



Minutes SAF19-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 9 October 2019

Attendance

Members:

Sandy Edwards, Alec Edworthy, Graham Howard (ab), Norma King (ab), Chris Linton (Chair), Graham Howard, Graham Moody, Chris Rielly, David Roomes, Chris Spencer, Richard Taylor.

In attendance:

M Ashby (Secretary), Neil Budworth, Sam Chambers (observer), Adam Crawford (for M19/48 and in place of Norma Carter), Andy Dainty (for M19/48), Liz Monk (for M19/49), Jo Shields, John Steele (for M19/49), Julie Turner (for M19/53-55 and M19/59).

Apologies received from:

Graham Howard, Norma King.

19/46 Minutes

SAF19-M2

46.1 The minutes of the previous meeting held on 5 June 2019 were CONFIRMED.

SAF19-P57

46.2 Arising from M19/32 Decommissioning of Buildings, members NOTED that a root cause analysis of the F Building legacy had been circulated to members after the June meeting.

19/47 Matters Arising from Previous Meetings

SAF19-P58

- 47.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 47.2 Arising from M18/36.2 members noted that the HSR Manager and the Operations Manager with responsibility for Creative Arts had discussed smoking on the University's estate adjacent to the Loughborough College site. The School's preference had been for a transition to a point where smoking was only permitted in designated areas around Arts buildings. Loughborough College had taken action to stop its students from smoking on the University's estate.
- 47.3 The Committee confirmed that it supported a smoking ban on the University's estate on the site other than a designated facility for smokers. This could be for the University's staff and students only or shared with those of the College if this could be arranged. The HSR Manager would communicate this position to the Operations Manager for Creative Arts. **ACTION: HSR Manager**

47.4 Arising from M18/29.3 *Environmental Compliance*, members noted that the Director of Organisational Development was now in post. The Secretary would inform her of the Committee's request that she reflect on the courses which were currently mandatory and the use made of records of completion of the courses with a view to deciding on an appropriate balance of mandatory courses for the future. **ACTION: Secretary**

19/48 Health, Safety and Environment Update: School of Architecture, Building and Civil Engineering

SAF19-P59

48.1 The Committee RECEIVED a presentation by the Dean and Operations Manager of the School of Architecture, Building and Civil Engineering.

48.2 The following points were NOTED in particular:

- (i) Lone working out of hours was an issue for the School as in some other Schools. The practice was prohibited within the School, and it made staff and students aware that it was carrying out periodic audits to deter those who might consider flouting this restriction.
- (ii) Members noted the existence of the University's Lone Working Policy and Guidance and that technical solutions were being investigated to facilitate out-of-hours working.

19/49 Health, Safety and Environment Update: Sports Development Centre

SAF19-P60

49.1 The Committee RECEIVED a presentation by the Executive Director of Sport on the Centre's health, safety and environment arrangements.

49.2 The following points were NOTED in particular:

- (i) Some near misses were not reported, and reporting of others could be slow, particularly amongst shift workers;
- (ii) SDC staff met with National Governing Bodies representatives on a regular basis to discuss health and safety matters. As well as needing to comply with the University's requirements, SDC frequently found that it needed to comply with even higher standards imposed by these bodies;
- (iii) SDC reviewed incidents on a quarterly basis and checked whether levels were appropriate at various levels, such as by sport, coach or facility. In addition, it was able to benchmark injury levels when tendering for paramedic cover;
- (iv) SDC wished to promote exercise as a means of improving mental health. Personal Best was seen to be a useful vehicle for highlighting the importance of sporting activity for physical and mental wellbeing. The forthcoming Mental Health Day would emphasise the links between the two;
- (v) Staff in the Centre were aware that the demands of sport performance meant that participants were particularly susceptible to mental health issues. SDC provided support for these individuals and was seeking further ways to do so.

19/50 Constitution, Terms of Reference and Membership for 2019/20

SAF19-P61, SAF19-P62, SAF18-P63

50.1 The Committee CONSIDERED its Constitution, Terms of Reference and Membership for 2019/20.

50.2 The following proposals were APPROVED:

- (i) extension of the term of office of the invited Dean and Operations Manager members of Health, Safety and Environment Committee from one to two years;
- (ii) dissolution of the Health, Safety and Environment Consultative Committee;

- (iii) a change to the name of the Health and Safety Statutory Compliance Sub-Committee. It will become the 'Health, Safety and Environment Statutory Compliance Sub-Committee';
- (iv) Director of Estates and Facilities Management to become the Chair of the Health, Safety and Environment Statutory Compliance Sub-Committee.

50.3 Members APPROVED proposed business for forthcoming meetings of the Committee.

19/51 Health and Safety Services Annual Report

SAF19-P64

The Committee RECEIVED the first draft of the Health and Safety Services Annual Report and APPROVED the plan of work for 2019/2020. The final version of the report would be circulated to Council members, Deans, Heads of Professional Services and Operations Managers in due course.

