



SAF24-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 2nd October 2024

Attendance

Members:

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

In attendance:

M Ashby (Secretary), Dan Gallagher and Jane Turner for M24/37, Martyn Edwards and Marc Smith for M24/38, Julie Turner for M24/43, M24/44 and M24/45, and Spencer Aryeetey in place of Graham Moody.

Apologies:

Sola Afolabi, Graham Moody, Indie Nagra, Alex Stacey-Midgley, Richard Taylor

24/35 Minutes

SAF24-M2

The minutes of the meeting held on 15th May were APPROVED.

24/36 Matters Arising from Previous Meetings

SAF24-P36

- 36.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 36.2 Arising from M22/29.4 and M23/28.3 *Stress and Mental Health Provision*, HR were asked to provide an update at the February meeting on work to develop new sickness absence reports. The update should include an indication of the timeline for completion of this work. **ACTION: Director of HR**
- 36.3 Arising from M23/39 *LU London Update*, the Director of HSE would seek an update on plans to reduce the campus opening hours on the LU London campus. **ACTION: Director of HSE**
- 36.4 Arising from M24/23.2 *Avoidance and Management of Musculoskeletal Injuries*, the OHW Manager was exploring with IT Services the proposal to provide starter packs to new members of staff.
- 36.5 Also arising from M24/23.2, the OHW Manager would reach out to Dr Roomes to consider how the effectiveness and cost effectiveness of current and planned interventions could be measured to demonstrate their value. **ACTION: OHW Manager**

24/37 Health, Safety and Environment Update: Loughborough Students Union

SAF24-P37

- 37.1 The Committee RECEIVED a health, safety and environment update from Loughborough Students Union.
- 37.2 The number of reported near misses was low at 17 compared with 409 accidents in the same period. The actual number of near misses was therefore likely to be much higher. Members noted that incidents and near misses were opportunities to obtain more information to inform its control strategy and to mitigate against risk. LSU had taken a number of steps to improve cultural awareness amongst staff and students of the need to report both incidents and near misses.
- 37.3 Following its purchase of the LSU building in 2022, the University had put in place a refurbishment programme with the aim of ensuring that the building could continue to be used for a further ten years. Work to repair the roof was scheduled for 2025. However, there were currently a number of roof leaks which required more urgent attention. The Chair and Director of Estates and FM would consider whether some elements of the roof repair could be accelerated. **ACTION: Deputy VC, and Estates and FM**
- 37.4 A number of methods were used to draw up risk profiles for student societies. Committees were required to provide risk assessments for their events, and LSU audited their activities to ensure that they continued to operate as planned.
- 37.5 HSE Committee had previously asked LSU to benchmark levels of accidents and near misses against those of other student unions. This had proved difficult to achieve, not least because LSU was no longer a member of the NUS so was unable to access relevant information on member organisations that was produced by the NUS. Student unions also varied considerably in size. Therefore, even if this information could be obtained, it would be difficult to make a fair comparison of incident levels.

24/38 Health, Safety and Environment Update: Marketing and Advancement

SAF24-P38

- 38.1 The Committee RECEIVED a health, safety and environment update from Marketing and Advancement.
- 38.2 Marketing and Advancement staff encountered a range of different risks due to the diverse activities engaged in across its sections. A recently established section-wide health and safety group had led to the creation of a risk register for the Service and improvements in communication about common risks and good practice.

24/39 Critical Risk, Strategy, Control & Compliance: Stress and Mental Wellbeing

SAF24-P39

- 39.1 The Committee RECEIVED a written update from the Director of Health, Safety and Wellbeing on the critical risk, strategy, control and compliance with regard to stress and mental wellbeing.
- 39.2 Members noted that there had been a sharp increase in referrals, and in particular mental health referrals. The OHW Service had requested an uplift in its staffing budget to allow for a projected further increase in demand. A member noted that staffing increase should be combined with identification of the root causes of instances of mental health referrals. The line manager, and the relationship with the line manager, were seen to be critical both in identifying the cause of instances and in supporting staff. Dr Roomes would contact the OHW Manager to discuss the effectiveness of the University's current interventions. **ACTION: Dr D Roomes**
- 39.3 Take up of the Access to Work Mental Health Service and Able Futures remained low. This was consistent with the national picture. The OHW Service was pursuing a Change Team project to improve take up amongst the University's staff who might benefit from these services.

- 39.4 A member noted difficulties experienced by staff who held more than one role within the University. For some, rotas left little time between shifts and were said to have led to burnout on occasion. Discussions between Unison and managers were reported to have placed the onus on the individuals to manage the situation.
- 39.5 The matter had been brought to the attention of the Committee to seek an intervention to support these staff. Members noted that the situation for these staff was potentially complex. Staff might hold two similar University roles, two different roles or one University role and another outside the University. Staff in Estates and FM would discuss the matter with the Unison representative and report back at the next meeting with a view to considering whether a piece of work is required on this at University level. **ACTION: Director of Estates and FM, Unison representative**
- 39.6 It was agreed that HSE Committee would receive a further update on Stress and Mental Wellbeing at a future meeting. The update should include a report on People and Culture activity. **ACTION: OHW Manager**

