5 October 2022 - Health, Safety and Environment Committee Agenda - SAF22-A3

MEETING

5 October 2022 14:00

LOCATION

Pearce Committee Room - 201.0.09 - Hazlerigg

PUBLISHED
29 September 2022

Agenda

Location	*Date*	*Owner*	*Time*
Pearce Committee Room - 201.0.09 - Hazlerigg	5/10/22		14:00
1. Business of the Agenda - Members should notify the Secretary by midday on Tuesday 4th October if they wish to speak to a starred item.		Chair	
2. To CONFIRM the Minutes of the meeting held on 25 May 2022		Chair	
2.1. To NOTE, in particular, the addition of the following Secretary's note to M22/22 Health, Safety and Environment Update: Estates and Facilities Management: At the HSE Committee meeting in May the Estates and Facilities Management report stated that the health surveillance was nearing completion. This referred to the closing date of the survey. Data identified after the May HSE Committee meeting revealed that the resurvey of health surveillance needs in Estates and Facilities Management achieved only a 22 per cent completion rate. It is estimated that the survey will be close to full completion by October. HSE Committee will be updated on the progress of this activity at the October meeting.			14:00
3. To NOTE actions arising from the Minutes		Chair	14:05
SECTION A - Items for Discussion			
4. To RECEIVE a Health, Safety and Environment update from SSEHS (paper to follow)		ML, RC	14:10
5. To RECEIVE a Health, Safety and Environment update from the Sports Development Centre		JS	14:30
6. To CONSIDER the Constitution, Terms of Reference and Membership for 2022/23		NB	14:50
6.1. To CONSIDER proposals for changes to the Constitution of the Committee and of its effectiveness			
7. To CONSIDER proposed business for the Committee for the period Feb 2023 to Feb 2024		NB	15:00

Continued on the next page...

Agenda

Location	*Date*	*Owner*	*Time*
Pearce Committee Room - 201.0.09 - Hazlerigg	5/10/22		14:00
8. To RECEIVE a presentation on Fire Legislation, Strategy, Risk and Compliance and the Fire Officer's Report		JH	15:05
8.1. On reference from Estates Management Committee, to CONSIDER implications of the Building Safety Act including the requirement to appoint an accountable person			
9. To RECEIVE an update from the Director of Health, Safety and Wellbeing		NB	15:30
10. To CONSIDER and NOTE the Health and Safety Strategic Long-term Plan		NB	15:40
11. To RECEIVE updates in relation to Statutory Compliance KPIs and to CONSIDER the compliance for these areas and actions set to move areas to green to ensure these are appropriate:		NB	15:50
11.1. Health, Safety and Environment Statutory Compliance Sub-Committee Report			
11.2. Ionising, Non-Ionising Radiation, Chemical, Biological/GM and HTA KPIs			
12. To CONSIDER a proposed risk rating with a view to making a recommendation to Council		NB	16:00
13. To RECEIVE an update on Biological and Chemical Safety		JT	16:05
13.1. To CONSIDER a proposal to proceed with a project GM2 licence			
13.2. To RECEIVE a verbal update on chemical safety			
14. To RECEIVE the Occupational Health and Wellbeing Service Annual Report		NB, SVZ	16:15
15. To RECEIVE, on the advice of the Sustainability Sub-Committee, the Sustainability Annual Report and RECOMMEND it to Senate and Council		RR	16:25
16. To CONSIDER, on the advice of the Sustainability Sub-Committee, the proposed new Sustainability Strategy		RR	16:30

Continued on the next page...

Agenda

Location	*Date*	*Owner*	*Time*
Pearce Committee Room - 201.0.09 - Hazlerigg	5/10/22		14:00
17. To CONSIDER, on the advice of the Sustainability Sub-Committee, proposed changes to the Environmental Policy		RR	16:40
18. To CONSIDER proposed changes to the University's Driving and Transport Policy. The changes have been the subject of wide consultation			16:50
SECTION B - Starred Items			
19. To RECEIVE an update on the recent ISO14001 Audit			
20. To RECEIVE the Incident Data Report			
21. To APPROVE/NOTE the Terms of Reference and Composition of the following Sub-Committees:			
21.1. APPROVE the terms of reference and composition of the new Sustainability Sub-Committee			
21.2. APPROVE changes to the terms of reference and composition of Health, Safety and Environment Statutory Compliance Sub-Committee			
21.3. NOTE the terms of reference and composition of: Chemical Safety Committee, GM/Biosafety Committee, Non-Ionising Radiation Sub-Committee, Radiological Protection Sub-Committee			
22. To RECEIVE the minutes of the following Sub-Committees:			
22.1. GM/Biosafety Committee (6 Jul 2022)			
22.2. Health, Safety and Environment Statutory Compliance Sub-Committee (28 Apr, 28 Jul, 9 Sept 2022)			
22.3. Sustainability Sub-Committee (31 May 2022)			
SECTION C - Items for Information			
23. Any Other Business		Chair	

Continued on the next page...

Agenda

Location	*Date*	*Owner*	*Time*
Pearce Committee Room - 201.0.09 - Hazlerigg	5/10/22		14:00

24. Date of Meetings in 2022/23

February 2023 - Date TBC

Wednesday 24 May 2023 at 2.00 pm

Health, Safety and Environment Committee

Loughborough University

Minutes
SAF22-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 25 May 2022

Attendance

Members:

Neil Budworth, Ruth Casey, Paul Conway, Sandy Edwards, Alec Edworthy, Graham Howard, Chris Linton (Chair), Jennifer Maxwell-Harris (ab), Graham Moody, David Roomes, Richard Taylor.

In attendance:

M Ashby (Secretary), Manuel Alonso and Angela Truby (for M22/23), Nick Jennings, Oliver Preedy (Observer), Rob Sparks (for M22/22), Sarah Van-Zoelen (for M22/28 & 29), Julie Turner (for M22/25, 26 & 27)

22/20 Minutes

SAF22-M1

The minutes of the meeting held on 2 February 2022 were APPROVED.

22/21 Matters Arising from Previous Meetings

SAF22-P20

21.1 Actions arising from previous minutes were NOTED and their current status confirmed.

21.2 Arising from M22/5.3 where a lead person was to be identified in each multiple occupancy building to oversee fire warden coverage, members NOTED that this action would be completed by June. **ACTION: Director of HSW**

22/22 Health, Safety and Environment Update: Estates and Facilities Management

SAF22-P21

22.1 The Committee RECEIVED a presentation by the Director of Estates and Facilities Management and the Head of Maintenance and Engineering on health, safety and environmental arrangements in relation to areas of Estates and Facilities Management excluding Catering, Domestic and Residential Services.

22.2 The following points were NOTED in particular:

(i) The Facilities Team was experiencing recruitment issues, and this had led to under-resourcing. Measures had been put in place to reduce risks associated with the shortage of staff. These included the identification of peaks and troughs, triaging by managers, empowering staff to say ‘no’ and meetings with Operations Managers to manage expectations.

(ii) Staff shortages had the potential to impact upon the mental health of existing staff. Senior managers in Estates and FM were aware of this risk and were making additional efforts to engage with and be available for staff. They were encouraged in their efforts to minimise instances of stress amongst staff and the potential for staff to cut corners.

(iii) Estates and FM had put in place a twelve-month, rolling, improvement plan, in the form of a safety road map. The plan focused on leading indicators to reduce the lagging areas of hazard supporting and reporting, and injuries and incidents.

(iv) A small number of cases of Covid 19 that occurred early in 2020 had been categorised as RIDDOR reportable incidents in line with Health and Safety Executive criteria at the time. Its criteria had subsequently changed, so cases had not been reported in this way from that point.

(v) An Estates and FM Safety Score Card had been included in the presentation. The card indicated that risk assessment completions had been recorded as being at 50 per cent in March, compared to a target of 90 per cent for that month. Members were informed that the risk assessments were conducted as part of a cycle of assessments. All areas were being assessed but not necessarily at the point at which they had been scheduled to be carried out.

Secretary's Note: At the HSE Committee meeting in May the Estates and Facilities Management report stated that the health surveillance was nearing completion. This referred to the closing date of the survey. Data identified after the May HSE Committee meeting revealed that the resurvey of health surveillance needs in Estates and Facilities Management achieved only a 22 per cent completion rate. It is estimated that the survey will be close to full completion by October. HSE Committee will be updated on the progress of this activity at the October meeting.

22/23 Health, Safety and Environment Update: Student Services

SAF22-P22

23.1 The Committee RECEIVED a presentation by the Associate Chief Operating Officer and Director of Student Services, and the Head of Operations for Student Services.

23.2 The following points were NOTED in particular:

(i) The most significant risks faced by the Service arose from their interactions with students who were at risk, aggressive or incapacitated, from the impact of this requirement upon staff, and from lone working and hall-related events.

(ii) A range of actions were in place to mitigate risk. The Service considered three of these to be areas of good practice: a protocol and meetings for students who were considered to be at risk, a serious student incident process, and structured staff supervision, support and reflective practice.

(iii) The effectiveness of mitigating actions was monitored through staff absence patterns and take-up of measures that were in place to support staff. Staff were also encouraged to provide feedback to their managers.

(iv) Counselling was available to staff via the Employee Assistance Programme. Student Services also had limited capacity to offer counselling to staff if referred by HR. However, this provision was unlikely to be scalable.

(v) Training for front-line staff, such as the Security Team, tended to be in response to be a specific need. However, ad hoc sessions were also made available by the Service, for example in relation to racial discrimination.

22/24 Director of Health, Safety & Wellbeing Report and Covid Update

SAF22-P23

24.1 Members RECEIVED an update from the Director of Health, Safety and Wellbeing.

24.2 The following points were NOTED in particular:

(i) There had been a peak in Covid 19 cases in February. A lessons-learnt exercise had been held in May, and contingency planning for the next academic year would take place in June. These plans would be shared with the campus trade unions. The Health and Safety Service was thanked by the UCU representative for the excellent arrangements that had been put in place during the Pandemic.

(ii) The Occupational Health and Wellbeing Team had become established, and demand and levels of respect for the Service were at an all-time high.

(iii) Water quality in Towers hall of residence continued to be monitored following previous challenges with Legionella. The monitoring had provided evidence of a consistent improvement in water quality.

(iv) A decision had been made to outsource the programme of inspection of fire doors due to difficulties in recruiting and retaining suitably-qualified staff to undertake the role. The Fire Officer had developed an inspection approach based on life risk.

(v) The University was to be audited by Leicestershire Fire and Rescue Service in June.

22/25 Statutory Compliance Key Performance Indicators

SAF22-P24, SAF22-P25

25.1 Members RECEIVED updates on statutory compliance key performance indicators. They NOTED progress for key areas of statutory compliance and actions relating to areas of concern.

25.2 A small number of non-ionising radiation and biological/genetic modification KPIs had been flagged as red in the RAG rated report. This was due to planned internal audits that were behind schedule, rather than being areas of concern.

22/26 Radiation Protection Update

SAF22-P26

26.1 The Committee NOTED current and planned decommissioning work on the Graham Oldham Building. It APPROVED a recommendation to leave in the ground a pipe which may have a very low level of radiological contamination and to record its location to inform future work in the area. **ACTION: SSTL**

26.2 The Committee NOTED the need to make available to staff information on the University's experimental work which was covered by legislation and which required permits/licences or had specific restrictions. Making this information available to staff would ensure that they remained compliant with the radiation permit, particularly when recruiting new academic staff. The Committee APPROVED the creation of a webpage noting the areas of experimental work, the permit/licence holder, designated person responsible and a brief description of restrictions. The weblink would be circulated to Schools and Professional Services. **ACTION: SSTL**

26.3 The Environment Agency had asked the University to consider reducing the area covered by its permit to only cover areas that were currently used for work using radiation or that were likely to be used for this purpose in the future. The Committee APPROVED a downsizing of the permitted area for radiation work which would still allow flexibility for researchers to move between different laboratories and for potential new research. **ACTION: SSTL**

22/27 Biological Safety – Human Tissue Authority Audit Update

27.1 The Committee RECEIVED an update on biological safety from the Strategic Scientific Technical Lead. It NOTED action being taken by the School of Sport, Exercise and Health Sciences to ensure compliance ahead of a forthcoming HTA audit. The Committee set a deadline of the end of July for the Chair to receive assurance from the School that the outstanding issues had been addressed. Confirmation of assurance should be sent to the Committee Secretary by this deadline. **ACTION: SSEHS Dean and Operations Manager**

27.2 The Committee NOTED the importance of staff escalating issues where these became apparent in order to provide senior managers in Schools/Professional Services with the opportunity to resolve the issues.

22/28 Occupational Health and Wellbeing Service Update

SAF22-P27

28.1 The Committee RECEIVED an update from the Occupational Health and Wellbeing Manager. It CONSIDERED a proposal for a School/Professional Service ratio of wellbeing champions of one for every 50 employees. This ratio would allow the Occupational Health and Wellbeing Manager to work with Schools and Professional Services to plan appropriate levels of local support for their staff. The Committee APPROVED the proposed ratio of wellbeing champions to employees.

28.2 Members NOTED increasing waiting times for ambulances in the area were putting pressure upon Security staff to deliver first aid to the injured. Further consideration needed to be given to how and where the University could administer to injured individuals on occasions where there were expected to be long waits for ambulances. **ACTION: Director of HSW, OHWM**.

22/29 Stress and Mental Health Provision

SAF22-P28

29.1 Arising from M22/5.4, the Committee CONSIDERED a report on the University's stress and mental wellbeing provision and areas which might need to be strengthened.

29.2 The report revealed that a number of the tools currently employed to measure levels of stress and poor mental health were not effective. Some areas, such as sickness absence monitoring, could be improved using different monitoring tools. Current sickness absence records for academic staff were known to be incomplete. However, despite their limitations, these records were effective as a measure to spot trends.

29.3 The report listed a number of enabling projects which, together, were designed to provide the foundations for staff to thrive. They were seen to be appropriate initiatives for the University to pursue.

29.4 The Director of Health, Safety and Wellbeing will consult with HR colleagues on four specific issues:

- To find out whether it was possible to obtain better sickness absence data on mental health
- To investigate the possibility of conducting lesson learnt exercises after significant stress or mental wellbeing cases
- To investigate whether routine case reviews could be established
- To develop an options paper for the delivery of a stress and mental wellbeing survey

ACTION: Director of HSW

29.5 It was noted that the Committee membership did not include a representative from Human Resources. The Director of HSW would discuss with the Director of HR the possible inclusion of a senior Human Resources colleague on the Committee. **ACTION: Director of HR, Director of HSW**

22/30 Environmental Compliance Report

SAF22-P29

30.1 The Committee NOTED the Environmental Compliance Report.

30.2 Members NOTED a non-conformance identified in relation to the clarity of how senior management would be involved in the Environmental Management System Management Review process as required by the ISO14001:2015 standard. The appointment of a Chair for the newly-formed Sustainability Sub-Committee was to be considered, alongside other options, at a forthcoming meeting of the Sub-Committee.

30.3 The Committee ENDORSED a recommendation by the Director of Estates and Facilities Management that he should Chair the new Sub-Committee and report any issues to the Senior Management Team. **ACTION: Director of Estates and FM**

22/31 Future Business

SAF22-P30

31.1 The Committee APPROVED a proposal that the Committee should follow two streams of future business. The Committee would continue to receive presentations from Schools and Professional Services on their approaches to the management of health, safety and wellbeing. In addition, from the October 2022 meeting onwards, the Committee would receive presentations on the management of key risks so that it could be assured that the relevant controls were in place. The Committee would be able to ask for further details on a particular issue at each meeting. All of the presentations would take place at the beginning of meetings.

31.2 The Director of HSW would work with the Secretary to schedule presentations for the 2022/23 academic year. **ACTION: Director of HSW**

22/32 Committee Effectiveness

SAF22-P31

32.1 The agenda papers for the meeting had been circulated via Board Intelligence. Board Intelligence users were able to share notes with other named users or with the whole Committee. However, the latter approach was discouraged.

32.2 Members were asked to forward to the Secretary their comments on the effectiveness of the Committee and also their observations on viewing the agenda papers via Board Intelligence. Their comments would be considered by the Chair. **ACTION: HSE Members**

32.3 Members NOTED that the Committee had proven itself open to change, having made significant changes to its membership in recent years. They noted that the Health and Safety Service was represented in the Committee's constitution by its Director. His direct reports were able to submit reports to the Committee and to attend, if appropriate, rather than being members in their own right. The Committee's composition and terms of reference would be circulated to members to consider when reflecting upon the effectiveness of the Committee. **ACTION: Secretary**

32.4 Members reflected upon their experience of HSE Committee meetings held via Microsoft Teams during the Pandemic. They observed that the format had proved effective and convenient. They AGREED to continue to hold Teams meetings in the future but to hold one in-person meeting per year to provide members with the opportunity to meet face to face. **ACTION: Secretary**

32.5 The Vice-Chancellor noted that, when taking up his appointment, he had quickly become aware of the range of activity for which he was ultimately responsible. He was assured that the various activities were supported by teams of highly professional staff. He thanked members for their work to date.

22/33 Appointment of Sustainability Manager

33.1 Members NOTED the appointment of a new Sustainability Manager. The new post holder would join the University at the end of May.

22/34 Reports to Health, Safety and Environment Committee

The Committee RECEIVED the following reports:

(i) **SAF22-P32**
Fire Officer's Report

(ii) **SAF22-P33**
Incident Data Report

(iii) **SAF22-P34**
Annual Report of Ethics Review Sub-Committee for 2021/22

22/35 GM/Biosafety Committee Minutes

SAF22-P35

The Committee RECEIVED the minutes of the meeting of GM and Biosafety Committee held on 9 March 2022).

22/36 Valediction

The Committee thanked retiring members Ruth Casey and Paul Conway for their valued contributions.

22/37 Dates of Meetings in 2022/23

Wednesday 5 October 2022 at 2.00pm
Wednesday 1 February 2023 at 2.00pm
Wednesday 24 May 2023 at 2.00pm

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Health, Safety and Environment Committee

Loughborough University

Matters Arising from Previous Meetings

Origin: Secretary

Executive Summary

Matters arising from previous meetings of the Health, Safety and Environment Committee

Other Committees Consulted

n/a

Action Required:

To note the status of matters arising from previous meetings

	Completed – will be removed
	Not yet completed

Meeting	Minute	Description	Action	Status
SAF20-M1 & **SAF21-M2**	20/3.2 (iv) & 21/21.2	LSU presentation: Provide information comparing LSU incident rate with those of students' unions at other HEIs.	Director of Union Facilities	**Oct 2021:** Director of HSW has circulated request for information to USHA Association network. Only a few responses received. LSU struggling to obtain information from other SUs. **HSE agreed to discuss this item again at the October 2022 meeting**
SAF22-M1	5.3	Director of HSW Report: Lead person to be identified in each multiple occupancy building to oversee fire warden coverage.	Director of HSW	The Fire Officer and Deputy Fire Officer are developing arrangements for multiple occupancy buildings.The first trial will be in the School of Business and Economics. The need to resolve this issue in a timely manner is understood and the team are working on implementing a solution.
SAF22-M1	12	F-Gas Remedial Works: Ensure that there is a service record for all assets in future	F-Gas DAP	Environmental Manager has confirmed that this is reported on through HSESC Sub Committee
SAF22-M2	22.2 (v)	Estimated that the resurvey of health surveillance needs in Estates and Facilities Management will be close to full completion by October. Provide HSE Committee with an update on progress at the October meeting.	Director of Engineering, Maintenance & Sustainability	
SAF22-M2	26.1	*Radiation Protection Update:* Decommissioning of Graham Oldham Building. Record to be kept of location of pipe to inform future work in the area	SSTL	**Completed**
SAF22-M2	26.2	*Radiation Protection Update:* Circulate to Schools/ Prof Services weblink to info on Univ's experimental work which is covered by legislation & which requires permits/licences or has specific restrictions.	SSTL	Webpage created. Weblink to be circulated/published. Completion of action has been delayed as have been waiting for confirmation from regulatory bodies on some updates.

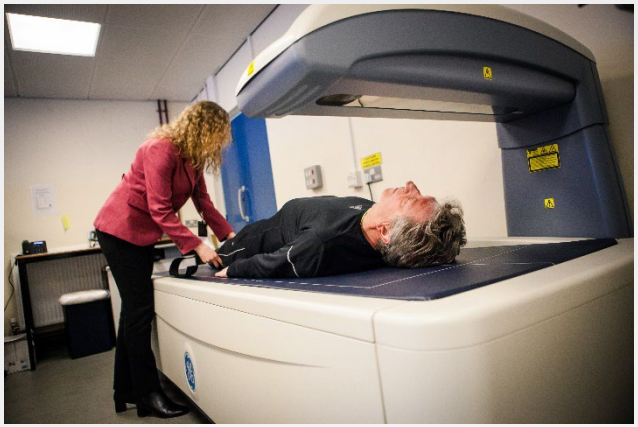
Meeting	Minute	Description	Action	Status
SAF22-M2	26.3	*Radiation Protection Update:* Action the approved downsizing of permitted area for radiation work.	SSTL	Action to be completed once permit is varied. This will not happen until the decommissioning of the Graham Oldham Building is completed.
SAF22-M2	27.1	*Biological Safety; HRA Update*: Provide the Chair with assurance by end of July that the outstanding issues have been addressed	SSEHS Dean & OPS Manager	Assurance received from the School. Noted in Biological/Chemical Safety report to HSE Committee (Oct 22).
SAF22-M2	28.2	*OHWS Update*: Give further consideration to how and where the University can administer to injured individuals on occasions where there are expected to be long waits for ambulances.	Director of HSW, OHWM	Not yet actioned.
SAF22-M2	29.4	*Stress and Mental Health Provision:* Establish whether it is possible to obtain better sickness absence data on mental health	Director of HSW	HR Colleagues have agreed to support this activity but have short-term resourcing issues which means the information is not available as yet.
SAF22-M2	29.4	*Stress and Mental Health Provision:* Investigate the possibility of conducting lesson-learnt exercises after significant stress or mental wellbeing cases	Director of HSW	It has been agreed in principle to conduct lessons-learned exercises after significant cases and are awaiting the first case to trial this protocol.
SAF22-M2	29.4	*Stress and Mental Health Provision:* investigate whether routine case reviews can be established	Director of HSW	This has been agreed and will commence as soon as the short-term resourcing issue is resolved.
SAF22-M2	29.4	*Stress and Mental Health Provision:* develop an options paper for the delivery of a stress and mental wellbeing survey	Director of HSW	An approach has been agreed and consultation on the survey questions and structure is about to commence in the School of Business and Economics.
SAF22-M2	29.5	Discuss with the Director of HR the possible inclusion of a senior Human Resources colleague on the Committee.	Director of HR, Director of HSW	HR Representative has been added to HSE Committee Composition.

Meeting	Minute	Description	Action	Status
SAF22-M2	30.3	*Environmental Compliance Report:* Director of Estates and Facilities Management to Chair the new Sub-Committee and report any issues to the Senior Management Team	Director of Estates and FM	**Completed**
SAF22-M2	31.3	*Future Business*: Work with the Secretary to schedule presentations for the 2022/23 academic year	Director of HSW	**Completed**
SAF22-M2	32.2 & 32.3	*Committee Effectiveness*: Forward comments on the effectiveness of HSE Committee and observations on viewing the agenda papers via Board Intelligence. Comments to be considered by the Chair. HSE composition and terms of reference to be circulated to members to consider when reflecting upon HSE's effectiveness	Members	**Completed**
SAF22-M2	32.4	First meeting of academic year to be an in-person meeting. Other meetings to be conducted via Teams.	Secretary	**Completed**

HSE Committee
SSEHS Progress Update

SSEHS

Wide range of disciplines applying their knowledge to Sport, Exercise and Health



- Adapted Physical Activity
- Behaviour Change
- Biochemistry
- Biomechanics
- Business Management and Marketing
- Coaching
- Culture and Media Studies
- Economics
- Engineering and Technology
- Law
- Medicine
- Molecular Biology
- Motor Learning and Control
- Nutrition
- Physical Activity and Health
- Physical Education and Pedagogy
- Physiology
- Policy Studies
- Psychology
- Public Health
- Sociology
- Sports Injury and Rehabilitation
- Strength and Conditioning

Introduction to SSEHS – Key facts
Growth: 2014/15 – 2022/23

- Student Load - +84%
- Academic staff +71%
- Facilities – 8 buildings to 5 buildings
- Income - +63%

Introduction to SSEHS – Key facts
Breadth of activity

- Landlord for Clinical Services – CQC responsibilities
- Activity – R & I,ESE, S,& C
- 2020/21 20% of University's UG students were in SSEHS
- World leading reputation in Sport, significant and growing reputation in Health

Introduction to SSEHS – Key facts
Regulatory and Compliance Framework

Areas of Focus / Development

- Compliance with HTA
- Sample management
- Responding to heating and cooling issues
- Maintaining good lab practise when dealing with human participants with transient researchers
- Investigate CQC registration – business development opportunity but enhanced risk

Leadership activity

- Professor Mark Lewis – Dean undertaken Health and Safety Leadership Training
- Relatively new SLT – expand training to this group
- New technical structure: senior technicians (g6/7) providing discipline oversight
- Health, Safety and Environment Committee meets x3 per year.
- Human Resources Advisory Group meets bi-monthly
- Professor Mark Lewis is Senior Prof in Biosciences
- Regular open door meetings, walk arounds and meetings with staff at different career points

Progress on Health

- Primary risk:- Impact of increasing workload due to student numbers on mental health and wellbeing.
- This is monitored via sickness absence, occupational health reports and informal management reporting – absent rates are low, however informal reporting is high
- Managers direct staff to EAP and regularly review workloads. Increased SSAT staffing to respond to increasing demands.
- Concerns persist about impact of increasing projects on both academic and technical staff, particularly with limited facilities. Reviewing student project framework and delivery ahead of 2023/24

Environmental Information

- Well managed – no environmental incidents, regular audits and any issues dealt with
- School supportive of Waste management protocol and significant effort to ensure compliance
- Regular attendance on training
- Reports on energy use and other environment matters at H,S&E Committee

Main Environmental Risks Identified

- Increasing hot periods during summer months cause power failure – stopping work, clinics and placing human samples at risk.
- Increased student load = increased hazardous substances stored and used, and increased waste from consumables and equipment
- Staff travel for conferences – how does this align with net zero

Significant Achievements / Practices that Other Areas Could Learn From

- HTA
- Ethics
- Translation of wellbeing and health research to staff – eg David Fletcher

HSE Committee
Sports Development Centre (SDC)
Progress Update

Loughborough Sport Planning Framework

LOUGH-BOROUGH UNIVERSITY

CORE INSTITUTIONAL PLANS

SPORT | EQUALITY, DIVERSITY & INCLUSION | RESEARCH & INNOVATION | EDUCTION & STUDENT EXPERIENCE | INTERNATIONAL PROFILE & REPUTATION

UNIVERSITY VISION FOR SPORT

Sustaining the world's best sporting ecosystem in Higher Education

LOUGH-BOROUGH SPORT

VISION

A life shaping sporting experience

GOALS

QUALITY OF EXPERIENCE | REPUTATION & PROFILE | LEADING INNOVATION

OUTCOMES

- creating sporting opportunities for all
- developing our staff, students & volunteers to support sport
- developing people through sport
- competitive results
- supporting university achievement
- building a global brand
- growing diversity & inclusion

CULTURAL INTENT

UNDERSTANDING PURPOSE | EMPOWERMENT & TRUST | HEALTH & WELLBEING | A BALANCED BUSINESS | SERIOUS FUN! | INSPIRING INNOVATION

ENABLING EXCELLENCE

FACILITIES
- world class sporting environment
- inspiring service delivery
- excellent customer experience
- leading sector standards
- facilities maximised to enhance student opportunities

COMMERCIAL
- sustainable / ethical income generation
- amplify the Loughborough brand
- drive the delivery of iconic sporting events
- innovative & effective hub for partnerships
- clear international strategy

OPERATIONS
- develop people
- agile planning & delivery
- leadership & followership
- foster a culture of excellence
- ensure excellent governance

★ PRIDE IN OUR STANDARDS

★ value excellence | ★ believe in fair opportunity | ★ give & earn respect | ★ behave with integrity | ★ win with grace & lose with dignity

LOUGHBOROUGH UNIVERSITY

- Students Union
- SSE HS
- NCSEM
- Academic Schools
- ST I
- Estate & Facilities Management
- Loughborough College
- SportPark Partners

PARTNERS

- *NGBs*
- CGE
- UK Sport/EIS
- Sport England
- BOA & BPA
- UK Coaching
- Stanford Hall DNRC
- International sport partners

NATIONAL & GLOBAL LANDSCAPE

Introduction to SDC – Key facts

- Staff – 252 (166FT, 86PT, 86 fixed term), 308 casual
- 12 indoor facilities plus 17 pitches
- Facilities staffed from 5.00 – 23.30
- Over 20 National Governing Bodies/Key partners on campus
- 6 million minutes of organised sporting activity delivered each year
- 62 Athletic Union sports
- 20 performance programmes
- High level of student run activity
- 46,000 hours student volunteering last year

Health & Safety Responsibilities

LOUGHBOROUGH SPORT

OVERVIEW

- Identifying risks to **all** aspects of health & safety
- Mitigating risks as far as possible
- Streamlining reporting including regular reviews
- Ensuring H&S remains on everyone's radar

Health & Safety Responsibilities

WHO

- **EVERYONE!**
- John Steele, Executive Director of Sport, is ultimately responsible for H&S across the department
- Jo Emmett, Head of Performance Programmes, is the Chair of the H&S Committee

- **Health & Safety Leads:**
- Facilities – Jimmy Wright
- Events & Commercial – Ben Aherne
- Performance – Ruth Goodfield
- Athletic Union – Andrew Shemeld
- Development – Nat Marshall

- Accidents & Incidents – Jimmy Wright
- Sickness Absence & Occupational Health – Liz Quimby-Fountain
- Safeguarding – Simon Wombwell
- GDPR & IT security – Ben Carne
- Training – Sarolta Batki

H&S Operations

- 4 operational meetings per year
- 2 strategic meeting per year
- Discuss key incidents and learnings from them
- Reports from each key area
- Risk assessment monitoring (focus in Nov)

Main Risks Identified in Risk Register

LOUGHBOROUGH SPORT

SDC Risk Register

1. Facilities - Life changing or life ending injury
2. Reputational scandal
3. Staff retention & recruitment
4. Ineffective strategy & delivery
5. Cost of delivery of activities

Current Operational Concerns

- Athletic Union activity – largely student led
- Crowds at events
- Staff training compliance

Areas of Focus / Development

- Risk assessment production, implementation and review
- Improve training compliance
- Incident and **Near Miss** reporting

Training compliance

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	Data accurate as on 23 Aug 2022								
	Training Requirement	**Risk Level**	**Who undertakes**	**Frequency**	**Number of staff**	**Training up to date ***	**Due for renewal**	**Percentage outstanding**	**Notes**
Mandatory	H&S Induction		All SDC staff > 12hrs/week	One off	219	78	13	6%	128 exempt - started before this training was introduced.
	Fire Safety Awareness		All SDC staff > 12hrs/week	every 3 yrs	219	132	87	40%	132 completed in the last 3 years. (Note renewal used to be 5 years) **31 people not done at all yet, or completed more than 5 years ago.**
	Information Security		All SDC staff > 12hrs/week	every 2 yrs	219	160	59	27%	
	Respecting Diversity		All SDC staff > 12hrs/week	every 3 yrs	219	154	65	30%	154 completed in the last 3 years. (note renewal used to be 4 years) **43 people not done at all yet, or completed more than 4 years ago.**
	Healthy Working / Healthy Working PLUS training		All full time staff	every 2 yrs	159		64	40%	
	Workstation Assessment		All full time staff	when work environment changes, or 2 yrs	159		74	47%	
	Signed H&S Policy *NEW*		All SDC staff	One off	238	84	154	65%	238 is the number of people on sunstatiative contract (not zero hours)
	GDPR Guidance *NEW*		All SDC Staff	One off	238	93	145	61%	I am entering completions onto iTrent weekly for these two Microsoft Forms.
	Safeguarding (short)		All SDC staff > 12hrs/week	every 2 yrs	219	71	148	68%	This is the short, LU Central Safeguarding short course.
Perf	Extended Safeguarding training (Educare, UK Coaching or Sprt Sepcific)		Performance & Development, Performance Support	every 3 yrs	209		161	77%	Some of these staff may have Safeguarding qualifications from outside the University, I am still collating certificates and updating learning records on a weekly basis.
	UKAD Anti-Doping Training (Coach Clean or Introduction to Clean Sport)		Performance & Performance Support	Every 2 yrs	190		144	76%	This shows that I don't yet have a record of 144 people who require UKAD qualifications. I am still receiving UKAD certificates and am updating these records on a weekly basis.

