



AGENDA

SAF19-A3

Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 9 October 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 8 October.

3 Minutes

SAF19-M2

3.1 To confirm the minutes of the meeting held on 5 June 2019.

SAF19-P57

3.2 Arising from M19/32 *Decommissioning of Buildings*, to note that a root cause analysis of the F Building legacy was circulated to members after the June meeting.

4 Matters arising from previous meetings

SAF19-P58

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 Architecture, Building and Civil Engineering

SAF19-P59 (to follow)

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

6 Health, Safety and Environment Update: Sports Development Centre

SAF19-P60

To RECEIVE a presentation by the Executive Director of Sport on health, safety and environment arrangements in place.

7 Constitution, Terms of Reference and Membership for 2019/20

SAF19-P61, SAF19-P62, SAF19-P63

- 7.1 To CONSIDER the Constitution, Terms of Reference and Membership of the Committee for 2019/20 and a proposal to extend the term of office of the invited Dean and Operations Manager members of Health, Safety and Environment Committee from one to two years.
- 7.2 To CONSIDER proposals relating to HSE's sub-committees as follows:
 - (i) for the dissolution of the Health, Safety and Environment Consultative Committee;
 - (ii) to change the name of the Health and Safety Statutory Compliance Sub-Committee to the 'Health, Safety and Environment Statutory Compliance Sub-Committee';
 - (iii) for the Director of Estates and Facilities Management to become the Chair of the Health and Safety Statutory Compliance Sub-Committee.
- 7.3 To CONSIDER proposed business for forthcoming meetings of the Committee.

8 Health and Safety Services Annual Report

SAF19-P64

To RECEIVE the Health and Safety Services Annual Report and AGREE the plan of work for 2019/20.

9 Health, Safety and Risk Manager Report

SAF19-P65

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

10 Radiation Protection Report

SAF19-P66

- 10.1 To RECEIVE a Radiation Protection Report;
- 10.2 To CONSIDER proposed changes to open and sealed source permits.

11 Chemical and Biological Safety Update

SAF19-P67

To RECEIVE an update on chemical and biological safety.

12 Ionising/Non-ionising Radiation, Chemical, Biological/GM and HTA KPIs

SAF19-P68

To CONSIDER a risk ratings report for Ionising/non-ionising radiation, chemical, biological/GM and HTA.

13 Decommissioning of Buildings

SAF19-P69

13.1 To RECEIVE an update on the decommissioning of University Buildings including regulated substances;

13.2 To CONSIDER appropriate methods for documenting and providing feedback to other teams on dangers within old buildings.

14 NCSEM Building Roof

SAF19-P70

To RECEIVE an update on repairs to the roof of the National Centre for Sport and Exercise Medicine Building.

15 Occupational Health Service and Wellbeing Update

SAF19-P71

To RECEIVE an update on progress within the Occupational Health Service, progress and timelines for the Health and Wellbeing agenda and plans for the forthcoming Mental Health Awareness Day.

16 Chemical Safety Policy

SAF19-P72

To CONSIDER proposed changes to the Chemical Safety Policy. The changes have previously been considered by the Chemical Safety Committee and the Decommissioning Programme Management Board.

17 Airbnb Policy

SAF19-P73

To CONSIDER a new policy for the use of Airbnb for business travel.

SECTION B – Starred Items for Approval

*18 DSEAR Policy

SAF19-P74

To CONSIDER proposed changes to the DSEAR Policy. The proposed changes have previously been considered by the Chemical Safety Committee and have been sent to Union representatives for their consideration.

*19 Environmental Policy

SAF19-P75

To ENDORSE the University Environmental Policy. There have been no changes to the policy.

*20 Reports to Health, Safety and Environment Committee

To RECEIVE the following reports:

- (i) **SAF19-P76**
Sustainability Annual Report
- (ii) **SAF19-P77**
Sustainability Manager Report
- (iii) **SAF19-P78**
University Fire Officer's Report
- (iv) **SAF19-P79**
Accident Data Report
- (v) **SAF19-P80**
Insurance Claims Report

*21 Terms of Reference and Composition of Sub-Committees for 2019/20

SAF19-P81

21.1 To NOTE the terms of reference and composition of the following sub-committees:

Chemical Safety Committee
GM/Biosafety Committee
Non-ionising Radiation Safety Committee
Radiological Protection Sub-Committee
Sustainability and Social Responsibility Sub-Committee

21.2 To NOTE that terms of reference and composition of the following sub-committee are not yet available and will be submitted to the February 2020 meeting:

Health and Safety Statutory Compliance Sub-Committee

*22 Minutes

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

- (i) **SAF19-P82**
Chemical Safety Committee (26 September 2019)
- (ii) **SAF19-P83**
GM/Biosafety Committee (21 June 2019)
- (iii) **SAF19-P84**
Health and Safety Statutory Compliance Sub-Committee (24 September 2019)
- (iv) **SAF19-P85**
Radiological Protection Sub-Committee (18 September 2019)

- (v) **SAF19-P86**
Sustainability and Social Responsibility Sub-Committee (19 September 2019)
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SECTION C – Items for Information

23 Any Other Business

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

Wednesday 5 February 2020

Wednesday 3 June 2020

Author – M Ashby
September 2019
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Minutes SAF19-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 5 June 2019

Attendance

Members:

Alan Baimer, Neil Budworth, Paul Drummond, Sandy Edwards (ab), Norma King, Chris Linton (Chair), Rahul Mathasing (ab), Graham Howard, Graham Moody, Chris Rielly, David Roomes (ab), Jo Shields (ab), Richard Taylor.

In attendance:

M Ashby (Secretary), Judy Billington (for M19/24), Craig Brown (for M19/24), Ruth Casey (for M19/22), Cees de Bont (for M19/24), Lyn Hough, Nik Hunt, Mark Lewis (for M19/24), Julie Turner (for M19/29 to 33), William O'Connell, Rory Pears, Andy Stephens (for M19/23), Sarah Van-Zoelen (for M19/27).

Apologies received from:

Sandy Edwards, Rahul Mathasing, David Roomes, Jo Shields,

19/20 Minutes

SAF19-M1

The minutes of the previous meeting held on 6 February 2019 were CONFIRMED.

19/21 Matters Arising from Previous Meetings

SAF19-P1

- 21.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 21.2 Arising from M18/36.2, The Committee considered that the status quo regarding the management of smoking around the School of the Arts was not acceptable. The HSR Manager would explore with the School of the Arts Operations Manager ways to better manage smoking around the School's buildings. The HSR Manager would report back to the Committee on progress at the October meeting. **ACTION: HSR Manager**
- 21.3 Arising from M18/29.2(viii), the HSR Manager would seek an update on developments in supporting PhD students with mental health difficulties. **ACTION: HSR Manager**

19/22 Health, Safety and Environment Update: School of Sport, Exercise and Health Sciences

SAF19-P26

22.1 The Committee RECEIVED a presentation by the Dean and Operations Manager of the School of Sport, Exercise and Health Sciences.

22.2 The following points were NOTED in particular:

- (i) The School's buildings were used to accommodate a variety of functions, and its staff and students engaged in a wide range of different activities. Together with the frequent changes that the School encountered, this meant that the School needed to mitigate against a wide range of potential risks. Despite this, the School encountered few serious incidents.
- (ii) The School's risk register made reference to stress in the workplace. Few staff absences in the School were reported as being due to stress. Members noted that there was a significant under reporting of absence from the academic community. The School was asked to encourage staff who were absent due to stress to declare this when submitting sickness absence forms. **ACTION: SSEHS Operations Manager**
- (iii) The School made use of paper out-of-hours logs to record building use outside office hours. The challenges of providing out-of-hours access to buildings were discussed further under M19/33 *Security and Card Access: W and S Buildings*.

19/23 University Risk Register

SAF19-P27

23.1 The Committee RECEIVED an update from the Director of Finance on the University's strategic risk register. Members noted that the risk management framework requires each strategic risk to be overseen by a member of the senior management team. It also requires that a review takes place at least annually to ensure that the risk at University level remains comprehensive and appropriately assessed. The Director of Finance planned to attend HSE meetings on an annual basis to prompt this review.

23.2 Members noted the risk register. They were asked to consider whether the risks were articulated effectively in the register. No amendments were proposed.

23.3 Members considered the definition of a risk. They also considered whether climate change posed a substantial risk to the University. They noted that the risk associated with climate change could potentially be seen to be on a par with security-related and macroeconomic risks which the University was able to do little to counter.

23.4 Members noted that a 'bow-tie model' existed for each risk on the register. The model summarised the potential causes and impacts of each risk.

23.5 Members were asked to notify the Health, Safety and Risk Manager, either immediately or in the future, if they were aware of potential risks which were not included in the register. They were also asked to forward any comments on the bow-tie documents to the Health, Safety and Risk Manager. **ACTION: Members**

19/24 Health, Safety and Environment Update: Loughborough Design School

SAF19-P28

24.1 The Committee RECEIVED a presentation by the Dean and Operations Manager of Loughborough Design School.

24.2 The following points were NOTED in particular:

- (i) The main risks identified in the School's risk register were stress and poor mental wellbeing amongst its staff and risks associated with bespoke research equipment. Members noted that these were both potential risks across the University so not unique to the School.

- (ii) The School also noted the potential risks to the wellbeing of its students due to their generally competitive nature and the self-induced pressure prior to assessment deadlines. Staff were aware of these potential threats to students' mental health and were working to counter them.
- (iii) No significant incidents or near misses had been reported within the School over the previous year. The Committee debated whether there had been no near misses or whether there was a culture within the School of not reporting near misses. The School's Senior Management team was confident that near misses were being captured but was encouraged to further promote the reporting of near misses. **ACTION: Dean, Operations Manager**
- (iv) The School had the potential to generate large amounts of waste materials because of the creative focus of its programmes and research. The School did not currently set targets for managing waste levels. Members noted that the School did not currently generate excessive levels of waste.

19/25 Health, Safety and Risk Manager Report

SAF19-P29

25.1 The Committee RECEIVED an update from the Health, Safety and Risk Manager.

25.2 The following points were NOTED in particular:

- (i) As a result of the very significant positive changes to the Occupational Health Service which had been made in recent months the Committee had been provided with an update ahead of schedule. Processes were being reviewed and strengthened, health needs assessments were being conducted, and improvements were already evident.
- (ii) An internal roof glazing panel weighing approximately 200kg had failed in the NCSEM Building. There are other, similar panels in the building and so a large area of the building had been cordoned off to ensure the safety of building users. Investigations were underway to resolve the issue. The investigation team was encouraged to arrange for the glazing panels to be replaced as soon as this was deemed possible. **ACTION: HSR Manager**
- (iii) Guidance was being developed following a number of incidents involving the use of inflatables. The guidance would be shared with Hall Chairs. **ACTION: HSR Manager**
- (iv) External bodies confirmed that a Legionella case on the Loughborough campus was unlikely to have originated at the University due to its well managed water systems. Members noted that this case demonstrated the importance of robust record keeping for such systems.
- (v) A programme of training for principal investigators would be rolled out in the second half of the year to ensure that these staff were aware of their responsibilities and how to discharge them.

19/26 Health, Safety and Environment Performance Report

SAF19-P30 – Withdrawn

19/27 Occupational Health Update

SAF19-P31

27.1 The Committee RECEIVED a presentation by the new Occupational Health Manager detailing recent changes to the Occupational Service and its current priorities. Members welcomed the changes that had been made and were being planned.

27.2 The following points were NOTED in particular:

- (i) The School of Sport, Exercise and Health Sciences and Loughborough Design School presentations had both highlighted the potential risk of stress amongst School staff. The Service intended to promote the importance of intervening quickly where instances of excessive stress occurred. Its approach involved listening to staff and providing them with specific guidance on how to look after themselves and how to return to normal health. In future, assessments would be employer led, rather than employee led, with appropriate advice

given to line managers to allow them to manage individual sickness absences more effectively. Wider training on sickness absences would be needed for managers generally.

- (ii) The Service planned to promote measures to improve staff wellbeing such as short mindfulness breaks during the working day.
- (iii) It intended to work with Schools to take advantage of cutting edge-research being undertaken at the University.
- (iv) Members noted the importance of change being managed effectively to minimise stress amongst staff.

19/28 Statutory Compliance Key Performance Indicators

SAF19-P32

- 28.1 The Committee CONSIDERED 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.
- 28.2 Members noted that the new Director of Estates and Facilities Management was focussing in particular on water quality management.

19/29 Chemical and Biological Safety Update

SAF19-P33

- 29.1 The Committee RECEIVED an update on chemical and biological safety from the Strategic Scientific Development Officer.
- 29.2 Members approved a proposal for the disposal of mercury thermometers and their replacement with spirit thermometers. Requests to retain mercury barometers and other similar items would be considered on a case-by-case basis. These items could not be replaced but would be disposed of by the Health and Safety Service. **ACTION: SSDO**
- 29.3 Members noted a list of recent chemical incidents or near misses. They agreed that the category of 'clinical and hazardous waste' should be added to the list. **ACTION: SSDO**

19/30 Drug Precursors and Regulated Substances

SAF19-P34

- 30.1 The Committee RECEIVED a report on drug precursors and regulated substances by the Strategic Scientific Development Officer.
- 30.2 Members noted the requirement for School Safety Officers to be notified of any novel compounds that were created.

19/31 Future Biological Infrastructure Needs

SAF19-P35

- 31.1 The Committee RECEIVED a report on the anticipated future biological infrastructure needs of the University.
- 31.2 Members noted that future biological research and teaching would be required to be allied to existing areas to avoid silo working and the proliferation of small laboratories.
- 31.3 The Strategic Scientific Development Officer would discuss with the Procurement Team the possibility of putting in place University-wide service contacts for laboratory equipment. **ACTION: SSDO**
- 31.4 The Biolab Network would be asked to consider the update to identify which elements could be taken forward. **ACTION: SSDO**

19/32 Decommissioning of Buildings

SAF19-P36, SAF19-P37

- 32.1 The Committee RECEIVED an update on the decommissioning of the Graham Oldham Building and the F Building. The Decommissioning Team was thanked for the work that they had undertaken in the buildings to date.
- 32.2 Members RECEIVED a verbal report on the root cause analysis of the decommissioning of the F Building and noted in particular lessons learnt from the exercise. They commended the School of Science on the significant changes that had been made to the way in which chemicals were stored in the School.
- 32.3 Members CONSIDERED a report on the scale of items with use and value that have been left in the decommissioned buildings. They APPROVED a proposed process for delivering retention of items with value, noting that responsibility for delivering the process would lie with Schools and Professional Services. They agreed that the new process should be integrated with the new exit policy. **ACTION: Sustainability Manager**

19/33 Security and Card Access: W and S Buildings

- 33.1 The Committee RECEIVED an update on security and card access in the W and S Buildings.
- 33.2 Members noted the dilemmas faced by Schools and Professional Services when providing out-of-hours access to staff and students. They needed to ensure accessibility whilst at the same time ensuring building users' safety and the security of buildings and their contents. Open plan areas in buildings limited opportunities to provide access out of hours.
- 33.3 Members noted that many Schools and Professional Services made use of paper out-of-hours logs for use of buildings out of office hours. However, where buildings had multiple access points it was not always easy to position logs where they could be accessed by all users.
- 33.4 The Committee AGREED that Operations Committee should be asked to consider a costed proposal for card access to be rolled out across the University via a phased programme, with priority given to areas that were most at risk. **ACTION: Director of Estates and FM, and SDDO with input from HSRM**

19/34 Environmental Compliance Report

SAF19-P38

The Committee RECEIVED a report on environmental compliance.

19/35 Stress and Mental Wellbeing Update

SAF19-P39

The Committee RECEIVED an update from the Health, Safety and Risk Manager.

19/36 Committee Effectiveness

SAF19-P40

- 36.1 Members considered the effectiveness of the Committee. They AGREED that reports to the Committee should normally appear in Section B of the agenda as starred items. If, however, these reports contained matters which needed to be drawn to the attention of the Committee or proposals which required approval, the Secretary should be notified of this requirement whilst the agenda was being drafted so that the reports could be placed in Section A instead.
- 36.2 Members noted that officers of the University could be invited to meetings of the Committee as necessary, rather than their becoming full members.

36.3 The Committee AGREED to consult with Union colleagues regarding the disbanding of the Health and Safety Forum with immediate effect. **ACTION: HSR Manager**

19/37 Policy for the Management of Gas Installations

SAF19-P41

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

19/38 Health and Safety Risk Registers

SAF19-P42

Members RECEIVED an update on progress in developing the Health and Safety Risk Registers.

19/39 Exit Process for Staff

SAF19-P43

Members NOTED the next exit checklist for managers.

19/40 Changes to Committee Constitution

Members RATIFIED 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

19/41 Reports to Health, Safety and Environment Committee

The following reports were RECEIVED:

- (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

19/42 Minutes

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

- (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)

19/43 People Strategy

SAF19-P56

The University People Strategy was NOTED.

19/44 Valediction

The Committee thanked retiring members Norma King, Rahul Mathasing and Chris Rielly for their valued contributions to the Committee's discussions.

