

Minutes

SAF19-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 9 October 2019

Attendance

Members:

Sandy Edwards, Alec Edworthy, Graham Howard (ab), Norma King (ab), Chris Linton (Chair), Graham Howard, Graham Moody, Chris Rielly, David Roomes, Chris Spencer, Richard Taylor.

In attendance:

M Ashby (Secretary), Neil Budworth, Sam Chambers (observer), Adam Crawford (for M19/48 and in place of Norma Carter), Andy Dainty (for M19/48), Liz Monk (for M19/49), Jo Shields, John Steele (for M19/49), Julie Turner (for M19/53-55 and M19/59).

Apologies received from:

Graham Howard, Norma King.

19/46 Minutes

SAF19-M2

46.1 The minutes of the previous meeting held on 5 June 2019 were CONFIRMED.

SAF19-P57

46.2

47.4 Arising from M18/29.3 members noted that the Director of Organisational Development was now in post. The Secretary would inform her of the Committee's request that she reflect on the courses which were currently mandatory and the use made of records of completion of the courses with a view to deciding on an appropriate balance of mandatory courses for the future. **ACTION: Secretary**

19/48 Health, Safety and Environment Update: School of Architecture, Building and Civil Engineering

SAF19-P59

48.1 The Committee RECEIVED a presentation by the Dean and Operations Manager of the School of Architecture, Building and Civil Engineering.

48.2 The following points were NOTED in particular:

- (i) Lone working out of hours was an issue for the School as in some other Schools. The practice was prohibited within the School, and it made staff and students aware that it was carrying out periodic audits to deter those who might consider flouting this restriction.
- (ii) Members noted the existence of the University's Lone Working Policy and Guidance and that technical solutions were being investigated to facilitate out-of-hours working.

19/49 Health, Safety and Environment Update: Sports Development Centre

SAF19-P60

49.1 The Committee RECEIVED a presentation by the Executive Director of Sport on the Centre's health, safety and environment arrangements.

49.2 The following points were NOTED in particular:

- (i) Some near misses were not reported, and reporting of others could be slow, particularly amongst shift workers;
- (ii) SDC staff met with National Governing Bodies representatives on a regular basis to discuss health and safety matters. As well as needing to comply with the University's requirements, SDC frequently found that it needed to comply with even higher standards imposed by these bodies;
- (iii) SDC reviewed incidents on a quarterly basis and checked whether levels were appropriate at various levels, such as by sport, coach or facility. In addition, it was able to benchmark injury levels when tendering for paramedic cover;
- (iv) SDC wished to promote exercise as a means of improving mental health. Personal Best was seen to be a useful vehicle for highlighting the importance of sporting activity for physical and mental wellbeing. The forthcoming Mental Health Day would emphasise the links between the two;
- (v) Staff in the8nsj/TT c 0 T21.5 (hl)13.6C0 Tc 0 Tw 1..6 (e a)21.5 (ppr)37. ehcF0 12 (h 18(o)21.5 (t)23

(iii) a change to the name of the Health

19/56 Decommissioning of Buildings

SAF19-P69

- 56.1 The Committee RECEIVED an update on the decommissioning of University Buildings including regulated substances;
- 56.2 Members CONSIDERED appropriate methods for documenting and providing feedback to other teams on dangers within old buildings. They noted that responsibility for doing so was shared between Facilities Management and the Health and Safety Service. Those staff involved in considering tenders for the maintenance of the estate should be mindful of the need to remove old unknown or hidden utility fittings and budget accordingly. The SSDO would discuss mechanisms for ensuring that this happened with staff involved with long term maintenance. **ACTION: SSDO to discuss with Director of Estates**

19/57 NCSE(t) 0 Td.fau12 4 p 590.1-46 (o-46 d p 590.1-46 n1.5 g p 590 Ro13.6 p 590fTc 0 Tw 15.10

60.2 The Committee AGREED to delegate authority to the Provost and COO to consider the matter further and, if appropriate,

65.2 The Committee NOTED that terms of reference and composition of the following sub-committee were not yet available and would be submitted to the February 2020 meeting:

Health and Safety Statutory Compliance Sub-Committee **ACTION: Secretary to HSESCSC**

19/66 Minutes

The minutes of the following groups and sub-committees were RECEIVED:

- (i) **SAF19-P82**
Chemical Safety Committee (26 September 2019)
- (ii) **SAF19-P83**
GM/Biosafety Committee (21 June 2019)
- (iii) **SAF19-P84**
Health and Safety Statutory Compliance Sub-Committee (24 September 2019)
- (iv) **SAF19-P85**
Radiological Protection Sub-Committee (18 September 2019)
- (vi) **SAF19-P86**
Sustainability and Social Responsibility Sub-Committee (19 September 2019)

19/67 Dates of Meetings in 2019/20

Wednesday 5 February 2020

Wednesday 3 June 2020

M Ashby
October 2019

copyright © Loughborough University. All rights reserved.