



15 May 2024 HSE Agenda – SAF24-A2

MEETING

15 May 2024 13:30 BST

LOCATION

Online – MS Teams

PUBLISHED

9 May 2024

Agenda

Location	Date	Time		
Online – MS Teams	15 May 2024	13:30 BST		
	Item	Owner	Time	Page
1	Business of the Agenda Members should notify the Secretary by midday on Tuesday 14th May if they wish to speak to a starred item.			-
2	To CONFIRM Minutes of meeting on 6th February 2024.		13:30	4
3	To NOTE actions arising from the Minutes.		13:35	10
	Section A - Items for discussion			-
4	To RECEIVE a Health, Safety and Environment update from the Wolfson School of Mechanical, Electrical and Manufacturing Engineering	Paul Conway, Phil Owen	13:40	14
5	To RECEIVE a Health, Safety and Environment update from the School of Science	Claudia Eberlein, Norma King	14:00	26
6	To RECEIVE an update on Avoidance and Management of Musculoskeletal Injuries	Sarah Van-Zoelen	14:20	45
7	To RECEIVE a Consolidated Health, Safety and Wellbeing Report by the Director of HSW and to NOTE areas of risk and actions identified	Neil Budworth	14:40	50
8	To RECEIVE updates in relation to Statutory Compliance Key Performance Indicators and to CONSIDER the compliance for these areas and actions set to move areas to green to ensure these are appropriate:	Neil Budworth, Julie Turner	14:50	-
8.1	8.1 Health, Safety and Environment Statutory Compliance Sub-Committee Report;			56
8.2	8.2 Key compliance indicators for Biological/ Chemical/ Radiation Safety.			63
9	To APPROVE the updated plan of proposed business for the Committee for the October 2024 and February 2025 meetings	Neil Budworth	15:00	71
10	To CONSIDER the Incident, Near Miss and Fire Data Report	Neil Budworth	15:05	75
11	To CONSIDER the results of a recent survey of the Committee's effectiveness	Neil Budworth	15:15	84
12	On the recommendation of the Sustainability Committee, to APPROVE changes to its composition and membership.	Elliott Brown		87

	Item	Owner	Time	Page
	Section B - Starred Items (Available in the Supplementary Documents pack on the BI Bookshelf).			-
13	To RECEIVE the Biological Safety Action Plan			-
14	To RECEIVE the minutes of the following Sub-Committee meetings:			-
14.1	GM and Biosafety Committee (Meeting on 2nd May 2024)			-
14.2	Health, Safety and Environment Statutory Compliance Sub-Committee (Meeting on 8th April 2024)			-
	Section C - For Information			-
15	Arising from M23/38.5 to NOTE the updated Snow and Ice Clearance guidance document (Available in the Supplementary Documents Pack on the BI Bookshelf			-
16	Any Other Business			-
17	Dates of meetings in 2024/25:Wednesday 2 October 2024 at 14:00Tuesday 4 February 2025 at 14:00Wednesday 14 May 2025 at 14:00			-



SAF24-M1

Minutes of the Health, Safety and Environment Committee held on Tuesday 6th February 2024

Attendance

Members:

Sola Afolabi, Deborah Bowen, Elliott Brown, Neil Budworth, Claudia Eberlein, Sandy Edwards (ab), Alec Edworthy, Graham Howard (ab), Chris Linton (Chair), Liz Monk, Graham Moody, David Roomes, Jagjit Samra (ab), Alex Stacey-Midgley, Luke Stott, Richard Taylor

In attendance:

M Ashby (Secretary), Spencer Graydon (for M24/3), Gagan Kapoor (for M24/4), Oliver Preedy (for M24/5), Julie Turner (for M24/6, 7 & 10) and Rob Sparks in place of Graham Howard.

Apologies:

Graham Howard, Jagjit Samra.

24/1 Minutes

SAF23-M3

The minutes of the meeting held on 4th October 2023 were APPROVED subject to an amendment to note that Chris Linton had chaired the meeting.

24/2 Matters Arising from Previous Meetings

SAF24-P1

- 2.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 2.2 Arising from M23/30 *Snow and Ice Clearance Policy*, the Director of HSW would forward to the Director of Maintenance, Engineering and Sustainability correspondence on EDI issues which had been identified in relation to the proposed guidance. **ACTION: Director of HSW**

24/3 Health, Safety and Environment Update: Imago Venues

SAF24-P2

- 3.1 The Committee RECEIVED an update from the Chief Executive Officer on health, safety and environmental arrangements at Imago Venues.
- 3.2 The following points were noted in particular:
 - (i) Imago managers met with representatives from the University's Health and Safety Service Team on a quarterly basis. The Imago Operations Director also met with them on a monthly basis to resolve ad hoc issues.

- (ii) The company was putting in place a framework to allow it to operate in a more sustainable way and was about to move to a 50 per cent plant-based offering.
 - (iii) Imago was about to embark on a major project to refurbish Burleigh Court. The work would be completed by December with bedrooms being available for occupancy from January 2025. The building would be handed over to the contractors in a secure state, and there was an expectation that it would be handed back in a similarly secure state.
 - (iv) The University provided support to Imago in some compliance areas such as FGas. Imago was invited to consider whether there were any other areas which it might wish to seek the University's support with to ensure compliance. **ACTION: Secretary to inform Imago Chief Executive Officer**
- 3.3 HSE Committee noted the significant improvements made by Imago Venues in recent years and thanked the Chief Executive for his presentation.

24/4 Health, Safety and Environment Update: Catering, Domestic and Residential Services (CDRS)

SAF24-P3

- 4.1 The Committee RECEIVED an update from the Director of Residential, Catering and Domestic Services on Campus Services, Catering and Accommodation at the University.
- 4.2 The following points were noted in particular:
- (i) CRDS was a high-volume activity business with significant potential for risk. This was mitigated by well-established and documented food safety and residential checks. Training for new starters took place in a single session on taking up their role. Managers were on site during business operation and carried out quality checks.
 - (ii) The majority of incidents fell into the categories of slips, trips, falls and manual handling incidents. Most manual handling injuries were said to be sustained by staff not following manual handling guidance. The risk of further incidents was mitigated by requiring staff to repeat manual handling training and by additional monitoring by their managers.
 - (iii) An incident where a member of staff had been trapped in a freezer due to a faulty door release had not been reported as a RIDDOR incident as it had not been judged to have met any of the RIDDOR category definitions. Measures had been put in place since the incident to ensure that freezer doors were checked on a daily basis, and CDRS was investigating options to instal alarms within freezers.
 - (iv) Incident and near miss reporting had remained at a similar level for the past three years with peaks occurring during term time, which were CDRS's busiest periods. Members noted an omission in the chart for reported near misses in 2023. An updated chart was shared during the meeting and forwarded to the Secretary for the record.
- 4.3 HSE Committee noted the significant measures that had been put in place to keep customers and staff safe. The Director was thanked for his presentation.

24/5 Critical Risk, Strategy, Control & Compliance: Chemical Safety Arrangements

SAF24-P4

- 5.1 The Committee RECEIVED an update by the Senior Health and Safety Specialist on critical risk, strategy, control and compliance with regards to chemical safety arrangements in place at the University.
- 5.2 The following points were noted in particular:
- (i) Most incidents involved staff, rather than students, and usually occurred where an element of the infrastructure was not working as intended.

- (ii) The decommissioning of the F Building had brought to light poor practices in the past, particularly in relation to the transfer of ownership of chemicals when staff and doctoral students left the University. Processes had since been put in place by the School of Science to ensure that this transfer took place and was documented. The School had also introduced an impressive inventory of its chemicals.
 - (iii) The Chemical Safety Committee was effective in operating as a community of best practice.
- 5.3 HSE Committee considered the current measures that were in place to ensure that the University's tenants had appropriate chemical safety arrangements. When renewing their contracts, tenants were required to confirm that chemical and radiation safety measures were compliant. The Health and Safety Service also worked closely with a number of tenants. It ensured that suitable signage was in place in areas occupied by tenants. Estates and FM also provided cleaning and maintenance staff with training and made them aware which areas were safe to enter and maintain.

24/6 Human Tissue Act Update

SAF24-P5

- 6.1 Members RECEIVED an update from the School of Sport, Exercise and Health Sciences on its progress in ensuring compliance with Human Tissue Authority (HTA) requirements.
- 6.2 The Strategic Scientific Technical Lead reported that the School had made significant recent progress and that there had been a noticeable cultural shift within the School. The School had disposed of many thousands of samples and was continuing to check remaining unlogged items and control numbers of new items. Technical staff were continuing to carry out audits on a daily, weekly and monthly basis to ensure compliance.
- 6.3 The School needed to keep up the momentum of its efforts. Going forward, it was embedding a culture of compliance by providing new researchers with an extended HTA induction and ensuring that they were audited throughout the process of their first experiment.
- 6.4 The Strategic Scientific Technical Lead and University's HTA Licence Designate Individual were to audit the School's records in the near future. This audit would be followed up by further audits on a three-monthly basis. If the results of the initial audit were deemed satisfied, the HTA KPI entry in the compliance report to HSE Committee would be changed from a rating of red to amber.
- 6.5 The Committee acknowledged and commended the significant efforts of the School to ensure compliance.

24/7 Director of Health, Safety & Wellbeing Update

SAF24-P6

- 7.1 Members RECEIVED a summary report by the Director of Health, Safety and Wellbeing on issues and actions relating to health, safety, and wellbeing.
- 7.2 The following were noted in particular:
 - (i) Occupancy of Towers was to be extended by a year. Students would remain safe due to the arrangements in place to continue to manage the risk of an occurrence of Legionella. The University would follow UK Health Security Agency requirements by notifying occupants of the managed risk.
 - (ii) An electronic Permit to Work system was being introduced. The initiative would provide an opportunity to refresh existing policies and training.
 - (iii) The Occupational Health and Wellbeing Service was introducing 1:1 health MOTs progressively in response to a need identified in the recent Staff Survey. The MOTs were proving very popular, and there was currently a waiting list. The Service intended to assess demand and may seek additional funding via Operations Committee in order to meet this demand.

- (iv) A University Laser Safety Advisor was being sought following the departure of the previous post holder. The post would be covered by a number of colleagues in the Health and Safety Service and by bought-in consultancy support, so safety standards would be maintained whilst a replacement was sought.
- (v) The immediate implications of the Building Safety Act had been actioned. The Act brought with it amendments to other legislation, such as the Regulatory Reform (Fire Safety) Order 2005, which were now in force. The University was largely compliant with these, and the Health and Safety Service was clarifying the implications for the University in practice, as was normal for new legislation.
- (vi) A fire compliance issue had been identified in Falkner Eggington Court. Measures had been put in place via enhanced fire safety arrangements. Longer term, a compliant engineering solution would need to be found to remove reliance upon the management arrangements. The fire safety lead was working with Estates and FM colleagues to find a solution that also supported the ventilation requirements of the buildings.
- (vii) A new Lead Chaplain, Elizabeth York, had joined the University in January.

24/8 Annual Report of the Radiation Protection Officer

SAF24-P7

- 8.1 Members RECEIVED the Annual Report of the Radiation Protection Officer for 2023.
- 8.2 The following were noted in particular:
 - (i) The Environment Agency had conducted a routine inspection of the University's use and control of radiological material.
 - (ii) Radioactivity users were now required to re-register via a new portal called RADAN.
 - (iii) The University had been asked to advise on development of the Environment Agency's guidance on decommissioning buildings.
 - (iv) The Strategic Scientific Technical Lead had been appointed as the President of the Association of University Radiation Protection Officers. The Senior Health and Safety Specialist had been appointed its Treasurer.
- 8.3 Members APPROVED the 2023 Annual Report of the Radiation Protection Officer and RECOMMENDED it for submission to Council subject to the addition of a reference to the recent visit by the Environment Agency. **ACTION: Strategic Scientific Technical Lead**

24/9 Health, Safety and Wellbeing Annual Report

SAF24-P8

- 9.1 Members RECEIVED the Health, Safety and Wellbeing Annual Report and noted the priorities for 2023/24 and the progress that had been made during 2022/23.
- 9.2 The following were noted in particular:
 - (i) Extensive building work in East Park in future years was likely to impact upon the workload of the Health and Safety Service, as it would need to support and monitor safety arrangements for the new builds and ensure that building controls were in place.
 - (ii) Lessons learnt in the decommissioning of the F Building would inform arrangements for the decommissioning of other buildings prior to the building work.
 - (iii) Measures were being considered to ease pressure on the Occupational Health and Wellbeing Service.
- 9.3 Members RECOMMENDED the annual report for submission to Council.

24/10 Proposed Future Business

SAF24-P9

The Committee APPROVED the plan of proposed business for its May and October meetings.

24/11 Statutory Compliance Key Performance Indicators

SAF24-P10 SAF24-P11

- 11.1 The Committee RECEIVED updates on statutory compliance key performance indicators. It NOTED progress for key areas of statutory compliance and actions relating to areas of concern.
- 11.2 The entry for HTA Inventory/Traceability would be reviewed following the planned audit of SSEHS's records by the Strategic Scientific Technical Lead and the University's HTA Licence Designate Individual.