Leadership activity

- John Steele & Jo Simpson (Director for Facilities and Commercial) attended H&S Leadership Training
- Jo Emmett due to attend in November 2022
- Quarterly H&S meetings – update on each area
- Annual review of RA for every facility & activity
- Pennie Hemsley & team regularly drop into facilities
- Performance & Development team staff drop into activities; particular focus on AU
- Anonymous email reporting
- Clear contact information sent to all staff

Example from all staff meeting:

What YOU need to do

- Think about what you are doing and how we can make it as safe as possible
- Consider your environment and whether anything needs changing
  - On and off campus
- This isn't just about accidents – think about GDPR, safeguarding, staff health & wellbeing
- Report facility issues ASAP
- Report ALL accidents and near misses
- Ask if you aren't sure – there are plenty of people who can help you

If you have any queries please speak to either Jimmy Wright (j.wright3@lboro.ac.uk), Jo Emmett (j.Emmett@lboro.ac.uk) or report anonymously via Sdchealthandsafety@lboro.ac.uk

Progress on Health

- Monitoring sickness absences & OH referrals
- Generally low levels (COVID aside)
- Mental Health First Aiders
- Wellbeing champions
- SDC staff optimal working environment survey

Environmental Impact Work

- Sustainability profiling shortly
- Developing long term sustainability plan
- University Sustainability group involvement

Key Areas

- Transport
- Energy use

Significant Achievements / Practices that Other Areas Could Learn From

LOUGHBOROUGH SPORT

- H&S lead outside area of highest risk
- COVID response – best practice acknowledged across sector
- Training compliance mapping
- Anonymous email to report issues
- Identify leads across department & areas
- Senior team reiterating importance to staff
- Active reinforcement of ‘no blame’ culture & learning from incidents

Health, Safety and Environment Committee

Loughborough University

Constitution, Terms of Reference and Membership for 2022/23

Origin: Secretary

Action Required:

To CONSIDER the Constitution, Terms of Reference and Membership of the Committee for the 2022//23 academic year

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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;

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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.

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Constitution and Membership 2022/23

Position	Member
Chair, Provost and Deputy Vice-Chancellor	Chris Linton
Chief Operating Officer	Richard Taylor
Director of Estates and Facilities Management	Graham Howard
A Dean of School selected on a rotating basis, to serve for two academic years	~~Paul Conway~~ Claudia Eberlein
An Operations Manager selected on a rotating basis, to serve for two academic years	~~Ruth Casey~~ Deborah Bowen
Two Lay Members, one of whom shall be a member of Council	David Roomes ~~Jennifer Maxwell-Harris~~ Penny Briscoe
Students' Union Representative	~~*Vacancy*~~ Liz Monk
One representative from each of the recognised Trade Unions: UNITE, UCU, UNISON	Sandy Edwards (UNISON) Alec Edworthy (UCU) Graham Moody (UNITE)
Co-opted member	Jagjit Samra
The following Officers of the University will serve on the Committee ex fficio:	
Director of Health, Safety and Wellbeing	Neil Budworth
Sustainability Manager	~~Jo Shields~~ Robyn Reeve
Human Resources Representative	Alex Stacey-Midgley
Committee Secretary	Martine Ashby

Meeting papers are circulated to:

- Vice Chancellor – Nick Jennings
- Associate Chief Operating Officer – Manuel Alonso
  University Archivist – Vacancy

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Health, Safety and Environment Committee

Loughborough University

HSE Committee's Constitution and Committee Effectiveness

Origin: Director of Health, Safety and Wellbeing

Action Required:

To APPROVE proposals for the following:

- method for reviewing the Committee's effectiveness on an annual basis
- measures to ensure a diverse membership
- measures to ensure a diverse opinion during consultation

Executive Summary

The University Governance and Nominations Committee has requested that key committees of the University make changes in relation to EDI and committee effectiveness. This paper makes recommendations on how HSE Committee could respond to this request.

Other Committees Consulted

Responding to action requested by Governance and Nominations Committee

Equality Diversity and Inclusion Considerations

Consideration of Committee's membership

Review of committee effectiveness

HSE Committee Constitution and Committee Effectiveness

Request for Action by Governance and Nominations Committee

1. Committee Effectiveness Recommendations

Key University committees are being asked to review their effectiveness on the following basis :-

That committees continue to be asked to discuss an updated version of the previous Loughborough questions at their last meetings in each academic year:

- Is the committee's purpose clear and is it considering the right items to fulfil this purpose?
- Are the papers easy to use, provide the right information in a concise format and help members to understand what is expected of them at the meeting?
- Are the meetings a good use of members' time, enabling active discussion and an appropriately diverse range of view points to be heard?
- Could more be done to enable the committee to support the University's EDI objectives?
- Could the communication around the committee's decisions and/or the practical arrangements for it be improved in any way?

Committee Chairs and Secretaries are asked to meet new members and any lay members on an individual or small group basis after the last meeting of the year to discuss how the year has gone from their perspective, seeking their input in a more informal and personal context to enable all to feel able to contribute.

Proposal :-

The review of committee effectiveness, to be effective, should allow all members of the committee to contribute. Raising the item in the meeting itself can disadvantage the more reflective and quieter members of the committee.

It is recommended that ahead of the last meeting of each academic year a questionnaire be sent to each committee member asking the governance questions above and that the responses received be discussed at the final HSE Committee meeting of the year. This gives all members hance to reflect and respond, even if they are unable to attend the final meeting of the year.

This process can be semi-automated and would be an enhancement to the governance proposals.

2. <u>Ensuring A Diverse Membership of University Committees</u>

Governance and Nominations Committee has requested that steps be taken to achieve a diverse membership of the committee which includes :-

A minimum of 40% female members
A minimum of 15% BAME members

Where a committee has lower levels of female or BAME membership, additional members should be co-opted to achieve the target level of diversity. The co-opted members should ideally be individuals who have a role directly relevant to the work of the committee who will feel able to contribute broadly to its work and whose input will be valued by the other members.

Initial implementation of the above has been requested for 2022/23 with further discussion of the approach in the longer term will be undertaken by Governance and Nominations Committee in partnership with the PVC(EDI) during the coming academic year in preparation for 2023/24.

HSE Committee membership is based on the roles that individuals have. Whilst this ensures that the relevant constituencies are represented, it does not necessarily ensure a diverse membership.

Proposal :-

It is recommended that the membership of the committee is reviewed each year and the composition compared with the thresholds above. If the committee is not sufficiently diverse then additional members should be invited to attend on an ex officio basis. Individuals will be targeted to ensure that the diversity thresholds are met, but will also be identified based on interest in the subject matter or activity in related fields.

Where issues are to be discussed which have impact which could be related to other characteristics eg faith, disability, LGBT+ then efforts will be made to engage with that community.

<u>Ensuring a Diverse Opinion is Achieved during Consultation</u>

It is also proposed that HSE Committee should consider the following further change that would allow a diverse range of views to be sought during the consultation period for the development of University policies. Note: this change has not been requested by Governance and Nominations Committee but would be a positive change that would allow the Committee to go further in its efforts to achieve one of the six core plans of the University Strategy, ie, to be more diverse, equitable and inclusive.

Currently documents are distributed widely to managerial, safety and Union contacts. They are not sent to targeted populations unless there is a clear impact on a specific population. The rationale for this is that large size of the consultation group should yield a good degree of diversity – however this is not guaranteed.

Proposal :-

That the Director of Student Equity, Diversity and Inclusion and Head of Student Wellbeing and Inclusivity be consulted to see if they believe it is sensible to include specific staff groups as consultees as standard in future consultation exercises.

If additional groups are not added to the standard consultation list then :-

- Where there is a clear impact on a particular population they will be specifically consulted either directly or through a relevant staff group.
- Where there may be impacts on different populations, but the exact impact is not obvious efforts will be made to identify representative groups and they will be specifically consulted. So for example consultations relating to the fire design strategy or welfare arrangements would be sent to faith and disability groups for comment.

N Budworth August 2022

Health, Safety and Environment Committee

Loughborough University

Proposals for Future HSE Committee Business 2022 /23

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Action Required:

HSE Committee are asked to approve the proposals for the future business of the HSE Committee

Executive Summary

The attached paper recommends topics for HSE committee to consider between now and February 2024

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

None

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Proposals for Future HSE Committee Business 2022 /23

May 2021 Meeting

HSE Update from School of Architecture, Building and Civil Engineering

October 2021 Meeting

HSE Update from School of School of Mechanical, Electrical and Manufacturing Engineering

February 2022 Meeting

HSE Update from School of Science

HSE Update from Campus Services / Catering / Accommodation element of Estates and Facilities

May 2022 Meeting

HSE Update from Estates and Facilities Management

HSE Update from Student Services

Occupational Health and Wellbeing Annual Report

October 2022 Meeting

HSE Update from School of Sport, Exercise and Health Sciences

HSE Update from Sports Development Centre

Presentation on Fire Management Strategy, Risks and Compliance

HSE RAG Rating

H&S Strategic Long-term Plan

University Climate Risk Assessment

February 2023 Meeting

HSE Update from School of Social Sciences and Humanities

HSE Update from Imago

Presentation on Water Management Strategy, Risks and Compliance

H& S Annual Report

Radiation Protection Annual Report

June 2023 Meeting

HSE Update from School of Design and Creative Arts

HSE Update from School of Aeronautical, Automotive, Chemical and Materials Engineering

Presentation on critical risk, strategy, control and compliance – to be agreed

Occupational Health and Wellbeing Annual Report

October 2023 Meeting

HSE Update from School of Business and Economics

HSE Update from London University London

Presentation on critical risk, strategy, control and compliance – to be agreed

HSE RAG Rating

H&S Strategic Long-term Plan

February 2024 Meeting

HSE Update from Loughborough Students Union (if agreed)

H& S Annual Report

Presentation on critical risk, strategy, control and compliance – to be agreed

Radiation Protection Annual Report

Fire Legislation update, LU Strategy, Risks and Compliance

James Holt, Fire Safety Officer
J.D.Holt@lboro.ac.uk

Contents

- Changes over the last 2 years
- Building Safety Act 2022
- Fire Safety Act 2021
- The Golden Thread
- Compliance
- Compartmentation
- Decisions

Legislation changes in last 2 years

- Fire Safety Act 2021
- Building Safety Act 2022
- The Building Safety (Leaseholder Protections) (England) Regulations 2022
- The Building Safety (Leaseholder Protections) (Information etc.) (England) Regulations 2022
- The Building (Approved Inspectors etc.) (Amendment) (England) Regulations 2022
- The Construction Products (Amendment) Regulations 2022
- The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- The Building etc. (Amendment) (England) Regulations 2022
- Fire Safety (England) Regulations 2022

Legislation changes in last 2 years

- Fire Safety Act 2021
- Building Safety Act 2022
- gula
- etc.)
- and)
- ulati
- The Building etc. (Amendment) (England) Regulations 2022
- Fire Safety (England) Regulations 2022

Building Safety Act

- Granted Royal Assent on 28 April 2022
- Currently affects buildings that:
  - are at least **18 metres** in height or
  - have at least **7 storeys** and
  - have at least **two residential units**
- LU Buildings affected: Whitworth & Towers
- **NEW Flats** over 11m in height to be fitted with sprinklers

Building Safety Act

- What do we know?
  - Building safety manager role has been scrapped
  - Part 4 of the Building Safety Act identifies new duty holders
    - ‘Accountable Persons’ (APs)
      - For residential high-rise buildings (HRBs).

Accountable Person

- The AP will usually be an organisation or business but could also be an individual.
- They will take reasonable steps to:
  - prevent a building safety risk happening, with building safety risk defined as ‘spread of fire and/or structural failure’
  - reduce the seriousness of an incident if one happens
- They must:
  - Register existing buildings with the Building Safety Regulator (BSR)
    - they can do this between April 2023 and October 2023
  - Register all new buildings before occupation

    It is an offence if a building is occupied but not registered after October 2023.
  - Prepare a building safety case for affected buildings – Towers
  - LFRS have already been engaged with regarding our approach with Towers

Fire Safety Policy – Duty Holders

Duties and responsibilities of the "Responsible Person", "Competent Person" and "Duty Holder" and provided below.

Position	Designation under the Regulatory Reform (Fire Safety) Order 2005
Vice Chancellor	The Vice Chancellor is the most senior member of the University body and as such is designated as the "Responsible Person" under the Regulatory Reform (Fire Safety) Order 2005. The post holder is responsible for ensuring that fire safety matters are delegated to appropriate members of staff and are planned and resourced appropriately.
Chief Operating Officer	The Chief Operating Officer ensures sufficient resources are made available to confirm fire safety is effectively delivered. The Chief Operating Officer ensures that monitoring arrangements are in place to make sure that fire standards are maintained. The Chief Operating Officer will also periodically receive reports on the adequacy of fire safety standards on the Loughborough Campuses.
Director of Estates and Facilities Management	The Director of Estates and Facilities Management is designated as the "Main Duty Holder" under the RR(FS)O 2005. The Main Duty Holder is responsible for ensuring that University buildings are designed, built and maintained to be protected, so far as is reasonably practicable, from the effects of fire. The Director of Estates and Facilities Management may receive advice and information from the University Fire Officer or his Deputy to assist them in discharging this duty effectively.
University Fire Officer/Deputy Fire Officer	The University Fire Officer and their Deputy have the technical and practical knowledge to assess, investigate and report on fire hazards associated with the infrastructure of university property. The University Fire Officer and their Deputy are designated as the "Competent Persons" and they act on behalf of the Vice Chancellor in discharging these duties.

Building Safety Case

- Is a document that summarises your safety case.
- It identifies your **building's major fire** and **structural** hazards.
- It shows how you are managing the risks as far as you can.
- The report should give the reader confidence that you:
  - have identified your building's major fire and structural risks
  - are managing and controlling them

Legislation changes in last 2 years

Fire Safety Act 2021

2021 CHAPTER 24

Building Safety Act
2022

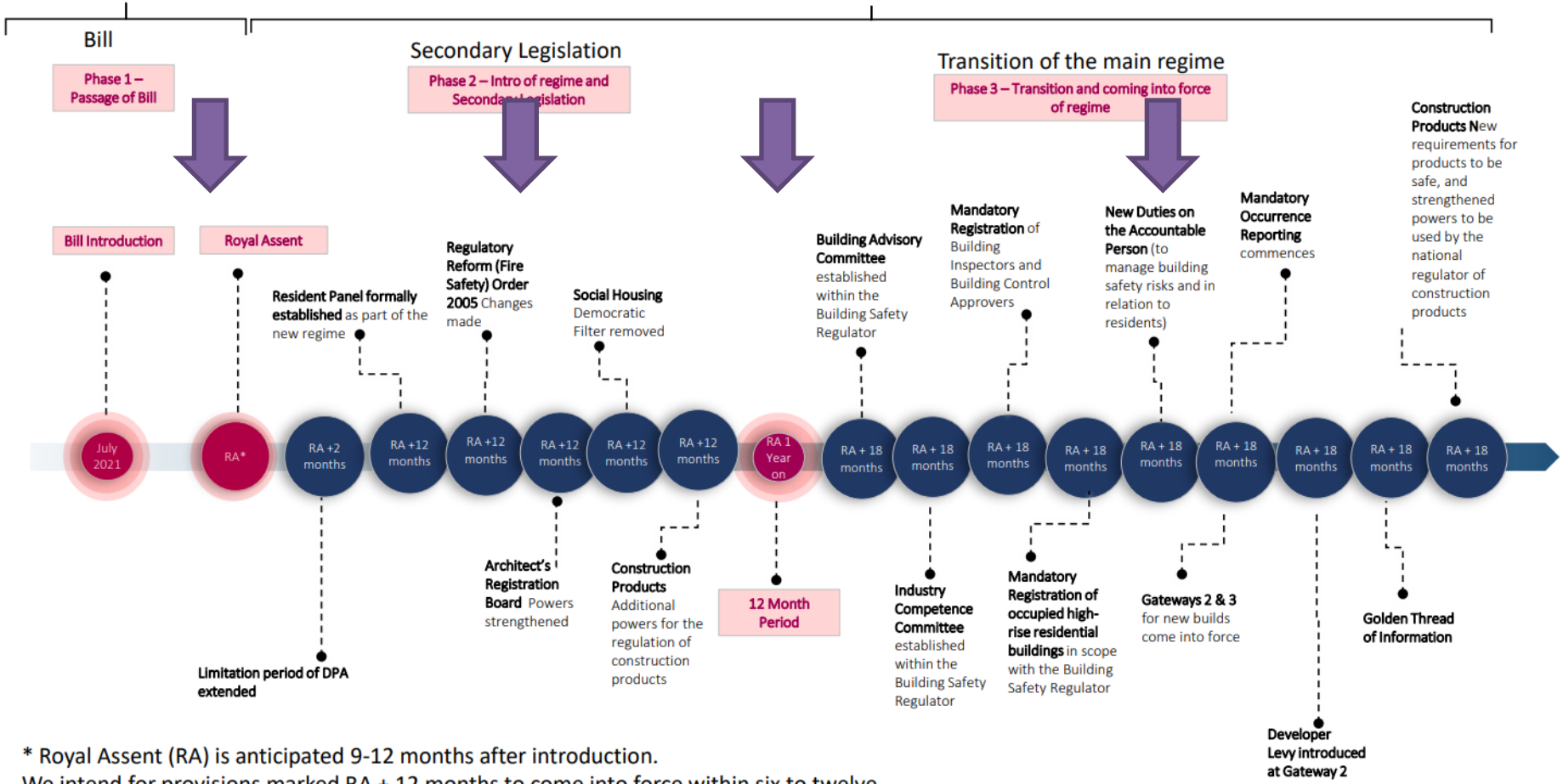
CHAPTER 30

Fire Safety Act 2021

The Fire Safety Act 2021 amends the Fire Safety Order(2005) to clarify that, in buildings with two or more sets of domestic premises, applying to two elements:

- **The structure and external walls of the building, including cladding, balconies and windows and**
- **All doors between the domestic premises and the common parts (e.g. entrance doors to individual flats which open on to common parts)**

The effect of the Act will be to require **fire risk assessments** of buildings with two or more sets of domestic premises to be updated to take account of structure, external walls and doors, as described above, if they have not already done so.



* Royal Assent (RA) is anticipated 9-12 months after introduction.
We intend for provisions marked RA + 12 months to come into force within six to twelve months of Royal Assent.
We intend for provisions marked RA + 18 months to come into force within twelve to eighteen months of Royal Assent.

The Golden Thread

Covers two areas

First: The information about the building, ensuring:

- a complete understanding of the building, and
- keeping it safe, **now and in the future**.

Second: Information management, ensuring that:

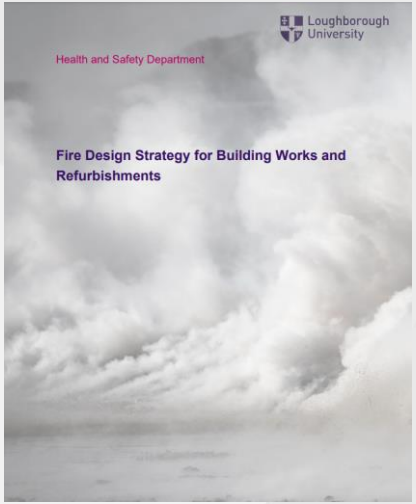
- all information is easily understandable, accurate, up to date and
- can be accessed by those who need it.

Based on principles

- Accurate and trusted;
- Single source of truth;
- Secure;
- Simple to access;
- Etc...

LU Fire Design Strategy

- One document for LU fire design in buildings
  - Includes best practice from sector
    - e.g. enhanced automatic fire detection
- Ensures a common approach is undertaken
- Moving forward
  - Consider the University's approach to sprinklers
  - Use of BIM – plan to move forward with this



Compliance update

- Improving but work continues
  - Working with CAD team to improve plans

  - Fire Doors
  - Fire Dampers
  - Fire Shutters
  - Hydrants
  - Fire extinguishers
  - Compartment lines etc…

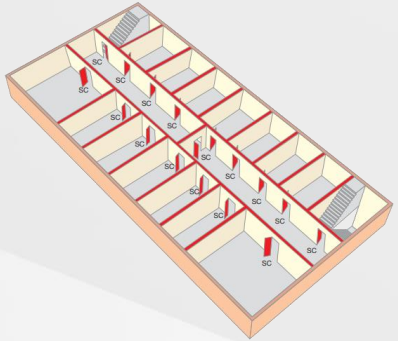
- Compliance/Maintenance challenges:

Employees understanding of estate – challenges recruiting

Contracting out work out – requires clear drawings to support

Compartmentation issues

- Fire compartmentation works continue
  - Sleeping
  - Wider campaign plan



- Academic buildings are at higher risk of loss due to compartmentation breaches
  - Priority must be sleeping before academic buildings are considered

Summary

- Building Safety Act 2022 not to be confused with Fire Safety Act 2021
- Buildings immediately affecting LU have been highlighted
  - **It is expected this 18m will eventually fall to 11m residential, and then wider**
- Strategy moving forward to be agreed
  - Future national guidance will help determine this
- Implications of not acting?
  - No common approach to record keeping – Golden thread requirement likely to expand
  - Building safety compromised e.g. Claudia Parsons
  - Sector leading e.g. Student safety in accommodation
- Compliance steadily improving

Decisions

Immediate

- Accountable Person to be confirmed
  - Follow up action for Fire Safety Officer: Fire Safety Policy to be updated
- To acknowledge the requirement for drawings to be maintained digitally – CAD/BIM support moving forward for E&FM

Future

- Consideration of maintenance/management implications of new builds
  - E.g. no new builds >17.9m…?
- Future design strategy that includes the installation of sprinklers?

Health, Safety and Environment Committee

Loughborough University

Fire Safety – Fire Officer's Report

Origin: James Holt

Executive Summary

The university fire safety officer is presenting to the HSE committee, a copy of the slides will be made available and should be read with this paper. The presentation covers "Fire Legislation update, LU Strategy, Risks and Compliance."

A brief update on the fire service's audit is provided. The majority of this has been paused due to limited occupancy over the summer period, significant findings have been in relation to building design which the university should ensure is not repeated for future designs.

Fire alarm data is provided as a snapshot of the university's halls of resident actuations over recent months and years to maintain its duty of care in ensuring unwanted alarms are kept to a minimum.

Other Committees Consulted - None

Equality Diversity and Inclusion Considerations – None

Action Required:

Following the presentation, the following decisions are put to the Committee:

Immediate

To CONSIDER the proposed approach to appointing an Accountable Person

- Follow up action for Fire Safety Officer: Fire Safety Policy to be updated

To NOTE the requirement for drawings to be maintained digitally

- CAD/BIM support moving forward for Estates & FM

Future

Consideration of maintenance/management implications of new builds e.g. no new builds >17.9m…?

Future design strategy that includes the installation of sprinklers?

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Significant Incidents

Wolfson building – small bin fire due to inappropriate disposal of chemicals (calcium granules) which were added to a bin with wet paper towels. Report produced and immediate action taken. Incident to be discussed at schools H&S committee.

Fire Service Audit update from w/c 13th June 2022

At the previous HSE committee it was reported that Leicestershire Fire and Rescue Service (LFRS) were auditing halls. Whilst a small number of audits have been undertaken, this has been paused owing to limited occupancy over the summer period. It is expected those audits not yet undertaken will recommence late September/early October

- Claudia Parsons Blocks D, F, G, E, H – Outcome; broadly compliant
- Cayley Blocks 15 & 16 – Started, but to be completed
- Whitworth Tower – Not Started
- Butler Court Blocks A, B, C, E, – Not Started
- David Collett Blocks A, B, C – Not Started

All UPP halls, (for which the maintenance evidence sits with UPP):

- Robert Bakewell Blocks D, B, E, C – Started, but to be completed
- Hazlerigg-Rutland Hall – Not Started
- John Philips Blocks B, D, A & C – Outcome; deficiency notice

The deficiency notice for John Philips was due to an accumulation of items, though generally related to the building design rather than its management. These items have mostly been actioned, but LFRS believe the UPP, and Claudia Parsons halls of residence should have been built with sprinkler protection and that the current measures in place are not sufficient to mitigate the risk when compared to current relevant guidance (code). Whilst the Fire Service are pragmatic and recognise it is unlikely that sprinklers will be retrofitted; they would expect that future halls of similar design to have sprinkler protection to be compliant.

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Fire Alarm Activations and causes

Figure 1 shows the frequency of fire alarm incidents in halls of residence. Unsurprisingly the peak actuations occur during the less demanding months of studying, i.e. at the start of the two semesters. The trends are also indicative of typical actuations in halls and therefore further evidence that behaviour is returning to that seen previously to the covid pandemic.

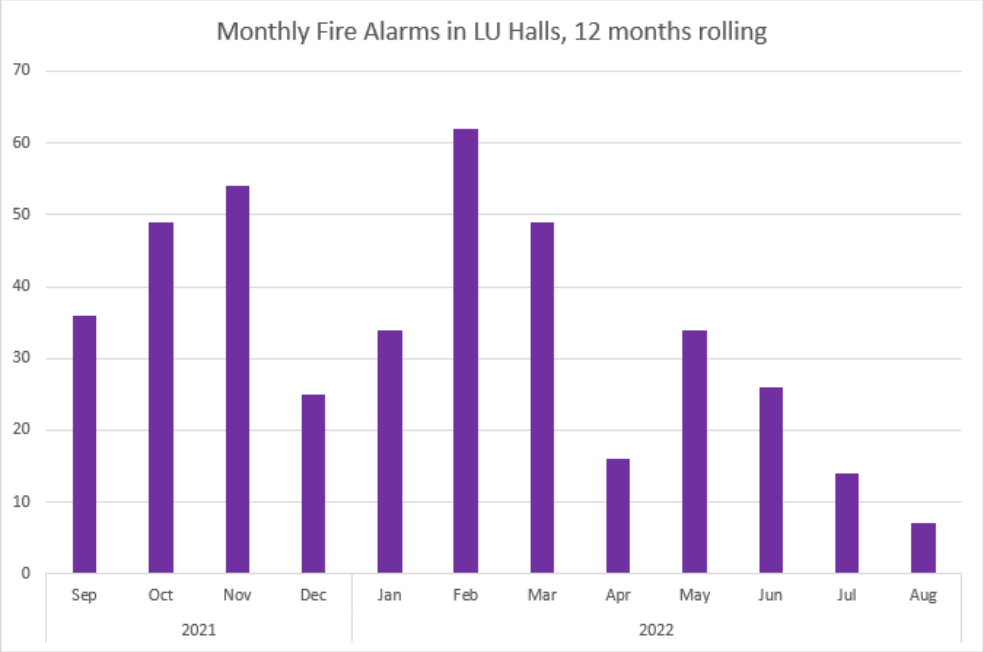

Figure 1 – Number of Fire Alarm Incidents by Month, Sept 2021-Apr 2022

Falkner-Eggington continues to produce more alarms than any other hall. If there are no refurbishment plans or plans to improve kitchen extraction, it could be reasonable to change the smoke detector for heat detectors in the extension of the kitchen areas of the 3 storey buildings to help reduce these alarms. This cause of actuation, along with steam from showers are common causes for Falkner-Eggington. Smoke detectors must be placed on corridors to achieve compliance, but due to the design of shower cubicles opening directly onto these with limited extraction, actuations are more common than they could be.

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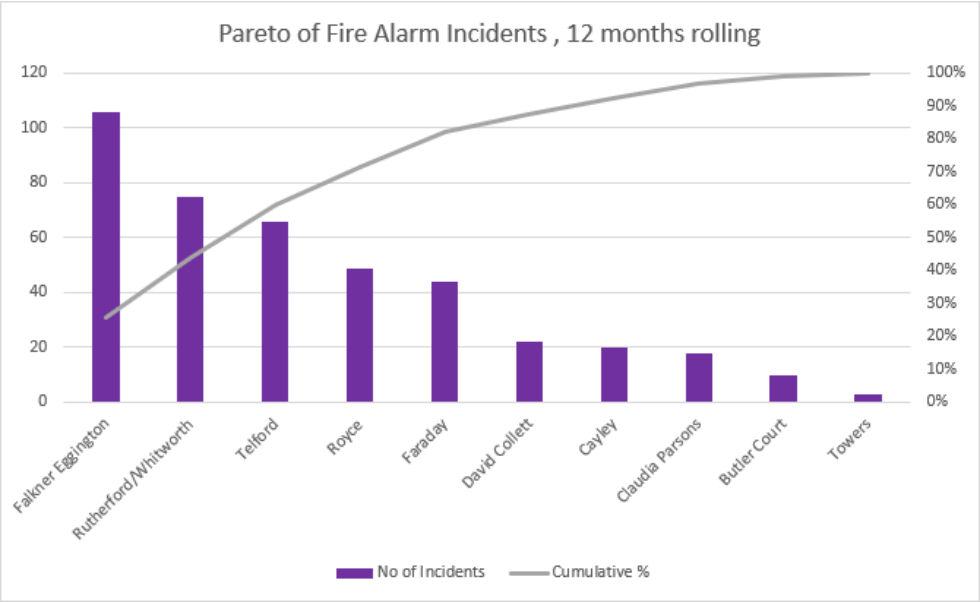

Figure 2 – Pareto of the Location of LU Hall Fire Alarm Incidents

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Health, Safety and Environment Committee

Loughborough University

Director of Health, Safety and Wellbeing's Report

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Executive Summary

Summary of activity for noting – a verbal briefing will be given on the most significant issues.

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

To note the first request for an emotional support dog.

Action Required:

None – For information / Assurance purposes

Director of Health, Safety and Wellbeing's Report

Prepared by Neil Budworth, Director of Health, Safety and Wellbeing September 2022

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.

General Comments

The University has received the first formal request for the approval of an emotional support dog. Processes and policies are being developed and refined. Risk assessments have been conducted and all areas which may be impacted by the presence of an emotional support dog have been consulted. Other institutions have seen increasing demand for emotional support animals.

Covid 19 Response

Preparations have been made for the 22/23 academic year. Tests have been distributed to halls and are available for students off campus through Security. Tests are still available to those staff who want them.

Currently no significant variants of concern being reported. A peak can be expected in September / October, but in a vaccinated and previously exposed population this should not be a cause for concern.

Fit to fly tests will continue to the end of October and then the decommissioning of the test centre is planned ready to start in November 2022

Occupational Health and Wellbeing

A separate report is included in the meeting pack. A few highlights are listed below.

A wellbeing for senior leaders programme was delivered in September. This was a first for Loughborough and we believe a first for the sector. The programme was delivered by David Fletcher from SSEHS. The collaboration between academic colleagues and the OH team to deliver a University first is really exciting.

A combined Wellbeing and Stress survey is to be piloted in the School of Business and Economics. Consultation on the approach and material will begin with key stakeholders in September.

Fire Safety

A separate fire presentation / report is included in the meeting pack.

Significant Incidents

There were two RIDDOR reportable incidents in August:- A guest at Burleigh Springs tripped on an plant which was overhanging a walkway and was taken to hospital and an attendee at an ECB cricket camp was injured when the lid of an unsecured manhole cover moved and he fell into the drain. The latter resulted in a significant injury to the individual.

