

**Health, Safety and Environment Committee**

**SAF10-M3**

Minutes of the meeting of the Health, Safety and Environment Committee held on Wednesday 20 October 2010

|  |  |  |
| --- | --- | --- |
| Dr Jo Aldridge (ab) | Mr J Blackwell | Mr M Brown (ab) |
| Mr A Burgess | Mr M Clarson | Prof P Conway |
| Mr Alec Edworthy | Prof N A Halliwell | Mr M Harris (ab) |
| Mr R Harrison | Dr R Haskins | Mr A Hodgson |
| Dr S Horner | Miss A James | Ms R Jermyn |
| Mr A Kowalski | Mr C Ludlow | Dr J Mackenzie |
| Mrs C Moore | Mr T Neale | Prof R Parkin (ab) |
| Mr R Pearson (ab) | Mrs L Sands | Mr R Smith |
| Mr W Spinks (ab) | Mr M Stringfellow (ab) | Mr J Sulley |
| Mr J Thomas (ab) | Prof P Thomas (ab) | Mr G Wagg |

In Attendance: Dr B Vale, Secretary

**10/33 Apologies for Absence**

Apologies for absence were received from Mike Harris, Will Spinks, Malcolm Brown, Paul Thomas, Jo Aldridge, John Thomas, Robert Pearson, Rob Parkin and Martin Stringfellow

**10/34. Business of the Agenda**

No items were unstarred

**10/35. Minutes**

SAF10-M2

The Minutes of the meeting held on 9 June 2010 were confirmed

**10/36. Matters Arising from Previous Meetings not Mentioned Elsewhere on the Agenda**

SAF10-P19

.1The Committeenoted the actions arising from the Minutes

**10/37. Membership and Terms of Reference of Health, Safety and Environment Committee**

SAF10-P20

The Committee considered the membership and terms of reference of Health, Safety and Environment Committee for 2010/11. It was noted that the membership of the Committee would inevitably change in relation to the Faculty representation on the Committee following changes to the University’s organisational structure. Proposals in respect of the membership would be brought forward in due course.

The Committee considered whether there was currently sufficient expertise in environmental matters amongst its members to enable it to discharge its responsibilities in this area. It was felt that the membership could be strengthened by the addition of another member with the appropriate skills. It was noted that the University did possess academic expertise in this area and that academic staff performed an advisory role in a variety of relevant sub groups. It was felt, however, that the University’s responsibilities in the area of the environment were less easy to define compared with its statutory responsibilities in relation to health and safety. The University’s adoption of the Eco Campus standard however, provided a clear set of targets to be achieved.

It was agreed that, pending the review of the membership of the Committee,, the Director of Facilities Management should nominate an individual with appropriate capability to attend meetings of the Committee. It was further agreed that the Director of FM and the HSEM should review the Committee’s terms of reference with a view to clarifying its environmental responsibilities.

**Action AB/CM**

**10/38. Review of Committee Effectiveness**

SAF10-P21

At the request of Audit Committee and as part of a regular annual review of Committee effectiveness, members considered the effectiveness of Health, Safety and Environment Committee. It was felt that a number of issues had been raised under the discussion of the membership and terms of reference and that serious consideration had been given to the Committee’s effectiveness

**10/39 Re-Organisation of Health and Safety**

It was reported to the Committee that there had been an organisational change with respect to the Health and Safety Office, which had now become part of Facilities Management. The HSEM now reported to the Director of FM as her line manager, but retained an independent role with respect to auditing FM and for example issuing drugs licences. Under the matrix management model the HSEM was accountable to the COO for delivery of health and safety on campus. The HSEM would have monthly meetings with the COO. It was felt that there were benefits to bringing together all operational activities in the area of environment under the FM structure. The HSEM will also benefit from the wider team encompassed by FM.

Concern was expressed that the new model lacked clarity and that the HSEM would now appear to be operating more remotely from the Vice Chancellor who had ultimate responsibility for health and safety matters. From an external perspective this might not be considered good practice. Serious consideration should be given to how this model might be regarded by auditors or in the case of a serious event, even if in practice it was manageable.