24/12 Climate, Environmental and Sustainability Risk

SAF24-P12

The Committee RECEIVED an initial assessment of key risks associated with climate change and the potential impact on infrastructure and operations on the University's campuses. The Acting Sustainability Manager was asked to seek advice from the Associate Pro Vice-Chancellors (Climate Change & Net Zero) on next steps for consideration of the assessment. **ACTION: Acting Sustainability Manager**

24/13 Constitution, Terms of Reference and Membership for 2023/24

SAF24-P13

- 13.1 The Committee RATIFIED the action of the Chair in approving a change to its constitution to add a second co-opted member.
- 13.2 Members NOTED that the Committee's membership met Governance and Nominations Committee requirements for minimum levels of BAME membership but not the minimum set for female members. The Chair and Director of HSW would reflect upon ways to improve the gender balance of the Committee. **ACTION: Chair, Director of HSW**

24/14 Constitution, Terms of Reference and Membership of Sub-Committees

SAF24-P14

- 14.1 The Committee NOTED the terms of reference, composition and membership of the following sub-committees:
- Chemical Safety Committee
 - GM/Biosafety Committee
 - Health, Safety and Environment Sub-Committee
 - Non-ionising Radiation Safety Committee
 - Radiological Protection Sub-Committee
- 14.2 The Committee NOTED that the terms of reference and composition of the Sustainability Committee would be the subject of a forthcoming strategy and governance review.

24/15 Incident, Near Miss and Fire Data Report

SAF24-P15

The Committee RECEIVED the Incident, Near Miss and Fire Data Report.

24/16 Minutes of Sub-Committees

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

SAF24-P16

Chemical Safety Committee (16th January 2024)

SAF24-P17

Health, Safety and Environment Statutory Compliance Sub-Committee (8th January 2024)

SAF24-P18

Non-ionising Radiation Safety Committee (4th October 2023)

SAF24-P19

Radiological Protection Sub-Committee (23rd January 2024)

SAF24-P20

Sustainability Sub-Committee (2nd October 2023 & 10th January 2024)

24/17 Any Other Business

- 17.1 The Committee wished to thank retiring member Deborah Bowen for her valued contributions to the Committee and to the University generally.
- 17.2 Members NOTED that staff were being migrated from the Cisco telephone system to Microsoft Teams, and telephone handsets were being removed from University buildings. Concern was expressed that, with the removal of telephone handsets, it would be more difficult to make emergency calls from communal areas such as labs. The Director of HSW would seek clarification from the Director of IT Services and would feedback to the Committee and to the Joint Negotiating and Consultative Committee. **ACTION: Director of HSW**

24/18 Dates of Meetings in 2023/24

Wednesday 15th May 2024, 13.30-15.30

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
SAF22-M2	29.4	<i>Stress and Mental Health Provision:</i> Establish whether it is possible to obtain better sickness absence data on mental health	Head of HR Partnering	Update provided at Feb 24 meeting on how sick absence is shared with Schools. Now in better position to report on absences. Day-to-day data available to managers in shared workspace. Also completed UCEA absence survey and can see how compare with other HEIs. Data is correlated with OH stats. To be shared with HS and others pictorially.
SAF23-M2	28.3	<i>Director of HSW Update</i> Discuss current format of sickness absence record form with HR Senior Management Team		
SAF23-M1	15.2	GM/Biosafety Committee action plan to be considered at October 2023 HSE Committee meeting	Strategic Scientific Technical Lead	Included in agenda papers for May 24 HSE Committee meeting. Completed
SAF23-M2	30.2	<u>Snow and Ice Clearance Policy</u> Propose potential EDI issues to be captured in the document	Director of Estates & FM	Included in agenda papers for May 24 HSE Committee meeting as Section C paper for information. Completed
SAF23-M2	30.3 & 30.4	Amend document to reflect HSE view that it is a guidance document clarifying requirements of Estates and FM staff and providing information for campus users. Revised document to be a starred 'for information' item on October agenda. Coversheet to confirm EDI requirements taken into consideration	Sustainability Manager	
SAF24-M1	2	Forward correspondence on EDI issues re the guidance to Estates and FM	Director HSW	

Meeting	Minute	Description	Action	Status
SAF23-M3	38.4	<u>Arising from Director of HSW Update</u> LB Dean not receiving sickness absence information. Raise with School's HR Business Partner	LB Dean	Dean has raised with HR Business Partner Completed
SAF23-M3	39.4	<u>LU London Update</u> Acknowledge in the LU London Risk Register that the limited security coverage outside office hours poses a potential risk to occupants	LU London Senior Management Team	Proposal to Ops was unsuccessful. LU London looking at campus opening hours with a view to reducing them from the new academic year, but there will be points in the year when the hours will extend back to 24/7.
SAF23-M3	39.5	<u>LU London Update</u> Exploring the possibility of increasing the number of security staff on duty outside office hours. Inform HSE Committee if make changes.		
SAF23-M3	40.3	<u>LB Update</u> Follow up referral to SDC of incident of cricket ball hitting window in Sir Richard Morris Building to determine whether incidents of this kind could be avoided in the future.	Director of HSW	Feb 24 Meeting: Expert advice sought. Is a small pitch. Grounds and Gardens aiming to move play to centre of area. HS Service looking at risk areas. Work ongoing. Completed
SAF24-M1	3.2	<u>Imago Venues HSE Update</u> Imago to consider whether any other areas (other than FGAs) that it wishes to seek University support for to ensure compliance	Secretary to inform Imago Chief Executive Officer	Response from Imago CEO: 'Imago are happy with the level of support received from the wider LU team whether the request be planned or reactive. Imago's Operations Director has regular meetings with area experts such as water safety and fire and the wider H&S teams. Also has the support of the Univ Compliance Manager whom he meets quarterly'.
SAF24-M1	8.3	<u>Annual Report of Radiation Protection Officer</u> Add reference to recent Environment Agency visit in annual report	Strategic Scientific Technical Lead	Report has been updated. Completed
SAF24-M1	12	<u>Climate, Environmental and Sustainability Risk</u> Seek advice from the Associate Pro Vice-Chancellors (Climate Change & Net Zero) on next steps for consideration of the initial assessment	Acting Sustainability Manager	Completed and currently being progressed. Completed

Meeting	Minute	Description	Action	Status
SAF24-M1	13	<u>Constitution, Terms of Reference and Membership</u> Reflect upon ways to improve the gender balance of the Committee.	Chair, Director of HSW	Still being considered.
SAF24-M1	17.2	<u>Removal of telephone Handsets</u> Seek clarification from the Director of IT Services re provision of handsets to allow emergency calls from communal areas such as labs. Feedback to the Committee and to the Joint Negotiating and Consultative Committee	Director of HSW	SSTL has been informed that handsets are to be left in place / installed in communal areas. Completed

HSE Committee School and Professional Service Progress Update

Wolfson School 2023-24



Our USPs

Wolfson School of Mechanical, Electrical and Manufacturing Engineering

As one of the largest engineering schools in the UK, we are leaders in technological research and innovation. With extensive national and international industrial links, we strive to provide an unrivalled educational experience, equipping our students with the skills and knowledge required to succeed in industry in the 21st century.



Top 100 in the world for
Mechanical, Aeronautical and
Manufacturing Engineering

QS WORLD UNIVERSITY RANKINGS BY
SUBJECT 2023



Top 10 in the UK for
Mechanical Engineering

THE GUARDIAN UNIVERSITY GUIDE 2024



Top 5 in the UK for student
experience in Electronic and
Electrical Engineering

THE TIMES AND SUNDAY TIMES GOOD
UNIVERSITY GUIDE 2024

Producing exceptional Graduates, “highly valued” by Industry

- “Industry Ready” due to Placements and Practical Projects focus

Research Informed Teaching leading to true Impact

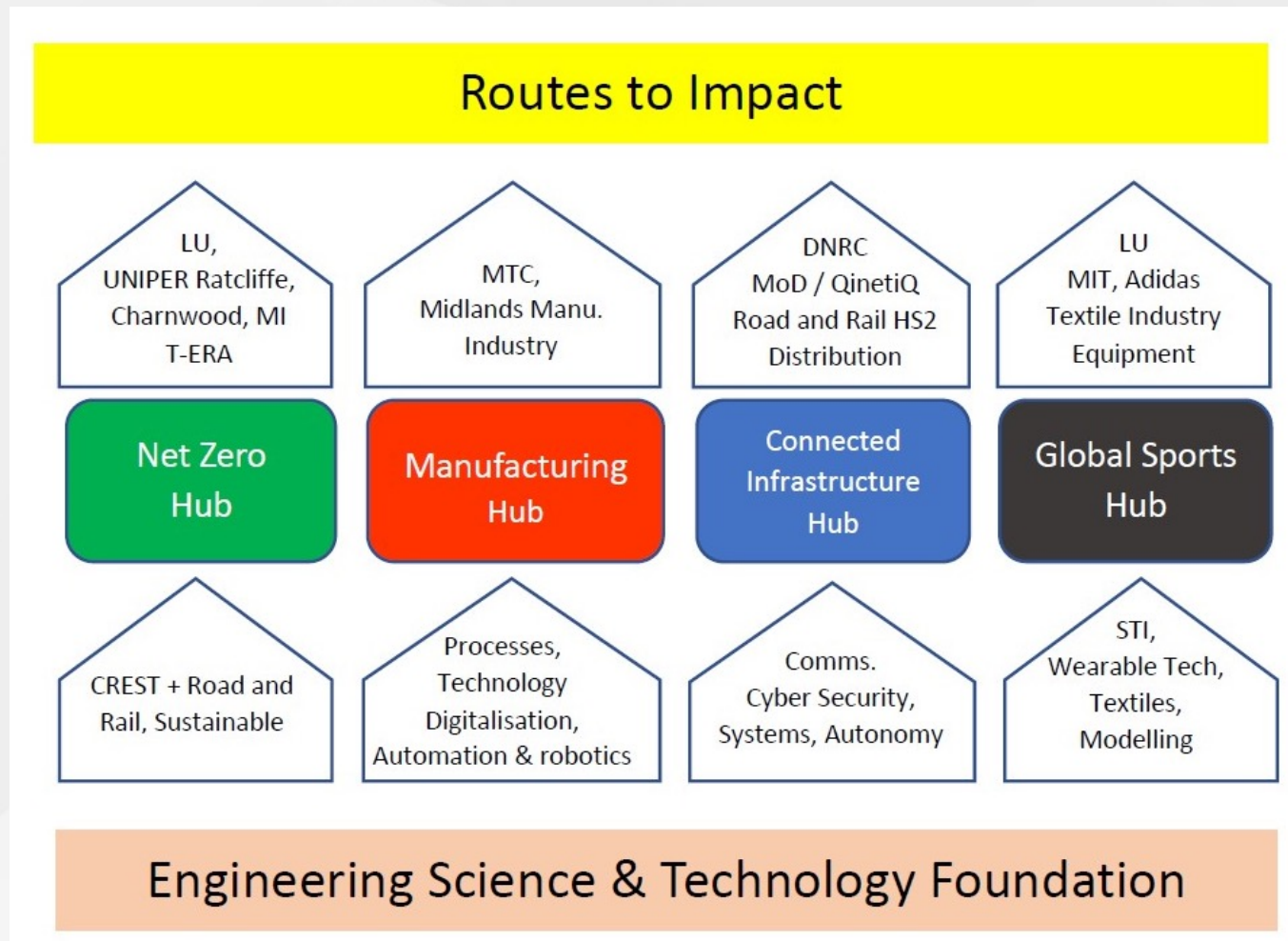
- Core Engineering (Mech, Elect, Manu linked & acting in unity)
- REF

Recognised Centres of Excellence

- CREST
- Sports Technology Institute (*home of the Global Sports Hub*)
- Pulsed Power (MOD ListX labs)
- Manufacturing (Intelligent Automation, CBE & Robotics)

LU’s only L7 Engineering Apprenticeship – Systems Eng

Our Areas of Strategic Focus



Wolfson School

9 Operational Areas

West park

SportsTec



CBE




CREST



Optics

Mech, Man



DAV, Sys



IntelAutom



STEMLab



TeachHub



HSE KPIs

No of HSE Committee Meetings in 2023 - **4 held (Jan, May, Sept, Dec)**

Major Audits

- **TW Building Roof Audit FM Inspections**
- **DSEAR**
- **PUWER**
- **Leicestershire Fire Service**
- **EMS Compliance Audit**
- **Fire Risk Assessment Sir David Davies Building**
- **HTA**

HSE KPIs

Incident Data (Accidents & Near Misses)

Safety

Severity of incident	Fire alarm incident	Incident/Accident	Near Miss	Grand Total
Low	1	2	6	9
Medium		2	7	11
Grand Total	1	6	13	20

Environment

Number of incidents YTD (Jan-Dec):

Minor Diesel & Oil Spills, Contractors drilling asbestos panels, Toilet blockage – flooded and seeped into the reception landing floor area

Incident rate compares to previous years – to April 2024 4x incidents recorded (meets median)

