

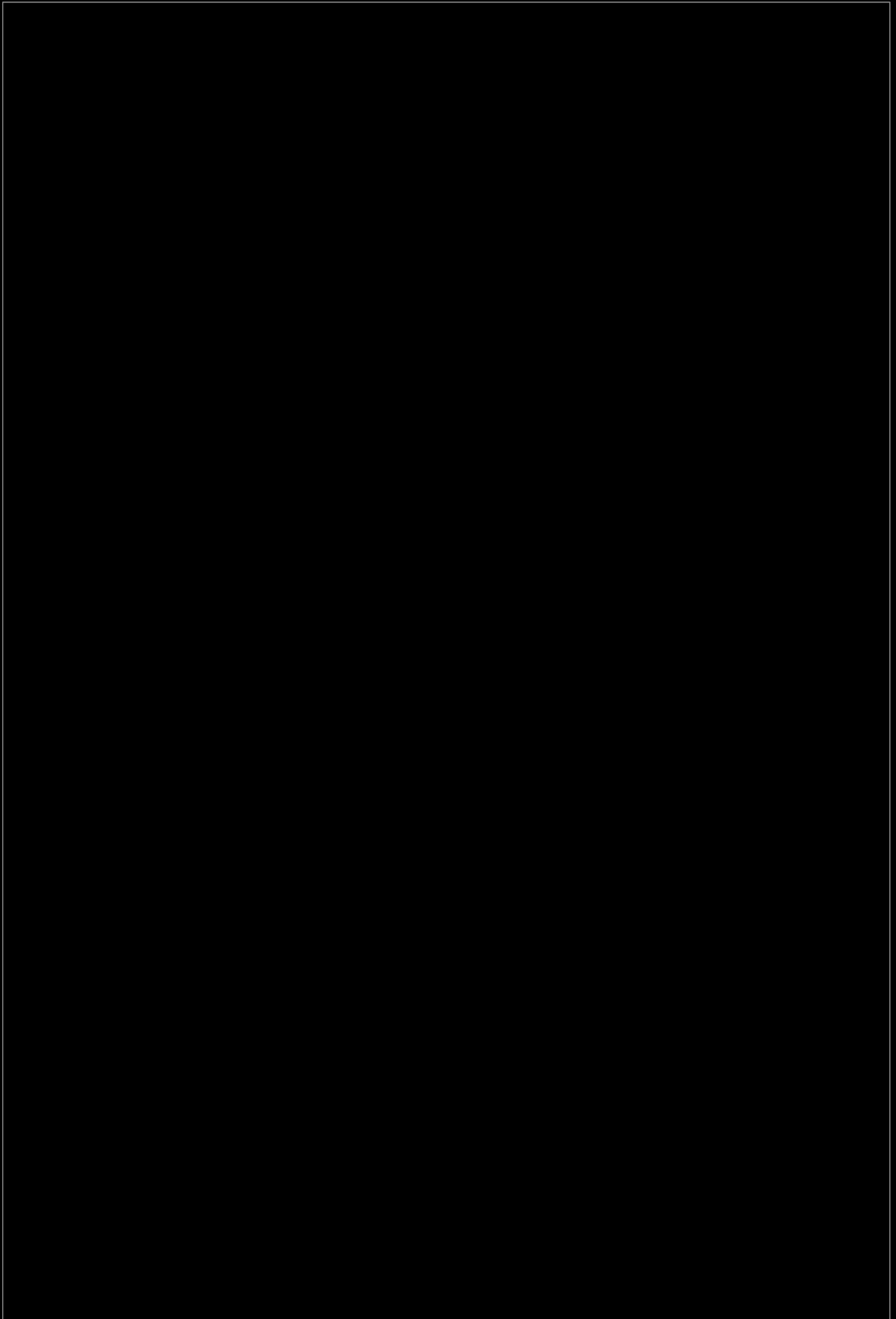


# 8 February 2023 - Health, Safety and Environment Committee Agenda - SAF23-A1

MEETING

LOCATION

PUBLISHED  
1 February 2023

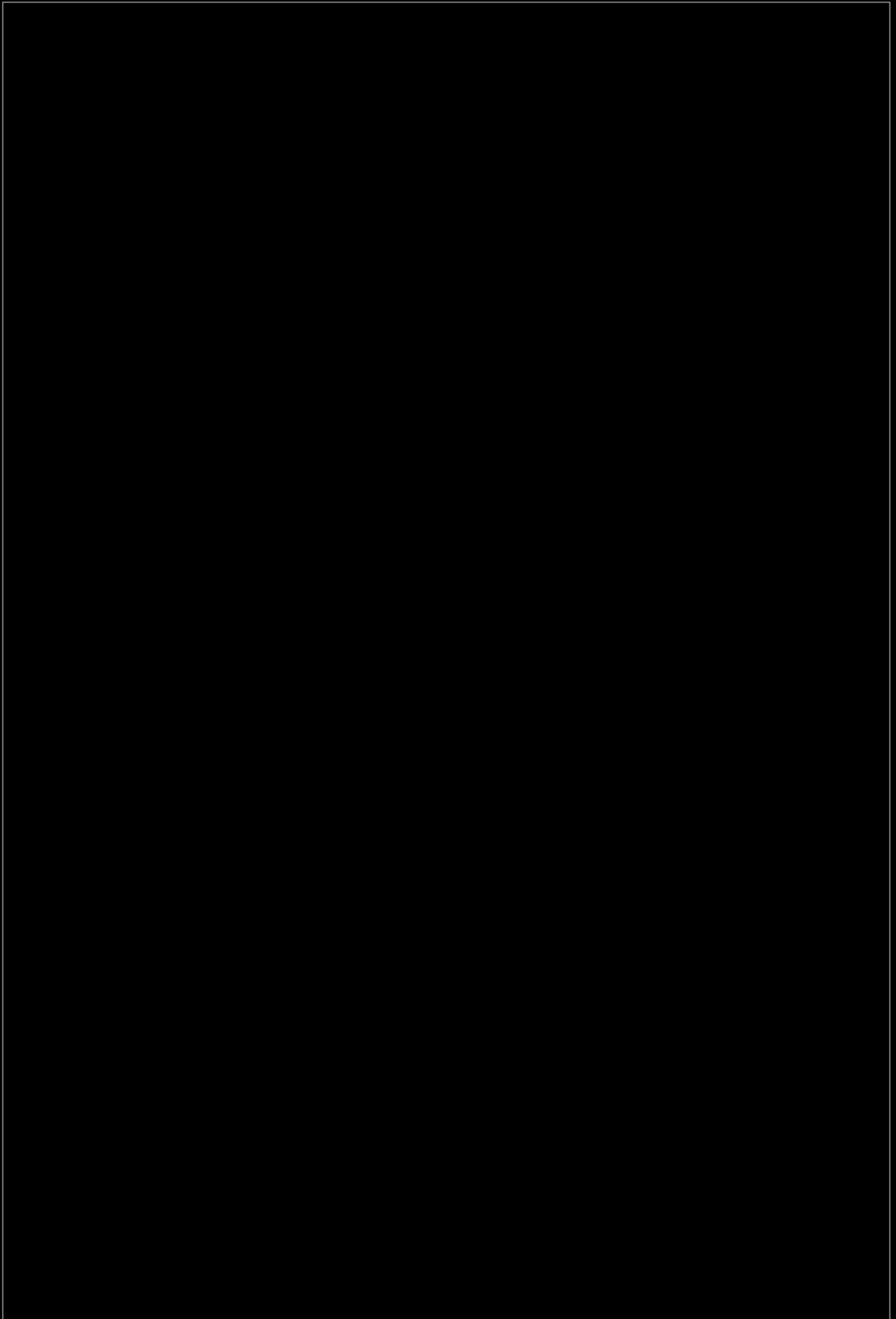


# Agenda

Location	Date	Owner	Time
MS Teams	8/02/23		14:00
9. 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:		NB	
9.1. Health, Safety and Environment Statutory Compliance Sub-Committee Report			
9.2. Key Compliance indicators for Biological/Chemical/Radiation Safety			15:15
10. Arising from Minute M22/22.2(v), to RECEIVE an update on the resurvey of health surveillance needs in Estates and Facilities Management		RS/GH	15:25
COMFORT BREAK			15:30
11. To CONSIDER proposed escalation arrangements for health and safety concerns		NB	15:40
12. Arising from a request by the Vice-Chancellor, to APPROVE the approach taken to the Building Safety Act 2022		NB	15:50
13. To RECEIVE the Fire Officer's Report		NB	
13.1. to APPROVE proposed changes to the duties and responsibilities of duty holders in the fire safety policy arising from the Building Safety Act			15:55
14. To APPROVE the 2022 Annual Report of the Radiation Protection Officer and RECOMMEND it for submission to Council		JT	16:05
15. To CONSIDER an update on Non-Ionising Radiation and to APPROVE, following consultation of the Non-Ionising Radiation Committee:		JT	16:15

# Agenda

Location	Date	Owner	Time
MS Teams	8/02/23		14:00
16. To RECEIVE the Chemical and Biological Safety Annual report for 2022		JT	
16.1. To APPROVE key actions identified by Chemical Safety Committee and the GM/Biosafety Committee			16:25
17. To RECEIVE an update from the Occupational Health and Wellbeing Service		NB/ SVZ	16:35
18. To APPROVE proposed changes to the University's Health and Safety Policy		NB	16:45
19. To APPROVE an updated Dogs on Campus Policy		NB	16:50
SECTION B - Starred Items			
20. To RECEIVE the following reports:			
20.1. Sustainability Manager's Report			
20.2. Incident and Near Miss Data			
20.3. Insurance Claim Trends			
21. On recommendation from the Health, Safety and Environment Statutory Compliance Sub-Committee, to APPROVE changes to its composition and membership			
22. To RECEIVE minutes from the following Sub-Committees:			
22.1. Chemical Safety Committee (12 Jan 2023)			
22.2. GM and Biosafety Committee (15 Dec 2022)			
22.3. Health, Safety and Environment Statutory Compliance Sub-Committee (10 Jan 2023)			
22.4. Radiological Protection Sub-Committee (8 Feb 2022, 26 Oct 2022, 13 Jan 2023)			
22.5. Sustainability Sub-Committee (27 Sept 2022)			
SECTION C - Items for Information			
23. Any Other Business		CL	16:55



# Health, Safety and Environment Committee

## 22/38 Minutes

### SAF22-M2

The minutes of the meeting held on 25 May 2022 were APPROVED.