It was noted that the matrix management model operated successfully in a number of areas on the campus. It was further noted that FM would be appointing its own health and safety manager so that there should not be any role confusion for the HSEM. The Committee’s concerns were, however, recognised and it was agreed that the arrangements would be reviewed in a year’s time.

It was further reported that with the introduction of the new School structure further reorganisation of health and safety activities would be required to map them onto the new arrangements. At present the Heads of Departments and Departmental Safety Officers played a key role in implementing health and safety policies. Consideration needed to be given as to how these roles would operate under the new structure. It was recognised that it was very important to reconcile existing roles with the new structure with a view to improving efficiency.

The HSEM would consult with DSOs and bring forward a paper to the February meeting of the Committee on the new arrangements.

**Action: HSEM**

**10/40 Annual Health and Safety Plan**

SAF10-P22

.1 The Committee considered a progress report from the HSEM on the implementation of the Health and Safety Plan for 2009/10 and the new Health and Safety Plan for 2010/11.

The Committee noted that targets in the annual plan for 2009/10 had been met and that much additional work had been accomplished beyond the targets set out in the plan. All the original targets in fire safety had been accomplished except the completion of 3D CAD plans. 360 contacts had been made to establish whether a full PEEP was required. An initiative on fire safety and cooking had been successfully launched during Freshers’ induction.

Replacements for the Radiation Protection Officer and the Occupational Health Adviser had been recruited. All targets in the area of occupational health had been achieved. It was noted that the provision of first aiders would require further discussion at the next meeting of the Committee

It was noted that an audit of COSHH with KPMG was yet to be scheduled.

Training, especially in the area of risk assessment, had been delivered, with many courses advertised via the SD website. In environmental matters the bronze standard for the Eco Campus award had been achieved. It was noted that in the section on environmental protection there were a number of identified targets and these could form the basis of the Committee’s responsibilities in this area, e.g. hazardous waste, pollution and emissions.

The production of guidance on laser safety had been completed and this was welcomed as a considerable achievement.

.2 The Committee received the annual Health and Safety plan for 2010/11.

It was noted that the Fire officer would assume responsibility for fire safety infrastructure within FM and that this additional responsibility would be kept under review.

It was noted that there were a number of targets identified in the plan, including the embedding of the new University structure, the introduction of KPIs, a review of first aid provision and contributing towards the attainment of the silver standard for Eco Campus. The committee endorsed the targets identified in the plan which would now be submitted to Senate and Council.

**10/41. University Fire Officer’s Report**

SAF10-P23

The Committee received a report from the University Fire Officer. It was noted that there had been two fire incidents. The incident in Chemistry had led to significant disruption and a number of recommendations had been made.

There had been a number of controlled fire evacuations which had been successfully accomplished. A new policy and procedure on unwanted fire signals had been introduced, which will challenge all signals during working hours before alerting the LFRS, but the Fire Service will attend all calls to Holywell Park and Haslegrave out of hours.

The importance of fire safety had been raised will all new students at the start of the session.

Concern was expressed that attendance by Sub wardens at the mandatory fire safety training was not consistent. It was agreed that the chair of the Committee and the Chair of the Wardens Group would pursue this if the Fire Officer could supply details. It was felt that the duration of the training sessions could be reviewed, particularly with respect to the follow up sessions.

There had been 14 unwanted fire signals at Harry French Hall. The situation was improving but there were still problems which it was for Unite to address. It might be that the fire system would need to be re-installed.

**Action NAH/PC/RH**

**10/42. Accident Report and Accident Statistics**

SAF10-P24a

.1 The committee received a report on recent accidents on campus and potential claims against the University. One recent claim had been settled in the claimant’s favour.

SAF10-P24b, SAF10-24c

.2 The Committee received an analysis of accident statistics for the period of 1 April 2010 to 30 September.

**10/43 Any Other Business**

.1 It was noted that the HSEM held the drugs pre cursor licence and did not allow access to the licence outside the Office . This was considered good practice in a recent compliance visit. Further details of the drugs audit process will be submitted to the next meeting of the Committee.

.2 The Committee wished to thank Wendy Jones for her input into the Committee and the work of the Health and safety Office.

**Action BPV**

**10/44 Dates of Meetings 2010/11**

16 February 2011

25 May 2011

Author: Brigette Vale

Date: November 2010

Copyright © Loughborough University. All rights reserved.