19/45 Dates of Meetings in 2019/20

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

M Ashby
June 2019

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#

Paper Title: **Matters Arising from Previous Meetings**

Author: **Martine Ashby (Secretary)**

1. Specific Decision Required by Committee	To note the status of matters arising from previous meetings
2. Relevance to University Strategy	Means for the Sub-Committee to monitor agreed actions which may be associated with the University Strategy
3. Executive Summary	The table overleaf details the statuses of matters arising from previous meetings of the Health, Safety and Environment Committee
4. Essential Background Information	Previous minutes of HSE Meetings
5. Risks, Risk Mitigation and Governance/ Accountability	To ensure actions taken following HSE meetings
6. Implications for other activities	n/a
7. Resource and Cost	None
8. Alternative Options considered	None
9. Other Groups/Individuals consulted.	Name individuals
10. Future Actions, Timescales & Frequency of Review by this Committee.	Next opportunity for review: Meeting in February 2020
11. Success Criteria (KPIs)	None
12. University Executive comment (required for Council papers only)	n/a

	Completed – will be removed
	Not yet completed

Meeting	Minute	Description	Action	Status
SAF16-M3	47.3 + 18/19.2(ii) + 36.2	Take lead, working with others, in developing a staff exit strategy.	Director of HR+ RPBCS Officer	<p>Sept 17 Meeting: Staff Exit Policy to come to Feb 2018 meeting</p> <p>Jan 18 Update: Report will be on next HSE Committee agenda under the Bio/Chemical safety section</p> <p>May 2018 update Ongoing still in development.</p> <p>June 2018 update at meeting: Draft strategy to be discussed with Deans and then considered by HR Committee. To be considered at October HSE meeting.</p> <p>Oct 2018 update: HR to progress Exit strategy as part of the People Strategy</p> <p>Feb 2019 update: In final stages of preparation. To be considered at June meeting</p> <p>June 2019 update: Exit Checklist included on June 2019 agenda Confirmed completed June 2019</p>
SAF17-M3	49.2(ii) + 18/19.2(ii) + 36.2 + 19/21.2	University's estate on Lough College site to become a smoke free zone	COO	<p>Feb 18: Plan has been agreed with AED OPS Manager and is being progressed.</p> <p>June 18: AED Operations Manager and Security Manager to coordinate erection of signs to make clear that it is a smoke free zone</p> <p>Oct 18 update: Since been agreed to create designated smoking areas with enforced use. AED Ops Man was to progress through budgeting and planning process but difficulty identifying suitable site. Has suggested short-term solution of better signage. HSR Manager to seek clarification on current position</p> <p>Jan 19 Update: Arts Ops Manager asked for an update</p> <p>June 19 Update: Status quo not acceptable. HSR Manager to explore with SofA Ops Manager ways to better manage smoking around School's buildings and report back at Oct 19 meeting.</p> <p>Sept 19 Update: OPS Manager preference for transition to point where smoking is only permitted in designated areas around Arts buildings so can identify non-LU staff and students who are moving to LU campus to avoid College smoking ban. Dependent upon a) OPS approval of smoking shelter in discrete location b) College communicating and enforcing change.</p>
SAF18-M2	25.2	Undertake a strategic review of future biological needs and requirements. Submit findings to October meeting	SDD Officer	<p>COO has requested that review to take place over longer period to ensure comprehensive. Findings to come to meeting in 2019.</p> <p>Feb 19 Update: To be considered at June meeting</p> <p>June 19 Update: On HSE agenda Confirmed closed</p>

Meeting	Minute	Description	Action	Status
SAF18-M2	18/29.2(viii) + 19/21.3	Doctoral College Sub-Committee to consider how PhD students with mental health difficulties should be supported by University in future	Associate Pro-Vice Chancellor (Doctoral College) HSR Manager	APVC (Doctoral College) reports that discussion held at DCSC and progress being made with CDS. Issue is ongoing and requires ongoing thinking between various sub-committees and services Oct 18 note – Initiatives to support PhD students were noted during Student Services presentation to HSE. June 19 Update: HSR Manager to seek update on developments in supporting PhD students with mental health difficulties. Aug 19 Update: HSR Manager has held wide ranging discussion on mental health support with Doctoral College. Actions agreed to improve training and signposting for support. Consideration to be given to feasibility of including PhD students in EAP service when it is next reviewed. Other potential strategies discussed but further action not agreed at this stage.
SAF18-M2 SAF19-M1	18-M29.1 + 19-M6.3	Seek HSE Chair's action in summer to approve plan of action to address F-Gas risk.	Sustainability Manager, Director of Infrastructure and Commercial Services	Oct 18 – On agenda and Director of Facilities Services to provide report to HSSCS in November Feb 19 – Environmental Manager to contact Director of Facilities Services to clarify required process for monitoring F Gas compliance June 19 ACTION completed
SAF18-M2	29.3 + 36.2	Reflect on courses which are currently mandatory and on use made of records of completion of courses. Decide on appropriate balance of mandatory courses for future	Deputy Director of HR (Staff Development)	Oct 18 – Director of HR and Organisational Development and Deputy Director (HR) to consider as part of review of mandatory processes Jan 19 Update: Has also been raised by ITGC. Will be looked at once Strategic Lead for Academic, Professional and Organisational Development has been recruited. June 19 update: Strategic Lead to take up role June 19
SAF18-M3	42	HSE Performance Report: Discuss identified Facilities Management issues and seek resources if appropriate	HSR Manager and Director of Facilities Services	Feb 19 update: Actions taken to address the specific items identified. Performance visible on performance chart. June 19 update: Some resources have been allocated.

Meeting	Minute	Description	Action	Status
SAF18-M3	46.3	Discuss levels of use of Employee Assistance Helpline with Director of HR and OD and Head of Counselling and Disability Services and agree next steps	HSR Manager	Following this discussion, it was agreed to extend the EAP contract for a further year. Marketing and Communications have been approached to ask for their support in developing a communication plan for the year. June 19 Update Communications plan developed and is being delivered. Not considered particularly effective so additional discussions are being held with Marketing and Advancement. Confirmed closed
SAF19-M1	3.3	Discuss whether possible for graduate intern to support School in drafting PUWER policy	WMEME OPS Manager, HSR Manager	June 19 Update Budget has been transferred to Wolfson. A suitable individual has been identified and a first draft of the PUWER policy has been written. Confirmed completed
SAF19-M1	3.4	Consider how initiatives identified in the WMEME presentation can be rolled out across University	HSR Manager, SSDO	HSR Manager and SSDO have discussed, and good practice from WMEME will be discussed with other Schools if relevant. SSDO has also discussed at Chemical Safety Committee. Working group to improve overall chemical safety across the University will include WMEME key staff to help with applying good practice. WMEME safety team are now on all main H&S sub-committees. Confirmed completed
SAF19-M1	8.3	Ask Doctoral College to put in place measures to ensure that research students only receive awards after they have cleared items prior to their departure.	Deputy Director (HR)	Exit questionnaire shared with Associate Pro Vice-Chancellor, Lough Doctoral College. Deputy Director (HR) to discuss with her in June meeting June 19 - Confirmed completed

Meeting	Minute	Description	Action	Status
SAF19-M1	8.5	Identify issues arising from the vacation of the F Building. Carry out root cause analysis of state in which building left. Consider whether individuals behaved in such a way as to put others at risk. If so, consider taking further action.	Sub-group of Chemical Safety Committee	June 19 Update Root cause exercise completed bullet points to be presented at meeting Included on June 19 agenda. Confirmed completed
SAF19-M1	8.6	Submit report to a future meeting on scale of items which still have a use and value that been left in vacated buildings	Sustainability Manager	Included on June 19 agenda. Confirmed completed
SAF19-M1	9.2	Provide interim report on Occupational Health Service progress at Autumn 2019 meeting and a more formal report at February 2020 meeting	HSR Manager, Deputy Director (HR)	June 19 Update - Interim report received at June meeting - More formal report to come to Feb 2020 meeting
SAF19-M1	10.3	Take measures to discourage smoking: (i) run smoking cessation campaign (ii) remind Univ community of Smoking Policy and encourage to challenge those who ignore it	HSR Manager	June 19 Update Smoking cessation campaign to be run 2 nd half 2019
SAF19-M1	10.4	Ask Deans and Heads of Prof Services to identify any smoking hotspots that should be considered for designation as smoking exclusion zones	HSR Manager	June 19 Update Complete no additional areas requested Confirmed completed
SAF19-M1	11	Reconvene Mental Wellbeing Working Party with a smaller membership	HSR Manager	June 19 Update Under way
SAF19-M1	12.2	Brief ALT about environmental management system. Provide further bespoke training for Deans/Heads of Prof Services who require this	Sustainability Manager	June 19 update Sustainability Team are pursuing a bespoke training programme for relevant Schools/senior colleagues Confirmed completed
SAF19-M2	22.2	Encourage SSEHS staff who are absent due to stress to declare this when submitting sickness absence forms	SSEHS Operations Manager	Completed
SAF19-M2	23.5	Notify HSR Manager, either immediately or in the future, if aware of potential risks that are not included in the University's strategic risk register. Forward comments on bow-tie models to HSR Manager	HSE members	

Meeting	Minute	Description	Action	Status
SAF19-M2	24.2(iii)	LDS Senior Management Team encouraged to further promote the reporting of near misses.	LDS Dean + Operations Manager	
SAF19-M2	25.2(ii)	Team investigating failure of NCSEM glazing panel encouraged to arrange for similar glazing panels in building to be replaced as soon as is deemed possible.	HSR Manager	Updated included in Oct 19 agenda papers.
SAF19-M2	25.2 (iii)	Share guidance relating to inflatables with Hall Chairs	HSR Manager	Guidance on use of inflatables has been updated and cascaded to relevant staff. In addition, event training has been given to wards, sub-wardens and LSU Society contacts.
SAF19-M2	29.2	Mercury barometers and other similar items to be disposed of by HS Service	SSDO	Underway. Schools have provided SSDO with requirements for replacements so H&S Service now able to order and swap
SAF19-M2	29.3	Add category of 'clinical and hazardous waste' to list of chemical incidents and near misses	SSDO	Completed
SAF19-M2	31.3	Discuss with Procurement Team possibility of putting in place University-wide service contracts for lab equipment	SSDO	SSDO working with Procurement and Schools. Will be helped when the new Biolab Network Manager in post. Interviews to take place in October 2019.
SAF19-M2	31.4	Ask Biolab Network to identify which elements from report on the University's future biological infrastructure needs can be taken forward.	SSDO	Biolab Network to be set up once Biolab Network Manager is in post.
SAF19-M2	32.3	Integrate new process for delivering retention of items with value with the new Exit Policy	Sustainability Manager	SSDO and Environmental Manager to meet in October to discuss process. IT Services have approved Warpit so be implemented in due course.
SAF19-M2	33.4	Submit to OPS Committee costed proposal for card access to be rolled out across the University via a phased programme.	Director of Estates and FM, and SSDO with input from HSRM	Ongoing. Priority in regards to H&S has been established.

Meeting	Minute	Description	Action	Status
SAF19-M2	36.3	Consult with Union colleagues regarding the proposed disbanding of the Health and Safety Forum	HSR Manager	Following consultation, proposal to disband forum has been included in Oct 19 meeting agenda papers (item 7)

Paper Title: Constitution, Terms of Reference and Membership 2019/20

Author: M Ashby (Secretary)

1. Specific Decision Required by Committee	To consider the Constitution, Terms of Reference and Membership of the Committee for the 2019/20 academic year
2. Relevance to University Strategy	n/a
3. Executive Summary	The paper presents the Terms of Reference and membership of the Committee together with additional individuals who receive the paperwork.
4. Essential Background Information	n/a
5. Risks, Risk Mitigation and Governance/ Accountability	To ensure that the Committee continues to function appropriately and the constitution remains appropriate.
6. Implications for other activities	n/a
7. Resource and Cost	None
8. Alternative Options considered	None
9. Other Groups/Individuals consulted.	None
10. Future Actions, Timescales & Frequency of Review by this Committee.	Next opportunity for review: February 2020 Meeting
11. Success Criteria (KPIs)	Effective operation of Committee
12. University Executive comment (required for Council papers only)	n/a

Health, Safety and Environment Committee

Terms of Reference

1. To act on behalf of, and to advise, Senate and Council and senior management on matters of health, safety and environmental policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to University premises);
2. To develop and agree the strategic approach to be adopted in relation to Health, Safety, Environmental and Sustainability management;
3. To receive and act on reports, both written and verbal, on the health, safety and environmental performance and plans of schools and professional services;
4. To keep under review the University's legal and statutory obligations with regard to health, safety and environmental regulation compliance and to identify through regular monitoring and bring to the attention of senior management and/or Senate and Council areas where compliance is at risk or not being achieved;
5. To receive reports on health and safety and environmental audits, accident statistics, communications with enforcing authorities, and from relevant sub-groups, and to make recommendations to relevant University management of any corrective action required;
6. To receive aggregated absence statistics and reasons for such absences on a similar basis;
7. Specifically to receive reports from sub-committees which have been established to ensure compliance with legal requirements; eg the Radiological Protection sub-committee;
8. Where appropriate to seek out and promote areas of good practice;
9. To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the University to meet all statutory requirements;
10. To ensure all levels of University management are aware of their safety and environmental obligations and through the receipt of regular monitoring reports to ensure these obligations are being discharged appropriately;
11. To set up and oversee sub-groups of the Committee and to commission reports from these sub-groups as is necessary to assist the Committee in the development of policy and procedure. To produce terms of reference for environmental management and sustainability sub-group(s) of the Health, Safety and Environment Committee;
12. To monitor staff training and development programmes as they relate to health, safety and environmental issues to ensure appropriate training is provided to enable all managers safely to discharge their duties;
13. To receive reports and review personal safety for staff, students and visitors on University premises, particularly where it could impinge on health and safety;
14. To receive reports on the progress of the University Environmental Management System;
15. To report after each meeting to Senate and Council on health, safety and environmental activities and provide Senate and Council with the information required to discharge their duties under the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1999) and the Register of Environmental Legislation.

Constitution and Membership 2019/20

Position	Member
CHAIR, Provost and Deputy Vice-Chancellor	Chris Linton
Chief Operating Officer	Richard Taylor
Director of Infrastructure and Commercial Services Director of Estates and Facilities Management	TBC <u>Graham Howard</u>
A Dean of School selected on a rotating basis, to serve for one <u>two</u> academic years	Chris Rielly
An Operations Manager selected on a rotating basis, to serve for one <u>two</u> academic years	Norma King
Two Lay members, one of whom shall be a member of Council	Paul Drummond <u>Vacancy</u> David Roomes
Students' Union Representative	Rahul Mathasing <u>Chris Spencer</u>
One Representative from each of the recognised Trade Unions: UNITE, UCU, UNISON	Spencer Aryeetey <u>Graham Moody (UNITE)</u> Alan Baimor <u>Alec Edworthy (UCU)</u> Sandy Edwards (UNISON)
The following Officers of the University will serve on the Committee ex-officio:	
Health, Safety and Risk Manager	Neil Budworth
Sustainability Manager	Jo Shields
Director of Human Resources	Anne Lamb <i>(on behalf of Director)</i>
Committee Secretary	Martine Ashby

Meeting papers are circulated to:

- Vice Chancellor – Robert Allison
- ~~Director of Student Services~~ Associate Chief Operating Officer – Manuel Alonso
- University Archivist – J Clark

Health, Safety and Environment Committee



Paper Title: Review of HSE Terms of Reference / Committee Structure

Origin: Neil Budworth

Date: 17/9/19

<p>1. Decision Required by Committee</p>	<p>Two decisions are requested of the HSE Committee :-</p> <ol style="list-style-type: none"> 1. To disband the HSE Consultative Committee as recommended by the Health, Safety and Risk Manager 2. To extend the term of office of the invited Dean and Operations Manager from one to two years.
<p>2. Executive Summary</p>	<p>The University Health, Safety and Environment Committee and Governance structure was revised two years ago.</p> <p>Most of the changes that were made during that restructure have worked well.</p> <p>The Health, Safety and Environment committee is supported by a series school and departmental health and safety committees and subject specific committees. In addition safety fora are held twice per year to allow those who have safety responsibilities to meet, learn and communicate. These structures are broadly effective.</p> <p>The one element of the proposed structure that has not been effective is the consultative forum. It rapidly became apparent that this forum was simply duplicating activity. The result was declining attendance and ultimately the forum ceasing to meet.</p> <p>The forum has now not met for more than a year. On this basis it is proposed that the forum be formally dissolved.</p> <p>The experience of two years has also shown that the term of office of the invited Dean and Operations Manager is too short. The current term of office effectively means that the individual only attends a maximum of three meetings, which is not sufficient. It is therefore recommended that the term of office be increased from one to two years.</p>
<p>3. Committees/Groups previously considering item.</p>	<p>The Chairs of UCU, Unison and Unite have been consulted regarding the proposed changes to the committee structure and they are supportive.</p> <p>The Dean and Operations Manager who have supported the Health, Safety and Environment Committee have been consulted and are content to serve a further year.</p>

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Business for Future HSE Meetings

Origin: Secretary

Date: 11th September 2019

1. Decision Required by Committee	To agree items of business for future meetings of the Committee in addition to standing items
2. Executive Summary	A list of possible business has been provided. Members are asked to decide which items should be considered by the Committee and when. They are also invited to propose additional items which require consideration by the Committee.
3. Committees/Groups previously considering item.	n/a

Meetings in 2020

5 February 2020

3 June 2020

October 2020 (date to be confirmed)

School/Service Presentations

	Suggested Meeting
LSU	
Facilities Management	
SBE	
Campus Services (2 nd presentation)	

Other items

	Suggested Meeting
Annual Review of Health and Safety Risk Register	Feb 2020
Occupational Health Annual Report	Feb 2020
Report/Action plan from Global & Ecological Change Response Group	June 2020
Report on Environmental Compliance	June 2020
Sustainability Annual Report	June 2020

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Health and Safety Services Annual Report

Origin: Health, Safety and Risk Manager

Date: 26th September 2019

1. Decision Required by Committee	To note annual report from the University Health and Safety Service and to agree 2019/20 plan
2. Executive Summary	The Health and Safety Service Annual report details progress made through 2018/19 and outlines the plan of work for 2019/20
3. Committees/Groups previously considering item.	N/A



Loughborough
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Health and Safety Service

Review of Progress
for the Health and
Safety Service
and Plan 2019/20

www.lboro.ac.uk/health-safety



Loughborough
University

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PURPOSE OF REPORT

The purpose of this report is to review the progress made during 2018/19 and in particular to report progress against the 2018/19 plan.

In addition, the Health and Safety Service plan for 2019 / 20 is outlined.

The report is in four sections:

- Section 1: The Health and Safety Service Vision and strategic principles
- Section 2: 2018/19 progress
- Section 3: Specific detail of progress against each element of the 2018/19 plan
- Section 4: Detail of the plan for 2019/20



SECTION 1

Health and Safety Service Vision and Strategic Principles

Our Vision

Educating for Success - A future where excellent Health and Safety is achieved inspiring best practice by all.

Our Strategic Principles

- Excellence comes from colleagues who are happy and healthy. The Health and Safety Service will provide advice to support the development of employee wellbeing, both mental and physical.
- Clear and effective communication is part of the bedrock of excellent Health and Safety. Every effort will be made to enhance the effectiveness of communication.
- Each individual should be clearly aware of the risks they own.
- Those who own the risk are aware of their responsibilities for the assessment and management of that risk
- Structures will also be put into place to ensure a good oversight of the most significant risks to the University and how they are being managed.
- Safety should be designed into projects and structures from their inception.
- Responsibilities will be clearly defined and individuals will be held accountable for the delivery of their responsibilities
- The Health and Safety Service will provide advice, support and guidance, but the responsibility for the management of key risks lies with the owners of those risks.
- The Health and Safety Service will work flexibly as a team, drawing on the skills and competencies of the team members as appropriate.

Work Plan 2019/20

Developing a whole University wellbeing approach

Supporting the physical and mental health of staff and students is fundamental to a world class University. As part of the University People strategy 2019/20 will see us evaluating and assessing our existing wellbeing portfolio and then developing and promoting a cohesive programme which takes into account recent research and developments.

Mental wellbeing

Mental wellbeing continues to be a priority not only for the sector but for UK society as a whole. As a specific part of the overall wellbeing programme we will continue to develop our training and support arrangements and seek to find ways to inform and to challenge stigma.

Investigating the link between perceptions, absence and support in Mental Health

There is a discrepancy between the perceived level of stress and mental health cases in the sector and the actual reported levels of sickness absence for stress anxiety and depression.

There are a variety of reasons why this situation exists across the sector and it is unlikely to change in the near future. However, as many of the support mechanisms developed depend on some form of reporting they can be rendered ineffective if the reporting mechanism fails.

In 2019 / 20 a small piece of research is being commissioned to try and further understand the attitudes to sickness, sickness absence and crucially to try and determine what trigger points could be used to initiate support.

Senior level and researcher training

World class Health and Safety standards simply do not happen unless key staff members are properly trained and engaged. The senior researcher who supervises staff and students is seen as a vital link in the health and safety management chain. During 2019/20 a bespoke training course will be developed and deployed to these staff.

In addition, the training provision for the senior leadership team will be reviewed.

Decommissioning of legacy assets

The work to decommission legacy assets will continue through the 2019/20 academic year. The chemical, biological and radiological decontamination of the old Chemistry Building (F Building) will be complete by late Summer 2019.

The structured decommissioning of the legacy radiochemistry facility (the Graham Oldham Building) will continue in line with the 3-year project plan.

Consolidation of the technical asset design and build process

During 2018/19 good progress has been made in fully integrating technical health and safety into the specification, design and build process for technical buildings.

Initially much of the progress was made through process analysis and the direct intervention of a technical specialist at key times. During 2019/20 the lessons learned and key challenges will be embedded into the design and development processes.

Developing challenging key performance indicators for our construction activity

The University commissions millions of pounds of construction activity each and every year.

As a responsible client we wish to ensure that the work we commission does not harm those who work on our behalf.

During 2019/20 we will benchmark with those organisations who are considered leaders in the proactive management of safety and health in construction and seek to build a dashboard of key performance indicators which will positively influence our partners.

