

Cover Sheet for Papers being considered by University Committees



Paper Title: Update on the annual plan – report from the Health and Safety Manager

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1. Specific Decision Required by Committee	No Action required
2. Relevance to University Strategy	Demonstrating governance, compliance, and continual improvement of health and safety for the benefit of staff and students
3. Executive Summary	This report updates the committee on work done to make progress against the targets put forward in the Annual Plan in October 2014. It provides information on audits, training and specialist topics. The report also covers additional work not in the HS annual plan
4. Essential Background Information	The annual plan – see SAF14-P30
5. Risks, Risk Mitigation and Governance/ Accountability	Relevant to risk mitigation and legal compliance for the Health and Safety Manager
6. Implications for other activities	n/a
7. Resource and Cost	No additional cost
8. Alternative Options considered	n/a
9. Other Groups/Individuals consulted.	Consultation with internal departments and external agencies as necessary to develop policy and deliver compliance
10. Future Actions, Timescales & Frequency of Review by this Committee.	Progress against the annual plan is reviewed at each committee meeting. The last update is given on October 2015 when the new plan is set.
11. Success Criteria (KPIs)	Legal Compliance
12. University Executive comment (required for Council papers only)	

Health and Safety Services

Purpose of the report: To provide a report on activities for the period Feb 2014 to May 2015

Audits

An audit of the fixed Fume Cupboards (FC) has been carried out. The responsibility for ensuring the effectiveness of fume cupboards is held jointly by Facilities Management (FM) and by the departments where fume cupboards have been installed. The audit demonstrated that there are effective arrangements in place to test and maintain fume cupboards. A competent contractor has been engaged to inspect and advise on the performance of fume cupboards, all cupboards have been inspected within the 14 month permitted time period and appropriate action was taken in all cases to rectify any defects or to bring the non-conformance to the attention of the duty holder in the departments concerned. The departmental responsibility for carrying out user checks, understanding the alarm systems and ensuring sash height stops was understood by all operators.

Portable Local exhaust ventilation systems were noted in some areas during the audit. These systems are typically purchased, installed and by schools and departments. These LEV systems are not centrally managed and were therefore beyond the scope of this audit however information has been sent to duty holders in schools to remind Schools of their responsibilities for managing LEV extraction systems. Compliance checks will be carried out.

An audit of the Graham Oldham Building was carried out in May. The audit simulated an EA inspection and challenged working practices and the condition of the premises. The audit found a high level of compliance. Minor repairs were recommended to prevent small defects in the flooring from deteriorating further.

Update on issues arising from earlier audits:

- Stress policy

The Director of HR is considering the implications of the current stress policy <http://www.lboro.ac.uk/services/hr/a-z/occupational-stress-policy---page.html> and is reviewing the benefits of the local stress risk assessments.

- Procurement

The Procurement and Financial Services Manager is looking into suitable means of controlling online purchases. The policy is in development to address both financial and safety related controls.

- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

Following on from the work undertaken by the safety office to identify Hazard Area Classification zones in gas meter houses and plant room, and with additional information from National Grid who undertook a site audit, further work is now being undertaken by Asset Care to improve management of gas services under the DSEAR

Training (excluding radiation training)

Course title	Number of courses held x duration	Total number of delegates trained	Time spent by staff being trained
Manual Handling Safety Lifting Techniques	1 hours x 1.5 hr	4	6
Bespoke MH course for Security	1X 30 mins	10	5
Bespoke MH course for Student Services	3 x 30 mins	43	64.5
First Aid Beginners	1x 21 hours	10	210
First Aid refresher	1 x 14 hours	6	84
Control of Substances Hazardous to Health	1 x 2.5 hours	7	17.5
DSE Risk Management Software	2 x 3.5 hours	22	77
Fire Marshal	4 x 3.5 hours	14	49
Risk Assessment	1 x 2.5 hours	7	17.5
Welcome to Loughborough	2 x 30 minutes	40	40
Event Safety	3 x 1.5 hours	34	51
Laser Safety Training	1 x 3 hours	20	60
*Lab gases	1 X4 hours	18	72
**Woodworking Operator safety	2 x 10 hours	5	50
***Tower Scaffold	1 x 6 hours	6	36
Total	103 hours of training	206	803 hours

*Lab gases

Lab gases safety awareness is a new course offered to anyone working in a laboratory or workshop and who uses bottled gases. The course is accredited by the Royal Society for the Prevention of Accidents and covers identifying gas cylinders, awareness of asphyxia, flammability hazards, manual handling, safe working practices.