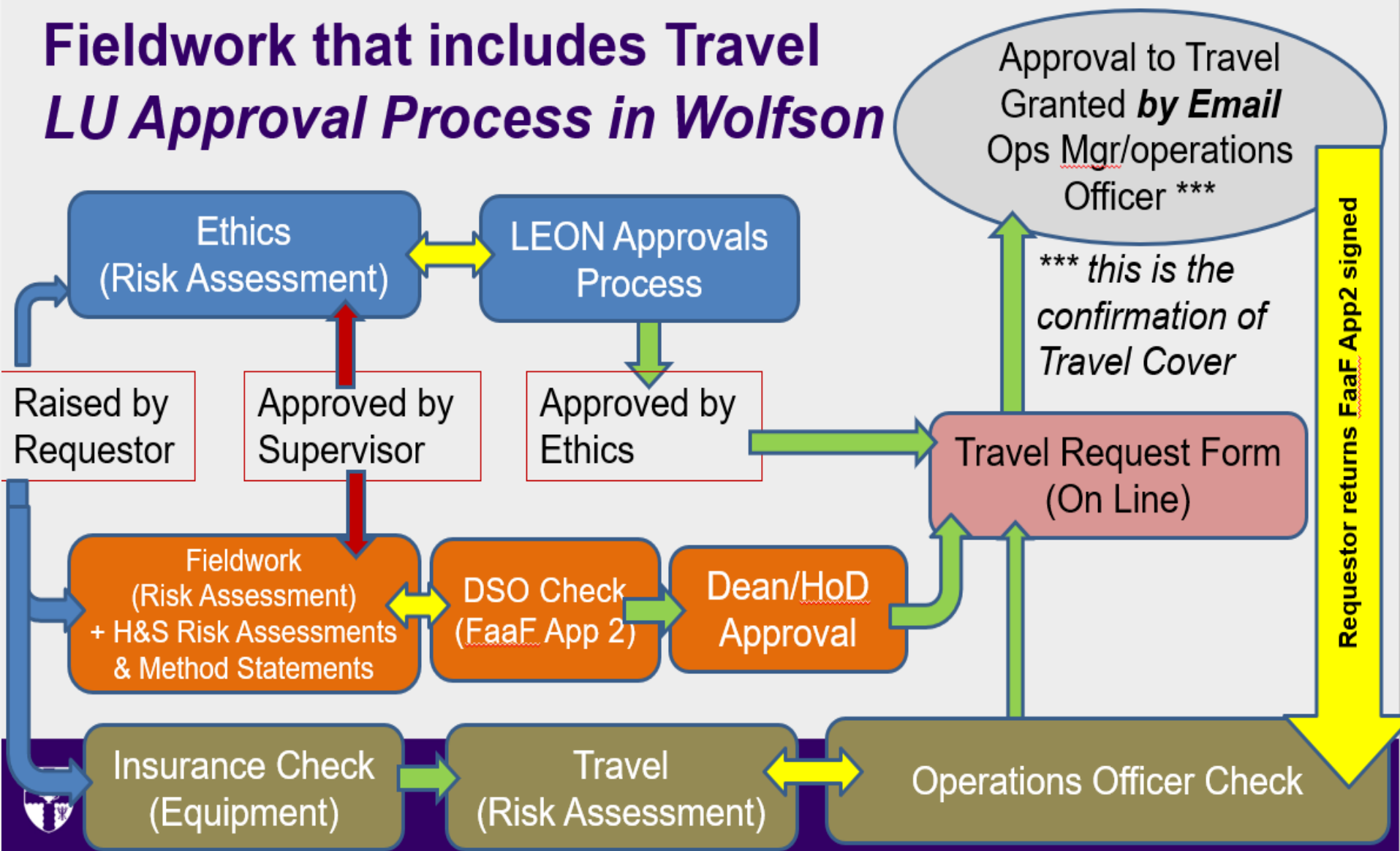
**** Note: Training Data is not readily available due to GDPR restrictions**

Main Risks Identified in Risk Register

- Aging Buildings & Lack of Maintenance
 - Lack of Fire Compartmentation in T Building Voids
 - Fire Doors that are **not** fire rated
- Water ingress into Buildings
 - Leaks in TW0.09, TW1.11 & 13 teaching spaces, **ongoing**
 - DSEAR – increased hydrogen energy research – training required - ATEX or UKEX rated buildings or labs – cost!
- Mental Health/Well Being - School has 8 trained Mental Health First Aiders
 - Recommend 'MIND' including '**Yellow book**' [Staff wellbeing | Staff wellbeing | Loughborough University \(lboro.ac.uk\)](#)
 - Concerns for MH of our Staff – important – **Green Room** available in Wolfson
 - Technical support to experiment with walking meetings over the summer
- Travel & Fieldwork Approvals
 - The current process is complicated – new form yet?
- Loss of Key Technician Skills & H&S Supervision
 - difficulties in recruitment
 - Supporting R, T and E core activities
 - more Experimental Research specific Officers/Technicians? Ensure we keep best that we have long term (cost) but also recruit project specific to reduce stress

Fieldwork that includes Travel

LU Approval Process in Wolfson



Main Environmental Risks Identified

- **Chemical Spills & Store**

- Whilst we have removed/reduced chemicals, improved storage and signage we have more to do
- Movement of staff means more ‘legacy’ chemicals
- Spill Kits procured and distributed

- **Asbestos & Mercury in T Building Office**

- Mercury use has been reduced almost to nil
- Asbestos panels are disturbed by Contractors during works – less and less

- **Reuse of Materials, furniture**

- New building regs make difficult to Reuse which is a cornerstone of the “Reduce, Reuse, Recycle” regime

- **WarPit reintroduced**

- drawback electrical equipment can only be promoted within – fit for purpose – technology outdated



Progress in Managing Issues Identified

- Aging Buildings & Lack of Maintenance T/TW/W
 - TW Window Mechanisms *repaired*
 - Most T Windows *replaced* £1m+ Still some others require replacing
- Water ingress into Buildings TW
 - *Still leaking Repairs ongoing*
- Research Rigs & Experiments
 - Being Addressed by DAP **PUWER** Policy and audits, Risk Assessments and Lab Moves –
- Student Fainting in Eng Workshops
 - *Effectively reduced to almost nil*; shorter sessions, more breaks introduced, local water & food, sitting on floor -

Significant Achievements / Practices that Other Areas Could Learn From

- Report **every** incident/near miss -
- Communication, Communication, Communication
 - timely, succinct, accurate
 - HSE Monthly e-mail to Staff from Wolfson Safety Team includes LU HSE Monthly bulletin and safety advice from WS Team
 - **confirms H&S Culture**
- Introduced Shared.ws.safety
- H&S at what cost- ensure training is recognised as prerequisite when procuring equipment to meet PUWER – do we have the skillset to meet the demand. Training courses ongoing – adhere to ‘Reasonably Practicable’ *‘balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble’*.

Outstanding Priorities / Challenges

- Keeping forward momentum
- Risk Assessment Approval – create internal ‘Toolbox talks’ on differing types- Safety Team always available to help
- Rewarding Staff for taking more on;
 - First Aiders -yes
 - Fire Marshalls - yes
 - Mental Health First Aiders – integral to staff Wellbeing
 - DSOs and Deputies – integral to wellbeing of School
- School has 2 DAPs Creates significant extra loads & costs
 - PUWER Policy and Roll-Out has been challenging
 - We need to improve managing our 16,000 items of work equipment & compliance levels – new internal ASSET system close to roll out should help with former
 - Compliance of Research Rigs lagging – down to 1 Machinery Directive Inspector (now Pt-time) – need for trainee
 - **Additional resources required to ramp up -**
- **H&S Risk Management vs budget constraints**
 - Finding resources to fuel H&S improvements – at what cost is safe working?
 - Once again, ‘reasonably practicable’!

HSE Committee School of Science HSE Progress Update

Introduction to the School of Science – Key facts

Discipline areas

- Chemistry
 - Natural Sciences
- Computer Science
- Mathematical Sciences
- Mathematics Education
- Physics

Staffing

- 263 staff (including PDRAs)

Student population

- 2209 students (Foundation/UG/PGT/PGCE)
- 204 PGR students

Key facts cont'd – Buildings

The image features a central map of the Loughborough University campus with several building photographs overlaid. Red arrows point from the photos to their respective locations on the map. The buildings and their locations are:

- John Pickford – Foundation team**: Located near the Hermitage Shopping Centre and A512 road.
- Haslegrave – Computer Science**: Located near Margaret Keay Rd and E Link Rd.
- Schofield – Mathematical Sciences and Maths Education**: Located near Renscliffe Dr.
- Wavy Top – CMC/CEML**: Located near Holywell Dr.
- STEMLab – Chemistry and Physics teaching labs**: Located near University Rd and Car Park 1.
- Sir David Davies – Chemistry and Physics**: Located near Kirkestone Dr and Valley Rd.
- Holywell – Emergent Photonics**: Located near Holywell Park Conference Centre.

Other visible landmarks on the map include the David Collett Dining Hall, Taste @ Elvyn, Faraday Royce Dining Room, and the Garden of Remembrance.

Key facts cont'd – 31 experimental Laboratories



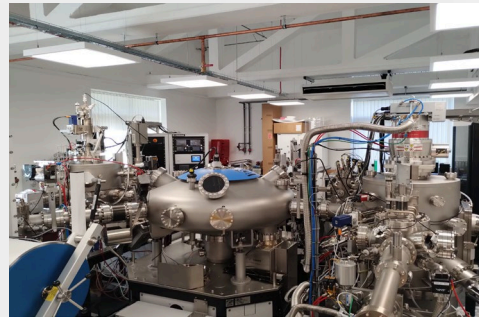
Non-ionising radiation



Ionising radiation



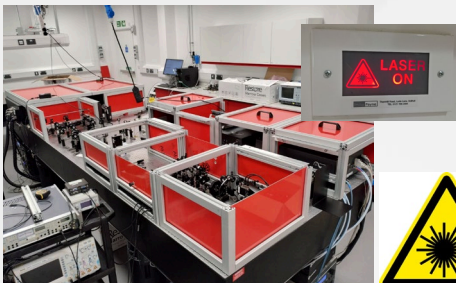
Cryogenic gases



Compressed gases
High vacuum
High voltage



Biological



Lasers



Chemical



Magnetic field

Key facts cont'd - HSE Governance Structure



Hazard Leads

- Biohazards and human tissues
- Lasers
- Chemicals and compressed gases
- X-ray
- High Magnetic fields and Cryogenics
- Fabrication, Elevated temperature & compressed gases
- High Vacuum and Thin Film
- Sealed / unsealed radioactive sources

Focus Areas

- Carbon Action Plan
 - Procurement
 - Resource Efficiency
 - Waste
 - Training
 - Energy
- LEAF

Focus Areas

- Environment & infrastructure
- Wellbeing
- Placements
- GDPR
- Ethics

Key facts cont'd - HSE Operational Support Structure

HSE Committees underpinned by:

H&S Duty Holders

- School Safety Officer
- 4 Deputy Safety Officers
- Laser Safety Officer
- Fire Marshals
- First Aiders
- DSE Assessors
- Wellbeing Champions

Compliance Support

- 8 Hazard Leads
- HTA Designated Person
- HTA Quality Manager
- 5 RPSs

Key facts cont'd – Audits & Meetings

No of Audits Completed for 2023:

- 9 non-lab audits in each of Schofield, Haslegrave, Wavy Top and DAV buildings focussing on a particular hazard
- 21 lab audits in DAV

No of Audits planned for 2024:

- 11 non-lab audits in each of Schofield, Haslegrave, Wavy Top, Holywell and DAV buildings focussing on a particular hazard
- 12 lab audits in DAV2
- 6 lab audits in DAVU
- 4 lab audits in DAV1
- 3 lab audits in Holywell

No of Committee meetings held 2023:

- 3 School HSE committee meeting (08/02/23, 07/06/23, 27/09/23)
- 3 Laboratory Operations H&S sub-committee meeting (25/01/23, 24/05/23, 14/09/23)
- 3 General Operations HSE sub-committee meeting (31/01/23, 31/05/23, 19/09/23)
- 1 Sustainability sub-committee meeting (04/12/23)

No of Committee meetings planned for 2024:

- 3 School HSE committee meeting (08/03/24, 07/06/24 and October)
- 3 General Operations HSE sub-committee meeting (09/02/24, 03/06/24 and October)
- 3 Laboratory Operations H&S sub-committee meeting (28/02/24, 24/05/24 and October)
- 3 Sustainability sub-committee meeting (29/02/24, 29/05/24 and October)

Top Risks Identified in Risk Register

Hazard	Risk Description	Effect
Failure of infrastructure	<ul style="list-style-type: none"> • Detrimental impact on equipment and unsafe state of operation e.g. LEV failure • Security of controlled areas if air pressure drop in labs prevents doors closing 	<ul style="list-style-type: none"> • Potential damage to equipment • Potential fire hazard • Unsafe working environment • Unauthorised access to radioactive sources and other hazardous substances <p>Persons impacted- Lab based staff and students</p>
Poor staff wellbeing or mental health	<ul style="list-style-type: none"> • High staff turnover leading to an increased workload for other staff • High student numbers / staff ratio • Competing deadlines • Additional financial pressures for staff 	<ul style="list-style-type: none"> • Staff absence • Cutting corners • Increased workload <p>Persons impacted - all staff</p>
Power cuts /mini blackouts	<ul style="list-style-type: none"> • Loss of LEV and other protective devices 	<ul style="list-style-type: none"> • Unsafe working environment • Potential damage to equipment • Potential fire hazard
Lack of resources to maintain/replace/support equipment that could lead to unsafe practises	<ul style="list-style-type: none"> • Accelerated deterioration of ageing equipment 	<ul style="list-style-type: none"> • Unsafe state of operation • More complex H&S considerations <p>Persons impacted – lab-based staff and students</p>
Chemicals	<ul style="list-style-type: none"> • COSHH procedures not being followed, or RA's not being reviewed and updated • Unsafe handling of chemicals 	<ul style="list-style-type: none"> • Exposure to hazardous chemicals and non-compliance with COSHH regulations <p>Persons impacted - lab based staff and students</p>

