



AGENDA

SAF20-A1

Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 5 February 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 4 February.

3 Minutes

SAF19-M3

To confirm the minutes of the meeting held on 9 October 2019.

4 Matters Arising from Previous Meetings

SAF20-P1

- 4.1 To note actions arising from the Minutes.
- 4.2 Arising from M19/60 *Airbnb Policy*, to note that the proposed Airbnb Policy would not be published. Instead, existing guidance documents and webpages have been amended to note that use of Airbnb is not permitted.

SECTION A – Items for Discussion

5 Health, Safety and Environment Update: Loughborough Students Union

SAF20-P2

To RECEIVE a presentation by the Union Director on health, safety and environment arrangements at Loughborough Students Union.

6 Health, Safety and Environment Update: Campus Services

SAF20-P3

To RECEIVE a presentation by the Head of Campus Services on health, safety and environment arrangements in place.

7 Head of Health and Safety Report

SAF20-P4, SAF20-P5

- 7.1 To RECEIVE an update from the Health, Safety and Risk Manager;
- 7.2 To CONSIDER proposed changes to the presentation template that is used by Schools and Professional Services at HSE Committee meetings.

8 Health and Safety Policy

SAF20-P6

To CONSIDER proposed changes to the University Health and Safety Policy.

9 Sustainability Manager Report

SAF20-P7

To RECEIVE an update from the Sustainability Manager.

10 Statutory Compliance Key Performance Indicators

SAF20-P8. SAF20-P9

- 10.1 To RECEIVE information on the latest position in relation to statutory compliance key performance indicators;
- 10.2 To CONSIDER the proposed HSE risk rating for the University.

11 Fire

SAF20-P10, SAF20-P11

- 11.1 To CONSIDER a paper / presentation on the recent external review of fire safety.
- 11.2 To RECEIVE the University Fire Officer's Report.

12 Occupational Health Service and Wellbeing Update

SAF20-P12, SAF20-P13

- 12.1 To CONSIDER an occupational health and mental wellbeing update from the Occupational Health and Wellbeing Manager;
- 12.2 To CONSIDER an update from the Occupational Health and Wellbeing Manager on health surveillance and a recommendation regarding its budget.

13 Annual Radiation Protection Report

SAF20-P14

To ENDORSE the 2019 Annual Report of the Radiation Protection Officer and RECOMMEND it for submission to Council.

14 Chemical and Biological Safety Update

SAF20-P15

To RECEIVE an update on chemical and biological safety.

15 Ionising/Non-ionising Radiation, Chemical, Biological/GM and HTA KPIs

SAF20-P16

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

16 Health and Safety Policy for UG Placements

SAF20-P17

To CONSIDER proposed changes to the Health and Safety Policy for UG Placements including a change of title to the Placements and Work Based Learning Health and Safety Policy.

SECTION B – Starred Items for Approval

17 PUWER Policy

SAF20-P18

To APPROVE a new policy for Provision and Use of Work Equipment Regulations (PUWER).

18 Decommissioning of Buildings

SAF20-P19

To RECEIVE an update on the decommissioning of University Buildings.

19 Pressure System Policy

SAF20-P20

To APPROVE proposed changes to the Pressure System Policy.

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

To RECEIVE the following reports:

- (i) **SAF20-P21**
Accident Data Report
- (ii) **SAF20-P22**
Insurance Claims Report

***21 Health, Safety and Environment Statutory Compliance Sub-Committee Constitution**

SAF20-P23

To APPROVE the revised constitution for the Health, Safety and Environment Statutory Compliance Sub-Committee for 2019/20.

***22 Minutes**

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

- (i) **SAF20-P24**
GM/Biosafety Committee (16th December 2019)
- (ii) **SAF20-P25**
Health, Safety and Environment Statutory Compliance Sub-Committee (22nd January 2020)

- (iii) **SAF20-P26**
Non-Ionising Radiation Committee (5th December 2019)
 - (iv) **SAF20-P27**
Radiological Protection Sub-Committee (20th January 2020)
 - (v) **SAF20-P28**
Sustainability and Social Responsibility Sub-Committee (14th January 2020)
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SECTION C – Items for Information

23 Any Other Business

***24 Dates of Remaining Meeting in 2019/20**

Wednesday 3 June 2020

Author – M Ashby
January 2020
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Minutes SAF19-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 9 October 2019

Attendance

Members:

Sandy Edwards, Alec Edworthy, Graham Howard (ab), Norma King (ab), Chris Linton (Chair), Graham Howard, Graham Moody, Chris Rielly, David Roomes, Chris Spencer, Richard Taylor.

In attendance:

M Ashby (Secretary), Neil Budworth, Sam Chambers (observer), Adam Crawford (for M19/48 and in place of Norma Carter), Andy Dainty (for M19/48), Liz Monk (for M19/49), Jo Shields, John Steele (for M19/49), Julie Turner (for M19/53-55 and M19/59).

Apologies received from:

Graham Howard, Norma King.

19/46 Minutes

SAF19-M2

46.1 The minutes of the previous meeting held on 5 June 2019 were CONFIRMED.

SAF19-P57

46.2 Arising from M19/32 Decommissioning of Buildings, members NOTED that a root cause analysis of the F Building legacy had been circulated to members after the June meeting.

19/47 Matters Arising from Previous Meetings

SAF19-P58

- 47.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 47.2 Arising from M18/36.2 members noted that the HSR Manager and the Operations Manager with responsibility for Creative Arts had discussed smoking on the University's estate adjacent to the Loughborough College site. The School's preference had been for a transition to a point where smoking was only permitted in designated areas around Arts buildings. Loughborough College had taken action to stop its students from smoking on the University's estate.
- 47.3 The Committee confirmed that it supported a smoking ban on the University's estate on the site other than a designated facility for smokers. This could be for the University's staff and students only or shared with those of the College if this could be arranged. The HSR Manager would communicate this position to the Operations Manager for Creative Arts. **ACTION: HSR Manager**

47.4 Arising from M18/29.3 *Environmental Compliance*, members noted that the Director of Organisational Development was now in post. The Secretary would inform her of the Committee's request that she reflect on the courses which were currently mandatory and the use made of records of completion of the courses with a view to deciding on an appropriate balance of mandatory courses for the future. **ACTION: Secretary**

19/48 Health, Safety and Environment Update: School of Architecture, Building and Civil Engineering

SAF19-P59

48.1 The Committee RECEIVED a presentation by the Dean and Operations Manager of the School of Architecture, Building and Civil Engineering.

48.2 The following points were NOTED in particular:

- (i) Lone working out of hours was an issue for the School as in some other Schools. The practice was prohibited within the School, and it made staff and students aware that it was carrying out periodic audits to deter those who might consider flouting this restriction.
- (ii) Members noted the existence of the University's Lone Working Policy and Guidance and that technical solutions were being investigated to facilitate out-of-hours working.

19/49 Health, Safety and Environment Update: Sports Development Centre

SAF19-P60

49.1 The Committee RECEIVED a presentation by the Executive Director of Sport on the Centre's health, safety and environment arrangements.

49.2 The following points were NOTED in particular:

- (i) Some near misses were not reported, and reporting of others could be slow, particularly amongst shift workers;
- (ii) SDC staff met with National Governing Bodies representatives on a regular basis to discuss health and safety matters. As well as needing to comply with the University's requirements, SDC frequently found that it needed to comply with even higher standards imposed by these bodies;
- (iii) SDC reviewed incidents on a quarterly basis and checked whether levels were appropriate at various levels, such as by sport, coach or facility. In addition, it was able to benchmark injury levels when tendering for paramedic cover;
- (iv) SDC wished to promote exercise as a means of improving mental health. Personal Best was seen to be a useful vehicle for highlighting the importance of sporting activity for physical and mental wellbeing. The forthcoming Mental Health Day would emphasise the links between the two;
- (v) Staff in the Centre were aware that the demands of sport performance meant that participants were particularly susceptible to mental health issues. SDC provided support for these individuals and was seeking further ways to do so.

19/50 Constitution, Terms of Reference and Membership for 2019/20

SAF19-P61, SAF19-P62, SAF18-P63

50.1 The Committee CONSIDERED its Constitution, Terms of Reference and Membership for 2019/20.

50.2 The following proposals were APPROVED:

- (i) extension of the term of office of the invited Dean and Operations Manager members of Health, Safety and Environment Committee from one to two years;
- (ii) dissolution of the Health, Safety and Environment Consultative Committee;

- (iii) a change to the name of the Health and Safety Statutory Compliance Sub-Committee. It will become the 'Health, Safety and Environment Statutory Compliance Sub-Committee';
- (iv) Director of Estates and Facilities Management to become the Chair of the Health, Safety and Environment Statutory Compliance Sub-Committee.

50.3 Members APPROVED proposed business for forthcoming meetings of the Committee.

19/51 Health and Safety Services Annual Report

SAF19-P64

The Committee RECEIVED the first draft of the Health and Safety Services Annual Report and APPROVED the plan of work for 2019/2020. The final version of the report would be circulated to Council members, Deans, Heads of Professional Services and Operations Managers in due course.

19/52 Health, Safety and Risk Manager Report

SAF19-P65

The Committee RECEIVED an update from the Health, Safety and Risk Manager.

19/53 Radiation Protection Report

SAF19-P66

53.1 Members RECEIVED a Radiation Protection Report;

53.2 Members APPROVED proposed changes to the University's open and sealed source permits.

53.3 The following points were NOTED in particular in relation to the sealed source permit:

- (i) All purchases of substances covered by the permits needed to be signed off by the Strategic Scientific Development Officer (SSDO). Disagreements between the SSDO and a Dean or Head Professional Service over the purchase of such substances would be escalated to the COO for action;
- (ii) A recent European Commission Euratom Inspection had been very positive. It had also resulted in the SSDO receiving requests to advise other HEIs on management of their materials and to participate in inspections.

19/54 Chemical and Biological Safety Update

SAF19-P67

The Committee RECEIVED an update on chemical and biological safety.

19/55 Ionising/Non-ionising Radiation, Chemical, Biological/GM and HTA KPIs

SAF19-P68

55.1 The Committee CONSIDERED a risk rating report for Ionising/non-ionising radiation, chemical, biological/GM and HTA.

55.2 The following points were NOTED in particular:

- (i) progress in the development of KPIs for key areas of statutory compliance and actions relating to areas of concern;
- (ii) the need to maintain close attention to one area in particular to ensure that it remained on track to demonstrate compliance;
- (iii) the importance of being able to demonstrate the existence of the overall plan and to be able to show the trajectory to give assurance that action in that area was on track. **ACTION: SSDO**

19/56 Decommissioning of Buildings

SAF19-P69

- 56.1 The Committee RECEIVED an update on the decommissioning of University Buildings including regulated substances;
- 56.2 Members CONSIDERED appropriate methods for documenting and providing feedback to other teams on dangers within old buildings. They noted that responsibility for doing so was shared between Facilities Management and the Health and Safety Service. Those staff involved in considering tenders for the maintenance of the estate should be mindful of the need to remove old unknown or hidden utility fittings and budget accordingly. The SSDO would discuss mechanisms for ensuring that this happened with staff involved with long term maintenance. **ACTION: SSDO to discuss with Director of Estates**

19/57 NCSEM Building Roof

SAF19-P70

The Committee RECEIVED an update on repairs to the roof of the National Centre for Sport and Exercise Medicine Building.

19/58 Occupational Health Service and Wellbeing Update

SAF19-P71

- 58.1 The Committee RECEIVED an update on progress within the Occupational Health Service, progress and timelines for the Health and Wellbeing agenda.
- 58.2 The following points were NOTED in particular:
- (i) the significant improvements that had been made over the previous year following the appointment of the current Occupational Health Manager. These included the fast-track physiotherapy referral service and improved links with the Employee Assistance Programme;
 - (ii) future plans including further improvements for data protection and utilisation;
 - (iii) plans for the forthcoming Mental Health Awareness Day.

19/59 Chemical Safety Policy

SAF19-P72

- 59.1 The Committee CONSIDERED a proposed change to the Chemical Safety Policy to include an additional section on the use of mercury. The changes had previously been considered by the Chemical Safety Committee and the Decommissioning Programme Management Board.
- 59.2 The change to the Policy was APPROVED subject to an amendment to the following statement as indicated:
- 'Mercury should only be used if an ~~safe~~ alternative is not available' **ACTION: SSDO to amend and communicate version to Schools**

19/60 Airbnb Policy

SAF18-P73

- 60.1 The Committee CONSIDERED a proposed new policy for the use of Airbnb for business travel. Members expressed concern that the University could not be assured of the safety of staff and students whilst they stayed in properties booked via Airbnb. They were inclined to recommend that Airbnb bookings should not be permitted or should be significantly restricted.