An Incident Review Panel was held following a report of a Research Associate working within the protective cage of an industrial robot whilst the robot was operational.

The following were identified as lessons learned that could be generally applicable :-

- There is a growing number of robots on campus and guarding and operation is not always intuitive. The Health and Safety Service will investigate providers of specialist training in the design of guarding arrangements for robots and will see if there is an appetite for cross school learning.
- The incident served as a reminder of the need to assess the guarding requirements of robots and other complex equipment particular after any changes.
- Schools should review the training (and the documentation of that training) for the operators of robots and other complex equipment and should remind operators of the safe operating practices around robots and other complex equipment.
- Specifically in relation to the use of robots the use of ‘teaching’ mode should be reviewed as there is still a requirement to reduce and manage risks even in the reduced speed mode.

A second Incident Review Panel was held to consider the fall from height of a contractor working for SDC under the Small Works Policy. This review has resulted in several recommendations which are now being communicated and actioned.

An electric shock was reported in the Design School when visiting academics tried to repair a 3D printer. The academics were rushing and did not follow the proper processes. The Design School have recognised that the there are gaps in the safety processes and are working to address them. The academics concerned returned to their home institutions shortly after the incident.

Exposed, unterminated live wires were identified by the ABCE team on an industrial robot. The team tested the wires and discovered a mains voltage (220-230V). The team made the area safe and investigated how the wires came to be in place and how they were left unterminated. The wires were originally linked to a 12/24V system which had been removed some time in the previous year. It

appears as though the loose unterminated wire came into contact with a live circuit in the control box resulting in a mains voltage in the loose wires. Repairs have been made and the school has been asked to introduce a management of change process.

Legionella

Water quality continues in Towers continues to be challenging. Recent hot spells and a temporary issue with the flushing regime resulted in significant Legionella counts (in an empty building). Changing the flushing regime allowed the dosing unit to be more impactful and the situation is now back under control.

Training

A training package has been developed for researchers and PhD students and researchers which considers individual responsibilities, recent cases, actions to be taken and risk assessment. Stakeholder consultation will start on this course in September.

A risk assessment training package is being created. The project will create an online introduction to risk assessments, a detailed and practical risk assessment workshop, and a risk assessment assessors training course. The latter has been requested by several academic Schools.

Chaplaincy

The University Chaplaincy has engaged with Kristin Aune, author of the Chaplains on Campus Report as part of the Chaplaincy's benchmarking activity.

The recruitment of a new part time Anglican activity is underway. Interviews will take place on the 13th October.

Neil Budworth
Director of Health, Safety and Wellbeing
13th September 2022

Health, Safety and Environment Committee

Loughborough University

Health, Safety and Wellbeing – Plan and Long Term Strategic Plan

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Action Required:

HSE Committee are asked to consider and note the plan

Executive Summary

This document gives an overview of the short term priorities and long terms strategy of the Health, Safety and Wellbeing Service. Some of the document addresses the structure and approach needed for long term success whilst other elements, by necessity consider the short term activities required to respond to current challenges and rapidly changing situations.

HSE Committee are asked to note the Health, Safety and Wellbeing Service plan and longer term strategic plan. It should be noted that separate plans will be developed for the University Chaplaincy.

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

None

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Health, Safety and Wellbeing – Plan and Long Term Strategic Plan

Introduction

This document aims to give an overview of the short term priorities and long terms strategy of the Health, Safety and Wellbeing Service. Some of the document addresses the structure and approach needed for long term success whilst other elements, by necessity consider the short term activities required to respond to current challenges and rapidly changing situations.

HSE Committee are asked to note the Health, Safety and Wellbeing Service plan and longer term strategic plan. It should be noted that separate plans will be developed for the University Chaplaincy.

Vision and Principles

In light of the revision to the University strategy, the Health, Safety and Wellbeing Service has sought to align its vision and principles with the new strategy.

On this basis the Service has updated its vision.

Creating Better Futures -

By working together we will inspire and enable all so that we create a future where health, safety and wellbeing is central to the way we work and where excellence is achieved. Our aim is to become a beacon of best practice.

The Service has also updated its principles to reflect the University strategy

Responsible

- Each individual should be aware of the risks they own
- Those who own the risk should be aware of their responsibilities for the assessment and management of that risk
- Structures will be put into place to ensure a good oversight of the most significant risks to the University and how they are being managed.
- Responsibilities will be clearly defined and individuals will be held accountable for the delivery of their responsibilities

Authentic

- We will be honest and transparent in the way that we work.
- We will show respect to our colleagues and each other and work in a supportive way in order to find collaborative solutions

Adventurous

- We will be an enabling and solutions based service
- We will explore widely to identify new and innovative solutions
- We will deliver what we promise and not promise things we can't deliver
- We will continue our personal development so that we are our best selves.

Creative

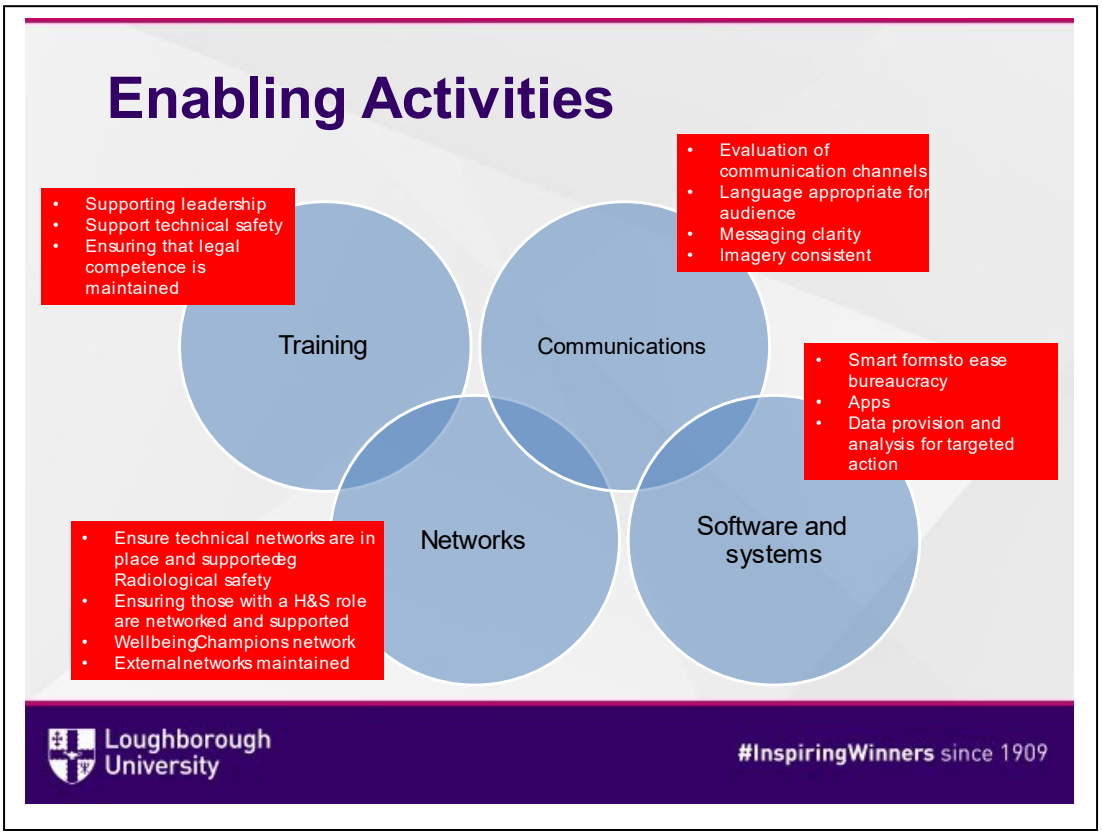
- Using technologies, internal expertise and drawing on external networks we will strive to find solutions providing a route, rather than perceived barriers, to accomplish and deliver

Collaborative

- We will work flexibly drawing on the skills and competencies of team members and the wider University
- We will communicate clearly and imaginatively and ensure that individuals can become competent to undertake the tasks required.

Priorities for 2022 and beyond

The areas of work for 2022 and beyond is broken into three parts :- Enabling activities, University level and overarching activities and individual work streams.



Enabling Activity

A strong foundation is critical to good health, safety and wellbeing management. The enabling activities underpin the Health, Safety and Wellbeing plan.

The key areas are training, communication, networks and software and systems.

In terms of training, this is specifically ensuring that leaders are aware of their responsibilities and have the skills and knowledge to discharge their responsibilities, that the skills and knowledge are in place such that technical risks can be well managed.

Good communications form the back bone of safety management. The Health, Safety and Wellbeing team will review the impact and effectiveness of different communication channels, we will review the language used, that messages are clear and that the imagery used is clear and helpful.

Relevant networks are also an important way in which the Health, Safety and Wellbeing team interacts with Schools and departments. These networks can be special interest groups relating to particular risks, embedded safety staff, or hold particular safety related roles eg Wellbeing Champion or Fire Warden. The Health Safety and Wellbeing team will work to ensure that these networks are up to date and that their competence is enhanced through support and training.

The final enabling element relates to process and technology. The pandemic has taught us that in some circumstances the careful use of software and apps can help to support end users. Where appropriate, and after ensuring that the relevant process is efficient and effective we will consider where such technologies can be helpful and deploy them. Typically this would be where users are faced with lengthy forms which could be substantially shorted by the use of smart forms, where distributed colleagues need access to tools and where central over sight is needed – this includes processes such as safety tours and point of work risk assessments. We will also seek to improve our data infrastructure and analysis to support the targeting of actions and the focusing of business plans.

Overarching Activity

As well as the enabling activity, there are some programmes of work that have an impact across the University.

It is fundamental that senior leaders are aware, and understand, the risks for which they are responsible. Over the next two years the process for the development and maintenance of the Health and Safety risk register will be reviewed with a view to simplifying and streamlining the process. Alongside this HSE committees in Schools and Professional Services will be encouraged and supported to review the risk register in their regular health and safety committee meetings.

The safety structure and demands of policy can either enhance and support good leadership behaviour or can undermine it. The detail of each policy will be considered to ensure that it aligns with and supports effective safety leadership behaviour.

The identification of safety related training needs and the sourcing and delivery of appropriate courses remains an important activity. The training encompasses legally defined mandatory training through technical competence to internationally accredited courses. Where appropriate, and

whether the level of risk allows it we have sought to minimise cost through the use of on line solutions.

We will also seek to improve our data architecture and reporting so that we are able to provide high quality information on a routine basis to leadership teams and HSE committees. The data will also be used to inform and target eth activities of the Health, Safety and Wellbeing Team.

Where significant incidents occur, or high potential near misses happen, Incident Review Panels will be formed to ensure that the root causes of the event are identified, and lessons are learned and disseminated.

Below the overarching activities sit a number of more specific plans.

Wellbeing

Wellbeing is core to the new University strategy. The Loughborough University wellbeing framework forms the basis for identifying areas of need and the development of localised wellbeing plans and will be progressively rolled out across the University. This roll out will be supported through a network of wellbeing champions. At a University level, based on the findings of the wellbeing assessment, a series of presentations and webinar will be delivered. A wellbeing café will also be organised on a regular basis to allow individuals to seek support and information in a low risk way.

Nationally mental health continues to be a topic of growing concern. We will develop a wellbeing and stress measurement tool so that preventative and protective measures can be developed and

delivered in a targeted way. Consultation on, and piloting of, this tool will take place in Q3/4 2022 in the School of Business and Economics.
We will continue to develop programmes and support processes based around good clinical practice and lifestyle medicine. We will seek to identify best practice and in 2022/23 investigate the evidence for, and practice of, social prescribing.

Occupational Health

The core Occupational Health function will continue to develop based on the strong foundations which have been built over recent years. The Occupational Health software will be implemented over the next year which will improve efficiency, data analysis capability and GDPR compliance.

The OH team will continue to seek and develop best practice in both Occupational Health and wellbeing.

Key Risk Supporting Professional Services

Data continues to show that the Estates and Facilities Management Service suffers the highest rate of incidents. This should not be surprising given the number of colleagues in the function and the physical nature of the work.

However, Over the next 2-3 year the Health and Safety Service will work with the leadership teams to develop department specific road maps. These roadmaps will identify key actions, activities and work programmes. Monitoring data will be integrated into Roadmap reporting.

In addition programmes of work will be delivered around key risks. For example in consultation with the Facilities team and electronic permit to work system will be introduced and further work will be undertaken to refine the contractor management processes.

Compliance

In a large and complex estate ensuring continued legal compliance is a challenging task. Work will continue to ensure that competence, delivery and monitoring structures are in place to ensure continued compliance.
In particular the 3 key risks of fire, legionella and asbestos will be closely monitored.

Radiological Chemical and Biological

Specific compliance key performance indicators are maintained in relation to the 'scientific' risk areas of radiological, chemical and biological compliance. The processes and structures needed to maintain these indicators will be subject to continuous review to ensure that they remain accurate and relevant.

Specific training for PhD students and researchers is about to be piloted and will be deployed in the 22/23 academic year.
Longer term a more in depth training programme will be developed for senior researchers. Audits continue to be deployed to measure compliance and to identify areas for improvement and the risk assessment tools will be reviewed to improve useability and to take advantage of the software tools available.

The decommissioning of the Graham Oldham building is entering its final phase with the last pieces of physical work in hand and final documentation being completed.

Fire

Following on from the tragic fire at Grenfell Towers, there has rightly been a renewed focus on fire safety.

Avoiding problems in the future is rooted in making good decisions now.

The longer term strategy is aimed at improving design choice as buildings change and in improving the passive protection in the existing building stock where ever possible.

As such training and the further development of the fire design strategy will be important strands of work. This activity will reflect the emerging detail of the new fire legislation and guidance.

In addition monitoring and auditing will continue and the fire team will be proactive in the monitoring of projects to improve compartmentalisation and to ensure the integrity of fire doors.

Health, Safety and Environment Committee

Loughborough University

Chemical and Biological Safety report

Origin: Julie Turner, SSTL

Executive Summary

Requirement for Genetically Modified Organisms (Contained Use) licence (GM2)

Update on HTA compliance actions

Update on latest chemical safety incidents and follow up actions

Other Committees Consulted

GM/Biosafety committee, HTAL Sub-Committee

Equality Diversity and Inclusion Considerations

n/a

Action Required:

Approval to proceed with a project GM2 Licence

Subject: Chemical and Biological Safety update report

Origin: Julie Turner

Biological Safety Update

Genetically Modified Organisms (Contained Use) work

The university currently holds a Genetically Modified Organisms (Contained Use) 1 (GM1) Licence which covers the university and allows low level genetic modifications in specific laboratories across campus. With the arrival of a new academic, there is a requirement for a GM2 licence

GM classification is based on a variety of things including:

- Risk to human health
- Risk to the environment
- Minimum containment and control measures required

GM1 has the lowest risk overall and requires the least control measures, and 4 is the highest. GM2 and above licences are issued per project (so every individual research project would have their own GM2 licence. The documentation required for the licence is extremely extensive as validation is required at all steps.

GM classification considers all elements of the Genetic Modification:

- Recipient cell/micro-organism
- Inserted genetic material
- Vector
- Donor micro-organism
- Resulting genetically modified organism

The classification can never go down. For example, if the starting cell line or micro-organism has a classification of ACDP 2 then the GM classification must be either GM2 or higher. The reason it can be a higher classification, is that the product that is genetically altered maybe more hazardous due the genetic changes than the original product.

The new research in brief is based on non-invasive stimulation and observation of neuronal cultures/organotypic brain slices and Genome editing of induced pluripotent stem cell lines.

The work involves viruses and will require a separate lab area for this work.
Some of the features of this work and why it needs classifying as GM2 are listed below:

- **Lenti/adenovirus:** The main hazard is that the viruses will be generated in packaging cells. The viruses will be capable of infecting human cells, with the consequent insertion of the vector genome into chromosomal DNA. Consideration of the experiences from human gene therapy clinical trials suggests this risk is low, as any accidental exposure would involve many logs fewer virus particles, nevertheless precautions to avoid exposure are appropriate. A further potential hazard is the generation of replication-competent virus. As described above, use of split packaging systems, makes this highly unlikely. The use of self-inactivating lentiviral vectors effectively limits the virus to a single infective cycle thus after several changes of culture media the final drug selected cells lines will not contain infectious viral particles and could be handled on the bench if required, for cell fixing and cell staining protocols.

  Eventual target cells will be human cell lines or mouse brain slices, including neuronal and astrocytic cells. Cells derived from the operator will not be used.

- The number of recombinations necessary to generate a replicating virus would be reduced in individuals who were infected with the HIV virus, increasing the potential risk to those individuals. People who are known to be immunocompromised should not be present when work with active virus or any infectious agents is carried out.

The most recent HSE/SACGM Guidance recommends that most work with lentivirus/adenovirus vectors capable of infecting human cells should use containment level 2, acknowledging the potential of retroviral vectors for oncogene activation and the uncertainty over the mechanism of tumourigenesis observed following previous trials

Potential hazard to the environment from the lentivirus is essentially similar to that to humans, *i.e*. possibility of insertional mutagenesis in the event of successful infection of target cells. This is considered to be negligible. Lentiviruses are very labile and unlikely to survive for long in the environment.

It is important to note the risks above designate the classification but are then controlled with infrastructure, equipment, and safety procedures. It is highly unlikely that the GM cell lines would survive without incubation.

This research is currently ongoing in the academic's previous organisation and the HSE have agreed with the GM2 classification.

Infrastructure alterations would be needed to allow this work to commence, and these include:

- Negative air pressure
- Biosafety cabinets to contain aerosols
- Antiroom/changing room before accessing bio labs
- Separate virus bio lab
- General Cat2 requirements (sealed benches, washable floors/walls etc)
- UPS and generator (cell lines and viruses would die without power)
- Oxygen and carbon dioxide monitors

If approved SSTL would apply for GM2 licence. Risk assessments and SOP's would be required for the licence application and these have already been provided. The risk assessments and application would be discussed in depth at the University GM/Biosafety committee. The new academic will be asked to join this committee given their extensive experience in the field.

Action: HSE committee are asked to approve the request for a GM2 licence

Update from SSEHS on HTA compliance

Following the results of the HTA audit in SSEHS (discussed at the last HSE committee), the following action has been taken by the School:

All staff within SSEHS were emailed by the Dean reminding them of the importance of compliance with HTA procedures and for overseeing the work of their researchers

Some issues that were identified in Clyde Williams were made worse by outdated freezers located in corridors, without appropriate racking. The environment was not ideal and thus the freezers were prone to breakdown or frost over. New -80c freezers have been purchased with specific racking and new boxes to replace the older equipment

New air-conditioned space has been created which will house the new freezers and keep them at the correct temperature and make it easier to access and sort samples.

Over 6000 legacy samples which were uncompliant are being disposed of.

SSEHS technical/Regulatory team, Ops Manager have met regularly since the last committee, updating procedures, planning to move all samples into new labelled boxes, moving all projects belonging to same academic together, thus creating more organisation, clarity, and clear compliance. This will make it easier to use samples and store samples but also aid auditing.

Regular auditing is being undertaken.

Compliance has already increased massively due to this ongoing work and with the practices being put in place, it will be easier to remain compliant.

SSTL has been extremely impressed with the hard work and procedures put in place by SSEHS.

Action: No action required. SSTL will monitor compliance with SSEHS Ops Manager

Health, Safety and Environment Committee

Loughborough University

Occupational Health and Wellbeing Annual Report 2021-22

Origin: Sarah van Zoelen – Occupational Health and Wellbeing Manager

Action Required:

To NOTE the contents

Executive Summary

The annual report provides an overview of the successes, challenges and ongoing work completed by the Occupational Health and Wellbeing Team during 2021-22.

Other Committees Consulted

N/A

Equality Diversity and Inclusion Considerations

We are constantly working to expand our occupational health and wellbeing provision to meet the EDI needs of the workforce.

Occupational Health and Wellbeing report 2021-2022

Highlights of 2021-2022 have been:

- Commencing the implementation process for OH specific software
- The recruitment of an Occupational Health Adviser (OHA) to join the team in February 2022.
- Staff wellbeing becoming part of the University Strategy
- Senior leadership support for the implementation of the wellbeing framework

Our aim is to develop an annual report that will outline the progressions and challenges of the service, reflecting on growth and flexible approaches to ensure a greatly improved health and wellbeing support for the employees and managers of Loughborough University.

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Key stakeholder involvement

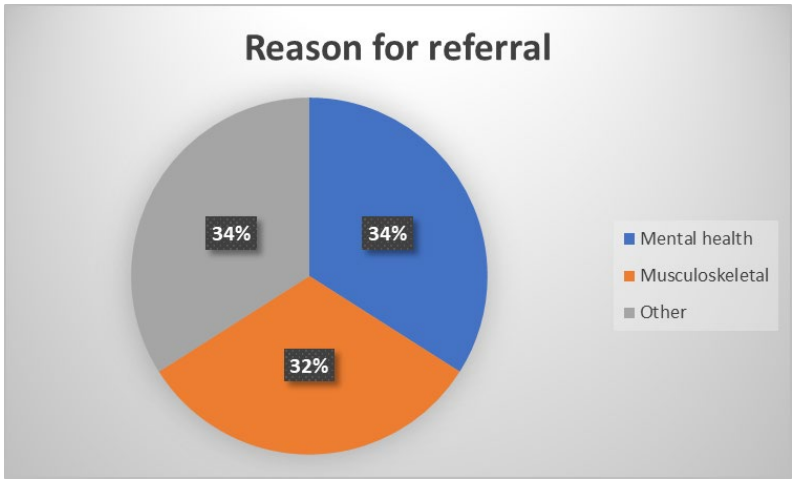
We have continued to build our stakeholder engagement with the Employee Assistance Programme (Health assured) and Remploy. Internal collaboration is increasing with or physiotherapy department, Human Resources (monthly case management meetings, supporting training), Health and Safety, Student Services and SSEHS.

Sickness absence management

The Office for National Statistics has reported a reduced sickness absence trend for 2021 ‘The most common reason for sickness absence in 2021 was "other" conditions, including accidents, poisonings, diabetes and coronavirus (COVID-19).’

In 2021, "Other" conditions (which includes COVID-19) were the most common reasons for sickness absence, accounting for 26.9% of occurrences of sickness absence. This was followed by minor illnesses, at 21.9%, musculoskeletal problems, at 13.4%, and mental health conditions, at 9.8%

At Loughborough University – the management referrals show a slightly different picture where there has been a consistent split between mental health, musculoskeletal and other reasons for absence.



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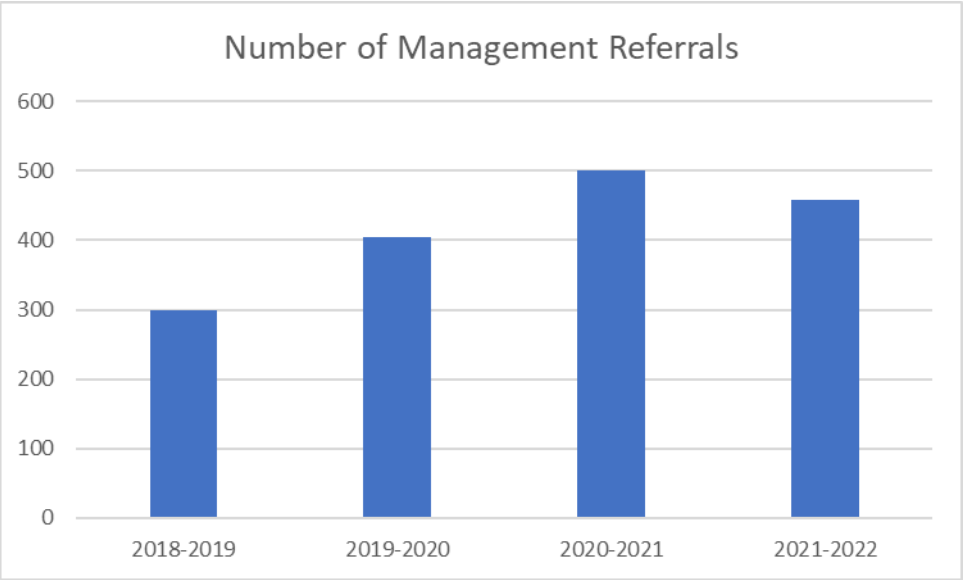

Mental Health

Health Assured provide our employee assistance program and a recent review has shown that our utilisation of the service continues to grow and is at 11.9%. Counselling calls account for 89% of the service usage. Data shows that at the start of counselling therapy 25.8% of employees were out of work, after engaging in therapy this reduced to 9.7% with 63.0% of employees returning to work.

Health assured offer telephone and online counselling support. Both Occupational Health and Health Assured utilise the PHQ9 and GAD7 scores to identify clinical symptoms of mental ill health. PHQ9 identifies depression related symptoms, the GAD7 is focussed on anxiety based symptoms. The data for Health Assured shows that there is a 55% improvement in GAD7 scores and 57% improvement in PHQ9 scores after the structured therapy that they provide.

Benchmarking with other organisations shows consistency, although we have significantly fewer calls to the advice line. The recent development of the internal financial wellbeing pages is likely to raise awareness of this service further.

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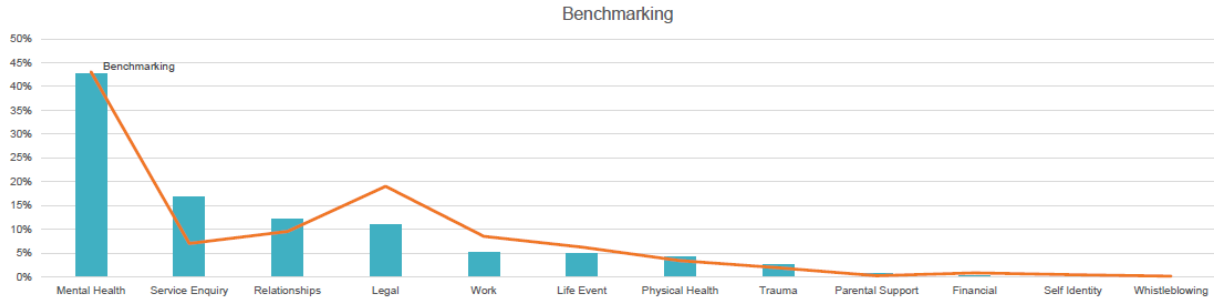

11% of calls were advice calls and of those, employment was the most common reason, accounting for 38.5% of overall advice engagement. This was followed by Housing 11.5% and Education 9.6%.

In collaboration with **Remploy** (currently being rebranded as Maximus UK), we have set up monthly virtual clinics to support staff experiencing symptoms of poor mental health when in the workplace. Remploy offer 9 months of support to staff, this is workplace support and not therapy based. Remploy focus on coping strategies and workplace adjustments to support employees.

Wellbeing cafes – we have been offering wellbeing cafes based in the village bar, twice per month for staff. This is a safe space for staff to seek signposting on health and wellbeing or meet colleagues away from being student facing. The cafes have a health and wellbeing topic assigned for a short discussion at the start, but colleagues do not need to join the wellbeing session or be present for the full duration of the café in order to attend.

Student services- we have received provisional utilisation data from the counselling team supporting staff wellbeing. Further collaboration and input is required to get better granularity of the data and explore how to develop this offering in line with identified wellbeing needs.

Musculoskeletal health

A third of referrals into our service relate to musculoskeletal health. As a service we have seen an increase since the return to work from furlough during the pandemic. During lockdowns, chronic health conditions deteriorated, and some employees found they deconditioned by not having the routine of work – thus leading to greater injury and discomfort. Referral into our onsite physiotherapy clinic has been vital to ensure early intervention, particularly as NHS waiting times increase for physiotherapy.

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Physiotherapy referrals 2021-22	Appointments given	No of new referrals
Quarter 1	53	24
Quarter 2	51	27
Quarter 3	60	26
Quarter 4	97	43

With lengthening waits for surgery in the NHS the service has adapted to provide physiotherapy support to ensure employees are fit for surgery and then again to support rehabilitation, with the overall aim of reducing absence and increasing wellness.

A recent increase in referrals from the domestic and residential team has facilitated a shadowing exercise by our physiotherapists to develop a greater understanding of the domestic and residential cleaning role and its limitations but also to identify changes to practice which may reduce the risk of injury.

In an attempt to prevent ongoing injury we are also developing a series of events for the estates and facilities teams which will be conducted by the physiotherapy team, on managing back and knee pain along with managing arthritis.

The number of management referrals consistently show that October/Nov and Dec being peak times for mental health referrals.

Software

Implementation of the OH specific software is underway with a ‘go live’ planned for Oct/Nov 2022. Unfortunately, this will not be fully integrated with iTrent for another year, which does continue to limit our ability for data management and GDPR compliance. However once in use the data collection and GDPR security will be significantly increased.

Health Surveillance

Occupational Health continue to work closely with E&FM to deliver appropriate health surveillance to their employees. A Driving Policy has been released across campus and we are now providing drivers medicals to all staff that drive as a significant part of their role, including those transporting students on field trips etc. This provides an opportunity to address any health issues that have arisen and signpost accordingly.

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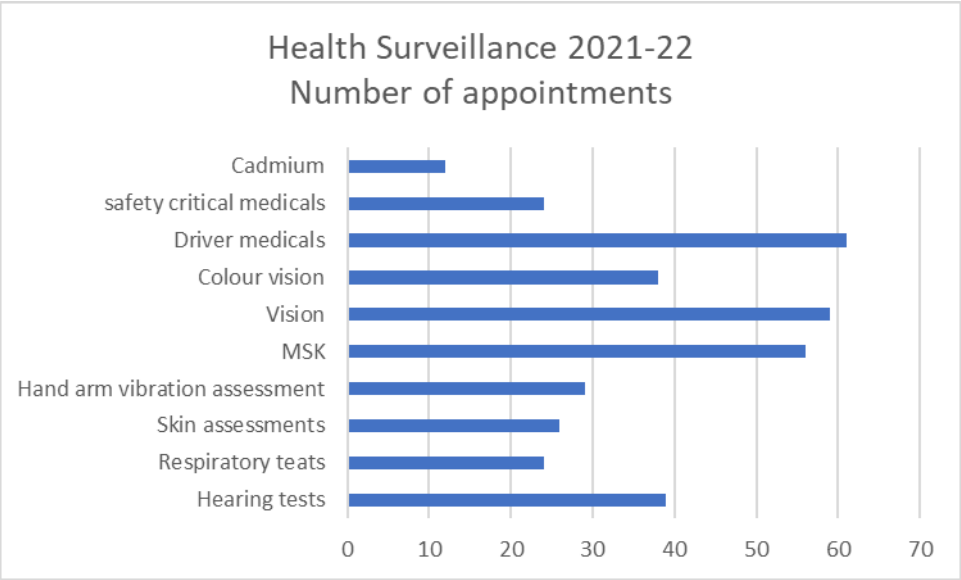

Flu vaccination program – we delivered 500 vaccines to staff across both campuses during the autumn of 2021 and plan to do the same in 2022

Health and Wellbeing Framework

A physical launch event was held in April 2022 opened by the Vice Chancellor. This provided an opportunity to outline how staff wellbeing is central to the University strategy. The event attended by our stakeholders and lectures were delivered alongside the marketplace by colleagues from SSEHS and research and enterprise.

The number of wellbeing champions continues to increase with bi-monthly meetings to share best practice and manage any safeguarding concerns. Training is currently online, and we are exploring ways of developing training to incorporate Mental Health First Aiders into the program and streamline the signposting options available.

As part of the wellbeing framework, we continue to offer a range of wellbeing events both online and in person. We have developed a 12-month health and wellbeing plan specifically for E&FM which targets areas of greatest risk such as sun exposure, musculoskeletal health, menopause and mental health. A recent sun exposure session led to the urgent signpost of 2 employees to the cancer pathways.

Regular webinars are held and hosted by Superwellness on a range of topics to provide a wellbeing guidance and empowerment.