## 22/39 Matters Arising from Previous Meetings

### SAF22-P36

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

39.2

completion rate stood at 30 per cent. This was said to be due to a large proportion of Estates and FM staff having 32-week contracts and therefore not being available to complete the survey over the summer period. The Director of Maintenance, Engineering and Sustainability would liaise with the Domestic Services Manager to ensure that the survey was completed in coming weeks and would provide an update for the February 2023 meeting. ACTION: Secretary to inform Director of Maintenance, Engineering and Sustainability

39.4 Arising from M22/29.4 Stress and Mental Health Provision, the Chief Operating Officer and the Director of Health, Safety and Wellbeing would agree a way forward to firstly investigate the possibility of conducting lessons-learnt exercises after significant stress/mental wellbeing cases and, secondly, investigate whether routine case reviews could be established. ACTION: COO, Director of HSW

## 22/40 Health, Safety and Environment Update: School of Sport, Exercise and Health Sciences

SAF22-P37

- 40.1 The Committee RECEIVED a presentation by the Dean and Operations Manager on health, safety and environmental arrangements in the School.
- 40.2 The Dean and Operations Manager wished to express their thanks to the Strategic Scientific Technical Lead (SSTL) for her support and advice regarding aspects of compliance with Human Tissue Authority (HTA) requirements. The Committee noted the significant compliance-related activity undertaken within the School in recent months. It was reassured that the School could demonstrate that it was on track to meet the requirements.

## 22/41 Health, Safety and Environment Update: Sports Development Centre

SAF22-P38

- 41.1 The Committee RECEIVED a presentation by the Executive Director of Sport and the Head of Performance Programmes on health, safety and environmental arrangements in the Centre.
- 41.2 The following points were NOTED in particular:

- (i) The Sports Development Centre (SDC) had taken on the health and safety responsibilities relating to

## 22/43 Future Business

SAF22-P41

The Committee APPROVED a plan for the Committee's business for the period February 2023 to February 2024.

## 22/44 Health, Safety and Environment Update: Fire Legislation, Strategy, Risks and Compliance

SAF22-P42, SAF22-P43

44.1 The Committee RECEIVED the University Fire Officer's report and a presentation on Fire Legislation, Strategy, Risks and Compliance. It noted recent changes in legislation in relation to fire safety. It noted, in particular, the Fire Safety Act (2021) and the Building Safety Act (2022) and potential implications of the Acts for the University.

44.2 Members were informed that the University was required to appoint an Accountable Person to oversee compliance with the Building Safety Act. Infrastructure Co (FAV&&



needed to weigh these risks against the cost of mitigation. RAG ratings should be completed to aid these judgements as part of the risk register / business continuity planning conducted by Schools and Professional Services.

44.10 In answer to a query about the potential response to a fire in a computer lab which was open out of office hours, the University Fire Officer confirmed that the fire would result in an immediate response from the Leicestershire Fire and Rescue Service.

## 22/45 Director of Health, Safety & Wellbeing Report and Covid Update

SAF22-P44

45.1 Members RECEIVED an update from the Director of Health, Safety and Wellbeing.

45.2 The following points were NOTED in particular:

- (i) The University had received its first formal request for the approval of an emotional support dog. Risk assessments had been conducted, and areas which might be impacted by the presence of the dog consulted. The University's policy on dogs on campus would be amended to incorporate guidance on emotional support dogs.  
ACTION: Director HS W
- (ii) The Fieldwork Policy was being reviewed through Project Enable with the aim of simplifying it.
- (iii) Cases of Covid 19 were increasing nationally. However, no significant variants of concern were being reported. The Health and Safety Service was not envisaging the need to impose Covid-related restrictions in the foreseeable future.
- (iv) Numbers of Monkey Pox cases were also increasing nationally. It was anticipated that Public Health England would publish Monkey Pox guidance in coming weeks.

## 22/46 Health and Safety Strategic Long- term Plan

SAF22-P45

The Committee NOTED the Health and Safety Strategic Long-term Plan. The Plan gave an overview of the short-term priorities and long-term strategy of the Health, Safety and Wellbeing Service.

48.2 Members noted, in particular, issues which remained a concern and so influenced the rating decision. These were risks arising from the Covid pandemic, the risks of legionella and fire, and the risks of HTA and gas-safety non-compliance. Mitigations

SAF22-P52

52.1 The Committee RECEIVED the proposed new Sustainability Strategy on recommendation from the Sustainability Sub-Committee.



M



Meeting	Minute	Description	Action	Status
---------	--------	-------------	--------	--------



Meeting	Minute	Description	Action	
---------	--------	-------------	--------	--





# HSE Committee School and Professional Service Progress Update

# AACME

# Introduction to School of AACME

## Key facts

Total Staff (Jan 2023)	208
Academic RTE	77
SSAT	10
SSAR + OT	58
Support	63
Income (FY 2021/22)	
Teaching	£14.6 M
PGR and QR	£4.24 M
Research Grants	£10.85 M

F/T Students (Planning 2021 -22)	1,416
UG	1,222
PGT	74
PGR	92

### Key H&S Factors:

- Highly research active school
- Significant but shrinking PhD population
- Practical elements to taught courses



# Main Risks Identified in Risk Register

- Loss of power to campus or building
  - Data loss, Bio Materials loss / hazards
- Loss of IT Systems / communication
  - Inability to deliver Teaching or Research
- Fire
  - Heightened risk due to flammable substances
- Waste, Emissions and Discharge
  - Fuel leak, lab chemicals storage
- Non-Compliance
  - Injury / claim based on non-adherence to policy / law.



# Details of significant Incidents or Near Misses in the last Year and Response to those Incidents

Note: Include KPIs on incidents, training and safety activity to be agreed with Chris Burton

KPI Data from Chris Burton:

- Number of Incidents last year (excluding fire alarms): 14
- Incident Rate per 1,000 staff: 55.06
- No. of staff receiving training: 28

## Incident Response

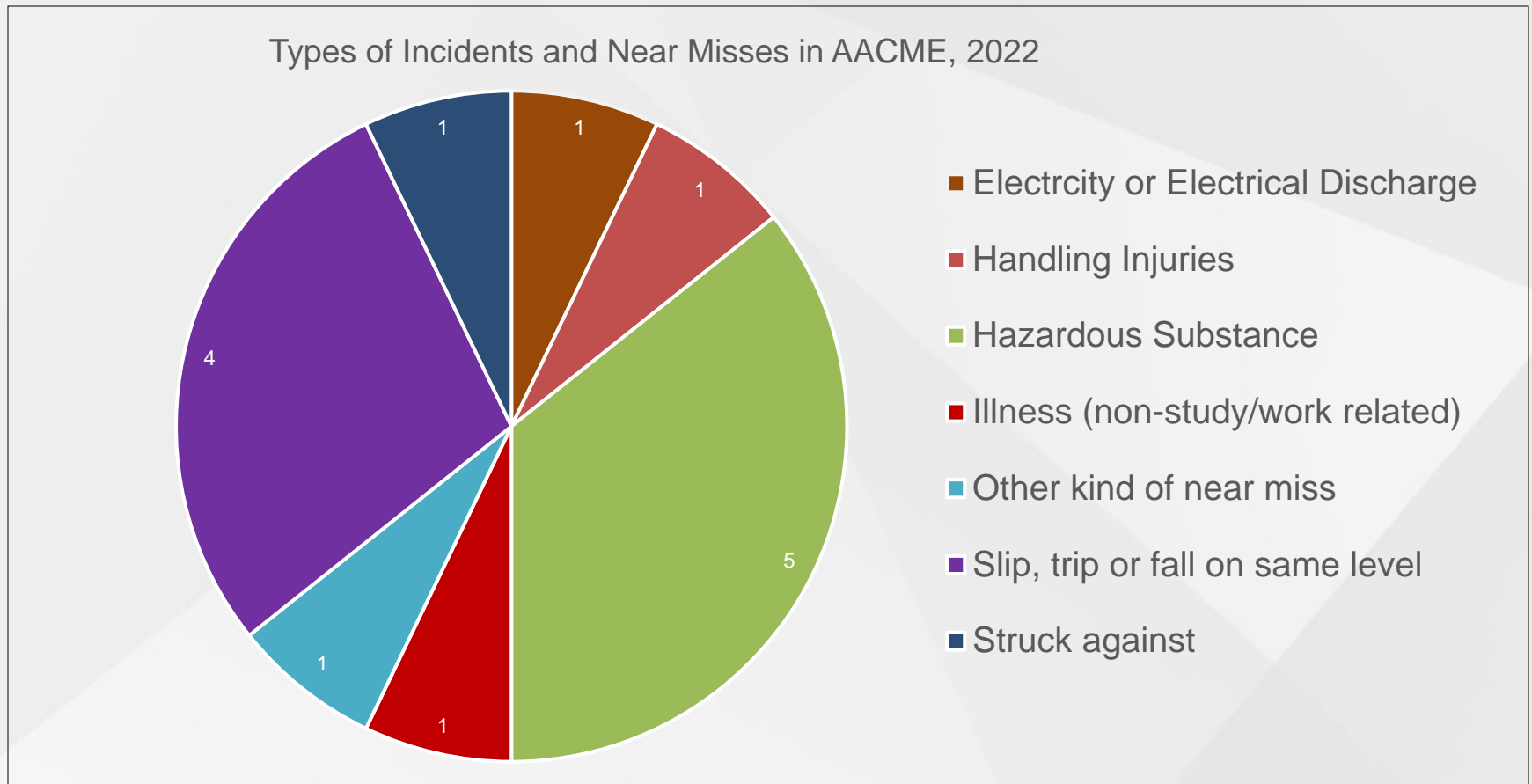
Each incident is taken to H&S Committee every 2 months. Relevant actions taken and recorded.