60.2 The Committee AGREED to delegate authority to the Provost and COO to consider the matter further and, if appropriate, to propose a revised version of the Policy for consideration at the Committee's meeting in February 2020. **ACTION: Provost, COO**

Post Meeting Note: Following consultation with Schools regarding their use of Airbnb, the Chair has taken action to confirm that the use of Airbnb for business travel should not be permitted. The new policy will be amended accordingly.

19/61 Compliance Dashboard Reporting

SAF18-P87 (additional item)

The Committee CONSIDERED a summary of areas of activity which needed to demonstrate compliance with University and/or external requirements. Members NOTED areas where there was reasonable or no assurance together with the action that was being taken to resolve outstanding issues.

19/62 DSEAR Policy

SAF18-P74

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

19/63 Environmental Policy

SAF18-P75

The Committee ENDORSED the University Environmental Policy noting that there had been no changes to the policy.

19/64 Reports to Health, Safety and Environment Committee

The following reports were RECEIVED:

- (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

19/65 Terms of Reference and Composition of Sub-Committees for 2019/20

SAF19-P81

65.1 The Committee NOTED 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

65.2 The Committee NOTED that terms of reference and composition of the following sub-committee were not yet available and would be submitted to the February 2020 meeting:

Health and Safety Statutory Compliance Sub-Committee **ACTION: Secretary to HSESCSC**

19/66 Minutes

The minutes of the following groups and sub-committees were RECEIVED:

- (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)
- (vi) **SAF19-P86**
Sustainability and Social Responsibility Sub-Committee (19 September 2019)

19/67 Dates of Meetings in 2019/20

Wednesday 5 February 2020

Wednesday 3 June 2020

M Ashby
October 2019

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Health Safety and Environment Committee



Paper Title: **Matters Arising from Previous Meetings**

Author: **Martine Ashby (Secretary)**

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| 1. Specific Decision Required by Committee | To note the status of matters arising from previous meetings |
| 2. Relevance to University Strategy | Means for the Sub-Committee to monitor agreed actions which may be associated with the University Strategy |
| 3. Executive Summary | The table overleaf details the status of matters arising from previous meetings of the Health, Safety and Environment Committee |
| 4. Essential Background Information | Previous minutes of HSE Meetings |
| 5. Risks, Risk Mitigation and Governance/ Accountability | To ensure actions taken following HSE meetings |
| 6. Implications for other activities | n/a |
| 7. Resource and Cost | None |
| 8. Alternative Options considered | None |
| 9. Other Groups/Individuals consulted. | Name individuals |
| 10. Future Actions, Timescales & Frequency of Review by this Committee. | Next opportunity for review: Meeting in June 2020 |
| 11. Success Criteria (KPIs) | None |
| 12. University Executive comment (required for Council papers only) | n/a |

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| | Completed – will be removed |
| | Not yet completed |

| Meeting | Minute | Description | Action | Status |
|----------|--|---|---|--|
| SAF17-M3 | 49.2(ii) + 18/19.2(ii) + 36.2 + 19/21.2 | University's estate on Lough College site to become a smoke free zone | COO | <p>Sept 19 Update: OPS Manager preference for transition to point where smoking is only permitted in designated areas around Arts buildings so can identify non-LU staff and students who are moving to LU campus to avoid College smoking ban. Dependent upon a) OPS approval of smoking shelter in discrete location b) College communicating and enforcing change.</p> <p>Oct 19 Meeting: HSE confirmed support for smoking ban on its estate on College site other than designated facility for smokers. The facility could be for Univ staff and students only or shared with College if could be arranged.</p> <p>Feb 2020: Options communicated to Ops Manager who is intending to submit a bid for a smoking shelter to OPS. Discussions held with College leadership.</p> |
| SAF18-M2 | 18/29.2(viii) + 19/21.3 | Doctoral College Sub-Committee to consider how PhD students with mental health difficulties should be supported by University in future | Associate Pro-Vice Chancellor (Doctoral College) HSR Manager | <p>APVC (Doctoral College) reports that discussion held at DCSC and progress being made with CDS. Issue is ongoing and requires ongoing thinking between various sub-committees and services</p> <p>Oct 18 note – Initiatives to support PhD students were noted during Student Services presentation to HSE.</p> <p>June 19 Update: HSR Manager to seek update on developments in supporting PhD students with mental health difficulties.</p> <p>Aug 19 Update: HSR Manager has held wide ranging discussion on mental health support with Doctoral College. Actions agreed to improve training and signposting for support. Consideration to be given to feasibility of including PhD students in EAP service when it is next reviewed. Other potential strategies discussed but further action not agreed at this stage.</p> <p>Oct 19 Meeting: HSR Manager pursuing and Doctoral College to pick up. Confirmed closed.</p> |

| Meeting | Minute | Description | Action | Status |
|----------|----------------|---|---|---|
| SAF18-M2 | 29.3 + 36.2 | Reflect on courses which are currently mandatory and on use made of records of completion of courses. Decide on appropriate balance of mandatory courses for future | Deputy Director of HR (Staff Development) | Oct 18 – Director of HR and Organisational Development and Deputy Director (HR) to consider as part of review of mandatory processes Jan 19 Update: Has also been raised by ITGC. Will be looked at once Strategic Lead for Academic, Professional and Organisational Development has been recruited. Feb 2020 update: Director of Organisational Development has been notified and intends to carry out a review of all mandatory training in January 2020. Hopes to be clearer by end of January about timescales for implementation of any changes. |
| SAF18-M3 | 42 | HSE Performance Report: Discuss identified Facilities Management issues and seek resources if appropriate | HSR Manager and Director of Facilities Services | Feb 19 update: Actions taken to address the specific items identified. Performance visible on performance chart. June 19 update: Some resources have been allocated. Oct 19 Update: Actioned. Some areas outstanding. Confirmed completed |
| SAF19-M1 | 9.2 | Provide interim report on Occupational Health Service progress at Autumn 2019 meeting and a more formal report at February 2020 meeting | HSR Manager, Deputy Director (HR) | June 19 Update - Interim report received at June meeting - More formal report to come to Feb 2020 meeting Oct 19 Update interim report provided Feb 20 Update Further report on agenda. |
| SAF19-M1 | 10.3 | Take measures to discourage smoking: (i) run smoking cessation campaign (ii) remind Univ community of Smoking Policy and encourage to challenge those who ignore it | HSR Manager | Oct 19 Update (ii) Completed. (i) to Smoking cessation campaign to run late 2019/early 2020 Feb 2020: Stop smoking day to be held on 31st January. Elizabeth Clarke from QuitReady to give talk from 10:00 - 11:00 in West Park Teaching Hub 008. Pop up stands around campus: West Park Teaching Hub - 09:30 -11:00 Edward Herbert Building - 12:00 - 14:00 Students Union - 14:30 - 15:30 |
| SAF19-M1 | 11 | Reconvene Mental Wellbeing Working Party with a smaller membership | HSR Manager | Completed |

| Meeting | Minute | Description | Action | Status |
|----------|------------|---|-------------------------------|--|
| SAF19-M2 | 23.5 | Notify HSR Manager, either immediately or in the future, if aware of potential risks that are not included in the University's strategic risk register. Forward comments on bow-tie models to HSR Manager | HSE members | Completed |
| SAF19-M2 | 24.2(iii) | LDS Senior Management Team encouraged to further promote the reporting of near misses. | LDS Dean + Operations Manager | Oct 19 Completed |
| SAF19-M2 | 25.2(ii) | Team investigating failure of NCSEM glazing panel encouraged to arrange for similar glazing panels in building to be replaced as soon as is deemed possible. | HSR Manager | Oct 19 Update in agenda papers. To be completed by end of Nov 2019. Feb 2020; Issues with specification and technical installation difficulties. Now resolved to be completed in February 2020 |
| SAF19-M2 | 25.2 (iii) | Share guidance relating to inflatables with Hall Chairs | HSR Manager | Guidance on use of inflatables has been updated and cascaded to relevant staff. In addition, event training has been given to wards, sub-wardens and LSU Society contacts. Oct 19 Use of inflatables has reduced |
| SAF19-M2 | 29.2 | Mercury barometers and other similar items to be disposed of by HS Service | SSDO | Oct 19 Near completion. Schools have provided SSDO with requirements for replacements so H&S Service now able to order and swap Feb 19 update Under way and should be completed by next meeting |
| SAF19-M2 | 31.3 | Discuss with Procurement Team possibility of putting in place University-wide service contracts for lab equipment | SSDO | SSDO working with Procurement and Schools. Will be helped when the new Biolab Network Manager in post. Interviews to take place in October 2019. Feb 19 update Appointment not made. Post still vacant. |
| SAF19-M2 | 31.4 | Ask Biolab Network to identify which elements from report on the University's future biological infrastructure needs can be taken forward. | SSDO | Biolab Network to be set up once Biolab Network Manager is in post. Feb 19 update Appointment not made. Post still vacant. |
| SAF19-M2 | 32.3 | Integrate new process for delivering retention of items with value with the new Exit Policy | Sustainability Manager | SSDO and Environmental Manager to meet in October to discuss process. IT Services have approved Warpit so be implemented in due course. Feb 20: SSDO and Environmental Manager have met to progress. Environmental Manager currently progressing |

| Meeting | Minute | Description | Action | Status |
|----------|------------|--|---|---|
| SAF19-M2 | 33.4 | Submit to OPS Committee costed proposal for card access to be rolled out across the University via a phased programme. | Director of Estates and FM, and SSDO with input from HSRM | Oct 19: Ongoing. Priority in regards to H&S has been established. Actively being considered by Director of Estates and Facilities Management Feb 20: Still ongoing |
| SAF19-M3 | 55.2 (iii) | <u>Risk rating report for Ionising/non-ionising radiation, chemical, biological/GM and HTA.</u> Important to be able to demonstrate existence of the overall plan and to be able to show trajectory to give assurance that action in that area is on track. | SSDO | HTA compliance on Feb 2020 agenda under Chemical/Biological Safety Report |
| SAF19-M3 | 56.2 | Discuss with Director of Estates and Facilities Management mechanisms for ensuring that staff involved in considering tenders for long term maintenance of the estate are mindful of the need to remove old, unknown or hidden utility fittings and budget accordingly | SSDO | Completed |
| SAF19-M3 | 59.2 | Amend Chemical Safety Policy as agreed and communicate version to Schools | SSDO | Completed |
| SAF19-M3 | 60 | Authority delegated to Provost and COO to consider proposed Airbnb Policy further. If appropriate propose a revised version for consideration at Feb 2020 meeting | Provost, COO | Chair has taken action to confirm that the use of Airbnb for business travel should not be permitted. The new policy will not now be published. Instead, the ban will be noted in existing policy and guidance documents. |
| SAF19-M3 | 65.2 | Submit terms of reference and composition of Health, Safety and Environment Statutory Compliance Sub-Committee to Feb 2020 HSE meeting | Secretary to HSESC | Included in agenda papers |

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Head of Health and Safety's Report

Origin: Neil Budworth

Date: 8th January 2020

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|---|---------------------------------|
| 1. Decision Required by Committee | For noting |
| 2. Executive Summary | Summary of activity for noting. |
| 3. Committees/Groups previously considering item. | None |

Head of Health and Safety's Report

Prepared by Neil Budworth, Head of Health and Safety January 2020

Purpose of Report

The purpose of this report is to outline areas of interest or activities that have arisen since the last HSE Committee meeting.

Occupational Health

There has been continued growth in the demand for Occupational Health since the last HSE committee meeting. Respect for the service has grown and the service has had a positive impact. The opportunity has been taken during the statutory health surveillance appointments to discuss broader health issues. This has identified a significant number of staff who have been referred with a degree of urgency to their GP as underlying health conditions have been detected.

A separate report on the progress of the Occupational Health Service will be presented by Sarah Van Zoelen.

Training

Since the last HSE committee it was identified that a large number of non technical staff (Campus Services and Facilities) would benefit from basic Chemical and Biological safety training. The course has been developed and delivered and more than 100 staff have now been training in chemical and biological risks and the actions needed to prevent harm.

Incidents

Four incident review panels have been held since the last HSE committee meetings to ensure that lessons were learned from high potential incidents.