September 2022 saw the delivery of wellbeing for leaders training and following on from this is the pilot for the needs assessment being delivered in the Business School. The needs assessment is a combined approach incorporating the Health and Safety Executive stress indicator tool and Public Health England's wellbeing assessment. The data from the assessment will allow targeted intervention to be delivered.

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2022-23 priorities

Implementation and ‘go live’ of Occupational Health specific software.

Collaboration with the University Health and Safety team to ensure continued compliance with legislation for health surveillance requirements.

Greater presence and visibility at all levels on campus.

Delivery of the Health and wellbeing framework across both campuses.

Greater evidence-based support and reporting for mental health.

More proactive service delivery.

Supplementary Reading – Employee Assistance programme management information

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Employee Assistance Programme:
Loughborough University - Parent

Report period:
1 July 2021 - 30 June 2022

Prepared for: Loughborough University - Parent
Prepared by: Health Assured

The annualised utilisation for Loughborough University - Parent is 11.9%, calculated as counselling and advice calls against employee headcount of 3,951.

A total of 471 calls have been logged within the current reporting period.

419 of these were counselling calls.
Counselling calls account for 89.0% of all calls, sitting above our benchmark of 74.0% by 15.0%
Anxiety was the most common reason, accounting for 29.1% of overall counselling engagement. This was followed by Service Enquiry 18.9% and Partner 12.4%.

52 of these were advice calls.
Advice calls account for 11.0% of all calls, sitting below our benchmark of 26.0% by 15.0%
Employment was the most common reason, accounting for 38.5% of overall advice engagement. This was followed by Housing 11.5% and Education 9.6%.

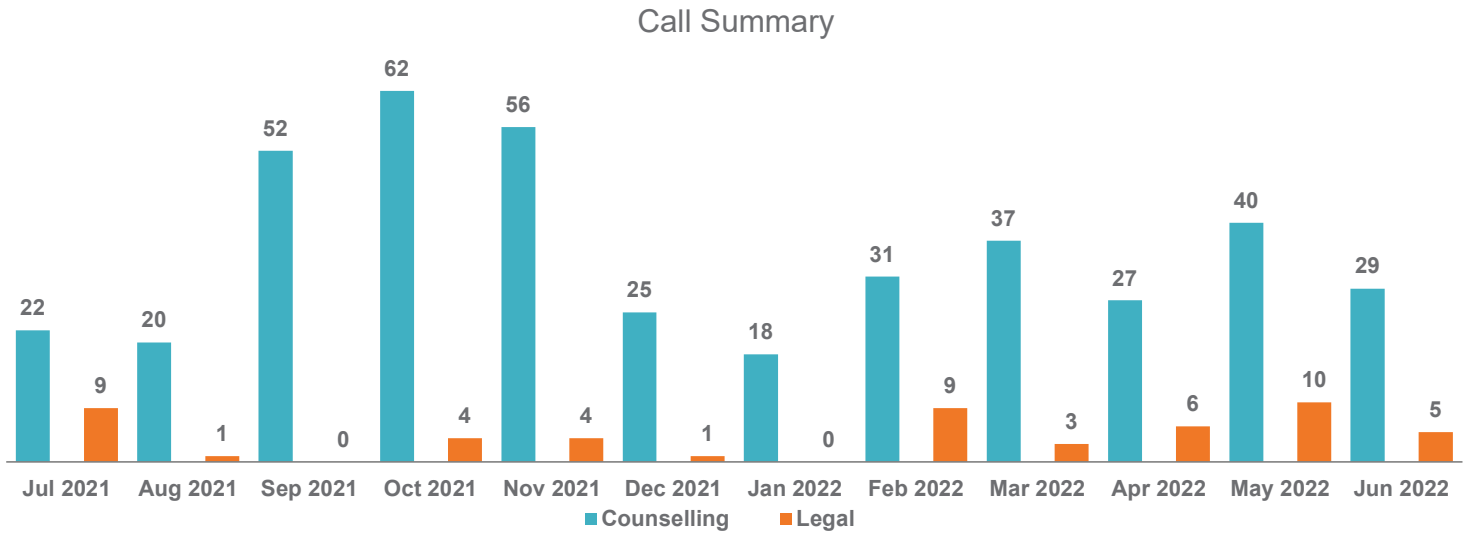
In terms of formal counselling engagement there has been:
• 1 referrals for face-to-face counselling, with a total of 0 sessions being delivered
• 26 referrals for structured telephone counselling, with a total of 167 sessions being delivered
• 26 referrals for online counselling, with a total of 132 sessions being delivered
• 3 referrals for online CBT counselling, with a total of 0 sessions being delivered

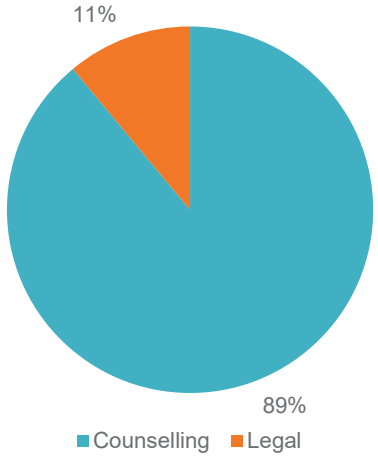
The online portal has received a total of 1,249 hits within the current reporting period.

After engaging in structured therapy, the Generalised Anxiety Disorder (GAD-7) average score reduced from 2.0 to 0.9 and the average Patient Health Questionnaire (PHQ-9) score reduced from 1.4 to 0.6.

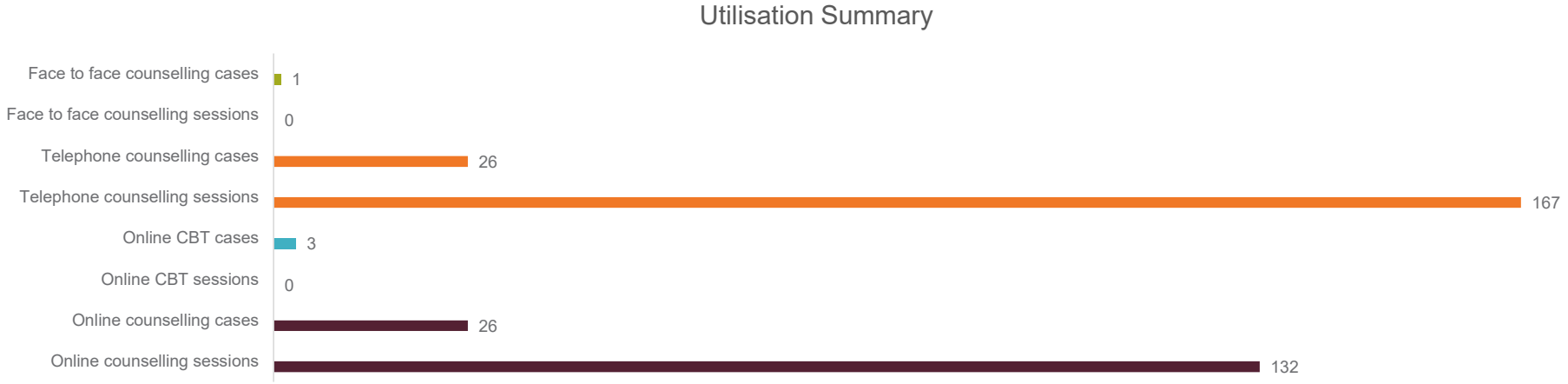
The Workplace Outcomes Suite (WOS) demonstrates the value of the EAP and the positive impact that the service is having on employees. At the start of therapy 25.8% of employees were out of work, after engaging in therapy this reduced to 9.7% with 63.0% of employees returning to work.

	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total	Total
Counselling	22	20	52	62	56	25	18	31	37	27	40	29	419	89%
Legal	9	1	0	4	4	1	0	9	3	6	10	5	52	11%
Overall	31	21	52	66	60	26	18	40	40	33	50	34	471	100%

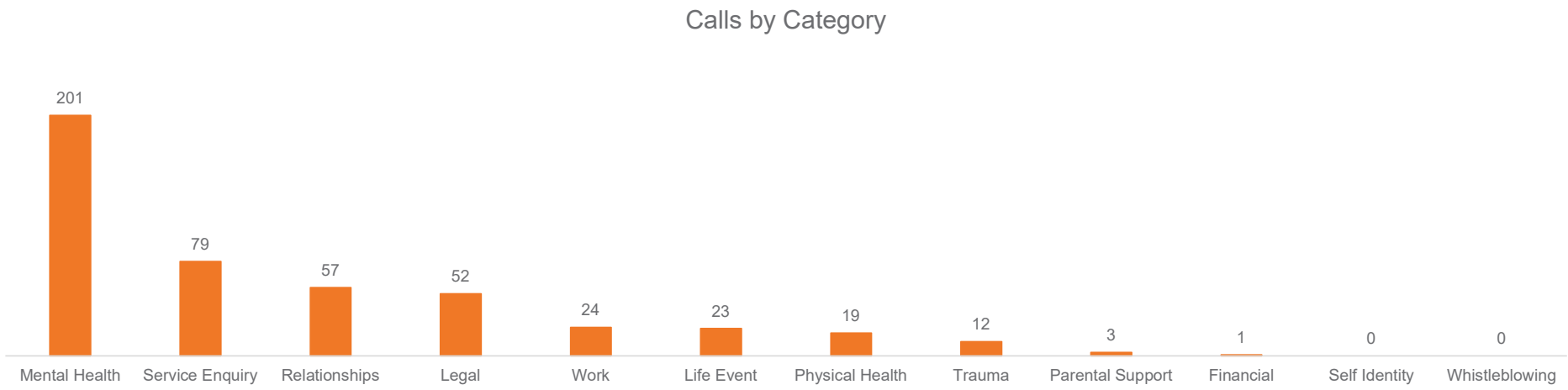




	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Counselling calls	22	20	52	62	56	25	18	31	37	27	40	29	**419**
Legal calls	9	1	0	4	4	1	0	9	3	6	10	5	**52**
Face to face counselling cases	0	0	1	0	0	0	0	0	0	0	0	0	**1**
Face to face counselling sessions	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Telephone counselling cases	0	2	4	4	7	3	0	2	1	0	2	1	**26**
Telephone counselling sessions	24	5	9	20	19	29	29	13	7	4	3	5	**167**
Online CBT cases	0	1	0	0	0	0	0	1	1	0	0	0	**3**
Online CBT sessions	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Online counselling cases	3	0	5	3	2	0	1	2	4	1	3	2	**26**
Online counselling sessions	9	10	8	11	14	16	2	8	10	10	16	18	**132**
Management referral cases	1	2	9	2	7	2	0	5	3	0	4	3	**38**
Monitored cases	0	0	0	0	0	0	0	0	1	0	0	0	**1**
Online hits	3	120	118	184	158	95	130	93	42	88	151	67	**1,249**

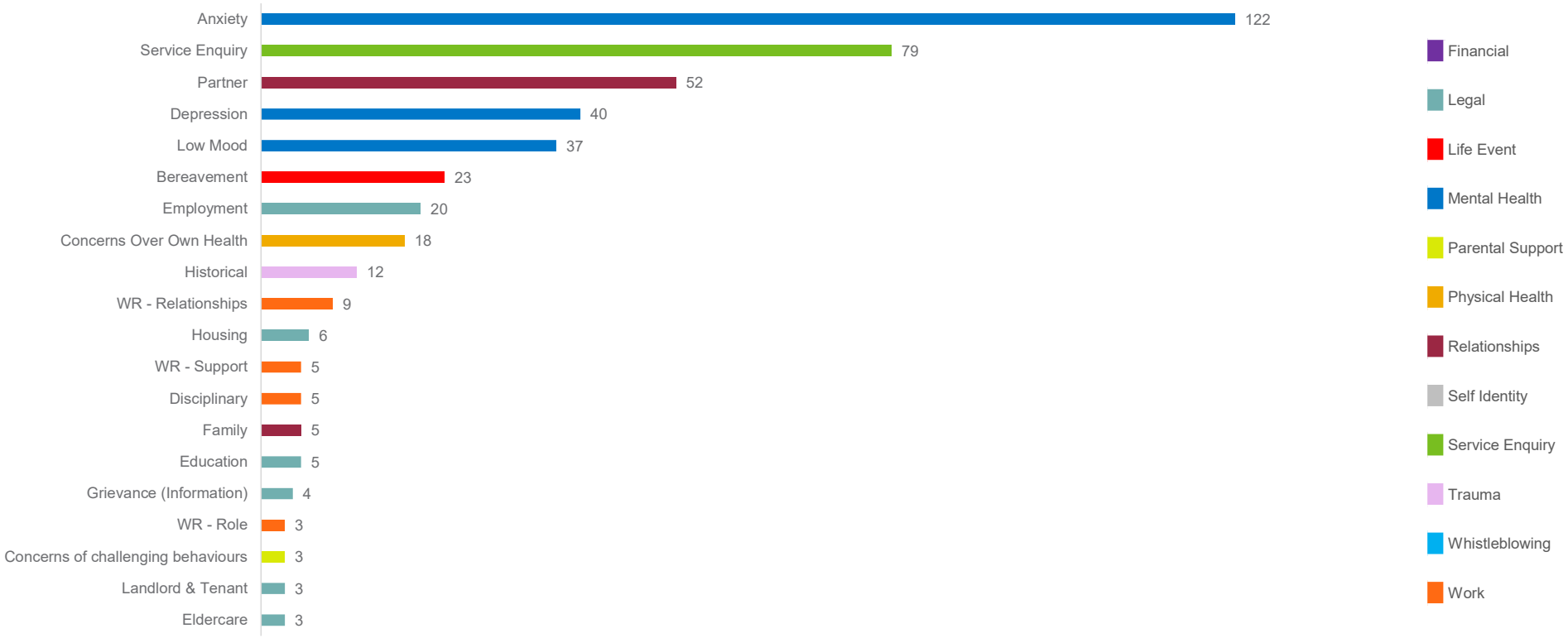


	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Mental Health	7	3	28	29	17	17	8	23	19	9	26	15	**201**
Service Enquiry	8	12	8	13	26	0	2	2	2	1	0	5	**79**
Relationships	5	3	8	9	6	2	2	3	6	8	3	2	**57**
Legal	9	1	0	4	4	1	0	9	3	6	10	5	**52**
Work	0	1	1	6	1	2	0	0	7	5	0	1	**24**
Life Event	0	1	7	3	0	0	2	3	0	0	7	0	**23**
Physical Health	2	0	0	2	2	4	4	0	0	0	2	3	**19**
Trauma	0	0	0	0	4	0	0	0	0	4	1	3	**12**
Parental Support	0	0	0	0	0	0	0	0	3	0	0	0	**3**
Financial	0	0	0	0	0	0	0	0	0	0	1	0	**1**
Self Identity	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Whistleblowing	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Grand Total	**31**	**21**	**52**	**66**	**60**	**26**	**18**	**40**	**40**	**33**	**50**	**34**	**471**

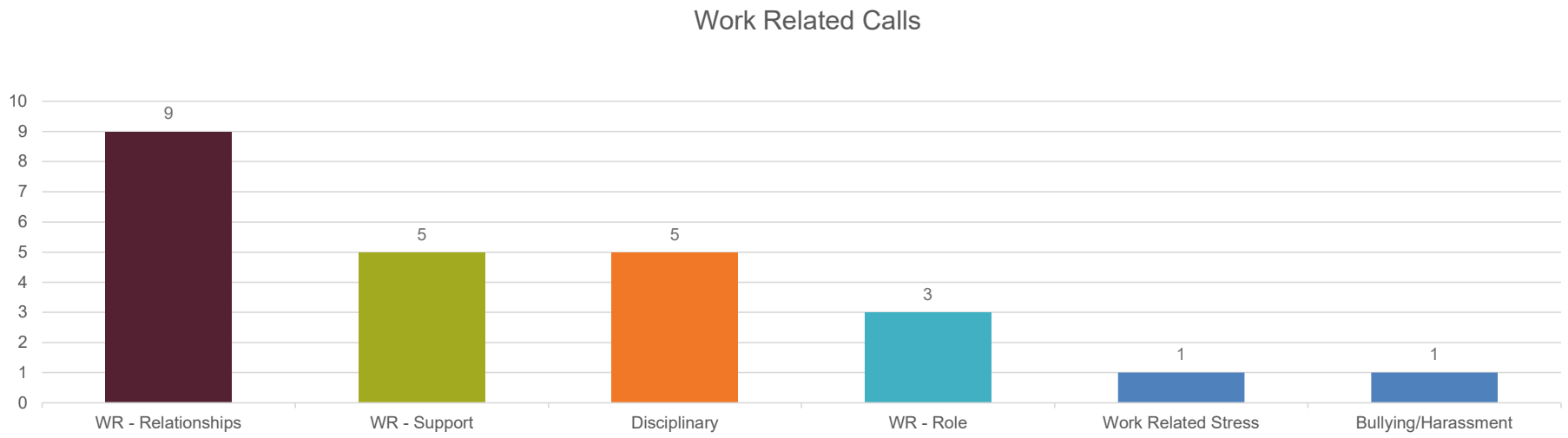


	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Anxiety	3	0	9	15	5	8	7	23	11	8	25	8	**122**
Service Enquiry	8	12	8	13	26	0	2	2	2	1	0	5	**79**
Partner	2	3	8	8	5	2	2	3	6	8	3	2	**52**
Depression	0	0	2	10	10	7	0	0	6	0	1	4	**40**
Low Mood	4	3	17	4	0	2	1	0	2	1	0	3	**37**
Bereavement	0	1	7	3	0	0	2	3	0	0	7	0	**23**
Employment	2	0	0	3	4	0	0	5	2	0	4	0	**20**
Concerns Over Own Health	2	0	0	2	2	4	4	0	0	0	2	2	**18**
Historical	0	0	0	0	4	0	0	0	0	4	1	3	**12**
WR - Relationships	0	0	0	2	0	0	0	0	7	0	0	0	**9**
Housing	3	0	0	0	0	1	0	0	0	2	0	0	**6**
WR - Support	0	0	0	4	1	0	0	0	0	0	0	0	**5**
Disciplinary	0	0	0	0	0	0	0	0	0	5	0	0	**5**
Family	3	0	0	1	1	0	0	0	0	0	0	0	**5**
Education	0	0	0	0	0	0	0	0	0	0	5	0	**5**
Grievance (Information)	0	0	0	0	0	0	0	0	0	4	0	0	**4**
WR - Role	0	1	0	0	0	2	0	0	0	0	0	0	**3**
Concerns of challenging behaviours	0	0	0	0	0	0	0	0	3	0	0	0	**3**
Landlord & Tenant	0	0	0	0	0	0	0	3	0	0	0	0	**3**
Eldercare	3	0	0	0	0	0	0	0	0	0	0	0	**3**
Criminal	0	0	0	0	0	0	0	0	0	0	0	3	**3**
Benefits	0	1	0	0	0	0	0	1	1	0	0	0	**3**
Impact of Mental Health of Another	0	0	0	0	2	0	0	0	0	0	0	0	**2**
Personal Injury	0	0	0	0	0	0	0	0	0	0	0	2	**2**
Divorce & Separation (Legal)	1	0	0	0	0	0	0	0	0	0	1	0	**2**
Work Related Stress	0	0	1	0	0	0	0	0	0	0	0	0	**1**
Bullying/Harassment	0	0	0	0	0	0	0	0	0	0	0	1	**1**
Concern of Other	0	0	0	0	0	0	0	0	0	0	0	1	**1**
Childcare	0	0	0	1	0	0	0	0	0	0	0	0	**1**
Pension	0	0	0	0	0	0	0	0	0	0	1	0	**1**
Grand Total	**31**	**21**	**52**	**66**	**60**	**26**	**18**	**40**	**40**	**33**	**50**	**34**	**471**

Counselling Call Categories



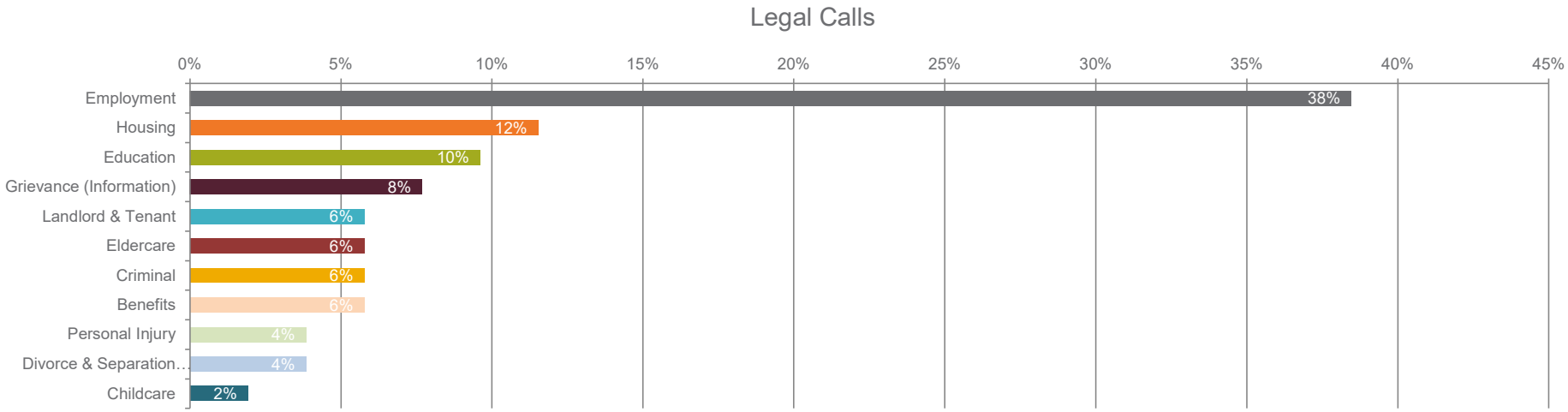
	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
WR - Relationships	0	0	0	2	0	0	0	0	7	0	0	0	**9**
WR - Support	0	0	0	4	1	0	0	0	0	0	0	0	**5**
Disciplinary	0	0	0	0	0	0	0	0	0	5	0	0	**5**
WR - Role	0	1	0	0	0	2	0	0	0	0	0	0	**3**
Work Related Stress	0	0	1	0	0	0	0	0	0	0	0	0	**1**
Bullying/Harassment	0	0	0	0	0	0	0	0	0	0	0	1	**1**
Grand Total	**0**	**1**	**1**	**6**	**1**	**2**	**0**	**0**	**7**	**5**	**0**	**1**	**24**



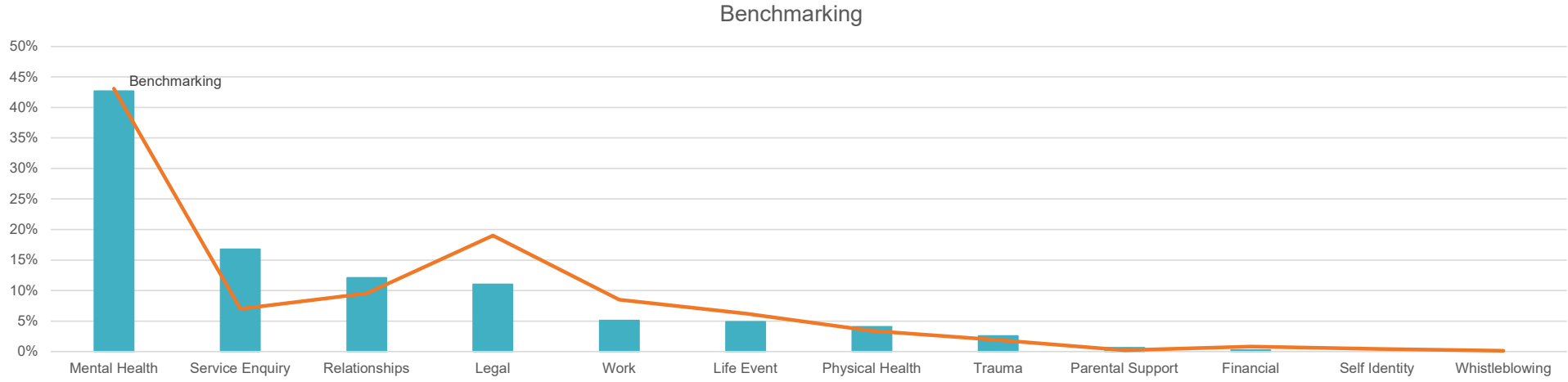
Legal Calls by Category

1 July 2021 - 30 June 2022

	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Employment	2	0	0	3	4	0	0	5	2	0	4	0	**20**
Housing	3	0	0	0	0	1	0	0	0	2	0	0	**6**
Education	0	0	0	0	0	0	0	0	0	0	5	0	**5**
Grievance (Information)	0	0	0	0	0	0	0	0	0	4	0	0	**4**
Landlord & Tenant	0	0	0	0	0	0	0	3	0	0	0	0	**3**
Eldercare	3	0	0	0	0	0	0	0	0	0	0	0	**3**
Criminal	0	0	0	0	0	0	0	0	0	0	0	3	**3**
Benefits	0	1	0	0	0	0	0	1	1	0	0	0	**3**
Personal Injury	0	0	0	0	0	0	0	0	0	0	0	2	**2**
Divorce & Separation (Legal)	1	0	0	0	0	0	0	0	0	0	1	0	**2**
Childcare	0	0	0	1	0	0	0	0	0	0	0	0	**1**
Grand Total	**9**	**1**	**0**	**4**	**4**	**1**	**0**	**9**	**3**	**6**	**10**	**5**	**52**



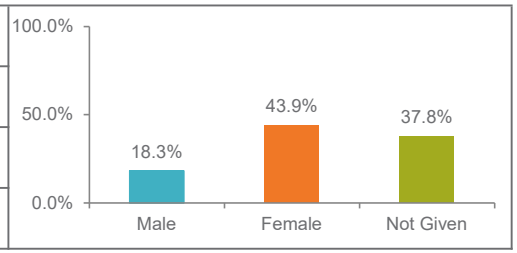
	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total	Split by %	Benchmarking
Mental Health	7	3	28	29	17	17	8	23	19	9	26	15	201	43%	43%
Service Enquiry	8	12	8	13	26	0	2	2	2	1	0	5	79	17%	7%
Relationships	5	3	8	9	6	2	2	3	6	8	3	2	57	12%	10%
Legal	9	1	0	4	4	1	0	9	3	6	10	5	52	11%	19%
Work	0	1	1	6	1	2	0	0	7	5	0	1	24	5%	9%
Life Event	0	1	7	3	0	0	2	3	0	0	7	0	23	5%	6%
Physical Health	2	0	0	2	2	4	4	0	0	0	2	3	19	4%	3%
Trauma	0	0	0	0	4	0	0	0	0	4	1	3	12	3%	2%
Parental Support	0	0	0	0	0	0	0	0	3	0	0	0	3	1%	0%
Financial	0	0	0	0	0	0	0	0	0	0	1	0	1	0%	1%
Self Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Whistleblowing	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0%
Grand Total	31	21	52	66	60	26	18	40	40	33	50	34	471	100%	100%



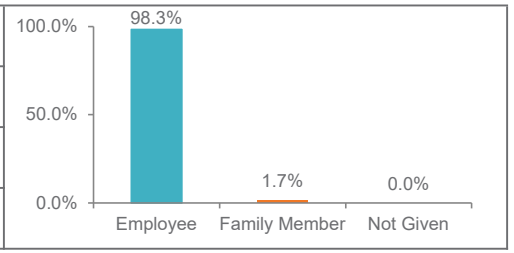
Category	Professional Services	PhD Students	Loughborough University - Parent	IMAGO	Academic Schools	Total
Mental Health	90	3	18	2	88	**201**
Work	15	0	0	0	9	**24**
Service Enquiry	21	7	0	0	51	**79**
Legal	25	0	0	3	24	**52**
Relationships	44	1	0	3	9	**57**
Life Event	12	0	0	0	11	**23**
Parental Support	0	0	0	0	3	**3**
Physical Health	6	0	0	0	13	**19**
Self Identity	0	0	0	0	0	**0**
Financial	1	0	0	0	0	**1**
Trauma	4	0	0	0	8	**12**
Whistleblowing	0	0	0	0	0	**0**
Grand Total	218	11	18	8	216	**471**

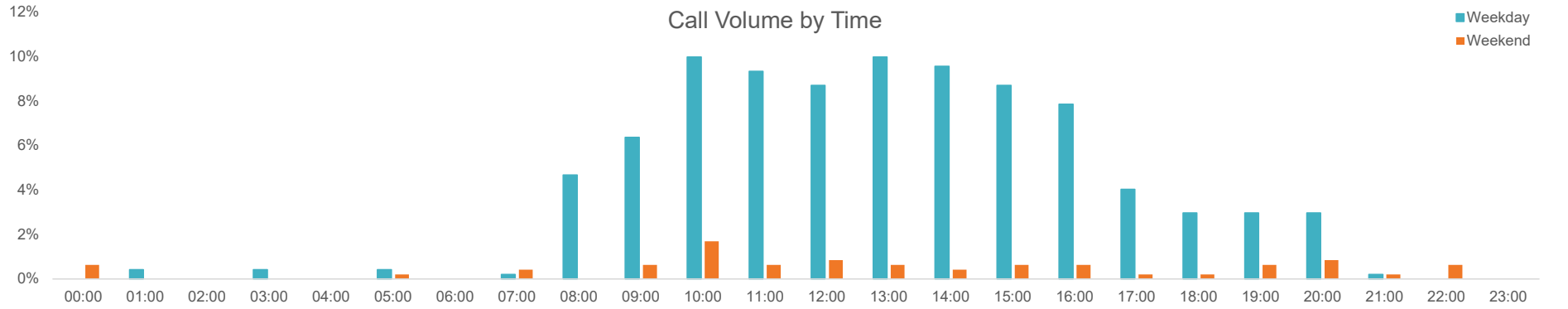
Category	Professional Services	PhD Students	Loughborough University - Parent	IMAGO	Academic Schools	Total
Face to face counselling cases	0	0	0	0	1	**1**
Face to face counselling sessions	0	0	0	0	0	**0**
Telephone counselling cases	10	1	0	1	14	**26**
Telephone counselling sessions	57	7	0	9	94	**167**
Online CBT cases	3	0	0	0	0	**3**
Online CBT sessions	0	0	0	0	0	**0**
Online counselling cases	13	1	2	1	9	**26**
Online counselling sessions	52	6	8	3	63	**132**
Management referral cases	18	0	2	1	17	**38**
Monitored cases	1	0	0	0	0	**1**

Gender		
Male	86	18.3%
Female	207	43.9%
Not Given	178	37.8%



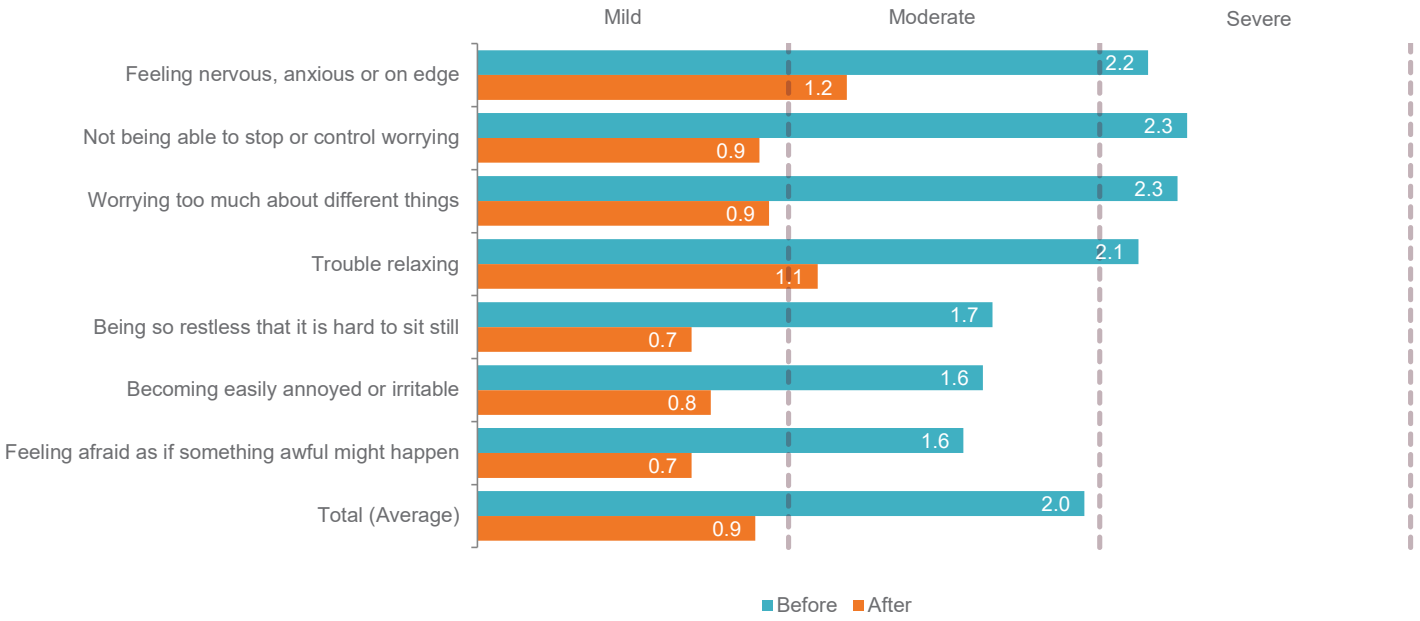
Caller Profile		
Employee	463	98.3%
Family Member	8	1.7%
Not Given	0	0.0%