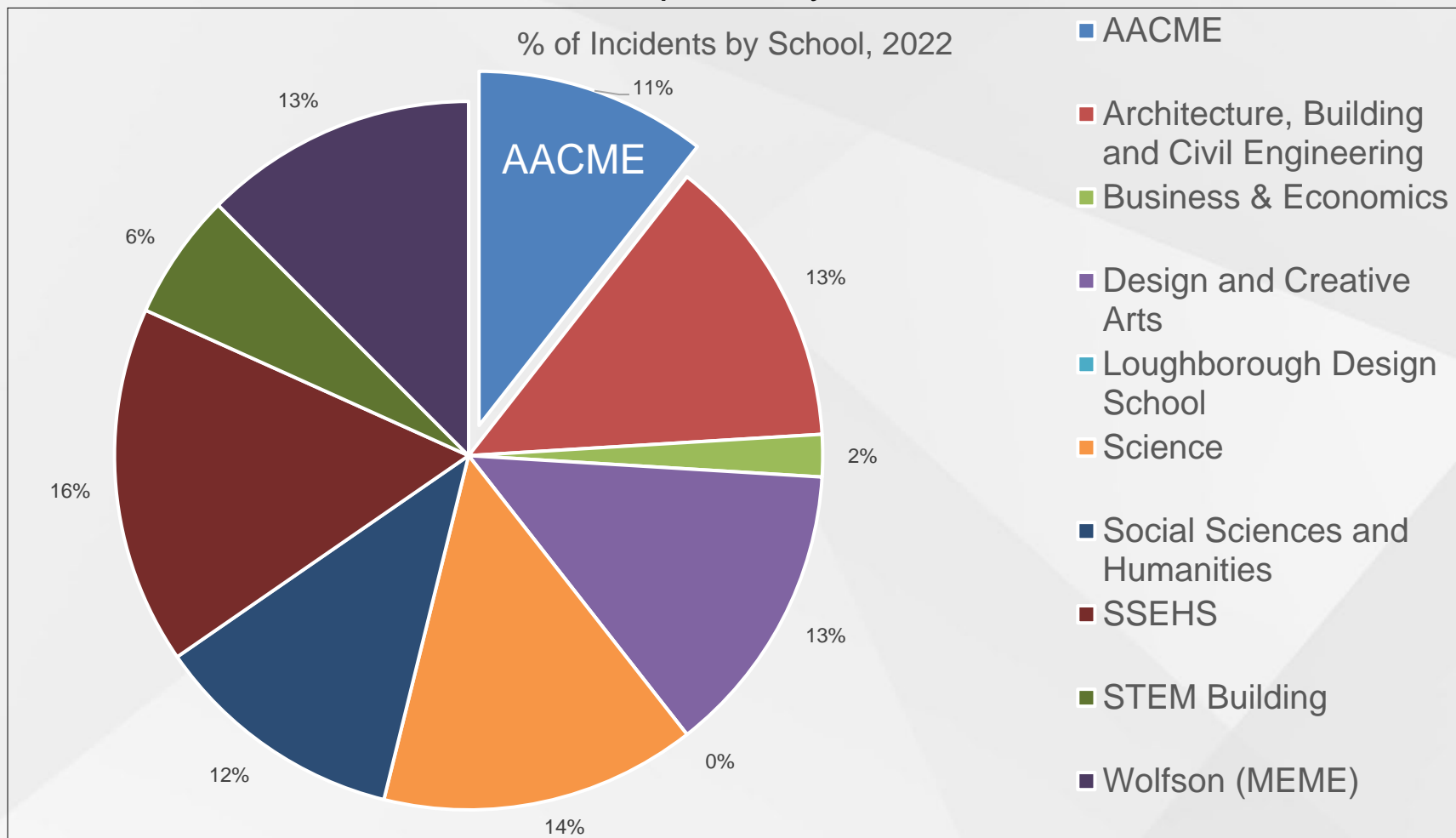
# Incidents Data

Majority (70%) are from Slips, Trips and Falls and Hazardous Substances.



# Incidents Data

AACME = 11% of all of Incidents reported by Schools.

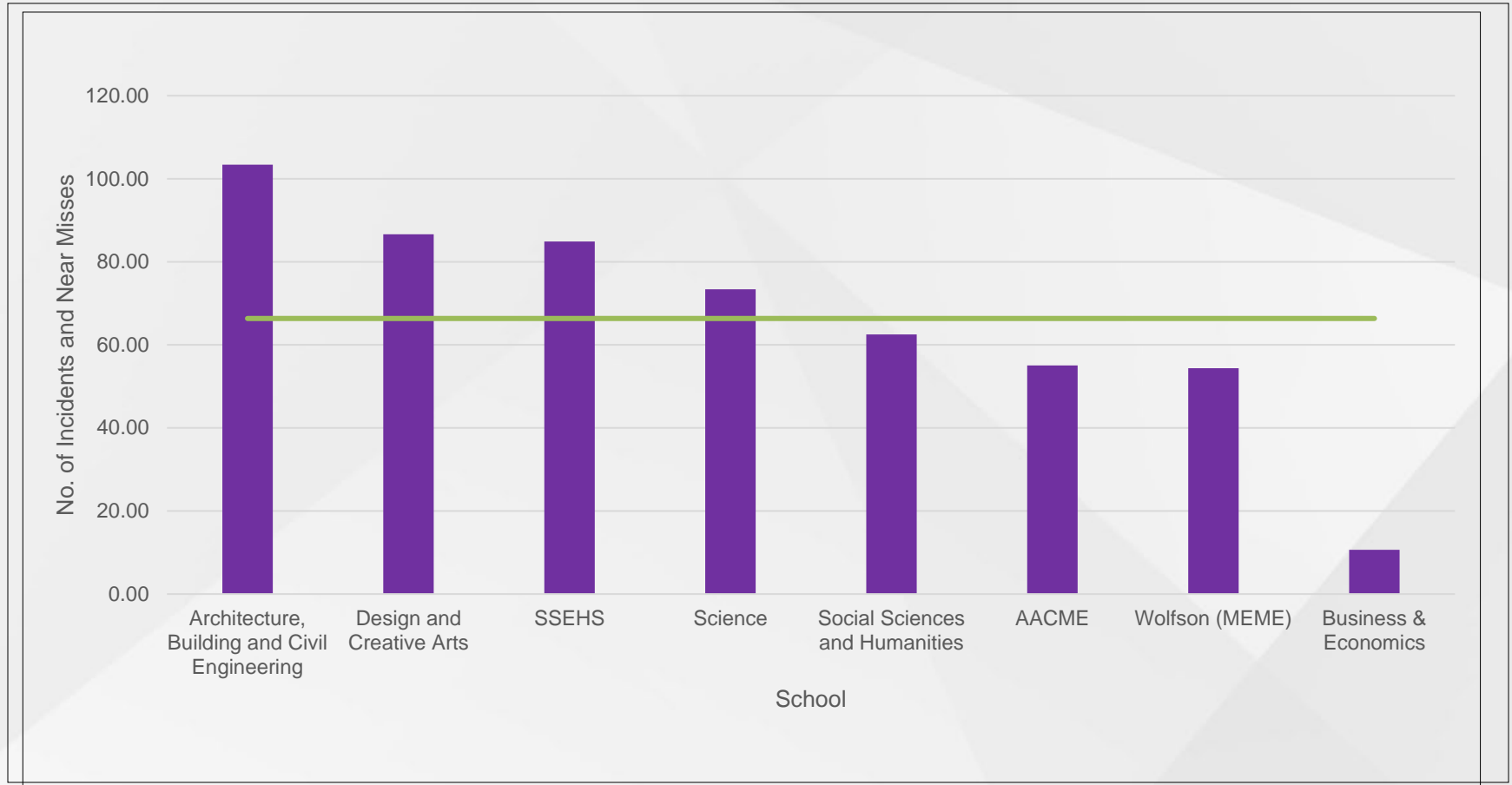




# Incidents Data

AACME = 55.06 incidents and near misses per 1000 FTE.

Average = 66.36





# Training Data



# Training Data

## External Training

In addition to internal training recorded, AACME has funded external training:

### 1. NEBOSH general certificate in occupational safety and health:

- Sean Creedon
- Tim Coles
- Graham Moody
- Joanne Kirk
- Michael Graysmark
- Marc James

### 2. Workshop Training

- One-day “OneCNC” lathe course for 3 technicians
- Pasma Scaffold tower course for 2 technicians
- Safe use of single cylinder and manifold systems for 3 technicians



# Areas of Focus / Development

- Asset List. Multiple Options:
  - Snipe IT (Science)
  - FM
  - PAT Test
  - IT
  - Kit Catalogue
  - Excel for Finance
- Training Records
  - School Records required in addition to LU central records
- DAP Areas. Support from DAP Leads. Maintaining focus on all 13 areas is a challenge.



# Leadership activity

- Leadership training undertaken
  - CDR: “H&S Leadership Training” Feb 2022
  - CDR: “Health and Wellbeing Training for Senior Leaders” Sept 2022
- Details of leadership tours 2022
  - VC: NCCAT and S/SM
  - PVC&I: NCCAT and S/SM
  - COO: NCCAT and S/SM
  - CFO: NCCAT (Feb 2023)
  - RIO Team
  - New Staff Members
- H&S Committee chaired by Dean every 2 months
- Leadership from Dean and OM



# Progress on Health and Wellbeing

- Main risks
  - Stress, anxiety, overwork
  - Covid
- Health surveillance
  - OH Referrals standard practice for significant / long term absence
  - 4 referrals in the last 12 months. 50% mental health 50% other.
- Areas of progress / concern on health and wellbeing
  - Mental Health Wellbeing Team visible and active. Promote support activities and speak to individuals daily.
  - Active Student ambassadors group
  - Concern over stress, anxiety, overwork.



# Main Environmental Risks Identified and Progress Made

## Risks

- Emissions and Discharges – risk of pollution through emissions to air and discharges to water (Spills)
- Waste, recycling and resource efficiency – AACME is a significant contributor to hazardous waste, some clinical waste and normal waste streams
- Energy and Carbon – energy use and carbon footprint

## Progress

- Ongoing monitoring through regular H&S committee meetings
- Processes tested through internal and external audits
- Need to remove the redundant (and empty) Jet Fuel storage tank by the brook.





# Environmental Audits & Progress

Internal environmental audit April 2022. Nik Hunt. Three actions identified:

1. Environmental Policy not on display but linked to on web
  - Corrective Action: Policy is now on display.
2. Vehicle mileages not being recorded
  - Corrective Action: Discussed at School Safety Meeting May 2022
- 3.



# Environmental KPIs

- No specific environmental incidents relating to AACME in the last 12 months
- Sustainability team do not set KPI's for schools, but the following initiatives will require school support:
  - CAP – Carbon Action Planner Tool, to track and reduce carbon footprint
  - WARPit – Tool to encourage sharing of furniture
  - Kit Catalogue – subject to its approved re-launch
  -





## Health, Safety and Environment Committee

Director of Health, Safety and Wellbeing's Report

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

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

None.

Action Required:

HSE Committee are asked to consider whether a flu vaccination programme should take place in the Autumn of 2023 and to note progress.



The annual conference for the Universities Safety and Health Association (USHA) was held at Burleigh Court attracting approximately 100 Health and Safety Directors and Managers from across the sector to the campus.

In addition Loughborough Business School was successful in bidding to deliver a series of Senior Management Skills seminars to Health and Safety professionals in the University Sector. Courses will start in January 2023.

### Covid 19 Response

The Connect and Protect Service closed at the end of 2022. Test kits were distributed to staff who needed them in December and will still be available free of charge to staff and students through the online shop whilst stocks last.

The rooms used in the Wavy top building have now been cleared and are being returned back to teaching activity. A low level of PCR capability is being retained as a precaution.

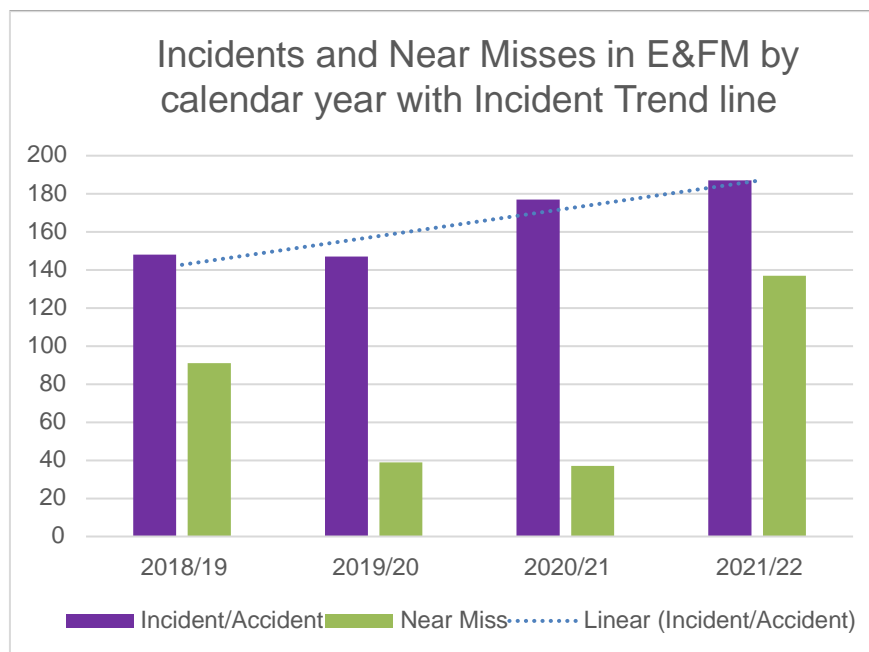
### Occupational Health and Wellbeing

## Significant Incidents

An incident review panel was held in November to review an incident where a young visitor fell when a fencing panel gave way at the hockey pitch. The review highlighted the need to clearly define the responsibilities for various assets and the need for tools which help to identify any outstanding actions within software systems.

