



SAF24-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 15th May 2024

Attendance

Members:

Sola Afolabi, Elliott Brown, Neil Budworth, Jodie Carter-Hendrickson, Claudia Eberlein, Alec Edworthy (ab), Graham Howard (ab), Chris Linton (ab), Liz Monk, Graham Moody, Indie Nagra, David Roomes, Jagjit Samra, Alex Stacey-Midgley, Luke Stott, Richard Taylor (Chair).

In attendance:

M Ashby (Secretary), Paul Conway and Phil Owen for M24/21, Norma King for M24/22, Sarah Van-Zoelen for M24/23, Julie Turner for M24/25 and Rae Denham (observer).

Apologies:

Alec Edworthy, Graham Howard, Chris Linton

24/19 Minutes

SAF24-M1

The minutes of the meeting held on 6th February were APPROVED.

24/20 Matters Arising from Previous Meetings

SAF24-P21

- 20.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 20.2 Arising from M22/29.4 and M23/28.3, the Head of HR Partnering would circulate the new-format sickness reports to members for comment. **ACTION: Head of HR Partnering, Secretary**

24/21 Health, Safety and Environment Update: Wolfson School of Mechanical, Electrical and Manufacturing Engineering

SAF24-P22

The Committee RECEIVED a health, safety and environment update from Wolfson School of Mechanical, Electrical and Manufacturing Engineering.

24/22 Health, Safety and Environment Update: School of Science

SAF24-P23

- 22.1 The Committee RECEIVED a health, safety and environment update from the School of Science.
- 22.2 The School was commended on its health and safety committee structure which was considered very effective. The structure would be shared with the Health and Safety Officers Forum as an example of good practice. **ACTION: Director of HSW**
- 22.3 The presentation referred to incidents being inevitable due to the nature of the activities that the School engaged in. This stance was challenged by a member who noted that, in safety, all incidents were preventable through good management, culture and the systems that were put in place. The School was encouraged to reflect upon the current mindset, noting the challenges that it faced in having multiple entry points for PhD students and needing to ensure that they received timely and appropriate health and safety training. **ACTION: School of Science Dean and Head of Operations.**
- 22.4 The Committee noted a call from the School for the University to strengthen its sustainability framework and leadership in order to guide sustainability activity within Schools, as work continued on the University Sustainability Strategy.
- 22.5 The Committee noted that the updates from both Schools had highlighted mental health as a key risk. It agreed that it should receive a presentation on the critical risk topic of mental health at its meeting in October. **ACTION: Director of HSW**

24/23 Critical Risk, Strategy, Control & Compliance: Avoidance and Management of Musculoskeletal Injuries

SAF24-P24

- 23.1 The Committee RECEIVED an update from the Occupational Health and Wellbeing Manager on critical risk, strategy, control and compliance with regard to the avoidance and management of musculoskeletal injuries.
- 23.2 A group had been convened to explore ways to improve employees access to reasonable adjustments and to identify ways to streamline processes. It had proposed the introduction of a new starters' laptop pack for use by hybrid and sedentary workers. The pack would contain a laptop, headset, compact keyboard, mouse, desktop raiser and a bag. Currently, these items were funded in different ways for School and Professional Service staff. Items needed to be ordered individually from IT Services and external suppliers resulting in a delay before staff were able to make use of them. The idea had been raised with IT Services as a safety and cost-saving measure but rejected as they did not have the budgetary consideration to have it as a priority. The OHW Service was asked to engage with stakeholders and produce a short analysis of the cost/benefits of such an approach, for the COO. **ACTION: Occupational Health and Wellbeing Manager**
- 23.3 The OHW Manager would liaise with lay member David Roomes to consider how the effectiveness and cost effectiveness of current and planned interventions could be measured in order to demonstrate their value. **ACTION: Occupational Health and Wellbeing Manager**

24/24 Director of Health, Safety & Wellbeing Update

SAF24-P25

Members RECEIVED a consolidated report from the Director of Health, Safety and Wellbeing on issues and actions relating to health, safety, and wellbeing. He was commended on the well laid out report which was effective in providing the Committee with reassurance on current issues.

24/25 Statutory Compliance Key Performance Indicators

SAF24-P26 SAF24-P27

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.

24/26 Proposed Future Business

SAF24-P28

- 26.1 The Committee APPROVED the plan of proposed business for its May and October meetings subject to a change to accommodate a presentation on the critical risk topic of mental health at its October meeting (see M24/22). **ACTION: Director of HSW**
- 26.2 The Director of Health, Safety and Wellbeing would prepare a proposal to review the format of the School and Professional Service updates for consideration at the October meeting. **ACTION: Director of HSW**

24/27 Incident, Near Miss and Fire Data Report

SAF24-P29

The Committee RECEIVED the Incident, Near Miss and Fire Data Report. It noted that most incidents occurred in Estates and FM, and it was this data that was driving the incident-related activity of the Health and Safety Service.

24/28 Committee Effectiveness Survey

SAF24-P30

- 28.1 The Committee NOTED a summary of the outcomes of the recent committee effectiveness survey observing that there had been a high number of responses despite recent membership changes, which meant that not all members were in a position to comment on their experience of the Committee. The Committee noted that it was the only University committee which carried out a survey of this kind.
- 28.2 Respondents had been content with the clarity of the Committee's purpose and that the right items were being discussed. All had considered that meetings enabled active discussion and allowed an appropriately diverse range of viewpoints.

24/29 Sustainability Committee Composition and Membership

SAF24-P31

- 29.1 The Committee CONSIDERED proposed changes to the composition and membership of Sustainability Committee. Responsibility for chairing the Committee had been reviewed to reflect the cross-university remit of the Committee.
- 29.2 The new Chair was asked to reflect upon the new composition of the Committee which, with 26 members, was very large. There was a need to ensure appropriate links with the University community. However, the Committee should not include representatives in its membership and should aim for a maximum of 12 to 14 members. The COO would approve the proposed new composition via Chair's action. **ACTION: Secretary to inform Chair of Sustainability Committee**

24/30 Biological Safety Action Plan

SAF24-P32

The Committee RECEIVED the Biological Safety Action Plan.

24/31 Minutes of Sub-Committees

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

SAF24-P33

GM and Biosafety Committee (2nd May 2024)

SAF24-P34

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

24/32 Snow and Ice Clearance Guidance

SAF24-P35

The Committee RECEIVED the new Snow and Ice Clearance guidance for information.

24/33 Any Other Business

Smoking Policy: The Committee noted that the University's Smoking Policy was due to be reviewed. A consultation process would take place later in the year.

24/34 Dates of Meetings in 2024/25

Wednesday 2nd October 2024, 14.00-16.00

Tuesday 4th February 2025, 14.00-16.00

Wednesday 14th May 2025, 14.00-16.00

May 2024

copyright © Loughborough University. All rights reserved.