



Minutes SAF19-M2

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

Attendance

Members:

Alan Bairner, 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. The models for relevant risks would be shared with members of the Committee. **ACTION: Director of Finance**

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 models 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 contracts 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 SSSO 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