The late reporting of an incident which occurred in March resulted in a RIDDOR report – a student taken directly to hospital when a Chair collapsed, and a smashed glass severed the tendons in his hand. A local incident review has been undertaken and corrective actions identified.

## Estates and Facilities Management



Estates and Facilities Management have been very active in the implementation of a Safety Road map. The managerial lead and drive on this has resulted in greater awareness leading to a significant growth in the number of near misses reported, and in all likelihood, an increase in the number of minor incidents reported.

## Fire Safety

The Vice Chancellor has asked that HSE discuss appropriate assurance arrangements for the new Building Safety Act 2022. This is highlighted as a separate agenda item.

A fire occurred on Sunday 23rd October on the outside of the Sir Frank Gibb building. The fire was seen and reported by a student in a nearby hall of residence. The Fire Brigade, Security and the FM duty electrician attended, dealt with the fire and made the building safe. The fire was the result of an electrical

fault with the extractor fan on the outside of the building. Nobody was in the building or hurt, and the fire was extinguished efficiently by the fire service.

## Legionella

Water quality continues in Towers continues to be challenging. Monitoring and routine dosing continues as does the flushing of the system. Where issues are encountered point of use filters are installed until engineering action can be delivered and the outlet proved safe.

## Health and Safety Training 1 August 2021 to 31 July 2022

During the period 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022, Health and Safety Services arranged 113 courses, delivered to 976 members of staff totalling 6,096 learning hours.

These figures are slightly less than pre-covid levels however that face to face training was restricted between December 2021 to March 2022 due to a resurgence of Covid 19.

During the same period, 4,798 people completed online training or had toolbox talks delivered to them. An increase of 1007 users on the previous year.

Training courses delivered throughout the year were:

- MEWP Training
- Mobile Access Towers
- First Aid at Work, including emergency and requalification
- Managing Working at Height
- Confined Spaces
- Health and Safety Leadership
- Fire Extinguisher User



Ladder Safety  
COSHH Awareness  
Level 2 Food Hygiene  
Gas Appreciation  
Water Quality Risk Management  
Ionising Radiation Legislation and Protection  
Chemical Safety for Lab Users (four modules)  
NBOSH General Certificate  
DSE Risk Management Software  
Biological Safety Awareness  
Manual Handling – Train the Trainer  
Unvented Hot Water

## 2021 to 2022 Overview

Covid absences on training remained throughout the period which affected attendance on some courses, particularly those running in March 2022.

Fire Marshal training moved on-line to meet the dynamic working arrangements of the University.

A three weekly training report was introduced for teams within Estates and Facilities Management to aid planning and ensure attendance by trades staff who may not have available access to emails.

Healthy Working Plus, an online learning platform that covers a range of issues including Display Screen Equipment training and assessment, was launched on 6 May 2022; dashboards are being monitored to ensure compliance.

Despite apparent demand across the University, Manual Handling Train the Trainer and Risk Assessment training was run with little take up from Schools and departments.

Additional online Health and Safety Awareness courses were introduced using the iHASCO product – the courses are simple to follow, there is an extensive range of training titles, and the learning management system is easy to use. This training has met with positive feedback and in 2023 work will be undertaken to automate the population of training results into iTrent.

## 2022 to 2023 Programme

The Organisational Hub will be introduced to advertise all Health and Safety courses thus negating the need to produce a printed course guide.

Mandatory training is being more closely monitored by Heads of Schools and Professional Services

employment) and 54% had completed Fire Safety Awareness within the first month of employment, rising to 81% within the first six months. It is hoped that updates to the Health and Safety website will improve these completion rates along with the general induction changes made by Human Resources.

The Staff Training Matrix is due for review and will be relaunched at the beginning of 2023.

Discussions will be undertaken with Procurement regarding the retender of the First Aid training contract.

### Chaplaincy

- x The annual carol concert was held on the 7th December in Martin Hall. And attracted 80-90 attendees.
- x The new Anglican Chaplain (Angela Tarry) has now joined the team. Angela will be visiting various parts of the University to become familiar with the activities of the University.
- x Based on current demand and the calculated impact of the University's international strategy a case has been submitted for the development of more prayer capacity over the next few years.
- x The Chaplaincy Team will be holding a team / planning day in early February. Any views and suggestions regarding the activity of the Chaplaincy can be forwarded to Jan Sutton or Neil Budworth for consideration at the planning day.

Neil Budworth  
Director of Health, Safety and Wellbeing  
13<sup>th</sup> January 2023

# Health and Safety Services Annual Report

Origin:

Review of Progress on the Health and Safety Service Plan for  
2021/22 and 2022/23 Plan

Purpose of Report

Section 1 Health and Safety Service Vision and Strategic Principles

Section 2 2021/22 Progress on strategic items

Section 3 Strategic Items and Work Plan – 2022/23

Section 4 2021/22 Review

Section 5 Incident Data

## Purpose of Report

The purpose of this report is to review the progress made during 2021/22 and to review the annual plan for this time period.

In addition to this, the Health and Safety Service plan for 2022/23 is outlined.

The report is in four sections: -

- Section 1: The Health and Safety Service Vision and Strategic Principles
- Section 2: 2021/22 progress on strategic items
- Section 3: Strategic Items and Work Plan – 2022/23
- Section 4: 2021/22 Review
- Section 5: Incident Data



## Creative

- Using technologies, internal expertise and drawing on external networks we will strive to find solutions providing a route, rather than perceived barriers, to accomplish and deliver

## Collaborative

- We will work flexibly drawing on the skills and competencies of team members and the wider University
- We will communicate clearly and imaginatively and ensure that individuals can become competent to undertake the tasks required.

## 2020/21 Recognition and Progress

Whilst the delivery of a full Health and Safety programme of work has been challenging in

202





On this basis all of the health and safety policy documents have been

## Priorities for 2023 and beyond

The areas of work for 2023 and beyond is broken into three parts :- Enabling activities, University level and overarching activities and individual work streams.

### Enabling Activity

A strong foundation is critical to good health, safety and wellbeing management. The enabling activities described here underpin the Health, Safety and Wellbeing plan.

The key enabling activities relate to training, communication, networks and software and systems.

In terms of training, this is specifically ensuring that leaders are aware of their responsibilities and have the skills and knowledge to discharge their responsibilities, that the skills and knowledge are in place such that technical risks can be well managed.

Good communications form the back bone of safety management. The Health, Safety and Wellbeing team will review the impact and effectiveness of different communication channels, we will review the language used, that messages are clear and that the imagery used is clear and helpful.



We will also seek to improve our data architecture and reporting so that we are able to provide high quality information on a routine basis to leadership teams and HSE committees. The data will also be used to inform and target the activities of the Health, Safety and Wellbeing Team.

Where significant incidents occur, or high potential near misses happen, Incident Review Panels will be formed to ensure that the root causes of the event are identified, and lessons are learned and disseminated.

Below the overarching activities sit a number of more specific plans.

## Wellbeing

Wellbeing is core to the new University strategy. The Loughborough University wellbeing framework forms the basis for identifying areas of need and the development of localised wellbeing plans and will be progressively rolled out across the

We will continue to develop programmes and support processes based around good clinical practice and lifestyle medicine. We will seek to identify best practice and in 2022/23 investigate the evidence for, and practice of, social prescribing.

## Occupational Health

The core Occupational Health function will continue to develop based on the strong foundations which have been built over recent years. In particular in 2022/23 the aim is to have even greater presence and visibility at all levels on campus and ensure the delivery of the Health and Wellbeing framework across both campuses.

The Occupational Health software will be fully integrated into the Occupational Health operations during 2022/23 which will improve efficiency, data analysis capability and GDPR compliance.

The OH team will continue to seek and develop best practice in both Occupational Health and wellbeing.

There will be continued collaboration with the University Health and Safety team to ensure continued compliance with legislation for health surveillance requirements.

## Key Risks - Supporting Professional Services

Data continues to show that the Estates and Facilities Management Service suffers the highest rate of incidents. This is not surprising given the number of colleagues in the function and the physical nature of the work.

However, over the next 2-



## Further Detail on 2021/2 2 progress

### Occupational Health and Wellbeing

#### Highlights

- x Commencing the implementation process for OH specific software
- x The recruitment of an Occupational Health Adviser (OHA) who joined the team in February 2022.
- x Staff wellbeing became part of the University Strategy
- x Significant senior leadership support for the implementation of the wellbeing framework

#### Key stakeholder involvement

The Occupational Health team have continued to build University engagement with the Employee Assistance Programme (Health assured) and Remploy (Mental Health support). Internal collaboration continues with the physiotherapy department, Human Resources (monthly case management meetings, supporting training), Health and Safety, Student Services and SSEHS.

#### Sickness absence management

The Office for National Statistics has reported a reduced sickness absence trend for 2021 'The most common reason for sickness absence in 2021 was "other" conditions, including accidents, poisonings, diabetes and coronavirus (COVID-19).'

In 2021, "Other" conditions (which includes COVID-19) were the most common reasons for sickness absence, accounting for 26.9% of occurrences of sickness absence. This was followed by minor illnesses, at 21.9%, musculoskeletal problems, at 13.4%, and mental health conditions, at 9.8%

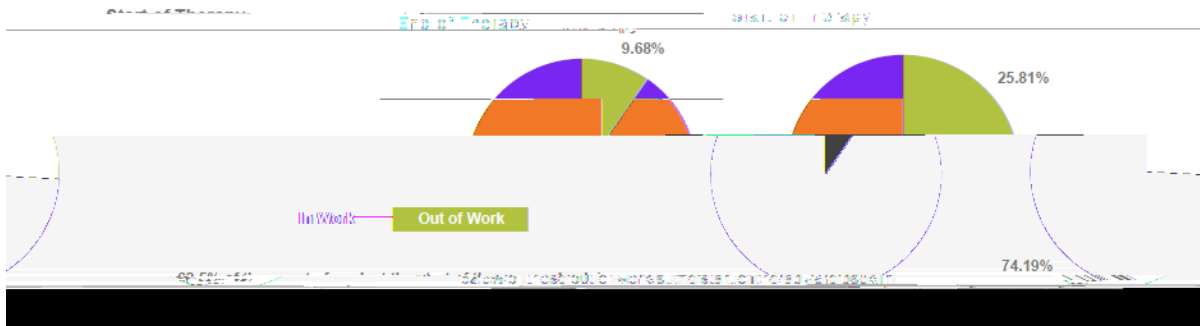
At Loughborough– the management referrals show a slightly different picture where there has been a consistent split between mental health, musculoskeletal and other reasons for absence.