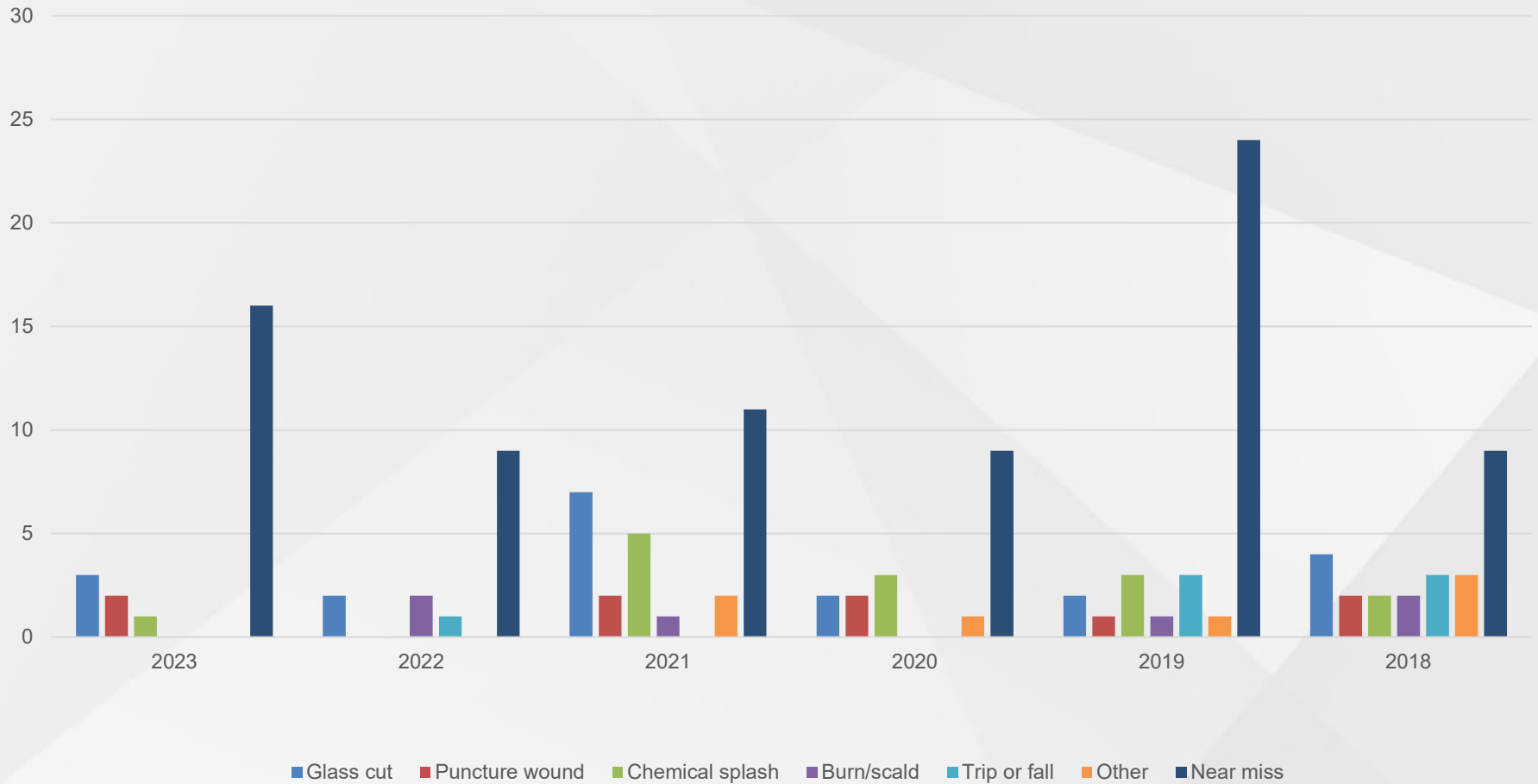
Progress on issues Identified in Risk Register

Hazard	Existing controls	New Action plan
Failure of infrastructure	<ul style="list-style-type: none"> Quarterly review meetings in place with FM Service contracts in place for compressors Statutory inspection of pressure systems Anti-microbial dosing & monitoring of Sir David Davies chilled water system Lab specific A/C removed from BMS control Modification of NMR pipework to mitigate against water ingress 	<ul style="list-style-type: none"> Remote monitoring of rooftop plant Relocation of unsealed source work FM better understanding of lab air handling system Review what is covered on maintenance contracts Assign extra people that can access Archibus
Poor staff wellbeing or mental health	<ul style="list-style-type: none"> Additional Teaching resources (BiT / UTs) to cope with student numbers Appropriate technical & administration team structures in place Less requirement for covid measures –e.g. dual delivery, cover for colleagues Gradescope & other measures to improve efficiency 	<ul style="list-style-type: none"> Review of processes - CoSHH form Wellbeing champions Headspace for Wellbeing activities UG/PGT project resource planning between academic and support staff Review of team structures
Power cuts /mini blackouts	<ul style="list-style-type: none"> Business continuity plan for planned and unplanned power outages Non latching RCDs in analytical labs UPS back up for some critical equipment Freezer monitoring LEV & BSC failure alarms 	<ul style="list-style-type: none"> Discuss with FM re adding hook up points for back-up generators

Progress on issues Identified in Risk Register (cont'd)

Hazard	Existing Controls	New Action Plan
<p>Lack of resources to maintain/replace/support equipment that could lead to unsafe practises</p>	<ul style="list-style-type: none"> Investigating alternative funding sources across Chemistry and Physics Higher priority in non-pay allocation Grant success to enable purchase of new kit 	<ul style="list-style-type: none"> <u>Underlying factor for most of the other risks</u> Review of FEC for equipment so that it is requested properly in funding applications Increased chargeable external use of facilities Creation of specific budget code for equipment recharging
<p>Chemicals</p>	<ul style="list-style-type: none"> Hazard Lead in place - George Weaver Training on completing COSHH assessment More COSHH approvers in place Maintaining chemical inventories and controlling quantities of chemicals in labs Restricted access Appropriate PPE in place 	<ul style="list-style-type: none"> Formalising and standardising exit procedures Alternative schedule of waste collection is being consider by the Environmental manager and users in other Schools Unsafe deliveries raised with all relevant suppliers and procurement

Incidents and Near Miss Data



Significant Incidents/ Near Misses and Responses

Date	Incident	Response
06/01/24	Partial collapse of ceiling resulting in injury to student	<p>Incident took place on a Saturday, Security and Hall Warden requested to check on wellbeing of student</p> <p>FM requested to undertake robust repair of ceiling to ensure it could not collapse again</p> <p>Insurance claims notified</p>
22/11/23	Delivery of large quantity of sodium presenting increased fire risk	<p>Quantity delivered was immediately quarantined by the technicians and only a small amount released to the group who ordered it</p> <p>Communication to lab users that when ordering chemicals safety should be considered as well as value for money</p> <p>New order approvals process now being rolled out which ensures technicians have oversight of chemical and equipment order requisitions</p>
05/03/24	Fire in Fume hood, heat gun ignited spilt solvent	<p>Procedures involving heat guns immediately reviewed and new guidance sent out to students.</p> <p>Students reminded of the need for good housekeeping and prompt clean-up of spillages</p> <p>Replacement of spent fire suppression system, work involving flammables in this fumehood excluded until this was done</p> <p>Raised with University Fire Officer</p>
09/02/24	Explosive reaction of chemical residue causing crucible to shatter	<p>Raised with academic supervisors and discussed with students involved</p> <p>Re-emphasis to students of the need to review safety documents when there is a change to the work activity and issues relating to scaling up and waste handling</p>
11/12/23	<p>Unsecured H&S controlled area – causes are two-fold:</p> <ul style="list-style-type: none"> • Multi-use area has high rate of permitted access • Intermittent drop in air pressure prevents doors closing 	<p>Air pressure issues raised on Archibus and now at high level in FM.</p> <p>Plan in place to relocate the open radiation source activity to a secure, dedicated space.</p>

Areas of Focus / Development

- Optimising technical team skill mix to operational need & compliance
- Relocation of unsealed source activities
- Process Improvement
 - Order approval process (chemicals and equipment)
 - COSHH / Risk assessment review
 - Frequency based on risk level
 - Formalising as part of training record for Doctoral Researcher progression
- Management of flammable gas use

Leadership activity

- Chair of Labs Ops HSE Committee attends every lab audit
- Head of Operations & School Safety Officer - timetabled session in teaching labs

Leadership tours include:

- VC (Jan 2024)
- DVC (Nov 2022)

Progress on Health

Main risks

- Mental Health and Wellbeing
- Exposure to hazardous materials

Health surveillance

- Respiratory /skin sensitisers for relevant staff
- Fitness to operate a Forklift

Areas of progress / concern on health and wellbeing

- Wellbeing Champions - establishing network
- Earlier awareness of student pregnancies in lab users
- Appropriate vaccinations for new bio-activity

Environmental KPIs

School Sustainability HSE Committee

- Carbon action plan (CAP)
 - Waste handling audits
 - Energy efficiency
 - Recycling
- Laboratory Efficiency Assessment Framework (LEAF) Accreditation

Main Environmental Risks Identified

- Incorrect disposal of waste
- Energy / resource usage
- Spillages of chemicals

Progress in Managing Issues Identified

Waste & Recycling

- Waste routes covered in detail in student induction (PGR/UG/PGT)
- Better segregation of waste
- Recycle packaging materials as much possible

Resource Reduction

- Water consumption: Recirculating chillers and air condensers are used wherever possible, and their use is encouraged
- Isolation of heating services over closure period
- Window film in Haslegrave to reduce solar gain

Spill Management

- Relevant technical staff attend spill management run by Nik Hunt

Significant Achievements / Practices that other areas could learn from

- LEAF Accreditation
- Good practice in management of X-ray & radioactive sources
- Sustainability Committee
- Robust order process for chemicals & equipment
- Improved Lab Induction programme for PGR/ part D
 - COSHH & risk assessment

Avoidance and Management of Musculoskeletal (MSK) Injuries

May 2024

Sarah van Zoelen

Occupational Health and Wellbeing Manager



Mind +



Body +



Soul

Bob was hopeful he could return to work tomorrow.....



gettyimages®
Credit: Flying Colours Ltd

What do we know?

Post Covid – MSK referrals were a significant reason for referring into Occupational Health

In 2023-24 we received 529 referrals into the service, of those 163 were for MSK and of those 155 were from E&FM

50 % of accident data recorded by H&S was from handling injuries



Mind +



Body +



Soul

What did we do?

Audit by Human Applications

Safety Moments / SMART train the trainer sessions

Physiotherapy referrals

Physiotherapy education sessions



Ongoing challenges



**HSE Health, Safety and
Environment Committee**



**Loughborough
University**

Consolidated Health, Safety and Wellbeing Report

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

Action Required:

To note areas of risk and actions identified

Executive Summary

This is a summary report of issues and actions relating to Health, Safety and Wellbeing

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

None

HSE Committee Report –

Subject area / Statement	Issue to note	Action Required from HSE Committee
Compliance		
<p>Legionella in Towers The water system in Towers continues to be closely monitored. Point of use filters continue to be in place throughout the West Tower and an online dosing unit is in operation. Disinfection was undertaken during the Easter break with further engineering work on the distribution pipework over the Summer</p> <p>Testing at the end of the Easter break identified a problem with hot water riser 4 which has now been resolved.</p> <p>Towers will be occupied until 2027.</p>	<p>Continued managed risk within Towers.</p>	<p>To note</p>
<p>Noise Recent events highlighted concerns with the management of noise on campus. An external audit has now been conducted and an action plan developed.</p> <p>The personal protective equipment provided to colleagues has been reviewed and all those potentially exposed to harmful levels of noise have been trained.</p>	<p>To note identified risk and action plan</p>	<p>To consider visibility / assurances required by HSE committee</p>

Incidents		
<p>Incident Review Panel - Fruit route</p> <p>During a recent fruit route activity a member of the public tasted a plant which was potentially harmful. Because of the potential harm that could have been caused by this incident and the need for clarity on responsibilities an Incident Review Panel was held.</p> <p>The panel carefully reviewed the investigation report and made recommendations regarding the allocation of responsibilities, the co-ordination of event planning and the competence assessment of contractors</p>	To note incident and response	To consider if the HSE committee is content with the response and visibility of the issue.
Policy & Procedure		
<p>Permit to Work System</p> <p>A long standing vulnerability has been the use of a paper based Permit to Work system (PTW). The PTW system is used to carefully control high risk work, particularly on systems with a higher risk to life eg High Voltage systems, pressure systems etc,</p> <p>An electronic system which gives greater reliability has now been purchased and is being deployed imminently. This also give the opportunity to refresh the policies and training.</p>	To note progress	

<p>Occupational Health and Wellbeing</p> <p>The Occupational Health Team have seen a large and sustained increase in demand over the last 5 years. In this time the number of appointments has increased by a factor of 10 with little change in resources. In the 2023/24 academic year 1,500 appointments were delivered. In particular there has been a 20% increase in demand in the last year alone and failings have been identified in the health surveillance system meaning colleagues and the University are left at risk. In order to deliver the current level of support and deliver the legally required Health Surveillance a Health Surveillance Technician has been contracted in 3 days per week.</p>	<p>The continued demand on the Occupational Health Service and the actions taken to ensure continued service and legal compliance</p>	<p>To note the high volume of proactive and reactive activity aligned with the University strategy</p>
<p>Laser Safety</p>		
<p>Laser Safety Advisor</p> <p>The University is still without a Laser Safety Advisor. However, a course of action has been agreed and an individual is being approached. A solution should be in place by the next HSE Committee and in the meantime risks will be managed by the Central H&S team who will if necessary buy in external expertise.</p>		<p>Committee to note current position</p>
<p>Radiological</p>		
<p>The Office for Nuclear Regulation will be inspecting the University on Thursday 16th May, when they will be examining our Uranium sources.</p> <p>This is a routine inspection and no issues are anticipated.</p>		<p>Committee to note</p>