The incidents were a low voltage electric shock to a placement student, a fall and injury on a roof, a manual handling injury which occurred during the movement of boxing ring and the spontaneous combustion of a sample during movement between laboratories.

Root causes have been identified and the lessons learned disseminated.

General Update

The next phase of the research into academic perception of absence and sickness absence has begun with a questionnaire being launched across campus. The questionnaire further explore the issues around sickness and absence identified during the focus group sessions. The questionnaire will be promoted again in January 2020.

The SHE incident reporting system has been amended so that environmental reports – near misses and spillages etc can be reported on the same system as accident and incidents. This brings the benefit of a common data base and common workflow processes.

An emergency table top exercise was completed in December. The Table top exercise was developed and facilitated by Geoff Feavours and revolved around a chemical spillage near to a hall of residence.

The exercise progressed very smoothly with information being provided and actions taken in a calm professional manner.

Fire

In response to the fire in the Cube hall of residence in Bolton the Secretary of State for Education wrote to all University Vice Chancellors asking them to undertake review of their fire safety arrangements. The Secretary of State also dictated that the review must include an element of external scrutiny / input; must be focused on assuring compliance and should also extend to the standards within private student accommodation.

Veteran Fire Safety were contracted to undertake this review on our behalf and conducted a detailed review of the University fire safety arrangements which was completed in early December.

The report (highlights of which will be presented at the February HSE meeting) showed a good level of compliance across the majority of areas of fire safety management and also identified a few areas where improvements could be made.

The bulk of the comments related to seeking more information from private providers of student accommodation. It is not clear how practical this will be as in some cases there is no commercial relationship with the accommodation providers and so information will be provided on the basis of goodwill.

The review also identified that we can improve the timeliness with which we require new starters to complete fire safety training and identified a small number of technical fire measures that would benefit from more frequent checks.

However, the report also confirmed that excellent standard of fire detection and the evacuation policy ensured that no member of staff or student is placed at risk.

In parallel to the review of fire safety systems information was requested from providers of student accommodation in Loughborough. This information was request from all providers, regardless of whether the University has a commercial relationship with the provider or not.

Information has been received from virtually all providers, however, a small number of providers are also having their own external review of fire standards in December and January. Whilst the format and quality of material varied in standard a good standard of fire safety was found across the board.

Neil Budworth
Head of Health and Safety

Health, Safety and Environment Committee



Paper Title: Amendments to the School and Department Presentation Template

Origin: Head of Health and Safety

Date: 8th January 2020

| | |
|---|---|
| 1. Decision Required by Committee | HSE Committee are asked to approve the amendments template used by Schools and Professional Services to update the HSE committee |
| 2. Executive Summary | <p>HSE Committee has now received presentations from all of the major Schools and Professional Services.</p> <p>The current template has worked well, but there is now an opportunity to review the template to reflect the cultural growth of the University over the last three years.</p> <p>The recommended amendments are – the removal of the KPI slide (– this has added little to the discussion); the addition of a section on leadership training and engagement (this is known to be the most critical step in the development of safety culture) and the addition of a section on health.</p> <p>If agreed the format would be introduced for the next meeting.</p> |
| 3. Committees/Groups previously considering item. | The Chief Operating Officer, Deputy Vice Chancellor, the Sustainability Manager and the Occupational Health Manager have been consulted on the new content. |

HSE Committee School and Professional Service Progress Update

Introduction to School or Professional Service – Key facts

Main Risks Identified in Risk Register

Details of any significant Incidents or Near Misses in the last Year and Response to those Incidents

Areas of Focus / Development

Leadership activity

- Leadership training undertaken
- Details of leadership tours
- Drop in sessions

Progress on Health

- Main risks
- Health surveillance
- Areas of progress / concern on health and wellbeing

Environmental KPIs

Main Environmental Risks Identified

Progress in Managing Issues Identified

Significant Achievements / Practices that Other Areas Could Learn From

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Health and Safety Policy for Approval

Origin: Head of Health and Safety

Date: 19th December 2019

| | |
|---|--|
| 1. Decision Required by Committee | HSE Committee are asked to approve the amendments to the University Health and Safety Policy |
| 2. Executive Summary | The Health and Safety policy has been amended to reflect the changes to the HSE governance structure agreed at the October 2019 HSE committee. Details of changes are attached. |
| 3. Committees/Groups previously considering item. | Consultation on changes to governance structure agreed in previous meeting. |

November 2019 – Modifications to the Health and Safety Policy

Addition of Health to the VC's statement.

Under my leadership the University also recognises that health, both physical and mental, is a critical part of health and safety and indeed a critical part of our success.

Statement added to Section 2 The Health and Safety Policy Statement on Mental Health

9. Ensure that provisions are made to support the mental health of staff.

Section 3.11 Job title of the Occupational Health Manager updated throughout the section. Bullet point added :-

The Occupational Health Manager will advise the University on the development of suitable approaches to improving Health and Mental Health throughout the University.

Current section 4.2 Loughborough University Health, Safety and Environment Consultative Committee Terms of Reference removed to reflect the dissolution of this body

Appendix 3 updated to reflect changes to training matrix.

UNIVERSITY HEALTH AND SAFETY POLICY STATEMENT AND ARRANGEMENTS

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(KEY: M Mandatory / M* Organised by Department / RA Risk Assessed / R - Recommended / I - Ideal
..... **Error! Bookmark not defined.**
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Loughborough University Health and Safety Policy

1. Introduction by the Vice Chancellor

Health and Safety is a vital ingredient in a successful organisation. A good health and safety culture is an essential element in making colleagues feel valued and respected. The things needed to drive good health and safety underpin good management and serve as a stepping stone to excellence.

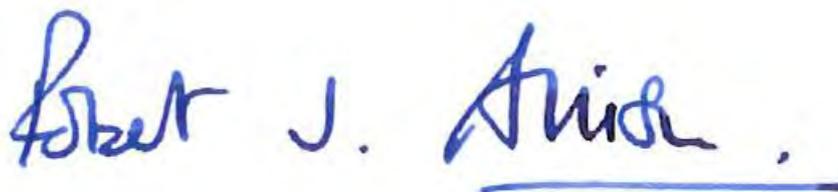
Under my leadership the University also recognises that health, both physical and mental, is a critical part of health and safety and indeed a critical part of our success.

The University is required under the provisions of the Health and Safety at Work Act 1974 (The Act), to produce a statement of policy with respect to the health and safety of everyone who uses our premises or may be affected by our undertakings off-campus. However, this is only a starting point, and the University will continually strive to achieve the highest practical standard rather than rely on the legal minimum. The University also expects managers at all levels to actively pursue increasingly higher standards of health and safety management.

The University recognises the importance of its employees and students each appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and Procedures are observed.

This document is intended to bring the University's statement of health and safety policy to the attention of all its employees and students and to provide details of the organisation and arrangements for carrying out that policy, as indicated by the Act. The health and safety policy statement is supplemented by individual procedures covering a range of topics and everyone must ensure they are aware of the safety precautions appropriate to the area in which they work. As Vice Chancellor I recognise that I carry day to day responsibility for the health and safety of all persons affected by the undertakings of the University.

I would encourage you to adopt at all times a positive attitude towards health and safety requirements and to promote a healthy and safe working environment for ourselves, our students and others affected by the work of Loughborough University.

A handwritten signature in blue ink that reads "Robert J. Allison". The signature is written in a cursive style and is underlined with a single horizontal line.

Professor Robert J Allison
Vice Chancellor

December 2019

2. The Health and Safety Policy Statement

It is the policy of Loughborough University under the University Council to:

1. Regard legal compliance as the lowest acceptable standard of management with regard to health and safety. Please note that for the purposes of this policy document the term 'health and safety' will be deemed to include all aspects of occupational health.
2. Regard health and safety as a core management function.
3. Develop a clear structure which identifies health and safety responsibility at all management levels across the University.
4. Promote an attitude of safe working by employees and students in all aspects of the University's work underpinned by appropriate disciplinary procedures.
5. Encourage discussion and consultation between management, employees and students on safety, health and environment matters and establish a Health, Safety and Environment Committee for this purpose.
6. Maintain a safe and healthy working environment and safe methods of operation.
7. Ensure the provision and maintenance of premises, plant and equipment to a safe level
8. Ensure the provisions of appropriate resources to meet health and safety issues.
9. Ensure that provisions are made to support the mental health of staff.
10. To bring to the attention of all staff and students, their responsibilities to ensure the health and safety of themselves and any other persons affected by their actions or omissions.
11. Provide all necessary information, instruction, training and supervision, to ensure the health and safety of employees at work.
12. Provide as appropriate and ensure the correct use of, approved safety equipment and protective clothing and to ensure no charge will be levied on any employee in respect of anything carried out or provided in pursuance of any specified requirements of relevant statutory provisions.
13. Ensure immediate and accurate reporting and investigation of occupational ill-health issues, accidents and incidents.
14. Ensure the provision of an appropriate number of specialist safety staff with responsibilities for safety and health and to ensure appropriate contingency arrangements are made during the absence of such staff to meet the relevant statutory requirements.
15. Develop a system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk management are being achieved across the University.
16. Review this Health and Safety Policy not less than once every two years.
17. Make specific arrangements on sites controlled by the University to ensure that contractors are carrying out their responsibilities for Health, Safety and Environment to a standard acceptable to University management.
18. Ensure that the health and safety of all staff, students, contractors, visitors and any others

who may be affected by our undertakings is safeguarded, so far as is reasonably possible.

The University Council acknowledge ultimate responsibility for Health and Safety management within Loughborough University. This responsibility will be discharged on behalf of the University Council on a day to day basis by the Vice Chancellor.

3.1 University Council

The University Council, under the requirements of the Health and Safety at Work etc Act 1974, is responsible for issuing a written statement covering the general policy with respect to Health and Safety at work of employees, students and others affected by the undertakings of the University.

The University Council shall ensure that they receive sufficient information on the status of University health and safety management systems to satisfy themselves that all statutory requirements are being met. To this end they will commission an annual health and safety report to be undertaken by the Health, Safety and Risk Manager.

While statutory compliance will be accepted as a baseline standard, the University Council will ensure that the University is constantly moving towards best possible health and safety practice.

Recognising that the University is a large, complex and rapidly developing organization and that regulatory changes occur, if areas are identified which fall below statutory compliance Council will require an action plan to be produced which brings the University back into compliance as quickly as reasonably practicable and will require reports on the progress of any such plan.

3.2 Vice Chancellor

The Vice Chancellor is responsible for achieving the objectives of the University's Health and Safety Policy, namely to:

Ensure that managers know and undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and University policy are met

Advise the University Council of the resources required to comply with statutory requirements and make adequate arrangements

Ensure adequate consultations between management, specialist advisors and employees' representatives prior to the introduction of any change which may affect the health and safety of employees

Make the necessary arrangements to ensure that trades union safety representatives who are appointed under statutory regulations can carry out the duties required of them

Ensure the establishment and maintenance of a suitable health and safety programme to:

- eliminate accident potential as far as is reasonably practicable
- conform with the statutory duties and University codes of practice

Ensure that adequate communication channels are maintained to promulgate information concerning health, safety and environment

3.3 Academic Leadership Team

Under the direction of the Vice Chancellor, the members of the Academic Leadership Team are responsible for achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities they will;

Receive regular monitoring and audit reports on the suitability and effectiveness of health and safety management systems throughout the University

Ensure adequate follow-up procedures are in place to address Schools which fail to achieve a basic level of health and safety management as identified through accident reports and health and safety inspections/audits

Ensure that they and all personnel for whom they are responsible know and undertake their managerial responsibilities regarding health and safety, and that all personnel are adequately trained to discharge those responsibilities

Promote the implementation of the University Health and Safety Policy by establishing an adequate programme to:

- ensure that risk assessments are conducted and that adequate control measures are introduced and maintained
- conform with the statutory duties and University codes of practice, and to formulate suitable procedures to report occupational ill-health issues/accidents/incidents, communicate information and identify, report and eliminate hazards

Ensure the health and safety arrangements are fully discussed, seeking specialist advice where necessary, with regard to:

- current working programme
- planning new operations or methods of work
- designing or acquiring new buildings, plant and equipment

Arrange consultations with employees and their representatives in the work place to ensure that progressive and positive methods are adopted to promote health and safety and to provide arrangements for the participation of employees' representatives in the development of such measures

Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety of those under their control

Keep under constant review the effectiveness of the University's policy and advise the Vice Chancellor of any changes they consider necessary on matters in breach of statutory requirements which cannot be effectively dealt with by them

3.4 Chief Operating Officer

The Chief Operating Officer (COO) is responsible to the Vice Chancellor on a delegated basis for the general oversight and development of health and safety policy and for ensuring co-ordination of such policies and practice across the University. The COO has responsibility for ensuring that the arrangements to manage health and safety in accordance with University policy are effective. The COO has line management responsibility for the Health and Safety Manager in order to oversee health and safety compliance and performance.