Occupational health software

2019/20 will see the specification, selection and implementation of a computerised Occupational Health Management System.

Redesign of the display screen equipment assessment and support process

An end to end review of the Display Screen Equipment assessment and support process will be completed in 2019/20. This will involve full deployment of the new online assessment and training system, the training of DSE assessors and development of the escalation process and the specification arrangements for office equipment.

SECTION 2

2019/20 Progress

In April 2019 Loughborough University Health, Safety and Risk Manager, Neil Budworth, was elected to the position of Chair of the University Safety and Health Association (USHA).

Progress on strategic Items

Ensuring that individuals are aware of and accept their responsibilities

Academic engagement

The subject of how to positively engage with the academic community on Health and Safety is a challenge that is faced by the whole higher education sector.

During 2018/19 benchmarking was undertaken with other Universities. Two streams of activities have been initiated a training programme is being developed for those researchers who supervise others and a small research project has been commissioned to try and understand more about academic perceptions of sickness and sickness absence. Both of these will come to fruition in the 2019/20 academic year.

Safety culture facilities

A series of interventions have been implemented through the academic year as the structure of the Facilities Management team continues to change. The provision of NEBOSH National General Certificate has allowed tool box talks to be delivered in a more effective manner. Specific additional training on the control and use of chemicals and the management of biohazards has been helpful in the maintenance of a mindful Health and Safety culture.

Enhancing risk awareness

E learning

Two major changes have been made in the University E learning provision during the 2018/19 academic year. The Health and Safety Services team successfully collaborated with the Health and Safety team at Warwick to develop a bespoke fire safety training module. This has now been implemented and has been well received.

We have also chosen to upgrade the E learning module used for training about, and assessment of, computer and display screen risks. The new software, provided by a third party, better reflects the wide variety of situations in which people now interact with their computer technology. Full implementation will be achieved in the 2019/20 academic year when consequential changes such as data transfer and the training of Display Screen Equipment Assessors will be completed.

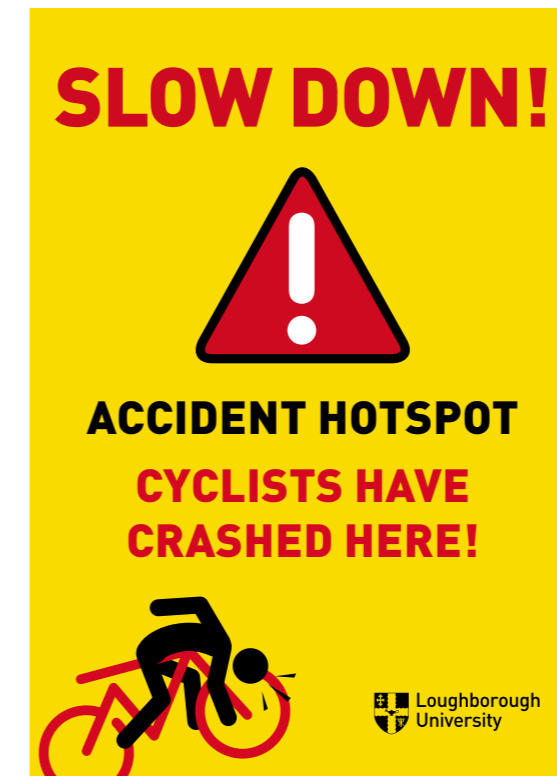


Virtual reality

As part of our commitment to try and work with and learn from some of our academic colleagues, during 2018/19 we worked with our Computer Sciences Department to explore how virtual reality could be used to enhance our training offering.

Benchmark visits to Thames Water, the British Safety Council and Leicestershire Fire and Rescue have shown how the technology can be used.

The equipment purchased has been used to explore different design, development and delivery mechanisms. A fire safety program should be available for the start of the 2019 Autumn term.



Enhancing communication

Communications with lower risk professional services

Efforts have been focused on maintaining and enhancing the network of safety co-ordinators across the University to ensure that relevant information is delivered to each area. Targeted E-mails, Safety Alerts and general communications are used to ensure that each area is fully aware of important information. In addition, two fora are held each year for safety co-ordinators so that issues of importance and concern can be identified.

Permit to work

A systematic review of the current Permit to Work process has been undertaken and a 'clean flow' process developed. This, along with an understanding of the needs of the various stakeholder groups allowed the development of an idealised Permit to Work system.

Using the idealised system as a basis, computerised Permit to Work systems have been evaluated and three have been identified as worthy of further consideration. The final evaluation of these systems will take place early in the 2019/20 academic year.

To prepare for a range of outcomes two processes have now been drafted, one which revolves around the use of a computerised permit to work system and one which will use a more traditional paper based system and the appropriate process will be implemented when the decision to computerise or not has been made.

Designing health and safety into projects and structures

Strategic Scientific Development Officer

During 2018/19 the new role of Strategic Scientific Development Officer was implemented. This role sits between schools and departments specifying new technical facilities and the Facilities Management team. The role ensures that the needs of academic colleagues are properly captured and that the associated technical requirements are properly specified. The activity continues through the design and build process to help determine where savings and compromises can be made and where standards must be protected.

So far, the Strategic Scientific Development Officer role has worked very well and has helped to avoid what could have been costly reworking of areas.

A significant advance was made through the systematic analysis of the communication and decision making process. This analysis was conducted in partnership with the University Planning Team and has resulted in changes to decision making criteria and processes.

2019/20 will see the lessons learned through the introduction of the Strategic Scientific Development Officer built into standing processes.

Enhancing wellbeing

Mental health

During 2018/19 a network of mental health first aiders was introduced across the University to support staff (in addition to those who are already in place, but student facing). 2019/20 will see this network enhanced further through regular meetings and through additional communication.

Across the campus monthly communications have been introduced to help keep the employee assistance helpline in people's minds and a programme of events was delivered during Mental Health Awareness week.

The training portfolio focused on supporting mental health has been reviewed and a specific role has been introduced to drive the mental wellbeing agenda.

Mental wellbeing forms part of the wider wellbeing agenda which is being developed and delivered through the University People strategy.

Ensuring compliance

Audit

An audit programme is in place. During 2018/19 audits have been conducted to determine the level of compliance with the Human Tissue Act and the Control of Substances Hazardous to Health regulations across the University.

Compliance

The wide programme to ensure compliance with UK legislation and guidance has continued through 2018/19. For each area of compliance, a set of key performance indicators has been developed. The indicators are monitored by the Statutory Compliance sub-committee, which also receives structured briefings from the individual technical leads in each area of compliance.

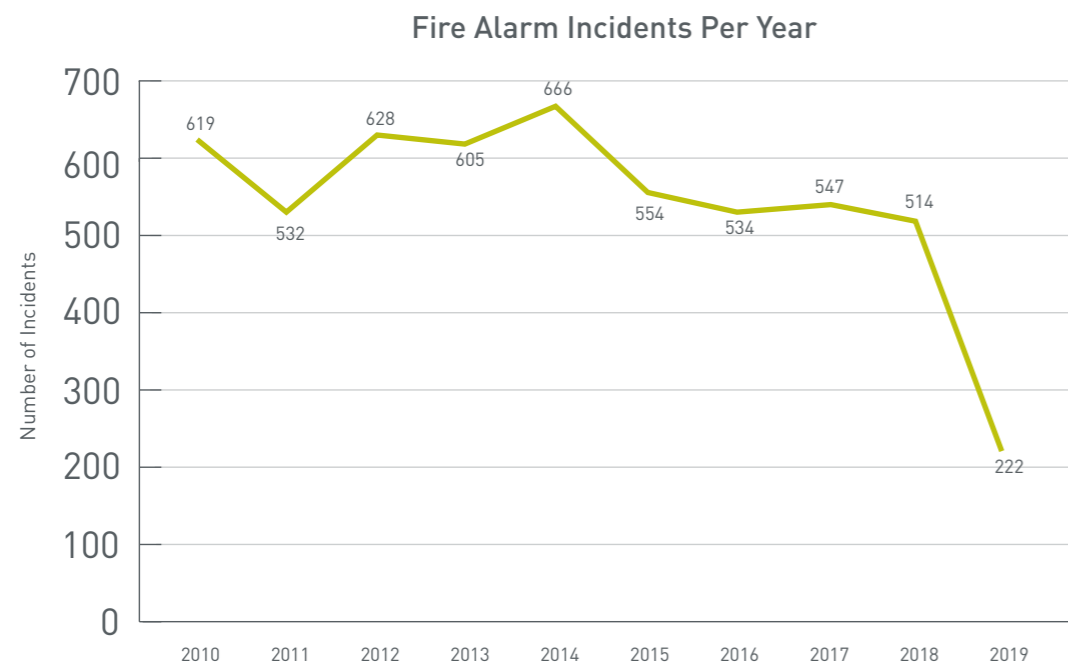


Fire

Respond to the Grenfell Towers Fire

The University's fire Design Strategy is continually under review to ensure that the emerging lessons learned from the tragic events at Grenfell Towers are incorporated. Additional physical checks are now routinely being undertaken on passive fire protection, such as compartmentalisation and fire door integrity. These checks supplement the ongoing routine tests of active systems.

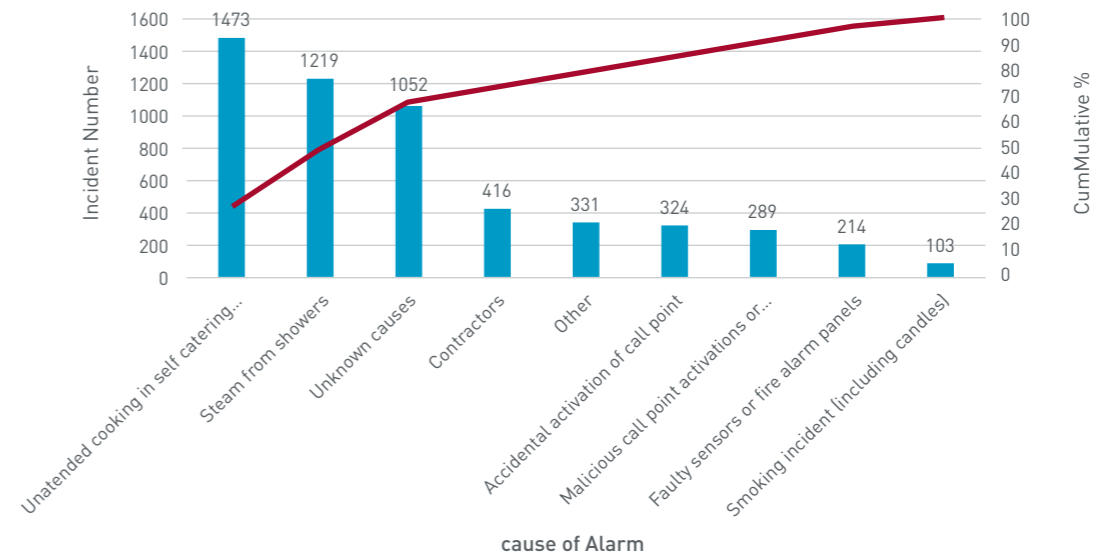
False alarm reduction



The above graph shows the dramatic reduction in fire alarm incidents shows the dramatic reduction in fire alarm incidents achieved over the last 2 years. This reduction has been achieved through robust data analysis and targeted interventions.

In particular the installation of alarms which trigger when fire doors are propped open in self-catering halls has led to a very significant reduction in false alarms across the Loughborough campus. The measure was developed in 2016, piloted on a limited basis in 2017 and fully implemented in 2018

Pareto analysis to show cause of alarm incidents 2010 - present



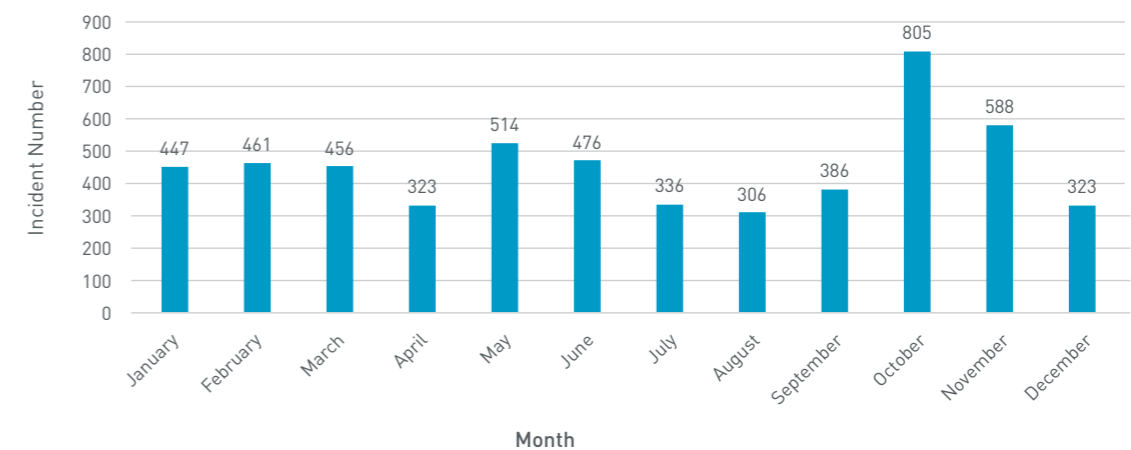
Further analysis of false alarm data has identified steam and aerosols as the most common cause. A number of different approaches were trialled to see if it is possible to further reduce false alarms through engineering solutions. The only effective method was the replacement of the detector head with a 'smart' detector head which is able to distinguish between different materials. It is not possible to retrofit this type of detection to existing systems, but smart systems will be considered, if appropriate, for new builds and refurbishments.

A focus on training and awareness also appears to have had a positive impact on the number of false alarms in 2018/19.

Historical analysis clearly shows the impact of the arrival of a new cohort of students on alarm signals.

During 2019/20 further work will be undertaken to determine what additional steps can be used to influence students during their first few weeks on campus.

Fire alarm incidents per month - 2010 - present



Finally, the University incident reporting system has been modified to accept fire related reports. This allows rapid reporting, communication and escalation. The improvement in communication has resulted in better visibility and more effective defect control. However, the increased visibility of the system is already resulting in a higher number of reported incidents.

During 2018/19 further steps have been taken to ensure that all areas which have, or use, materials which have the potential to cause an explosive atmosphere are fully identified and assessed. Additional briefing and training, coupled with a smart electronic form have helped to give greater confidence in the identification and assurance process.

Specific technical activity

- Non ionising radiation

Non ionising radiation is a significant and growing issue. A new non ionising radiation safety committee was formed in 2018/19. The committee's remit now includes laser safety and the previous laser safety committee has been dissolved.

- The Decommissioning of the Legacy Radiochemistry (Graham Oldham) Building

The decommission of the legacy radiochemistry facility (The Graham Oldham building) has continued through 2018/19. The project is going well and is ahead of schedule. All samples and radioactive materials have been removed from the building. Virtually all of the portable materials within the building have been tested and removed. The physical structures within the building are being systematically tested and dismantled,

This process has involved the testing and recycling or disposal of 1,256 pieces of glassware, 7,965 known chemicals being identified and disposed of, 3,400 unknown chemicals and samples being analysed and 19,263 wipe tests.

During 2019 the Department of Chemistry relocated from their historical base in F building to the newly refurbished laboratories in W building. A small team was established to decommission F building, which has been in continuous use as a laboratory facility for more than 50 years.

The team has systematically tested and cleared the building. This process involved locating, documenting and where necessary characterising all of the materials found within the building, for disposal. In the order of 10,000 chemical containers were removed from the building and either recycled or disposed of.

- Biological processes

The approach to biological safety was completely reviewed during 2018/19.

The review covered both school and professional services practices and as a result of the review a number of practices were improved. As a direct result of the review, additional biological and chemical training was delivered to front line Facilities and Housekeeping staff.

Incident reporting and learning lessons

The computerised incident reporting system implemented at the end of 2017, continues to mature.

All incidents are reviewed, and their maximum potential severity is assessed (as well as their actual severity). The investigations of the most potentially serious incidents are required to be examined by a senior management Incident Review Panel. The review panel, which consists of senior managers and subject experts receives a standardised presentation from the Dean or Director responsible for the area concerned. The aim of the panel is to ensure that root causes have been identified and any lessons learned from the incident communicated.

As a result of these review panels a significant number of activities have been initiated.

As the data contained within the incident reporting system matures more meaningful analysis can be undertaken and better dashboards developed for both Schools and Professional Services.

The scope of the system has now been expanded to capture fire and radiological incidents and the question set has been enhanced to capture more specific data on chemical and biological issues.

Ensuring legislative compliance

The University has a large and technically complex estate that have evolved over many years. Identifying and managing the full range of assets has proved challenging due to the nature of our campuses and our activities.

During 2018/19 a series of key performance indicators has been developed by the technical experts in each area of compliance which allows good performance, deficiencies and trends to be quickly identified.

These indicators have proved to be effective in identifying potential challenges at an early stage so that action can be taken before any significant issues arise.

The governance structure regarding compliance has been effective in driving high standards and maintaining a high level of awareness of the detail of the systems required to deliver compliance.

Chemical, biological and radiological safety

The area of Chemical, Biological and Radiological safety is highly regulated, and we have been inspected by the Environment Agency, the Health and Safety Executive, the Office for Nuclear Regulation, and Euratom.

The Euratom inspection has resulted in an invitation to present details of our approach to European inspectors in Luxembourg as the example of best practice in the sector.

The management of hazardous chemicals continues to be a focus with large scale and detailed reviews of inventories. The reviews have helped to identify historical and obsolete material which has subsequently been either reused or removed.

The assessment process for materials capable of creating and explosive atmospheres has been completely reviewed and a smart form has been developed as part of a screening process.

The form has proved to be easy to use and popular and has allowed a thorough analysis of the materials held on site.

The opportunity has also been taken to review the processes and training around the transport and use of liquid Nitrogen.

Mental health

In December 2017 an Employee Assistance Programme was introduced, which provided a 24 hour helpline, as well as online support. In April 2018, the programme was extended so that face-to-face counselling and on line cognitive behavioural therapy was offered to anyone who needed it.

Monthly communications as well as specific mental health awareness events have been used to continue to promote the Employee Assistance Programme.

A network of Mental Health First Aiders will be introduced across the University progressively throughout 2018/19

A programme of events was also run throughout Mental Health Awareness week in order to keep the awareness of mental health fresh.

