



## Minutes

### SAF23-M1

Minutes of the Health, Safety and Environment Committee held on Wednesday 8 February 2023

#### Attendance

##### Members:

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

##### In attendance:

M Ashby (Secretary), Chris Rielly and Tom Carslake (for M23/3), Rob Sparks and Scott Phillips (for M23/4), Julie Turner (for M23/8, M23/13, M23/14 & M23/15).

##### Apologies:

Deborah Bowen, Chris Linton

#### 23/1 Minutes

##### SAF22-M3

The minutes of the meeting held on 5 October 2022 were APPROVED.

#### 23/2 Matters Arising from Previous Meetings

##### SAF23-P1

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

#### 23/3 Health, Safety and Environment Update: School of Aeronautical, Automotive, Chemical and Materials Engineering

##### SAF23-P2

- 3.1 The Committee RECEIVED a presentation by the Dean on health, safety and environmental arrangements in the School of Aeronautical, Automotive, Chemical and Materials Engineering.
- 3.2 School updates during HSE Committee meetings tended to be given by Heads of Operations, and the Committee welcomed delivery of the presentation on this occasion by the Dean. It served to provide assurance of the Dean's knowledge of and active engagement with health, safety and environment matters within the School.
- 3.3 The School saw hazardous substances as a significant issue. However, they were not identified as a main risk in its risk register. The Dean and Head of Operations would reflect upon this and consider the addition of hazardous substances to its risk register. **ACTION: AACME Dean, AACME Head of Operations**

- 3.4 The Dean did not participate in the regular health and safety walk arounds that took place in buildings occupied by the School but was made aware of issues of concern that came to light. He was encouraged to attend some of the walks so that staff and students were aware that compliance with health and safety requirements was a priority for the School's Senior Management Team. **ACTION: AACME Dean**

## 23/4 Health, Safety and Environment Update: Water Hygiene Management

### SAF23-P3

- 4.1 The Committee RECEIVED a presentation by the Director of Maintenance, Engineering and Sustainability and the Water Hygiene Manager on water hygiene management on the University campuses.
- 4.2 The following points were NOTED in particular:
- (i) Water monitoring and treatment had improved since the appointment of the Water Hygiene Manager.
  - (ii) The majority of areas of improvement that had been identified in an external audit had been actioned.
  - (iii) Instances where the water temperature was seen to be out of tolerance when tested were categorised as 'urgent' and actioned immediately. However, the majority of test results were not considered to be significant.
  - (iv) There was ongoing work to flush systems across the Loughborough campus on a regular basis.
- 4.3 The Committee was informed that the risk of an instance of Legionella exposure was under control. Towers remained at heightened risk. However, the risk was being managed and actively mitigated with regular monitoring. It did not pose a risk to health, and the building remained occupiable.
- 4.4 Each School had an authorised person who facilitated the fulfillment of statutory duties in relation to water hygiene within the School. The authorised person was responsible for liaising with Estates and Facilities Management to ensure that flushing was carried out within buildings occupied by the School. The Dean of Science would discuss these responsibilities with the authorised person for the School and would raise with fellow Deans responsibilities for water hygiene within Schools. **ACTION: Dean of Science**

## 23/5 Director of Health, Safety & Wellbeing Update

### SAF23-P4

- 5.1 Members RECEIVED an update from the Director of Health, Safety and Wellbeing.
- 5.2 The following points were NOTED in particular:
- (i) The risk of power outages was receding. However, there was a significant risk of them occurring in the winter of 2023/24. Plans to respond to power cuts were well advanced, and precautionary, preparatory work was under way.
  - (ii) The Occupational Health and Wellbeing Service (OHWS) had received a large number of disability updates from employees who were disclosing disabilities and requesting support. In the main, the requests were for adaptations and/or related to upper limb disorders. Many were being referred to Access to Work and/or for physiotherapy.
  - (iii) Estates and Facilities Management had been active in implementing a Safety Road map. Managerial engagement with the initiative had resulted in greater awareness and a significant growth in the number of reported near misses and a potential increase in the number of minor incidents being reported.
- 5.3 Members APPROVED a proposal for the OHWS to run a flu vaccination programme in the Autumn of 2023. **ACTION: OHW Manager**

