Health, Safety and Environment Committee

Loughborough University

AGENDA
SAF22-A1

Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 2 February 2022 and will be conducted remotely via Microsoft meetings.

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 1st February.

3 Minutes

SAF21-M3

To CONSIDER the minutes of the meeting held on 6 October 2021.

4 Matters Arising from Previous Meetings

SAF22-P1

To note actions arising from the Minutes.

SECTION A – Items for Discussion

5 Health, Safety and Environment Update: School of Science

SAF22-P2

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

6 Health, Safety and Environment Update: Residential, Catering and Domestic Services

SAF22-P3

To RECEIVE a presentation by the Head of Residential Catering and Domestic Services on health, safety and environment arrangements.

7 Director of Health, Safety & Wellbeing Report and Covid Update

SAF22-P4

7.1 To RECEIVE an update from the Director of Health, Safety and Wellbeing;

7.2 To CONSIDER a proposal to nominate a lead department for multi-occupancy buildings which will have responsibility for coordinating fire warden coverage;

7.3 To CONSIDER whether the Committee should receive a more comprehensive evaluation of mental health/stress management arrangements at its next meeting.

8 Health and Safety Annual Report

SAF22-P5

8.1 To CONSIDER the review of progress on the Health and Safety Service Plan for 2020/21;

8.2 To APPROVE the programme of work for 2021/22.

9 Statutory Compliance Key Performance Indicators

SAF22-P6, SAF22-P7

9.1 To RECEIVE updates in relation to statutory compliance key performance indicators:

(i) Health, Safety and Environment Statutory Compliance Sub-Committee Report;

(ii) Ionising/Non-Ionising Radiation, Chemical, Biological/GM and HTA KPIs.

9.2 To CONSIDER the compliance for these areas and the actions set to move areas to green to ensure these are appropriate.

10 Health and Safety Risk Rating

SAF22-P8

To CONSIDER a proposed risk rating for the health and safety of the University's staff and students with a view to making a RECOMMENDATION to Council.

11 Annual Radiation Protection Report

SAF22-P9

To ENDORSE the 2021 Annual Report of the Radiation Protection Officer and RECOMMEND it for submission to Council.

12 Chemical and Biological Safety Update

SAF22-P10

12.1 To RECEIVE an update on Chemical and Biological Safety from the Strategic Scientific Technical Lead;

12.2 To CONSIDER proposed actions noted in the Update.

13 Centre for Faith and Spirituality Report

SAF22-P11

13.1 To CONSIDER the level and frequency of future reporting to the Committee relating to Chaplaincy activity;

13.2 Members are asked to champion the Chaplaincy by helping to increase their visibility and awareness of the support services offered, and to build awareness that, irrespective of faith and belief, the Chaplaincy provides a service for everyone to access.

14 F-Gas Remedial Works

SAF22-P12

Arising from M21/40.2, to CONSIDER:

(i) an update on F-Gas remedial works;

(ii) the DAP's recommendation that reports on progress should in future be made through the Statutory Compliance Sub Committee as a routine compliance assessment.

15 Appointment of Sustainability Manager

To RECEIVE a verbal update from the Director of Estates and Facilities Management on progress in the recruitment of a University Sustainability Manager.

SECTION B – Starred Items for Approval

*16 Occupational Health and Wellbeing Service Update

SAF22-P13

To RECEIVE an update from the Occupational Health and Wellbeing Manager including an update on health and wellbeing plans and progress.

*17 Health and Safety Policy

SAF22-P14

To RATIFY the action of the Chair in approving minor changes to the Health and Safety Policy to reflect the appointment of the new Vice-Chancellor and changes to some job descriptions.

*18 Reports to Health, Safety and Environment Committee

To RECEIVE the following reports:

(i) **SAF22-P15**
Fire Officer's Report

(ii) **SAF22-P16**
Incident Data Report

SAF22-P17
Insurance Report

*19 Minutes

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

(i) **SAF22-P18**
GM/Biosafety Committee (meeting on 14th October 2021)

(ii) **SAF22-P19**
Health, Safety and Environment Statutory Compliance Sub-Committee (meetings on 20th January 2022)

SECTION C – Items for Information

*20 Sustainability and Social Responsibility Sub-Committee

To NOTE that the Sustainability and Social Responsibility Sub-Committee has been disbanded following its last meeting on 6th May 2021.

21 Any Other Business

*22 Dates of Remaining Meeting in 2021/22

Wednesday 25 May 2022

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