3.5 Deans of Schools

Overall legal responsibility for ensuring the safety of staff, students and others who may be affected by School activities resides with the Dean of School. Deans of Schools have oversight of resources devolved from the Vice Chancellor. As such, they have a duty not only for the application of these resources, but that they are applied safely.

Deans of School should satisfy themselves that the Departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.

1. The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
2. Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.
4. So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access and egress from it that are safe and without such risks.
5. The provision and maintenance of a working environment for their employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

To deliver these statutory requirements, Deans are expected to:

- Produce a School health and safety policy which sets out the local organisation and arrangements to meet all relevant statutory and University policy requirements.
- Establish a health and safety committee (s) for the School (or Departments within the School if appropriate). Attend the School health and safety committee or receive minutes from Departmental committees.
- Receive twice yearly audit reports from the Operations Manager in the School.
- Ensure that procedures for producing suitable and sufficient risk assessments are properly integrated into School's management systems.
- Ensure that the health and safety training needs are identified and that suitable training is provided. (See **Appendix 3**; "Loughborough University Staff Training Matrix").
- Ensure that either a School Safety Officer (to act for the whole School) and/or Departmental Safety Officers are appointed. In the absence of a nominated officer this role shall default to the Dean of School.
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their School Safety Officer.

- Bring to the VC's attention, any health and safety matter that cannot be dealt with at School level.
- Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems in the School which cannot be resolved at one particular time.

3.6 Directors and Heads of Professional Services

Overall legal responsibility for ensuring the safety of staff, students and others who may be affected by their activity resides with the Director or Head of Service.

Directors and Heads of Professional Services have oversight of resources devolved from the Vice Chancellor. As such, they have a duty not only for the application of these resources, but that they are applied safely. Directors and Heads of Professional Services should satisfy themselves that their area of responsibility has suitable and sufficient arrangements in place to meet all statutory requirements.

1. The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
2. Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.
4. So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access and egress from it that are safe and without such risks.
5. The provision and maintenance of a working environment for their employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

To deliver these statutory requirements, Directors and Heads of Professional Services are expected to:

- Set out the local organisation and arrangements to meet all relevant statutory and University policy requirements.
- Establish a health and safety committee or agree with the University Health, Safety and Risk Manager alternative consultation arrangements. Attend the health and safety committee established for their area, or, if alternative arrangements are made take such steps to ensure that they are kept informed of relevant information and actions.
- Receive twice yearly audit reports for the service or department.
- Ensure that procedures for producing suitable and sufficient risk assessments are properly integrated into service or department management systems.
- Ensure that the health and safety training needs are identified and that suitable training is provided. (See **Appendix 3**; "Loughborough University Staff Training Matrix").

- Ensure that an individual is nominated to act as a health and safety lead in the area of responsibility.
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their health and safety lead.
- Bring to the Chief Operating Officer's attention, any health and safety matter that cannot be dealt with at function or departmental level.
- Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems in the area of responsibility which cannot be resolved at one particular time.

3.7 Operations Manager

The Operations Manager (OM) works closely with the associated Dean or Head of Professional Service to ensure that Key Performance Indicators (KPI's) are achieved.

The School's OM is responsible for;

- Ensuring that 6 monthly internal health and safety audits are conducted and the results are forwarded to the University Health and Safety Manager.
- Ensuring that the Health and Safety Committee meets at least 3 times per year.
- Ensuring that all accident/near miss events are reported to the University's Health and Safety Manager.
- Ensuring that action is taken to identify and remove causes of accidents /near miss events.
- Reviewing procedures for producing risk assessments to ensure that risk assessments are suitable and sufficient and up to date.
- Bringing to the attention of the Dean or Head of Professional Service any breach of statutory requirement or other health and safety concern which cannot be resolved.

3.8 University Health Safety and Risk Manager

The Health and Safety and Risk Manager has a central co-ordinating role in relation to general health and safety matters and acts as advisor to the University on health and safety strategy and the requirements and interpretation of relevant legislation. The Health Safety and Risk Manager has a vital role in the development of the University's health and safety policy and plan, and the development of a health and safety management system.

The Health Safety and Risk Manager will ensure the effectiveness of health and safety management structures through regular auditing of these systems.

The Health Safety and Risk Manager will present, through the University Health, Safety and Environment Committee, to the University Council an annual report on the status of the University Health and Safety Management systems and procedures.

The Health Safety and Risk Manager is responsible to the COO for all University facing health and safety matters

The Health Safety and Risk Manager will be the nominated 'competent person' on behalf of Loughborough University, as required by the Management of Health and Safety at Work Regulations 1999.

3.9 Radiological Protection Officer

The Radiological Protection Officer provides advice on all aspects of radiological protection in the University, with particular reference to the statutory requirements relating to the Ionising Radiation Regulations 2017, together with various codes of practice.

The Radiological Protection Officer will co-ordinate arrangements for the safe ordering, storage, handling, use, transporting and disposal of radioactive substances.

The Radiological Protection Officer will act as the responsible officer for licensing purposes, for use of scheduled substances under the Drug Precursor Regulation (EC) NO 273/2004.

The Radiological Protection Officer will act as a link to the contracted services of the Radiological Protection Advisor and reports to the University Health and Safety Manager.

3.10 Deputy University Health Safety and Risk Manager

The Deputy University Health Safety and Risk Manager acts as deputy to the University Health Safety and Risk Manager and also acts as 'competent person' under the Management of Health and Safety at Work Regulations, in the absence of the University Health Safety Manager. Specific areas of responsibility include;

- responding to requests for service from Schools / Departments, providing support and information to SSO's / DSO's,
- investigating accidents and liaising with the University's insurers, and,
- organising and providing health and safety training for staff.(See **Appendix 3**; "Loughborough University Staff Training Matrix").

The Deputy University Health, Safety and Risk Manager reports to the University Health, Safety and Risk Manager.

3.11 University Occupational Health Manager

The University Occupational Health Manager, in consultation with the Occupational Health Physician, shall advise the University on workplace or work-related health matters.

The Occupational Health Manager will develop, on behalf of the Health, Safety and Environment Committee, University occupational health policy.

The Occupational Health Manager will advise the University on the development of suitable approaches to improving Health and Mental Health throughout the University.

The Occupational Health Manager will carry out monitoring and auditing of occupational health issues to ensure compliance with University policy.

The Occupational Health Manager is the link to the contracted services of the Occupational Health Physician and reports to the Health, Safety and Risk Manager.

3.12 University Fire Officer

The University Fire Officer will provide professional fire safety advice as needed to staff and students across the University. Other duties include:

The University Fire Officer will act as 'competent person' under the Regulatory Reform (Fire Safety) Order 2005.

The development and implementation of a rolling programme of fire risk assessments as required by the Fire Precautions (Workplace) Regulations 1997 (as amended 1999).

Provision of advice to the University concerning appropriate standards for fire precautions in buildings and the development and maintenance of effective fire prevention strategies.

Development of compliance and control strategies as required by the relevant statutory provisions.

Monitoring Departmental and University fire safety arrangements and making recommendations as necessary.

The University Fire Officer will be responsible to the Health, Safety and Risk Manager.

3.13 Director of Human Resources

The Director of Human Resources is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels. Where these monitoring systems indicate work-related ill health issues, these will be brought to the attention of the Health and Safety Service.

3.14 School / Departmental Safety Officers

Either a School Safety Officer or individual Departmental Safety Officers shall be appointed by the Dean or Head of Professional Service to act for their respective Departments. The School / Departmental Safety Officer will report to the Dean or Head of Professional Service on all health and safety related issues. (For a list of the typical duties of a School/Departmental Safety Officer, see **Appendix 2**).

When appointing persons as a School / Departmental Safety Officers, serious consideration should be given to the amount of time necessary to adequately carry out the associated duties and the person's existing duties. Where necessary, some or all of the person's existing duties should be transferred to another person/post.

Persons selected to be School / Departmental Safety Officers should be sufficiently experienced, be willing to accept the role and be willing and able to be trained (when necessary) to an acceptable level of competence in safety issues, relevant to their Department. They should also be of sufficient competency and experience to be able to carry out their duties with recognised authority.

3.15 All Supervisory Staff

All supervisory staff (for example Senior Academic staff, Administrative Managers, Principal Technical Managers, Team Leaders etc) will:

- Be fully familiar with the University and local Health and Safety Policy and understand and apply it within all areas of their responsibility
- Ensure staff are trained to enable them to carry out suitable and sufficient risk assessments, where required. (See **Appendix 3** ; "Loughborough University Staff Training Matrix").
- Ensure that staff operate in accordance with the University and local health and safety policy, as relevant to their work
- Ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for health and safety

- Ensure the competence and training of their appointees to allotted tasks
- Ensure that safe working practices within a safe working environment are used by all staff

3.16 All Employees

The Health and Safety at Work etc Act 1974 states that **EVERYONE** has a responsibility for safety. It is important that everyone appreciates the extent of their responsibilities, namely, that they:

Shall make themselves familiar with the Health and Safety Policies of the University and of the School/Departments in which they are employed, and shall be fully familiar with sections of these policies which directly affect their particular activities

Shall accept individual responsibility:

- to take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions
- to co-operate with the University so far as is necessary to enable it to comply with its legal duties
- to undertake as required all health and safety training which is deemed necessary by their line manager to secure the health, safety and welfare of their employees or anyone else affected by their actions while at work

Shall report to supervisory staff any occupational ill-health issues/accidents/incidents or dangerous occurrences, whether or not injury is sustained, and any unsafe practices; and shall report systems of work or conditions which they consider may create risks to their own health and safety or damage to equipment and premises

Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare

Shall conform to all instructions, written and oral, given to ensure their personal safety and the safety of others.

Shall at all times make full use of appropriate personal protective clothing and appropriate safety equipment and devices provided.

Shall maintain tools and equipment in good condition, reporting any defects to their supervisor.

3.17 All Students

All students:

Shall at all times, whilst they are on University premises or taking part in University activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them

Shall not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the University

Shall at all times, whilst in residence in University property, comply with all fire, safety and

security procedures as laid down in the conditions of residence

Shall not, intentionally or recklessly interfere with or misuse anything provided by the University in the interests of health, safety or welfare

Shall conform to all instructions, written and oral, given to ensure personal safety and the safety of others

Shall use protective or specialist clothing as required and shall use all safety equipment available

Shall maintain tools and equipment in good condition, reporting any defects to their supervisor

Shall report all occupational ill-health issues/accidents/incidents, whether or not injury is sustained, to their supervisor or the member of staff in charge of the activity or facility.

4. Implementation of University Health and Safety Policy

This section provides details of the implementation of the University Health and Safety Policy.

4.1 The Health, Safety and Environment Committee

The terms of reference of the University Health, Safety and Environment Committee are:

To act on behalf of, and to advise, Senate and Council and senior management on matters of health, safety and environmental policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to University premises);

To develop and agree the strategic approach to be adopted in relation to Health, Safety, Environmental and Sustainability management;

To receive and act on reports, both written and verbal, on the health, safety and environmental performance and plans of schools and professional services:

To keep under review the University's legal and statutory obligations with regard to health, safety and environmental regulation compliance and to identify through regular monitoring and bring to the attention of senior management and/or Senate and Council areas where compliance is at risk or not being achieved;

To receive reports on health and safety and environmental audits, accident statistics, communications with enforcing authorities, and from relevant sub-groups, and to make recommendations to relevant University management of any corrective action required;
To receive aggregated absence statistics and reasons for such absences on a similar basis;
Specifically to receive reports from sub-committees which have been established to ensure compliance with legal requirements; eg the Radiological Protection sub-committee;
Where appropriate to seek out and promote areas of good practice;

To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the University to meet all statutory requirements;
To ensure all levels of University management are aware of their safety and environmental obligations and through the receipt of regular monitoring reports to ensure these obligations are being discharged appropriately;

To set up and oversee sub-groups of the Committee and to commission reports from these sub-groups as is necessary to assist the Committee in the development of policy and procedure. To produce terms of reference for environmental management and sustainability sub-group(s) of the Health, Safety and Environment Committee;

To monitor staff training and development programmes as they relate to health, safety and environmental issues to ensure appropriate training is provided to enable all managers safely to discharge their duties;

To receive reports and review personal safety for staff, students and visitors on University premises, particularly where it could impinge on health and safety;

To receive reports on the progress of the University Environmental Management System;
To report after each meeting to Senate and Council on health, safety and environmental activities and provide Senate and Council with the information required to discharge their duties under the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1999) and the Register of Environmental Legislation.