The Occupational Health Service has seen a continued high level of demand with the number of management referrals exceeding 450

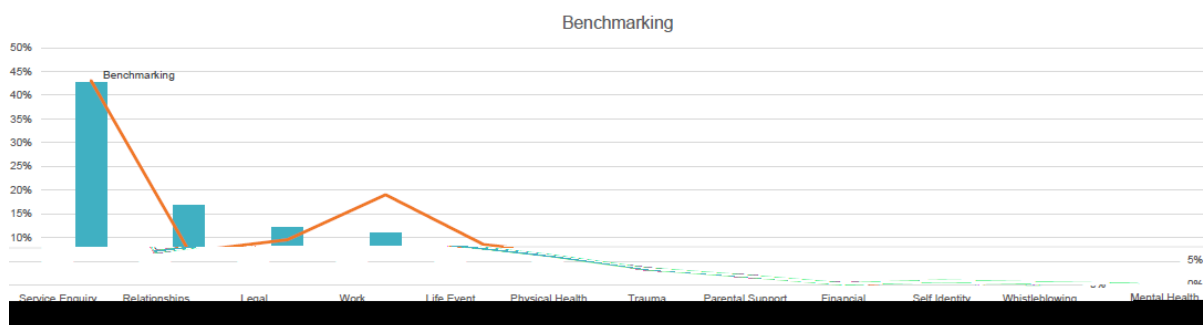
### Mental Health

Health Assured provide an employee assistance programme (EAP) to the University



Health assured offer telephone and online counselling support. Both Occupational Health and Health Assured utilise scores on the clinically validated questionnaires, PHQ9 and GA7. These questionnaires are used to identify clinical symptoms of mental ill health. The PHQ9 identifies depression related symptoms and the GAD7 is focussed on anxiety based symptoms. The data for Health Assured shows that there is a 55% improvement in GAD7 scores and 57% improvement in PHQ9 scores after the structured therapy that they provide.

Benchmarking with other organisations shows consistency, although we have significantly fewer calls to the general advice line. The recent development of the internal financial wellbeing pages is likely to raise awareness of this service further.



LU percentage in blue

11% of calls were advice calls and of those, employment was the most common reason, accounting for 38.5% of overall advice engagement. This was followed by Housing 11.5% and Education 9.6%.

In collaboration with Remploy (currently being rebranded as Maximus UK), we have set up monthly virtual clinics to support staff experiencing symptoms of poor mental health when in the workplace. Remploy offer 9 months of support to staff, this is workplace support and not therapy based. Remploy focus on coping strategies and workplace adjustments to support employees.

Wellbeing cafes – we have been offering wellbeing cafes based in the Village Bar, twice per month for staff. This is a safe space for staff to seek signposting on health and wellbeing or meet colleagues whilst not being student facing. The cafes are supported by both Occupational Health



those transporting students on field trips etc. This provides an opportunity to address any health issues that have arisen and signpost accordingly.

Occupational Health also ran a Flu vaccination program – The service delivered 500 vaccines to staff across both campuses during the autumn of 2021 and 2022

### Health and Wellbeing Framework

A physical launch event was held for the framework in April 2022. The event was opened by the Vice Chancellor. This provided an opportunity to outline how staff wellbeing is central to the University strategy. The event attended by our stakeholders and lectures were delivered alongside the marketplace by colleagues from SSEHS and research and enterprise.

The number of wellbeing champions continued to increase with bi-monthly meetings to share best practice and manage any safeguarding concerns. Training for Wellbeing champions is currently online, and the Occupational Health team are exploring ways of developing training to incorporate Mental Health First Aiders into the program and streamline the signposting options available.

As part of the wellbeing framework, a range of wellbeing events both online and in person are being offered. The Occupational Health team have also developed a 12-month health and wellbeing plan specifically for E&FM which targets areas of greatest risk such as sun exposure, musculoskeletal health, menopause and mental health. A sun exposure session led to the urgent signpost of 2 employees to the cancer pathways.

Regular webinars are held and hosted by Superwellness on a range of topics to provide a wellbeing guidance and empowerment.



