



Minutes SAF22-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 5 October 2022

Attendance

Members:

Deborah Bowen, Penny Briscoe (ab), Neil Budworth, Claudia Eberlein, Sandy Edwards, Alec Edworthy, Graham Howard, Chris Linton (Chair), Liz Monk, Graham Moody, Robin Reeve, David Roomes (ab), Jagjit Samra, Alex Stacey-Midgley (ab), Richard Taylor.

In attendance:

M Ashby (Secretary), Mark Lewis and Ruth Casey (for M22/40), John Steele and Jo Emmett (for M22/41), James Holt (for M22/44), Julie Turner (for M22/47 & M22/49).

Apologies:

Penny Briscoe, David Roomes, Alex Stacey-Midgley

22/38 Minutes

SAF22-M2

The minutes of the meeting held on 25 May 2022 were APPROVED.

22/39 Matters Arising from Previous Meetings

SAF22-P36

- 39.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 39.2 Arising from M21/21.2 *LSU Update*, the Director of HSW would seek data on incident rates at other students' unions from the University Safety and Health Association Network. **ACTION: Director of HSW**
- 39.3 Arising from M22/22.2 *Resurvey of Health Surveillance*, Estates and FM had estimated that its resurvey of health surveillance needs would be close to completion by October. However, the completion rate stood at 30 per cent. This was said to be due to a large proportion of Estates and FM staff having 32-week contracts and therefore not being available to complete the survey over the summer period. The Director of Maintenance, Engineering and Sustainability would liaise with the Domestic Services Manager to ensure that the survey was completed in coming weeks and would provide an update for the February 2023 meeting. **ACTION: Secretary to inform Director of Maintenance, Engineering and Sustainability**
- 39.4 Arising from M22/29.4 *Stress and Mental Health Provision*, the Chief Operating Officer and the Director of Health, Safety and Wellbeing would agree a way forward to firstly investigate the possibility of conducting lessons-learnt exercises after significant stress/mental wellbeing cases and, secondly, investigate whether routine case reviews could be established. **ACTION: COO, Director of HSW**

22/40 Health, Safety and Environment Update: School of Sport, Exercise and Health Sciences

SAF22-P37

- 40.1 The Committee RECEIVED a presentation by the Dean and Operations Manager on health, safety and environmental arrangements in the School.
- 40.2 The Dean and Operations Manager wished to express their thanks to the Strategic Scientific Technical Lead (SSTL) for her support and advice regarding aspects of compliance with Human Tissue Authority (HTA) requirements. The Committee noted the significant compliance-related activity undertaken within the School in recent months. It was reassured that the School could demonstrate that it was on track to meet the requirements.

22/41 Health, Safety and Environment Update: Sports Development Centre

SAF22-P38

- 41.1 The Committee RECEIVED a presentation by the Executive Director of Sport and the Head of Performance Programmes on health, safety and environmental arrangements in the Centre.
- 41.2 The following points were NOTED in particular:
- (i) The Sports Development Centre (SDC) had taken on the health and safety responsibilities relating to the Athletic Union.
 - (ii) Responsibility for health and safety for Intra-mural Sport lay with SDC's Development Team. It was overseen and risk assessed by the SDC's staff.
 - (iii) The rates of sporting-related incidents at the University were not benchmarked against those of other institutions, other than incidents occurring in similar-sized facilities such as swimming pools. Where benchmarked occurred, the University's incident levels were said to be comparatively low. In areas where there was no means to benchmark incident rates, it was unclear how well the University fared and what the acceptable tolerance levels might be. The leadership team was asked to consider how incidents in these other areas could be benchmarked. **ACTION: SDC Leadership Team**
- 41.3 The Head of Performance Programmes would discuss with the Occupational Health and Wellbeing Manager implementation of changes to the Mental Health First Aiders initiative. **ACTION: Head of Performance Programmes**

22/42 Constitution, Terms of Reference and Membership for 2022/23

SAF22-P39, SAF22-P40

- 42.1 The Committee APPROVED its Constitution, Terms of Reference and Membership for 2022/23 NOTING, in particular, the following additions to its Constitution:
- Co-opted member
Human Resources Representative
- 42.2 The Committee APPROVED proposals for the following:
- i) a method for ensuring a diverse membership;
 - ii) changes to the method for reviewing committee effectiveness;
 - iii) changes to consultation processes relating to the development of health, safety and wellbeing policies to ensure a diverse opinion. **ACTION: Secretary, Director of HSW**

22/43 Future Business

SAF22-P41

The Committee APPROVED a plan for the Committee's business for the period February 2023 to February 2024.

