



## AGENDA

### SAF19-A3

#### Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 9 October 2019 in the Pearce Committee Room (Room 201.0.09) in the Hazlerigg Building.

M Ashby, Secretary

#### 1 Apologies for Absence

#### 2 Business of the Agenda

To give notice of intention to speak to any starred items, which otherwise will be taken without discussion. Any member wishing to speak to a starred item is asked to give notice to the Secretary by midday on Tuesday 8 October.

#### 3 Minutes

##### SAF19-M2

3.1 To confirm the minutes of the meeting held on 5 June 2019.

##### SAF19-P57

3.2 Arising from M19/32 *Decommissioning of Buildings*, to note that a root cause analysis of the F Building legacy was circulated to members after the June meeting.

#### 4 Matters arising from previous meetings

##### SAF19-P58

4.1 To note actions arising from the Minutes.

4.2 To note any other matters arising.

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## **SECTION A – Items for Discussion**

### **5 Health, Safety and Environment Update: School of Architecture, Building and Civil Engineering**

#### **SAF19-P59 (to follow)**

To RECEIVE a presentation by the Dean on health, safety and environment arrangements in place in the School.

### **6 Health, Safety and Environment Update: Sports Development Centre**

#### **SAF19-P60**

To RECEIVE a presentation by the Executive Director of Sport on health, safety and environment arrangements in place.

### **7 Constitution, Terms of Reference and Membership for 2019/20**

#### **SAF19-P61, SAF19-P62, SAF19-P63**

- 7.1 To CONSIDER the Constitution, Terms of Reference and Membership of the Committee for 2019/20 and a proposal to extend the term of office of the invited Dean and Operations Manager members of Health, Safety and Environment Committee from one to two years.
- 7.2 To CONSIDER proposals relating to HSE's sub-committees as follows:
  - (i) for the dissolution of the Health, Safety and Environment Consultative Committee;
  - (ii) to change the name of the Health and Safety Statutory Compliance Sub-Committee to the 'Health, Safety and Environment Statutory Compliance Sub-Committee';
  - (iii) for the Director of Estates and Facilities Management to become the Chair of the Health and Safety Statutory Compliance Sub-Committee.
- 7.3 To CONSIDER proposed business for forthcoming meetings of the Committee.

### **8 Health and Safety Services Annual Report**

#### **SAF19-P64**

To RECEIVE the Health and Safety Services Annual Report and AGREE the plan of work for 2019/20.

### **9 Health, Safety and Risk Manager Report**

#### **SAF19-P65**

To RECEIVE an update from the Health, Safety and Risk Manager.

### **10 Radiation Protection Report**

#### **SAF19-P66**

- 10.1 To RECEIVE a Radiation Protection Report;
- 10.2 To CONSIDER proposed changes to open and sealed source permits.

## **11 Chemical and Biological Safety Update**

### **SAF19-P67**

To RECEIVE an update on chemical and biological safety.

## **12 Ionising/Non-ionising Radiation, Chemical, Biological/GM and HTA KPIs**

### **SAF19-P68**

To CONSIDER a risk ratings report for Ionising/non-ionising radiation, chemical, biological/GM and HTA.

## **13 Decommissioning of Buildings**

### **SAF19-P69**

13.1 To RECEIVE an update on the decommissioning of University Buildings including regulated substances;

13.2 To CONSIDER appropriate methods for documenting and providing feedback to other teams on dangers within old buildings.

## **14 NCSEM Building Roof**

### **SAF19-P70**

To RECEIVE an update on repairs to the roof of the National Centre for Sport and Exercise Medicine Building.

## **15 Occupational Health Service and Wellbeing Update**

### **SAF19-P71**

To RECEIVE an update on progress within the Occupational Health Service, progress and timelines for the Health and Wellbeing agenda and plans for the forthcoming Mental Health Awareness Day.

## **16 Chemical Safety Policy**

### **SAF19-P72**

To CONSIDER proposed changes to the Chemical Safety Policy. The changes have previously been considered by the Chemical Safety Committee and the Decommissioning Programme Management Board.

## **17 Airbnb Policy**

### **SAF19-P73**

To CONSIDER a new policy for the use of Airbnb for business travel.

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## SECTION B – Starred Items for Approval

### \*18 DSEAR Policy

#### SAF19-P74

To CONSIDER proposed changes to the DSEAR Policy. The proposed changes have previously been considered by the Chemical Safety Committee and have been sent to Union representatives for their consideration.

### \*19 Environmental Policy

#### SAF19-P75

To ENDORSE the University Environmental Policy. There have been no changes to the policy.

### \*20 Reports to Health, Safety and Environment Committee

To RECEIVE the following reports:

- (i) **SAF19-P76**  
Sustainability Annual Report
- (ii) **SAF19-P77**  
Sustainability Manager Report
- (iii) **SAF19-P78**  
University Fire Officer's Report
- (iv) **SAF19-P79**  
Accident Data Report
- (v) **SAF19-P80**  
Insurance Claims Report

### \*21 Terms of Reference and Composition of Sub-Committees for 2019/20

#### SAF19-P81

21.1 To NOTE the terms of reference and composition of the following sub-committees:

Chemical Safety Committee  
GM/Biosafety Committee  
Non-ionising Radiation Safety Committee  
Radiological Protection Sub-Committee  
Sustainability and Social Responsibility Sub-Committee

21.2 To NOTE that terms of reference and composition of the following sub-committee are not yet available and will be submitted to the February 2020 meeting:

Health and Safety Statutory Compliance Sub-Committee

### \*22 Minutes

To RECEIVE minutes of the following groups and sub-committees:

- (i) **SAF19-P82**  
Chemical Safety Committee (26 September 2019)
- (ii) **SAF19-P83**  
GM/Biosafety Committee (21 June 2019)
- (iii) **SAF19-P84**  
Health and Safety Statutory Compliance Sub-Committee (24 September 2019)
- (iv) **SAF19-P85**  
Radiological Protection Sub-Committee (18 September 2019)

- (v) **SAF19-P86**  
Sustainability and Social Responsibility Sub-Committee (19 September 2019)
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## **SECTION C – Items for Information**

### **23 Any Other Business**

### **\*24 Dates of Meetings in 2019/20**

Wednesday 5 February 2020

Wednesday 3 June 2020

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September 2019  
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