**Woodworking machine safe setting and operator training

This course was set up at the request of 2 Schools. Five machinists have been trained by an accredited trainer to comply with the Woodworking Regulations. The course covers woodworking machinery operator safety and best practice to prevent accidents and to improve productivity.

***Tower Scaffolding

Tower Scaffolding for users; an external trainer (certificated and accredited by Prefabricated Access Suppliers & Manufacturers (PASMA)) provided training on legislation, work at height, PASMA code of practice, assembling, altering, dismantling towers, inspection.

Display Screen Equipment e training

Following a piloting test period the DSE e training and risk assessment package was released to the whole university in February. DSE assessors have been offered repeated opportunities to be trained in using the software. A final training session will be held on 17th June. Although some schools have delayed release of the package until the summer exam period is over, 747 members of staff have still completed the DSE e training. Feedback has been good.

Fire Safety

Fire risk assessments (FRA) are progressing in accordance with the agreed schedule. The FRA for National Centre for Sports Medicine and Exercise has been completed. As a building which is occupied by both NHS and LU staff, fire safety information has been shared with other occupiers.

An LU fire marshal training course has filmed and has been made available via Youtube. The course gives new fire marshal relevant information about their responsibilities at Loughborough University and provides refresher training for over 500 marshals. A similar course is being developed for Fire Safety Induction

Evacuation training using the Evac chair has been refreshed and delivered to Security staff. The use of evacuation lifts was also covered and staff have been reminded of the arrangements in place for using evacuation lifts in an emergency

Refuge Alarmer systems, the alarm system that enables mobility impaired staff to communicate with a controller while awaiting rescue from a building, were checked in April

A meeting took place in May with CDS to improve the process for producing Personal Emergency Evacuation Plans for students in LU allocated accommodation.

The annual exercise to have all fire-fighting equipment on campus serviced and replaced will be completed by June. The ideal arrangement is for two contractors to work in tandem covering the site. Despite having only one contractor this year the equipment has been checked within the allotted time.

A database has been developed to enable all fire safety devices linked to the fire alarms to be identified and recorded to facilitate their regular testing and maintenance.

Hot work training has been developed in conjunction with colleagues in FM. This training is for both managers and workforce personnel and will embed the lessons learned from the fire on the James France roof. A review following the fire resulted in changes to the hot work permitting system.

Radiation Safety

The following work was undertaken in this reporting period:

- A proportion of the radiation monitors on campus were recalled to the safety office in February for calibration. The remaining monitors will be calibrated in July. The work to calibrate monitors is always split to ensure that working monitors are available at all times.

- The scheduled checks on sealed sources have been carried out. Additional work on a further sealed source has been carried out in conjunction with the Counter Terrorism Security Advisor in order to prepare for a relocation of that source.
- Work has been done with Nottingham University to prepare for the acquisition of a sealed source
- Risk assessment signing off procedures were reviewed and simplified. Work is now signed off by the Academic Supervisor, then the local Radiation Protection Supervisor before reaching the Radiation Protection Officer
- Monthly checks on open sources have been carried out.
- With the closure of ENVIRAS, an independent company based on campus but with close ties to the University, work has been carried out to ensure that remaining stocks, waste and contamination issues have been dealt with appropriately so there are no legacy issues for the University.
- The paperwork submitted by the radiation waste contractor was audited to check compliance. A large consignment of waste was prepared for collection due to the ending of a project on plasticisers. More waste will be consigned in the coming weeks in accordance with the EA permit limits.
- Euratom accounts have been submitted with all stocks accounted for
- Training is on-going. Approximately 30 people have been trained in aspects of radiation safety in this reporting period. Formal lectures are given together with hands on training in the laboratory. Local emergency training is delivered as part of this training – e.g. procedures for dealing with unexpected high level readings on a radiation monitor or how to clear up a spillage in the lab. A full scale test of contingency plans by the Environment Agency is still pending but dates have not been given.
- Review meetings have taken place with individual Radiation Protection Supervisors – 11 one to one meetings
- Training has been organised to take place in July on non-ionising radiation

