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**Health, Safety and Environment Committee**

**SAF11-M2**

Minutes of the Health, Safety and Environment Committee held on 25 May 2011

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| Dr J Aldridge (ab) | Mr J Blackwell | Mr M Brown (ab) |
| Mr A Burgess | Mr M Clarson | Prof P Conway (ab) |
| Mr A Edworthy (ab) | Mr T Ellis | Prof N A Halliwell |
| Mr M Harris | Mr R Harrison | Dr R Haskins |
| Mr A Hodgson (ab) | Dr S Horner (ab) | Mr N Hunt |
| Miss A James (ab) | Ms R Jermyn | Mr A Kowalski |
| Mr C Ludlow | Dr J Mackenzie | Mrs C Moore |
| Mr T Neale | Prof R Parkin (ab) | Prof S Pearce (ab) |
| Mr R Pearson  | Dr G Ragsdell | Mr R Smith |
| Mr M Stringfellow | Mr J Thomas | Prof P Thomas  |
| Ms J Turner | Mr G Wagg | Mr H Weaver |

**In Attendance:** ProfessorChris Linton, Dr Brigette Vale, Caroline Walker,

**11/16 Apologies for Absence**

Apologies for absence were received from Jo Aldridge, Malcolm Brown, Alec Edworthy, Tony Hodgson, Shirley Horner, Amy James, Rob Parkin.

It was noted that Andrew Burgess’ apologies for the previous meeting should have been recorded.

**11/17 Business of the Agenda**

No items were unstarred.

**11/18 Minutes**

[SAF11-M1](http://www.lboro.ac.uk/admin/committees/hsec/meetings/2011/saf11-m1.htm)

The Minutes of the meeting held on 16 February 2011 were confirmed.

**11/19 Matters arising from previous meetings not mentioned elsewhere on the Agenda**

 SAF11-P10

.1 Actions arising from the Minutes were considered by the Committee. It was noted that there had been further discussion concerning the reporting lines of the HSEM within Facilities Management. This issue would be reviewed as part of the current KPMG audit of FM.

 It was noted that a training issue with respect to Sub Wardens had been identified in relation to unwanted fire alarm activations in Unite Halls and that this had been addressed.

 [SAF11-P11](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p11.docx)

.2 The Committee considered recommendations from the Academic Governance Working Group concerning the Terms of Reference of the Committee and recommended their approval.

**11/20 Annual Health and Safety Plan**
Members received a progress report from the Health and Safety Manager on the implementation of the Health and Safety Plan for 2010/11.. It was noted that a recent COSHH audit of 4 Departments had yielded some very useful information and the report would be submitted to Audit Committee.

**11/21 Health and Safety Policy Statement**
[SAF11-P12](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p12.doc)
The HSEM advised the Committee that the Health and Safety policy statement needed to be amended consequent on the University restructuring. There were implications for the role of existing Departmental Safety Officers and for the discharge of responsibilities currently associated with Heads of Departments.

It was confirmed that each Dean of School would be responsible for Health and Safety matters and each School would have a Health and Safety Committee.

In Schools consisting of separate Departments, the Dean might delegate some responsibility to Heads of departments but they no longer had a formal role and should not appear in the Health and Safety policy. It was confirmed that the Dean of School would be responsible for ensuring that plant and equipment was monitored.

It was agreed that a revised Health and Safety policy would be presented to the next meeting of the Committee.

**11/22 University Fire Officer’s Report**
[SAF11-P13](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p13.docx) (including supporting documents: letter from Leicestershire Fire and Rescue, [2009/10 Fire Statistics chart](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/Fire-Stats-Chart-2009-2010.xlsx)) and [SAF11-P13a](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/saf11-p13a.xlsx)

The Committee received a report from the University Fire Officer. It was noted that there had been neither fire service attendances nor fires since the previous report. The number of fire detection system activations in accommodation had declined from 2009 to 2010. Fire Detection equipment was now available in most buildings on campus. The Fire Officer and his Team had received an award from the Leicestershire Fire and Rescue Service and received warm congratulations from the Committee.