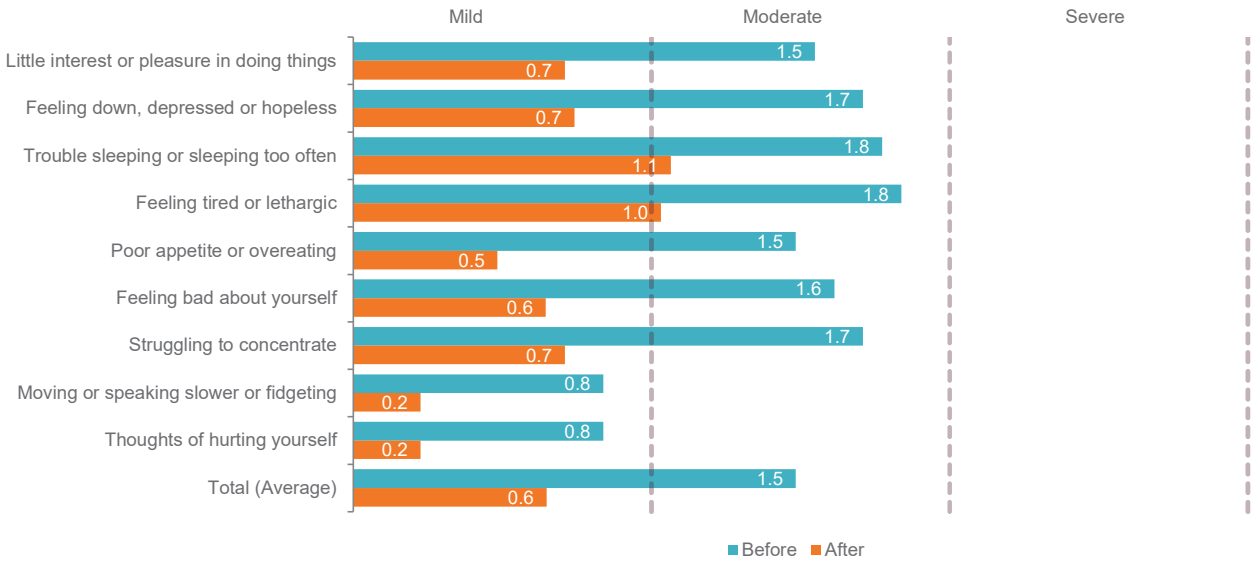
	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
Monitored cases (YTD)	0	0	0	0	0	0	0	0	1	0	0	0	**1**
Manager Helpline Referrals	1	2	9	2	7	2	0	5	3	0	4	3	**38**

	Start of Therapy	End of Therapy
Over the last 2 weeks, how often have you been bothered by the following problems?		
Feeling nervous, anxious or on edge	2.2	1.2
Not being able to stop or control worrying	2.3	0.9
Worrying too much about different things	2.3	0.9
Trouble relaxing	2.1	1.1
Being so restless that it is hard to sit still	1.7	0.7
Becoming easily annoyed or irritable	1.6	0.8
Feeling afraid as if something awful might happen	1.6	0.7
Total (Average)	2.0	0.9
KEY: 0 = Not at all, 1 = Several days, 2 = More than half the days, 3 = Nearly every day		



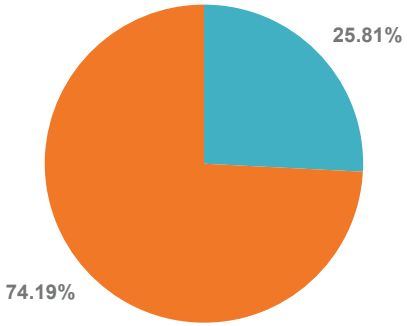
Following structured therapy there has been a 55.0% improvement in the GAD-7 scores

Over the last 2 weeks, how often have you been bothered by the following problems?	Start of Therapy	End of Therapy
Little interest or pleasure in doing things	1.5	0.7
Feeling down, depressed, or hopeless	1.7	0.7
Trouble sleeping or sleeping too much	1.8	1.1
Feeling tired or having little energy	1.8	1.0
Poor appetite or overeating	1.5	0.5
Feeling bad about yourself	1.6	0.6
Trouble concentrating on things	1.7	0.7
Moving or speaking slowly	0.8	0.2
Thoughts of hurting yourself	0.8	0.2
Total (Average)	1.5	0.6
KEY: 0 - Not at all, 1 - Several days, 2 - More than half the days, 3 - Nearly every day		

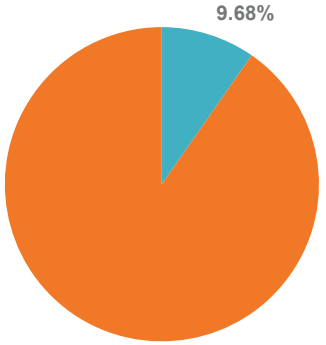


Following structured therapy there has been a 57.1% improvement in the PHQ-9 scores

Start of Therapy

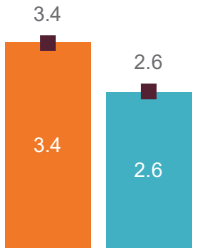


End of Therapy

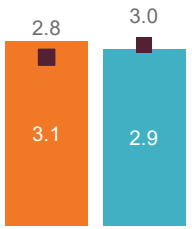


In Work | Out of Work

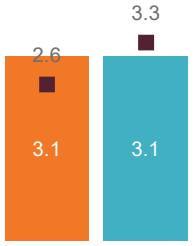
62.5% of those out of work at the start of therapy are back in work at the end



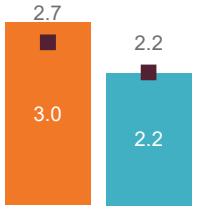
Presenteeism	
Before	After
3.4	2.6



Work Engagement	
Before	After
3.1	2.9



Life Satisfaction	
Before	After
3.1	3.1



Workplace Distress	
Before	After
3.0	2.2

1 Strongly Disagree, 2 Somewhat Disagree, 3 Neutral, 4 Somewhat Agree, 5 Strongly Agree

Before | After

Health Assured Portfolio - Benchmarking

Health, Safety and Environment Committee

Loughborough University

Sustainability Annual Report

Origin: Robyn Reeve

Action Required:

To RECEIVE the Sustainability Annual Report.

The Report will be shared with Senate and Council.

Executive Summary

The University Strategy launched in 2022 included the strategic theme of addressing climate change and net zero. The University takes its responsibility for sustainability seriously and has committed to using its position as a world-leading university to address the global challenges of climate change, greenhouse gas emissions, wellbeing, and social justice.

Whilst the Covid-19 crisis caused widespread disruption to the University it's response to the pandemic was seen as sector-leading and has been shortlisted for a Times Higher Education award. The pandemic led to a reduction in carbon emissions which has impacted the data, so any comparisons are made with 2018/19 pre-pandemic emissions.

The current energy crisis has highlighted the vulnerability of a society reliant on fossil fuels and the University has been heavily impacted by the increased cost of gas and electricity. The energy expenditure for 2021/2022 was £11.7 million, with 2022/23 estimated to increase to £16million. This emphasises the University's need to move away from fossil fuels, reduce energy usage throughout the establishment and consider self-generated energy options such as solar panels.

This report provides an update on our performance over the last 2 years and **headline results include:**

- 34% reduction in absolute scope 1 and 2 carbon emissions since 2010/11 in 2020/21
- 43% reduction in absolute scope 1 and 2 carbon emissions since 2010/11 in 2021/22
- 94.52% of waste was diverted from landfill compared to 93.59% the previous year.
- Launch of Sustainability Essentials eLearning module for staff

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- Submission of first United Nations Sustainable Development Goal report
- Launch of a new carbon reduction roadmap "Our Journey to Net Zero"

Other Committees Consulted

Sustainability Sub-Committee

Equality Diversity and Inclusion Considerations

N/A

Paper Details

1. Governance and Strategy

The Sustainability & Social Responsibility Sub Committee (SSRSC) was disbanded and replaced with the Sustainability Sub Committee (SSC), chaired by the Director of Estates and Facilities Management the SSC.

The Sustainability action plan provides a set of strategic principles, has been reviewed to ensure that it aligns with the University Strategy and a new plan will be developed once the Sustainability Strategy has been approved. The Climate and Environment Task Group (CETG) was disbanded and replaced with the LUNZ presented a set of key actions to Senate in June 2020 which will be incorporated in the new strategy.

LUNZ is currently investigating methods for decarbonising our campus with the aim of becoming Net Zero for scope 1 and 2 emissions by 2035. It is also creating task groups to establish baselines and reduce scope 3 emissions in the below areas:

- Student travel
- Staff travel
- Procurement
- Staff commuting
- Construction
- Information Services and Technology

1.2 United Nations Sustainable Development Goals (SDGs) Accord and Report

LU signed the SDG Accord in the Autumn of 2019 supporting the critical role that education has in delivering the SDGs. Progress is submitted annually to the UN High Level Political Forum. The latest report highlights that the University has struggled to address the SDGs over the past year in all areas. This reflects vacancies within the sustainability team, which have now been filled. To improve on this, we need to establish a way of integrating the SDGs across the University, we are currently establishing reporting mechanisms to showcase how our teaching and research contribute towards the SDGs.

The three SDGs where the University had most impact in 2021/22 were:

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And our focus over the next 12 months will be:

2. Sustainability Action Plan

2.1 Teaching

Work continues to promote the campus as a "living laboratory".

2.1.1 Estates and Facilities Management colleagues continue to work with the School of Architecture Building and Civil Engineering aligning with the objectives in the Sustainability Action Plan. Students have been given Sports Park Pavilion 4 as a case study as well as opportunities to select parts of the campus to improve. The projects are provided by E&FM colleagues and relate to live issues/challenges and opportunities.

2.1.2 The Institute for Sport Business in London launched the MSc Sustainable Sport Business course. The PG course allows future leaders in sport to develop a critical understanding on how to manage sustainability alongside the economic, social, environmental and policy issues in sport. Loughborough is currently the only UK University to offer a Sustainable Sport Degree.

2.2 Research & Enterprise Projects

2.2.1 The Centre for Postdoctoral Development in Infrastructure, Cities and Energy (C-DICE) began in 2021 and is a four-year programme funded by the Research England Development fund. The programme partners with industries and other UK Universities to use infrastructure and energy to create opportunities for post-doc researchers in tackling net-zero, infrastructure, cities and energy.

2.2.2 The Centre for Sustainable Transitions: Energy, Environment and Resilience (STEER) was launched in 2021 and brings together the Modern Energy Cooking Services (MECS) and Climate Compatible Growth (CCG) to focus on ensuring access to affordable, reliable, sustainable services that make business economic, social and environmental sense. This will give vulnerable populations in the Global South a voice helping them to shape and benefit from the transition to sustainable energy.

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2.2.3 The Decarbonisation of Low Temperature Process Heat Industry (DELTA PHI) is a 3 year programme that began in September 2020 with funding from EPSRC. It aims to reduce greenhouse gas emissions associated with manufacturing in the UK through more efficient use of heat in industrial processes.

2.2.4 The Hydrogen Development and knowledge Exchange (HyDEX) is a three-year programme associated with the Midlands-based Energy Research Accelerator (ERA) which partners eight universities to support and foster the creation of a new hydrogen industrial economy in the Midlands. The partners will work with businesses to accelerate the development of new hydrogen products, transition from declining industrial sectors, train and re-skill and demonstrate the viability of new products supporting the creation of a market for low-carbon hydrogen solutions.

2.2.5 Loughborough University is leading on the Interdisciplinary Centre for Circular Chemical Economy (ICCCE) to explore how better design and manufacturing of products and structures can help the UK's construction industry to do more with less reducing waste, pollution and costs. It aims to reduce reliance on fossil resources by recovering and reusing the raw materials for organic chemical production. The centre is developing new transformative technologies and working with businesses to reduce their carbon footprint whilst improving all aspects of the manufacturing process. The centre Is funded by the UKRI Strategic Priorities Fund.

2.3 Loughborough University Science and Enterprise Park

2.3.1 LUSEP continues to prosper with a growing cluster of businesses with interests in energy and sustainability. In 2021 a £9M development project was launched to extend SportPark by creating a 2000 sq m four-storey fourth pavilion. The project is due for completion at the end of 2022 and is built to Passivhaus Classic Accreditation which will significantly reduce CO2 emissions and operating costs. The project was part-funded through the Leicester and Leicestershire Enterprise Partnership (LLEP) as part of the Get Building Fund.

3.0 Environmental Management and Compliance

Our environmental performance is managed through the ISO 14001 2015 accreditation, which is an externally verified environmental management system. The 2022 external surveillance audit report confirmed the general management of the system provides the required level of control with best practice noted for leadership and environmental management.

This is reflected in the levels of compliance with requirements and operational control evident at the organisation which are appropriate to the risks and opportunities identified. There is good availability of documented information to demonstrate that the system is well implemented and well understood throughout the organisation. This audit involved a review of system

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administration activities, a review and sample of site activities at Loughborough, as well as review of job-related records. Evidence was clearly available to demonstrate that the key policy commitments are being adhered to.

Continuation of certification was recommended with one opportunity for improvement related to waste consignment notices. It was found that not all our waste contractors are providing the quarterly consignee reports to evidence that waste has been removed from site and processed correctly.	

The next audit is a full certification audit scheduled to take place between 7th and 14th August 2023.

4.0 Waste and Recycling

	Work continues with Procurement to attempt to address waste at source. We are also continuing our roll out of the segregation of food waste into academic areas.

	2009/10	2020/21	2021/22
Total Waste	1799 tonnes	1376 tonnes	1955 tonnes
Total Recycled	28.53%	71.44%	75.6%
Waste to Energy	0%	22.15%	18.93%
Landfill	71%	6.41%	5.47%

Donations to British Heart Foundation continued in this period but unfortunately no data was available.

5.0 Carbon Management

	The absolute scope1 and 2 emissions for the 2021/22 academic year were reduced by 34% compared to the 2010 baseline year. The scope 1 and 2 carbon emissions relative to student numbers for the 2021/22 academic year were reduced by 43% compared to the baseline year.

Scope 1 & 2 Carbon Emissions												
Year	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Scope 1 Emissions	17,135	19,603	21,351	19,654	18,609	17,547	17,827	16,828	18,280	16,917	21,179	16,721
Scope 2 Emisisons	16,685	13,891	10,843	11,517	11,382	11,082	8,976	8,501	7,104	6,065	4,735	5,590
Total Scope 1 & 2 Emisions	33,820	33,494	32,194	31,171	29,992	28,628	26,803	25,330	25,384	22,982	25,914	22,312
Student Numbers	16,106	16,703	16,237	17,008	16,557	17,314	17,505	17,101	17,519	17,524	18,012	18,759
Scope 1 & 2 Emisisons per Sudent	2.10	2.01	1.98	1.83	1.81	1.65	1.53	1.48	1.45	1.31	1.44	1.19

Absolute Scope 1 and 2 Emissions

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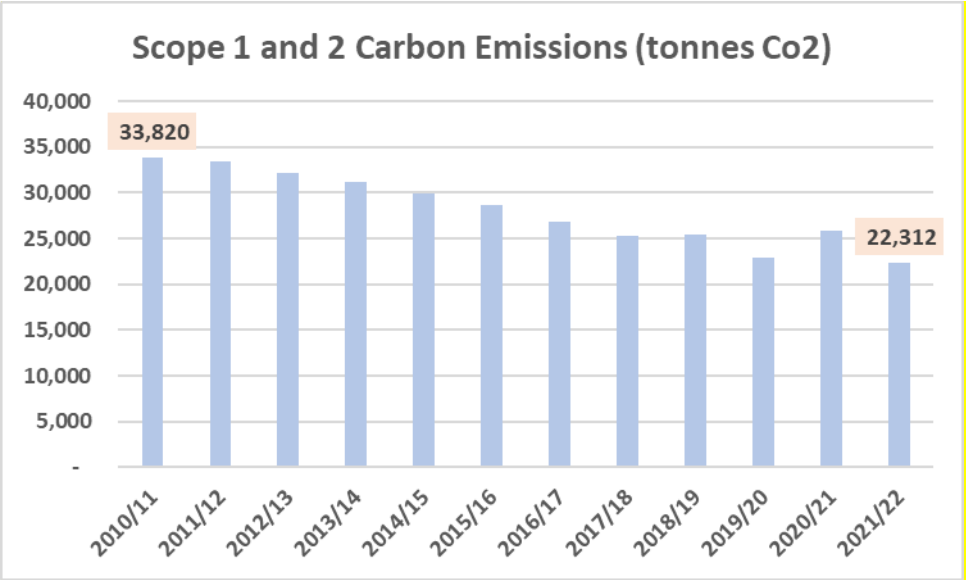
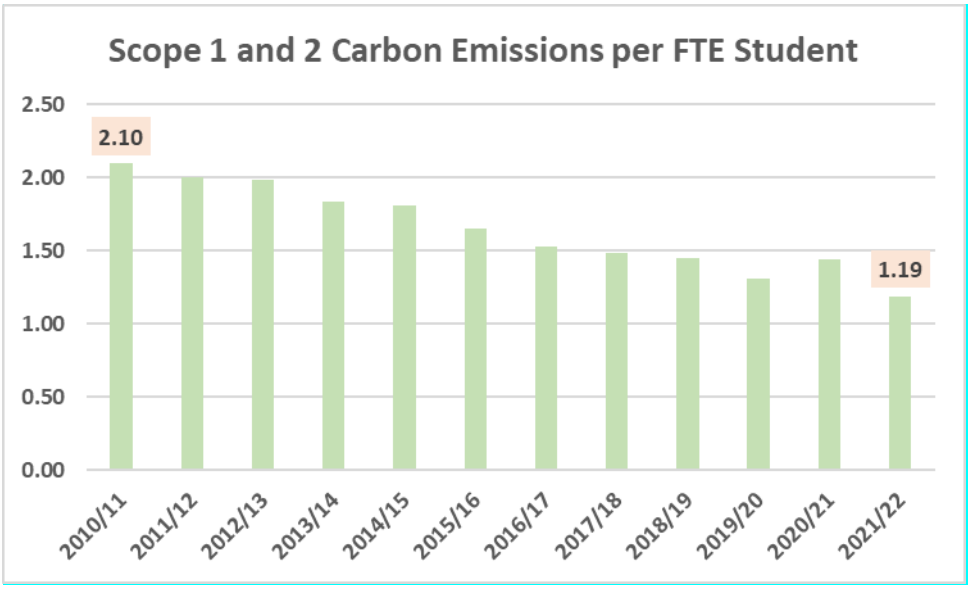


Scope 1 and 2 Emissions Relative to FTE Student Numbers



Emissions		2010/11	2020/21	2021/22
Absolute Emissions	tCo2e	33,820	25,914	22,312
Emissions Relative to FTE Students	tCo2/FTE Student	2.1	1.44	1.19

Note – The carbon emission data has been calculated using the latest Department for Business, Energy and Industrial Strategy (DBEIS) carbon emission factors for electricity and natural gas and reflect the increased decarbonisation of the national grid.

There are 3 categories of emissions that count towards our overall emissions baseline:

- Scope 1 accounts for the direct emissions from gas combustion – 16%.
- Scope 2 accounts for the indirect emissions from electricity consumption – 3%.
- Scope 3 emissions associated with the university's activities include: procurement, student travel, staff business travel, construction, ICT and staff commuting – 81%.

The University Energy Strategy 2020-2050 was endorsed by Estates Management Committee (EMC) in November 2020. The purpose of the Energy Strategy is to set out a development

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framework covering a thirty-year period from 2020-2050 to provide a sustainable energy future for the University.

Key objectives of the strategy are to:

- Support the delivery of the Estates Strategy 2020-2040.
- Align with Government targets of achieving “net zero” greenhouse gas emission by 2050.
- Safeguard the University against escalating energy costs.
- Provide resilience and support business continuity.
- Support business development opportunities.

The Energy Strategy will be supported by a detailed deliver plan that sets out the road map to “net zero” greenhouse gas emissions by 2050.

5.1 Combined Heat and Power and carbon

The University has three Combined Heat and Power CHP Units which continue to form an integral part of the University thermal and electrical infrastructure, providing 30% of the annual University electricity consumption and saving £945,388 in the annual energy expenditure for 2021/2022. The de-carbonisation of the national grid has reduced the benefits associated with CHP and they will be decommissioned at the end of their life (c. 2030) in line with the University Energy Strategy.

6.0 Sustainable Travel

	The pandemic greatly impacted the travel plan with less people travelling to, from and within Campus. During the recovery period we have seen an increase in dynamic working on pre-covid levels. In 2022 a travel survey was carried out for both staff and students to review the impact of the pandemic on travel choices.

Staff survey results

	2015	*2018*	*2020*	2022
Walk / run	*18%*	*19%*	*17%*	18%
Cycle	*11%*	*13%*	*13%*	12%
Motorbike/scooter		*1%*	*1%*	<1%
Private car alone (single driver)	*55%*	*48%*	*51%*	57%
Private car as a driver with passengers	*n/a*	*6%*	*7%*	2%
Private car as a passenger	*10%*	*3%*	*3%*	3%
Bus or coach	*4%*	*6%*	*4%*	2%
Train	*3%*	*4%*	*3%*	4%
Taxi		*~0%*	*~0%*	<1%
Other		*1%*	*1%*	1%

These results were used to estimate the Scope 3 CO_2e emissions from staff commuting which came to a total of 861,818kg CO_2e of which 653,811kg (76%) were created by solo car drivers

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Student Survey Results

	2018 (n.512)	**2022 (n.550)**	CHANGE
Walk / run	*55%*	**57%**	+2%
Manual or e-scooter	*N/A*	***<1%***	-
Cycle	*19%*	**15%**	-4%
E-bike	*N/A*	***<1%***	-
Motorbike/scooter	*<1%*	**0%**	l/n c
Private car alone (single driver)	*11%*	**12%**	+1%
Private car as a driver with passengers	*1%*	**2%**	+1%
Private car as a passenger	*1%*	**<1%**	l/n c
Bus or coach	*9%*	**9%**	l/n c
Train	*2%*	**2%**	l/n c
Taxi	*<1%*	**<1%**	l/n c
Other	*1%*	**1%**	l/n c

These results were used to estimate the Scope 3 CO_2e emissions from student commuting which came to a total of 1,161,408kg CO_2e of which 945,930kg (81%) were created by solo car drivers.

7.0 Infrastructure

	Sustainable infrastructure continues to be developed in line with the LU Estates Strategy 2020-2040. The University's first Passivhaus development on SportPark Pavilion 4 is due for completion by the end of 2022.

Work is underway to install 70 new EV charge points throughout the campus. These are expected to go live in December 2022.

New energy performance legislation is expected imminently which will require all rental properties to have an EPC rating of C or above by 2025 and B by 2030. Whilst halls of residence with shared kitchen and/or bathrooms are exempt other University owned houses and flats that are rented to academics and PG students, will need to be upgraded to comply with the legislation. This will also apply to non-domestic properties on LUSEP. This will require substantial works to improve the energy performance of our infrastructure.

8.0 Biodiversity

	In 2020 a new Gardens Strategy was produced and can be requested from the sustainability team.

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	The University continues to maintain its accreditation to Green Flag status for the University campus. The scheme recognises and rewards well managed parks and green spaces.
	We continue to collect honey from the campus apiary. The 2022 collection is yet to be jarred but will be sold via the University website in the autumn.

In Summer/Autumn 2022 a biodiversity baseline survey is being conducted on campus. This will measure the level of biodiversity and set a baseline that will be used to inform future developments. The Environment Act 2021 mandates that any development must create a 3% net gain in biodiversity and this will inform Local Authority planning decisions.

9.0 Sustainability Leadership Scorecard

The Sustainability Leadership Scorecard includes a direct link to the Estates Management Record 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. The EAUC has appointed a new SLS provider and training events scheduled for the new tool were postponed. As a result, we have not completed the SLS since 2020.

Priority Area Scores

Leadership & Governance	**-**	**Silver**
Estates & Operations	**-**	**Gold**
Partnership & Engagement	**-**	**Silver**
Learning, Teaching & Research	**-**	**Bronze**

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Health, Safety and Environment Committee

Loughborough University

Sustainability Strategy

Origin: Robyn Reeve

Action Required:

To receive and approve the draft sustainability strategy.

Executive Summary

A new Sustainability Strategy has been drafted to ensure that it aligns with the University Strategy to 2030.

Other Committees Consulted

Sustainability Sub-Committee

Equality Diversity and Inclusion Considerations

The strategy will be designed by creative and print to make an online version which is accessible.

Paper Details

1. **Our Vision, Purpose, and Values**

Our vision is to embed sustainability into the daily workings of our staff, students, alumni, and partners so that together we can create a better and more sustainable future for all. We will seek to do this through our campus, research, teaching programme and our local and international community.

The purpose of the Strategy is to advance global understanding of sustainability through our research and education and to inspire stakeholders to make a local, national, and international impact to sustainability.

The delivery of this vision will be underpinned by our University Values:

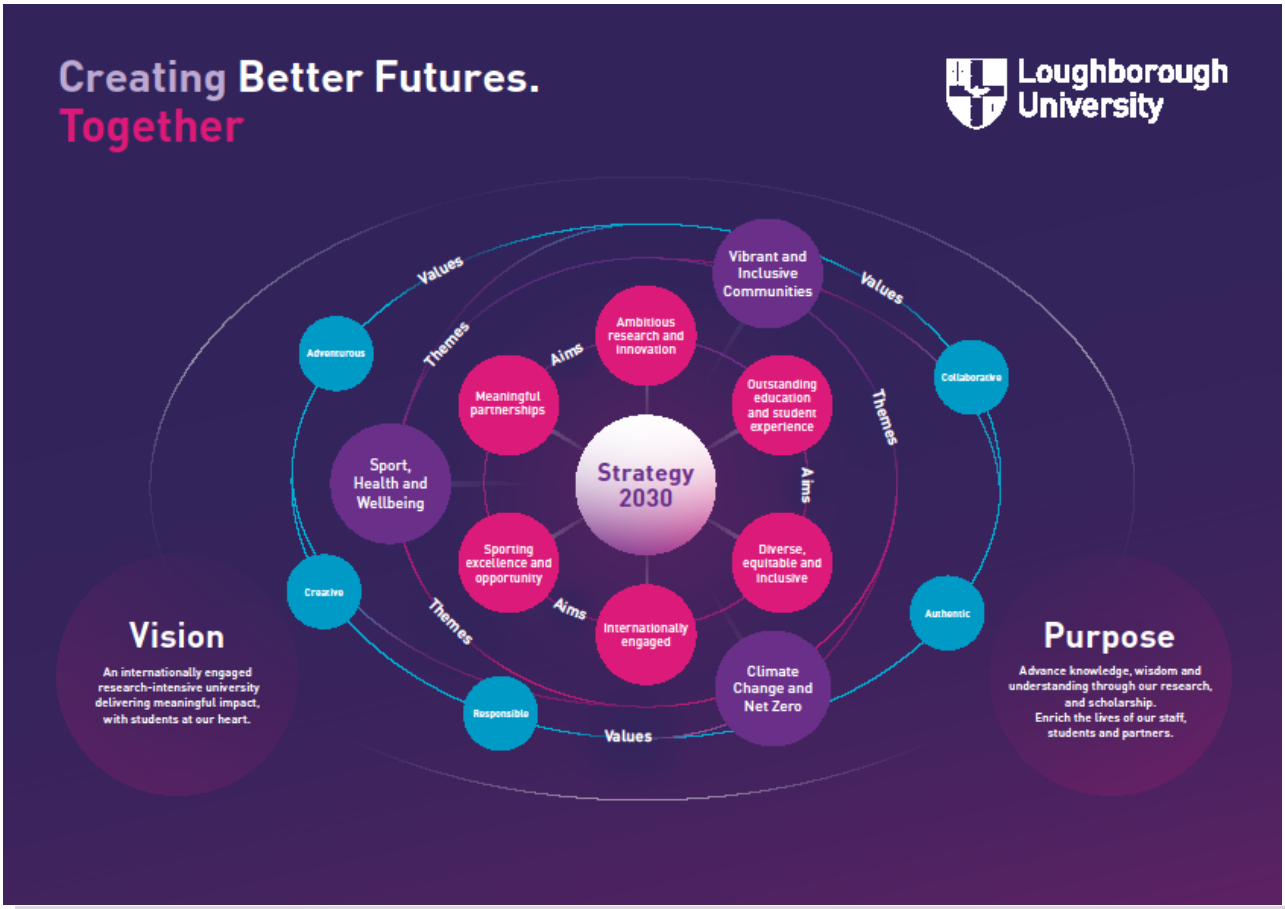
- Authentic- we will report openly and honestly on Sustainability and Environmental data
- Adventurous- We will be progressive and ambitious in striving to achieve global sustainability through our campus and our research

- Responsible- We will be accountable for our actions and the impact that this has on sustainability
- Creative- We will work imaginatively and innovatively to find solutions to sustainability using our expertise and research
- Collaborative-we will work with staff, students, alumni, colleagues, and partners to establish sustainable practices together

2. **Context**

Loughborough University recognises its responsibility to cultivate and empower our staff, students, and partners to create a more sustainable planet for the future. Universities play a leading role in delivering environmental impacts and social justice both through the reduction of their carbon emissions and the promotion of their learning. To fulfil our responsibilities, we must embed sustainability in all aspects of our establishment including teaching, research, international impact, partnerships, procurement, and operations. This Sustainability Strategy will support the University in engaging students, staff, and partners to deliver sustainability outcomes and will be enabled by plans and guides setting out the actions and objectives to effect positive change.

2.1 University Strategy 2030



1 Figure 1. LU Strategy

The new Loughborough University Strategy was launched in Summer 2022. The bold and ambitious strategy “Creating Better Futures. Together” puts Sustainability at the heart of the University’s agenda for the remainder of the decade to 2030. Addressing Climate Change and Net Zero are key themes within the Strategy and the University is committed to reducing the impact of

extreme weather and our carbon footprint not just on Campus but through the local, national, and international impact of our research, education, and innovation.

Our Sustainability Strategy details our vision and objectives for a creating a sustainable future for all using our influence in research, teaching, student experience and partnership working.

2.2 United Nation Sustainable Development Goals (SDGs)

Loughborough University has been a proud signatory to the United Nation's Sustainable Development Goals (SDGs) since 2019. The SDGs comprise 17 goals that aim to address the global challenges we face and provide a solution that offers a better and sustainable future for the world. They include ending poverty, promoting the importance of health and wellbeing, achieving cleaner energy, and reducing inequality. Loughborough is required to report on our progress towards the SDGs annually to share our actions and the impact that they have had with other establishments throughout the globe.