## 23/6 Health and Safety Services Annual Report

### SAF22-P5

- 6.1 Members CONSIDERED the Health and Safety Services Annual Report. They NOTED progress on the Health and Safety Service Plan for 2021/22 and the Plan for 2022/23.
- 6.2 The following points were NOTED in particular:
- (i) The Health and Safety Service had sought to align its vision and strategic principles with the new University strategy.
  - (ii) Good progress had been made in a number of areas in 2021/22 despite the Service facing challenges in delivering its full programme of work.
  - (iii) The OHWS continued to develop and was well regarded and trusted. Musculoskeletal and mental health issues remained the primary reasons for management referrals to the Service.
  - (iv) The University's Permit to Work systems remained a concern as the use of multiple books and issuing points created system vulnerabilities. The University is in the process of procuring an electronic permit to work system.
- 6.3 Fire and water hygiene risks were noted within the report. A significant ongoing fire safety programme of work was being carried out by Estates and Facilities Management working in collaboration with the Fire Safety Office. The programme prioritised work on student accommodation and would move on to other University buildings in due course. The work was reported as being on track, and the University's fire safety arrangements were said to be in a stronger position than had been the case for some time. Water hygiene issues in Towers were being continually managed.
- 6.4 Members noted that a reference to the number of disability updates could have been included on the Annual Report cover sheet under '*Equality, Diversity and Inclusion Considerations*', given the large number of these updates received from employees who were disclosing disabilities.

## 23/7 Future Business

### SAF23-P6

- 7.1 The Committee RECEIVED a revised plan for the Committee's business for the period May 2023 to February 2024.
- 7.2 It noted the large number of papers included in the agenda papers and the long length of some of the papers. Authors of papers were encouraged to reduce the size of future papers and to highlight risks in areas within their remit, rather than providing general updates.
- 7.3 Members considered the current practice of two or three Schools or Professional Services giving presentations on health, safety and environment arrangements in their areas. Whilst of relevance to the Committee, the presentations were time consuming and could potentially be considered by a different forum such as one of the Committee's sub-committees. The Director of HSW would consider alternative ways for the Committee to receive updates of this kind from Schools and Professional Services. **ACTION: Director of HSW**

## 23/8 Statutory Compliance Key Performance Indicators

### SAF23-P7, SAF23-P8

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. A number of areas including biological, chemical and radiation safety had seen improvements.

## 23/9 Resurvey of Health Surveillance Needs in Estates and Facilities Management

- 9.1 Arising from M22/22.2(v), members RECEIVED an update on the resurvey of health surveillance needs in Estates and Facilities Management.
- 9.2 Progress remained slow due to the large number of hourly-paid employees who were unable to access the survey online. Estates and Facilities Management managers would liaise with the Occupational Health and Wellbeing Manager to agree how health surveillance needs could be identified based on job roles rather than by asking each individual. **ACTION: Secretary to inform Director of Maintenance, Engineering and Sustainability**

## 23/10 Escalation Arrangements for Health and Safety Concerns

### SAF23-P9

- 10.1 The Committee CONSIDERED proposed escalation arrangements for health and safety concerns. The paper provided guidance on the broad approach to escalation for various categories of risks, actions and circumstances.
- 10.2 The scenarios that the guidance would apply to were most likely to fall under the remit of Estates and Facilities Management. Staff in that area were aware that the Director needed to be informed of more significant incidents immediately so that he could ensure that the correct course of action was taken. However, this did not necessarily mean that the incident required immediate action beyond informing him.
- 10.3 Members noted that the categories were subjective, though descriptors for issues within the remit of Estates and Facilities Management were covered in its guidance documents. Definitions had not been included in the proposal to give individuals licence to interpret the categories themselves and to escalate health and safety matters as they saw fit.
- 10.4 Members considered whether the categories used could mirror those already in use in risk rating matrices. They noted the importance of keeping the Corporate Communications Team informed of incidents.
- 10.5 The proposed arrangements were APPROVED but would be kept under review. **ACTION: Director of HSW**

## 23/11 Building Safety Act 2022

### SAF23-P10

- 11.1 The Committee had been asked to provide the Vice-Chancellor with an assurance that arrangements were in place to oversee the collective duties as the 'accountable person' under the Building Safety Act 2022. The Act only applied to two buildings on the Loughborough campus, one of which would be taken out of service before the requirements of the Act came into force.
- 11.2 The Committee APPROVED the proposed approach as detailed within the paper.

## 23/12 Fire Officer's Report

### SAF23-P11

- 12.1 The Committee RECEIVED the University Fire Officer's report. It APPROVED proposed changes to the duties and responsibilities of duty holders listed in the Fire Safety Policy arising from the new Building Safety Act.
- 12.2 The emergency voice communication system in UPP halls was no longer supported. Signals from the system and from emergency pull cords in adapted rooms were no longer being received by the halls' hub and the Security gate following an essential IT update. Residential Services were aware, and a temporary arrangement had been put in place whilst a permanent system was being agreed.