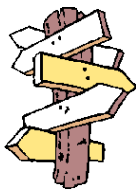
Non ionising radiation policy and guidance is in development ahead of new legislation that will come into force in 2016. A separate report has been submitted to the committee by the Radiation Protection Officer to explain the legal requirements and the work done to date.

Other business

A policy on managing the safety of placement students was approved by HSE committee in 2009. This policy has been reviewed by a working group chaired by the Placements Governance Manager and improvements to standardise and monitor the processes in Schools and departments have been agreed – see agenda item.

Following a very sad death in one of the departments, work was done to identify the various sources of support for staff on and off campus and to publicise this to anyone in the department who may benefit from the services. A leaflet was produced at short notice to be distributed electronically. The leaflet could be further developed for wider distribution.

SIGNPOST TO UNIVERSITY WELFARE AND SUPPORT



IF YOU ARE STRUGGLING TO COPE AT WORK OR AT HOME YOU ARE NOT ALONE

The University has many people and services that can help but it can be quite confusing at times to pick a way through the various departments to find the right information or support, particularly at times of crisis or when you are feeling low.

In this leaflet you will find a summary of the services available on campus and also some useful contacts and pointers to other sources of help. Keep it, share it with a colleague or just let it be a reminder that the services are out there.....

✓ **The Counselling and Disability Service (CDS)**

Did you know that the Counselling and Disability Service is a free service for staff as well as students? You can use the CDS to talk through any personal, emotional or social concern, whether it is affecting your work or not, and have up to six sessions with a trained and qualified counsellor in the service. You don't have to be in a crisis situation to benefit from counselling; the counsellors are skilled at working with people to help them gain new perspectives, discover solutions and cope with challenging life events.

Where to find the CDS:

Bridgeman Building

Tel 01509 222148

Email ucs@lboro.ac.uk

Website <http://www.lboro.ac.uk/disabilities/counselling/>

✓ **Centre for Faith and Spirituality**

The Centre for Faith and Spirituality is **provided as a place where students and staff are welcomed to reflect, explore and express faith and spirituality. It is a place to pray, to meditate and to meet others.**

You don't need to be a member of any particular faith or have religious beliefs as the centre also offers help with spiritual, ethical and moral concerns. Chaplains of various faiths are available to anyone irrespective of their religious or spiritual beliefs. No appointment is needed to speak to a Chaplain – just come into the centre

Where to find the Centre for Faith and Spirituality:

Brockington Building

Tel: 01509 223741

Email: cfschaplains@lboro.ac.uk

Website: <http://www.lboro.ac.uk/services/cfs/>

✓ **Human Resource Advisor**

If you need advice about any employment matter, you will have access to a Human Resource Advisor who can help with understanding and applying workplace policies. HR can offer mediation to resolve problems at work and will ensure that your rights as an employee are respected. Human Resource Advisors are good sources of information if you need help to access services both on and off campus as they are experienced in helping people at work who have faced challenges in their personal lives, including carers, people coping with serious illnesses, people affected by bereavement or people who are unable to cope at work due to changes at work or in their personal lives.