Unvented Hot Water

Asbestos Awareness

IOSH Working Safely

Towing

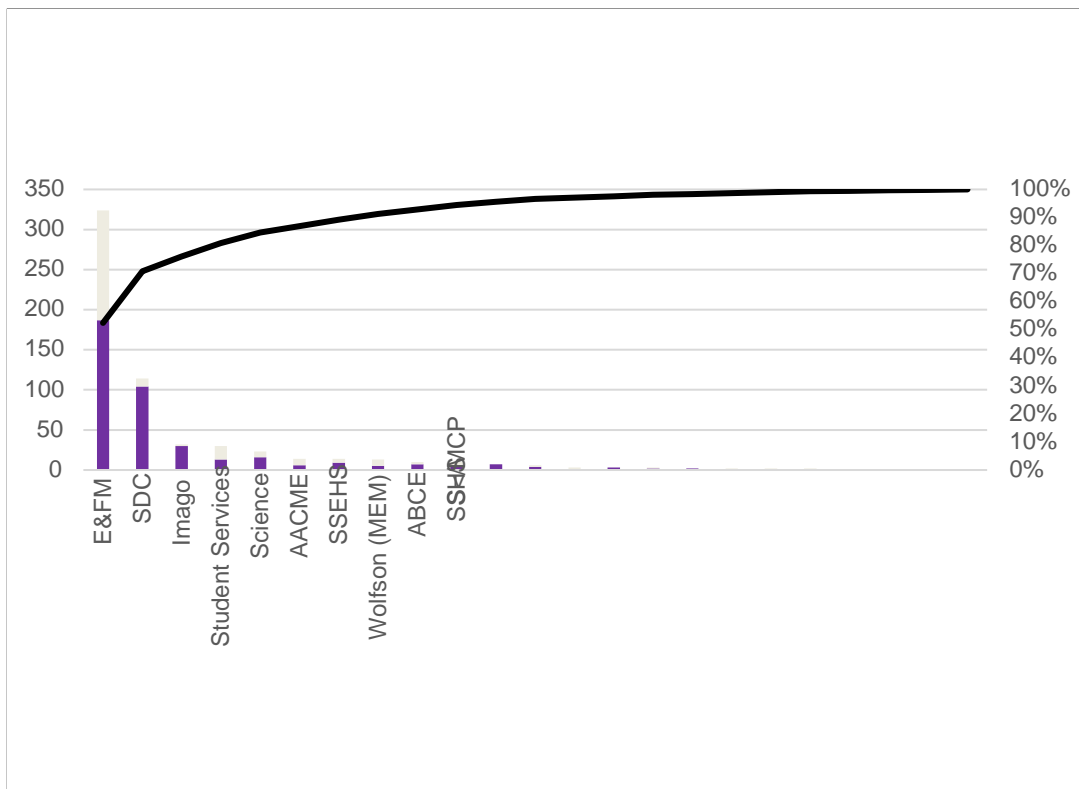
Gas Safety Case

Legionella Risk Management

Cranes

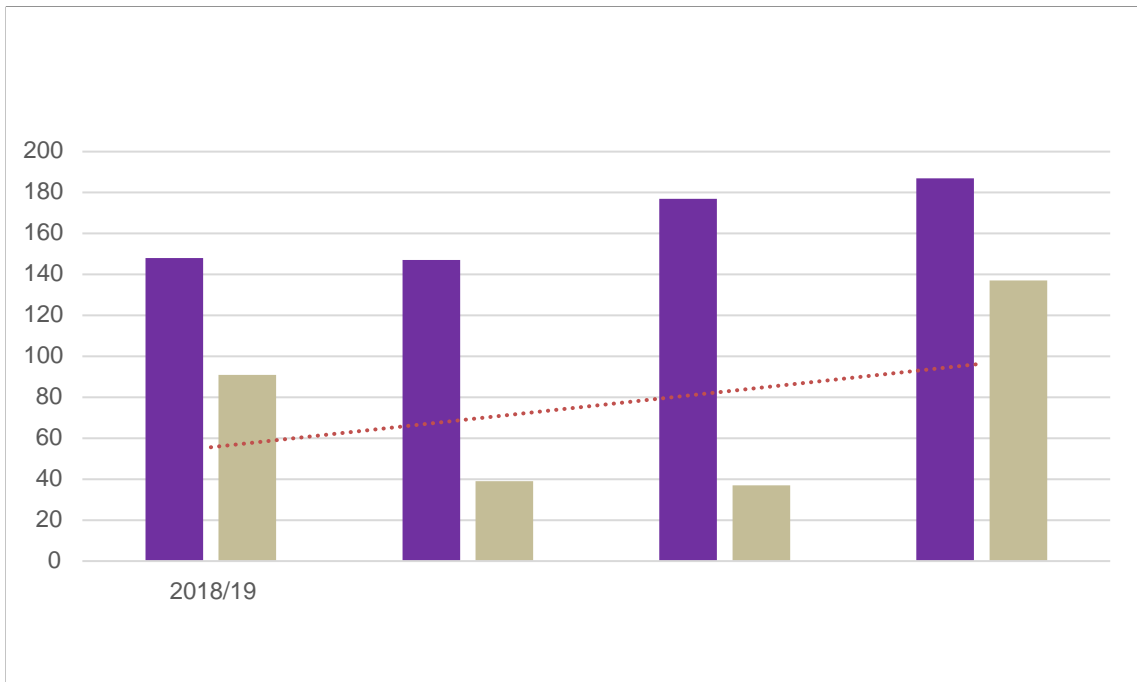
Excavation Appreciation





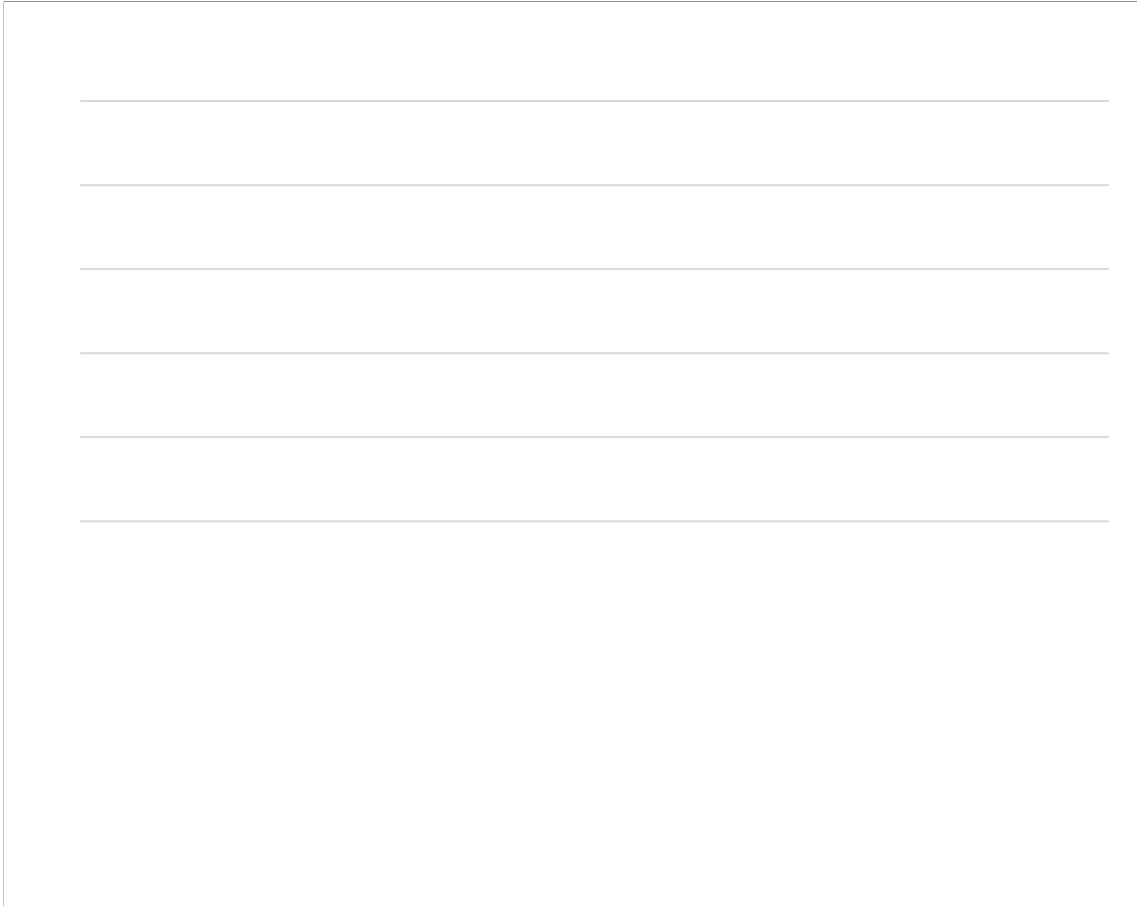
Estates and Facilities Management have been very active in the implementation of a Safety Road map. The managerial lead and drive on this has resulted in greater awareness leading to a significant growth in the number of near misses reported, and in all likelihood, an increase in the number of minor incidents reported.





Sport became a separate category of incident in 2021-





The chart below shows that the spread of alarm activations largely followed the pattern of the last four years.



## Suggested HSE Committee Business

### June 2023 Meeting

HSE Update from School of Design and Creative Arts

HSE Update from Imago

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

Occupational Health and Wellbeing Annual Report

### October 2023 Meeting

HSE Update from School Social Sciences and Humanities

HSE Update from School of Business and Economics

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

HSE RAG Rating

H&S Strategic Long-term Plan

### February 2024 Meeting

HSE Update from Loughborough University London

HSE Update from Wolfson School of Mechanical and Electrical Engineering

H& S Annual Report

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

Radiation Protection Annual Rep

### Beyond February 2024

HSE Update from Loughborough Students Union (if agreed)

## Proposed Escalation Arrangements for Health and Safety Concerns

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

Action Required:

HSE Committee are asked to **Approve** the proposed escalation arrangements

### Executive Summary

Whilst University colleagues take their Health and Safety responsibilities very seriously, on rare occasions agreed actions or activities are not completed in a timely manner.

In these cases it is appropriate to ensure that the senior leadership of the University is aware of the risk so that they can respond or can consciously choose to accept the risk.

The aim of this paper is to agree and provide guidance on the broad approach to escalation.

### Other Committees Consulted

PSLT have been consulted

### Equality Diversity and Inclusion Considerations

None





## Building Safety Act Assurance Measures

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

### Action Required:

HSE Committee are asked to agree note and agree the approach taken to the Building Safety Act 2022 as requested by the Vice Chancellor.

### Executive Summary

The Vice Chancellor has asked HSE committee to provide assurance that we have arrangements in place to oversee our collective duties as the 'accountable person', under the Building Safety Act. The Act will only apply to two buildings on campus one of which will be taken out

## The University Approach to the Building Safety Act 2022

The Vice Chancellor has asked HSE committee to provide assurance that we have arrangements in place to oversee our collective duties as the 'accountable person', under the Building Safety Act, namely:

1. Ensuring a completion certificate is obtained from the Building Safety Regulator before the relevant part of the building is occupied.
2. Registering the building with the Building Safety Regulator before it is occupied.
3. As soon as the building is occupied:
  - x Assessing building safety risks (and continuing to do so on an ongoing and regular basis); and
  - x Preparing a Safety Case Report to evidence how they intend to meet the above responsibilities including mitigating risks and providing a copy of it to the Building Safety Regulator, updating it when necessary.
4. More generally, taking all reasonable steps to prevent building safety risks materialising and major incidents occurring.
5. R





The University experienced a small fire on the outside of John Pickford building in Oct 2022. Whilst the fire looks significant in photos, damage was limited, and Leicestershire Fire and Reserhia(y)-4.(r

- -  
UPP Emergency Voice Communication System (EVCS)

## Controlled Fire Evacuation and Evacuation Chair Training

Controlled evacuations took place in November (a requirement of the fire safety order) and generally there was an improvement on 2021 following a break due to Covid. Buildings of shared department occupancy continue to be the most challenging, though an improvement in coverage was observed. The university fire officer and deputy are working with these departments to continue this improvement.

Evacuation chair testing with the five security shifts took place across December and January with all shifts demonstrating competency. On average, the exercise from call-out to evacuation from the building was completed in under 17 minutes, which is under the 30 minutes of which the staircase is designed to hold back fire.

## Fire Strategy Drawings

Throughout 2022, a significant amount of time has been invested in creating fire strategy drawings by consolidating building information and undertaking a detailed fire door survey for the estate, recording the location and asset tagging. The focus was on buildings where persons do not sleep as although lower risk, much less information is held and much of the refurbishment works take place here and often causes confusion, delay and unplanned firestopping costs. Whilst sleeping accommodation is much better-known similar work is currently being undertaken.

This collaborative approach from the fire safety officer, and E&FM colleagues has resulted in some of the most comprehensive retrospective fire strategy information the university has ever held. This places the University in a much stronger position for future refurbishment and maintenance works and consequently compliance, ensuring that life safety features of the buildings are not compromised when works are undertaken, and project managers and contractors know what is expected beforehand. Over 5000 fire doors have been recorded to develop these drawings, and the doors were also surveyed, and asset tagged to enable the maintenance team to schedule in a much more efficient manner.

An example of that produced is illustrated in Figure 1, in an LU standardised format.

Figure 1 – LU building fire strategy example

Fire Alarm Activations and causes  
A breakdown of fire alarm



the kitchen/diner, but the smoke detector was reduced to its lowest sensor in a bid to reduce these alarms. The data shows this is not working and the alternative of replacement/redesign of the cooking extraction system would be costly. Keeping these false alarms to a minimum is a requirement of BS5839, hence this action.

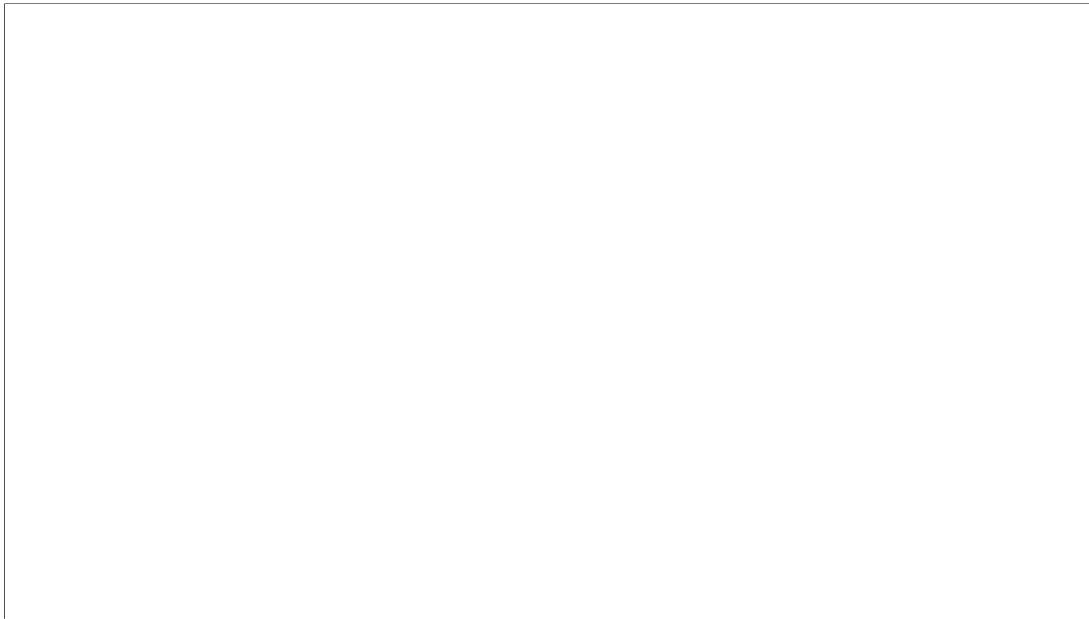


Figure 3 - Pareto of the Location of LU Hall Fire Alarm Incidents

Fire Safety Policy Duty Holders Update

<p>Vice Chancellor</p>	<p>The Vice Chancellor is the most senior member of the University body and as such is designated as the “Responsible Person” under the Regulatory Reform (Fire Safety) Order 2005.</p> <p>The post holder is responsible for ensuring that fire safety matters are delegated to appropriate members of staff and are planned and resourced appropriately.</p>
<p>Chief Operating Officer</p>	<p>The Chief Operating Officer ensures sufficient resources are made available to confirm fire safety is effectively delivered. The Chief Operating Officer ensures that monitoring arrangements are in place to make sure that fire standards are maintained. The Chief Operating Officer will also periodically receive reports on the adequacy of fire safety standards on the Loughborough Campuses.</p> <p>The Chief Operating Officer is responsible for ensuring that the university registers any High-rise Residential Building (HRB) under the requirement of the Building Safety Act with the Building Safety Regulator (BSR) but delegates this to the Director of Estates and Facilities Management.</p>
<p>University Fire Officer/Deputy Fire Officer</p>	<p>The University Fire Officer and their Deputy have the technical and practical knowledge to assess, investigate and report on fire hazards associated with the infrastructure of university property. The University Fire Officer and their Deputy are designated as the “Competent Persons” and they act on behalf of the Vice Chancellor in discharging these duties.</p> <p>The University Fire Officer is responsible for ensuring that the university registers any High-rise Residential Building (HRB) under the requirement of the Building Safety Act with the Building Safety Regulator (BSR) but delegates this to the Director of Estates and Facilities Management.</p>

# Occupational Health and Wellbeing Update

Origin: Sarah van Zoelen – Occupational Health and Wellbeing Manager

## Action Required:

A decision on whether to offer flu vaccines for the winter period 2023-4

Please note the difficulty experienced in securing a room for staff wellbeing purposes.