Training

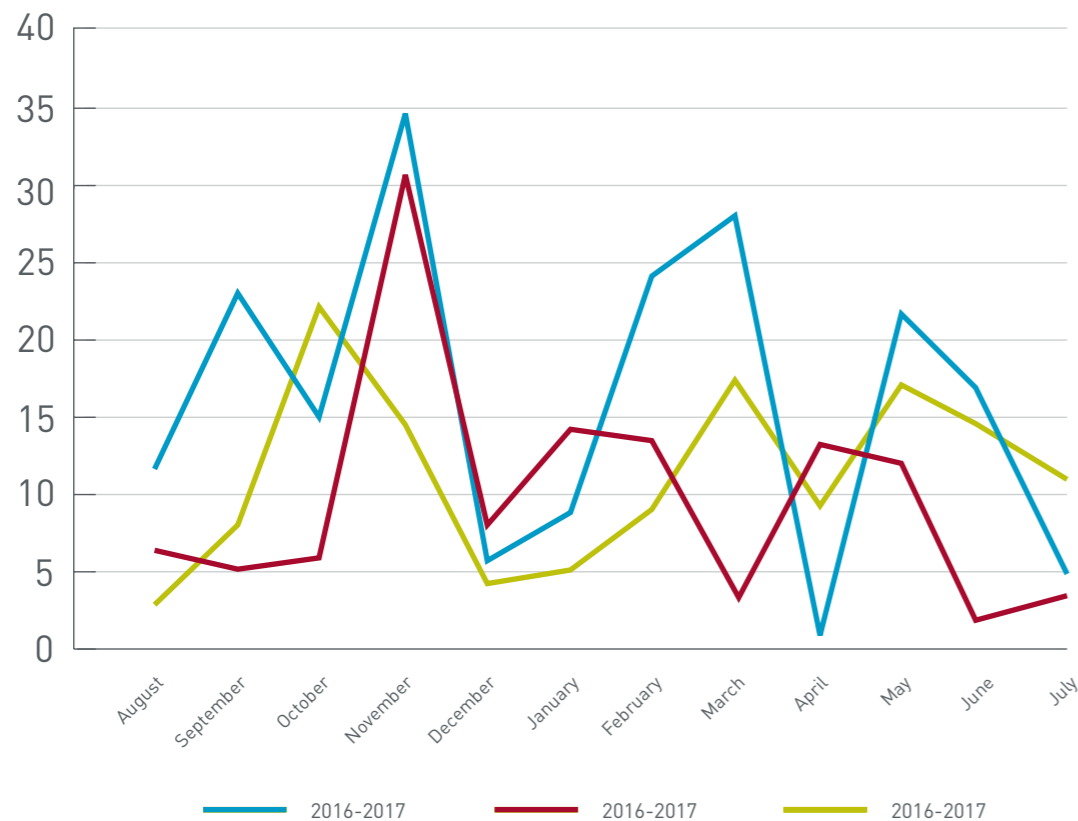
During the 2018/19 academic year the Health and Safety Service arranged 168 courses, delivered to 1811 members of University staff, totalling 9,336 learning hours. This was a slight decrease on the previous year primarily due to the impact of the Facilities Services restructuring.

The use of E learning has nearly doubled in the last year with 2292 people undertaking training over 2195 learning hours.

Catering remains a major cost in the delivery of training, however this cost has been reduced by 50% over the last two years by carefully specifying the best value catering option for each course.

Cancellation on training with less than 24 hours' notice has improved slightly with 109 cancellations received with less than 24 hours' notice, compared to the last reporting period of 118. 245 cancellations were received with more than 24 hours' notice, a decrease on the previous year of 62.

Cancellation trends



Changes to the 2019-2020 programme

To improve the user experience and to provide cost savings, the Connecting Regulator and Decanting Liquid Nitrogen training will now be delivered in-house by the Radiological, Chemical and Biological Safety team. This will save the University approximately £3,000 per year and more importantly will ensure the training is tailored to meet the University's specific requirements. The training will form part of a new and improved Chemical Safety programme for laboratory users.

During 2019/20 we will work with the British Safety Council on the delivery of IOSH Managing Safely. The approach used by this the British Safety Council is unique as they have now integrated techniques such as the use of virtual reality into their delivery. This new approach should help to deliver a really engaging training session.

Mental Health First Aid training has been included in the Health and Safety Guide as an open programme. All interested parties will be asked to attend a briefing in the first instance so that individuals can assess their own suitability for the role.

A review of Level Two Food Hygiene training has been undertaken and all staff in food handling areas, working 13 hours and over will refresh their qualification in full every three years.

The balance of face to face training and the use of E learning is constantly under review. The aim is to evaluate Food Hygiene and Health and Safety Induction E learning packages in 2019/20.

A new Display Screen Equipment (DSE) training and risk assessment programme will be implemented from 9 September 2019. The new programme is entitled Healthy Working and will provide an updated training package, improved risk assessment and a more effective software system for use by DSE assessors.

Occupational health and wellbeing report 2018-19

During 2018 a fundamental review of the structure and function of the University Occupational Health Service was undertaken.

In November 2018 Dr Steve Boorman was commissioned to complete a review of the Occupational Health services at Loughborough University. Dr Boorman identified 37 recommendations which would align the Loughborough based service with current best practice.

As a result of this review in March 2019 a full time Occupational Health Manager was appointed. In addition, a contract was established with a third-party provider which allows fluctuations in demand to be managed as well as providing access to a range of different specialisms.

The changes in service delivery have resulted in an increased demand for the service. Despite the increase in demand, waiting times have been substantially reduced to below a week and management reports are now returned within 48 hours.

Health and Wellbeing is a key priority of the People Strategy launched in 2019, with a specific priority being the implementation of the recommendations from the Occupational Health review along with developing and implementing a wellbeing strategy for employees of Loughborough University.

Highlights of 2018-19 included:

- The recruitment of a full time Occupational Health and Wellbeing Manager.
- The introduction of a new Occupational Physiotherapy service (via OH).
- The development of a Wellbeing steering group.
- A successful mental health awareness day
- Increased engagement of key stakeholders (Deans, Operations managers and HR) in both Loughborough and London.

Key stakeholder involvement

An active programme of stakeholder engagement was undertaken in 2018/19 in order to effectively introduce the newly relaunched Occupational Health Department.

The new Occupational Health Offering was presented directly to stakeholders and at key stakeholder meetings including the Health, Safety and Environment committee, the Professional Services Forum, various senior management team meetings, the Health and Safety Forum, school health and safety meetings and professional services team leader meetings.

In addition, meetings were held with all 3 recognised trades unions based at the University.

Absence management arrangements have been revised and regular meetings are now held with individual operational managers and with relevant HR Business Partners to agree an approach for each individual case in their respective areas of responsibility. Occupational Health is now also included on the sickness absence training for managers delivered in partnership with Human Resources.

Sickness absence management

The one measure we can consistently use to compare how well we manage health as an organisation compared to others is our sickness absence rate.

The Office for National Statistics has reported an average sickness absence in terms of days lost per employee, across all industries to be 4.1 days. The CIPD reported a figure of 5.9 days per employee. In Higher Education the average is 6.1 days per employee.

At Loughborough University our absence rate is 5.5 days. Higher sickness absence in the public sector is partly explained by the profile of the workforce: the sector employs more older people and women, both of whom tend to have higher rates of sickness absence; the sector is more likely to employ staff with a long-standing health condition who are more likely to go off sick and the sector tends to offer more generous sick pay arrangements.

In all higher education establishments, there is also a discrepancy in sickness absence reporting between academics and professional services staff. We have initiated a small research programme in order to explore ways of engaging with academic staff to ensure that appropriate health and wellbeing support is offered to all staffing groups on campus. The University and College Union (UCU) has highlighted across the sector increased stress and poor mental health in academics due to workload. However, this is not reflected in the Loughborough absence data.

A considerable amount of work has been completed to ensure that the quality of reports generated following a management referral is consistently high, and that useful information is provided. Effective and speedy reporting means that individuals are provided with the support they need quickly and helps the appropriate utilisation of the Occupational Health clinic.

Reports are now provided to a specific structure to improve consistency and this applies both the inhouse team and our out-sourced partner. A robust audit procedure is also in place to ensure these standards are adhered to.

Key performance indicators have been established regarding the time taken to triage referrals, offer appointments and release reports to managers. More sophisticated indicators will be developed as the Occupational Health management system matures.

The Occupational Health Service has also been active in trying to identify ways in which staff can be supported in a more proactive manner in the case of illness or injury. In line with this philosophy processes have been agreed with the campus based physiotherapy service and, where appropriate, their services are being used to support colleagues back into work. Arrangements are being investigated for an equivalent service in London.

2018/19 In Numbers

Number of contractors inducted:

1,331

Number of taps flushed:

192,828 flushed in the year

Percentage increase in OH Referrals

158%

Number of Health and Safety training courses run / organised:

168

Number of staff trained:

1811

Number hours of H&S related training

9,336

Percentage increase in the use of E learning for H&S applications

101%

Number of people undertaking H&S related E learning

2195

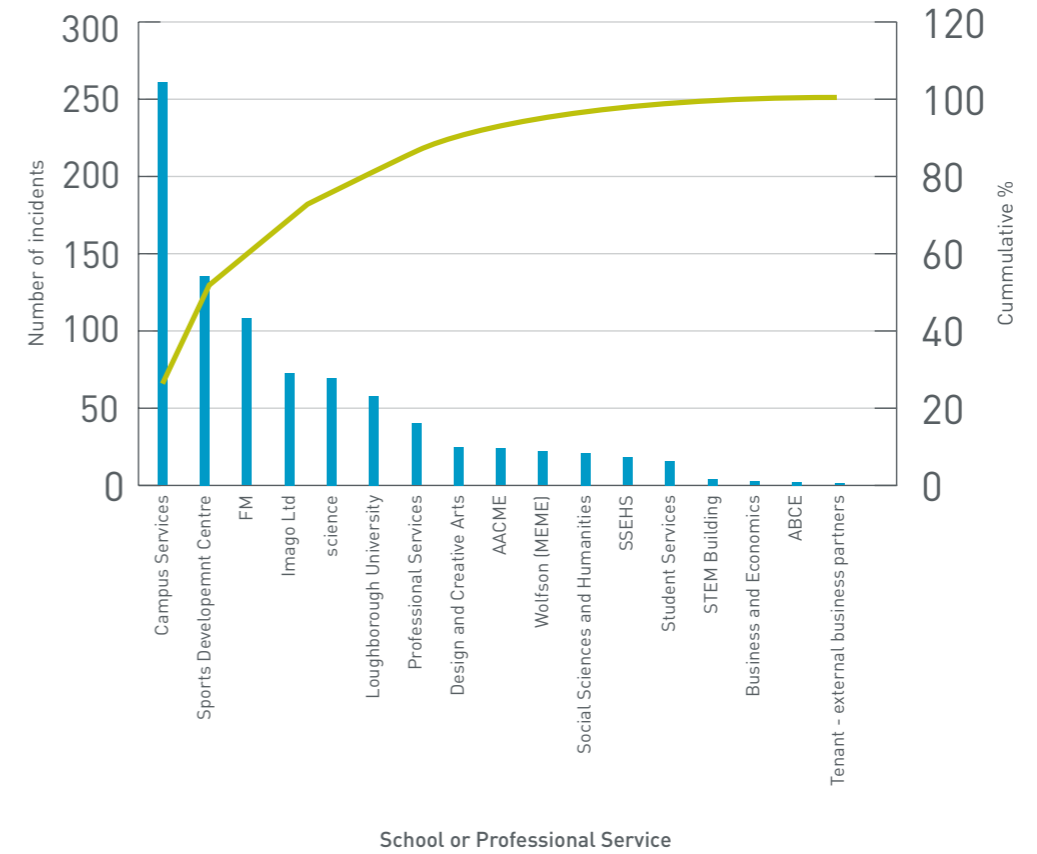
Learning hours increase

64%

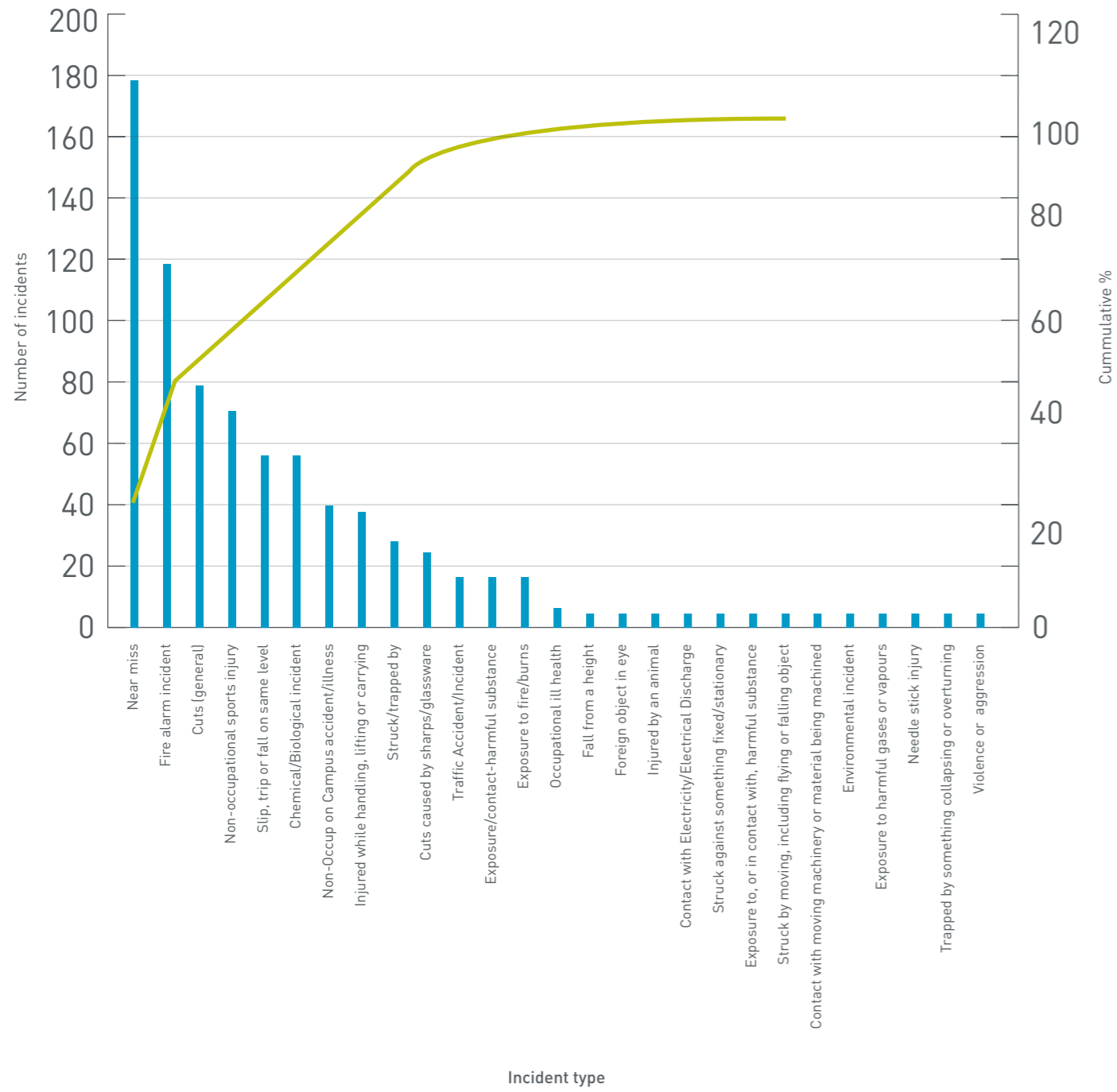


INCIDENT DATA

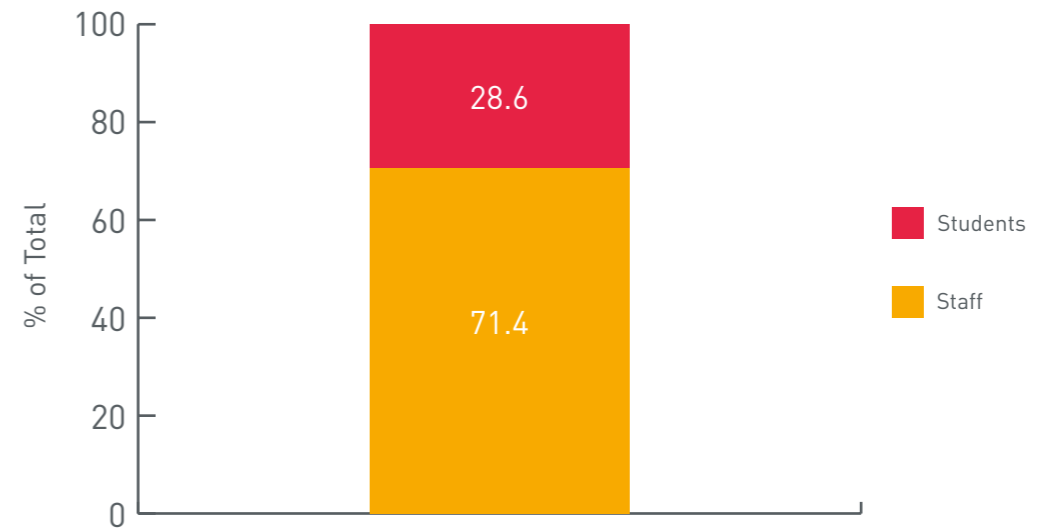
Pareto analysis incident by location
Aug 2018 - July 2019



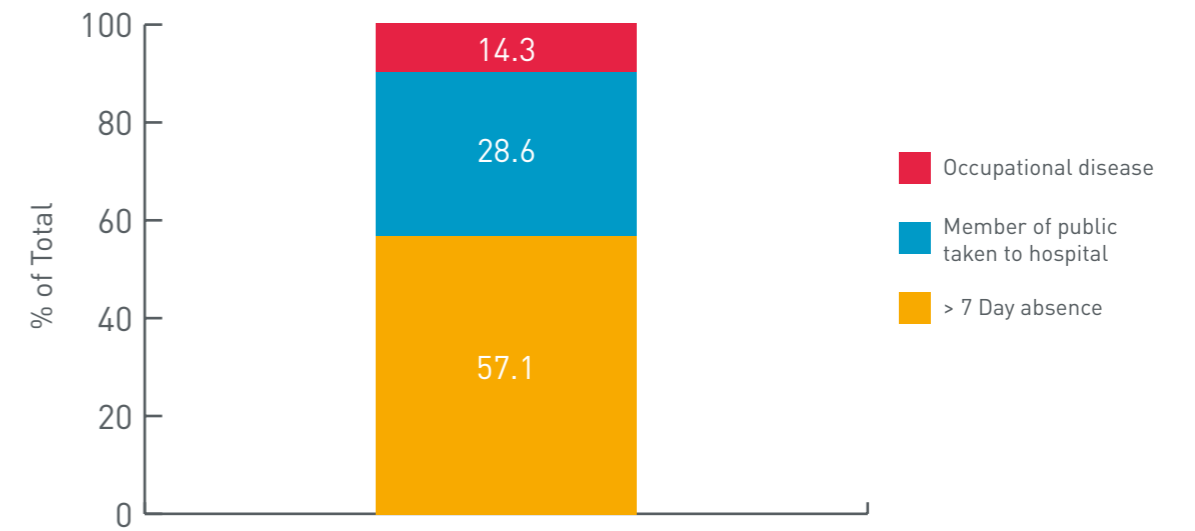
Pareto analysis incident by location August 2017 – July 2018

