertook monthly health and safety site tours for each project. These would be expanded to become health, safety and environment tours in the future with involvement by the Environmental and Sustainability Managers. This would be coordinated with the help of the Development Manager. **ACTION: Director of Facilities Development, Deputy Health and Safety Manager (J Stapleton)**
- (iii) The University was likely to face more challenges in the future in the development and maintenance of its buildings as more legislation was put in place in the wake of the Grenfell Tower fire. Facilities Development was reviewing its technical standards and would keep up to date with new and revised standards as they were issued.

18/22 Report from Health, Safety and Risk Manager

SAF18-P25

22.1 The Committee received a report from the Health, Safety and Risk Manager and considered proposed arrangements for monitoring the progress of actions outlined within a Notice of Contravention.

22.2 The following points were NOTED in particular:

- (i) The University had seen instances of scabies and had detected legionella bacteria on the Loughborough campus in recent months. It had addressed both swiftly and appropriately, and lessons had been learnt on both occasions.
- (ii) The Health and Safety Executive (HSE) had issued a Notice of Contravention to the University following a recent visit by officials to inspect the University's lasers. The technical issues identified had been addressed within a week of the notice having been received. The main area of concern regarding laser alignment had taken a significant amount of discussion and analysis. The issue had now been resolved and a formal response had been sent to the HSE.
- (iii) A recent fire in the W2 Building had resulted in lessons being learnt about possible escape routes and suitable measures put in place.

18/23 Health and Safety Policy

SAF18-P26

23.1 The Committee considered proposed minor amendments to the University Health and Safety Policy. In the main the changes were being made to improve formatting or to reflect changes to the University structure and the Healthy and Safety committee structure.

23.2 The following points were NOTED in particular:

- (i) The Policy included references to full legislative compliance being the minimum standard. The Committee noted that due to the vast complexity and the dynamic nature of the University it was not possible to provide Council with this assurance. Rather, the University actively sought out areas of risk so that it could identify elements that were not compliant. It was therefore AGREED that the HSR Manager should review the text within the Policy and recommend an alternative form of wording which reflected the true situation for consideration by the Chief Operating Officer. **ACTION: HSR Manager**

- (ii) It was unclear why the sections that referred to Deans of Schools and Director and Heads of Professional Services (3.5 and 3.7 respectively) differed when both groups shared similar responsibilities. **ACTION: HSR Manager to address**
- (iii) The updated Policy had retained a section on the responsibilities of Heads of Academic Departments (3.6). It was noted that whilst Deans had overall legal responsibility for ensuring the health and safety of those who might be affected by the School's activities, Heads of Academic Departments still had a responsibility to oversee the adoption of the University policy within their discipline. **ACTION: HSR Manager to discuss with Schools that do have Heads of Department**

23.3 The HSR Manager would review the policy taking into consideration these points and the University structure generally. Whilst reviewing the policy he would consult representatives from federal Schools, such as Science, and AACME, and unified Schools, such as Architecture, Building and Civil Engineering, and Sport, Exercise and Health Sciences, and would reflect on the differences between the two types of School. The revised policy would be circulated for comment prior to being received at the October meeting as a starred item. **ACTION: HSR Manager**

18/24 Open Source Use

SAF18-P27

- 24.1 On reference from the Radiological Protection Committee (RPSC18/M09), the Committee considered a proposal regarding permits held by the University for open source use. The Radiological Protection Committee had recommended that the University surrender its existing permit and that the Chair of the Radiological Protection Committee and the Strategic Scientific Development Officer should investigate the purchase of a new, smaller permit to replace it. The Committee AGREED to this recommendation. **ACTION: COO, SSD Officer**
- 24.2 The Committee noted that University tenants who engaged with open source radiation activity need to obtain their own permits. Facilities Management would need to check the wording of tenant leases and remain aware of such activity for fire prevention purposes and to be able to inform adjacent tenants. **ACTION: Director of Facilities Development**

18/25 Strategy for Future Biological Safety Compliance

SAF18-P28

- 25.1 The Committee NOTED a Biological/GM and Chemical Safety Update from the Strategic Scientific Development Officer.
- 25.2 The Committee considered a draft strategy for future biological safety compliance which would allow more flexibility for research requirements. The review would also be used to improve the University Biological Safety Policy. It AGREED to the Strategic Scientific Development Officer undertaking a strategic review for future biological needs and requirements with a view to the review findings being submitted to the October meeting. **ACTION: SSD Officer**

18/26 Health, Safety and Environment Performance Review

SAF18-P29

- 26.1 The Committee NOTED an updated version of the new Health, Safety and Environment Performance Review summary. It noted that the School of Architecture, Building and Civil Engineering had not supplied data for the summary. The Health, Safety and Risk Manager would seek a return from the School. **ACTION: HSR Manager**
- 26.2 The Committee considered whether it should receive an equivalent summary for environmental and sustainability matters in future. It NOTED that it did not need receive this information as the information was already considered by the Sustainability and Social Responsibility Sub-Committee and the Health and Safety Statutory Compliance Sub-Committee.

18/27 Health and Safety Risk Register

SAF18-P30

The Committee CONSIDERED an update on progress in developing the Health and Safety Risk Registers. It NOTED in particular that Schools and Professional Services were required to complete their action plans by July with a view to the status for each being reported to the Health and Safety Statutory Compliance Sub-Committee in September.

