



AGENDA

SAF19-A2

Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 5 June 2019 in the Pearce Committee Room (Room 201.0.09) in the Hazlerigg Building.

M 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 4 June.

3 Minutes

SAF19-M1

To confirm the minutes of the meeting held on 6 February 2019.

4 Matters arising from previous meetings

SAF19-P25

- 4.1 To note actions arising from the Minutes.
- 4.2 To note any other matters arising.

SECTION A – Items for Discussion

5 Health, Safety and Environment Update: School of Sport, Exercise and Health Sciences

SAF19-P26

To receive a presentation by the Dean on health, safety and environment arrangements in place in the School.

6 University Risk Register

SAF19-P27

To RECEIVE an update regarding the University's strategic risk register and DISCUSS the adequacy and effectiveness of arrangements for capturing and managing health, safety and environmental related risks.

7 Health, Safety and Environment Update: Loughborough Design School

SAF19-P28

To RECEIVE a presentation by the Dean on health, safety and environment arrangements in place in the School.

8 Health, Safety and Risk Manager Report

SAF19-P29

To RECEIVE an update from the Health, Safety and Risk Manager.

9 Health, Safety and Environment Performance Report

SAF19-P30 - Withdrawn

To NOTE future direction in the provision of key performance indicators for Schools and Services.

10 Occupational Health Update

SAF19-P31

To RECEIVE a presentation from the new Occupational Health Manager.

11 Statutory Compliance Key Performance Indicators

SAF19-P32

To CONSIDER information on the latest position in relation to statutory compliance key performance indicators and progress in developing KPIs for statutory compliance and actions relating to areas of concern.

12 Chemical and Biological Safety Update

SAF19-P33

- 12.1 To RECEIVE an update on chemical and biological safety from the Strategic Scientific Development Officer;
- 12.2 To CONSIDER a proposal for the disposal of mercury thermometers.

13 Drug Precursors and Regulated Substances

SAF19-P34

To RECEIVE a report on drug precursors and regulated substances by the Strategic Scientific Development Officer.

14 Future Biological Infrastructure Needs

SAF19-P35

To CONSIDER a report on the anticipated future biological infrastructure needs of the University.

15 Decommissioning of Buildings

SAF19-P36, SAF19-P37

15.1 To RECEIVE an update on the decommissioning of the Graham Oldham and F Buildings;

15.2 To RECEIVE a verbal report on the root cause analysis of the decommissioning of the F Building.

15.3 (i) To CONSIDER a report on the scale of items with use and value that have been left in the decommissioned buildings;

(ii) To CONSIDER a proposed process for delivering retention of items with value and responsibility for leading the process.

16 Security and Card Access: W and S Buildings

To RECEIVE a verbal update on security and card access in the W and S Buildings.

17 Environmental Compliance Report

SAF19-P38

To CONSIDER a report on environmental compliance and comment on any areas of concern.

18 Stress and Mental Wellbeing Update

SAF19-P39

To RECEIVE an update from the Health, Safety and Risk Manager.

19 Committee Effectiveness

SAF19-P40

To CONSIDER the effectiveness of the Committee.

20 Policy for the Management of Gas Installations

SAF19-P41

On the advice of the Health, Safety and Risk Manager, to APPROVE changes to the Policy for the Management of Gas Installations.

SECTION B – Starred Items for Approval

***21 Health and Safety Risk Registers**

SAF19-P42

To RECEIVE an update on progress in developing the Health and Safety Risk Registers.

***22 Exit Process for Staff**

SAF19-P43

To NOTE the new exit checklist for managers.

***23 Changes to Committee Constitution**

To RATIFY the action of the Chair in approving the following changes to the Committee's constitution:

- (i) replace: Director of Infrastructure and Commercial Services
with: Director of Estates and Facilities Management
- (ii) remove: Director of Human Resources

***24 Reports to Health, Safety and Environment Committee**

To RECEIVE the following reports:

- (i) **SAF19-P44**
Sustainability Manager Report
- (ii) **SAF19-P45**
Radiation Protection Report
- (iii) **SAF19-P46**
University Fire Officer's Report
- (iv) **SAF19-P47**
Accident Data Report
- (v) **SAF19-P48**
Insurance Claims Report
- (vi) **SAF19-P49**
Annual Report of Ethics Approvals (Human Participants) Sub-Committee for 2018/19

***25 Minutes**

To RECEIVE minutes of the following groups and sub-committees:

- (i) **SAF19-P50**
Chemical Safety Committee (19 May 2019)
- (ii) **SAF19-P51**
GM/Biosafety Committee (11 April 2019)
- (iii) **SAF19-P52**
Health and Safety Statutory Compliance Sub-Committee (1 May 2019)
- (iv) **SAF19-P53**
Non-ionising Radiation Safety Committee (27 March 2019)
- (v) **SAF19-P54**
Radiological Protection Sub-Committee (1 May 2019)
- (vi) **SAF19-P55**
Sustainability and Social Responsibility Sub-Committee (22 May 2019)

SECTION C – Items for Information

***26 People Strategy**

SAF19-P56

To NOTE the new University People Strategy.

27 Any Other Business

28 Valediction

***29 Dates of Meetings in 2019/20**

Wednesday 9 October 2019
Wednesday 5 February 2020
Wednesday 3 June 2020

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