2 Figure 2. Take Action for the Sustainable Development Goals - United Nations Sustainable Development

The Sustainability Strategy and the supporting action plans and guides will embody the SDGs and seek to promote and embed them in all that we do. We will ensure that all our staff and students are aware of the SDGs by embedding this into our professional development and curriculum and we will use our research to promote and deliver the goals on an international scale.

3. Our Progress 2015-2022

The aim of our previous Sustainability Action Plan was to ensure that sustainability was embedded, visible and integrated throughout the Campus. We have achieved this by:

- A reduction in Carbon Emissions by 37% based on the 2010/11 baseline for Scope 1 & 2
- A commitment to reach Net Zero on Scope 1 & 2 emissions by 2035 and reduce scope 3

emissions.

- An increase in recycling on campus to include 78% of all waste.
- Construction started on our first Passivhaus building on Sports Park which is due for completion by the end of 2022.
- Construction projects throughout the campus have been delivered to BREEAM Excellent or BREEAM Very Good
- Established a Loughborough University Net Zero (LUNZ) group which includes senior leaders, academics, support staff and students working in partnership to reduce our carbon footprint.
- We signed the SDG accord
- Marketing the "Give 'N' Go Scheme" encouraging students and staff to donate unwanted food, bedding, equipment, and clothing to charities that support the local and national community. Since 2012 we have donated over £550,000 worth of items to the British Heart Foundation and supported the Falcon Food Bank. This also prevented the items from being processed as waste.
- Promoting health and wellbeing throughout our staff and student body utilising our Fruit Routes and the natural environment.
- Commitment to the Atheana SWAN charter.
- Creating a Sustainability Essentials training module for staff
- Installation of Apiaries in 2016 which have provided staff and students with 1300 lbs of locally produced honey.
- We maintained our ISO14001:2015 accreditation demonstrating continuous improvement
- We trained 400 staff members in spill response
- We reduced the use of single use cups and lunch boxes by designing and promoting reusable items
- We reduced CO2 for staff car commuting by
- We increased the number of University owned Electric Vehicles on campus to 17 and decreased diesel and petrol vehicles by 21
- XX passengers used our campus shuttle bus

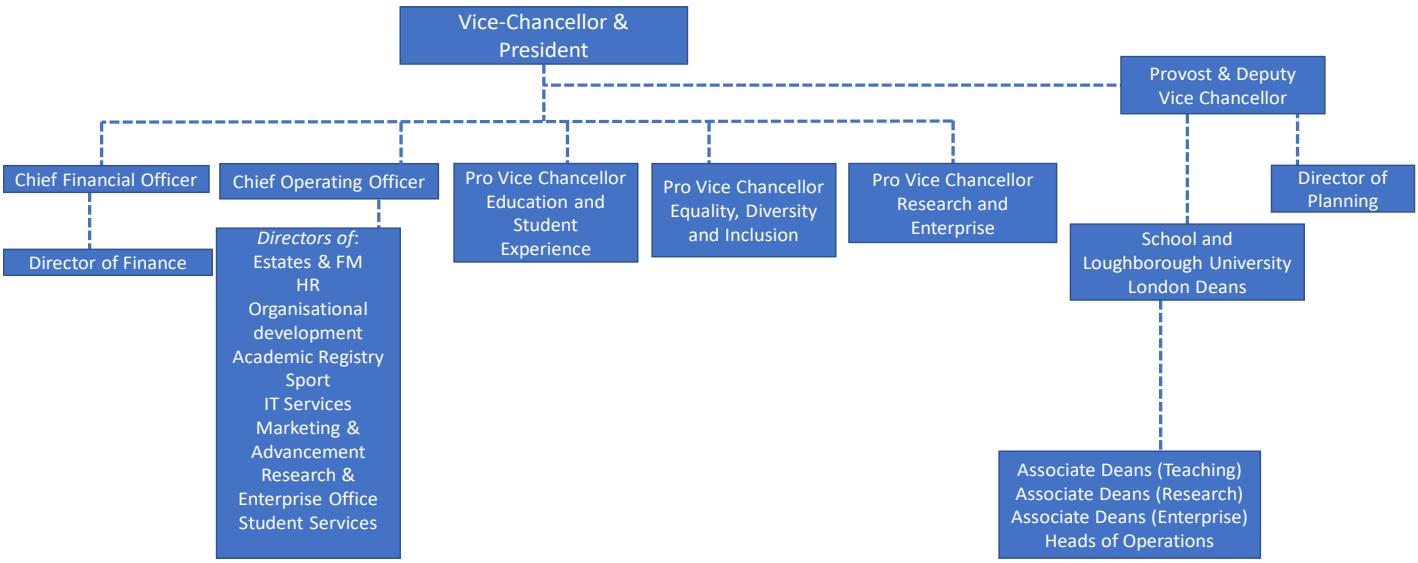
4. **Governance, Reporting and Responsibility**

The Director of Estates and Facilities Management has been delegated responsibility for Sustainability from the Vice Chancellor. The leadership structure of the University can be found at Figure 3, all University leaders have a responsibility for Sustainability as mandated by the University Strategy and the Environmental Policy. The Sustainability Strategy is owned by the Estates and Facilities Management department and the Sustainability Manager is responsible for its development, review, and day-to-day management. Governance of the Sustainability Strategy and associated plans is through the Sustainability Sub Committee which is responsible for the implementation and supervision of the Strategy. Students will be active members of the

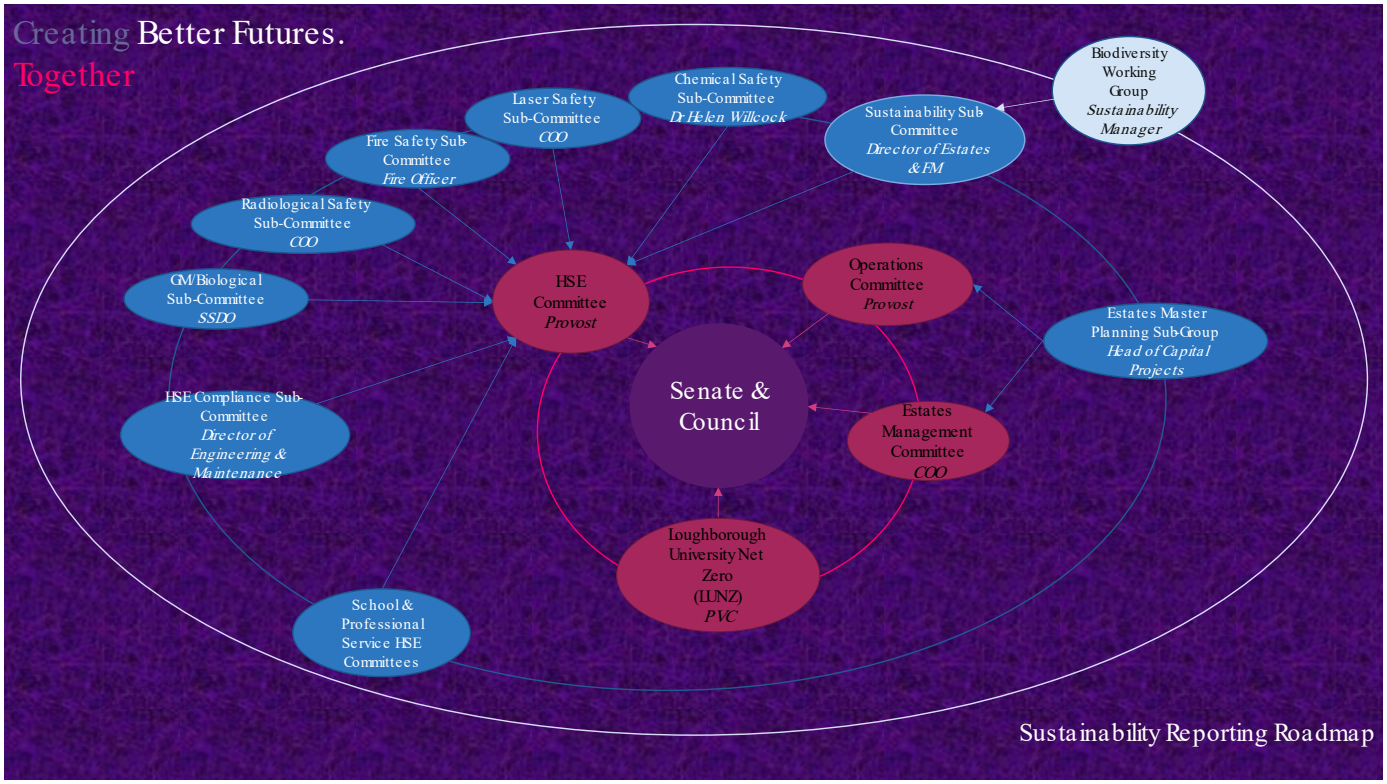
Sustainability Sub Committee, the Sustainable Travel Group and the Biodiversity Working Group with at least two student members invited to each committee.

Delivery, progress, and amendments will be reported to the Senate, Council and Senior Leadership Team via the University Health Safety and Environment Committee every three months with a full Sustainability report submitted to Senate and Council on an annual basis. Details of the reporting structure can be found at Figure 4. Sustainability reporting for the previous academic year will be submitted to the Autumn senate meeting. This Strategy will be reviewed as required to reflect changes to the University strategy and its associated plans or UK legislation.

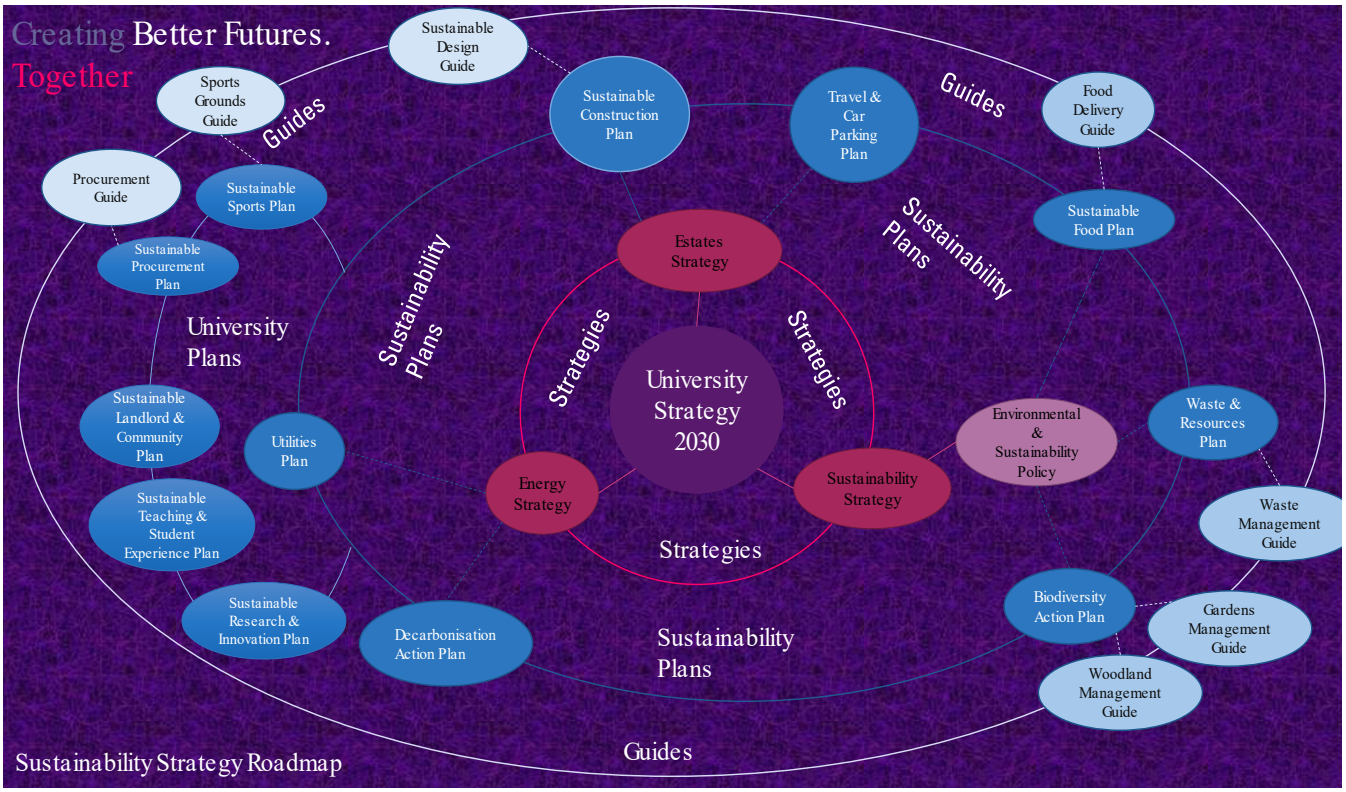
All staff and students throughout the University have a responsibility to support the Strategy, in areas within their influence, their obligations in relation to this are set out in the Sustainability and Environmental Policy. The Sustainability Strategy works alongside other plans and guidelines which are laid out in Figure 5. All documents will be available on the LU Sustainability Pages once they have been approved for publication and links to specific documents can be accessed via Section 6 of the Strategy. The plans will be created by the Sustainability team and will include information from the Loughborough University Net Zero (LUNZ) task groups. which will incorporate academics, professional services, and students with specific interests or expertise in Scope 3 areas. The strategy will be funded by the annual Sustainability Budget of £592,585 which includes the Recycling Budget, and the Travel Budget and larger projects will be funded via the Capital Maintenance Budget, of which £1.5 million has been allocated to Net Zero projects, and the Long-Term Maintenance Budget.



3 Figure 3. LU Leadership for Sustainability Structure



4 Figure 4. Sustainability Reporting Roadmap



5 Figure 5. LU Strategy Roadmap

5. **Strategic Themes & Commitments**

Themes	Commitments
Environmental Sustainability We will embed environmental sustainability into our taught programmes and ensure that all staff and students have a high degree of carbon literacy and responsibility to develop individuals who have a positive influence and improve society for the future.	We will develop an Education and Student Experience plan by October 2022 which will embed sustainability and carbon literacy into our taught programmes. We will enable student placements, opportunities and experiences which equip them with the right skills values and experiences for sustainable futures. We will engage with third party training providers to offer all management staff Carbon Literacy training by 2025. We will ensure that all staff and students undertake sustainability training so that they understand its importance and their responsibilities on campus.
Diverse Communities We will support diverse communities around the globe to adapt to and prosper in the changing world climate and address the concerns and inequalities faced within these communities.	We will develop an International Engagement and Impact Plan by June 2022 which will combine our creative analytical and technological expertise to accelerate a reduction in global emissions and global societal issues. We will increase the number of fairtrade, ethical and locally sourced products available on our menus. We will engage with partners and technology to reduce carbon emissions from international events. We will work with local communities to educate members of the public and future generations about the importance of sustainability and how they can contribute towards a better more sustainable future. We will increase our number of international students in terms of volume and geographical diversity.

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	We will form partnerships with world-renowned international universities and organisations.
Sustainable & Inclusive Sports Development We will be a world leader in sustainable and inclusive sports development and will use our expertise to drive of sport and exercise into public health improvements and the wellbeing of our staff and students whilst influencing and helping sporting policy makers and organisations to reach net zero.	We will develop a Sporting Excellence and Opportunity plan by January 2023 to reduce the carbon footprint of sport both at the University and in the wider industry and become a beacon for inclusivity in sport. We will continue to research sustainable sports grounds and ensure that any new sports developments on campus are net zero. We will increase para-sports on campus for staff, students, and the local community. We will use our connections with national sports bodies to reach wider audiences across the world and educate them on equality, diversity, and inclusion in sports.
Climate Change & Net Zero We will develop our estate and change working practices amongst our staff and students to achieve net zero emissions from our operations and nurture the natural environment on campus providing a healthy and sustainable habitat for biodiverse populations.	We will develop a Partnership Plan to engage strategic partnerships that advance net zero, inclusivity, health, and wellbeing. We will create capacity and thinking space for staff by reducing the net workload across the university and improving their wellbeing through Project Enable. We will only build new properties to Passivhaus specification ensuring that all estate developments are net zero. We will carry out a survey of biodiversity across our campus and will ensure a net gain in biodiversity following all campus developments. We will practice ethical investments and divest from companies that do not meet our ethical investment criteria. We will work with the Student Union and Occupational Health to engage students and staff in sustainable extra-curricular activities which promote and enhance our natural environment.

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	We will work with our tenants at Loughborough University Science and Enterprise Park to establish sustainability in their workplaces. We will engage with partners to increase active transport to and around campus. The University will maintain its status as a living laboratory for students to research new technologies which will be installed on campus to provide clean energy. We will provide our students with internships in Estates and FM enabling them to reduce our carbon footprint and gain valuable work experience.

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6. Measurements

To assess our performance against this Sustainability Strategy we will carry out regular reviews and monitoring of its effectiveness. We will report on this annually in the Sustainability Report which will be delivered to the Senate. We will use the data from the Estates Management Record which is submitted to the Higher Education Statistics Agency (HESA) annually to benchmark our performance and will monitor our performance in the People and Planet, University Green League, and Times Higher Education Impact League to compare the effectiveness of our strategy against other higher education providers in the UK.

Details of individual actions, targets and measurement criteria can be found in the action plans included in the Action Plans and Guidance. General measurement techniques include:

- We will manage our Environmental Management System to conform with ISO 14001.
- We will continue to measure the impact of our research through the Research Excellence Framework and will report on impact on SDGs.
- We will monitor sustainability training attendance aiming to reach 100% of staff and students by 2030.6.
- We will monitor our carbon footprint with a commitment to eliminate scope 1 & 2 emissions by 2035.
- We will carry out regular surveys of wildlife aiming to increase biodiversity by 10% by 2030.
- We will monitor our waste management aiming for 0% of non-hazardous waste to reach landfill by 2026.
- We will monitor our performance in sustainability league tables, aiming to achieve a top 10 ranking by 2030.
- We will monitor our scoring via the Sustainability Leadership Scorecard aiming to achieve Gold standards in our four priority areas by 2030.
- We will increase the amount of food donated to local foodbanks.
- We will not invest in any companies which fund fossil fuels, arms trade or violate international law.
- We will reduce the gender pay gap.
- We will increase the number of women in STEMM education and careers.
- We will continue to achieve our Green Flag status.

7.Action Plans and Guidance

This section will contain links to the various plans and guides which shape the delivery of the Sustainability Strategy and are available on the Sustainability Website. Policies and guidance | Sustainability | Loughborough University (lboro.ac.uk)

Loughborough University Strategy

Creating Better Futures. Together | Loughborough University (lboro.ac.uk)

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Estates Strategy 2020-2040

https://www.lboro.ac.uk/media/media/services/sustainability/downloads/Estates-Strategy-2020-2040.pdf

Utilities

77365 Energy Strategy 2020-2050 Final.indd (lboro.ac.uk)
https://www.lboro.ac.uk/media/media/services/sustainability/downloads/Heating-Policy.pdf

Biodiversity & Garden s

https://www.lboro.ac.uk/media/media/services/sustainability/downloads/biodiversity-action-plan-2021-2026.pdf

Waste Management

https://www.lboro.ac.uk/media/wwwlboroacuk/content/sustainability/downloads/6.2.5%20Waste%20Management%20Strategy.04.01.pdf

Sustainability & Environmental

79933 Environmental Policy 2021.pdf (lboro.ac.uk)

Travel

https://www.lboro.ac.uk/media/wwwlboroacuk/content/sustainability/downloads/Travel%20Plan%20Executive%20Summary%202021_2025.pdf

Sustainable Food

https://www.lboro.ac.uk/media/wwwlboroacuk/content/sustainability/downloads/DRAFT%20Sustainable%20and%20Healthy%20food%20Policy.pdf

Sustainable Construction

https://www.lboro.ac.uk/media/media/services/sustainability/downloads/Sustainable-Design-Guide.pdf

https://www.lboro.ac.uk/media/media/services/sustainability/downloads/Construction-Site-Waste-Management-Strategy-2016.pdf

Sustainable Procurement

https://www.lboro.ac.uk/media/media/services/finance/downloads/policies/ethical-investment-policy-june2022.pdf

https://www.lboro.ac.uk/media/media/services/sustainability/downloads/Sustainable-Procurement-Guide.pdf

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Health, Safety and Environment Committee

Loughborough University

Environmental Policy

Origin: Sustainability Office – Environmental Manager, Nik Hunt

Action Required:

The Committee are asked to review the proposed changes and approve these or make further recommendations. There may be additional amendments following the discussion of this at the Sustainability Sub Committee on the 27th Sept which will be verbally presented by the Sustainability Manager during the meeting.

Executive Summary

The Environmental Policy is a key document within our ISO140001:2015 accredited Environmental Management System (EMS) and has to be reviewed and re-endorsed each year to demonstrate continual improvement and support. This paper details the proposed changes to update this and bring it in line with the new University Strategy.

Other Committees Consulted

This paper was also presented at the Sustainability Sub Committee on the 27th Sept and any further proposed changes from this will be verbally presented by the Sustainability Manager during the meeting.

Equality Diversity and Inclusion Considerations

There are no specific EDI elements relevant to this report.

Paper Details

1. Introduction

The following is the current text from the existing Environmental Policy showing the proposed changes with content to be omitted struck through and any content to be added highlighted in yellow.

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2. Key statements

Many of the statements in the policy are there to meet the requirements of the ISO14001 standard.

3. Policy structure

The Policy is kept as short as possible to support its display as a Policy on staff noticeboards. It is supported by the Environmental Standards booklet which sets out the standards expected of the University, staff and students in all aspects of environmental sustainability. Further specifics are then detailed in the EMS Strategies (Sustainability and Energy) and Action Plans.

4. Main changes

The main changes can be summarised as:

a. A proposed new title to bring Sustainability into this as a more commonly recognised descriptor.
b. An update to the numbers referenced.
c. The removal of references to the old University Strategy and addition of refence to the new University Strategy.
d. Minor changes to update references to other documents which have changed or are about to e.g. From Sustainability Action Plan to Sustainability Strategy.

Proposed Environmental Policy wording changes:

~~Environmental Policy~~

Sustainability & Environmental Policy or Environmental Sustainability Policy

Loughborough University has two inspiring campuses in the UK, educates ~~in excess of 18,500~~ almost 19,500 students, employs over 3,650 members of staff and has around 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 and is a key part of our new strategy being launched soon~~. This is recognised in the Loughborough University Strategy to 2030, *Creating Better Futures. Together*.

Creating Better Futures. Together, is a bold and ambitious strategy, it is outward and forward looking, recognising the importance of our external influence and the impact of our actions on the world around us, and reflecting the challenges that face us as a society. It has Climate Change and Net Zero as one of three key themes, delivered across, and through, seven key

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areas. 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 Sustainability & 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 Energy Strategy and decarbonisation plan. ~~carbon management plan, particularly through the efficient use of energy.~~
- Improving resource efficiency in accordance with the waste hierarchy of Prevention, Reduce, Reuse, Repair/Refurbish, Recycl~~ing~~, Anaerobic Digestion and Energy Recovery to prevent Disposal to Landfill. ~~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 Guidance. ~~Policy.~~

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- 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 estates management strategies. ~~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 Strategy ~~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 ~~E~~environmental performance. All staff and students share this responsibility and are therefore required to adopt and adhere to the principles of this Sustainability & 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.

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Health, Safety and Environment Committee

Loughborough University

Driving and Transport Policy

Origin: Neil Budworth, Director of Health, Safety and Wellbeing

Executive Summary

This policy has been completely re written. It now has clear responsibilities allocated and new sections on the use of mobile phones and the need for Section 19 permit s when transporting students.

Other Committees Consulted

No other committees have been consulted, but there have been two wide consultation exercises.

Equality Diversity and Inclusion Considerations

None

Action Required:

HSE Committee are asked to approve this policy

Health and Safety Department

Driving and Transport Policy

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Version No: 5

Document Control

Document Details	
Reference	
Version Number	4
Effective From	August 2022
Approval Date	August 2022
Review Date	August 2024
Author	Neil Budworth and Hiten Patel

Document Revision History			
Date	Revisions Made	Revisions made by	Approved by
2013	FM H&S policy Annex AA amended and adopted as University policy	James Stapleton	
Apr – 2016	Amended logo	Hugh Weaver	
Dec – 2017	Amended Section 3	Hugh Weaver	
Aug - 2018	Amended section 1, 2 ,3 and terms of reference and the law. A section has also been added (4.4) that focuses on managing H&S risks when drivers of University vehicles need to drive on campus grounds (i.e. grounds and gardens teams).	James Stapleton / Hiten Patel	
June -2022	Fundamental re write to reflect changes in practice. Specific responsibilities added.	Neil Budworth	

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1. Overview

Terms of reference

This Policy on Driving and Transport should be adopted by all staff and line managers as appropriate.

A basic requirement for managers to carry out a risk assessment of the tasks at hand and to identify potential dangers concerning driving was identified by the HSE as central to accident reduction.

2. Responsibilities

Dean or Director of Professional Service

Ensure that processes are in place to :-

- Authorise individuals to drive on University business
- Perform an initial driving licence check to ensure that they are suitably qualified for the driving tasks in their role
- Provide assurance that suitable insurance cover is in place for those driving their own vehicle
- Ensure that the names of those who drive on a regular basis are notified to the Occupational Health Department so that they can be included in routine health surveillance
- Ensure that suitable training is provided where the tasks demand it.
- Ensure that there are suitable arrangements in place for the transport of hazardous materials
- Driving and transport activities are subject to subject to suitable risk assessment.
- Ensure that a Section 19 permit is carried in the vehicle when students are being conveyed.

The Driver

Ensure that they :-

- Hold a valid driving licence which is appropriate to the activities being undertaken.
- Notify any relevant changes to their line manager, and where appropriate to Insurance Support (relevant changes may be – the successful completion of driving tests for further licence categories, the receipt of penalty points and changes in medical status which could affect the ability to drive).
- Have taken steps to ensure that their eye sight is at least to UK minimum standard for driving and where required use the prescribed eyesight correction every time they drive.
- Attend appointments for health surveillance if required.
- Do not take part in racing, pace-making, rally driving or any other competitive event. (With the exception of where the vehicle is specifically designed for such activity and where the activity is authorised by the Dean of School or Director of Professional Service

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eg Formula student)
- Do not carry prohibited or hazardous substances unless they have been appropriately trained and have the correct equipment to transport the material safely.
- Do not undertake towing activities unless they have been trained to do so
- Have a copy of the Section 19 permit in the vehicle when transporting students

When using their own vehicle on University business drivers should :-
- Ensure that their own vehicle is suitably maintained, taxed and where appropriate has a valid MOT certificate
- Ensure that they have suitable insurance arrangements in place for business travel.

Line Manager

The first line manager is responsible for :-
- Bringing this policy to the attention of their team.
- Conducting an initial check of a driver's licence and insurance details.
- Notifying the Occupational Health Team of any drivers that meet the criteria for health surveillance.
- Ensuring that risk assessments have been conducted and significant findings and risks recorded.
- Ensuring that a Section 19 permit is carried in the vehicle when students are being conveyed

Occupational Health

The Occupational Health Team will :-

- Define the criteria which describes those who should be subject to regular health surveillance.
- Determine and agree the assessment protocol which is to be used in line with recognised guidelines.
- Ensure that there are effective systems in place for the delivery of a health surveillance programme.

Insurance Support

Insurance support will ensure that appropriate insurance arrangements are in place for the range of driving activities conducted on University business.

University Health and Safety Service

The University Health and Safety Service will :-

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- Maintain this policy, taking into account developments
- Periodically audit the arrangements in place to ensure that they align with policy aims.

3. Vehicles/driving activity

Work vehicles/driving activities include the following:

- School or Department owned and hired vehicles and vehicle related specialist machinery both on and off campus.
- Privately owned vehicles used on University business.

Driving activity includes:

- Towing both large and small trailers (This is an additional aspect for some drivers, requiring additional training. Refer to the hyperlink to check if individuals can tow with their personal driving license; https://www.gov.uk/search?q=towing)
- Carrying potentially hazardous goods such as chemicals, bottled LPG, oxygen oracetylene

University owned or hired vehicles must NOT be used for:

- Any social or private purpose or any business purposes other than on behalf of theUniversity.
- Hire or reward
- Towing trailers, caravans etc. unless written approval has been obtained and the vehicle has been suitably modified for such use.
- Racing, pace-making, rally driving or any other competitive event. (With the exception of those vehicle specifically designed for such activity and where the activity is authorised by the Dean of School or Director of Professional Service eg Formula student)

If the vehicle is used in contravention of these conditions, any resulting damage or charges willbe the absolute responsibility of the Authorised Driver to whom vehicle has been issued. Such use will also render the employee liable to disciplinary proceedings.

4. Driving Licence

All drivers, including drivers using their own vehicles on University business are required to have a full driving licence which is valid for the class of vehicle that they are driving and declare any driving restrictions to their line manager, for example: restrictions on the class of vehicle that can be driven or medical restrictions.

When transporting students drivers must have a copy of the section 19 permit in the vehicle.

Under the Transport Act (Amendment) Regulations 2019 all approved drivers are obliged to hold a valid permit when transporting students.

Permits will be left permanently in School cars and vans and are available for collection from the Insurance Office. These must be collected before a journey takes place in a hire car or similar.

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University owned or hired vehicles must only be driven by registered drivers. To register as a University driver please click here You will be required to attach your driving licence and card for checking.

The driver is responsible for informing the Insurance Support team of any changes to their licence as soon as the changes have been affected by DVLA. This includes points being added to the licence, withdrawal of the licence or changes to the class of license held by the driver.

Department administrators are able to check approved drivers list via workspaces named "ApprovedDrivers". Please contact insurance.support@lboro.ac.uk if the departmental administrator does not have access.

The Government has produced a simple to use website that allows users of vehicles to check the types of vehicles they can drive with their license. Visit; https://www.gov.uk/driving-licence-categories.

The validity of licences can be checked on line through the Government website Check someone's driving licence information - GOV.UK (www.gov.uk)

5. The Use of Mobile Phones and Other Devices

It is illegal to hold and use a phone, satellite navigation, tablet, or any device that can send or receive data, while driving or riding a motorcycle on public roads. The same standards are expected on campus roads and when driving on University business.

This means that a device must not be used in the hand for any reason, whether online or offline.

For example, drivers must not text, make calls, take photos or videos, or browse the web whilst driving.

Using devices hands-free

It is acceptable to use devices with hands-free access, as long as you do not hold them at any time during usage.

Hands-free access means using, for example:

- Bluetooth headset
- voice command
- dashboard holder or mat
- windscreen mount
- built-in sat nav

6. Health Surveillance

the Occupational Health Department will undertake Vocational Driver's Medical Assessments For the following groups of drivers:

- Large Good Vehicles (LGV or HGV) and Passenger Carrying Vehicles (PCV). The

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relevant

- Drivers required by national legislation to hold licenses for goods vehicles between 3.5 and 7.5 tones (Group C1).
- Drivers of small passenger-carrying vehicles between 9 and 16 passenger seats (Group D1, usually minibuses).
- Regular drivers of forklift trucks as per HSE recommendations.
- Employees who have updated the DVLA of any health changes.
- Employees who drive clients/ colleagues/students as part of their duties.
- Employees required to drive University vehicles on campus.

Where health surveillance is a DVLA requirement relevant documentation will be required to demonstrate that the individual is suitably qualified to drive the vehicle.

The line manager of individuals who fall into any of these categories must notify the Occupational Health Department, so that routine surveillance can be arranged.

7. Risk Assessment

A risk assessment should be completed for driving activities. The assessment should consider the driver, the vehicle and the journey.

Further details can be found in Appendix 1

8. Insurance

Loughborough University insurance covers LU owned vehicles and vehicles hired on University business through University approved suppliers.

All drivers using their own vehicles on University business must have motor insurance which is valid for business use.