## Executive Summary

This paper provides an update of the Occupational Health and





## Update of the University Health and Safety Policy



### 3.1 University Council















School level.

is provided. (See **Appendix 3**; "Loughborough University Staff Training Matrix").

Ensure that an individual is nominated to act as a health and safety lead in the area of responsibility.

Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their health and safety lead.

Bring to the \_\_\_\_\_ attention, any health and safety matter that cannot be dealt with at function or departmental level.

Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems in the area of responsibility which cannot be resolved at one particular time.

### **3.67 Operations Manager/Head of Operations**

The ~~Operations Manager~~Head of Operations (~~OM~~) works closely with the associated Dean or Head of Professional Service to ensure that Key Performance Indicators (KPI's) are achieved.

The School's ~~OM~~Head of Operations is responsible for;

Ensuring that 6 monthly internal health and safety audits are conducted, and the results are forwarded to the ~~University Health and Safety Manager~~Director of Health, Safety and Wellbeing.

Ensuring that the Health and Safety Committee meets at least 3 times per year.

Ensuring that all accident/near miss events are reported ~~to the University's Health and Safety Manager~~\_\_\_\_\_.

Ensuring that action is taken to identify and remove causes of accidents / near miss events.

Reviewing procedures for producing risk assessments to ensure that risk assessments are suitable and sufficient and up to date.

Bringing to the attention of the Dean or ~~Director~~ / Head of Professional Service any ~~6b000008875595956~~



The Radiological Protection Officer will act as the responsible officer for licensing purposes, for use of scheduled substances under the Drug Precursor Regulation (EC) NO 273/2004.

### **3.98 Radiological Protection Officer**

The Radiological Protection Officer role will be performed by a suitably qualified and experienced member of staff. The role is currently discharged by the Strategic Scientific Technical Lead. The Radiological Protection Officer





policy, as relevant to their work

- Ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for health and safety
- Ensure the competence and training of their appointees to allotted tasks
- Ensure that safe working practices within a safe working environment are used by all staff
- Ensure that all equipment used is safe and that those using the equipment are trained on its safe use.

### **3.166 All Employees**

The Health a2.04 reW\*nBT/F2 9.96 Tf1 0 0 1 305.11 739.42 Tm0 g0 [TJET01ahealth





a safe working environment and to support and encourage staff to adopt safe working practices. This policy must reflect the University Health and Safety Policy and explain in practical terms how it will carry out the responsibilities placed upon it by the University Health and Safety Policy. (See also: **Section 3, Statement of Responsibilities**).

School / Departmental Health and Safety committees and the Departmental Safety Officers, who report to the Head of Department, will oversee health and safety matters within that area; liaising with the ~~University Health, Safety and Risk Manager~~ Director of Health, Safety and Wellbeing as required.

#### **4.4 Tenants, Contractors and Partnerships**

It is the responsibility of those University officers entering into any arrangement or agreement on behalf of Loughborough University to ensure all health and safety responsibilities are clearly specified as an integral part of the arrangement. This

Version 6	"	"	Changes to reflect the revised Health, Safety and Environment Committee structure and the new Ionising Radiation Regulations 2017 Removal of Head of Department duties and alignment of Dean and Director of Professional Services duties	June 2018
Version 7			Changes to reflect the dissolution of the Health, Safety and Environment Consultative Committee	November 2019
Version 8	UH&SS	UH&SS	Minor modifications to	



<u>Version 9</u>	<u>UH&amp;SS</u>	<u>UH&amp;SS</u>	<u>Changes to reflect changes in the University structure. Removal of responsibilities allocated to ALT and updating of job titles. Inclusion of specific responsibilities for the Director of Estates and Facilities Management</u>	<u>January 2023</u>
------------------	------------------	------------------	--	---------------------

## **Appendix 1 Composition of the University Health, Safety and Environment Committee**

The membership of the committee is as follows: -

Chair: - Deputy Vice-Chancellor

Chief Operating Officer

Deputy Chief Operating Officer

A Dean selected on a rotating basis

An Head of Operations ~~Operations Manager~~ selected on a rotating basis

Two Lay members, one of whom shall be a member of Council

Student Union Representative

One representative from each of the recognised Trades Unions (3 in total)

## Appendix 2 Typical Duties of School/ Departmental Safety Officers

- Undertake health and safety training to an appropriate level of competence, thus enabling them to discharge their duties. (See Appendix 4 for guidance)
- Be fully familiar with the University's Health and Safety Policy and assist the Dean to develop, implement and periodically review a local policy and procedures.
- Provide health and safety advice to the Dean and other members of staff.
- Undertake regular health and safety inspections (with Trades Union Safety Representatives, as necessary) and report findings.
- Ensure that occupational ill-health issues/accidents/incidents and near misses are reported and investigated (with direct involvement as necessary). Communicate findings of investigations and ensure that recommended action is carried out.
- Ensure the necessary provision of health and safety training (including induction) to staff within the School/Department either by direct involvement or by monitoring provision. (**See Appendix 3**; "Loughborough University Staff Training Matrix").
- Disseminate health and safety information and reports to appropriate staff and students.
- Monitor that adequate precautions are taken in relation to any special hazard in or about to be introduced into the School / Department, with







## **Dogs on Campus Policy**

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

### **Action Required:**

HSE Committee are asked to approve the policy position on dogs on campus.





## Sustainability Report

Origin: Robyn Reeve

### Action Required:

To receive an update from the Sustainability Manager

### Executive Summary

Working groups have been established to reduce Scope 3 Carbon Emissions from our supply chain, alongside the Carbon Action Plan these will develop a standardised data reporting mechanism and strategy for the reduction of indirect carbon emissions. This will be incorporated in the Sustainability Strategy which continues to be a work in progress. Projects to enhance sustainable travel options continue with the Electric Vehicle Charge Point installation due for completion by March 2023.

The University will hold Sustainability Week from 12<sup>th</sup> to 17<sup>th</sup> March 2023 which will include several talks, events and workshops hosted by the University and Loughborough Students Union.

2023 will also see a review of sustainability governance, led by Dan Parsons, to improve reporting mechanisms and committee structures.

### Other Committees Consulted

Sustainability Sub-Committee

LUNZ

### Equality Diversity and Inclusion Considerations

N/A

## **Paper Details**

### **Scope 3 Emissions**

The LUNZ has established working groups to review Scope 3 emission data and methods to reduce them. The groups will review procurement, IT services, construction, staff business travel, staff commuting and student commuting.

The groups will launch on 10<sup>th</sup> February with open conversations around Net Zero and more detailed conversations at the Sustainability Workshop on 16<sup>th</sup> March. They will be tasked with improving the data for Scope 3 emissions and introducing policies to reduce them.

The Carbon Action Planner was launched in January 2023 and allows Schools and Professional Services departments to create an individual carbon reduction plan. It contains pre-populated actions and a free-text option for new initiatives. Data will be shared quarterly on actions completed and any best practice from the initiatives created.

### **Sustainability Week**

The University will host its first Sustainability Week from 12<sup>th</sup> to 17<sup>th</sup> March, aligning with LSU's Sustainability Day on 13<sup>th</sup> March the week will include a series of talks, activities and workshops incorporating the themes of carbon reduction, biodiversity, sustainable sports, sustainable travel and sustainable food. A timetable of events will be issued in February.

Sunday 12<sup>th</sup> March- LSU Sustainability Hackathon

Monday 13<sup>th</sup> March- LSU Sustainability Day

Tuesday 14<sup>th</sup> March- Biodiversity Day

Wednesday 15<sup>th</sup> March- Sustainable Sports Day

Thursday 16<sup>th</sup> March- Sustainable Travel Day

Friday 17<sup>th</sup> March- Sustainable Food Day

### **League tables**

There are several league tables that rank universities on sustainability including optional league tables, where the University submits evidence to be ranked and mandatory tables where the university is ranked based on publicly available data. The sustainability team have been reviewing the methodologies for each of the league tables and looking to improve our ranking and we are looking to establish working groups, including colleagues from across the University,



## Appendix A- Sustainability League Tables:



### Sustainability Awards/Returns

#### 1.0 League Tables

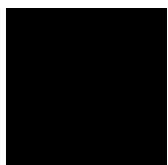
There are several league tables that rank universities on sustainability these have been divided into optional league tables, where the University submits evidence to be ranked and mandatory tables where the university is ranked based on publicly available data. The sustainability team have been reviewing the methodologies for each of the league tables and looking to improve our ranking, however it is evident from the scoring mechanisms that to perform well we require support from the wider university as many baselines are outside of our control.

#### 1.1 Self-submission

##### 1.1.1 Times Higher Education Impact (THE) Rankings

THE Impact is based on the 17 SDGs, institutions can either be ranked against 2 individual SDGs or gain an overall ranking. For an overall ranking the University would have to submit data on SDG17 (partnerships) and at least 3 others.

This year we submitted on SDG 7 Affordable and Clean Energy and SDG 8 Decent Work and Economic Growth.



There are 2 parts to the rankings, the first is based on key words searched by THE using Elsevier and the second based on evidence submitted. This year is our first submission, so we do not know how we rank.



Loughborough is currently ranked 77<sup>th</sup> out of 153 with details of individual topics below:

To improve would require a working group with stakeholders across the University as many of the baselines involve policies that are held in other professional services, or that don't currently exist.

### 1.2.2 QS Rankings

The QS sustainability rankings rate universities based on environmental and social impact, the sustainability ranking contributes to the institutions overall ranking and is based on:

#### Environmental impact

- x Inclusion in officially recognised climate action or sustainability groups
- x Student societies focused on environmental sustainability
- x Sustainability and net zero reporting, strategy, and commitment
- x Alumni outcomes and academic reputation within earth, marine and environmental sciences
- x Courses directly relating to climate science and/or sustainability
- x Research activity around the SDGs with extra points for research centres dedicated to sustainability.

- x Knowledge exchange- commitment to knowledge transfer with less-economically-supported institutions
- x Impact of research into quality education, alumni impact and academic reputation in social subjects
- x Employability and opportunities- employer reputation score, employment outcomes score and research into economic growth, peace, justice and strong institutions
- x Quality of life- commitment to wellbeing internally and externally including on-campus health options, air quality and research activity

Loughborough currently ranks 441 for environmental impact and 230 for social impact out of 700 institutions.

## 2.0 Pledges

There are several pledges for universities to commit to reducing the impact of climate change and achieving net zero. Whilst each of these requires annual reporting, we are currently reviewing the reporting req(i)6 (nE0 (n)10 (m)-3 (en)101nk)3.91gesrev (e ar)2 (i)u7 (es)47 (esp (o )10 (ec)4 (t)24(,)2 (





- x Enterprise
- x Money for Good
- x Next Generation Learning and Skills -



- x Only walking on designated footpaths which have been treated.
- x Avoid parking in or walking on high-risk areas.
- x Avoid manual handling activities.
- x Reporting any snow/ice clearance requirements to the Helpdesk immediately.
- x Reporting any slip, trip or fall hazards, near misses, accidents and incidents via Evotix.