Composition of the Health Safety and Environment Committee is attached as **Appendix 1**.

4.2 University Ethical Advisory Committee

From time to time the University Ethical Advisory Committee will deal with proposals for activities which have health and safety issues associated with them. To ensure good communications and to avoid issues falling between two committees a member of the University Health, Safety and Environment Committee will sit on the University Ethical Advisory Committee. Similarly a member of the University Ethical Advisory Committee will be requested to serve on the University Health, Safety and Environment Committee.

4.3 Academic and Professional Services Health and Safety Structures and Policies

For the purposes of health and safety management any subsidiary of Loughborough University or any company in which officers of Loughborough University may be legally regarded as the 'controlling mind', will be regarded as a 'Department' under this policy document.

The Head of Department is responsible to the Dean of School or relevant member of the Academic Leadership Team for the day-to-day management of health and safety issues in their areas of managerial responsibility. See also: **Section 3, Statement of Responsibilities**.

The Director or Head of Professional service will have a defined line management structure and duties (but not responsibility) can be delegated through the line management structure.

The primary vehicle for all Health, Safety matters is likely to be a School / Departmental Health and Safety Committee. The Departmental Health and Safety Committee may or may not be formally constituted, depending upon the size and nature of the work of the Department.

It is a formal requirement of the University Health and Safety Policy that all Departments have a designated Departmental Safety Officer; the duties of the Departmental Safety Officer being appropriate to the size and activities of the Department.

Schools / Departments are required to formulate health and safety policies, intended to produce a safe working environment and to support and encourage staff to adopt safe working practices. This policy must reflect the University Health and Safety Policy and explain in practical terms how it will carry out the responsibilities placed upon it by the University Health and Safety Policy. (See also: **Section 3, Statement of Responsibilities**).

School / Departmental Health and Safety committees and the Departmental Safety Officers, who report to the Head of Department, will oversee health and safety matters within that area; liaising with the University Health, Safety and Risk Manager as required.

4.4 Tenants, Contractors and Partnerships

It is the responsibility of those University officers entering into any arrangement or agreement on behalf of Loughborough University to ensure all health and safety responsibilities are clearly specified as an integral part of the arrangement. This must include arrangements for two-way communications of hazard identification, risk assessments and emergency procedures; particularly for activities on campus.

Where University staff will be working under the control of external agencies their line manager will be responsible for ensuring that a satisfactory assessment of all foreseeable risks has been carried out prior to the commencement of the activity.

5. Further Reading

- 5.1 University Safety and Health Association (USHA) Leadership and management of health and safety in higher education institutions

6. Document Management Table

| Version | Owner | Revised by | Summary of revision | Date of revision |
|-----------|-------|------------|--|------------------|
| Version 1 | UH&SS | UH&SS | | Dec 2006 |
| Version 2 | " | " | | Oct 2009 |
| Version 3 | " | " | Update to reflect new University management structure | Oct 2011 |
| Version 4 | " | " | Training matrix inserted | Feb 2014 |
| Version 5 | " | " | Changes to job titles, Update of training matrix and inclusion of Departmental and School safety officer training matrix | Jan 2017 |
| Version 6 | " | " | Changes to reflect the revised Health, Safety and Environment Committee structure and the new Ionising Radiation Regulations 2017 Removal of Head of Department duties and alignment of Dean and Director of Professional Services duties | June 2018 |

| | | | | |
|-----------|---|---|---|---------------|
| Version 7 | " | " | Changes to reflect the dissolution of the Health, Safety and Environment Consultative Committee | November 2019 |
|-----------|---|---|---|---------------|

Appendix 1 Composition of the University Health, Safety and Environment Committee

The membership of the committee is as follows :-

Chair :- Deputy Vice-Chancellor

Chief Operating Officer

Deputy Chief Operating Officer

A Dean selected on a rotating basis

An Operations Manager selected on a rotating basis

Two Lay members, one of whom shall be a member of Council

Student Union Representative

One representative from each of the recognised Trades Unions (3 in total)

Ex officio members

Health, Safety and Risk Manager

Sustainability Manager

Human Resources Director

Appendix 2 Typical Duties of School / Departmental Safety Officers

- Undertake health and safety training to an appropriate level of competence, thus enabling them to discharge their duties. (See Appendix 4 for guidance)
- Be fully familiar with the University's Health and Safety Policy and assist the Dean to develop, implement and periodically review a local policy and procedures.
- Provide health and safety advice to the Dean and other members of staff.
- Undertake regular health and safety inspections (with Trades Union Safety Representatives, as necessary) and report findings.
- Ensure that occupational ill-health issues/accidents/incidents and near misses are reported and investigated (with direct involvement as necessary). Communicate findings of investigations and ensure that recommended action is carried out.
- Ensure the necessary provision of health and safety training (including induction) to staff within the School/Department either by direct involvement or by monitoring provision. (**See Appendix 3**; "Loughborough University Staff Training Matrix").
- Disseminate health and safety information and reports to appropriate staff and students.
- Monitor that adequate precautions are taken in relation to any special hazard in or about to be introduced into the School / Department, with advice from the University Health and Safety Service where appropriate.
- Monitor that all plant, equipment and processes within their area are maintained in a safe condition and in compliance with appropriate statutory requirements.
- Maintain adequate health and safety records where appropriate.
- Monitor housekeeping within the School / Department to ensure that a high standard is maintained.
- Monitor that adequate, suitable protective clothing and equipment is available and used as required.
- Ensure that systems are in place to provide and maintain adequate first aid facilities.
- Monitor that safe working practices based on risk assessment are adopted, especially for postgraduate work (in view of the fact that postgraduate students generally work without direct supervision).
- Act with the delegated authority of the Dean on health and safety matters of urgency.
participate in audits carried out by the University Health and Safety Service as necessary.

Appendix 3 University Staff Training Matrix

Staff Training Matrix (Key: **M** = Mandatory/ **RA** = Risk Assessed)

| Staff Categories | Health and Safety Induction - Local | Accident & Near Miss Reporting | Asbestos Awareness E-Learning | Bio Safety Awareness | Bio Safety for Laboratory Workers | Chemical Safety for Lab Users Modules 1-4 | Construction Small Works | COSHH Awareness | COSHH Risk Assessment | COSHH Spill Management | DSE Assessor Course & Software | DSE Healthy Working Online | Emergency First Aid | Fire Extinguisher User | Fire Marshal Awareness | Fire Safety Awareness - Online | First Aid at Work Beginner/ Requalification | Ionising Radiation Legislation & Protection | IOSH Managing Safely | Laser Safety Awareness | Management & Risk Assessment of Manual Handling Operations | Manual Handling Safe Lifting Techniques | Mental Health First Aid | NEBOSH NGC | Radiation Protection Supervisors Course | Risk Assessment Awareness | Security Threat Awareness | Workplace Noise Risk Assessment |
|--|-------------------------------------|--------------------------------|-------------------------------|----------------------|-----------------------------------|---|--------------------------|-----------------|-----------------------|------------------------|--------------------------------|----------------------------|---------------------|------------------------|------------------------|--------------------------------|---|---|----------------------|------------------------|--|---|-------------------------|----------------|---|---------------------------|---------------------------|---------------------------------|
| All Staff | M | RA | | RA | | | | | | | | RA | RA | | RA | M | R A | | | | | R A | | | | RA | RA | R A |
| Academic Supervisors/ Research Associates | | | | | R A | R A | | RA | RA | RA | | RA | RA | | | | R A | R A | R A | R A | R A | R A | | | | R A | | R A |
| Bio Workers | | | | M | | R A | | RA | RA | RA | | | | | | | | | | | | | | | | | | |
| Deans & Ops Managers | | | | RA | | | | RA | | | | M | | | | | | | R A | | | | | R A | | R A | | |
| DSE Assessors | | | | | | | | | | | M | M | | | | | | | | | | | | | | | | |
| Facility Managers | | | M | RA | RA | RA | M | RA | RA | RA | | RA | | RA | | | | RA | R A | RA | R A | | | | | M | | |
| Heads of Departments/ Support Services | | | | RA | | | | R A | | | | M | | | | | | | R A | | | | | R A | | R A | | |

| Staff Categories | Health and Safety Induction - Local | Accident & Near Miss Reporting | Asbestos Awareness E-Learning | Bio Safety Awareness | Bio Safety for Laboratory Workers | Chemical Safety for Lab Users Modules 1-4 | Construction Small Works | COSHH Awareness | COSHH Risk Assessment | COSHH Spill Management | DSE Assessor Course & Software | DSE Healthy Working Online | Emergency First Aid | Fire Extinguisher User | Fire Marshal Awareness | Fire Safety Awareness - Online | First Aid at Work Beginner/ Requalification | Ionising Radiation Legislation & Protection | IOSH Managing Safety | Laser Safety Awareness | Management & Risk Assessment of Manual Handling Operations | Manual Handling Safe Lifting Techniques | Mental Health First Aid | NEBOSH NGC | Radiation Protection Supervisors Course | Risk Assessment Awareness | Security Threat Awareness | Workplace Noise Risk Assessment |
|---------------------------------|-------------------------------------|--------------------------------|-------------------------------|----------------------|-----------------------------------|---|--------------------------|-----------------|-----------------------|------------------------|--------------------------------|----------------------------|---------------------|------------------------|------------------------|--------------------------------|---|---|----------------------|------------------------|--|---|-------------------------|------------|---|---------------------------|---------------------------|---------------------------------|
| Laser Safety Officers | | | | | | | | | | | | | | | M | | | | | M | RA | | | | | | | |
| Maintenance Staff | | | M | RA | | | | M | | RA | | RA | M | | | | RA | | RA | | | M | | | | | | RA |
| Mental Health First Aiders | | | | | | | | | | | | | | | | | | | | | | | M | | | | | |
| Radiation Protection Supervisor | | | | | | | | | | | | | | | | | | | | | | | | | M | | | |
| Radiation Workers | | | | | RA | RA | | RA | RA | RA | | | RA | | RA | | | M | | | | | | | | RA | | |
| Security Staff | | | | M | | | | RA | | M | | | | | M | | M | | RA | | | M | | | | | M | |
| Sub-Wardens | | | | RA | | | | | | | | | M | | M | | | | | | | | | | | | | |
| Technicians | | RA | M | | RA | RA | | RA | RA | RA | | | | RA | RA | | | RA | RA | RA | RA | M | | | RA | RA | | RA |
| Wardens | | | | RA | | | | RA | | | | | | | M | | M | | | | | | M | | | | | |

Appendix 4 Departmental and School Safety Officer Training Matrix

Safety Officer Training Matrix - 2019

| MODULE / COURSE | LENGTH | REFRESH PERIOD | HIGH RISK | MEDIUM RISK | LOW RISK |
|---|---------|----------------|-----------|-------------|----------|
| Module 1 | | | | | |
| General H&S awareness; H&S management, risk assessment, role of Safety Officers, role of University H&S Service, role of H&S Committees, Occ. Health, Workplace inspections etc | 2.5 HRS | Not refreshed | M | M | M |
| Module 2 - Introduction | | | | | |
| Hazards such as Fire, COSHH, Manual Handling, Noise etc | 2.5 HRS | Not refreshed | M | M | M |
| Module 3 – Occupational Safety | | | | | |
| Accident and Near Miss Reporting | 2 HRS | Not refreshed | M | M | M |
| Asbestos Awareness | ON LINE | Annually | M | RA | RA |
| Biological Safety | 3 HRS | Every 5 years | RA | RA | RA |
| Construction Small Works | 2.5 HRS | Not refreshed | M | M | M |
| COSHH Awareness | 2 HRS | Every 3 years | M | RA | RA |
| COSHH Chemical Safety | 3 HRS | Every 4 years | M | RA | RA |
| COSHH Risk Assessment | 2 HRS | Every 3 years | M | RA | RA |
| COSHH Spill Management | 1.5 HRS | Not refreshed | M | RA | RA |
| Fire Safety Awareness | ON LINE | Every 5 years | M | M | M |
| Ionising Radiation legislation and protection | 3 hours | Not refreshed | M | RA | RA |
| Laser Safety Awareness | 4 HRS | Every 3 years | RA | RA | RA |
| Management and Risk Assessment of Manual Handling Operations | 2.5 HRS | Not refreshed | M | M | RA |
| Risk Assessment Awareness | 2 HRS | Not refreshed | M | M | M |
| Workplace Noise General Awareness | 1.5 HRS | Not refreshed | M | M | RA |
| Module 4 – Accredited Courses | | | | | |
| IOSH Managing Safely | 4 DAYS | Every 3 years | M | M | M |
| NEBOSH Certificate | 12 DAYS | Not refreshed | RA | RA | RA |

Key

M - Mandatory training

RA – Need based on risk assessment by School/Department

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Sustainability Managers Report

Origin: Sustainability Manager

Date: 23.01.2020

| | |
|---|--|
| 1. Decision Required by Committee | To AGREE action proposed in 3.6 |
| 2. Executive Summary | This paper provides an update on priority areas the team have been working on in recent months and includes: Climate & Environment Task Group update Strategic Risk Energy Strategy Travel Plan & Car Park Management Strategy ISO 14001 – 2015 Internal compliance audits Incident Reporting Resource Efficiency Mental Health Mates & Campus Walks |
| 3. Committees/Groups previously considering item. | Sustainability & Social Responsibility sub-Committee |



Subject:

Sustainability Manager Report

Origin:

Sustainability Manager

Strategic objective met:

- 1.1 In providing high quality educational, research and workplace facilities we recognise that many of our activities have environmental impacts which are, or have the potential to be, significant. We therefore recognise the importance of protecting the environment and **embedding sustainability in all we do and this is reflected in the University's Vision to 2020 which states "we will embed sustainability and social responsibility into all of our processes, operations and developments"**. Accordingly we are committed to implementing environmentally responsible standards and practices as part of an Environmental Management System, to mitigate and manage our impacts in a program of continual environmental improvement.