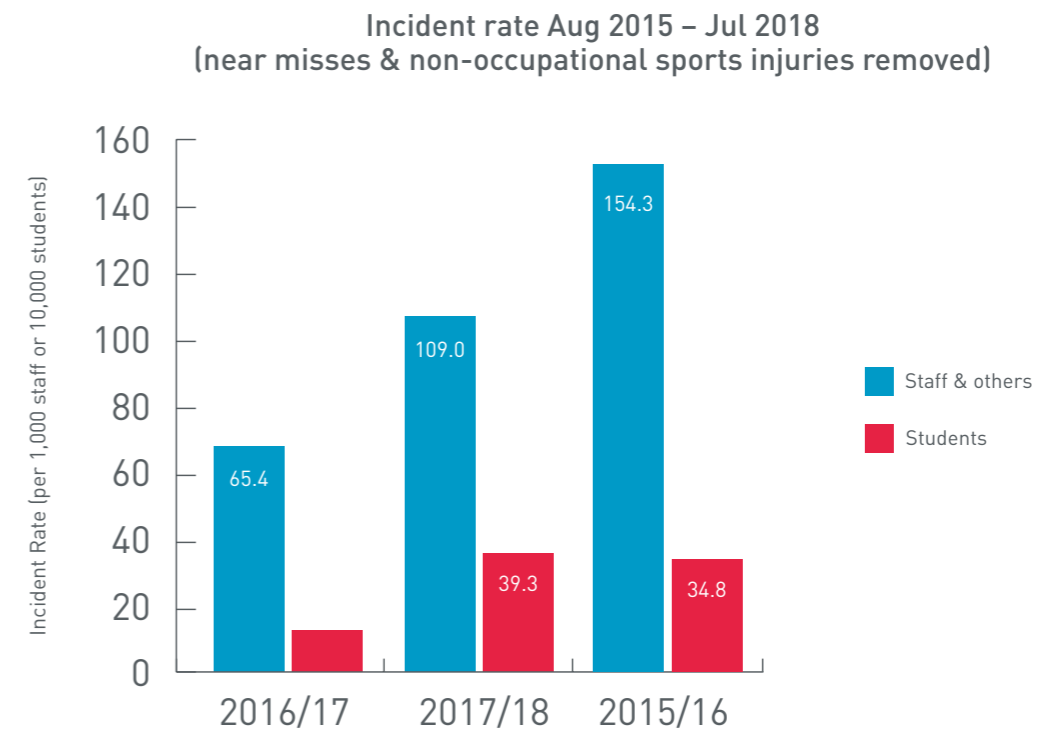
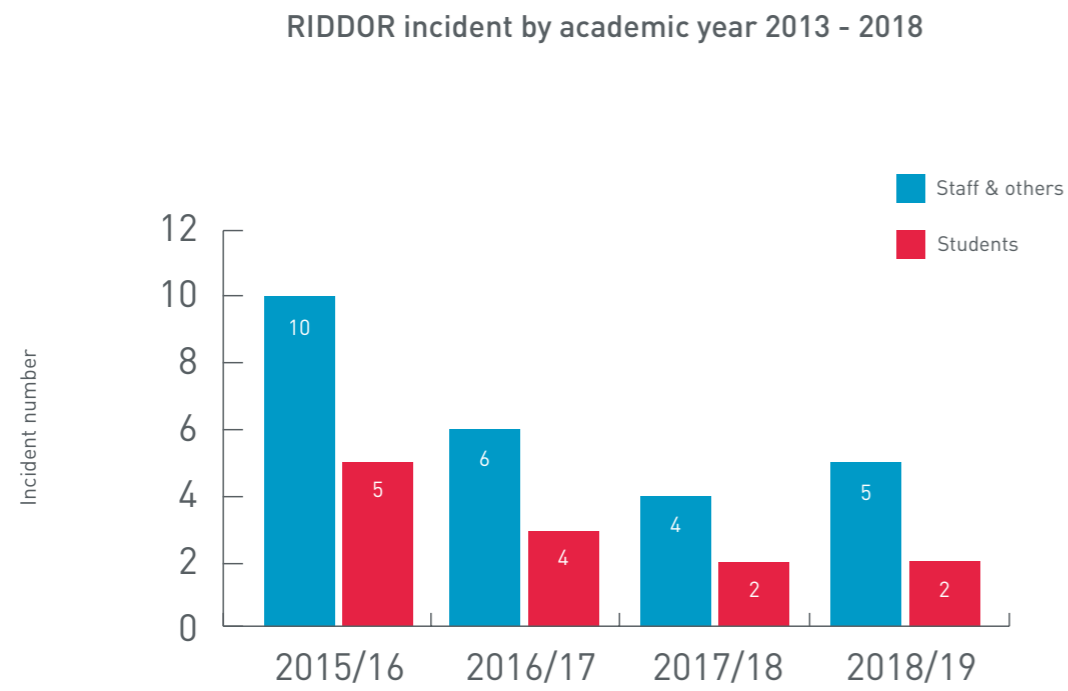
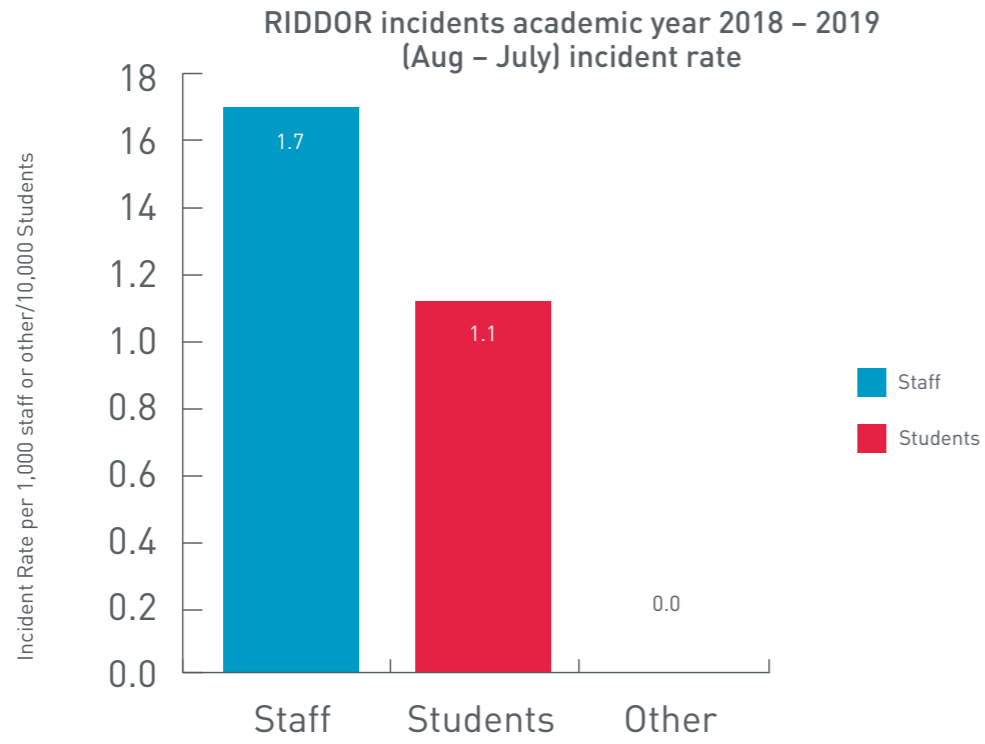


RIDDOR incidents by person type
academic year 2018/19 (Aug – July)



RIDDOR incidents
academic year 2018/19 (Aug – July)





SECTION 3

Annual Plan 2018/19 Progress



FIRE SAFETY

AIM	TARGET	COMMENTS
Routine business	<ul style="list-style-type: none"> • Fire risk assessment – annual exercise to update these documents • Fire marshal training • Evacuation chair training and drills • Refuge alerter tests • Personal Emergency Evacuation Plans • Overseeing the fire extinguisher maintenance contract • Carrying out fire alarm test • Carrying out fire drills • Ensure fire signage meets standards set out in BS9999 • Review of effectiveness of fire safety committee 	All complete
New projects	<ul style="list-style-type: none"> • Respond to the Grenfell Towers Fire - In response to the terrible events of Grenfell, the legal framework around fire safety is being fundamentally reviewed and we will respond to any changes introduced. There will also be changes in building material specifications and the way in which risks are assessed and managed. The University's Fire Design Strategy will be amended to reflect any changes. • False alarm reduction - Analysis of false alarms identifies steam and aerosols as the most common cause. During 2018/19 research and experimentation will be undertaken to understand what options we have to reduce the number of false alarms. 	<p>Changes made with ongoing monitoring of developments</p> <p>Tests undertaken and new technology investigated. These will be built into future designs as appropriate</p>



RADIATION

AIM	TARGET	COMMENTS
Routine business	<ul style="list-style-type: none"> • Radiation monitor calibrations • Sealed source leakage tests • Ongoing risk assessments and registrations • Open radioisotope accounting • Radioactive waste management • Euratom accounting for nuclear material • Training for new radiation workers/refresher training • RPS audit meetings • Audit of Radiochemistry including isotope audit • Audit of Equipment producing ionising radiation • Audit of sealed sources 	Complete
New work for 2017/18	<ul style="list-style-type: none"> • Non ionising radiation is a significant and growing issue. During 2018/19 a new non ionising radiation safety committee will be formed. This committee will also consider laser safety and the current laser safety committee will be dissolved. • The Decommissioning of the Graham Oldham Building - The project to decommission the Graham Oldham building will continue in line with the project plan. • RPA portfolio preparation. 	<p>Complete</p> <p>Complete</p> <p>Ahead of schedule</p>

HEALTH AND SAFETY

AIM	TARGET	COMMENTS
Policy	<ul style="list-style-type: none"> Update the key responsibilities document and ensure that all policies are relevant and up to date. 	Complete and ongoing
Audit	<ul style="list-style-type: none"> Implement the USHA HASMAP auditing process. 	Audit approach was modified and a mixture of external and internal subject specific audits were conducted
Compliance issues	<ul style="list-style-type: none"> Continue to develop compliance data gathering and reporting processes. Develop clear compliance KPIs. 	<p>Complete</p> <p>Complete (but will continue to be refined)</p>
Training	<ul style="list-style-type: none"> To provide the following courses: First Aid Beginner First Aid Refresher Defibrillator Training First Aid Workshop Fire Marshal Awareness COSHH DSO Training Compressed Gas – Connecting Regulators (online and Practical) Decanting liquid Nitrogen Portable Appliance testing Management and Risk Assessment of Manual Handling Operations Manual Handling Safe Lifting Techniques Noise at Work and Risk Assessment Radiation Protection Laser safety Emergency preparedness training Vibration Bomb Threat training Accident and Near Miss Reporting and Investigation Small Works Asbestos DSEAR Working at Height Safe use of Ladders IOSH Managing Safely Risk Assessment RPE Workshop Non ionising radiation safety training course to be held regularly UV safety training for people working directly with UV sources 	Complete

HEALTH AND SAFETY

AIM	TARGET	COMMENTS
New work for 2018/19	<ul style="list-style-type: none"> E learning – progressively introduce E learning tools where relevant. Virtual reality - in conjunction with our academic colleagues develop training solutions in Virtual Reality. 	<p>On going</p> <p>Program is scheduled to be deployable at start of 19/20 academic year</p>
2018/9 Key projects	<ul style="list-style-type: none"> Academic engagement, benchmark and develop plans to deliver high levels of academic engagement. Safety culture Facilities Services – Identify and implement cultural development activities to support the reorganisation in Facilities Services. Safety Communications - To ensure that the risks identified across our mainly administrative areas are managed properly and consistently a 'light touch' health and safety committee will be introduced. Permit to work- the permit to work processes will be re-engineered and a Campus wide solution developed and deployed. Strategic Scientific Development Officer - The new role of Strategic Scientific Development Officer will seek to identify how safety can be embedded in the specification and design process. The aim will be to add process to the approach. Mental Health - During 2018/19 a network of mental health first aiders will be introduced across the University. In addition, work will be undertaken to determine what other proactive measures could be taken. Audit - An audit plan will be developed and delivered based on the risk registers which have been developed. The audits will seek to understand how well key risks are managed. Biological processes - The approach to biological safety will be reviewed during 2018/19. Confined spaces - The current approach to the management of confined spaces on site will be fundamentally reviewed during 2018/19. 	<p>[Detailed report on progress earlier in report]</p> <p>Benchmarking complete and development started</p> <p>Some activities undertaken further work required</p> <p>Processes developed</p> <p>Analysis complete final evaluation of solutions in September 2019</p> <p>In place and working well Mental Health First Aiders introduced active mental health support activity underway.</p> <p>Audits, including external audits, have been delivered</p> <p>Review complete</p> <p>On hold pending Permit to Work outcome</p>

SECTION 4

Annual Plan 2019/19



FIRE SAFETY

AIM	TARGET
Routine business	<ul style="list-style-type: none"> • Fire risk assessment – annual exercise to update these documents • Fire marshal training • Evacuation chair training and drills • Refuge alerter tests • Personal Emergency Evacuation Plans • Overseeing the fire extinguisher maintenance contract • Carrying out fire alarm test • Carrying out fire drills • Ensure fire signage meets standards set out in BS9999 • Review of effectiveness of fire safety committee
New projects	<ul style="list-style-type: none"> • Respond to the Grenfell Towers Fire - In response to the terrible events of Grenfell the legal framework around fire safety is being fundamentally reviewed and we will monitor and respond to any changes introduced. There will also be changes in building material specifications and the way in which risks are assessed and managed. The University's fire Design Strategy will be amended to reflect any changes. • Investigations will be undertaken into the effective lifespan of fire detection advice and the findings of this research will be used to influence the fire design strategy.



RADIATION

AIM	TARGET
Routine business	<ul style="list-style-type: none"> • Radiation monitor calibrations • Sealed source leakage tests • Ongoing risk assessments and registrations • Open radioisotope accounting • Radioactive waste management • Euratom accounting for nuclear material • Training for new radiation workers/refresher training • RPS audit meetings • Audit of Radiochemistry including isotope audit • Audit of Equipment producing ionising radiation • Audit of sealed sources
New work for 2016/17	<ul style="list-style-type: none"> • The Decommissioning of the Graham Oldham Building - The project to decommission the Graham Oldham building will continue in line with the project plan. • RPA portfolio preparation.

HEALTH AND SAFETY

AIM	TARGET
Policy	<ul style="list-style-type: none"> Update the key responsibilities document and ensure that all policies are relevant and up to date
Audit	<ul style="list-style-type: none"> Implement a holistic auditing process
Compliance issues	<ul style="list-style-type: none"> Continue to develop compliance data gathering and reporting processes. Develop clear compliance KPIs
Training	<ul style="list-style-type: none"> To provide the following courses: <ul style="list-style-type: none"> First Aid Beginner First Aid Refresher Defibrillator Training First Aid Workshop Fire Marshal Awareness COSHH DSO Training Compressed Gas – Connecting Regulators (online and Practical) Decanting liquid Nitrogen Portable Appliance testing Management and Risk Assessment of Manual Handling Operations Manual Handling Safe Lifting Techniques Noise at Work and Risk Assessment Radiation Protection Laser safety Emergency preparedness training Vibration Bomb Threat training Accident and Near Miss Reporting and Investigation Small Works Asbestos DSEAR Working at Height Safe use of Ladders IOSH Managing Safely Risk Assessment RPE Workshop Non ionising radiation safety training course to be held regularly UV safety training for people working directly with UV sources

AIM	TARGET
New work for 2016/17	<ul style="list-style-type: none"> E learning – Continue to progressively introduce E learning tools where relevant Virtual reality – introduce the Virtual Reality training package developed by the Department of Computer Science and evaluate other opportunities for the use of Virtual Reality
2018/19 Key projects	<ul style="list-style-type: none"> Develop a Whole University Wellbeing Approach Further develop the mental wellbeing support and communication programme Commission research on the link between perceptions of absence, absence and support in Mental Health Develop and implement training programmes for senior leaders and supervising researchers Decommissioning of Legacy Assets, specifically:- <ul style="list-style-type: none"> the old Chemistry Building (F Building) decommissioning to be complete by Autumn 2019 the legacy radiochemistry facility (the Graham Oldham Building) to continue to decommission in line with the 3 year project plan Consolidation of the Technical Asset Design and Build Process into the broader project management process Develop Challenging Key Performance Indicators for our Construction Activity Identify and implement Occupational Health management software

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Health, Safety and Environment Committee



Loughborough
University

Paper Title: Health and Safety and Risk Manager's Report

Origin: Neil Budworth

Date: 19th September 2019

1. Decision Required by Committee	For noting
2. Executive Summary	Summary of activity for noting. HSE committee should be particularly aware of the comments relating to fire compartmentalisation and the Personal Emergency Evacuation Plan (PEEPS) process.
3. Committees/Groups previously considering item.	None

Health, Safety and Risk Manager's Report

Prepared by Neil Budworth, Health, Safety and Risk Manager September 2019

Purpose of Report

The purpose of this report is to outline areas of interest or activities that have arisen since the last HSE Committee meeting.

Occupational Health

Sarah Van Zoelen has joined the University as the new Occupational Health Manager. A separate Occupational Health report will be tabled, but excellent progress has been made.

Inspections and Audits

The Health and Safety Executive visited the site at Short notice in September to examine how we manage Asbestos on site. The visit is part of a national campaign focusing on the management of Asbestos in schools and higher education establishments.

The inspection went well and the HSE were very satisfied with our management arrangements. The inspection did however allow us to identify a small number of areas where we could further improve our processes.

Training

We are continuing to review the balance of online and face to face training. A new package has just been commissioned which will allow the delivery of a range of new courses. Initially this will include food safety and general induction training.

The on line training and assessment package for Display Screen Equipment (DSE) has been updated and now better reflects the demands faced by those with more flexible working patterns. DSE assessor training has also been updated to match the new system.

A basic virtual reality training package is now available. We are also now looking to see how else we can utilise the technology in a cost effective way to enhance our training offer.

The Health and Safety training course guide 2019-2020 has been updated and published on the Health and Safety Services website

Incidents

There have two serious incidents involving the new public trampolines in the Claudia Parsons development. Modifications have been made to the area concerned and management arrangements developed to prevent recurrence.

During August there was a small fire, out of hours, in the lift shaft within the Rutland Building. The detection and containment arrangements worked well and the fire was quickly dealt with and resulted in minimal damage.

A small picric acid spill occurred in the STEMLab. Picric Acid is potentially explosive when dry. The spill resulted in the flooring being removed as part of the decontamination of the area.

A serious leak of Sodium Hypochlorite occurred in the plant room of the Swimming Pool. Staff in full protective clothing managed to staunch the leak and an investigation has been initiated.

An incident review panel was held to review the investigation into the glass ceiling panel failure in the NCSEM street. Whilst the installation and fitting of the glass was correct issues were identified with the specification of the panel, which also affected a significant number of other panel on the roof. An update on the replacement of the glass panels is to be tabled as a separate item.

Permit to Work

There have been some significant failings with the current permit to work process (a formalised communication process which aims to provide control for high risk activities). A process analysis has been completed and the option of developing a more robust process through the use of a software system is being investigated.

General Update

Following recent high profile events, the law around the use of drones has been reviewed. By 30th November 2019 all drones over 250g will need to be registered with the Civil Aviation Authority and the operators will have to have taken an online training course and test. The University policies have been updated to reflect these changes.

The University Events policy has been updated to reflect the prohibition of certain types of inflatables, the additional requirements for supervision of inflatables and changes to law on the use of drones.

Chemical/Radiation/Biological Update

Substantial progress has been made in the identification and management of materials that have the potential to cause an explosion. A smart questionnaire has been distributed to schools and professional services with a deadline of the 30th September for return. As of 20th September 90% of the areas involved have provided the detail requested.

The programme to identify and manage legacy chemicals continues with material being identified in S building and the School of the Arts. Disposal is being arranged.

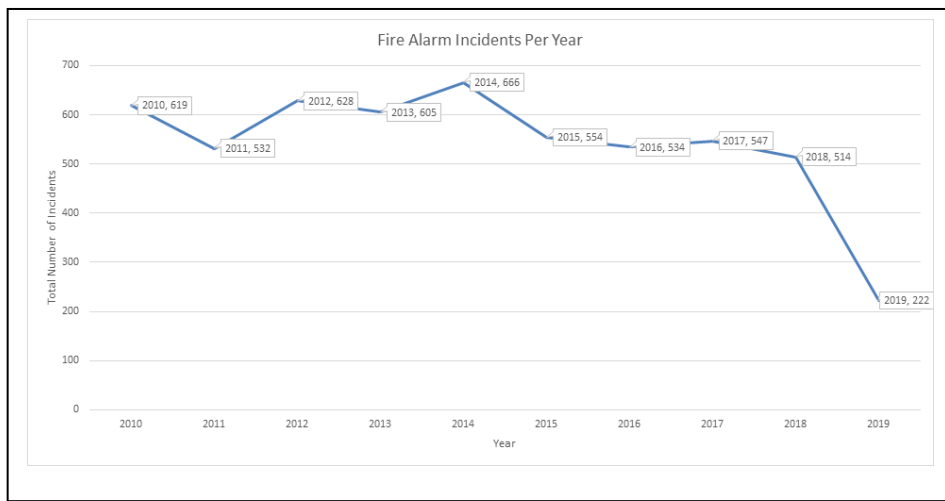
During the process of classifying and disposing of legacy chemicals a small amount of two controlled drugs were identified. The authorities were notified, and the chemicals were destroyed under supervision. A safety alerts on the management of controlled chemicals was distributed on 2nd July

Biological Audits have taken place across campus (ABCE and Chemistry have been audited so far)

Following on from the successful EU inspection of our radiological records Julie Turner has been invited to make a presentation to the EU inspectorate in July in Luxembourg on best practice record management.