22/44 Health, Safety and Environment Update: Fire Legislation, Strategy, Risks and Compliance

SAF22-P42, SAF22-P43

- 44.1 The Committee RECEIVED the University Fire Officer's report and a presentation on Fire Legislation, Strategy, Risks and Compliance. It noted recent changes in legislation in relation to fire safety. It noted, in particular, the Fire Safety Act (2021) and the Building Safety Act (2022) and potential implications of the Acts for the University.
- 44.2 Members were informed that the University was required to appoint an Accountable Person to oversee compliance with the Building Safety Act. Infrastructure Committee had agreed (ICM22/22.18i) that the institution as a whole should be the Accountable Person, with responsibilities and duties identified and allocated to appropriate individuals. Infrastructure Committee had noted that whilst the Vice-Chancellor would become the de-facto Accountable Person, in a similar manner to Health & Safety legislation, the Vice-Chancellor was protected by strong governance procedures. A failure of an individual to maintain and fulfill their responsibilities and duties within the Building Safety Act Legislation would not necessarily result in liability being passed to the Vice-Chancellor, if correct policy, resource, monitoring and governance was in place.
- 44.3 The existing Fire Safety Policy Duty Holder summary listed the Vice-Chancellor, the Chief Operating Officer, the Director of Estates and Facilities Management, the University Fire Officer and the Deputy Fire Officer as designed Duty Holders. It also laid out their duties and responsibilities.
- 44.4 The Committee AGREED that the University should be listed as the Accountable Person, and the responsibilities of duty holders should be amended to be in line with this decision.
ACTION: University Fire Officer
- 44.5 This arrangement would be subject to the agreement of the Vice-Chancellor. The Chief Operating Officer would discuss the legislation with the Vice-Chancellor. **ACTION: COO**
- 44.6 Members were made aware of a further requirement arising from the introduction of the Building Safety Act. Drawings of buildings would need to be maintained digitally as part of the 'Golden Thread of Information'. The University would need to comply with this requirement within 18 months of Royal Assent of the Act. Estates and FM currently only had one CAD technician to carry out the work to digitise the drawings. The Estates and FM Operations Manager was asked to pursue an increase in resource in this area to ensure that the University was able to comply with the requirement. **ACTION: Estates and FM OPS Manager**
- 44.7 Leicestershire Fire and Rescue Service had started a programme of audits of halls of residence. However, the schedule of audits had been paused due to low occupancy over the summer period. The University Fire Officer had been in consultation with the Service over an audit of Towers Hall to provide the Service with an opportunity to assure itself of the safety of the building. A response from the Service was expected in the near future and would be shared with the Chief Operating Officer. **ACTION: University Fire Officer**
- 44.8 The Committee was informed that new buildings needed to be fitted with sprinklers if they were over eleven metres high. Estates and FM were asked to consider the installation of sprinklers in future developments. **ACTION: Director of Estates and FM**
- 44.9 Members noted that the discussion arising from the presentation had focused on the University's residential properties. They were reminded that fire also posed a risk to academic buildings. As well as posing a risk to life, a fire in an academic building risked the loss of valuable equipment, outputs from years of research and disruption to business continuity. Minimising the risk of fire in these buildings could incur significant costs, and universities

needed to weigh these risks against the cost of mitigation. RAG ratings should be completed to aid these judgements as part of the risk register / business continuity planning conducted by Schools and Professional Services.

- 44.10 In answer to a query about the potential response to a fire in a computer lab which was open out of office hours, the University Fire Officer confirmed that the fire would result in an immediate response from the Leicestershire Fire and Rescue Service.