Normally Class 1 business use insurance is required to drive a vehicle on University business. Drivers using their own vehicles are expected to have confirmed with their insurance provider that they are properly insured for their business mileage before undertaking their journey.

Drivers should be aware that accidents occurring, and licence endorsements collected whilst they are on university business in line with this policy may impact on their personal motor insurer's willingness to insure and/or the premium charged.

These should therefore be reported to the driver's motor insurer to comply with the duty of disclosure.

9. MOT certification

All vehicles over 3 years old, including privately owned vehicles being used on University business are required to have a current MOT certificate. It is the responsibility of the University

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to ensure that a vehicle owned by Loughborough University, or hired using an approved supplier for use at Loughborough University, has a current valid MOT certificate.

Departments shall keep all copies of the MOT certificates for departmental vehicles in a readily viewable format.

By consenting to use a privately-owned vehicle for use on University Business, the driver of that vehicle is deemed to have checked and confirmed that, where necessary, the vehicle has a current MOT certificate. LU vehicles cannot be driven if no valid MOT or under repair due to a MOT assessment.

10. Vehicle checks and maintenance

Drivers using their own vehicles

Drivers in this category are responsible for the roadworthiness of their own vehicles. To help drivers check their roadworthiness, the weekly vehicle checklist in appendix 2 can be used as a guide to check the vehicle's suitability.

Drivers of hire vehicles

All vehicle responsibilities relating to roadworthiness are retained by the driver. Before using the vehicle the driver is responsible for ensuring basis safety functions are working correctly. The driver may use the checklists in appendix 2 to carry to the necessary checks or go to https://internal.lboro.ac.uk/info/finance/staff/insurance/

11. Drivers of Departmental Vehicles

Each School/Department is responsible for exercising control over the issuing of keys to authorized drivers and for ensuring that vehicles are roadworthy at all times. Departmental vehicles may be used by many people within the department and there is a potential for the vehicle to be left in an un-roadworthy condition.

Daily checklists should be used by each driver before taking a vehicle on the road. Weekly checklist must also be completed and a paper record retained in the vehicle. The driver is responsible for ensuring that a weekly checklist has been completed within the previous 7 days. If the checklist has not been completed, the driver must conduct the weekly checks personally and sign the checklist record before taking the vehicle.

Faults must be reported to the appropriate person in the department/School, keys must be withdrawn immediately and the vehicles must not be used until all faults are rectified.

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12. The Transport of Hazardous Materials

The transport of hazardous materials is prohibited, unless the driver is properly trained in the safe transport of hazardous goods and has the materials or equipment required to transport the goods safely.

13. Driving on the campus grounds (infrequent activities)

All University vehicles should be driven with great care on the estate road network.
There are some exceptional circumstances where it may be necessary to take a vehicle off the road network and onto a footpath / or grounds areas.

These circumstances include:

- Taking equipment such as gardening plant to the point of use, to minimise the manual handling involved
- Refresh catering vehicles getting close to building entrances, to deliver a supply of food / drink
- Delivering building equipment (such as paving slabs) to undertake maintenance tasks

To reduce the risk of vehicles striking pedestrians in these circumstances, all drivers of should consider the following risk reduction measures when they need to take vehicles off the main road network:

- Review the route to be used – in particular can driving in a pedestrian area be eliminated, or minimised?
- Can a nearby loading bay area be used to off-load material ?

If it is still necessary to drive in a pedestrian area, then drivers should implement the following control measures:

- Reduce speed to a walking pace
- Display the hazard warning lights (or audible warning tone if fitted) to warn others of your presence
- Avoid reversing wherever possible.
- Plan the route so that driving in a forward direction is achievable.
- Use a banksman to reverse if needed.
- Choose off-peak hours where possible to drive in these areas
- Give way to pedestrians – they have priority in pedestrian areas
- Take great care at all times – do not rush, be aware of others at all times.

Driver considerations

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When driving any vehicle on campus, or on business use, all drivers shall follow the Highway Code and campus rules as the minimum requirement. https://www.gov.uk/guidance/the-highway-code

There is a strict duty on all persons to report any changes in health that may affect their fitness to drive or any motoring offence convictions collected. The Insurance Support section should be notified of any relevant change in health or driving penalties affecting the driver's licence. Individuals should also be required to inform their line manager in writing.

Those whose work involves driving, or whose jobs change to involve driving must be informed of this policy and this should be recorded. Induction training should be provided for new vehicles and all drivers should receive safety training specifically aimed at the driving aspects of their work.

Drivers of light and medium goods vehicles should understand the principles of safe distribution of loads, manual handling, vehicle heights and load restraint systems.

Drivers MUST NOT use a hand-held mobile phone, or other in-car technology device, when driving or when supervising a learner driver, except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop. Never use a hand-held microphone when driving. Using hands-free equipment is also likely to distract attention from the road. It is far safer not to use any telephone whilst driving or riding.

14. Appendix 1 Risk Assessment

The risks that should be considered as part of a driving risk assessment include:

- The risk of injury to drivers, passengers, other members of staff, students and the public both on and off campus as a result of a Road Traffic Accident
- Risks associated with driving and operating specialist vehicles, e.g. machinery hazards, noise, vibration.
- The risk to drivers getting up unusually early to start a trip or having a long drive home after the end of a late finishing event or a day spent in transit. It is strongly advised that no-one should drive when affected by lack of sleep
- The risk of driving unfamiliar vehicles or vehicles larger than those that the driver is accustomed to drive
- The possibility of impairment or deterioration of individual's physical and mental ability and capacity to deal with traffic/operation of machinery e.g. eyesight, hearing, comprehension, physical wellbeing,
- Driving under the influence of drugs/medication or alcohol

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- Driving a poorly maintained vehicle

Further guidance on risk assessment can be found here - Driving and riding safely for work - Overview - HSE

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15. Appendix 2 Vehicle Checklists

The Department for Transport estimates that around 600 people are killed in crashes involving vehicle defects every year.

It is a driver's legal responsibility to ensure that the vehicle they are driving is in a road worthy condition.

As an example, the fine for defective tyres is 3 penalty points and a fine up to £1000.

The checklists below have been developed to assist in keeping within the law by ensuring the vehicle is safe.

1. Daily check list

At the start of the working day, walk round the vehicle before setting off and check:

- Tyres appear undamaged and sufficiently inflated. (Correct profile).
- There is no excessive damage to the vehicle, including windscreen and windows.
- The windscreen wipers are working and the level of screen wash in the bottle where appropriate.
- The horn works.
- The vehicle lights, and indicators all work.
- The mirrors are set correctly.
- Any load is secured correctly and does not overhang the vehicle without suitable warning notices.
- All occupants are wearing seatbelts and head restraints are correctly adjusted where fitted.
- As soon as it is safe to do so, check that the brakes are working.
- Any other items specified by your line manager or the vehicle handbook are checked as necessary.

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2. Weekly checklist

The weekly checks should be undertaken and recorded on the vehicle weekly checklist.

Vehicle Weekly checklist

Vehicle Registration:		School/Department:
Name of person carrying out checks:	Name of Supervisor or Line Manager	
External checks	Tick as applicable	Comments or Notes Record findings & report to Supervisor
Bodywork for significant damage		
Tyres		
Measure depth of tread if indicator bands or tread appear less than 2mm		
No physical damage or uneven wear patterns		
Check/record tyre pressures and Inflate to correct level as necessary		
Wipers. Check for worn blades		
Mirrors. Check and clean		
Internal checks	Tick as applicable	Comments or Notes Record findings & report to Supervisor
Seat belts and anchorages		
Rear view mirror		
First aid kit present		
Fire extinguisher present		
Operational checks	Tick as applicable	Comments or Notes Record findings & report to Supervisor
Oil levels		
Brake fluid		
Coolant		
Power steering fluid		

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Hydraulic fluid		
Reverse alarm (if fitted)		
Electrical		
Horn		
Side lights		
Dipped headlights		
Full beam		
Indicators and side repeaters Hazard lights		
Brake lights		
Fog lights		
Number plate lights		
Reverse lights		
Courtesy lights if fitted		
Contents checks	Tick as applicable	Comments or Notes Record findings & report to Supervisor
Vehicle log sheet (hand in and leave blank one)		
First Aid kit		
Fire Extinguisher		

Any additional items that your line manager or the vehicle handbook requires checking should be added to this list and recorded below.

Signature of person who carried out the checks:

Useful information
https://www.gov.uk/guidance/the-highway-code
https://www.rospa.com/road-safety/resources/free/employers/
http://www.orsa.org.uk/help-and-advice/resources/

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Health, Safety and Environment Committee

Loughborough University

ISO14001:2015 Annual Surveillance Audits

Origin: Sustainability Office – Environmental Manager, Nik Hunt

Action Required:

The Committee are asked to note the outcome of these audits and the proposed next steps.

Executive Summary

The ISO14001:2015 Annual Surveillance Audits were undertaken from the 5th-12th September across the Loughborough and London campuses. The audits resulted in the identification of one Opportunity For Improvement which is an excellent result. As the audit exercise is a sampling exercise there are however further areas in which we can improve to ensure continual improvement and these will be identified on an ongoing basis through the internal procedures of the Environmental Management System as identified in the next steps

Other Committees Consulted

This paper was also presented at the Sustainability Sub Committee on the 27th Sept where the next steps were to be discussed.

Equality Diversity and Inclusion Considerations

There are no specific EDI elements relevant to this report.

Paper Details

1. Introduction

The ISO14001:2015 standard requires an annual surveillance audit and full re-accreditation every third year. The surveillance audits are split as follows:

Year 1: Surveillance - Loughborough Campus (4 days) and Imago (1 Day)

Year 2: Surveillance - Loughborough Campus (4 days) and London (1 Day)

Year 3: Reaccreditation - Loughborough Campus (4 days), London (1 Day) and Imago (1 Day)

This year was Year 2.

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2. The Audits

The audits were undertaken as follows:

The Loughborough campus audit was undertaken from the 5th – 8th September, it was conducted for the first two days remotely and the latter two days on site. It included interviews and site visits as follows:

- Leadership interview – Vice-Chancellor and President, Professor Nick Jennings
- Sustainability Leadership – Sustainability Manager, Robyn Reeve
- EMS Management & Waste Management – Environmental Manager, Nik Hunt
- Energy & Carbon Management – Energy Manager, Greg Watts
- Sustainable Travel – Sustainable Travel Officer, Elliott Brown
- Sustainable Procurement – Category Manager, Anna Ellis
- Site Visit 1: Sportsgrounds and Gardens – Assistant Gardens Manager, Rachel Senior
- Site Visit 2: School of Aeronautical, Automotive, Chemical and Materials Engineering, Tom Carslake, Sean Creedon and Dave Travis supported by school staff.
- Site Visit 3: School of Design & Creative Arts, Manish Maisuria and Rachael Redford supported by school staff.

The London campus audit was undertaken from the 12th September, it was conducted in part on site and concluded remotely. It included a site tour with the Facilities Manager, Mitul Shah, and an interview with the School Registrar and Acting Operations Director, Deborah Bowen.

The audits looked at areas pertaining to our Risk and Opportunity Analysis, Compliance Obligations, Environmental Aspects and their Impacts, Communications, Roles and Responsibilities, Policy & Procedures, Internal Audits, Management Review, Non-conformities, Environmental Monitoring, Objectives & Targets, Competency Needs Analysis and Training, as well as Emergency preparedness and response.

Thank you to all those who supported the audit process. The audits are a sampling exercise, they do not look at every element we do in every location.

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3. Audit Results

These audits are assessed against the requirements of the standard, our procedures and environmental legislation. Findings are recorded in the form of:

- Major Non-Conformances: A significant failing relating to legislation or the requirements of the standard
- Minor Non-Conformances: A weakness in evidencing the requirements of the standard, legislative risk or procedural failing
- Opportunities for Improvement (OFI): Areas where the University and its EMS could improve should we wish to evidence continual improvement.

The Loughborough Campus resulted in one OFI where waste related documentation was not clearly available for one contractor. There were no findings for the London Campus.

Continued accreditation to the standard was therefore recommended.

The above results, whilst excellent, do not by any means infer there is no room for improvement.

4. Next Steps

The following steps will be undertaken over the next 11 months to ensure we are ready for next years reaccreditation audit.

A) The OFI will be addressed by the Environmental Manager.
B) The Environmental Manager will continue to drive improvements as and when identified.
C) The Sustainability Team will continue to work with all areas to support the EMS.
D) Internal audits will be undertaken Feb-Apr 2023 to support the EMS development and internal compliance assessments.

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Health, Safety and Environment Committee

Loughborough University

Incident Data

Action Required:

To note recent incident data. Specifically to note the data on needlestick injuries requested by Union colleagues.

Executive Summary

This paper gives recent incident data, including data requested by Union colleagues relating to needlestick incidents. Recent trends continue with most incidents occurring in the Estates and Facilities Management Services. This is to be expected because of the number of colleagues employed in these areas and the physical nature of the work. Specific programmes of work are being undertaken by these services to minimise the number of incidents suffered. Overall incident numbers are lower than pre pandemic levels. Good numbers of near misses are now being reported, however, this is inconsistent across different schools and services so additional activity will be undertaken to remind people of the importance of capturing near misses. Needlestick number are extremely low with the majority occurring with clean needles in laboratory situations.

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

None

Serious Incidents

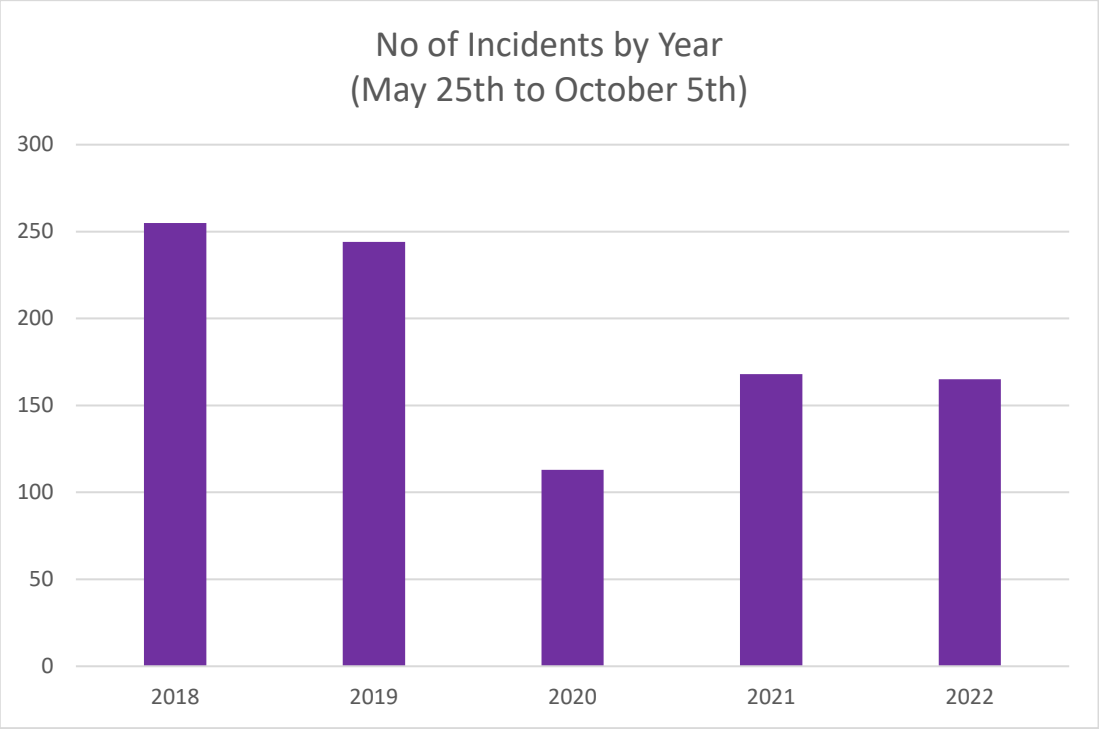
There were three RIDDOR reportable incidents in the reporting period:

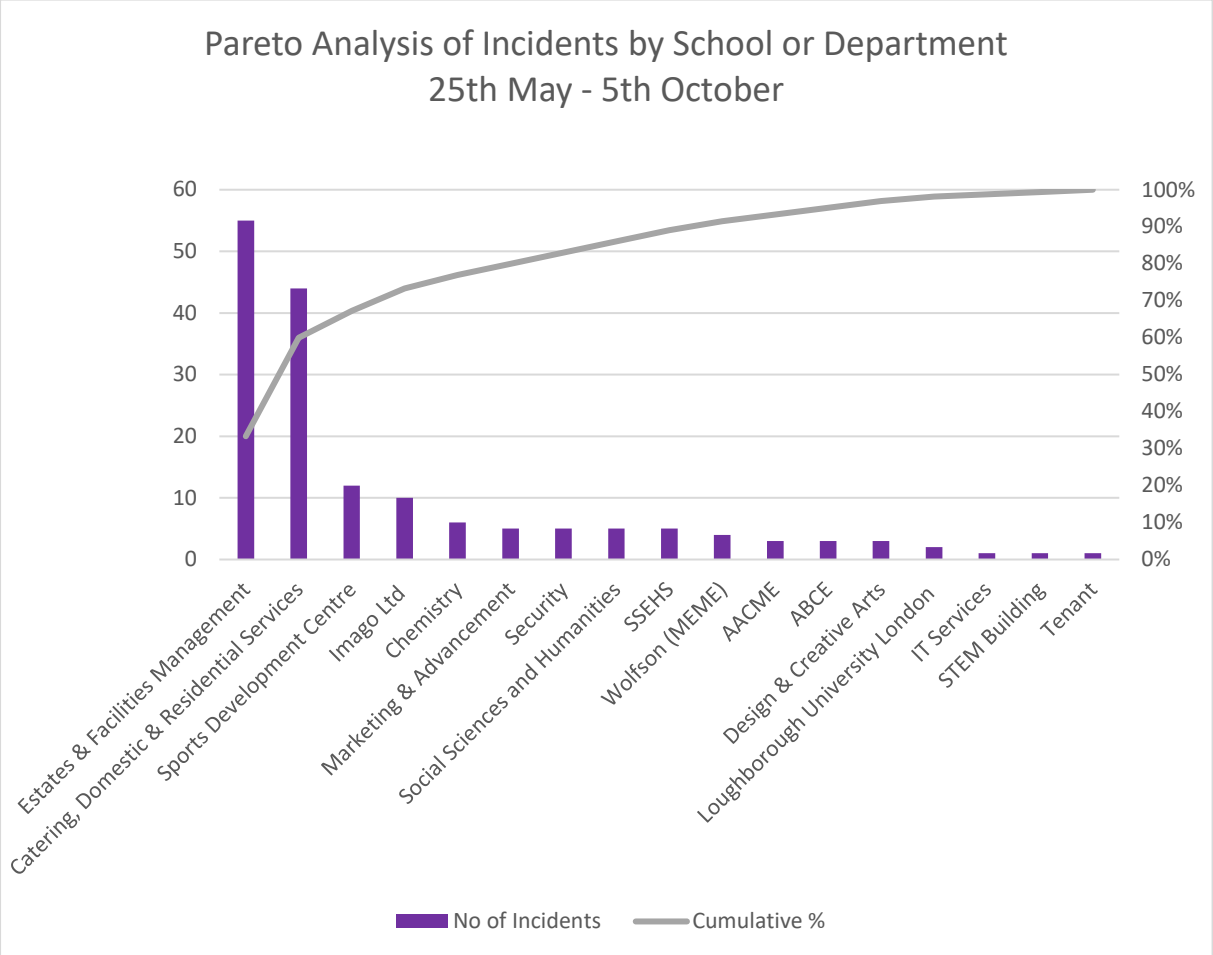
HSE Ref	Date	Org Unit	Accident Type	Type of RIDDOR	Summary
A4D89CCB12	27/06/2022	Residential Services	Slip, Trip or Fall on Same Level	7 Day Work Related Incapacitation Injury	Cleaner tripped over a vacuum wire
163152D611	30/07/2022	Imago Ltd	Slip, Trip or Fall on Same Level	Injury to non-worker taken directly to hospital for treatment	Burleigh Springs member tripped and banged his head
12B1OD1381	04/08/2022	Building Fabric Maintenance	Slip, Trip or Fall on Same Level	Injury to non-worker taken directly to hospital for treatment	Young visitor fell into a drain that collapsed under him

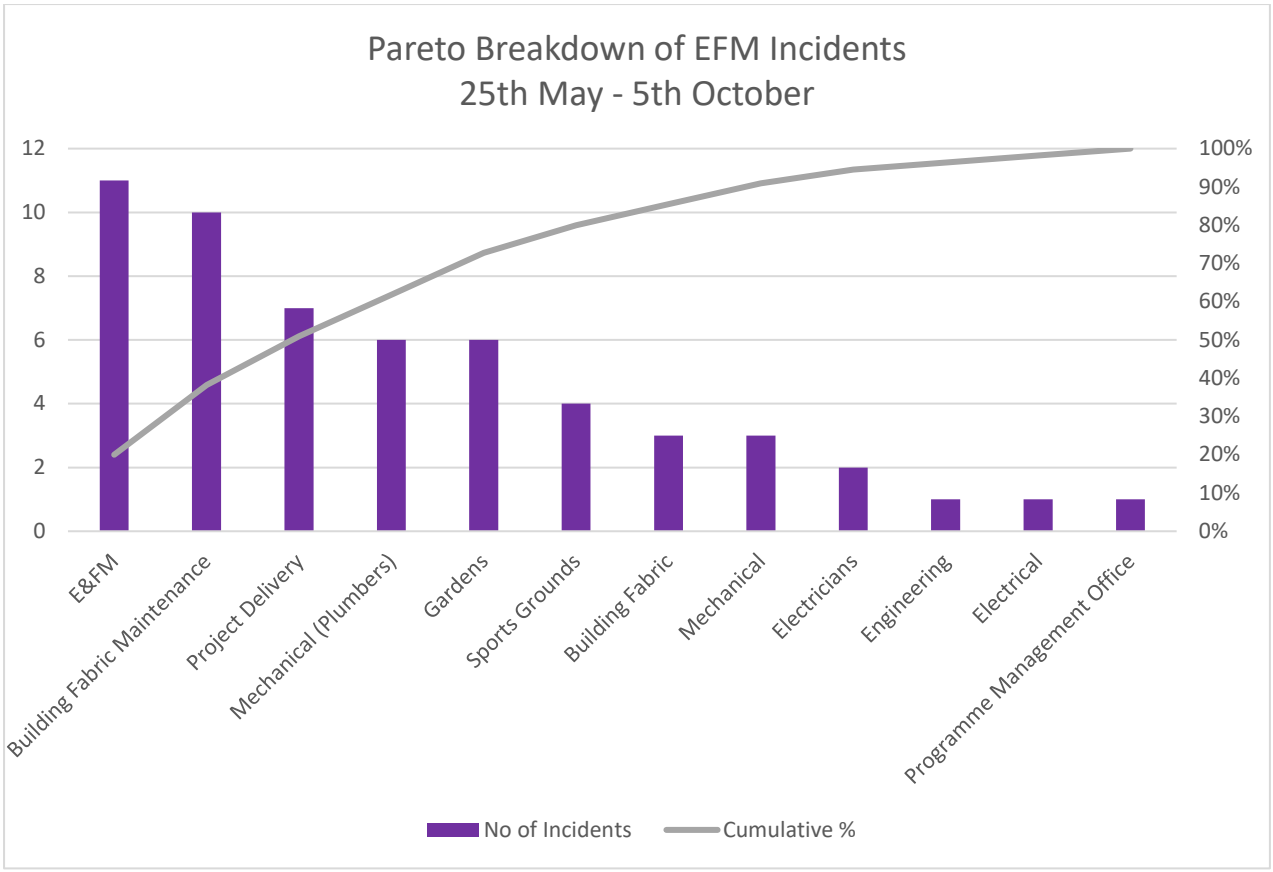
The were also two Incident Review Panels in the reporting period:

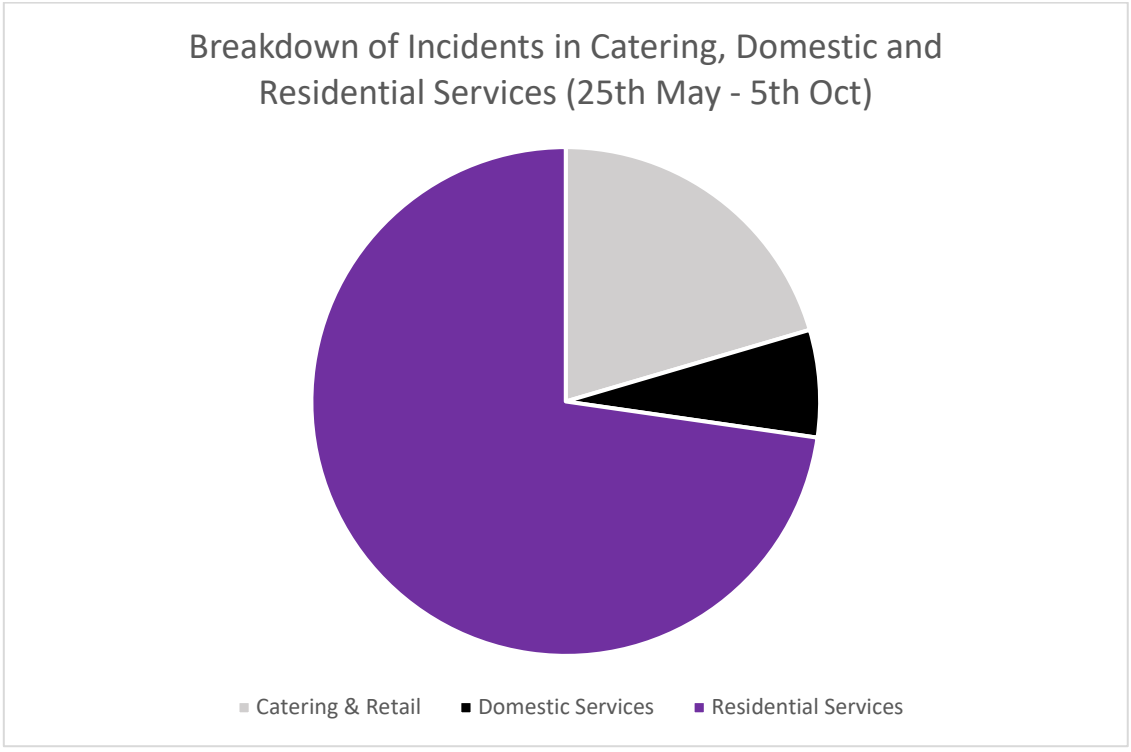
SHE Ref	Date	Accident Type	Summary
3842	29/04/2022	Near Miss – Moving machinery or material	Academic entered a yellow caged area whilst a robot was in “auto”
3889	18/05/2022	Accident – Fall from Height	Contractor fell from a scaffold tower in Powerbase

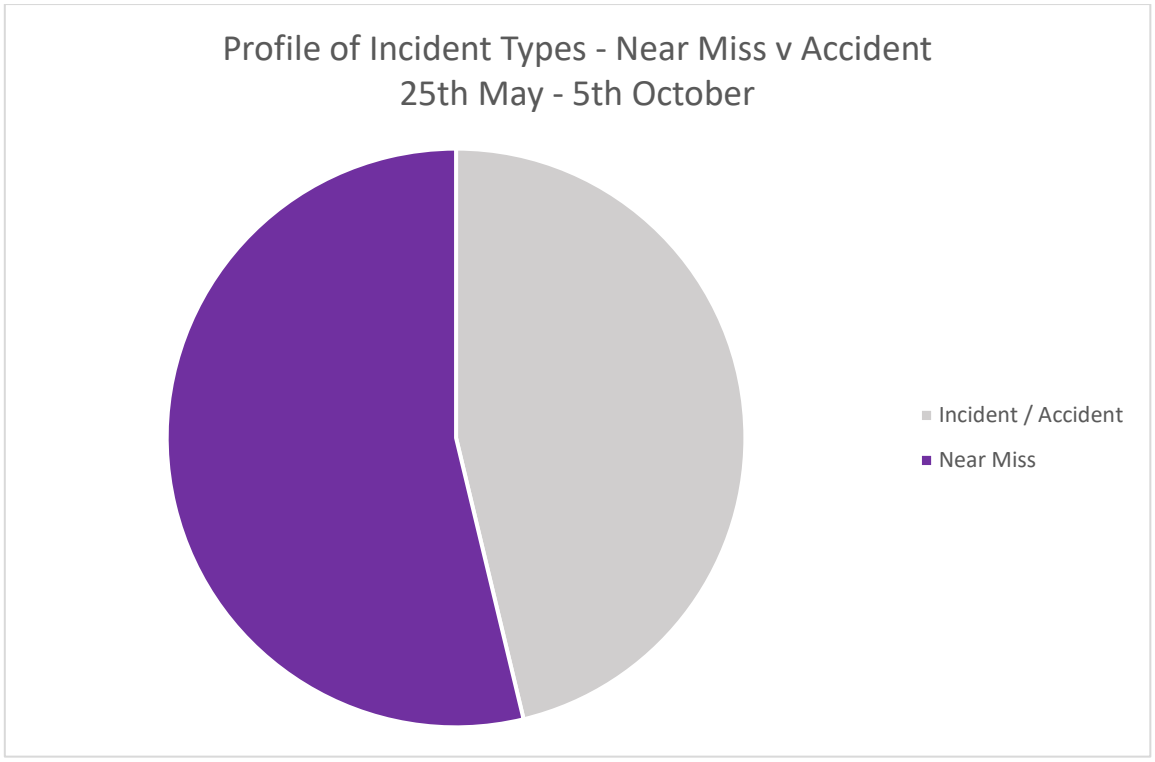
Incident Data and Graphs (excluding Fire Alarm Incidents)