Biological		
<p>A notification is being made to the Health and Safety Executive of the intention to start work with Genetically Modified Organisms which are classified as being of level 2 risk. This will be the University's first notification for a class 2 project and the application should be submitted in the next few months.</p> <p>The risk assessments must be formally approved by the Genetic Modification and Biosafety Committee and the committee must have oversight of the relevant safe operating procedures etc. before the notification can be submitted. The building works have been completed and the contractors are now dealing with the snagging issues in the lab.</p>	<p>To note the potential change in risk level and governance arrangements in place.</p>	
Fire		
<p>Towers has been inspected by Leicestershire Fire and Rescue Service. The inspection resulted in a rating of 'broadly complaint', which is the highest rating possible.</p> <p>Responsibility for enforcement in relation to Towers will soon pass to the new Building Safety Regulator. Because of the method of construction of Towers (large panel construction) we can expect a more detailed structural survey in the short to medium term. Whilst we do not anticipate any issues, this is complexly new regulatory system.</p> <p>Currently we are able to occupy Towers until July 2027</p>	<p>To note status and risk</p>	<p>HSE Committee to note compliant position and risk associated with Building Safety Regulator structural survey</p>

<p>Burleigh Court phase one of the refurbishment / redevelopment work is now complete. However, the contractors failed to pay due attention to one aspect of the fire design which, whilst easily corrected has resulted in a temporary reduction in capacity.</p> <p>It is likely that this was due to staff changes during critical project periods and steps have been taken to prevent a repeat of this sort of issue in the later phases.</p>	To note process failure and action	To note
<p>Chaplaincy</p>		
<p>The Chaplaincy, along with colleagues from SSH have been successful in securing a £10,000 grant to explore the lived experience of Muslims on campus. The work will take a year and will include an exhibition of Islamic art.</p>	To note	
<p>Loughborough has established a UK wide network for the Chaplains in Higher Education in order to identify and spread best practice.</p>	To note	
<p>The Chaplaincy has been engaging with, and supporting, the communities impacted by the on going hostilities in Israel and Gaza.</p> <p>Whilst there is significant tension around this issue the Chaplaincy is seeking to promote dialogue.</p> <p>In other universities there have been significant protests and some student intimidation.</p>		

Health, Safety and Environment Committee



Future Business

Origin: Secretary

Action Required:

To CONSIDER key business for future meetings and NOTE business for earlier meetings.

Executive Summary

Paper proposes key business items for meetings scheduled from May 2024 to May 2025 and notes business that has been considered at earlier meetings.

Future Business

May 2024 Meeting

HSE Update from Wolfson School of Mechanical and Electrical Engineering

HSE Update from School of Science

Presentation on wellbeing, critical risk management avoidance and management of musculoskeletal issues

October 2024 Meeting

HSE Update from Loughborough Students Union (if agreed)

HSE Update from Marketing and Advancement

HSE RAG Rating

Presentation on stress and mental wellbeing

Feb 2025 Meeting

HSE Update from Student Services

HSE Update from Estates and Facilities Management

Occupational Health and Wellbeing Annual Report

H&S Strategic Long-term Plan

May 2025 Meeting

HSE Update from School of Architecture, Building and Civil Engineering

HSE Update from School of Sport, Exercise and Health Sciences

Subjects of previous meetings

October 2021 Meeting

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

February 2022 Meeting

HSE Update from School of Science
HSE Update from Campus Services / Catering / Accommod element of Estates & FM
Health and Safety Annual Report
Annual Radiation Protection Report
HSE RAG Rating

May 2022 Meeting

HSE Update from Estates & Facilities Management (excluding Catering, Domestic & Residential Services)
HSE Update from Student Services

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
Occupational Health and Wellbeing Service Annual Report
HSE RAG Rating
H&S Strategic Long-term Plan
Sustainability Annual Report

February 2023 Meeting

HSE Update from School of Aeronautical, Automotive, Chemical and Materials Eng
Presentation on Water Management Strategy, Risks and Compliance
H& S Annual Report
Radiation Protection Annual Report
Chemical and Biological Safety Annual Report

May 2023 Meeting

HSE Update from School of Design and Creative Arts

HSE Update from School of Social Sciences and Humanities

Presentation on critical risk, strategy, control and compliance Human Tissue Act

Occupational Health and Wellbeing Annual Report

October 2023 Meeting

HSE Update from Loughborough Business School

HSE Update from Loughborough University London

Presentation on critical risk, strategy, control and compliance – On campus events

HSE RAG Rating

Occupational Health and Wellbeing Annual Report

February 2024 Meeting

HSE Update from Imago

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

Presentation on critical risk, strategy, control and compliance – Chemical safety arrangements

H& S Annual Report

Radiation Protection Annual Rep

Health, Safety and Environment Committee



Loughborough
University

Incident, Near Miss and Fire Data

Origin: Neil Budworth, Director of Health, Safety and Wellbeing and Ben Bugby Health and Safety Services Administrator

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

Paper Details

Action Required:

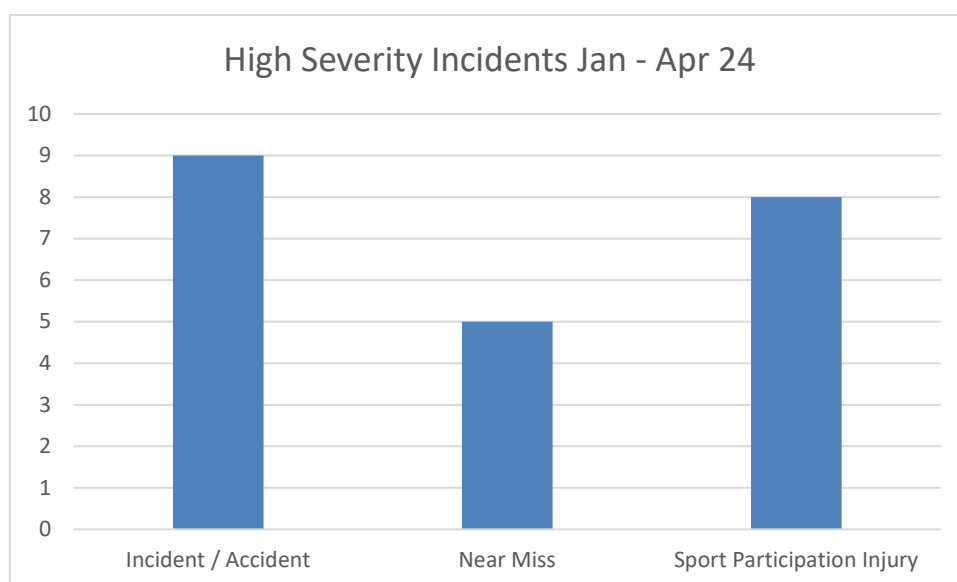
None – For information / Assurance purposes

Serious Incidents Jan '24 – Apr '24 (Inclusive)

There were 2 RIDDORs Reportable incidents in the reporting period.

Date	Org Unit	Accident Type	Type of RIDDOR	Summary
17/01/2024	Residential Services	Struck by Fixed or Stationary Object	7 Day Work Related Incapacitation Injury	Member of staff hit by an improperly stored step ladder.
23/01/2024	Residential Services	Slip, trip or fall on same level	7 Day Work Related Incapacitation Injury	Member of staff slipped on water left from unattended hose, not previously cleaned away.

There were a total of 17 incidents and 5 near misses rated as high severity by the Health and Safety Service's internal rating outside of the RIDDORs. These were split as below.



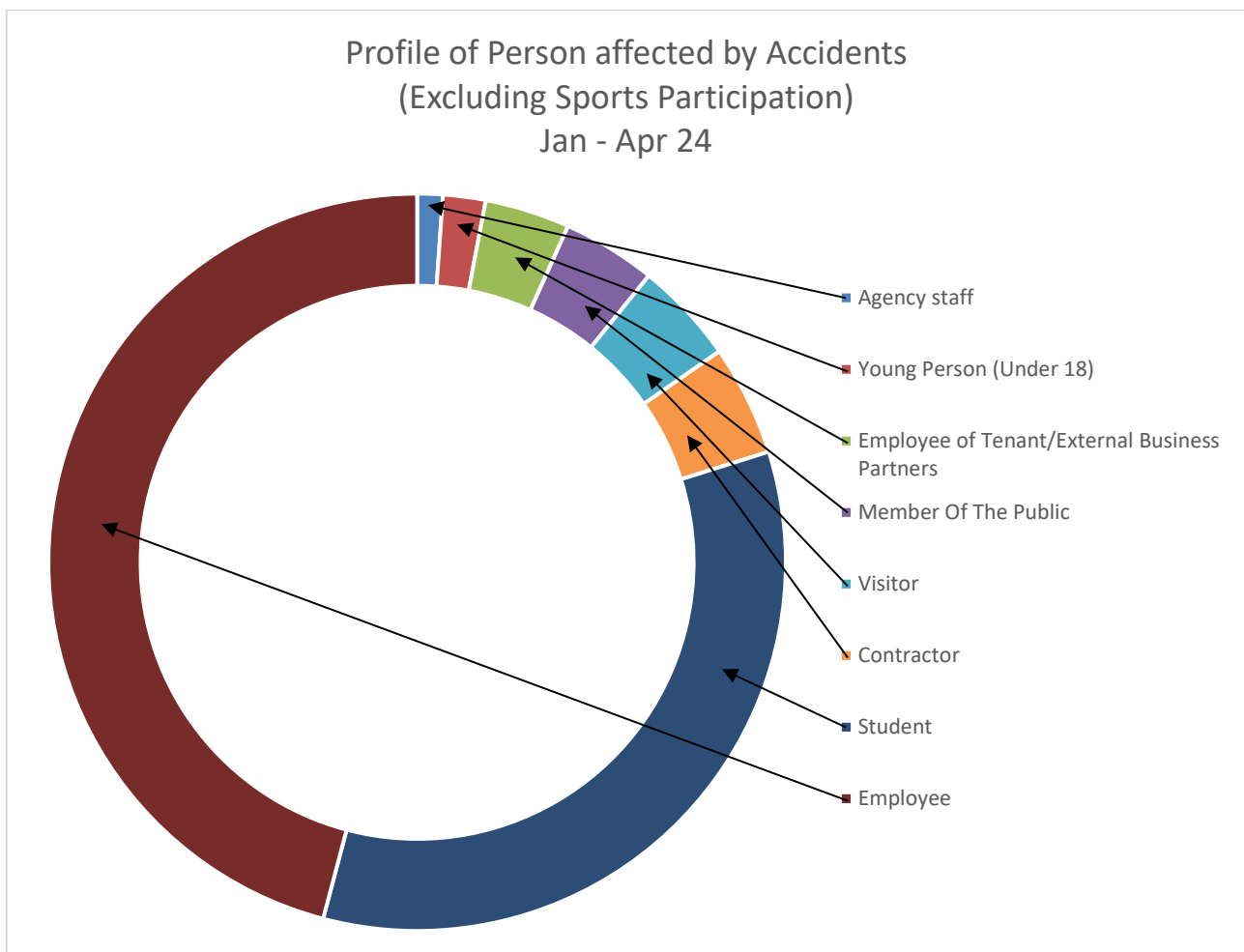
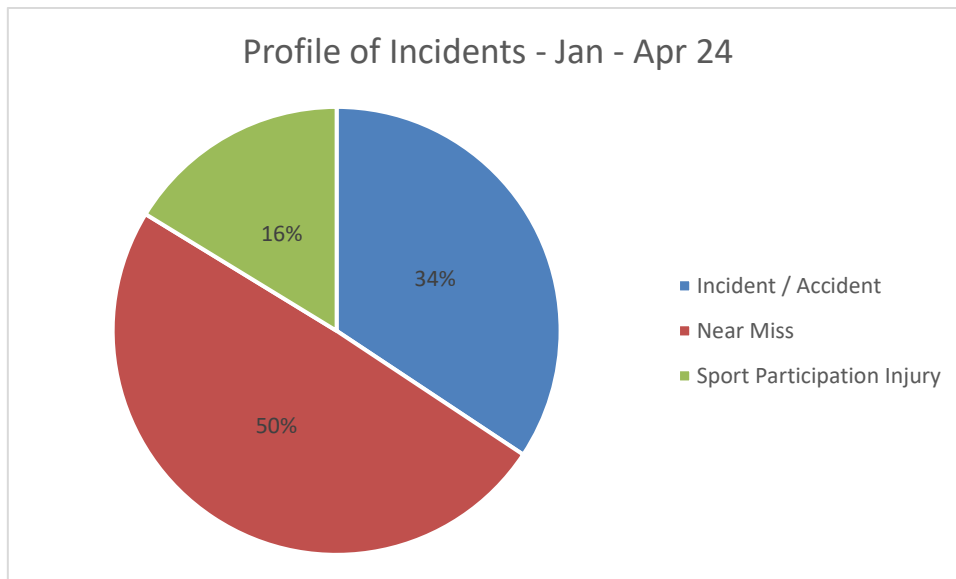
Incidents/Accidents:

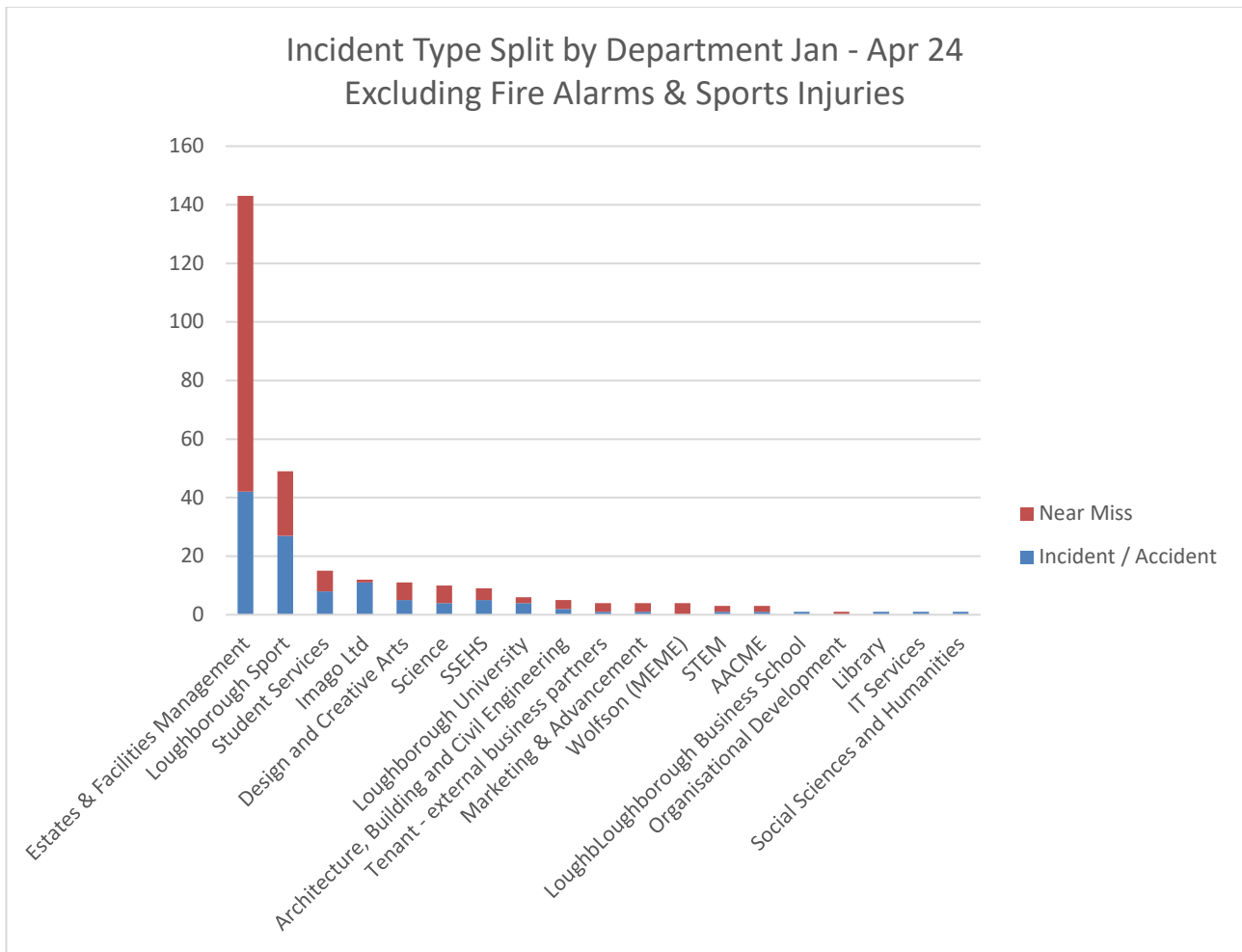
Date	Org Unit	Accident Type	Summary
06/01/2024	Computer Science	Collapsing Structure or Equipment	Student opened a door to exit room and was hit on the head and shoulders by falling ceiling panels
15/01/2024	Loughborough Sport	Vehicle	Loughborough Lightning Rugby Head Coach and 4 students involved in very serious traffic accident resulting in the students being hospitalised
14/03/2024	Loughborough Sport	Exposure to hazardous or harmful substance	Student with nut allergy taken to A&E after consuming snack bar
14/03/2024	E&FM	Fall From Height	Member of staff fell back from the second step of a ladder and landed hard on radio
14/03/2024	Loughborough University	Vehicle	Student hit by a bicycle full force while crossing pedestrian crossing resulting in a fractured shin
21/03/2024	Loughborough University	Ill Health (Not related to Work/Study)	Student found with suspected hypothermia after drinking, EMAS attended and suspected possible seizure
21/03/2024	Security	Slip, trip or fall on same level	Student had been drinking and fell and hit their head
22/03/2024	Loughborough Sport	Slip, trip or fall on same level	Member of staff on steps in HIPAC
27/03/2024	Loughborough Sport	Physical Assault	Member of the public, opposing sports team fan physically and verbally abusive to staff and security at sporting event.

Near Misses:

Date	Org Unit	Accident Type	Summary
27/02/2024	Wolfson (MEME)	Electricity or Electrical Discharge	Power supply failure on new piece of equipment
07/03/2024	E&FM	Exposure to hazardous or harmful substance	3 rd Party Laundrette equipment out of gas compliance
15/03/2024	LU Arts	Exposure to hazardous or harmful substance	Member of staff on fruit route walk mistakenly instructed member of the public that poisonous plant was edible
04/02/2024	Security	Fall From Height	Instagram post from Lboro Scenes appearing to show person unknown climbing up the outside of car park 1
20/03/2024	Students Union	Fall From Height	Student seen by security climbing on roof of student union

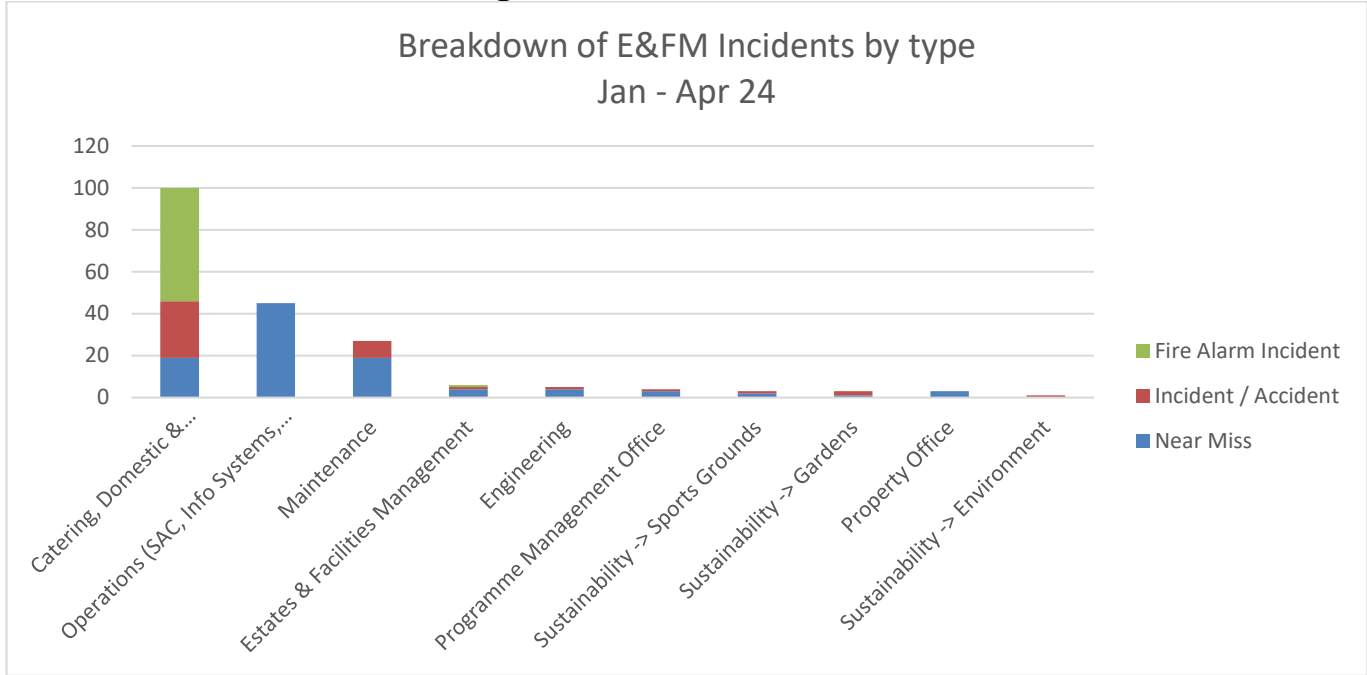
General Data:



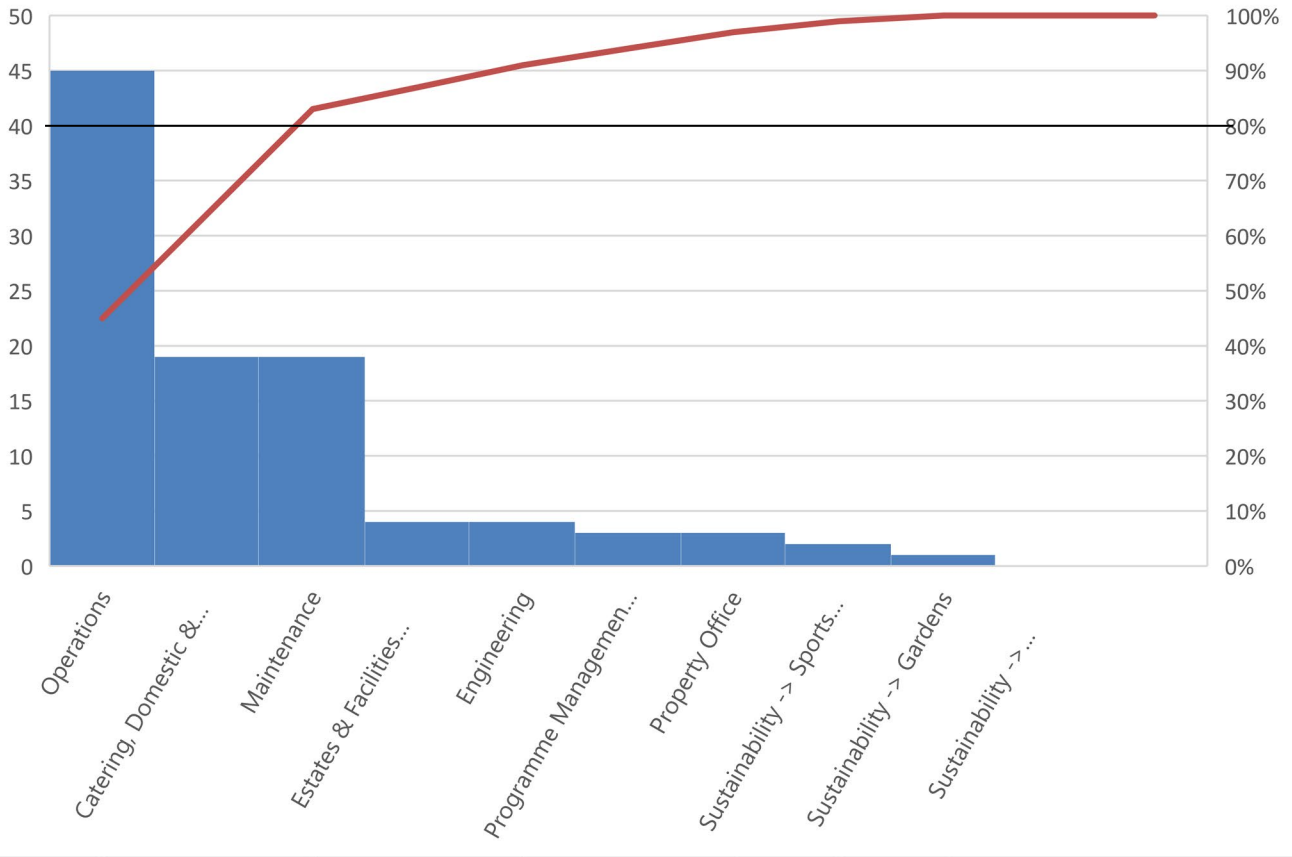


Estates and Facilities Management continue to suffer the highest level of incidents, which is unsurprising given the physical nature of the roles in that area. The high number of near miss reports speaks to a good and improving reporting culture and a focus on health and safety related issues.