22/45 Director of Health, Safety & Wellbeing Report and Covid Update

SAF22-P44

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

45.2 The following points were NOTED in particular:

- (i) The University had received its first formal request for the approval of an emotional support dog. Risk assessments had been conducted, and areas which might be impacted by the presence of the dog consulted. The University's policy on dogs on campus would be amended to incorporate guidance on emotional support dogs.
ACTION: Director HSW
- (ii) The Fieldwork Policy was being reviewed through Project Enable with the aim of simplifying it.
- (iii) Cases of Covid 19 were increasing nationally. However, no significant variants of concern were being reported. The Health and Safety Service was not envisaging the need to impose Covid-related restrictions in the foreseeable future.
- (iv) Numbers of Monkey Pox cases were also increasing nationally. It was anticipated that Public Health England would publish Monkey Pox guidance in coming weeks.

22/46 Health and Safety Strategic Long-term Plan

SAF22-P45

The Committee NOTED the Health and Safety Strategic Long-term Plan. The Plan gave an overview of the short-term priorities and long-term strategy of the Health, Safety and Wellbeing Service.

22/47 Statutory Compliance Key Performance Indicators

SAF22-P46, SAF22-P47

47.1 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. Where scores for some areas had decreased, the changes were said to be minor and not of concern.

47.2 Radiation-related scores had improved. Progress had been made in all areas, and those which had been previously categorised as red were now amber.

47.3 The Director of Maintenance, Engineering and Sustainability was asked to check the accuracy of the Gas and LOLER entries in the Compliance Dashboard. **ACTION: Secretary to inform Director of Maintenance, Engineering and Sustainability**

22/48 HSE Risk Rating

SAF22-P48

48.1 The Committee ENDORSED a recommendation by the Director of Health, Safety and Wellbeing that the University's overall Health, Safety and Environment risk rating should remain at 'Green'. The decision was based on the understanding that mitigations had been put in place for all areas of risk that staff were aware of.

- 48.2 Members noted, in particular, issues which remained a concern and so influenced the rating decision. These were risks arising from the Covid pandemic, the risks of legionella and fire, and the risks of HTA and gas-safety non-compliance. Mitigations were either planned or in place for these areas, which had allowed the Director of Health, Safety and Wellbeing to make his recommendation of a 'Green' rating.
- 48.3 The Committee AGREED to recommend the 'Green' risk rating to Senate and Council.
ACTION: Secretary.

22/49 Biological and Chemical Safety

SAF22-P49

- 49.1 The Committee RECEIVED an update on biological and chemical safety from the Strategic Scientific Technical Lead and noted an update on HTA compliance activity in the School of Sport, Exercise and Health Sciences.
- 49.2 Members were informed of the need for the University to obtain a GM2 licence for a new research project. GM2 licences were issued per project, rather than per institution. Members noted that the stated risks of the project warranted designation of the GM2 classification. The risks would be controlled with planned infrastructure, equipment and safety procedures.
- 49.3 If the licence was approved, the risk assessments and application for the project would be discussed in depth at meetings of the GM/Biosafety Committee, and the project lead would be asked to join the Committee. The SSTL intended to provide an update on the project in future biological safety reports.
- 49.4 The Committee APPROVED the proposal to proceed with the application for a project GM2 licence. **ACTION: SSTL**
- 49.5 An update on chemical safety would be considered at the February meeting. **ACTION: SSTL**

22/50 Occupational Health and Wellbeing Service Annual Report

SAF22-P50

- 50.1 The Committee RECEIVED the Occupational Health and Wellbeing Service Annual Report. It noted in particular the effective use being made of the Employee Assistance Programme and the improved support for staff with poor mental health.
- 50.2 Members noted that the Occupational Health and Wellbeing Manager had been awarded the Vice-Chancellor's Award for Health and Wellbeing for her work in enhancing the health and wellbeing of the University's staff and students.