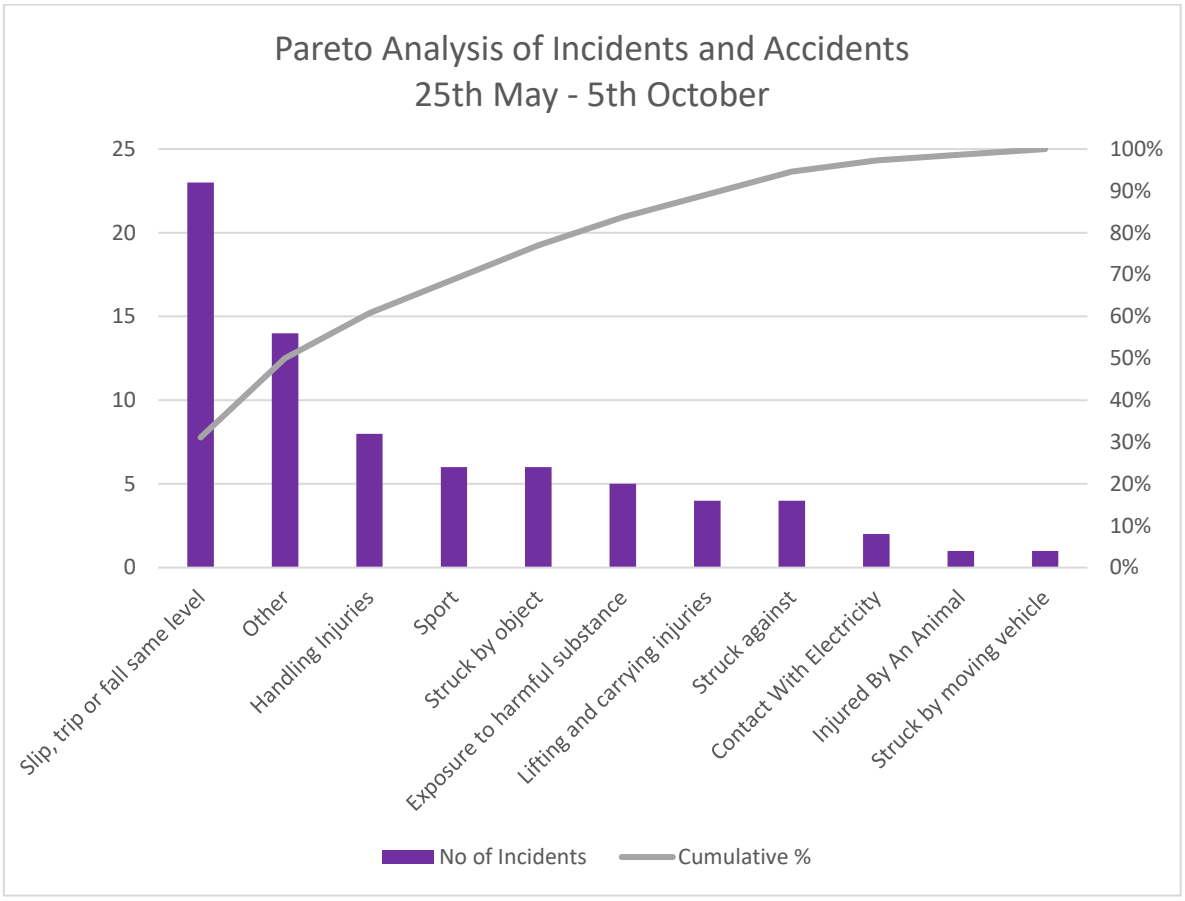


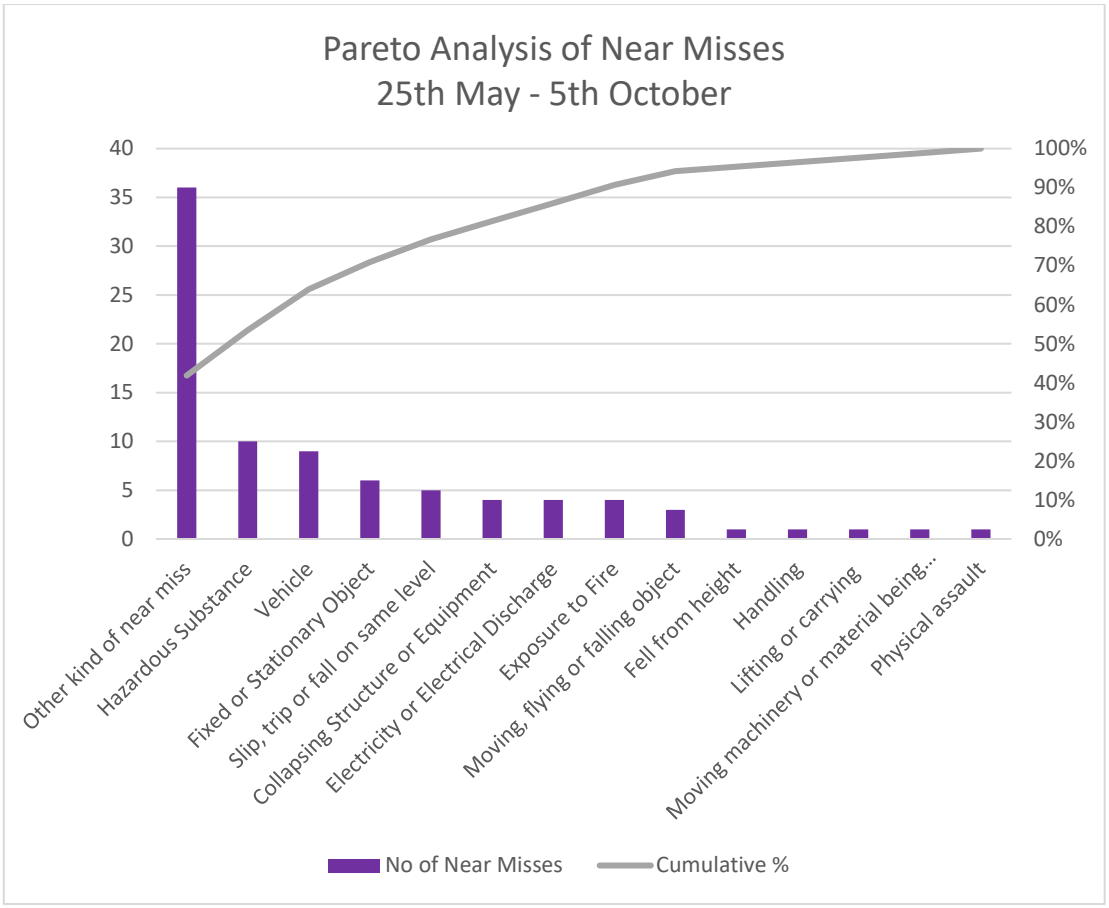



Pareto Breakdown of EFM Incidents
25th May - 5th October
12
10
8
6
4
2
0
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
E&FM
Building Fabric Maintenance
Project Delivery
Mechanical (Plumbers)
Gardens
Sports Grounds
Building Fabric
Mechanical
Electricians
Engineering
Electrical
Programme Management Office
No of Incidents
Cumulative %


Breakdown of Incidents in Catering, Domestic and Residential Services (25th May - 5th Oct)
Catering & Retail
Domestic Services
Residential Services

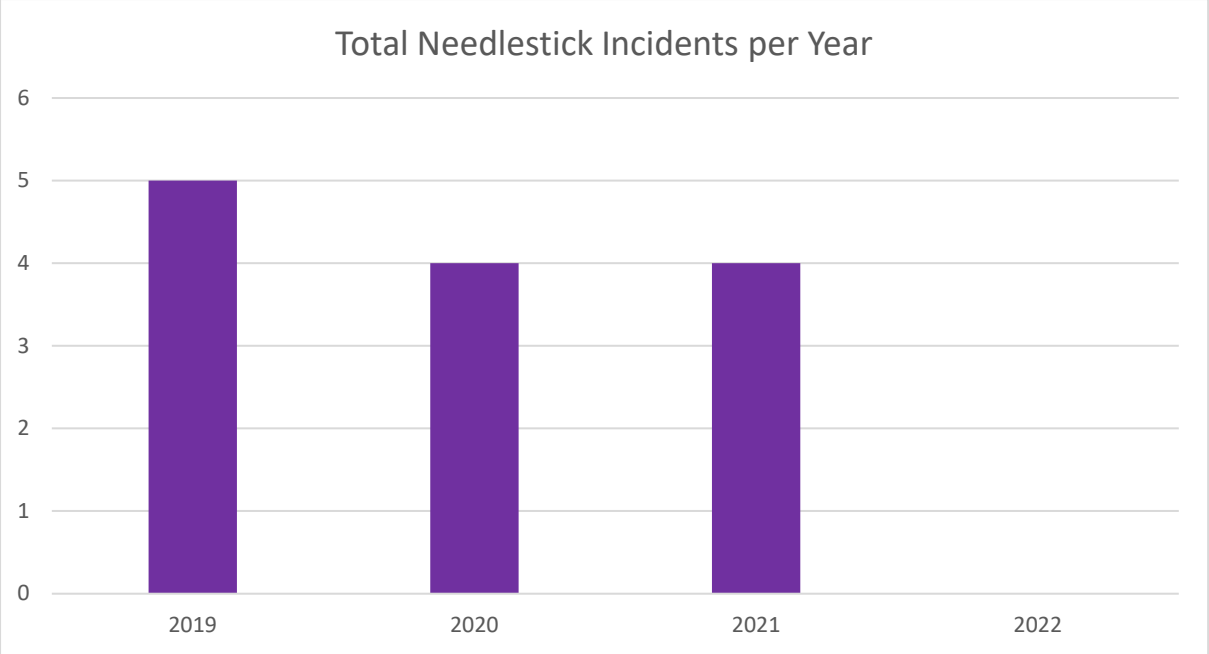

Profile of Incident Types - Near Miss v Accident
25th May - 5th October
Incident / Accident
Near Miss


Pareto Analysis of Incidents and Accidents
25th May - 5th October
25
20
15
10
5
0
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Slip, trip or fall same level
Other
Handling Injuries
Sport
Struck by object
Exposure to harmful substance
Lifting and carrying injuries
Struck against
Contact With Electricity
Injured By An Animal
Struck by moving vehicle
No of Incidents
Cumulative %


Pareto Analysis of Near Misses
25th May - 5th October
40
35
30
25
20
15
10
5
0
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Other kind of near miss
Hazardous Substance
Vehicle
Fixed or Stationary Object
Slip, trip or fall on same level
Collapsing Structure or Equipment
Electricity or Electrical Discharge
Exposure to Fire
Moving, flying or falling object
Fell from height
Handling
Lifting or carrying
Moving machinery or material being...
Physical assault
No of Near Misses
Cumulative %

Needlestick Information

Ref	Org	Date	Who	Details	Notes
1677	Imago	31/08/2019	Employee	Emptying a bin with needles inside	
1717	Wolfson	23/09/2019	Employee	Needlestick whilst performing Lab activity	
1895	AACME	31/10/2019	Student	Needlestick whilst performing Lab activity	
1986	Science	22/11/2019	Student	Needlestick whilst performing Lab activity	
2066	Catering & Retail	02/12/2019	N/A	Needle left in Dining Hall	Incident refers to 2 other occasions
2131	Catering & Retail	02/01/2020		Needle found in the grounds	
2110	Domestic Services	07/01/2020	Employee	Pricked right hand while cleaning	
2345	AACME	05/03/2020	Student	Needlestick whilst performing Lab activity	
2581	Science	09/10/2020	Employee	Needlestick whilst performing Lab activity	
3005	Science	21/05/2021	Student	Needlestick whilst performing Lab activity	
3159	Residential Services	25/08/2021	Employee	Cleaning behind a sink	
3318	Residential Services	01/11/2021	Employee	Needle in a general waste bin	
3323	Science	02/11/2021	Student	Needlestick whilst performing Lab activity	
3555	Residential Services	17/07/2022	Employee	Small piece of plastic thought initially to be part of a needle but found not to be	Not Needlestick


Total Needlestick Incidents per Year
6
5
4
3
2
1
0
2019
2020
2021
2022

Health, Safety and Environment Committee

Loughborough University

Terms of Reference and Composition of HSE's Sub-Committees for 2022/23

Origin: Secretary

Action Required:

(i) To APPROVE the terms of reference and composition of the following new sub-committee:

Sustainability Sub-Committee

(ii) To APPROVE changes to the terms of reference and composition of the following sub-committee:

Health Safety Environment Statutory Compliance Sub-Committee

(iii) 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

(i) To APPROVE the Terms of Reference and Composition of the new Sustainability Sub-Committee:

Purpose:

The **Sustainability Sub Committee (SSC)** exists to oversee the development and delivery of sustainability in support of the University Strategy, the Sustainability Strategy and the wider sustainability agenda. It oversees the policies, guidance and action plans which support the Sustainability Strategy and make up the EMS (Environmental Management System) as well as acting as the Management Review Group for the EMS. It co-ordinates the University's activities and responses in this area reporting into the Health, Safety and Environment Committee such that it ultimately reports through to Council providing visibility, overview and assurance in these areas.

Aims: (and measure of success)

The Sustainability Sub Committee aims to:

- Support delivery of the Sustainability elements of the University Strategy and the contribution sustainability makes to the overall strategy.
    - Measure: Any evidence specific to delivery of the University Strategy
- Oversee the development and delivery of the Sustainability Strategy.
    - Measure: Strategy delivered by December 2022
    - Measure: Development and delivery of an annual Sustainability Action Plan
- Provide direction on the development and delivery of policies, guidance and action plans which support the Sustainability Strategy across research, teaching, enterprise and operations.
    - Measure: the number of policies, guidance and action plans developed and delivered
- Receive reports on the progress of the above from the relevant stakeholders.
    - Measure: detailed progress reports against action plans to be received from at least 6 key areas during the course of the year selected from:
        - Waste & Resources
        - Emissions and Discharges
        - Travel & Transport
        - Biodiversity
        - Educating for Sustainable Development
        - Sport
        - Procurement
        - Food (Catering & Retail)
        - Imago
        - LSU

- To receive reports on the EMS, undertake Management Review of its progress and provide guidance on its continual improvement.
    - Measure: Completion of the EMS Management Review in May
- To ensure compliance with our Sustainability obligations and review performance against best practice in the sector and more widely.
    - Measure: Completion of our Sustainability obligations which currently include:
        - Sustainability Leadership Scorecard
        - Sustainable Development Goals Accord
        - ISO14001 Obligations
        - People & Planet Green League (not a formal obligation yet)
        - UI Green Metric (not a formal obligation yet)
- To monitor national and international legislative and policy developments, and be advised on their implications for the University.
    - Measure: Maintain legal compliance
- To receive reports from and provide guidance to any subgroups of the SSC.
    - Measure: Maintain and develop subgroups of the SSC
- To report after each meeting to other appropriate sub committees and committees on any related matters as required.
    - Measure: Number of reports to other appropriate sub committees and committees
- To provide an annual report to Senate and Council and ensure that Senate and Council are provided with the information required to discharge their duties around Sustainability and Environmental Compliance.
    - Measure: Delivery of an annual report to Senate and Council

Reports to:

- Health, Safety and Environment Committee and other Committees as required.
- Representations may also be made by the Chair to ALT and PSLT

Works alongside:

- The Loughborough Net Zero Group.
- The Health, Safety and Environment Compliance Sub Committee.

Sub-Groups:

The SSC will receive reports from and provide guidance to:

- The Biodiversity Working Group (includes the Woodland Management Group).
- Transport Sustainability Group.
- Any Task and Finish Groups that shall be created to support delivery of the agenda.

Meets: 3 times per year

Membership of the Sustainability Sub Committee:

Position:	Role:	Representative
Director of Estates & Facilities Management	Chair	Graham Howard
Director of Maintenance, Engineering & Sustainability	Deputy Chair	Rob Sparks
Sustainability Manager	Convenor. Reports on Strategy, Travel & Biodiversity	Robyn Reeve
Environmental Manager	Secretary. Reports on Waste, Resource Efficiency, Pollution Prevention, Compliance, EMS	Nik Hunt
A Dean	Member	Paul Conway
Operations Manager(s)	Member.	Ruth Casey Simon Fawcett Judy Billington
Academic with Sustainability interest	Member. Reports on Education for Sustainable Development (ESD)	Rob Wilby
Snr E&FM Manager	Member. Reports on Sustainable Construction	Martin Channell
Energy Manager	Attendee when required. Reports on Energy but this will, on the whole, be covered the LUNZ Group	Greg Watts
Sustainable Travel Officer	Attendee when required. Reports on Travel & Transport	Elliott Brown
Catering representative	Member. Reports on Sustainable Catering	Dan Brazil
Retail representative	Member. Reports on Sustainable Retail	Karl Christison
Procurement representative	Member. Reports on Sustainable Procurement	Anna Ellis
Organisational Development representative	Member. Reports on Sustainability Training	Sarah Williamson Matt Hope
Sports representative	Member. Reports on Sustainability In Sport	Mark Davies
Imago representative	Member. Reports on Sustainability across the imago venues	Steve Powell
Student Union representative	Member. Reports on Sustainability for the Students Union	Danny Smith
Planning representative	Member	Dawn Matthews
Marketing & Advancement representative	Member	Helen Clarke
Technician representative	Member	Imogen Heaton
Student representative	Member	TBC
Staff representative	Member	TBC

In Attendance: Administrator to assist with minutes if required.

Further Context:

The Terms of Reference and Membership are designed to reflect the sub-committee's role to oversee and govern the University Sustainability agenda with particular focus on:

- Creating a sustainable campus.
- Developing sustainable students, staff and visitors.
- Encouraging the development of a Sustainable curriculum, research and enterprise.
- Supporting a sustainable community.

In particular the sub-committee shall consider and support the institutional theme **Climate Change and Net Zero** across the core areas of:

- Research & Innovation – we will grow our research and innovation capacity, in areas such as clean energy and the circular economy, to enable the university to play a leading international role in responding to the climate emergency.
- Education – we will develop students who have a high degree of climate change awareness and carbon literacy so that they can take responsibility for sustainable actions in themselves and others.
- EDI – will help diverse communities around the globe adapt and prosper in a changing world climate.
- International – we will bring together our creative, analytical and technological expertise to accelerate a reduction of global emissions.
- Sport – we will use our expertise and influence to help sporting policymakers and organisations in their transition to net zero.
- Partnerships – we will seek and engage strategic partnerships that will strengthen our response to the climate emergency and help accelerate progress towards net zero.
- University – we will engage staff, develop our estate, and change working practises to achieve net zero emissions from our own operations.

Sustainability: meeting our own needs without compromising the ability of future generations to meet their own needs considering the three main pillars of Environmental, Economic and Social. Social Responsibility is a key part of Sustainability.

Sustainability within the University Strategy is delivered through the Sustainability Strategy which can be driven by as well as supporting the 17 UN Sustainable Development Goals (SDG's). Loughborough University is signed up to the SDG Accord the purpose of which:

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1. is to inspire, celebrate and advance the critical role that education has in delivering the Sustainable Development Goals (SDGs) and the value it brings to governments, business and wider society.
2. is 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.

The 17 SDG's can be found here: https://sdgs.un.org/goals

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(ii) To APPROVE changes to the terms of reference and composition of the following sub-committee. Changes appear in red:

Health, Safety and Environment Statutory Compliance Sub-Committee

Definition of a DAP

A person, either employed by the University or another organisation, with the required knowledge, training and experience, appointed by the Director of Estates in writing, to take managerial responsibility for the implementation of the policy and procedures for a specific area of Health and Safety legislation

Membership

Head of Maintenance, ~~and~~ Engineering and Sustainability (Chair)	Rob Sparks
University Compliance Engineer and DAP Asbestos and DAP Water Deputy	Paul Walker
University Health, Safety and Risk Manager	Mike Haynes-Coote
DAP Gas	Jonathan Cripps
DAP HV Electrical	Adam Slater
DAP LV Electrical	Matthew Chadwick ~~(Replacement starts November 2021)~~
DAP F Gas	Nik Hunt
DAP Fire	James Holt
DAP LEV	Michael Wraight
DAP LOLER	Dave Green
DAP PUWER	~~Simon Fawcett~~ Carolyn Cavanagh
DAP Pressure Systems	~~Nigel Worth~~ Mathew Polkey
~~DAP Food Hygiene~~	~~Gagan Kapoor~~
DAP DSEAR	Oliver Preedy
DAP Water	Scott Phillips ~~Paul Walker (Replacement starts October 2021)~~
Secretary	~~Gina Evans~~ Fay Mapplethorpe

Right of Attendance:

Director of Estates and Facilities Management	Graham Howard
Director of Health, Safety and Wellbeing	Neil Budworth

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Terms of Reference

- To advise Health, Safety and Environment Statutory Committee on compliance across the University relating to facilities in line with the University Health and Safety policies.
- To receive feedback and support from Health, Safety and Environment Statutory Committee. The Committee to feedback suggestions and recommendations to the chair who can advise DAP's at future meetings.
- To monitor adherence to Governance structure for Health and Safety compliance management.
- To ensure an appropriate audit programme of statutory activities exists.
- Governance of compliance in relation to topics listed below to a schedule agreed. All DAP's will provide a verbal update on their action trackers lasting 5-10 Mins:

1. Asbestos
2. HV Electrical installation
3. LV Electrical installation
4. Water hygiene
5. Local Exhaust Ventilation Systems (LEVs) Updated 14.01.21
6. Lifting equipment LOLER
7. Pressure systems
8. Gas
9. Fire safety
10. F-Gas Environment
11. PUWER
12. ~~Food Hygiene~~
~~13.~~ DSEAR

Meetings

- Meetings will occur every 4 months prior to the University Health Safety Environment Statutory Committee (HSESC) meetings
- This meeting will feed directly into the HSESC meetings and minutes will be forwarded to the secretary
- The disbandment of the previous Health Safety Environment Sub-Committee meeting has resulted in a loss of representation of School Deans present in this meeting. It was agreed that

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representatives from Schools or Prof Depts can be invited to this Health Safety Environment Statutory Compliance Sub-Committee meetings if specific DAP areas are reviewed in detail

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(iii) 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

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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

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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

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(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

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(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.

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GM and Biosafety Committee

Loughborough University

MINUTES
GMBC22 – M2

Minutes of the meeting held on 6th July 2022

Attendance

Present: Oliver Preedy (Chair), Donna Bentley, Karen Coopman, Kul Sikand, Tim Coles, Nik Hunt, Paul Roach, Eleanor Braithwaite, Beth Gregory, Yang Liu, Matthew Maley, Tao Sun, Chris Burton (Secretary)

Apologies: - Carolyn Kavanagh, Katie Glen, Neil Budworth, Sarah Van Zoelen, Tony Goodall,

22/13 Approval of Minutes

GMBC21-M1

The minutes of the previous meeting held on 9th March 2022 were confirmed as an accurate record.

The members all introduced themselves to the Committee as we have new members.

22/14 Matter arising from the minutes

Action tracker discussed – GMBC22 – AT2

22/15 Infrastructure Issue Log

- The FM issues previously discussed at committee had prompted this being added as an agenda item. Requests for submissions were sent out but none received.
- It was raised that the temperature issues relate not just to staff and student comfort but also the ability of the equipment to work effectively.
- Improvements have been made to the chiller at Holywell Park. The issue is not entirely fixed but is not a concern at present.
- A power outage at Holywell Park was not effectively communicated by FM meaning there was only 27 minutes to react. The possibility of purchasing generators should be looked at.

22/16 HTA update (Karen Coopman & Donna Bentley)

- It was previously discussed that as workload increased the management of samples could be become an issue and we are seeing evidence of this. The issue has been escalated to Mark Lewis. This issue is not isolated to SSEHS but most noticeable here due to the volume of samples.

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22/17 Occupational Health update

- OH not represented

22/18 Update from Schools

18.1 Chemical Engineering (TC)

BSC's successfully tested

Insurance certificate for autoclave has been issues

18.2 SSEHS (DB)

HTA training is complete and was well attended

18.3 Science (PR)

New staff have been recruited and relevant inductions and training will be required

UV light has been procured but needs fitting by FM

18.4 STEM (EB)

BSC's successfully tested

Autoclave certified

18.5 Wolfson (KS)

KI testing is complete.

1 BSC needs fixing and 1 BSC has a minor fault – the filter integrity test involved a smoke machine which required the fire detection equipment to be isolated.

Internal HTA audit in September.

18.6 ABCE (BG)

BG has done a lot of work updating the safety documentation and working practices.

A new autoclave has been procured – insurance needs updating to reflect this.

Waste will now be going with clinical waste.

18.7 Design (MM)

Have not begun the Bio work yet.

22/19 Incidents / Near Miss investigations

- STEM lab has had a contamination issue which is potentially linked to the Open Day. Very challenging to pinpoint exactly what happened but there could be some learnings around visiting students.

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22/20 Sustainability/Waste

- A new Fume Cupboard and BioSafety Cabinet Filters Resolution has been introduced. To be shared with the committee via the secretary (GMBC22-P1).
- Additional bins have been sent to some areas. Design to pickup with NH when they begin there Bio work.
- Was a discussion about the potential to recycle Kimtech Gloves – seems to be a bit of a non-starter as we don't use them much on campus and the scheme doesn't apply to contaminated waste.
- Prompted a discussion about other sustainability ideas in labs that NH will coordinate outside of the committee. OP, EB and BG volunteered to be involved in this discussion.

21/21 Any Other Business

- KS shared the experience that chasing engineers directly for test reports seems to garner faster responses than going through FM.

21/22 Future meeting dates

16/11/2022

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Sustainability Sub Committee (SSC)

Loughborough University

SSC22 – M1

Minutes of Meeting

Minutes of the meeting held on Tuesday 31st May 2022 14.00 – 16.00 via Teams

★ Starred items are for information and are not discussed.

	Item		
22.1.1.	**Present:** Graham Howard (GH) Nik Hunt (NH) Rob Sparks (RS) Rob Wilby (RW) Ruth Casey (RC) Simon Fawcett (SF)	 Sarah Williamson (SW) Robyn Reeve (RR) Martin Channell (MC) Greg Watts (GW) Kaz Setchell (KS) Elliott Brown (EB)	 Anna Ellis (AE) Matt Hope (MH) Helen Clarke (HC) Karl Christison (KC) Hettie Bawden (HB) James Finn (JF)
	Apologies: Paul Conway (PC) Judy Billington (JB)	 Dan Brazill (DB) Dawn Matthews (DM)	**Invited attendees:**
22.1.2.	**Approval of minutes from the previous meeting** N/A		
22.1.3.	**Matters arising from the Minutes** N/A		

SSC will need to decide and support items reported at Senate and the various Committees. Meetings should therefore note business that requires reporting and into which committee and actioned accordingly.

	Items for Discussion:
22.1.4	**To DISCUSS and AGREE the Terms of Reference.** Paper SSC22.A1-P01 was received from NH. GH ran through these and the following key points were raised: • HSE Cttee to be corrected to HSE and Wellbeing. • Net Zero Group is going to be chaired by Prof Dan Parsons the new PVC for Research & Enterprise. • Names will be put against positions. • There will be a core membership with others who will be invited to attend for their specialist areas. • Add Director of Maintenance, Engineering and Sustainability. • Follow up on Technician representative. • Additional finance person not required. • HB will be replaced for next meeting by new LSU Exec representative. • Invite Mark Davies from SDC to join.

	• It was suggested that the ToR should refer to delivery against some more specific Sustainability Metrics. These will need to link to the University and Sustainability Strategies. Draft Metrics to be proposed for the next meeting. • Reporting should refer to HSE&W Cttee and other Committee's as required. • GH may also report items to ALT and PSLT as required. • Reference to all the SDGs is not required but there does need to be reference to the SDGs in so much as LU's commitment to the SDG Acord. **ACTION for NH:** To liaise with membership and agree attendance basis and update ToR in accordance with the minute key points for Sept meeting.
22.1.5	**To DISCUSS and AGREE the approach for enabling the new University Strategy via a refreshed Sustainability Strategy.** Paper SSC22.A1-P02 was received from NH. • Top Management have delegated responsibility to GH who will report back. • There will be an overarching Sustainability Strategy supported by Action Plans – a flow chart structure is to be drafted and shared with members. **ACTION for NH:** To update the EMS with regards to Top Management definition through delegated responsibility by the end of August. **ACTION for RR:** To develop a structure for the Sustainability Strategy with Action Plans and draft a Sustainability Strategy for Sept meeting.

22.1.6	**To RECEIVE an introduction to the EMS and DISCUSS and APPROVE the annual Management Review.**
	Paper SSC22.A1-P03 was received from NH.
	• The Management Review was run through by NH.
	• GH praised the outcome of the external surveillance audits.
	• The EMS supports our partnerships and tenants.
	• NH confirmed this year's external audits as:
	  o Loughborough 5-8th September,
	  o London 12th September.
	• The Management Review including the recommendations put forward was approved.
	ACTION for NH: To include the Management Review recommendations in the SSC Action Tracker and progress the completion of these.

22.1.7	**To RECEIVE a paper on the current approach to Sustainability Reporting and League Tables and DISCUSS and APPROVE recommendations on actions to be taken.**
	Paper SSC22.A1-P04 was received from NH.
	Reporting:
	• Sustainability Annual Report required for Senate and Council in Autumn.
	• SDG Accord Return Report to be prepared.
	• Sustainable Leadership Scorecard Report will be produced following submission in the Autumn.
	League Tables:
	• We should prepare information to be available for the People & Planet University League with a clear aim to improve our position – this should be one of the measurable metrics. This will involve other departments such as:
	  o HR
	  o Finance
	  o Catering
	  o Marketing & Advancement (web development)
	• We should submit information for the THE Impact rankings based on the SDGs.

	• We should work to improve our standing in the Sustainable Leadership Scorecard rankings. • We will not currently focus on the UI Green Metric but will investigate the methodology behind this to consider whether anything we need to do should be built in to prepare should we do this in the future. • There is clear guidance from Top Management that we should improve our standings in league tables. **ACTION for RR/NH/EB:** To set actions for each of these in the Action Tracker and progress them in accordance with required and agreed timescales.

22.1.8	**To DISCUSS the proposed addition of climate risk to the strategic risk register and AGREE a course of action.**
	Paper SSC22.A1-P05 was received from RW.
	• Previously circulated to HSE&W Cttee.
	• Doesn't seem to have been registered as a risk.
	• Additional environmental risks need to be considered including Air Quality and extreme weather.
	• We do now have access to flood monitoring through the Previsico Flood Dashboard.
	• Need to create a SSC Risk Register which can be fed up through HSE&W Cttee to Senate and Council.
	• The Environmental Risks also need to be linked to Business Continuity plans.
	• We should seek to create a baseline of impact metrics which can then be monitored overtime, impacts such as:
	  ○ Events affected
	  ○ Teaching affected
	  ○ Cost
	  ○ Outages
	  ○ Biodiversity
	
	ACTION for RS/RW: To bring together relevant persons to draft an Environmental Sustainability Risk Register for the next meeting along with a means of establishing and measuring impact metrics.

22.1.9	**To RECEIVE a brief introduction to the SDGs and DISCUSS and APROVE the proposed actions.** Paper SSC22.A1-P06 was received from EB. • We should be working to embed these and align our activities with them. • We signed the accord but don't appear to be doing as much as we should. • We appear to be lagging behind other universities. • We may be doing more than we think but can't measure this against SDGs. • Doing more will help us improve our scoring in the THE impact rankings. • The SDGs support EDI and the embedding of sustainability. • Progressing this will require support and input from other departments. • Could increase awareness and focus efforts with ADs for R&I. • Paula Griffiths in SSEHS sits on the UN panel advising on global poverty. • Authors of the REF impact case studies could be approached to match research to SDGs. **ACTION for EB:** To progress the proposed actions incorporating recommendations in last few bullet points.
22.1.10	**To RECEIVE a paper and DISCUSS the approach to embedding Sustainability in teaching and research.** Paper SSC22.A1-P07 was received from RW.

	• Academics could badge each module in terms of SDGs as part of annual refresh • Program Management Boards could be asked to embed the SDGs • We should invite Prof Rachel Thomson to a future meeting and present and discuss this with her • We could ask that all programs have at least one first year tutorial devoted to subject related sustainability issues regardless of the course • Also need to link plans with training opportunities and plans • We need to influence behaviours and create behaviour change **ACTION for GH/RW:** To invite Prof Thomson to the next meeting and prepare a presentation to deliver and seek her support.
22.1.11	**To RECEIVE an introduction / update on where we are in key aspect areas of Sustainability through a series of positional Statements.** Papers were received as follows: SSC22.A1-P08 – Energy from GW • Utility costs continue to rise. • Could be paying £44K per day next year. • If costs weren't hedged the bill would be circa £36M. • Power cuts are a concern and will be exercised though a BCP table top exercise. SSC22.A1-P09 – Environmental Management from NH. SSC22.A1-P10 – Biodiversity from KS. SSC22.A1-P11 – Sustainable Travel & Transport from EB. • More EV charging points will be rolled out across the campus. • EV charging will be introduced soon. • Need to maintain plans due to Section 106 agreement / requirements. SSC22.A1-P12 – Sustainable Procurement from AE. SSC22.A1-P13 – Sustainability in Food & Drink from DB. SSC22.A1-P14 – Sustainability Training from SW. SSC22.A1-P15 – Sustainable Construction from MC. **ACTION:** No actions logged.
22.1.12	**To receive any items of other business.** • EB raised a query with HB re LSU Sustainability Strategy. Sustainability Team to continue to liaise with LSU to seek synergies, alignment and share best practice / support process. • Need to include imago representative on this group, NH suggested Steve Powell, with Spencer Graydon attending the Net Zero Group. • Attendance will be encouraged based on the agenda items. **ACTION for Sustainability Team / LSU:** To liaise on LSU Sustainability Strategy and new Sustainability Strategy. **ACTION for NH:** To liaise with Steve Powell and Spencer Graydon on SSC and LUNZ attendance.
22.1.13	**To AGREE the date of the next meeting** Proposed as Tuesday 27th Sept 10.30-12.00
22.1.14	**To receive any Starred items for Approval** None
22.1.15	**To receive any Starred items for Information** None