**11/23 Review of Incident in Department of Chemistry**
**SAF11-14**

The Committee received and considered a report from the Provost Elect on an incident in Department of Chemistry. The report of the investigation contained a number of recommendations, some of which had already been acted upon. It was noted, however, that existing procedures had worked well, that there was no indication that any policies had not been observed and the Head of Department was commended for his conduct throughout. It was noted that in these circumstances a better understanding of police procedures would have been useful.

Members paid tribute to the long service of the individual concerned and were reassured that action had been taken to offer support to him.

It was agreed, however, that it might be appropriate to review the University policy on stress management and it was agreed that the Occupational Health Advisor would contact Human Resources to take this forward.

**Action TE**

**11/24 First Aid Provision**

The HSEM advised the Committee that she felt it was appropriate for the arrangements for the payment and provision of First Aid support on campus to be reviewed. The development of the campus and the restructuring arrangements meant that the distribution of trained first aiders receiving an honorarium was uneven. It was recognised that Security staff also provided excellent first aid support. It was suggested that for those in receipt of an honorarium this would cease when the First Aid certificate expired, so that over 3 years the distribution of staff could be addressed. It was agreed that the HSEM would bring forward proposals to the next meeting of the Committee

**Action CM**

**11/25 Electricity at Work Policy and Code of Practice**
[SAF11-P15](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p15.doc)

The Committee considered and approved amendments to the Electricity at Work Policy and Code of Practice. It was noted that the amendments addressed the guidance which had been requested on PAT.

**11/26 Radiation Safety**

The Committee received a report on Radiation safety from the HSEM. It was acknowledged that staff in the Radio Chemistry laboratory had together with the external Radiation Protection Advisor reviewed their safety systems. The protocols for monitoring the radiation in the laboratory had been revised, swipe access had been withdrawn. Access to the laboratory was limited to specific times and there were three keyholders. It was not possible to work alone in the laboratory. Further training for postgraduate students had been provided and the physical arrangements of the space had been altered. It was felt that this had been a thorough review of arrangements. It was noted that David Reed was chair of the Radiation Safety Committee and that James Stapleton had been nominated to fill a vacancy.

**11/27 Annual Report of the Radiation Protection Officer**
**SAF11-P16** ([part a)](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p16a.doc) ([part b](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p16b.xls))

The annual report of the Radiation Protection Officer for 2010 was considered by the Committee. There had not been a requirement for any visits from the EA in 2010 but a routine inspection was expected in the near future. The Committee had been kept informed of the incident in the Chemistry Department. Training for staff had been updated. It was confirmed that there were no other sources of radiation outside the Graham Oldham Building.

**11/28 University Risk Register**

[SAF11-P17](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p17.doc) (see also, [SAF11-P17a](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p17a.docx))
The Committee considered the University Risk register in relation to Health, Safety and the Environment together with a position statement on University Hazards. The hazards identified had changed slightly due to an audit process based on topics rather than HAZMAP. The position statement on hazards had already been actioned. Risk assessment workshops were being increased and it was intended to develop a closer working relationship with the University’s insurers.

**11/29 Accident Report and Accident Statistics**
The Committee received and considered:
 [SAF11-P18a](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p18a.doc)

.1 an analysis of accident statistics for the period 1 Jan – 31 Mar 2011
 [SAF11-P18b](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p18b.doc)

.2 an update on insurance claims**.**

**11/30 Annual Report of the Ethical Advisory Committee**

[SAF11-P19](http://www.lboro.ac.uk/admin/committees/hsec/papers/2011/2/saf11-p19.docx)

The Committee received the annual report from the Ethical Advisory Committee.

**11/31 Any Other Business**

**Members of the Committee thanked the Chair for his service to the Committee and wished him a very happy retirement.**

**11/32 Dates of Meetings 2011/12**

To be confirmed

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Date – June 2011

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