22/51 Sustainability Annual Report

SAF22-P51

- 51.1 The Committee RECEIVED the Sustainability Annual Report for the 2020/21 and 2021/22 academic years. It NOTED the content of the report. It confirmed that the report was effective as an operating statement but that its scope should be broadened to reflect the Net Zero agenda. The report did not need to be reported to Senate and Council. A new mechanism of reporting for the sustainability elements of the new strategy would be developed.
- 51.2 The Sustainability Leadership Scorecard (SLS) gave high level scores for priority areas. However, the scores were difficult to interpret. A new version would be included in the revised Annual Report. **ACTION: Sustainability Manager.**
- 51.3 Loughborough University Net Zero (LUNZ) was investigating methods for decarbonising the campuses with the aim of becoming Net Zero for Scope 1 and 2 emissions by 2035. It was also exploring ways to reduce Scope 3 emissions. A proposed plan for meeting the Scope 1, 2 and 3 targets would be considered at the February 2023 meeting with a view to agreement being sought by Council in March 2023. **ACTION: Director of Estates and FM, Sustainability Manager.**

22/52 Sustainability Strategy

SAF22-P52

- 52.1 The Committee RECEIVED the proposed new Sustainability Strategy on recommendation from the Sustainability Sub-Committee. The Strategy applied to the University as a whole and was based around five key themes that were aligned with the University Strategy. Once approved, the document would be reviewed on an annual basis
- 52.2 Members considered the document to be a work in progress which indicated the direction of travel for the University. Further work was needed to align it with the University Strategy document. The Strategy would be revised and used by the Sustainability Team pending implementation of the University Core Plans and a wider University Sustainability Strategy.
ACTION: Sustainability Manager.

22/53 Environmental Policy

SAF22-P53

The Committee APPROVED minor changes to the Environmental Policy including a change to its title to 'Sustainability and Environmental Policy' to reflect its wider scope. **ACTION: Secretary to inform Environmental Manager**

22/54 Driving and Transport Policy

SAF22-P54

The Committee APPROVED changes to the University's Driving and Transport Policy. An extensive consultation exercise had taken place to update the policy. Few material changes had been made. However, the policy had been substantially rewritten to reflect changes in practice and to improve readability.

22/55 ISO14001 Audit

SAF22-P55

The Committee RECEIVED the outcome of the ISO14001:2015 Annual Surveillance Audits in September 2022 which resulted in only one 'Opportunity for Improvement'. Members noted the intention to engage a different auditor to carry out the audit in 2023 to ensure that the findings could be seen to be valid.

22/56 Incident Report

SAF22-P56

- 56.1 The Committee CONSIDERED the Incident Report and NOTED, in particular, data on needlestick incidents. The data had been included in the report following a request by the JNCC (JNCC22- M22.18(i)) for HSE Committee to consider data on needlestick incidents.
- 56.2 The number of incidents was seen to be low, with incidents usually occurring in laboratory settings. Members considered the possibility of providing needle disposal bins on campus for the safe disposal of needles. They were informed that the bins, themselves, could become an additional hazard, as they were often stolen so that their contents could be reused. If a decision was made to provide the bins, it would be difficult to establish where the bins should be located, given the very small number of occasions when needles were found outside laboratories on campus.
- 56.3 Given the small number of incidents and the risks associated with providing disposal bins, members agreed that the current arrangements were proportionate and confirmed that they were content with the current approach. The Secretary would relay the Committee's decision to the JNCC. **Action: Secretary**

22/57 Terms of Reference and Composition of Sub-Committees for 2022/23

SAF22-P57

57.1 The Committee NOTED the terms of reference and composition of the following sub-committees:

Chemical Safety Committee
GM/Biosafety Committee
Non-ionising Radiation Safety Committee
Radiological Protection Sub-Committee

57.2 The Committee APPROVED:

- (i) the terms of reference and composition of the following new sub-committee:
Sustainability Sub-Committee
- (ii) changes to the terms of reference and composition of the following sub-committee:
Health, Safety and Environment Statutory Compliance Sub-Committee

22/58 Minutes of Sub-Committees

SAF22-P58, SAF22-P59, SAF22-P60

The Committee RECEIVED the minutes of meetings of the following sub-committees:

GM/Biosafety Committee (meeting on 6 July 2022)
Health, Safety and Environment Statutory Compliance Sub-Committee (meetings on 28 April,
28 July, 9 September 2022)
Sustainability Sub-Committee (meeting on 31 May 2022)

22/59 Dates of Meetings in 2022/23

Wednesday 8th February 2023 at 2.00pm
May 2023 - *date to be confirmed*