

# Minutes

## SAF23-M1

Minutes of the Health, Safety and Environment Committee held on Wednesday 8 February 2023

### Attendance

#### Members :

Deborah Bowen (ab), Penny Briscoe, Neil Budworth, Claudia Eberlein, Sandy Edwards, Alec Edworthy, Graham Howard, Chris Linton (ab), Liz Monk, Graham Moody, Robin Reeve, David Roomes, Jagjit Samra, Alex Stacey-Midgley, Richard Taylor (Chair).

#### In attendance:

M Ashby (Secretary), Chris Rielly and Tom Carslake (for M23/3), Rob Sparks and Scott Phillips (for M23/4), Julie Turner (for M23/8, M23/13, M23/14 & M23/15).

#### Apologies:

Deborah Bowen, Chris Linton

### 23/1 Minutes

SAF

3.4 The Dean did not participate in the regular health and safety walk arounds that took place in



## 23/9 Resurvey of Health Surveillance Needs in Estates and Facilities Management

- 9.1 Arising from M22/22.2(v), members RECEIVED an update on the resurvey of health surveillance needs in Estates and Facilities Management.
- 9.2 Progress remained slow due to the large number of hourly-paid employees who were unable to access the survey online. Estates and Facilities Management managers would liaise with the Occupational Health and Wellbeing Manager to agree how health surveillance needs could be identified based on job roles rather than by asking each individual. ACTION: Secretary to inform Director of Maintenance, Engineering and Sustainability

## 23/10 Escalation Arrangements for Health and Safety Concerns

### SAF23-P9

- 10.1 The Committee CONSIDERED proposed escalation arrangements for health and safety concerns. The paper provided guidance on the broad approach to escalation for various categories of risks, actions and circumstances.
- 10.2 The scenarios that the guidance would apply to were most likely to fall under the remit of Estates and Facilities Management. Staff in that area were aware that the Director needed to be informed of more significant incidents immediately so that he could ensure that the correct course of action was taken. However, this did not necessarily mean that the incident required immediate action beyond informing him.
- 10.3 Members noted that the categories were subjective, though descriptors for issues within the remit of Estates and Facilities Management were covered in its guidance documents. Definitions had not been included in the proposal to give individuals licence to interpret the categories themselves and to escalate health and safety matters as they saw fit.
- 10.4 Members considered whether the categories used could mirror those already in use in risk rating matrices. They noted the importance of keeping the Corporate Communications Team informed of incidents.
- 10.5 The proposed arrangements were APPROVED but would be kept under review. ACTION: Director of HSW

## 23/11 Building Safety Act 2022

### SAF23-P10

- 11.1 The Committee had been asked to provide the Vice-Chancellor with an assurance that arrangements were in place to oversee the collective duties as the 'accountable person' under the Building Safety Act 2022. The Act only applied to two buildings on the Loughborough campus, one of which would be taken out of service before the requirements of the Act came into force.
- 11.2 The Committee APPROVED the proposed approach as detailed within the paper.

## 23/12 Fire Officer's Report

### SAF23-P11

- 12.1 The Committee RECEIVED the University Fire Officer's report. It APPROVED proposed changes to the duties and responsibilities of duty holders listed in the Fire Safety Policy arising from the new Building Safety Act.
- 12.2 The emergency voice communication system in UPP halls was no longer supported. Signals from the system and from emergency pull cords in adapted rooms were no longer being received by the halls' hub and the Security gate following an essential IT update. Residential Services were aware, and a temporary arrangement had been put in place whilst a permanent system was being agreed.

- 12.3 The Committee noted that UPP had been made aware that the lack of voice communication capabilities in fire refuges was not best practice in relation to fire safety. The matter would be raised with the company again in a forthcoming meeting between the Vice-Chancellor and UPP's CEO. ACTION: Director of Estates and FM to brief Vice -Chancellor
- 12.4 The University had informed Leicestershire Fire and Rescue Service that Towers would cease to be occupied in July 2027. The letter would be included in the agenda papers for the Committee's May 2023 meeting for information. ACTION: Secretary to inform Finance Officer A5(n)

- (ii) it was engaged in interpreting the results of the recent Staff Experience Survey.
- (iii) difficulties experienced by the Service in booking rooms in advance for wellbeing activities.

## 23/17 University Health and Safety Policy

### SAF23-P16

- 17.1 The Committee APPROVED revisions to the University Health and Safety Policy to reflect changes that had occurred within the University over the previous year. More specifically, job titles had been updated, references to the Academic Leadership Team had been removed, and additional responsibilities had been added to reflect the remit of the Director of Estates and Facilities Management.
- 17.2 The Health and Safety Service would change references to Operations Managers in Appendix 3 to Heads of Operations. ACTION: Director of HSW

## 23/18 Dogs on Campus Policy

### SAF23-P17

- 18.1 The Committee CONSIDERED a policy position on dogs on campus following the first formal request for an emotional support dog.
- 18.2 The following points were NOTED in particular:
- (i) There was a legal requirement to allow staff and students with a certified need to bring emotional support dogs on to campus.
  - (ii) Other than assistance and emotional support dogs, and dogs in wardens' homes, dogs should not be permitted on campus other than for a specific approved event.
  - (iii) Where an occupant of a building had a serious allergy to animal hair, consultation would need to take place locally regarding the presence of assistance or emotional support dogs.
  - (iv) The policy would also apply to the University's tenants who were based on its campuses so would need to be shared with them.
- 18.3 The Health and Safety Service would amend the proposed policy to incorporate points raised by members. ACTION: Director of HSW

## 23/19 Reports to Health, Safety and Environment Committee

The Committee RECEIVED the following reports:

### SAF23-P18

Sustainability Manager's Report

### SAF23-P19

Incident and Near Miss Data Report

### SAF23-P20

Insurance Claim Trends

## 23/20 Composition of Health, Safety and Environment Statutory Compliance Sub-Committee

### SAF23-P21

The Committee approved changes to the composition and membership of the Health, Safety and Environment Statutory Compliance Sub-Committee.

## 23/21 Minutes of Sub- Committees

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

SAF23-P22

Chemical Safety Committee (12th January 2023)

SAF23-P23

GM and Biosafety Committee (15th December 2022)

SAF23-P24

Health, Safety and Environment Statutory Compliance Sub-Committee (10th January 2023)

SAF23-P25

Radiological Protection Sub-Committee (8th February 2022, 26th October 2022, 13th January 2023)

SAF23-P26

Sustainability Sub-Committee (27<sup>th</sup> September 2022)

## 23/22 Dates of Remaining Meetings in 2022/23

Wednesday 17<sup>th</sup> May 2023 at 1.30pm