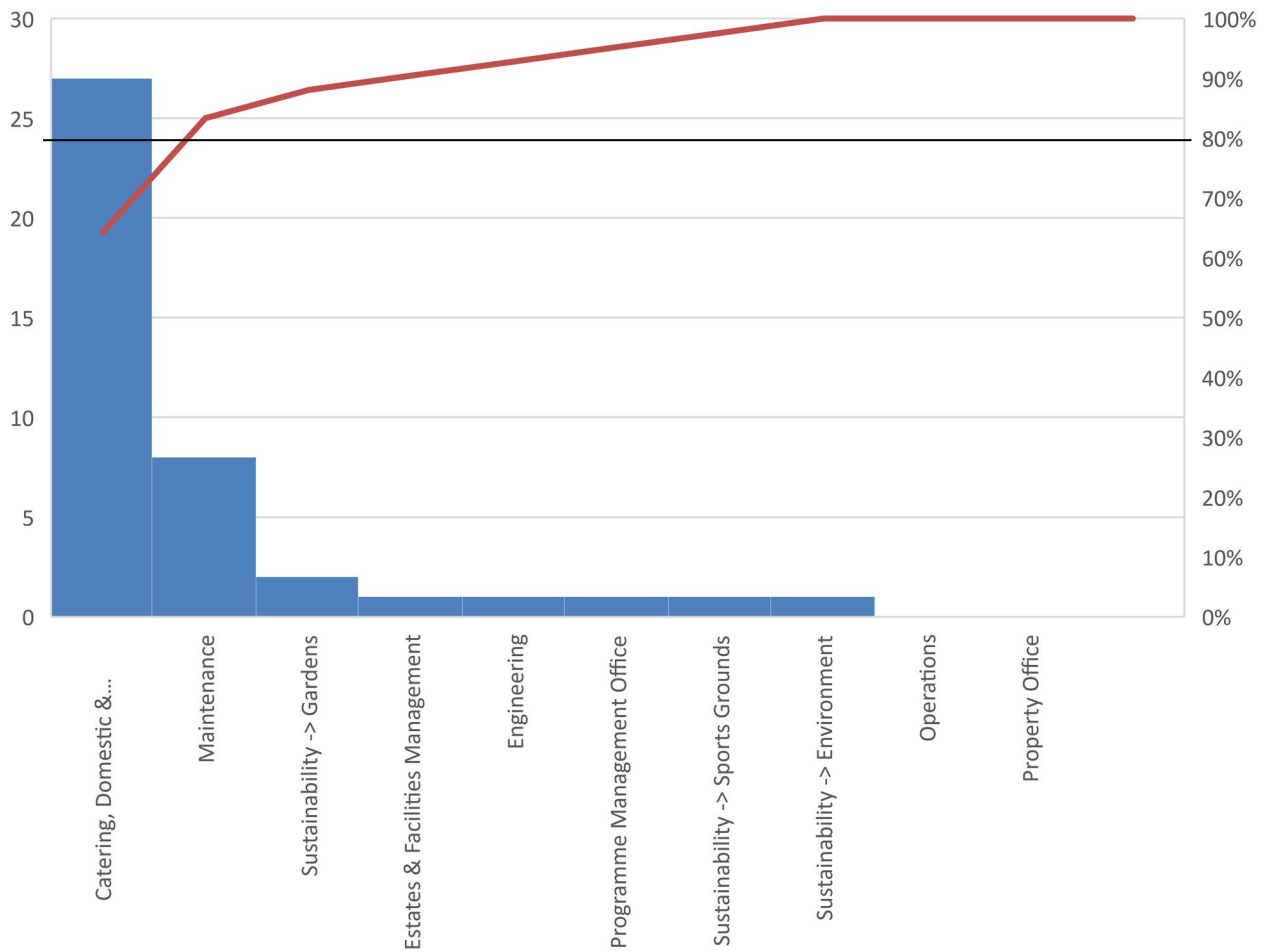
Estates and Facilities Management Breakdown:



Pareto of Near Misses within E&FM



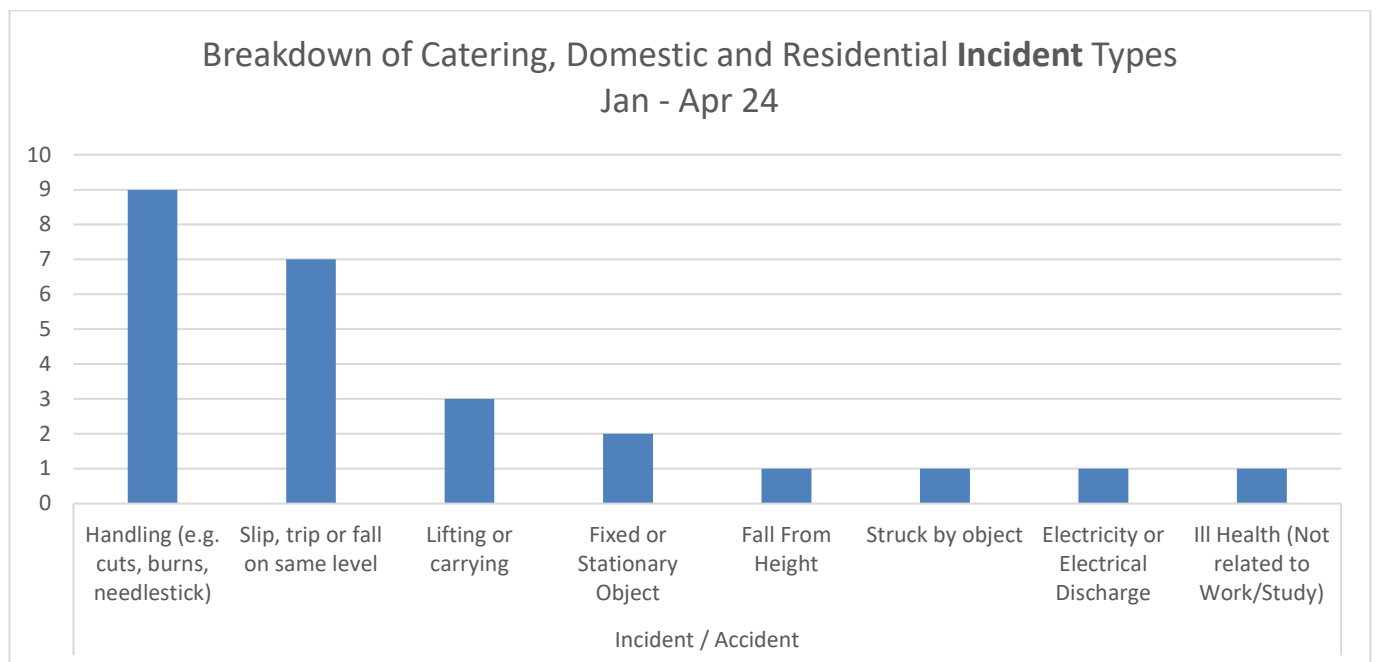
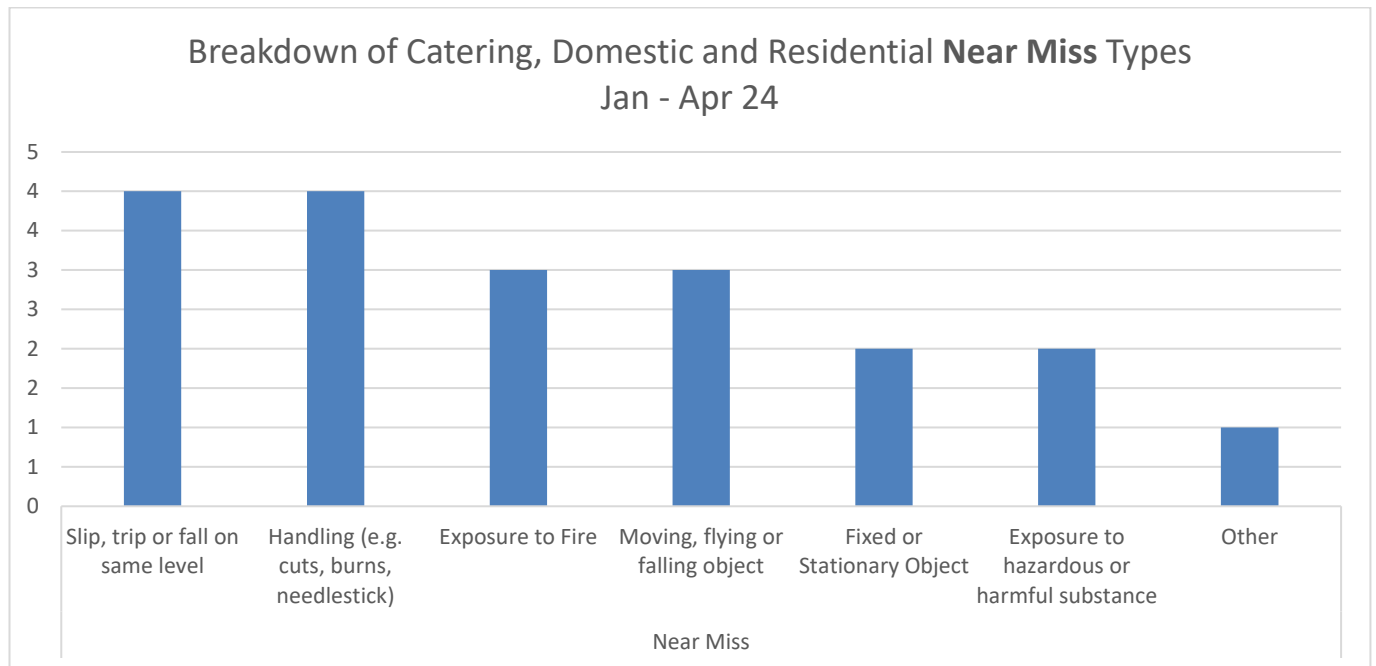
Pareto of Incidents within E&FM



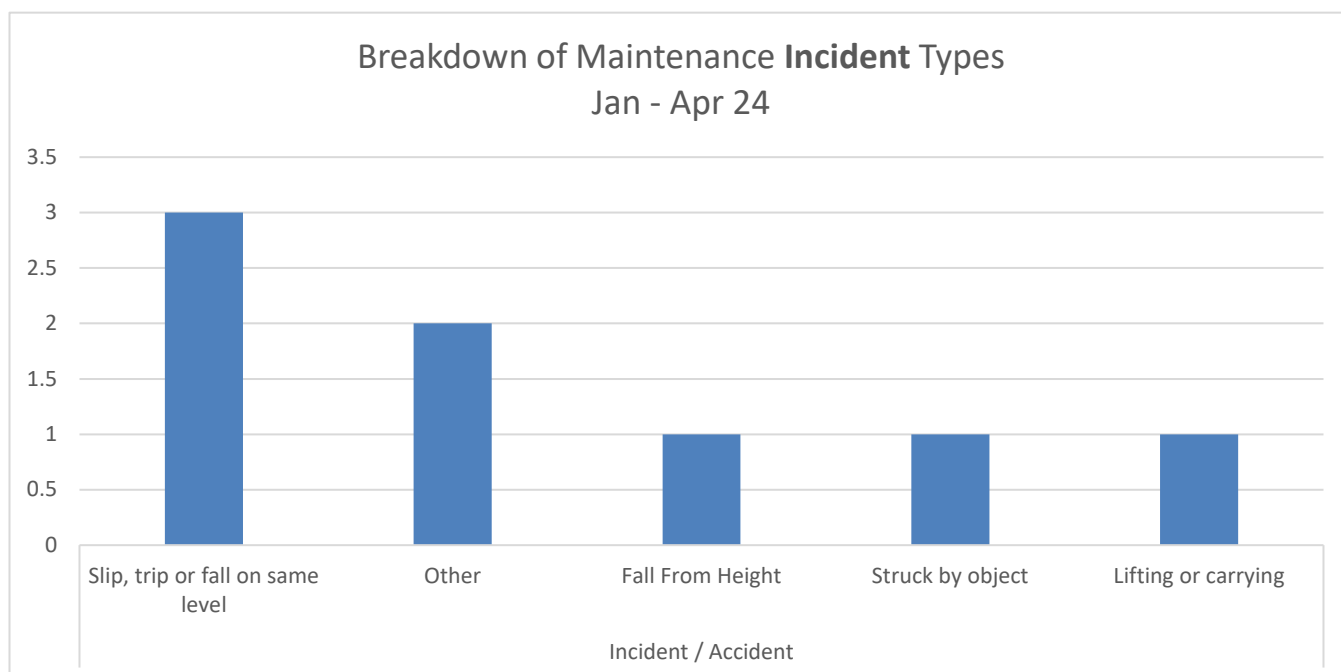
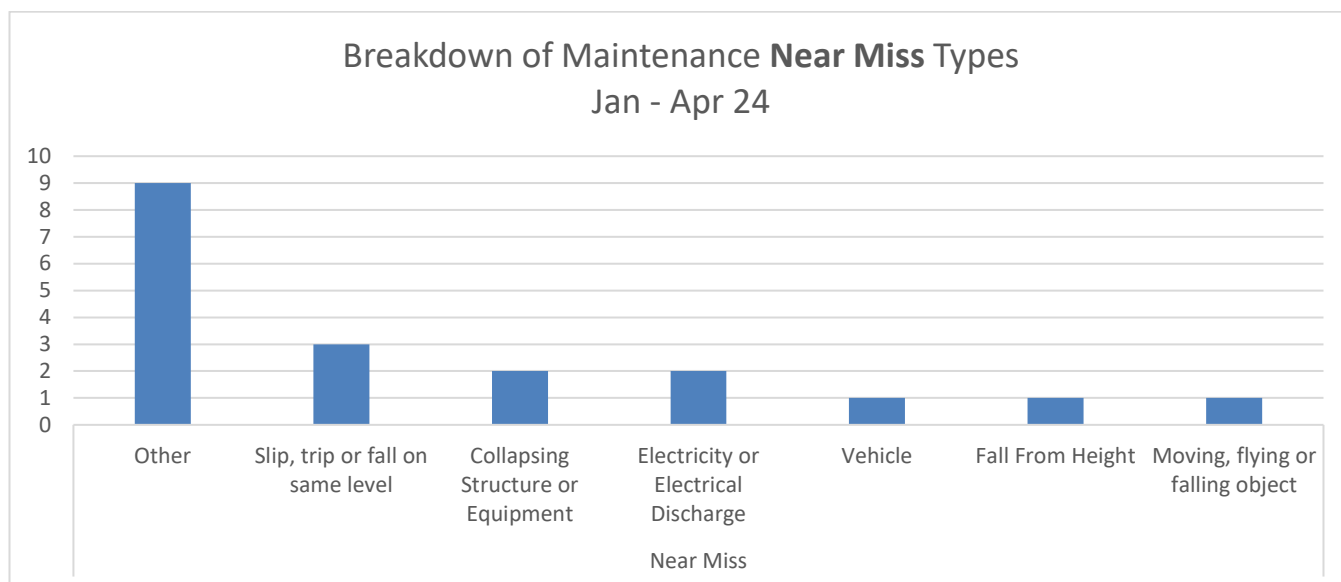
Because the pareto charts show by far over 80% of the Incidents and Near Misses happen within Catering, Domestic & Residential, Maintenance and Operations the data has been broken down to show what types of injuries are most common within these areas:

Note: I have not created graphs for the Operations team because they include Parking data and all of the near miss data relates to mis-parked cars.