18/28 Stress/Mental Wellbeing Working Party Update

SAF18-P31

28.1 The Committee RECEIVED an update on the work of the Stress and Metal Wellbeing Working Party and on implementation of measures to support mental wellbeing at the University.

28.2 The following points were NOTED in particular:

- (i) The University had won the British Safety Council Health and Wellbeing Award in recognition of its coordinated approach to promote the health and wellbeing of its staff and students. The HSR Manager would notify the Head of PR so that the prize could be mentioned in the June Vice-Chancellor's Newsletter. **ACTION: HSR Manager**
- (ii) The Employee Assistance Programme (EAP) service had been extended to provide staff with access to online cognitive behavioural therapy and up to six sessions of face-to-face counselling where needed.
- (iii) The Health and Safety budget submission for 2018/19 included a bid to support the roll out of the Mental Health First Aider Scheme to other Schools and Professional Services.
- (iv) Staff Development had piloted a Managing Mental Health and Disability workshop for managers and supervisors. It intended to review the content of the workshop to take into consideration feedback received from the pilot sessions.
- (v) HR had introduced a new process to keep in contact with and support colleagues who were away from work due to a stress-related condition.
- (vi) A range of activities had been developed for Mental Health Awareness week.
- (vii) Details of the EAP and the University's mental health and wellbeing activities were available on the web University's webpages but were not signposted from the home page. The Chief Operating Officer and the Provost would consider how they might be given greater prominence on the webpages. **ACTION: COO, Provost**
- (viii) As students, rather than members of staff, PhD students were not currently eligible to access the EAP. Those PhD students who were experiencing mental health difficulties therefore needed to make use of the Counselling Service like other students. Therefore, the six-session limit also applied to them. The Doctoral College Sub-Committee would be asked to consider how PhD students who were experiencing mental health difficulties should be supported by the University in the future. **ACTION: Associate Pro-Vice Chancellor (Doctoral College)**

18/29 Environmental Compliance

SAF18-P32

29.1 The Committee CONSIDERED a report on Environmental Compliance and, in particular, an F-Gas compliance risk. The Sustainability Manager and Director of Infrastructure and Commercial Services, as Chair of the Health and Safety Statutory Compliance Sub-Committee, would consider possible courses of action. They would seek HSE Chair's action over the summer to approve a plan of action to address the risk. **ACTION: Sustainability Manager, Director of Infrastructure and Commercial Services**

29.2 The Committee NOTED a request for completion of the Environmental Essentials course to be made mandatory for all staff. The Committee noted that staff were already required to complete a number of courses and was not convinced that making the course compulsory was an appropriate

step unless there was a need to do so for compliance purposes. Mandatory courses were monitored centrally, and completion was flagged on staff records and potentially discussed at PDR. Other courses were 'strongly advised' with take up monitored at School/Professional Service level. For other courses, staff were encouraged to take the course voluntarily, and it was noted that this could be an approach which the Sustainability Team could consider if it wanted to improve take up.

- 29.3 The Deputy Director of HR (Staff Development) was asked to reflect on the courses which were currently mandatory and the use made of records of completion of the courses with a view to deciding on an appropriate balance of mandatory courses in future. **ACTION: Deputy Director of HR (Staff Development)**
- 29.4 The Sustainability Manager would meet with the Deputy Director of HR (Staff Development) to brief her on the Environmental Essentials course and the reasons for wishing to make the course mandatory for all staff. **ACTION: Sustainability Manager, Deputy Director of HR (Staff Development)**

18/30 Asset Inspection and Maintenance

SAF18-P33

On reference from the Health and Safety Statutory Compliance Sub-Committee, the Committee APPROVED a proposed approach to improve/ensure legislative compliance relating to asset inspection and maintenance.

18/31 Reports to Health, Safety and Environment Committee

The following reports were RECEIVED:

- (i) **SAF18-P34**
Sustainability and Environment Report
- (ii) **SAF18-P35**
Radiation Protection Report
- (iii) **SAF18-P36**
Occupational Health Report
- (iv) **SAF18-P37**
University Fire Officer's Report
- (v) **SAF18-P38**
Incident Report
- (vi) **SAF18-P39**
Insurance Claims Report
- (vii) **SAF18-P40**
Annual Report of Ethics Approvals (Human Participants) Sub-Committee for 2017/18

18/32 Minutes

The minutes of the following groups and sub-committees were RECEIVED:

- (i) **SAF18-P41**
Chemical Safety Committee (21 February 2018)
- (ii) **SAF18-P42**
Health, Safety and Environment Consultative Forum (2 May 2018)
- (iii) **SAF18-P43**
Health and Safety Statutory Compliance Sub-Committee (2 May 2018)
- (iv) **SAF18-P44**
Radiological Protection Sub-Committee (1 May 2018)
- (v) **SAF18-P45**
Sustainability and Social Responsibility Sub-Committee (14 May 2018)

18/33 Valediction

- 33.1 The Committee thanked retiring members Rob Allan, Suzanne Dexter, Ann Greenwood, James Jones and Mark Lewis for their valued contributions to the Committee's discussions.
- 33.2 Members NOTED that the Students' Union representative on the Committee in 17/18 was a part-time member of the Executive who undertook this role alongside their studies so had less time than other members of the Executive to attend University meetings. The Students' Union would be asked to nominate full-time members of the Executive to serve on the Committee in future.

ACTION: Secretary

18/34 Dates of Remaining Meetings in 2017/18

17 October 2018
6 February 2019
5 June 2019

Martine Ashby
June 2018

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