Fire

Huge progress has been made over the last year in reducing fire false alarms. The graph below shows a year on year comparison of false fire alarms. The massive reduction seen in 2018 is the result of systematic data analysis, targeted solutions (detector head changes, door alarms etc) and identifying and resolving faults.



An intrusive survey of the roof space of the David Collet has identified some significant breaches of the fire compartmentalisation. It is thought that these breaches have occurred over a number of years as new services have been installed. A programme of work has been initiated to seal these breaches and also to see if the same situation exists elsewhere on campus.

Loughborough University is taking part in a Building Research Establishment (BRE) study on the response of aging fire detectors. BRE tested some of the fire detection heads on site which are known to be more than 10 years old.

The tests revealed some significant changes in the detector performance with some becoming more sensitive and some less so. We are now working with BRE to understand the meaning and full impact of these findings.

The Personal Emergency Evacuation Plan (PEEPs) process has not run smoothly this year. There have been significant errors and conflicts in the available data. This has resulted in at least one student being left in a very unsatisfactory situation overnight on his first night at the University and the Warden and Sub-warden team having to support him throughout the night.

The process has been stabilised through a great deal of effort by all those involved. A root cause process review meeting will be held once the new student intake has settled in.

Neil Budworth
Health, Safety and Risk Manager

Health, Safety and Environment Committee



Paper Title: National Centre for Sport and Exercise Medicine (NCSEM) – Glazing Failure

Origin: Estates and Facilities Management, Development Manager

Date: 09th October 2019

1. Decision Required by Committee	To RECEIVE and NOTE an update on repair to the roof of the NCSEM Building.
2. Executive Summary	<p>Incident: The inner pane of one of the 15no. rooflights over the central atrium of the NCSEM building spontaneously combusted and crashed onto the mezzanine and ground floor, approx. 4m and 10m metres respectively, from the overhead glazing.</p> <p>Damage: This caused substantial damage to a table, seating and the carpet.</p> <p>Issue: Had this occurred later in the morning this area may have been occupied by students and staff – the outcome may have been considerably more devastating.</p> <p>Post Incident: Area has been cleaned and cordoned off no access to the area is permissible currently.</p> <p>An independent report by the Glass and Glazing Federation (GGF) concluded that the main glazing, as well as the canteen and corridor glazing, is non-compliant with BS5516: Code of Practice for design and installation of sloping and vertical patent glazing and strongly recommends that all panels are replaced with laminated glass.</p> <p>Current Status: Balfour Beatty (BB), the principal contractor for the NCSEM, have accepted responsibility and with E&FM is currently concluding the process to sign off the specification.</p> <p>Please Note: The initial specification proposed by BB for the replacement glass to the larger panes failed under testing by the glazing installer and Insulated Glass Units (IGU) manufacturer. The specification for the replacement of the smaller panes, over the canteen and the corridor, passed and is acceptable. In short BB are unable to comply with BS5516 purely through changes to the dimension of the sealed glazing units as the increase in thickness is imposing significant loading onto the existing frame installation. Consequently E&FM is currently reviewing, in conjunction with GGF, the latest specification from BB which in complying with BS5516 is replacing not only the glazing, but, the whole frame in its entirety. Once E&FM have concluded the assessment and approved, BB have confirmed they are ready to place orders for all the works.</p>

	The process is expected to conclude by mid-October 2019 with onsite installation end of October early November.
3. Committees/Groups previously considering item.	Incident Review Panel – 05 th July 2019.

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Occupational Health Service Update, Wellbeing and Mental Health update

Origin: Sarah van Zoelen, Occupational Health Manager

Date: 18.09.2019

1. Decision Required by Committee	To note and support the priorities outlines in the paper
2. Executive Summary	This is to provide an outline of: <ul style="list-style-type: none">• the progress within the Occupational Health Service since March 2019• the progress and timelines for the Health and Wellbeing agenda.• the plans for Mental Health Awareness day on the 10th October
3. Committees/Groups previously considering item.	N/A

Health, Safety and Environment Committee Occupational Health Update October 2019:

The Occupational Health Service has undergone a transformation in the last year. The services provided and the satisfaction of users has changed almost beyond recognition.

Occupational Health now has internal policies and protocols to allow for standardisation and consistency of both the reports to managers and for legally required health surveillance.

There is now regular data collection on the utilisation of the service. In particular the number of management referrals is tracked as a surrogate of satisfaction and effectiveness. A management referral relates the advice which can be given in relation to sickness absence and/or management concerns regarding employees.

Data collection allows the service to monitor and audit which schools/departments are referring into the service and the reasons for the referral and the absence. This in turn will, in future, allow for the more effective targeting and planning of clinics. It will also allow those areas that are not utilising the service to be targeted for training and briefings.

Longer term it will allow the identification of prevalent concerns which can then be targeted with health and wellbeing provision.

The data collected so far has shown that the Occupational Health service has increased the number of management referrals by 158% in the last academic year (in real terms this is an increase from 118 referrals in 2017-8 to 304 referrals in 2018-9). This figure is starting to become more reflective of absence and is more consistent with Occupational Health utilisation in the University sector.

Occupational Health reports now consist of evidence-based guidance/recommendations to managers. An audit mechanism has been created to audit the management reports and health surveillance. This is to ensure a high quality of reporting is maintained from all clinicians. This is especially crucial when using an external provider to support the clinical workload. Feedback from managers, and Deans has been very positive in this respect and has been given at senior management team meetings.

The Occupational Health service is working to improve data protection and utilization. Software solutions are being investigated which will enable the replacement of paper medical records and prevent emailing of reports, both of which are a significant risk under GDPR.

An IT system will streamline a labour-intensive process for managers, HR and OH. It will also allow for greater reporting and evidence gathering.

Now that the service is stabilised and growing, more proactive interventions are being introduced.

A fast track physiotherapy referral service has been developed and is offered when staff present at Occupational Health with a musculoskeletal concern which is affecting their ability to work and which could be quickly improved through a physiotherapy intervention. The cost of the physiotherapy sessions is recharged to the appropriate manager. This introduction of this process has led to reduced absence as it allows employees to remain in the workplace whilst accessing treatment. The two case studies below illustrate the impact of this intervention.

Case study 1 .

'J experienced a 3 history of lower back pain. J was referred to physiotherapy and seen the following day. After 3 sessions of physiotherapy, J now reports that her back pain has almost completely resolved and she feels happy to self manage. J was given lots of advice and education around her back pain as well as a home exercise plan and acupuncture treatment.'

Case study 2

"T experienced a 6 week history of left wrist and hand pain and was unable to complete all aspects of her role. T was referred to physiotherapy who saw her the following day. T received acupuncture and guidance on exercise. T has been given lots of advice and education regarding her pain as well as a home exercise plan. T is now virtually pain free and she has been discharged after 5 sessions. T was able to return to her full role'

The Occupational Health Service has increased and improved links with the Employee Assistance Program and has agreed a specific level of employee counselling provision with the in-house counselling service (1.1 FTE). These two changes have facilitated a smoother referral process allowing employees to access support in a timely manner at the point of need.

A health and wellbeing steering group has been convened to address the provision for the health and wellbeing of employees at Loughborough University. A Health and wellbeing website specifically for employees is preparing to launch on Mental Health awareness day 10th October.

We have also developed links with Leicestershire and Rutland Sport who will be conducting the workplace health needs assessment- this will be released for employees to complete in November 2019. This will allow us to target the health and wellbeing provision and align delivery with the requirements of employees.

Wellbeing including Stress and Mental Wellbeing

A health and wellbeing steering group met in August 2019 with the aims of collating the current provision for wellbeing and then developing how this is communicated cohesively to employees. Following on from this meeting, a health and wellbeing website is being launched on the 10th October in line with Mental Health awareness day.

Welcome to Our Staff Wellbeing Site

The health and wellbeing of our staff is of major importance to all involved at the University. On this site you can view the various services, benefits and support Loughborough University has to offer for our staff.



Sport and Leisure
View our staff based Sport and Leisure opportunities
[Find out more](#)

Occupational Health
Explore the benefits and support you can access through Occupational Health
[Find out more](#)

A full programme of events has been planned for the October Mental Health Awareness Day which includes:

- Matt Jones: Misadventures in Time & Space: a writer's journey through addiction and depression
- Alex da Silva: My journey from a dying addict to a TEDx speaker, helping to change the world, one person at a time.'
- Screening of 'The Stranger on the Bridge' followed by Suicide 'Spotting the Signs' session
- Mental Health Mates Walk
- Being a Bloke' Exploring Men's Mental Health
- Creative Lego Play
- Pub Quiz
- Mental Health First Aider and Inclusivity Group Stands
- Creative Wellbeing Area
- Free Stressbuster Massages
- Positive Thinking Session
- Yoga Sessions

In collaboration with Leicestershire and Rutland Sport, a workplace needs assessment is being rolled out over the month of November. This is a survey based data collection and will explore where employees feel they currently are and where they would like to be in terms of health and wellbeing. The report following the assessment will be available at the beginning of 2020 and will allow the steering group to then determine how to progress the health and wellbeing strategy.

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Chemical safety policy - addition

Origin: Julie Turner

Date: 26/09/19

1. Decision Required by Committee	Approval to add section 6.6 to the chemical safety policy regarding mercury
2. Executive Summary	<p>Following several incidents involving mercury, the following addition 6.6 to the chemical safety policy is required:</p> <p>6.6 Mercury</p> <p>Mercury vapour, and most compounds of mercury, are toxic to the human nervous system and act as cumulative poisons. Exposure to mercury vapours can occur when mercury containing products (such as thermometers, sphygmomanometers and fluorescent lamps) are broken. Whilst spills such as that from a broken thermometer do not pose a high risk, the area of the spill should be cordoned off and the spill cleaned up immediately to prevent spread and secondary exposures. Mercury vapours are heavier than air and may linger in higher concentrations at the site of the spill.</p> <p>Mercury is an environmental hazard and should only be disposed of via a hazardous waste contractor</p> <p>Mercury should only be used if a safe alternative is not available. Please speak to UH&SS for further advice. Alcohol thermometers must be used in preference to mercury thermometer.</p> <p>If mercury must be used, the following precautions should be observed:</p> <ul style="list-style-type: none">• Keep mercury surfaces covered to prevent evaporation.• Ensure good ventilation of the working area.• Carry out manipulations of mercury over a tray which will contain spills. The surface of the tray should be smooth and impervious.• Clean up spilled mercury, at once.• If a mercury hazard is suspected, arrange with the School Safety Officer for airborne concentrations of mercury vapour to be measured. <p>To read the current chemical safety policy without section 6.6 please use the following link: https://www.lboro.ac.uk/media/www/lboroacuk/content/healthandsafety/downloads/Chemical%20Safety%20Policy%20version%201.02.pdf</p>

3. Committees/Groups previously considering item.	Chemical Safety Committee Decommissioning PMB

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Proposed Position on the Use of Air BnB for Business Travel

Origin: Neil Budworth, Hiten Patel, James Trotter

Date: 25/9/19

1. Decision Required by Committee	The committee is asked to consider and endorse the attached policy position on the use of Air BnB for business Travel
2. Executive Summary	<p>The business use of Air BnB is an emerging market, but there remains significant concerns regarding the safety assurance around the properties and hosts.</p> <p>HSE Committee is asked to endorse the following policy position.</p> <p>Air BnB should only be used as a provider of last resort at the booker's risk. The booker will be advised to undertake additional checks on the accommodation to ensure their own and their colleagues safety. The market is rapidly developing and therefore it is recommended that the policy position be reviewed in one year, particularly if AirBnB vetting processes have been improved.</p>
3. Committees/Groups previously considering item.	Position developed in consultation with Insurance and Procurement colleagues

Proposed Position on the Use of Air BnB for Business Travel

Background

A recent UKRI audit of the University required that the policy relating to the use of unregulated accommodation providers/Airbnb be more formally defined.

Whilst significant cost savings can be achieved through the use of providers such as Air BnB the UKRI do not generally support the use of these providers due to the additional risks that they entail.

Discussion

In order to respond to the UKRI recommendation the Insurance, Procurement and Safety have researched the current Air BnB processes and also the policies of other universities.

At the moment we do not allow the use of Air BnB, but this position is not documented.

The policies of other universities vary widely from enthusiastic supporters and advocates for the use of Air BnB to the absolute prohibition.

Most universities however are evaluating their options and are largely prohibiting the use of Air BnB or making it the provider of last resort.

Air BnB is looking to expand into the business sector and has developed some basic vetting processes, or a one off audit for Air|BnB Plus Homes. However, the vetting process is currently a self assessment process and there are significant concerns about the validity of it, particularly around fire, security and the background of the host.

James Trotter has held discussions directly with Air BnB and has significant concerns.

Recommendation

On the basis of the research undertaken and the discussions held the following policy position is recommended.

Air BnB should only be used as a provider of last resort at the booker's risk. The booker will be advised to undertake additional checks on the accommodation to ensure their own and their colleagues safety.

The market is rapidly developing and therefore it is recommended that the policy position be reviewed in one year, particularly if Air BnB vetting processes have been improved.

ENVIRONMENTAL POLICY



Loughborough
University

Loughborough University has two inspiring campuses in the UK, educates in excess of 16,000 students, employs over 3,000 members of staff and has 1,700 tenant partners.

In providing high quality educational, research and workplace facilities we recognise that many of our activities have environmental impacts which are, or have the potential to be, significant. We therefore recognise the importance of protecting the environment and embedding sustainability in all we do and this is reflected in the University's Vision to 2020 which states "we will embed sustainability and social responsibility into all of our processes, operations and developments". Accordingly we are committed to implementing environmentally responsible standards and practices as part of an Environmental Management System, to mitigate and manage our impacts in a program of continual environmental improvement.

This Environmental Policy sets out the principles by which we will embed sustainability and the Environmental Management System (EMS) across our campuses. They are:

- The development of the EMS in response to the identified environmental impacts and risks, in order to continually improve environmental performance.
- The integration of environmental management into our day-to-day operations, ensuring environmental issues are addressed whilst continuing to provide a high standard of education and training to all our students.
- The awareness of and compliance with all relevant legislation, regulations, codes of practice and local or special requirements.
- The promotion of awareness and understanding of environmental issues to staff and the provision of environmental training where appropriate.
- The promotion of awareness and understanding of environmental issues to students through our communications, and by encouraging the integration of sustainability into the curriculum.
- The promotion of improved environmental performance among key stakeholders and interested parties through communication of our environmental policies and procedures.
- The exchange of initiatives and best practice within the local community, local authority and other Further and Higher Education institutions.

By embedding sustainability we aim to mitigate and manage our environmental impacts by:

- Reducing carbon emissions in line with the carbon management plan, particularly through the efficient use of energy.
- Improving resource efficiency in accordance with the hierarchy of Prevention, Reuse, Recycling and Recovery to prevent Disposal. The prevention of food waste is a key requirement.
- Reducing water consumption and improving water efficiency.
- Preventing pollution through emissions to air and discharges to water.
- Implementing procedures for sustainable construction, refurbishment and maintenance of buildings.
- Purchasing sustainable goods and services where practicable in accordance with Purchasing Procedures and the Sustainable Procurement Policy.
- Encouraging the adoption of sustainable methods of transport for staff, students and visitors whilst on, visiting or commuting to the campus and when representing the University.
- Respecting and enhancing biodiversity as part of the Landscape Strategy.

By undertaking regular environmental reviews to assess current levels of performance, we are able to develop annual objectives and targets to mitigate and manage our significant environmental aspects. These form part of the Sustainability Action Plan which can be seen on the University website.

The Vice-Chancellor has day to day responsibility for the running of the University and as such has responsibility for Environmental performance. All staff and students share this responsibility and are therefore required to adopt and adhere to the principles of this Environmental Policy and the standards and procedures of the Environmental Management System. Tenants and partners of the University also share certain responsibilities and are expected to adopt and adhere to the same principles standards and procedures where appropriate.

Robert J. Allison
Vice-Chancellor and President Loughborough University

October 2018

www.lboro.ac.uk/sustainability



This Policy is reviewed and re-signed annually, an annually signed and dated Policy can be found on the University's Sustainability website. This printed version will only be changed if the policy alters.

Health, Safety & Environment Committee



Loughborough
University

Paper Title: Sustainability Annual Report

Origin: Jo Shields, Sustainability Manager

Date: 23.09.19

1. Decision Required by Committee	Members are asked to RECEIVE paper
2. Executive Summary	17/18 Annual Report Governance and Sustainable Development Goals A snapshot of progress against objectives in the Sustainability Action Plan Waste & Recycling figures Energy management figures Sustainable Travel figures Biodiversity Demonstrator Campus Sustainability Leadership Scorecard results
3. Committees/Groups previously considering item.	Sustainability and Social Responsibility Sub Committee



Executive Summary

The University takes its responsibility for the environment seriously, and understands the need to respond to the challenges we face globally around issues such as climate change, human wellbeing, food, water and energy security. Loughborough seeks to respond to these opportunities by leading in Environmental sustainability, building on the work of our research and enterprise activities and aspiring to make the campus a living laboratory demonstrating operationally our mission to provide a sustainable Campus. For the purpose of implementing its *Building Excellence* Strategy, the University defines Sustainability as: “*Action by the University, and its staff and students that considers environmental impact from a social, economic and environmental perspective following the principles of inclusivity, integrity, stewardship and transparency, “embedding sustainability into all our activities, operations and processes”.*”

This report provides an update on our performance over the last year and covers:

- 1.0 Governance & Sustainable Development Goals
- 2.0 A snapshot of progress against objectives in the Sustainability Action Plan
- 3.0 Waste and recycling figures
- 4.0 Energy management figures
- 5.0 Sustainable Travel figures
- 6.0 Biodiversity
- 7.0 Demonstrator Campus
- 8.0 Sustainability Leadership Scorecard results

Origin

Sustainability and Social Responsibility Sub Committee

Strategic objective met

The University is committed to acting in a socially responsible way that maximises its positive impact and minimises its negative impact on society and the communities in which it is based. This is reflected in the University’s strategy Building Excellence which states that “**we will embed sustainability and social responsibility considerations into all of our processes, operations and developments**” and also “**will work closely with local partners to enhance the social, cultural and economic wellbeing of the communities and regions in which we reside**”.

This also underpins the core value 3 identified in the Higher Education Code of Governance Committee of University Chairs report which states the University “**must rigorously assess all aspects of the institutions sustainability in the broadest sense, using an appropriate range of mechanisms which include relevant key performance indicators not just for financial sustainability of the institution but also for its impact on the environment.**”

1. Governance and Strategy

Led by the Sustainability & Social Responsibility Sub Committee (SSRSC) and chaired by the Chief Operating Officer the committee reports into the Health, Safety and Environment Committee ultimately reporting through to Council.

The Sustainability [action plan](#) provides a set of strategic principles, congruent with Building Excellence 2020, and a rationalised and agreed set of KPIs for sustainability.