Committee Action Required: To RECEIVE paper and to AGREE action 3.6

The following items are an update of key areas and projects the team are currently working on.

2 Climate and Environment Task Group

- 2.1 A working group has been convened and is chaired by The Pro Vice Chancellor for Enterprise and has now met three times. The purpose of the group is to gather and synthesise information and data, plan and articulate the University's response to global climate and ecological change with specific short-term action planned as follows:
- 2.2 **Systems Change** – governance and process
Consider a change project or a review of what is required to ensure appropriate modelling is undertaken, business cases proposals and paperwork amended to allow monitoring of climate and environment risk.
- Action Planning** – setting targets
Understanding what we know we can measure already to include a baseline of where we are now benchmarking carbon emissions and environmental quality. This should include definitions of what is ecological and what is climatic.
- Raise Awareness** - communicate
A statement about why we are doing this and what we are planning. Carbon literacy training. Establish and populate webpage to promote this agenda and associated actions.

Impact – teaching, research and enterprise portfolios

Are we teaching students about future climatic change? Personal Best.

- 2.3 The group will report back to Senate and its appropriate sub-committees by no later than the end of the 2019-20 academic year with a report on actions to date and proposed actions going forward.

3 Strategic Risk

3.1 Our climate is changing, and no matter how quickly we reduce greenhouse gas emissions, some major effects are locked in. This will influence nearly every area of our institution, from delivery of teaching, research and examinations, to student recruitment, supply chains, insurance premiums and the profitability of investments. The changing climate has the potential to create new types of disruption, as well as exacerbating risks that already exist. It's important that Loughborough University fully understands the risks and opportunities presented by a changing climate and puts measures in place to address these.

3.2 The committee is asked to consider the risks associated with climate change and ecological breakdown. In particular the need to assess the impact of this risk to our business operations and future resilience capability. Does the organisation wish to establish the case for action around this agenda and ensure we have a senior leadership that understands climate change and the implications for delivery of critical functions and services in the future?

Climate change may present opportunities for organisations that wish to be agile and pro-active in their response to any risks posed. Acknowledging this as a strategic risk opens up the opportunity to assess the actual risk to our business continuity.

3.3 Under a changing climate, the UK will see weather that tends towards the extremes: heavy rainfall, heatwaves, drought, stronger storms. How will our key assets and business processes stand up to a future of more extreme weather? New investments in infrastructure may be around for decades to come, but how future-proof will they be?

3.4 The changing climate poses direct risks to campus and community infrastructure, historically and culturally significant buildings and artefacts, and the wellbeing and safety of students, academics and support staff. By acting early and building resilience, the University can anticipate both direct and indirect climate risks, and so minimise future disruption. It is likely the University will also have to contend with disruption to teaching, research, capital projects and income, and will have to cope with the subsequent repairs. Planning for this now will save money in the long run.

3.5 Examples of disruption experienced in the last 5 years include:

- Traffic disruption is a major one. A flood alert has remained in place for Loughborough for most of the winter period with the East and South East routes in and out of Loughborough to surrounding villages affected at times. At peak periods this has made it difficult for traffic to and from the Campus. Dynamic risk assessment has had to be made for people to be able to get home in a timely manner, especially if they had caring responsibilities. At the height of the floods Forest Road was more severely affected.
- Cayley Rutherford Dining Room roof refurbishment (contract value £200k) - Due to the severe rain we had over a weekend there was flooding in this area. Bespoke wooden flooring has been damaged and will be difficult to replace like for like. Modern flooring will have to be installed. The insurance claim is estimated at £60K. To date we have spent £47,700.
- Reduced campus connectivity, with A52 closed in Derby due to flood warning on River Derwent
- Wider disruption of transport links

- A general trend on campus shows overheating of buildings has become more of an issue over the last 10 years. This particularly impacts the older building stock.

3.6 The committee is asked to **AGREE** to a further project proposal being developed and presented for development of a Climate Change Mitigation/Adaptation Plan to explore the risks and opportunities presented by a changing climate. It is suggested that this would best be done through existing institutional risk management structures but using a collaborative process. There is a multitude of expertise within the organisation that should be harnessed in this process. Some external consultancy support may be required.

There are frameworks available as the result of collaboration between several sector bodies, [“Using an existing organisational resilience framework to develop a Climate Change Adaptation Plan”](#) sets out a seven step process to developing a CCAP in higher education. The guide draws on the Business Continuity Institute Good Practice Guidelines (2018 Edition) and the principles of enterprise risk management. The seven steps are listed below:



3.7 It is recommended that the University assembles a project team from across different functional areas, with a view to adopting the approach advocated in the guide.

3.8 Areas to involve include:

- Business continuity
- Risk management
- Strategic planning
- Academics with expertise in climate change
- Professional service leads e.g. Estates, IT, Insurance, Student recruitment
- Teaching and learning
- Research

4 Energy Strategy

4.1 The updated Energy Strategy that aligns with and supports the Estates Strategy and the current capital framework programme is progressing and currently on version 3. A number of workshops have been undertaken to engage with key stakeholders and capture a wide and diverse range of potential projects and inputs that have been incorporated into the strategy. Focus groups chaired by academic leads have also been set up to review campus infrastructure and low carbon technology opportunities, refurbishment and development and off-setting. This will support the developing Estates Strategy to 2040 and will be progressed through committees in the coming weeks.

5 Travel Plan and Car Park Management Strategy

5.1 Work is currently underway to look at new models for parking charges, with a view of simplifying the system. Any proposals will have to be modelled to ensure financial sustainability and pass the equality impact assessment before being presented to Operations committee and JNCC for their feedback and approval.

5.2 Short Term Summary (next 12 months)

Implement new enforcement approach & review Travel Plan

1. Parking permissions, concession and charging structure

The University has operated to several different parking arrangements for staff, students, tenants and visitors which has become over complicated. There is a need to move towards a simplified approach which proofs against future development, particularly for LUSEP.

2. Travel plan

Undertake survey and set new targets and objectives for the next five years.

3. Effective enforcement/control

The University lacks an effective means for dealing with poor parking discipline, including visitors and permit holders parking on roads and/or in spaces/car parks designated for others. The Swimming Pool car park is not subject of any effective control because it falls outside the gated footprint

4. Bus Service

Currently under performance management. A paper is being prepared for EMC in February.

6 ISO 14001 – 2015 Internal Compliance Audits

6.1 Internal compliance audits are due to be undertaken in February/March by the Sustainability Team and will cover the following areas:

- F-Gas
- FM – Development
- FM Builders / Joiners
- Campus Services – Claudia Parsons
- Grounds and Gardens
- Schools
 - MEME
 - AACME
 - Science
 - Design & Creative Arts

6.2 The external NQA audit will be in September and will be a full re-accreditation audit.

7 Incident Recording

7.1 A major incident exercise was undertaken in December 2019. Feedback from the event was positive.

- The operatives involved were knowledgeable on the procedures to follow
- They were aware of and were using the documented procedures
- They handled the escalation well

No areas for concern were raised regarding management of environmental pollution and associated risk.

7.2 Spill Training has now been undertaken by 380 members of staff.

7.3 We are looking to move Environmental incident logging to the SHE system, just awaiting final sign off and communication to all from Environmental Manager

8 Resource Efficiency

8.1 A number of projects are underway currently as follows:

- The introduction of “your coffee needn’t cost the earth” (single use supplement). A charge on the use of disposable cups which aims to reduce the use of these single use cups which are difficult to recycle, contaminate recycling streams and are a key element in general waste and remain a national and global focus will be implemented in February 2020 in Sustainability Week.
- Reintroduction of WarPit and wider promotion of KiT catalogue launch this term.
- Launched SportPark “Waste let’s get it sported”.
- New waste strategy written and ready to publish.
- Confidential waste service is under review.
- Continue to recycle 76% of waste.

9 Mental Health Mates and Campus Walks

9.1 The Sustainability Team continue to work with Occupational Health, Organisational Development and H&S colleagues to develop regular walks for staff that promote our combined areas.

Walks are scheduled for 4th February and the 29th April so far this year.

Health Safety and Environment Committee



Loughborough
University

Paper Title: University Fire Officers report for the period 30/04/19 to 31/8/19

Origin: Mr R M Harrison, University Fire Officer

Date: 18/1/2019

| | |
|---|--|
| 1. Decision Required by Committee | None. Report to be received and noted |
| 2. Executive Summary | Actions following the Cube hall of residence fire in Bolton Controlled building fire evacuations Fire Alarm Activations and Fire & Rescue Service call-outs statistics |
| 3. Committees/Groups previously considering item. | None |

1. There have been no reported fires during the reported period.

2. Fire - Cube hall of residence Bolton 16th November 2019

In response to a fire in the Cube hall of residence in Bolton the Secretary of State for Education wrote to all University Vice Chancellors asking them to undertake review of their fire safety arrangements. The Secretary of State also dictated that the review must include an element of external scrutiny / input; must be focused on assuring compliance and should also extend to the standards within private student accommodation. Veteran Fire Safety Ltd were appointed to undertake this review behalf of Loughborough University and conducted a detail review of the University fire safety arrangements.

The report showed a good level of compliance across the majority of areas of fire safety management and also identified a few areas where improvements could be made.

The bulk of the comments related to seeking more information from private providers of student accommodation. It is not clear how practical this will be as, in some cases, there is no commercial relationship with the accommodation providers and so information will be provided on the basis of goodwill.

The review also identified that we need to improve the timeliness with which we require new starters to complete fire safety training and identified a small number of technical fire measures that would benefit from more frequent checks. However, the report also confirmed that excellent standard of fire detection and the evacuation policy ensured that no member of staff or student is placed at risk.

In parallel to the review of fire safety systems, information was requested from providers of student accommodation in Loughborough. This information was requested from all providers, regardless of whether the University has a commercial relationship with the provider or not. Information has been received from virtually all providers; however, a small number of providers are also having their own external review of fire standards in December and January. Whilst the format and quality of material varied in standard a good standard of fire safety was found across the board.

Note The above will also be presented by Neil Budworth Health, Safety and Risk Manager.

3. Annual program-controlled fire evacuations

The annual controlled fire evacuation exercises were carried out during November 2018.

Overall the evacuations were extremely good and all occupants within the buildings at the time of the test responded to the alarm, evacuated the buildings and promptly assembled at the designated assembly points. All occupants were thanked for their prompt response.

All Fire Marshals present at the time of the controlled evacuation performed their duties well, which involved them sweeping their designated areas of the building and reporting to the fire assembly point to police the persons assembled.