24/40 Constitution, Terms of Reference and Membership

SAF24-P40 SAF24-P41

- 40.1 Members considered the updated constitution, terms of reference and membership for 2024/25 following changes instigated and approved by Senate and Council. They noted that a review of sustainability governance would take place in coming months, and this could impact upon the Committee's terms of reference.
- 40.2 Members considered a proposal to review the format and function of the Committee, noting changes that had been made recently. They considered, in particular, the regular health, safety and environmental performance updates from Schools and Professional Services and the presentations on the management of significant University-level risks. They noted a recommendation from the Director of HSW that the School and Professional Services presentations should be replaced with an annual process and an approach based on key performance data.
- 40.3 The Committee agreed that a consultation exercise should take place for members to consider the future operation of the Committee. Following the consultation, the Committee would be presented with a small number of different options to consider for implementation from the 2025/26 academic year onwards.
- 40.4 The review exercise should also incorporate a review of the Serious Incident Review process.
- 40.5 It was also suggested that the constitution was considered to ensure that it included a reference to union consultation. **ACTION: Director of HSW**

24/41 Proposed Future Business

SAF24-P42

- 41.1 The Committee APPROVED the plan of proposed business for its February and May meetings.

24/42 Director of Health, Safety & Wellbeing Update

SAF24-P43

- 42.1 Members RECEIVED a consolidated report from the Director of Health, Safety and Wellbeing on issues and actions relating to health, safety and wellbeing.
- 42.2 The following were noted in particular:
- (i) the water system in Towers Hall was still being closely monitored;
 - (ii) arrests had been made following the recent physical assault of Security staff;
 - (iii) Temporary Chairs had been appointed for two sub-committees which had not met recently;

- (iv) a new permit-to-work electronic system had been deployed and was being used consistently;
- (v) the Director of HSW was to meet with the CEO of the Employee Assistance Programme;
- (vi) an incident report was being prepared following a high voltage cable strike incident on the Loughborough campus on 30th September.

24/43 Statutory Compliance Key Performance Indicators

SAF24-P44 SAF24-P45

- 43.1 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.

24/44 Biosafety Policy and Code of Practice for Biological Laboratories

SAF24-P46

- 44.1 The Committee APPROVED proposed changes to the Biosafety Policy and the introduction of a new Code of Practice for Biological Laboratories on the recommendation of GM/Biosafety Committee.
- 44.2 The authors would be made aware of a typographical error in one of the documents. **ACTION: UCU Representative**

24/45 HTA Audit of SSEHS

SAF24-P47

- 45.1 The Committee CONSIDERED a report on a recent HTA audit of the School of Sport, Exercise and Health Sciences. It was made aware of a culture shift that was evident within the School in relation to compliance with HTA license conditions. The auditors were confident that the changes that had been made would be sustained.
- 45.2 It was agreed that HTA compliance reports for the School of Architecture, Building and Civil Engineering, the School of Sport, Exercise and Health Sciences and the Department of Chemistry should be included on the agenda for the February meeting as starred items. **ACTION: Strategic Scientific Technical Lead**

24/46 Risk Rating

SAF24-P48

- 46.1 The Committee considered a recommendation by the Director of Health, Safety and Wellbeing that the University's overall Health, Safety and Environment risk rating should be 'Light Green - Performance is on track, data suggests no concerns'.
- 46.2 It was agreed that when the risk rating was next considered, currently scheduled for October 2025, a key to the different ratings should be included in the rating proposal together with a summary of the ratings over time. **ACTION: Director of HSW, Secretary**

24/47 Climate Change Risk Register

SAF24-P49

- 47.1 The Committee considered a draft Climate Change Risk Register. Members were encouraged to forward feedback and questions on the document to the Sustainability Manager. **ACTION: All Members**
- 47.2 Members noted that some of the risks identified in the Register, such as heavy rain, were already affecting business continuity in some areas. They heard that there could be a case to enhance spend on the maintenance of existing buildings in the short term.

47.3 It was agreed that the revised Register should be considered again at the February meeting and be positioned higher up the agenda. **ACTION: Secretary**

24/48 KSA

SAF24-P50

48.1 The Committee considered questions from UCU on a possible partnership between the University and the Kingdom of Saudi Arabia.

48.2 Members were informed by the Chair that a range of options were under consideration by the University. Therefore, it would be premature to answer the specific questions raised at that point. A commitment was given to doing so in the near future. **ACTION: Deputy VC**

24/49 Incident, Near Miss and Fire Data Report

SAF24-P51

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

24/50 Terms of Reference and Composition of HSE Committee's Sub-committees for 2024/25.

SAF24-P52

50.1 The Committee APPROVED the updated terms of reference and composition of the GM/Biosafety Committee on the recommendation of that Committee.

50.2 It NOTED the unchanged terms of reference and composition of the following sub-committees:

Chemical Safety Committee

Health Safety Environment Statutory Compliance Sub-Committee

Non-Ionising Radiation Protection Committee

Radiological Protection Committee

50.3 It NOTED that the terms of reference and composition of the Sustainability Committee were under review due to the ongoing review of governance of sustainability.

24/51 Minutes of Sub-Committees

SAF24-P53 SAF24-P54

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

GM and Biosafety Committee (11th September 2024)

Health, Safety and Environment Statutory Compliance Sub-Committee (20th August 2024)

24/52 Flushing of Water Systems

52.1 The Committee was informed that the Director of HSW was to meet with the University Compliance Officer and the Water Hygiene Manager to discuss staff training for the flushing of water systems to ensure that this was appropriate.

52.2 The Committee agreed that the agenda for the February meeting should include an agenda item on Legionella and the flushing of water systems. **ACTION: Director of HSW**

24/53 Dates of Meetings in 2024/25

Tuesday 4th February 2025, 14.00-16.00

Wednesday 14th May 2025, 14.00-16.00