Catering, Domestic and Residential:



Maintenance:



In both Maintenance graphs a significant proportion of the data is being marked as Sub-Type 'Other'. Consideration will be given to how this can be addressed for example by refreshing staff on how to complete the Evotix forms or the possibility for reviewing the options for the sub-types.

HSE Committee – Committee Effectiveness

Origin: Secretary

Action Required:

Consider the results of a survey of members views on the effectiveness of HSE Committee.

Executive Summary

Following a request by Governance and Nominations Committee, HSE Committee agreed (M22/42.2) to carry out a survey of members' views on HSE Committee's effectiveness. An online survey was carried out in April, and a summary of responses is provided below.

Other Committees Consulted

N/A

Equality Diversity and Inclusion Considerations

EDI question included in survey.

Summary of Survey Responses

Eight responses were received out of a possible 15, down from ten responses in 2023.

Committee's Purpose

All respondents considered the Committee's purpose clear and believed that the right items were being considered to fulfil the Committee's purpose. Members commented that the Committee focused on key risks and controls and that health and safety governance was well documented and articulated. One observed that if cases arose that raised queries, the Committee took the opportunity to review and clarify lines of responsibility and accountability.

Agenda Papers

Most respondents (7) found the papers easy to use. They considered that they provided the right information in a usable format and helped them you to understand what was expected of them at meetings. One respondent found the combination of Teams meetings and the online packs in Board Intelligence difficult to manage at the same time.

Two respondents commented that there were too many papers. One commented that papers contained too much detail, should focus on key risks and issues and should clarify the decisions that were required.

Meetings

Most respondents (7) felt that meetings were good use of their time. All thought that meetings enabled active discussion and allowed an appropriately diverse range of viewpoints to be heard.

Two members felt that improvements could be made around communication of decisions. One commented that key decisions which impacted tenants could be communicated better, echoing a similar comment in the 2023 survey.

EDI Objectives

Members were asked if there was anything more that could be done to enable the Committee to support the University's EDI objectives. One considered that the Committee took due account of them. Another commented that there was currently limited diversity represented through individual members.

General Points

One respondent observed that the Committee had too many attendees. Another suggested that the Committee should review the current requirement for Schools and Professional Services to present updates at meetings.

Survey Questions

1. Is the Committee's purpose clear? Y/N
2. Is the Committee considering the right items to fulfil this purpose? Y/N
3. *Opportunity to expand on answers to 1.and 2.*
4. Do you find the papers easy to work with? Y/N
5. Do the papers provide the right information in a usable format, and help you to understand what is expected of you at the meeting? Y/N
6. Are there any improvements the Committee can make around communication of decision? Y/N
7. *Opportunity to expand on answers to 4.,5. And 6.*
8. Is there anything more that can be done to enable the Committee to support the University's EDI objectives? Y/N
9. Are the meetings good use of your time? Y/N
10. Do they enable active discussion? Y/N
11. Do they allow an appropriately diverse range of viewpoints to be heard? Y/N
12. Do you have any suggestions for improvements regarding the practical arrangements for meetings? Y/N
13. Feel free to add any further comments about the meetings generally.

Sustainability Sub Committee (SSC)



Terms of Reference (with Tracked Changes)

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.
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- To report after each meeting to other appropriate sub committees and committees on any related matters as required.
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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:
<u>APVC CC & NZ</u>	<u>Chair</u>	<u>John Downey</u>
<u>APVC CC & NZ</u>	<u>Deputy Chair</u>	<u>Kathryn North</u>
Director of Estates & Facilities Management	Chair <u>Oversight of the E&FM Operations and the Carbon Emissions</u>	Graham Howard
Director of Maintenance, Engineering & Sustainability	Deputy Chair <u>Oversees the work of the Sustainability Team</u>	Rob Sparks
<u>Acting</u> Sustainability Manager	Convenor. Reports on Strategy, Travel & Biodiversity	Rebyn Reeve <u>Elliott Brown</u>
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
<u>STEER Centre Manager</u>	<u>Member – interest in links to Sustainable Research</u>	Judy Billington
Schools <u>Loughborough in London</u>	<u>Member.</u>	<u>Mmitul Shah</u>
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 <u>Mike Hart</u>
Student Union representative	Member. Reports on Sustainability for the Students Union	Danny Smith <u>Georgia Whelan</u>
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:

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>

These proposed final Terms of Reference should be reviewed in 12 months as part of the check of the effectiveness of this Sub-Committee.



Terms of Reference (Changes Accepted)

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These proposed final Terms of Reference should be reviewed in 12 months as part of the check of the effectiveness of this Sub-Committee.

Health, Safety and Environment Committee



Loughborough
University

Snow & Ice Clearance Policy

Origin: Sustainability Manager, Elliott Brown

Action Required:

The Committee are asked to **Note** the updated version of the Snow & Ice Clearance Policy.

Executive Summary

The enclosed Snow & Ice Clearance Policy has been reviewed and updated to reflect greater consideration for EDI needs. Subsequent to that review there were no significant occurrences against which to test the policy. The policy will be shared with key stakeholders to ensure everyone is aware of their responsibilities and reviewed again after the first period in which it needs to be applied to seek further improvement and ensure risks are being managed.

Other Committees Consulted

No other committees have been consulted.

Equality Diversity and Inclusion Considerations

EDI considerations have been made and included in the updated policy. Actions considered:

- Priority gritting for disabled parking areas and routes to buildings
- Communications of policy and potential weather events
- Process for additional gritting requests to support users with accessibility issues.

Paper Details

Updated text highlighted in yellow.

Snow & Ice Clearance Guidance

Origin: Sustainability Manager, Elliott Brown

Snow and Ice Clearance Guidance

Responsibilities

Loughborough University

Between November and March, the campus is at a risk of snow and ice, the Grounds and Gardens team will do their best to ensure that vehicle and pedestrian routes are made safe. The sports grounds and gardens managers will be responsible for:

- Monitoring weather conditions and forecasts.
- Mobilising snow/ice clearance teams as required.
- Maintaining and enforcing the on-call snow/ice clearance rota.
- Ensuring adequate stock of grit.
- Identifying and purchasing suitable equipment for campus.
- Ensuring the maintenance of snow/ice clearance equipment.
- Ensuring that grit bins are appropriately located and filled regularly.
- Carrying out suitable and sufficient risk assessments for snow/ice clearance and equipment and ensuring that all grounds & gardens staff are appropriately trained.
- Monitoring snow and ice clearance performance and carrying out service improvements as required.

The university will communicate amber and red weather warnings in accordance with the Extreme weather Business Continuity Plan. Yellow weather warnings are not communicated but can result in icy / snow conditions.

Staff

All staff have a duty of care under the Health and Safety at Work Act (1974), and during periods of snow and/or ice it is expected that staff will take reasonable precautions to prevent accidents, incidents or near misses. This includes:

- Wearing suitable warm clothing
- Wearing appropriate footwear with good grip and adequate support.
- Ensure that vehicles are in a safe, roadworthy condition with adequate tyres for the conditions.

- Taking additional precautions when driving or walking across campus e.g., going at a slower pace
- Making use of grit bins to grit building entrances and pathways.
- Only walking on designated footpaths which have been treated.
- Avoid parking in or walking on high-risk areas.
- Reporting any snow/ice clearance requirements to the Helpdesk immediately.
- Reporting any slip, trip or fall hazards, near misses, accidents and incidents via Evotix.

Staff with EDI requirements are encouraged to monitor weather conditions, to determine suitability to travel to and from work safely. Outcomes should be discussed with line managers for special snow / ice clearance and gritting tasks to facilitate safe travel or whether it is safe for the individual to be on campus, until conditions improve.

During snow/ice there is a risk of slipping, tripping, or falling in internal areas due to wet flooring. Building users should monitor the floor and carry out additional mopping or use additional matting. Where necessary domestic services should be contacted to ensure that the area is made safe.

Snow and ice clearance outside of the campus is not the responsibility of the University and staff, students and visitors are advised to take care when commuting to/from campus.

Priorities

Due to the size of the campus, it is not possible to grit all areas, and pedestrians should ensure that they only use gritted pathways.

The campus has been divided into areas of differing priorities, which reflect the response times for gritting. A detailed map of these areas can be found in Appendix A.

1. Main campus road from East to West entrances
2. Gritting of disabled parking areas and routes to the immediate buildings they serve.
3. Remaining roads
4. Medical Centre
5. Main campus path from East to West entrances
6. Holywell Park/Loughborough Park roads
7. Steps/Path inclines
8. Main Car parks
9. Remaining paths
10. Responses to phone calls
11. Any remaining areas

The entrances to buildings are considered to be the building-user's responsibility and they should ensure that these are kept clear from snow/ice so that safe access can be maintained.

The team will endeavour to grit all main roads and pathways by 12 noon on weekdays.

Equipment

All equipment will be maintained as per the manufacturer's instructions.

All equipment will have a visual inspection and thorough test in October and any faulty equipment will be repaired/replaced.

Where suitable roads and carparks will be gritted using vehicle-mounted spreaders.

Areas that are inaccessible with the vehicle-mounted spreaders will be treated with manual walk-behind spreaders.

Where it is not possible to use manual walk-behind spreaders grit will be spread by hand.

Grit bins will be located throughout the campus, locations can be found on Appendix A. Grit bins will be filled regularly throughout the winter by the grounds & gardens teams.

All equipment should be thoroughly cleaned between each period of snow/ice to prevent deterioration.

Gritting Procedure

Weather conditions will be monitored throughout the winter months by the sports grounds or gardens manager.

The Met Office Website will be used to monitor the local forecast at 12:00 each day to determine whether snowy/icy conditions are expected the following day.

When the temperature is expected to drop below 2 °C or snow is forecast they issue instructions to the sports grounds and gardens teams to cease their normal activities as soon as it is safe to do so.

Priority routes and pavements are gritted ahead of any snow and ice conditions, usually late afternoon / evening.

All staff will commence gritting as soon as possible and report back to management once it has been completed.

Supplementary gritting can take place at other times, dependent on the conditions and weather forecast.

The out-of-hours team will be informed of any remaining areas e.g. car parks which are to be gritted outside of normal working hours.

Security will be informed of the out-of-hours rota.

Should further gritting be required outside of normal working hours security will follow the on-call procedure.

At 8am when grounds & gardens staff arrive on site, they will assess footpaths and car parks and carry out further gritting as required.

Snow Clearance

Where there is heavy snowfall and grit has been ineffective and there is more than 5cm snow on the ground the team will be instructed to carry out snow clearance.

A snow plough will be used to clear snow from the main University Road.

The main University footpath will be cleared by hand using shovels.

Limitations

The department will do their utmost to make campus as safe as possible in snowy or icy conditions, however there are limitations to the effectiveness of grit so they cannot guarantee safe pedestrian or vehicle routes. This is because:

- Grit takes time to become effective and requires vehicle/footfall to work into the snow.
- Grit will not work in severe cold weather (below -8 °C).
- Gritting cannot be carried out when it is raining so pre-emptive gritting can only take place when there is no rain forecast.
- When it is snowing heavily and incessantly gritting has little or no impact.
- It is not possible to grit car parks when vehicles are parked.
- Salt is damaging to certain surface materials e.g. resin bonded pathways and specialist grit is required.
- Salt is damaging to the natural environment and cannot be spread close to grass and other habitats.

In the event of exceptionally severe snow/ice it will be up to the Senior Management Team to issue warnings, guidance and/or determine whether the campus needs to close for normal operations.

Whilst an out-of-hours call out rota is in place for snow and ice clearance it is only possible for the main campus roads to be gritted outside of working hours. Therefore, if conditions occur between 16:00 and 08:00 or over weekends full snow/ice clearance cannot take place until the next working day.

Reporting and Escalation Procedures

Where there is an unforeseeable change in weather conditions or there are high-risk hazardous areas during the working week (Monday-Friday 08:00 to 16:00) this must be reported immediately via the Estates and Facilities Management Helpdesk on:

01509 222121

Spot gritting for specific areas to support EDI needs should also be requested via the FM helpdesk.

Requests for snow/ice clearance and gritting **must not** be raised via Archibus.

Outside of working hours, including weekends) where pre-emptive gritting has not been possible any snow/ice should be reported to security on:

01509 222141

Accidents, incidents and near misses because of snow/ice must be reported immediately at:

[Assure - Portal \(sheassure.net\)](http://sheassure.net)

This includes any slips, trips, falls whether they result in injury or not, traffic incidents, damage to property and situations that could result accident or injury. You should provide as much detail as possible including the exact location, description of the incident, names of any witnesses.

If there are problems with the snow/ice clearance or the policy has not been followed you should contact the Sports Grounds Manager, Will Relf on:

01509 210954

07971 636136

Or the Building Fabric Manager (Dominic Eade) on:

01509 222127

07960 821348

1. Action Required

The Policy needs to be circulated to the relevant stakeholders in November to ensure everyone is aware of the Policy and their own responsibilities. It is further planned that a review of the Policy and its application is undertaken after the first period of snow and/or ice to ensure it is appropriate and to support continual improvement.