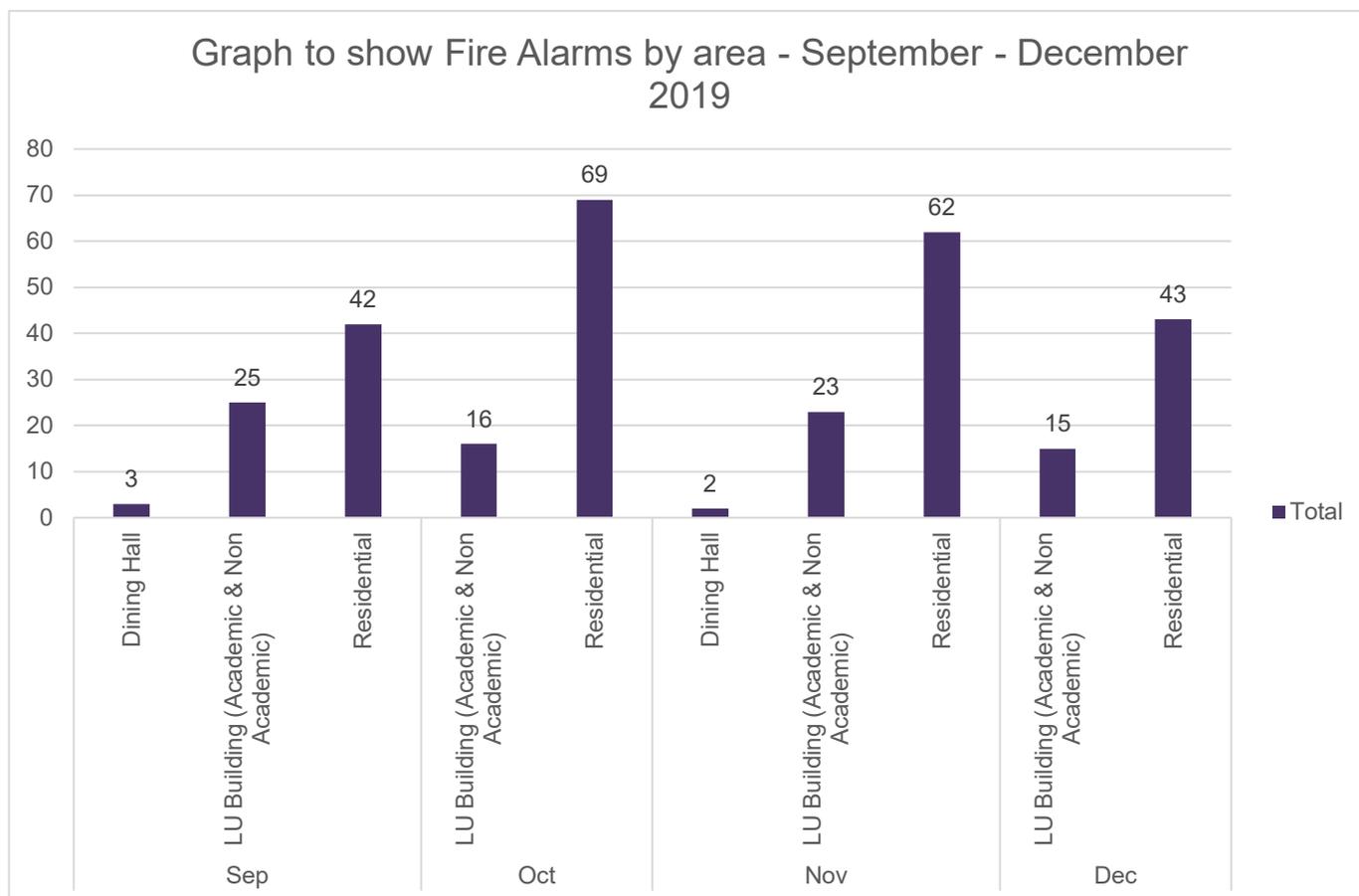
SDC managed buildings-controlled fire evacuations are planned to take place in June 2020, to ensure that occupants in SDC buildings wearing few clothes, will be at lower risk of exposure to the effects of inclement weather.

6. Fire Alarm Activations and Fire & Rescue Service call-outs statistics September 2019 – December 2019.

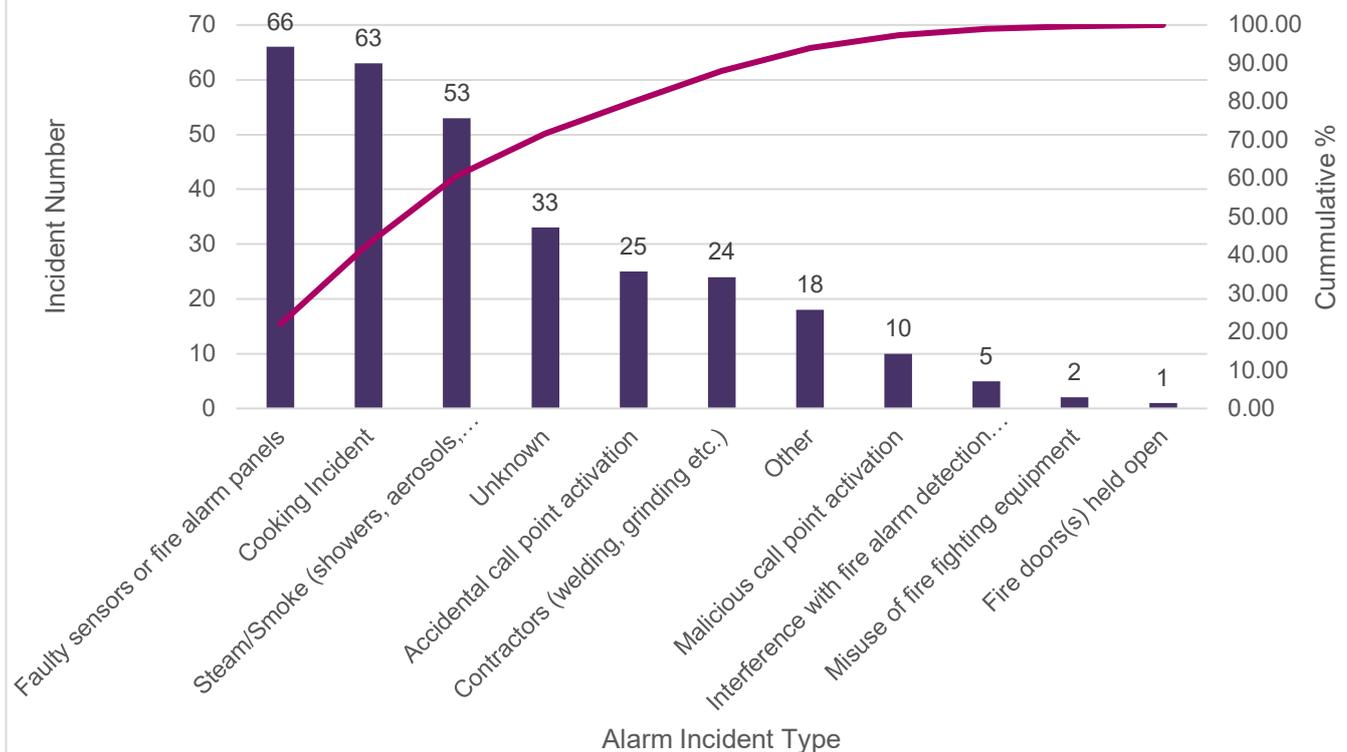
During October and November fire alarm activations in residential accommodation were high. The majority of causes were cooking related or involved steam or mist (related to showers and aerosols).

Work is underway with Siemens Fire Detection to test the effectiveness of modern multi head fire sensors. A trial system is scheduled to be installed in Royce 5 at Easter.

Once installed to determine the effectiveness of this system and to evaluate the cost benefit of this type of system. This in turn will inform the University Fire Design Strategy.



Pareto Analysis to show Fire Alarm Incident Type - September - December 2019



Halls of Residence (Not managed by the University) Unite:

Note regarding Unite premises

During this reporting period these are the alarm activations with a known cause/reason

Harry French (9)

Holt ()

Waterways ()

William Morris (1)

There were no instances of fire alarms that didn't have a known cause.

(All above information gathered from period (1/09/19 –31/12/19) Mr R M Harrison –Fire Safety Officer, University Health & Safety Service

Health, Safety and Environment Committee



Paper Title: Occupational Health and Wellbeing update

Origin: Sarah van Zoelen

Date:22/1/2020

| | |
|---|---|
| 1. Decision Required by Committee | <p>To note and provide support to the changes in Occupational Health.</p> <p>To consider the growth of the Occupational Health department in terms of output and consideration be given on how this can be sustained in terms of facilities (location) and provision of service to include wellbeing.</p> <p>As a service provision we are nearing clinical capacity with the current level of funding, as a result we are working towards the development of a budget bid. Should we be unsuccessful in our bid we are having to consider what are the essential elements of required (Occupational Health provision) and what is are additional services (wellbeing options).</p> |
| 2. Executive Summary | Update to be given following the 12 month external audit report of the service: |
| 3. Committees/Groups previously considering item. | |

Occupational Health and Wellbeing Update

Sarah van Zoelen

Occupational Health and
Wellbeing Manager

Story of the 3 pigs – chapter 3!