1.2 Signing up to the Sustainable Development Goals (SDGs)



LU is considering signing the SDG Accord which is there to inspire, celebrate and advance the critical role that education has in delivering the [SDGs](#) and the value it brings to governments, business and wider society. The Accord is also a commitment learning institutions are making to one another to do more to deliver the goals, to annually report on each signatory's progress, and to do so in ways which share the learning with each other both nationally and internationally. Results are submitted annually to the UN High Level Political Forum.

The aim of the goals is to free humanity from poverty, secure a healthy planet for future generations, and build peaceful, inclusive societies as a foundation for ensuring lives of dignity for all.

- The SDGs provide a simple and globally standardised way to relate the mission and values/strategy/work of LU to the bigger picture.
- They align naturally with our Building Excellence strategy and the Sustainability Action Plan.
- They present an excellent marketing opportunity as Loughborough can market itself as a responsible University and we will effectively be being seen as accountable and transparent for work we are already doing.
- They show how business activities are related to the needs of society and the challenges we are facing globally.

Much of our research and enterprise activity already aligns with these goals. We are in a strong position operationally to evidence alignment. 42 Universities in the UK and Ireland have signed up and 102 worldwide to date.

2. Sustainability Action Plan

This outlines how we will deliver this aspect of the Building Excellence strategy, linking with the four themes, and connecting all areas (i.e. Teaching, Research, Enterprise and Operations). Snap shot examples of progress against aims and objectives can be seen below:

2.1 Teaching

Building on the 2017 baseline study to assess the content of sustainability in the curriculum work is now being undertaken to identify champions in schools and relevant colleagues who can provide examples of

sustainable research and teaching. It is hoped that this will provide examples of best practice that can be used to further enhance reputation. This work is being led by Dr Andrew Rothwell from the School of Business and Economics using the Principles for Responsible Management in Education model adopted by the School.

Work continues to promote the campus as a “living laboratory” with a number of examples of using the campus for students to learn and research. Examples include the Holywell Research Forest, Fruit Routes Project, water course and pond surveying work, phone apps and design school projects, transport collision research group and travel planning support as well as the Forest School.

The Summer of 2018 hosted the first LU arc Summer School for architecture students in partnership with Hiroshima Institute in Japan and the Fruit Routes Initiative. This initiative has become a platform for community projects connecting the university with the local community. The activities mainly focused on sustainability and art trying to enhance the engagements between campus and the town. One of the most popular activities is the annual fruit harvest on campus. In partnership with our School of Architecture academics and students an Apple store was designed as a focal point of these activities. Architecture students attended a Summer school where they were asked to design and ultimately build the store fulfilling the aim to work towards ‘enhancing and building communities’ as part of their architecture profession as this aspect is more important than ever before.

2.2 Research

A recent environment campaign run by the PR team has highlighted a number of projects which tackle areas such as climate change, ecology, sustainability, technology and renewable energy promoting the range of [environmental research](#) at LU.

Loughborough has 5 research beacons that reflect the major research strengths of the University. This includes Changing Environments and Infrastructure, Health & Well Being and Energy and Secure and Resilient Societies. We are pioneering the development of new approaches to renewable and clean energy generation to develop and deliver substantial, affordable, durable and environmentally benign energy options for present and future generations. This includes:

- New and renewable energy technologies
- Networks, integration and storage
- Intelligent energy
- Cleaner fossil fuel generation
- Nuclear energy and nuclear waste management

PRME is an example of how sustainable research is being promoted and communicated in Loughborough University’s School of Business and Economics is as a signatory to the Principles for Responsible Management Education [PRME](#).

The University continues to explore how the application of the six PRME principles detailed below can be replicated across the other schools and services on campus.

Developing student capability as responsible leaders, incorporating the values of global social responsibility into our activities and curricula, enabling learning processes for responsible leadership, engaging in research for sustainability, working with our commercial and educational partners, and facilitating dialogue on critical issues related to global social responsibility and sustainability.

As a research-led school SBE Research Centres and Research Interest Groups are the principal focus of activity with numerous research projects focusing on sustainability and responsible leadership. SBE engages with not for profit organisations such as Action Homeless through research, staff volunteering, student projects and internships. Ethical practice is a theme embedded into academic programmes, which incorporate masterclasses and thought leadership events on ethics and sustainability.

At a corporate level and as a member of the Environmental Association of Universities and Colleges, the University aims to ensure that our own organisational practices should serve as examples of the values and attitudes we convey to our students.

2.3 Enterprise

Creating a demonstrator campus is a long-term ambition. Evidence can be found of activities that support this. The campus provides an exceptional learning environment for our students and this is enhanced by the enterprise activities. There is increasing evidence of campus cluster activity bringing together academic colleagues from different areas to work together. Opportunities to link teaching and operations continue to be explored and promoted by the Sustainability Team. Fruit Routes is an example where this has been successful. LUSEP presents a great opportunity as we develop this biodiverse area of campus. It also creates challenges with travel and transport that will require innovative solutions.

A high profile example this year has been Loughborough University academics leading a Department for International Development-funded research programme that aims to transform the way people cook in low income countries by focusing on the use of electricity and other modern fuels. According to the World Health Organisation, household air pollution from inefficient cooking practices is responsible for almost 4 million deaths a year – mainly of women and young children – yet around three billion people in low income countries continue to cook with traditional fuels such as wood and charcoal. Professor Ed Brown, of the School of Social Sciences, will oversee a five-year programme of work which has the potential to prevent deaths, reduce climate change and enhance people's quality of life. Dr Richard Blanchard, of CREST, is a co-investigator on the technical side of the programme. The programme is led by Loughborough and the University who will oversee a partnership of other UK universities and innovators together with the World Bank multi-donor trust fund ESMAP.

Professor Brown commented: "We are delighted to receive funding from DFID and we are looking forward immensely to working with them and our partners in ensuring that MECS will spark a much-needed revolution in the clean cooking sector.

"We believe that we have a massive opportunity to significantly enhance the UK contribution to Sustainable Development Goal Seven, which is all about energy, and more importantly improve the lives of people across the globe through this programme."

2.4 Operations

Our environmental performance is managed through the ISO 14001 2015 accreditation, which is an externally verified environmental management system. The 2018 external audit report confirmed that the general management system is being well managed. The concept of context is understood by the University and internal/external drivers have been identified. Leadership was demonstrated through an interview with the Chief Operating Officer. Documents are up to date and emergency preparedness is well managed. Internal auditing is one of a high standard. A review of objectives and targets is carried out annually and significant impacts monitored.

3 Waste and Recycling

We continue to maintain high recycling rates, as shown below. Our target is 75% recycling and 5% to landfill. Recycling however is increasingly difficult as the standards required for the materials increase. An engagement campaign with the Wolfson building (Wolfson War on Waste) demonstrated that 81% on site recycling could be achieved.

	2009/10	2016/17	2017/18
Total Waste	1799 tonnes	2296 tonnes	1921 tonnes
Total Recycled	28.53%	76.1%	76.3%
Waste to Energy	0%	18.5%	18.4%
Landfill	71%	5.4%	5.3%

Donations to British Heart Foundation in 2018 generated 3,156 bags raising an estimated £44,184 for charity and diverting 25.22 tonnes from our waste stream.

We continue to sell the Loughborough Cup in support of our efforts to reduce the use of disposable cups and to this we have added the rCup, the reusable cup designed by Loughborough Alumni Dan Dicker of ashortwalk (www.ashortwalk.com)

We have now replaced disposable take away fast food containers in the Dining Halls with the EFB (Eco Friendly Box) removing 144,000 fast food containers from our waste stream.

4 Carbon Management

The absolute emissions and emissions relative to student numbers for 2017/18 were 3.4% and 19.7% lower than the 2005 baseline, respectively. This reduction has been achieved despite longer operating hours on campus and significant development of the estate.

	2005/06	2017/18
Absolute Carbon Emissions	29,503 tCO ₂ e	28,503 tCO ₂ e
Emissions per FTE student	1.99 tCO ₂ e	1.60 tCO ₂ e

The University Carbon Management Plan was published in 2010 and set out a target reduction in “absolute” scope 1 and 2 carbon emissions of 43% by 2020 compared to a 2005 baseline. The target reduction of 43% will not be achieved as it takes no account of a number of key factors that directly impact on energy consumption and carbon emission across the campus including:

- Development of the estate since the base year
- Increase in number of students
- Increase in the demand for 24-hour access to facilities
- Increase in energy intensive research
- Increase in student demands to enhance the “student experience”
- Increase in the standard and use of sports pitch lighting

The carbon emissions relative to student numbers are a more meaningful metric in terms of reporting carbon emissions and performance. A new target of a 30% reduction in emissions relative to student numbers by 2020, compared to a 2005 base line has now been agreed.

Since the base year several significant campus developments and acquisitions have been implemented, including:

- Clyde Williams
- Sport Park
- The Link Hotel
- Loughborough Design School
- Loughborough Stadium
- Holywell Fitness Centre
- National Centre for Sports and Exercise Medicine
- West Park Teaching Hub
- ATIC
- STEM

Excluding the energy consumption and emissions associated with these developments would result in the absolute emissions being reduced by 15.7% and the emissions relative to student numbers being reduced by 30% compared to the 2005 base year.

4.1 Self-generated energy

The on-site Combined Heat and Power (CHP) units form an integral part of our 'low carbon' thermal and electrical infrastructure. 26% of the University's annual electricity load was produced locally by the CHP Units in 2018.

5 Travel

The current Travel Plan continues to promote the Health & Wellbeing of staff, students and tenants, by encouraging 'active' travel on campus, improving the road network to reduce congestion and providing a safe environment for pedestrians and cyclists. The 2018 survey results show that significant steps have been taken towards achieving the targets set out in the 2015 travel plan as we move forward to a review in 2020.

Headline Results:

- 6.1% reduction in Single Occupancy Vehicles
- 2.9% increase in active travel modes (walking & cycling)
- 2% increase in public transport
- Over the last two surveys 15% of staff have stated they have been influenced by the car park management strategy.
- 59 car users are driving fully electric or hybrid vehicles. 33 of these full electric e.g. Nissan Leaf
- Around 3.08million on campus trips (Av. 38,500 per month)

6 Biodiversity

The application to obtain Green Flag status for the University campus was successful and the LU campus became accredited in June 2018. The scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.

The campus apiary continues to go from strength to strength and the bees produced 200lbs of Loughborough Gold Honey.

7 Demonstrator Campus

The Sustainability Team continues to engage with academics and students making use of the campus, its buildings and operations, to promote active learning. There are a number of examples¹ where

1.1 _____

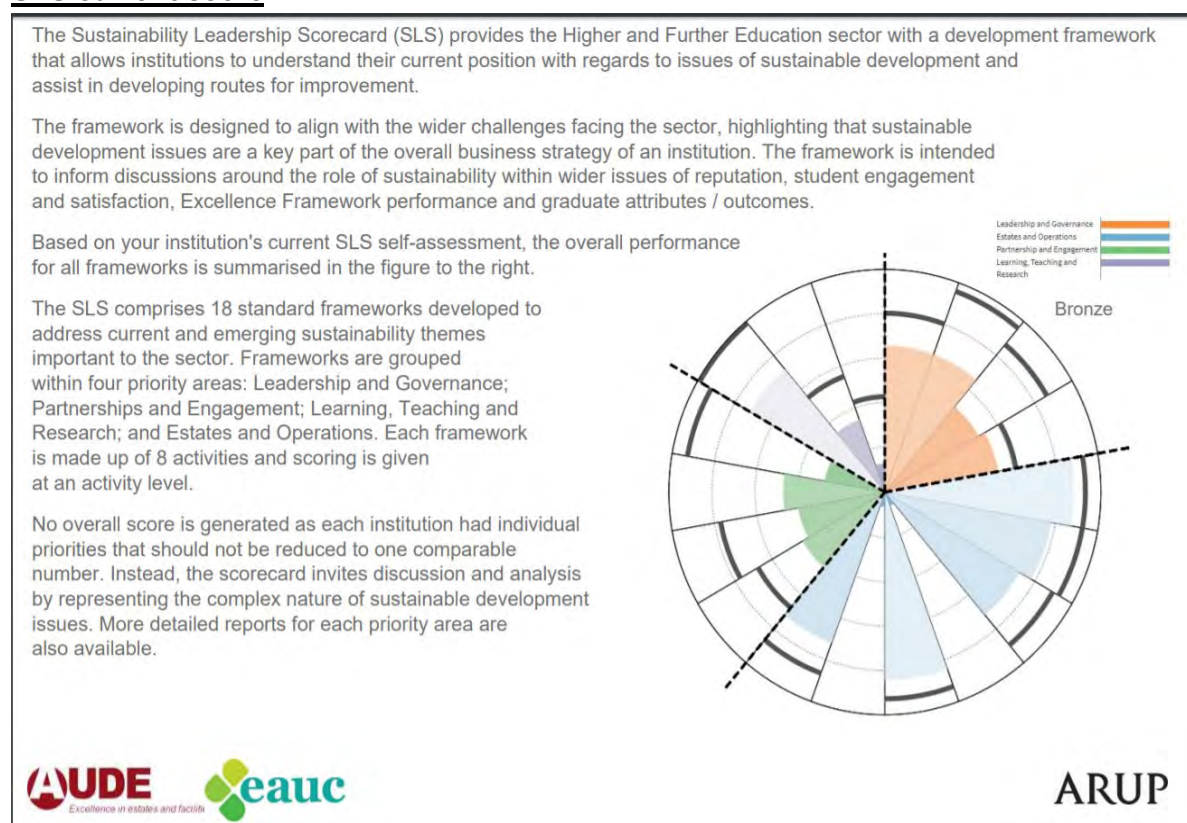
7 ¹ Including CBE, SSS, Design School, School of the Arts, ACBE, SBE, SMART - Sustainable Manufacturing and Recycling Technologies

synergies exist between teaching, research and operational activity, giving students access to Education for Sustainable Development via a set of learner attributes that are delivered through the formal and informal curriculum. The aim is to create a “living laboratory” to allow students to live and study sustainably, whilst learning - moving from theory and research to practice. We believe this is a key plank in Building Excellence and will provide students with an exceptional learning environment.

8 Sustainability Leadership Scorecard (SLS)

Historically LU has used the Learning in Future Environments index to identify gaps, areas of improvement and examples of sector leading and good performance in Sustainability. The newly developed Sustainability Leadership Scorecard includes a direct link to the EMR data. It covers sustainability issues beyond the estates function and allows a coordinated whole-institution approach to sustainability providing reports that can be used to communicate the critical drivers within the institution set targets and monitor progress. There are numerous ways to manipulate the data and results link to the UN Sustainable Development Goals. The continued aim is to provide a useful management and developmental tool for reporting at a strategic level.

SLS current score



There are 4 priority areas and within these 18 frameworks that help review and address current emerging sustainability themes important to the sector whilst helping to guide future strategic planning in a simple, systematic and proactive way.

Leadership & Governance

Leadership, Staff Engagement and Human Resources, Health and Wellbeing, Risk

Estates & Operations

Biodiversity, Sustainable ICT, Utilities, Travel & Transport, Sustainable Construction & Renovation, Resource Efficiency & Waste, Climate Adaptation

Partnership & Engagement

Community and Public Engagement, Business and Industry Interface, Procurement and Supplier Engagement, Food and Drink

Learning Teaching & Research

Learning & Teaching, Research, Student Engagement

Overall progress to date

It is apparent that improvement has been made across a number of areas. Some framework leaders have through the completion of the index improved the embedding of Sustainability and Social Responsibility into their respective areas. Other areas of improvement have come from an increased understanding of applicability through discussion. The dashboard aligns with areas of weakness and opportunity in the Environmental Management System.

The core areas where improvement has been seen are:

- Biodiversity
- Resource Efficiency & Waste
- Procurement & Supplier Engagement
- Sustainable ICT

The areas still to be completed are currently:

- Student Engagement
- Water
- Climate Change Adaptation

The scorecard is meant to evidence the complex nature of sustainable development issues and promote discussion and analysis at a strategic level. More detailed reports can be provided for each priority area.

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Sustainability Managers Report

Origin: Jo Shields, Sustainability Manager

Date: 23.09.19

1. Decision Required by Committee	Members are asked to RECEIVE paper
2. Executive Summary	Update on: LU response to global climatic and ecological changes Single use supplement Energy Strategy Travel Plan ISO 14001 – 2015 external audit Green Gown Award Finalist
3. Committees/Groups previously considering item.	Sustainability and Social Responsibility Sub Committee

SAF19-P77

Subject:

Sustainability Manager Report

Origin:

Sustainability Manager

Strategic objective met:

- 1.1 In providing high quality educational, research and workplace facilities we recognise that many of our activities have environmental impacts which are, or have the potential to be, significant. We therefore recognise the importance of protecting the environment and **embedding sustainability in all we do and this is reflected in the University's Vision to 2020 which states "we will embed sustainability and social responsibility into all of our processes, operations and developments"**. Accordingly we are committed to implementing environmentally responsible standards and practices as part of an Environmental Management System, to mitigate and manage our impacts in a program of continual environmental improvement.

Committee Action Required: To RECEIVE paper

The following items are an update of key areas and projects the team are currently working on.

2 Global Climate and Ecological Change Response Group

- 2.1 A working group has been agreed chaired by The Pro Vice Chancellor for Enterprise and will convene this Autumn for its first meeting. The purpose of the group is to gather and synthesise information and data, plan and articulate the University's response to global climate and ecological change. Terms of Reference have been agreed and the composition will include key academics with expertise in these areas and members of the Professional Services and Loughborough Students' Union. The group will report back to Senate and its appropriate sub-committees by no later than the end of the 2019-20 academic year

3 Single use supplement on disposable cups

- 3.1 The introduction of a single use supplement, a charge on the use of disposable cups which aims to reduce the use of these single use cups which are difficult to recycle, contaminate recycling streams and are a key element in general waste and remain a national and global focus will be implemented in January 2020.

4 Energy Strategy

- 4.1 Development of an Energy Strategy that aligns with and the supports the developing Estates Strategy and the current capital framework programme is progressing. A workshop went ahead over the Summer to engage with key stakeholders to capture a wide and diverse range of potential projects and inputs that will have now been assessed and prioritised to form the basis of the University Energy strategy. Another workshop is planned for November where this will be presented for consultation. This will support the developing Estates Strategy to 2040 and will be progressed through committees from January 2020.

5 Travel Plan and Car Park Management Strategy

- 5.1 A task and finish group continues to review the enforcement of car parking and the current permit system ahead of the main review in 2020.

6 ISO 14001 – 2015 External surveillance Audit

- 6.1 Since the last meeting of the HSEC the EMS has had its annual ISO14001:2015 external surveillance audit by NQA. The audit was made up of a four-day audit of the Loughborough Campus and a one-day audit of the London Campus. The audits were an assessment of the system, compliance with the standard and compliance with legislative requirements. The audit comprises desk top reviews, interviews and site visits, with visits this year to Architecture, Civil & Building Engineering, Mechanical, Electrical & Manufacturing Engineering and Social Sciences as well as Loughborough London. The outcome of this audit was the recommendation of continued registration to the standard with the auditor identifying just 2 Minor Non-Conformances. There were no further findings or recommendations of Opportunities for Improvement.
- 6.2 The Minor Non-Conformances raised were:
1. F-Gas – a failure to comply with our own procedures regarding the recording of leak tests and the frequency of these. Three devices were assessed and only one of the required tests was evidenced in the F-Gas Register. The other two devices showed no test in the Register but on investigation had been tested within legal requirements, however both had been done significantly ahead of the specified frequency. The non -conformance was due to the timing and the register appearing to be 6 months out of date.
 2. Fire Extinguishers – as part of the requirement to incorporate Fire Safety (further details below) checks on Fire Extinguishers highlighted that some of these had not been tested within the 12 month requirement.
- 6.3 **Actions to address the Minor Non-Conformances:**
1. **F-Gas** – A review of the procedure is underway to ensure this is not unduly affecting our ability to comply with the process and meet legislative requirements. The Director of E&FM is instigating changes to prioritise compliance administration over less pressing administrative requirements. The procedural review has begun and an independent chair for this review has been appointed.
 2. **Fire Extinguishers** – This issue occurred as this task had been brought in house but staff had not been trained, it therefore was put back out to contract but this caused the renewal dates to be missed. Addressing this is therefore in hand and the Environmental Manager is monitoring progress with the H&S Team.