Where to find your HR advisor:

Rutland Building

Tel 01509 222169

Fax: 01509 223903

Email hr@lboro.ac.uk

Website <http://www.lboro.ac.uk/services/hr/team/>

[HR also run the Confide service, a support and advice network for staff experiencing difficulties with working relationships](http://www.lboro.ac.uk/services/hr/confide/)
<http://www.lboro.ac.uk/services/hr/confide/>

✓ **Professional Development Training available to staff**

It may not be always possible to prevent things happening to us that cause anxiety, stress or depression but you may find ways to cope with it by building resilience, trying new approaches or just understanding why we react and feel the way we do. These training courses are available to staff and there may be something for you to consider. Some last only a few hours, others are programmes which require a longer term commitment. A full list of all the current training courses is available on <http://www.lboro.ac.uk/services/sd/directory-topic/personal/>

Some key courses....

- Mindfulness training – a meditative approach to improving mental wellbeing. Studies have found that mindfulness programmes, where participants are taught mindfulness practices across a series of weeks, can bring about reductions in stress and improvements in mood.
- Springboard courses – a suite of courses for men or women at different stages of their life to enable people to plan their personal and career development.

Other short courses....

- Building resilience
- Art of Brilliance
- Assertiveness skills
- Boost your self confidence
- Time Management
- Preparing for retirement

✓ **Occupational Health Service**

The Occupational Health Service is concerned with the relationship between health and the workplace. It may be that your physical or mental health is impacting on your job or it may be

that workplace factors are causing or making your ill health worse. There are interventions that can be used to keep you well at work and you can self-refer to Occupational Health if you think that an intervention is needed.

Where to find the Occupational Health Service:

Lower ground floor Edward Herbert Building
Tel 01509 222181
Fax 01509 223904
Email OH@lboro.ac.uk

✓ **Practical help and resources beyond the University**

- Access to work – this is Government scheme to help people with both physical and mental health problems to find or stay in work. Access to work provides a grant to the individual applicant and the range of support available is wide ranging, it could be help with the cost of getting to work or the services of a support worker to help with some tasks in the workplace. The scheme recognises that keeping people in work with some additional support can prove cost effective to society as well as directly benefiting the individual. For more information see <https://www.gov.uk/access-to-work/overview>
- Stepchange – a money advice charity that is free and is completely independent. For more information see http://www.stepchange.org/?WT.srch=1&WT.mc_id=270049&WT.seg_1=stepchange&qclid=CJvt3sqFy8UCFQHJtAodTnlAfQ
- LAMP – is a community support resource for people experiencing or supporting people with mental health problems in Leicester, Leicestershire and Rutland. On their website you will find news and current information, find an up to date searchable directory of all of the organisations in this area who can help you and get help in a crisis. For more information see: <http://www.lampdirect.org.uk/>
- “Let’s Talk- Wellbeing” Talking therapies such as CBT are available. Improving Access to Psychological Therapies (IAPT) is a national programme to improve access to counselling and similar services and in this area we are served by “Let’s Talk - Wellbeing”. In some parts of the region the service can accept self-referrals but in others you will need to go to your GP and be referred. For more information see the website: <http://www.nottinghamshirehealthcare.nhs.uk/our-services/local-services/lets-talk-wellbeing/>
- Citizens’ Advice Bureau – CAB centres are excellent sources of information and help. Most bureaus are open for set hours and you may have to make an appointment although drop in sessions will also be available. You can get the contact details for your nearest CAB from the website <https://www.citizensadvice.org.uk/>. Further information is available by telephone 03444 111 444.
- ACAS – is an advisory, conciliation and arbitration service which exists to improve and resolve problems between employers and their employees. You can contact ACAS directly on 0300 123 1100 or for more information see website <http://www.acas.org.uk/>
- Samaritans. It may not be easy to talk to the people you know but the Samaritans are always there 24 hours a day to talk in your own way and off the record – about whatever’s getting to you. You don’t have to be suicidal. To contact the Samaritans ring 08457 90 90 90, or visit their website <http://www.samaritans.org/> where you will find the details of your local branch if you would like to talk to someone in person.