- 12.3 The Committee noted that UPP had been made aware that the lack of voice communication capabilities in fire refuges was not best practice in relation to fire safety. The matter would be raised with the company again in a forthcoming meeting between the Vice-Chancellor and UPP's CEO. **ACTION: Director of Estates and FM to brief Vice-Chancellor**
- 12.4 The University had informed Leicestershire Fire and Rescue Service that Towers would cease to be occupied in July 2027. The letter would be included in the agenda papers for the Committee's May 2023 meeting for information. **ACTION: Secretary to inform Fire Officer**

### 23/13 Annual Report of the Radiation Protection Officer

#### SAF23-P12

- 13.1 The Committee RECEIVED the Annual Report of the Radiation Protection Officer for 2022. It APPROVED the report and recommended it for submission to Council. **ACTION: Secretary**
- 13.2 No issues of concern had been identified during an Environment Agency inspection in 2022. The Agency had requested that documentation was readily reviewed and updated, and this requirement had been taken on board by the Radiation Protection Officer.
- 13.3 A non-compliance had been investigated when packaging commonly associated with radioactive material was found in a work area. However, upon investigation it transpired that no radioactive material was present or in use in the area concerned.

### 23/14 Update on Non-Ionising Radiation

#### SAF23-P13

- 14.1 The Committee RECEIVED an update on non-ionising radiation and APPROVED the following:
- (i) the terms of reference of the Non-ionising Radiation Committee
  - (ii) a new Non-ionising Radiation Policy which combined the Non-Ionising Radiation (Excluding Lasers) Policy and the Laser Safety Policy.
  - (iii) changes to the existing Laser Safety Code of Practice to outline training requirements for users and supervisors.

### 23/15 Chemical and Biological Safety Annual Report

#### SAF23-P14

- 15.1 The Committee RECEIVED the Chemical and Biological Safety Annual Report for 2022 and APPROVED proposed priorities for chemical safety in 2023.
- 15.2 The Committee noted that the addition of a new GM2 licence increased the likelihood of a Health and Safety Executive biological safety audit. It APPROVED a programme of biological safety/compliance audits to inform the GM/Biosafety Committee of local and central themes and to enable the Committee to produce an action plan. The action plan would be considered by HSE Committee at its October 2023 meeting. **ACTION: SSTL**
- 15.3 Members noted the positive engagement and significant progress made by the School of Sport, Exercise and Health Sciences in relation to biosafety compliance.

### 23/16 Occupational Health and Wellbeing Service Update

#### SAF23-P15

- 16.1 The Committee RECEIVED an update from the Occupational Health and Wellbeing Service.
- 16.2 The following points were NOTED in particular:
- (i) the Service had recently purchased occupational health management software and was initially using it to complete management referrals.

- (ii) it was engaged in interpreting the results of the recent Staff Experience Survey.
- (iii) difficulties experienced by the Service in booking rooms in advance for wellbeing activities.

## 23/17 University Health and Safety Policy

### SAF23-P16

- 17.1 The Committee APPROVED revisions to the University Health and Safety Policy to reflect changes that had occurred within the University over the previous year. More specifically, job titles had been updated, references to the Academic Leadership Team had been removed, and additional responsibilities had been added to reflect the remit of the Director of Estates and Facilities Management.
- 17.2 The Health and Safety Service would change references to Operations Managers in Appendix 3 to Heads of Operations. **ACTION: Director of HSW**

## 23/18 Dogs on Campus Policy

### SAF23-P17

- 18.1 The Committee CONSIDERED a policy position on dogs on campus following the first formal request for an emotional support dog.
- 18.2 The following points were NOTED in particular:
- (i) There was a legal requirement to allow staff and students with a certified need to bring emotional support dogs on to campus.
  - (ii) Other than assistance and emotional support dogs, and dogs in wardens' homes, dogs should not be permitted on campus other than for a specific approved event.
  - (iii) Where an occupant of a building had a serious allergy to animal hair, consultation would need to take place locally regarding the presence of assistance or emotional support dogs.
  - (iv) The policy would also apply to the University's tenants who were based on its campuses so would need to be shared with them.
- 18.3 The Health and Safety Service would amend the proposed policy to incorporate points raised by members. **ACTION: Director of HSW**

## 23/19 Reports to Health, Safety and Environment Committee

The Committee RECEIVED the following reports:

### SAF23-P18

Sustainability Manager's Report

### SAF23-P19

Incident and Near Miss Data Report

### SAF23-P20

Insurance Claim Trends

## 23/20 Composition of Health, Safety and Environment Statutory Compliance Sub-Committee

### SAF23-P21

The Committee approved changes to the composition and membership of the Health, Safety and Environment Statutory Compliance Sub-Committee.

## 23/21 Minutes of Sub-Committees

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

### **SAF23-P22**

Chemical Safety Committee (12th January 2023)

### **SAF23-P23**

GM and Biosafety Committee (15th December 2022)

### **SAF23-P24**

Health, Safety and Environment Statutory Compliance Sub-Committee (10th January 2023)

### **SAF23-P25**

Radiological Protection Sub-Committee (8th February 2022, 26th October 2022, 13th January 2023)

### **SAF23-P26**

Sustainability Sub-Committee (27<sup>th</sup> September 2022)

## 23/22 Dates of Remaining Meetings in 2022/23

Wednesday 17<sup>th</sup> May 2023 at **1.30pm**