7 Green Gown Awards Finalist 2019 – Benefitting Society

Food + Wood

The Fruit Routes Initiative is a platform for community projects connecting the university with the local community. The activities mainly focus on sustainability and art and try to enhance the engagements between campus and the town. One of the most popular activities is the annual fruit harvest on campus. In partnership with our School of Architecture academics and students an Apple store was designed as a focal point of these activities. Architecture students attended a Summer school where they were asked to design and ultimately build the store fulfilling the aim to work towards 'enhancing and building communities' as part of their architecture profession as this aspect is more important than ever before.



The Summer school was run again this Summer with great success. The project has demonstrated how the University can model its role as a 'civil university' and Fruit Routes is the perfect vehicle for this. It helps demonstrate to other areas of the institution how they can use on campus learning as part of their curriculum and teaching. This will become increasingly important as Uni's, by necessity and out of good practice seek out engaging locally based field work and locations for practical work at a time of Climate & Ecological Emergency. This gives the Department of Architecture greater visibility on campus and promotes the living laboratory ethos.

Health Safety and Environment Committee



Paper Title: University Fire Officers report for the period 30/04/19 to 31/8/19

Origin: Mr R M Harrison, University Fire Officer

Date: 22/9/2019

1. Decision Required by Committee	None. Report to be received and noted
2. Executive Summary	Fire Rutland building Fire Compartmentation Personal Emergency Evacuation Plan (PEEP) Process Study on fire smoke detection devises by Building Research Establishment (BRE) Further actions following the Grenfell Tower Tragedy Fire Alarm Activations and Fire & Rescue Service call-outs statistics
3. Committees/Groups previously considering item.	None



1. There have been one reported fire during the reported period.

Rutland Building lift shaft fire 17/8/19

In brief at 1814 a BOLD activation was received for the fire alarm and security attended.

The fire alarm panel indicated the activation was the lift shaft 2.101 and room 2.110.

Security searched the area although they could smell something no signs of fire or any other cause for the activation of the alarm could be identified. Fire alarm system silenced and reset.

19:31 the fire alarm activated again; security and electrician checked the ground floor lift; they noticed the lift doors were open and a small amount of smoke was coming out of the shaft underneath the lift cage.

Fire service requested initially 2 pumps attended that eventually became pumps 6 on site in total

The electrical fire was located inside the lift shaft on the second floor, the finance office and was extinguished

21:56 fire service stood down deemed area safe and left the campus.

Security are to be commended, once again for the prompt actions and management of the incident.

2. Fire Compartmentation

Following the recent replacement to the building electrical system in David Collett with the removal of the false ceiling tiles exposed some significant breaches to the fire compartmentalisation. It is thought that these breaches have occurred over a number of years as new services have been installed. A programme of work has been initiated to initially conduct an intrusive survey. Upon receipt of the report a schedule of works will be programmed to seal these breaches.

Further inspections within the roof spaces in the village have also raised concerns regarding the consistency in fire detection or smoke separation in the roof spaces. Again an intrusive survey is to be undertaken and following the report a schedule of works will be initiated. Additional detection is being installed especially where IT have installed servers within the roof space.

Initial findings to a number of fire doors in Charnwood and Garendon building, have identified problems with the way in which some of the fire doors have been fitted. Further doors have been sampled to determine the extent of the problem. An intrusive survey is also underway assessing the current compartmentation between tenancies and the condition of redundant services passing between existing fire compartment walls. Upon the receipt of the report FM will schedule a program of works to improve the integrity of the fire resisting doors and breaches in compartmentation where services are or have passed through.

3. Personal Emergency Evacuation Plan (PEEPs) Process

The Personal Emergency Evacuation Plan (PEEPs) process has not run smoothly this year. There have been significant errors and conflicts in the available data. This has resulted in at least one student being left in a very unsatisfactory situation overnight on his first night at the University and the Warden and Sub-warden team having to support him throughout the night.

The process has been stabilised through a great deal of effort by all those involved. A root cause process review meeting will be held once the new student intake has settled in.

4. Study on fire smoke detection devices by Building Research Establishment (BRE)

Loughborough University is taking part in a Building Research Establishment (BRE) study on the response of aging fire detectors. BRE tested some of the fire detection heads on site which are known to be more than 10 years old. The tests revealed some significant changes in the detector performance with some becoming more sensitive and some less so. We are now working with BRE to understand the meaning and full impact of these findings.

5. Further actions following the Grenfell Tower Tragedy

'Industry' has now responded to the government's proposals on improving the fire safety arrangements in the UK. There is likely to be a drive on ensuring the competence of different roles within the fire safety management structure. In particular there will be detailed competence requirements produced for fire assessors for tall buildings, Designers, Architects, Engineers and those who check the standard of building on live construction sites.

6. Fire Alarm Activations and Fire & Rescue Service call-outs statistics May 2019 – August 2019.

	May 2019	June 2019	July 2019	August 2019	Total
Number of Activations	59 Residential 1 Dining Halls 19 LU Building	47 Residential 0 Dining Halls 15 LU Building	26 Residential 1 Dining Halls 22 LU Building	23 Residential 1 Dining Halls 39 LU Building	152 3 95
Activations involving F&RS	None	None	None	Rutland Building	1
Genuine Fires	None	None	None	Rutland Building	1

Loughborough University Buildings (Academic & None-Academic):

7 Boiler house Cent	3 Burleigh Court	4 Charnwood/Garendon
1 Clyde Williams	1 Dan Maskell	1 Edward Barnsley
1 Edward Herbert Building	1 FM Building	2 G Block
2 Haslegrave	1 Holywell Building	1 ATIC
3 James France	3 3D Design	1 Martin Hall
1 Michael Person East	1 NCSEM	1 Netball Badminton
1 Paula Ratcliffe	3 Pilkington Library	3 Rutland Building
4 S Building	1 Schofield Building	3 Seb Coe
4 Sir David Davies	3 Sir Denis Rooke Building	2 Sir Frank Gibb
3 Sir John Ferguson	4 Sir Richard Morris	1 STEM Lab
4 Stewart Mason Building	2 Student's Union	2 The Link Hotel
4 Unsteady Fluids	1 W Building	4 Wavy Top
1 Wolfson		

Dining Halls:

2 Cayley/Rutherford D/Hall	0 Faraday/Royce D/Hall	0 David Collett D/Hall
0 Village Restaurant D/Hall	0 William Morris D/Hall	1 Towers D/Hall

Halls of Residence (University Managed)

6 Butler Court	7 Cayley	2 Claudia Parsons	2 David Collett
30 Falk / Egg	10 Faraday	11 Royce	3 Rutherford
18 Telford	1 Towers	0 University Lodge	9 UPP Blocks
7 Whitworth			

Halls of Residence (Not managed by the University) Unite:

Note regarding Unite premises

During this reporting period these are the alarm activations with a known cause/reason

Harry French (1)

Holt (1)

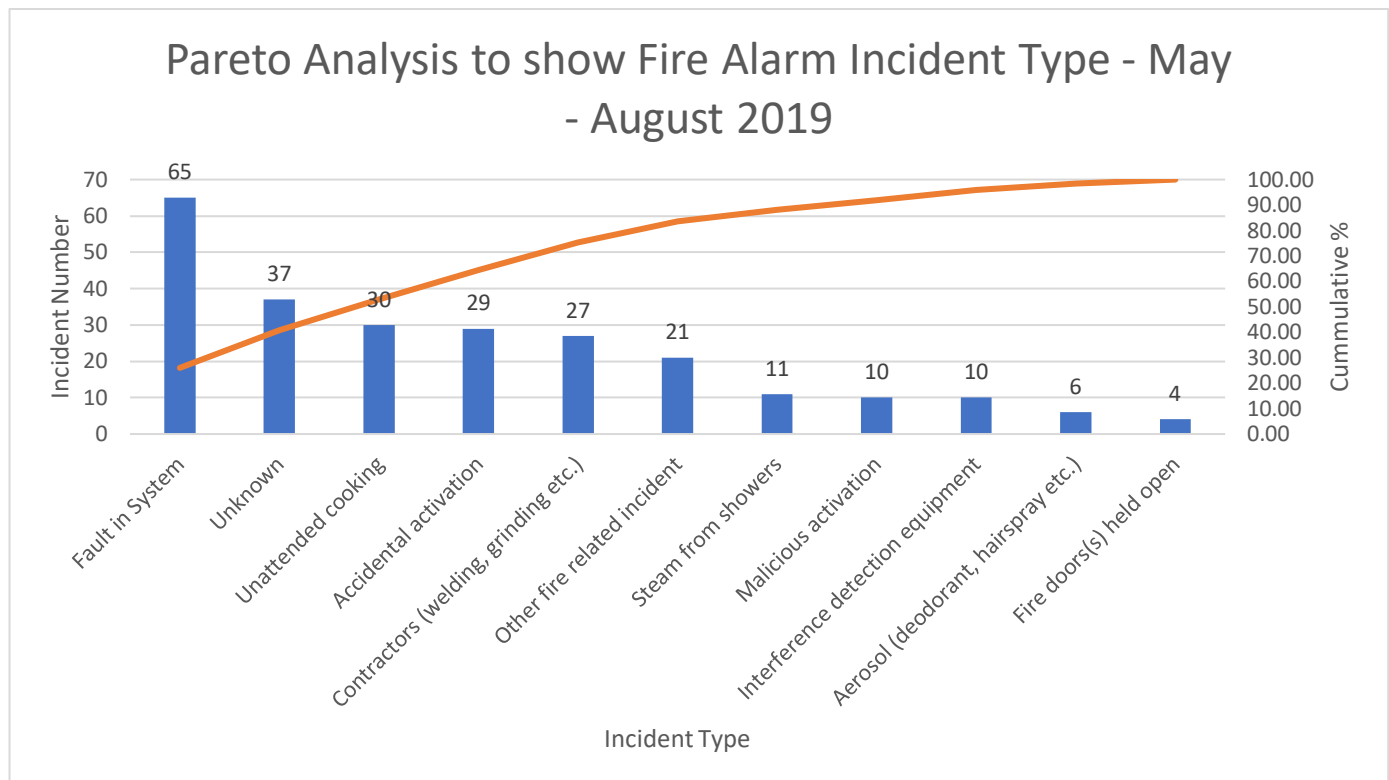
Waterways (0)

William Morris (28)

There were no instances of fire alarms that didn't have a known cause.

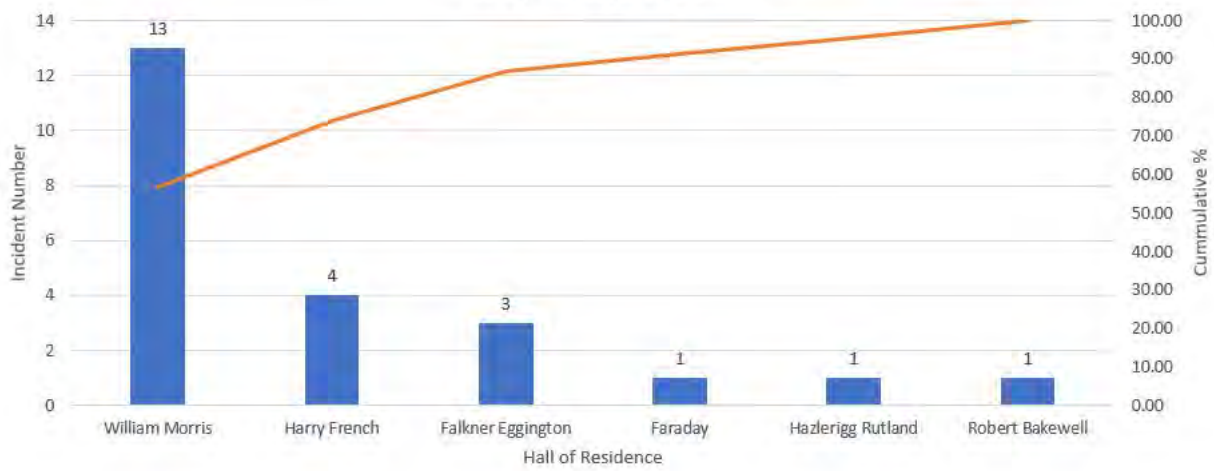
(All above information gathered from period (1/05/19 –31/8/19) Mr R M Harrison –Fire Safety Officer, University Health & Safety Service

The Major Causes of Fire Alarm Activations in LU Halls of Residence:



Cooking Related Incidents in LU Halls of Residence:

Pareto Analysis to show Cooking Related Incidents Location May - August 2019



Health, Safety and Environment Committee



Loughborough
University

Paper Title: Terms of Reference and Composition of HSE's Sub-Committees for 2019/20

Origin: Secretary

Date: 1 October 2019

1. Decision Required by Committee	(i) To NOTE the terms of reference and composition of the following sub-committees which have not changed. Chemical Safety Committee GM/Biosafety Committee Non-Ionising Radiation Protection Committee Radiological Protection Committee Sustainability and Social Responsibility Sub Committee (ii) To NOTE that terms of reference and composition of the following sub-committees are not yet available and will be submitted to the February 2020 meeting: Health and Safety Statutory Compliance Sub-Committee
2. Executive Summary	The Committee is asked to note/approve the terms of reference and composition of the sub-committee.
3. Committees/Groups previously considering item.	Considered by sub-committees

1. The Committee is asked to NOTE the Terms of Reference and Composition of its sub-committees where these have not changed:

(i) Chemical Safety Sub-committee

The role of this committee will be to advise and approve policies and guidance documents surrounding the safe procurement, handling, storage and disposal of chemicals.

Chemicals are defined as any substance hazardous to health or which has the potential to be hazard to health.

This does not include materials covered in the specific remit of the other HSEC sub committees biological, radiation and fire.

Terms of Reference

- To advise the Health, Safety and Environment Committee on Chemical Safety and the associated statutory duties identified in the Chemical Safety Policy
- Consider and review the operation of the Chemical Safety Policy and receives reports from Schools or Professional Services on chemical safety.
- Review guidance documents and protocols to ensure compliance to all relevant chemical safety and hazardous waste legislation
- Review chemical risk assessments from School Safety Officers where further advice/expertise is required
- Review Chemical Safety Audits undertaken across the relevant areas within Schools and Professional Services.

Current Membership

Chair	AACME academic
H&S Service	SSDO Chemical Safety officer Fire Safety Officer
FM	DAP for LEV
Sustainability	Environment Manager

Technical Reps from:
School of Social Sciences
Wolfson MEME
Science
AED
ABC

Academic representation from:
AACME
Wolfson
Science
SDC representative
STEM lab manager
DAP for DSEAR
PhD student representative

(ii) **GM/Biosafety Committee**

Terms of Reference and Membership to GM/Biosafety Committee

Committee Membership

The GM/Biological Safety committee met for the first time on 21st March 2016. It was recognised that although the committee will meet twice a year on general principle, the committee may need to meet more regularly at first to align all the compliance involved with Biological, Genetic Modification and Human Tissue Act legislation into a consistent university wide system.

Member of the GM/Biological Safety Committee consists of:

Chair: SSDO
University Biological Safety Officer
Designated Individual of HTA licence
Health, Safety & Risk Manager
Environmental Manager

School Representation:

Wolfson School x 3
SSEHS x 3
Civil & Building x1
School of Science x2

Terms of Reference

- Review information and ensure that adequate discussion takes place to ensure appropriate control measures and containment is in place
- Review policy, guidance documents and protocols to ensure compliance to all relevant Biological/GM legislation
- Peer review risk assessments and aid in the classification of genetic modification work
- Review Audits undertaken across the relevant areas within Schools.
- Ensure systems and procedures align accordingly with the Human Tissue Act and association HTA committee
- Report to the Health, Safety & Environment Committee

(iii) **Non-Ionising Radiation Protection Committee**

Composition of the Committee:

Chairperson: Dean of Science
SSDO Julie Turner
H&S Service Oliver Preedy
Laser Safety Adviser John Tyrer

School Laser Safety Officers from:

AACME
Wolfson
ABC
AED
Design School
Science
SSS

School representatives for EMF/UV areas:

AACME
Science
Wolfson

Terms of Reference

Review information and ensure that adequate discussion takes place to ensure appropriate control measures and containment is in place

Review policy, guidance documents and protocols to ensure compliance to all relevant non-ionising radiation legislation

Peer review risk assessments if needed

Review Audits undertaken across the relevant areas within Schools.

Ensure systems and procedures align accordingly with university policies

Report to the Health, Safety & Environment Committee

(iv) Radiological Protection Committee

The members of the committee shall consist of:

- Chief Operating Officer (permit holder)
- University Radiation Protection Officer and Radiation Protection Team
- RWA (if different to above)
- Radiation Protection Supervisors who shall be members of staff in Schools/Departments working with ionising radiations, nominated by their Dean of School and appointed by the University Chief Operating Officer
- Occupational Health Advisor
- University Health, Safety & Risk Manager
- Facilities H&S representative
- A secretary who shall be a member of the administrative staff of the University

Terms of Reference

- The Radiological Protection Sub-Committee shall monitor health aspects and control of ionising radiations and radioactive materials within the University.
- It shall be responsible for establishing protocols and procedures for the management of radioactive materials and wastes under the terms of the University's Authorisation from the Environment Agency.
- The Sub-committee is responsible for drafting local rules for approval by Council and for ensuring that these regulations are enforced.
- Meetings are held 3 times a year with further meetings as necessary.
- It shall report to Council yearly through the Radiation Protection Officer.

(v) **Sustainability and Social Responsibility Sub-Committee**

Membership

Pro Vice Chancellor	Chief Operating Officer
Sustainability Manager	Deputy Chief Operating Officer
Dean (Professor Nick Clifford)	Student Union President

In Attendance

Secretary (Environmental Manager)
Social Responsibility (Director of Enterprise)
Stakeholder Relations Manager (Alison Barlow)

Meet 3 times per year

Reports to Health, Safety & Environment Executive Committee

Context

The **Sustainability & Social Responsibility Sub Committee (SSRSC)** co-ordinates the University's activities and responses in this area reporting into the Health, Safety and Environment Executive Committee such that it ultimately reports through to Council providing visibility, overview and assurance of the subject areas. The committee will be the management review group for the environmental management system.

The Terms of Reference and Membership are designed to reflect the Group role to oversee and govern The University **Sustainability and Social Responsibility (SSR)** agenda with particular focus on the provision of direction to the EMS team and embedding of the Sustainability and Social Responsibility Action Plans.

Terms of Reference

1. The Committee shall be the governance lead for SSR and ensure appropriate strategies and plans in this area are in place across research, teaching, enterprise and operations.
2. Ensuring compliance with our environmental and social responsibility obligations including oversight of the Environmental Management System
3. Promoting chosen Social Responsibility initiatives and reviewing SR performance against best practice in the sector and more widely.
4. The Committee will monitor national and international legislative and policy developments, and be advised on their implications for the collegiate University.
5. To report after each meeting to the appropriate sub committees on any related matters. To ensure that Senate and Council are provided with the information required to discharge their duties under the Register of Environmental Legislation.
6. To provide an annual report to Senate and Council.