19/52 Health, Safety and Risk Manager Report

SAF19-P65

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

19/53 Radiation Protection Report

SAF19-P66

53.1 Members RECEIVED a Radiation Protection Report;

53.2 Members APPROVED proposed changes to the University's open and sealed source permits.

53.3 The following points were NOTED in particular in relation to the sealed source permit:

- (i) All purchases of substances covered by the permits needed to be signed off by the Strategic Scientific Development Officer (SSDO). Disagreements between the SSDO and a Dean or Head Professional Service over the purchase of such substances would be escalated to the COO for action;
- (ii) A recent European Commission Euratom Inspection had been very positive. It had also resulted in the SSDO receiving requests to advise other HEIs on management of their materials and to participate in inspections.

19/54 Chemical and Biological Safety Update

SAF19-P67

The Committee RECEIVED an update on chemical and biological safety.

19/55 Ionising/Non-ionising Radiation, Chemical, Biological/GM and HTA KPIs

SAF19-P68

55.1 The Committee CONSIDERED a risk rating report for Ionising/non-ionising radiation, chemical, biological/GM and HTA.

55.2 The following points were NOTED in particular:

- (i) progress in the development of KPIs for key areas of statutory compliance and actions relating to areas of concern;
- (ii) the need to maintain close attention to one area in particular to ensure that it remained on track to demonstrate compliance;
- (iii) the importance of being able to demonstrate the existence of the overall plan and to be able to show the trajectory to give assurance that action in that area was on track. **ACTION: SSDO**

19/56 Decommissioning of Buildings

SAF19-P69

- 56.1 The Committee RECEIVED an update on the decommissioning of University Buildings including regulated substances;
- 56.2 Members CONSIDERED appropriate methods for documenting and providing feedback to other teams on dangers within old buildings. They noted that responsibility for doing so was shared between Facilities Management and the Health and Safety Service. Those staff involved in considering tenders for the maintenance of the estate should be mindful of the need to remove old unknown or hidden utility fittings and budget accordingly. The SSDO would discuss mechanisms for ensuring that this happened with staff involved with long term maintenance. **ACTION: SSDO to discuss with Director of Estates**

19/57 NCSEM Building Roof

SAF19-P70

The Committee RECEIVED an update on repairs to the roof of the National Centre for Sport and Exercise Medicine Building.

19/58 Occupational Health Service and Wellbeing Update

SAF19-P71

- 58.1 The Committee RECEIVED an update on progress within the Occupational Health Service, progress and timelines for the Health and Wellbeing agenda.
- 58.2 The following points were NOTED in particular:
- (i) the significant improvements that had been made over the previous year following the appointment of the current Occupational Health Manager. These included the fast-track physiotherapy referral service and improved links with the Employee Assistance Programme;
 - (ii) future plans including further improvements for data protection and utilisation;
 - (iii) plans for the forthcoming Mental Health Awareness Day.

19/59 Chemical Safety Policy

SAF19-P72

- 59.1 The Committee CONSIDERED a proposed change to the Chemical Safety Policy to include an additional section on the use of mercury. The changes had previously been considered by the Chemical Safety Committee and the Decommissioning Programme Management Board.
- 59.2 The change to the Policy was APPROVED subject to an amendment to the following statement as indicated:
- 'Mercury should only be used if an ~~safe~~ alternative is not available' **ACTION: SSDO to amend and communicate version to Schools**

19/60 Airbnb Policy

SAF18-P73

- 60.1 The Committee CONSIDERED a proposed new policy for the use of Airbnb for business travel. Members expressed concern that the University could not be assured of the safety of staff and students whilst they stayed in properties booked via Airbnb. They were inclined to recommend that Airbnb bookings should not be permitted or should be significantly restricted.

60.2 The Committee AGREED to delegate authority to the Provost and COO to consider the matter further and, if appropriate, to propose a revised version of the Policy for consideration at the Committee's meeting in February 2020. **ACTION: Provost, COO**

Post Meeting Note: Following consultation with Schools regarding their use of Airbnb, the Chair has taken action to confirm that the use of Airbnb for business travel should not be permitted. The new policy will be amended accordingly.

19/61 Compliance Dashboard Reporting

SAF18-P87 (additional item)

The Committee CONSIDERED a summary of areas of activity which needed to demonstrate compliance with University and/or external requirements. Members NOTED areas where there was reasonable or no assurance together with the action that was being taken to resolve outstanding issues.

19/62 DSEAR Policy

SAF18-P74

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

19/63 Environmental Policy

SAF18-P75

The Committee ENDORSED the University Environmental Policy noting that there had been no changes to the policy.

19/64 Reports to Health, Safety and Environment Committee

The following reports were RECEIVED:

- (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

19/65 Terms of Reference and Composition of Sub-Committees for 2019/20

SAF19-P81

- 65.1 The Committee NOTED 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

65.2 The Committee NOTED that terms of reference and composition of the following sub-committee were not yet available and would be submitted to the February 2020 meeting:

Health and Safety Statutory Compliance Sub-Committee **ACTION: Secretary to HSESCSC**

19/66 Minutes

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

- (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)
- (vi) **SAF19-P86**
Sustainability and Social Responsibility Sub-Committee (19 September 2019)

19/67 Dates of Meetings in 2019/20

Wednesday 5 February 2020

Wednesday 3 June 2020

M Ashby
October 2019

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