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, tenants 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. Remaining roads
3. Medical Centre
4. Main campus path from East to West entrances
5. Holywell Park/Loughborough Park roads
6. Steps/Path inclines
7. Main Car parks
8. Remaining paths
9. Responses to phone calls
10. Any remaining areas

5.

## **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.

Whег (i)6 (l)6 (o./P toc)14 (l)6



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 and take photographs where it is safe and appropriate to do so.

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 Gardens Manager, Kaz Setchell on:

**01509 222107**

**07971 636075**

Where conditions are severe the grounds or gardens management team may declare areas of the campus to be unsafe. In this instance they will escalate to the Director of Estates and Facilities Management, Graham Howard, and the Chief Operating Officer, Richard Taylor, for emergency procedures to be enacted.

# Health, Safety and Environment Committee

## Incident and Near Miss Data

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

Action Required:

Data for information

## Executive Summary

The paper shows incident data over the 21/22 academic year

## Other Committees Consulted

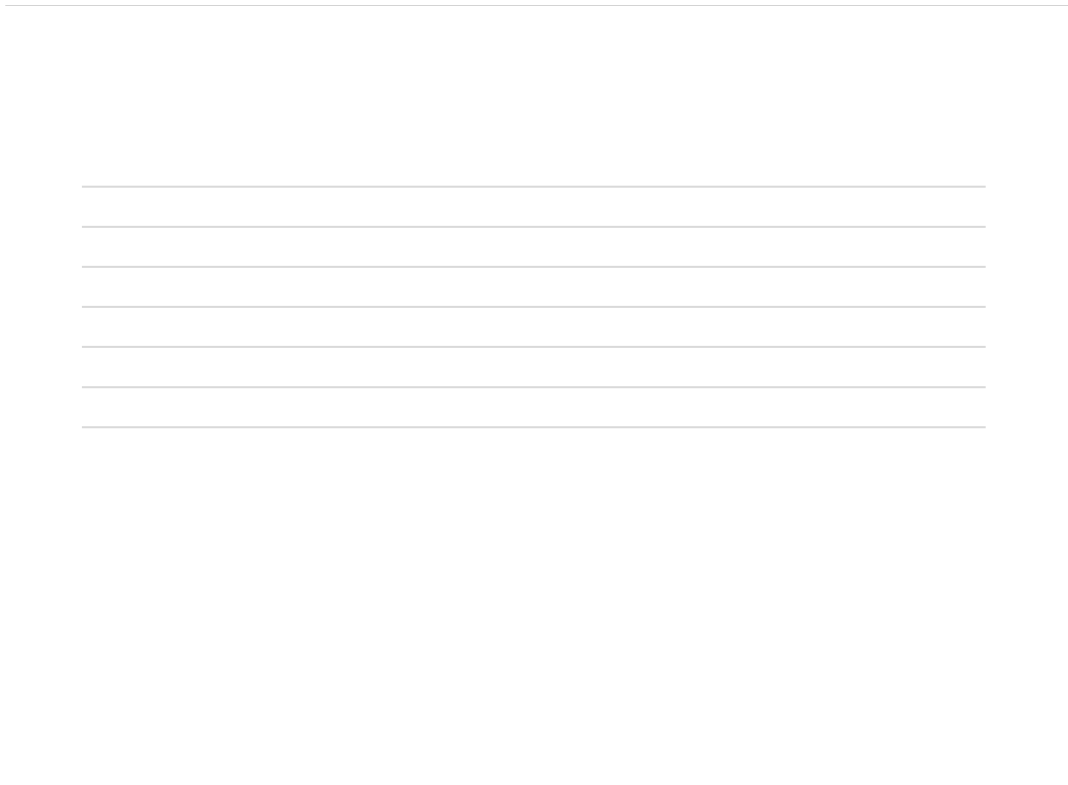
None

## Equality Diversity and Inclusion Considerations

None

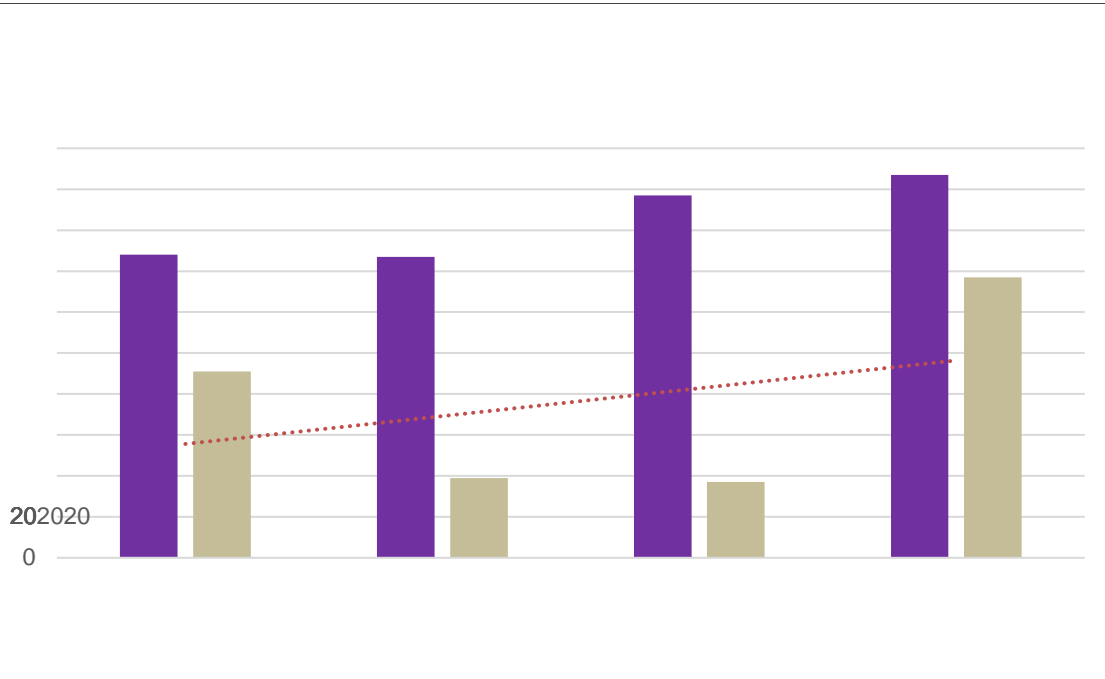
Incident Data (excludes Fire Alarms)

Excluding fire alarms there were 618 reported incidents and near misses in the 2021-22 calendar year. This is an increase in reported incidents from 446 incidents and near misses reported in in 2020-21. Over half of those incidents were reported with E&FM as the Org Unit responsible. Within E&FM 62% of reported incidents came from Catering, Domestic & Residential Services.



Estates and Facilities Management have been very active in the implementation of a Safety Road map. The managerial lead and drive on this has resulted in greater awareness leading to a significant growth in the number of near misses reported, and in all likelihood, an increase in the number of minor incidents reported.













## Insurance Claim Trends

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

Action Required:

For information

## Executive Summary

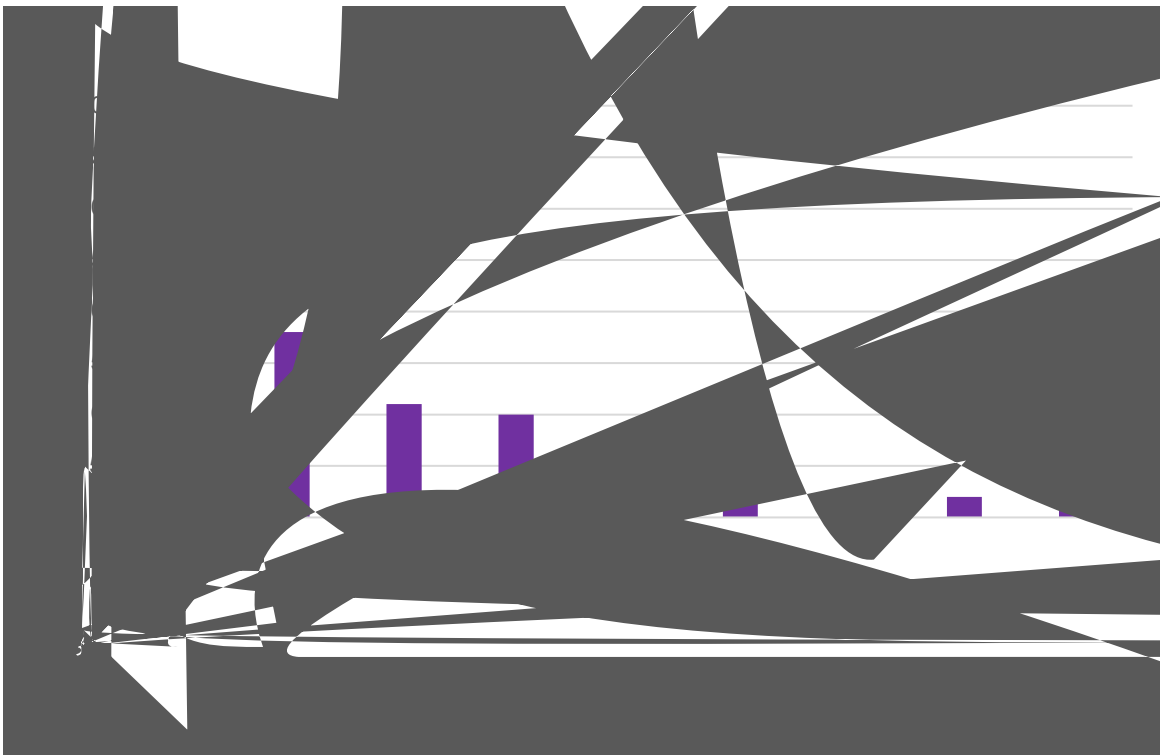
The attached charts show the trend in insurance claims over recent years.

## Other Committees Consulted

None

## Equality Diversity and Inclusion Considerations

None











## Definition of a DAP

A person, either employed by the University or another organisation, with the required knowledge, training and experience, appointed by the Director of Estates in writing, to take managerial responsibility for the implementation of the policy and procedures for a specific area of Health and Safety legislation

## Membership

Head of Maintenance and Engineering and Sustainability (Chair) Rob Sparks  
University Compliance Engineer and DAP Asbestos and DAP Water Deputy

DAP Fire

Scott Phillips

Fay Mapplethorpe

Right of Attendance:

Director of Estates and Facilities Management  
Director of Health, Safety and Wellbeing

Graham Howard  
Neil Budworth

## Terms of Reference

- x To advise Health, Safety and Environment Statutory Committee on compliance across the University relating to facilities in line with the University Health and Safety policies.
- x To receive feedback and support from Health, Safety and Environment Statutory Committee. The Committee to feedback suggestions and recommendations to the chair who can advise DAP's at future meetings.
- x To monitor adhere