Dec 2018- Occupational Health was a risk to Loughborough University



May 2019 – OH Manager in place, infrastructure being developed

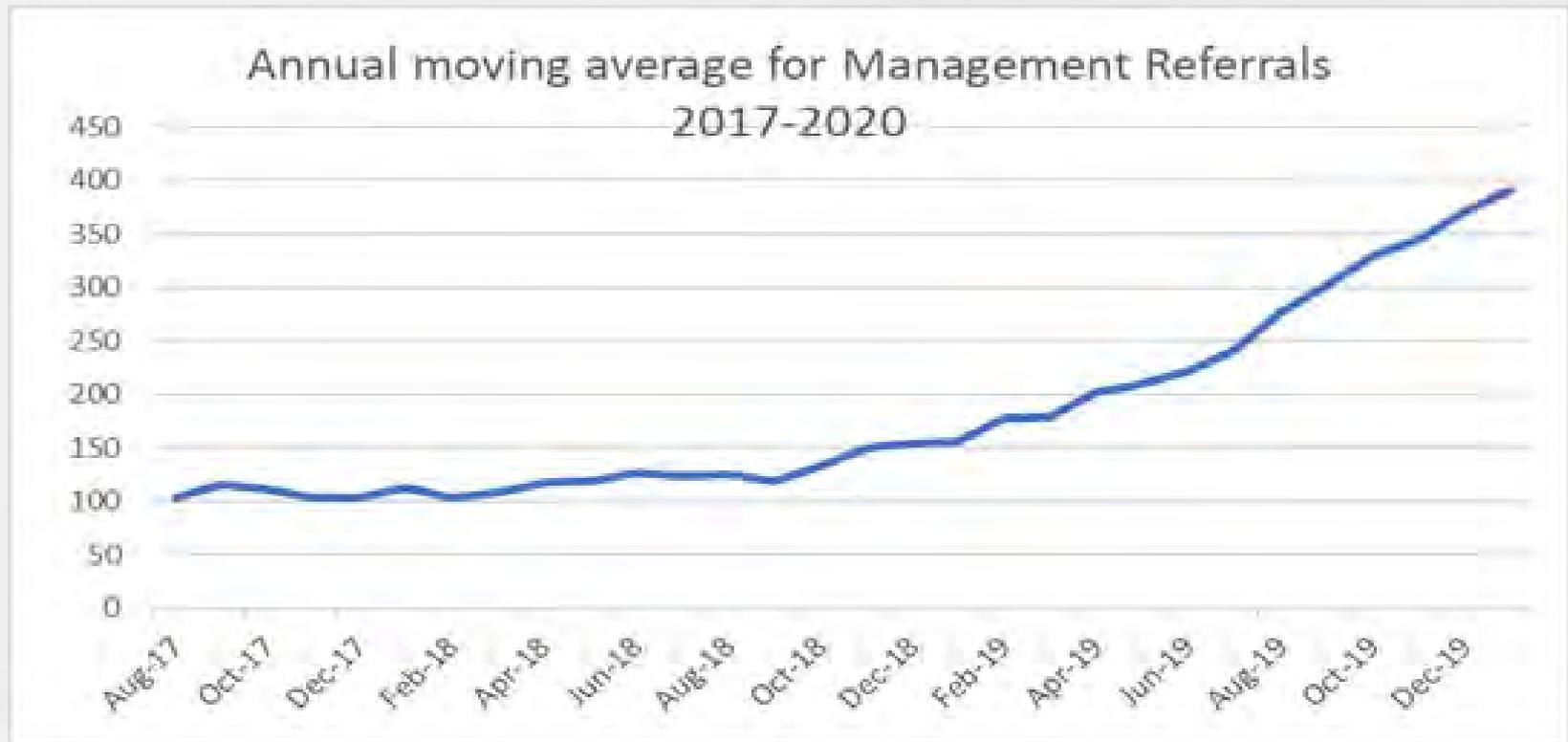


Dec 2019 – Audit review 1 yr on - This audit showed dramatic evidence of change

Key achievements

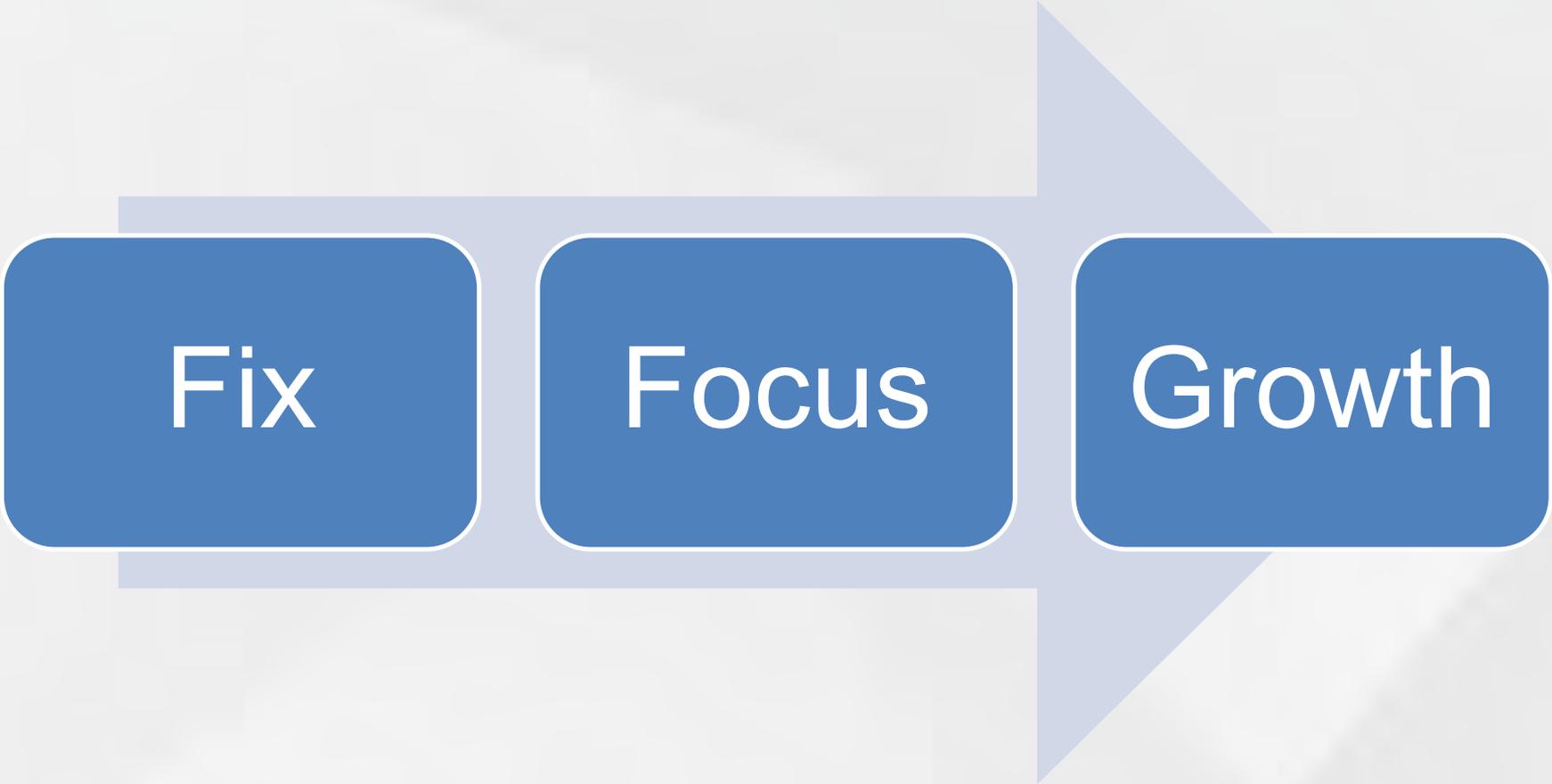
- OH service providing a consistent infrastructure- of particular note is a marked increase in referrals, evidence of improved data security and management information summary and evidence of systematic clinical quality audit.
- Research based assessments are now guiding management referrals- structuring reporting and use of a standardised template has improved consistency and quality of reports.

Management referral data



Key achievements continued

- Established referral routes for physiotherapy, counselling, addiction services and liaison with Public Health England
- Closer relationship with HR has led to a significant reduction in the legacy cases of over 12 months.
- Senior directors reported spontaneous positive feedback on occupational health performance and a “sea change” in the service. Service users described the service as “brilliant”, “exceptional”, “well organised”, “expedient” and significantly improved.



Fix

Focus

Growth

Fix

Remaining challenges

- Software
- Staffing (capacity)
- Accommodation
- Health surveillance/
vaccinations



Focus

- Maintaining the standards of the service
- Continued raising of the profile (both internally and externally)
- Data analysis/ trends/ evidence
- Health and Wellbeing Agenda



Growth

Becoming a sector leader in both Occupational Health and Health and Wellbeing



Any Questions?

Occupational Health Update January 2020

In December 2018 Dr Steve Boorman CBE was commissioned to undertake the review of the Occupational Health Service. The review examined clinical practice, operating processes, structure and data management amongst other things. The report contained 37 recommendations.

In December 2019 a repeat audit was commissioned to review progression. At the time of writing his paper we are not in receipt of the audit conclusions; this will be provided as a verbal update to the committee.

Data is being collated to determine ill health trends, fluctuations in reporting and usage of the service, along with auditing of management referral report to ensure they are value added. In the last 9 months a 300% increase in management referrals has been seen. 96% appointments are seen within 10 working days of receiving the referral

The OHM has led the process of instigating and progressing a health and wellbeing committee to address the needs of employees of Loughborough University. A recent health needs assessment has shown that communication remains a challenging aspect and that we need to review how we are communicating with our employees.

The change team are working with OH and IT to explore software options that will lead to streamlined processes which are compliant with GDPR and confidentiality, Software will provide an appropriate storage method for records (which are currently paper based), provide tighter controls of data protection and reduce further the risk of confidentiality breaches.

We continue to utilise an external provider will continue to provide additional clinical support in terms of Occupational Health advisors and a Physician, this provides the ability to increase and decrease capacity in line with the needs of the University. Regular auditing of completed reports and health surveillance is underway to ensure that consistent informative reports are provided in line with current medical evidence and legislation.

A review of the health surveillance requirements is underway, this has been expedited as the medical centre can no longer provide vaccinations and blood tests for our staff. We have restructured our service to bring these services in-house which poses challenges on our accommodation and the need to be clinically compliant.

OH priorities

Implementation of OH specific software to provide a secure storage of records (in line with GDPR) and a confident and accurate way of ensuring Health Surveillance data is collated, stored and recalled in line with legislation.

The Occupational Health accommodation- still aiming to secure the corridor of the medical centre to provide a more appropriate environment for employees to access OH. This will allow for a OH specific waiting room to prevent distressed employees having to sit with their students who maybe attending the medical centre GP

services. We now also require this room to be in line with clinical practices now that we are required to deliver in-house vaccines and blood tests.

Improvement in the communication links across the university- We are looking to explore a Health and Wellbeing communication channel incorporating mental health but this will require input in terms of a suitable web presence, digital media along with addressing the needs of employees who do not access the electronic systems.

Delivery of proactive health and wellbeing agenda, priorities of which are decided upon within the steering group and based on the recent health needs assessment survey and academic research.

Requirement of the committee:

To note and provide support to the changes in Occupational Health.

To consider the growth of the Occupational Health department in terms of output and consideration be given on how this can be sustained in terms of facilities (location) and provision of service to include wellbeing.

As a service provision we are nearing clinical capacity with the current level of funding, as a result we are working towards the development of a budget bid. Should we be unsuccessful in our bid we are having to consider what are the essential elements of required (Occupational Health provision) and what is are additional services (wellbeing options).

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Health Surveillance update

Origin: Sarah van Zoelen

Date:22/1/2020

| | |
|---|---|
| 1. Decision Required by Committee | <p>Budget consideration for the increased Health, Safety and Health requirement. In discussion with Richard Taylor there was a recommendation that this provision is centrally funded rather than cross charged due to the additional administrative costs and time.</p> <p>Recommended budget for consideration £ 5k this will include the clinical stock, vaccination fridge, pathology costs and vaccination costs along with the cost of time taken to deliver the service.</p> |
| 2. Executive Summary | <p>Due to the medical centre no longer being able to offer our employees workplace vaccinations and blood tests, this is now having to be undertaken within the Occupational Health department</p> |
| 3. Committees/Groups previously considering item. | |

Health Surveillance Update

Challenge

The University Medical Service have advised us that they will no longer provide the legally required vaccinations and blood tests required by staff and some students

Recommendation

Having reviewed available options the recommendation is that the budget for the provision of immunisations and blood tests be centralised to give a clear overview of costs and that the provision brought in house at costs of £5000

Discussion

The Department of Health and Health and Safety Executive state that the most effective method for preventing laboratory-acquired infections is the adoption of safe working practices. Immunisation should never be regarded as a substitute for good laboratory practice, although it does provide additional protection. Staff who work mainly with clinical specimens or have patient contact may be exposed to a variety of infections, while staff who mainly work with specific pathogens are only likely to be exposed to those pathogens handled in their laboratory.

Provision of vaccination and blood tests for the employees and students of Loughborough University has traditionally been provided by the on-site medical centre. Costs for these services were then cross charged back to the appropriate departments at the end of the financial year.

In December 2019, the medical centre informed Occupational Health that they would no longer be able to provide this service. As a result, an audit has been undertaken to explore the requirement for vaccinations across campus. This has led to an in-depth overhaul of the health surveillance procedure which is now in progress.

During the last financial year, the medical centre provided

34 vaccinations - £1190

14 – blood tests- £658

This however is not a true reflection of the need at Loughborough as the vaccination status of employees has not previously been recorded or recalled appropriately.

In order to bring this service in house we need to look at:

1. Obtaining a 'prescription' to be able to dispense and administer the vaccines – this needs to be completed by an Occupational Health Physician (OHP). Our current OHP is part of RPS and external provider of Occupational Health Services. They will only provide a 'prescription' for their own staff to deliver the vaccines, this means we also need to source our vaccines from the which will lead to an increase in costs. This also includes ensuring the practitioner is complaint with training on delivery of vaccines, emergency procedures and basic life support.
2. We have needed to purchase stock and a vaccination fridge in order to maintain the required cold chain for vaccine delivery
3. We have needed to outsource pathology requirements

4. This is also a requirement for additional administration time as we need to manage this process via spreadsheet due to the current lack of software in OH
5. We have also been required to develop a process for managing sharps injuries (needlesticks) which incorporates both vaccination and blood tests

Currently this service also supports not just the employees of the University but also undergraduates and postgraduate students. This is extended further by offering NHS research passports, which require evidence of immunity for measles, rubella, TB, chickenpox and hepatitis B. Along with the provision of Hepatitis A vaccines and Typhoid vaccines to estates staff who deal with sewage etc.

Requirement

Budget consideration for the increased Health, Safety and Health requirement. In discussion with Richard Taylor there was a recommendation that this provision is centrally funded rather than cross charged due to the additional administrative costs and time.

Recommended budget for consideration £ 5k this will include the clinical stock, vaccination fridge, pathology costs and vaccination costs along with the cost of time taken to deliver the service.

Health, Safety and Environment Committee



Paper Title: Placements & Work Based Learning Health & Safety Policy

Origin: Chris Cole (Placement Governance Manager, Student Services)

Date: 28/01/2020

| | |
|---|--|
| 1. Decision Required by Committee | Approval of proposed changes to the policy. |
| 2. Executive Summary | <p>Approval is sought for a number of changes to the policy which are outlined below. Changes are based on feedback from those utilising the policy and to reflect learning since the last update in November 2018.</p> <ul style="list-style-type: none">• Title of policy changed• References to H&S best practice frameworks and updated QAA Quality Code for Education• Scope amended to include different types of PWBL• Adjustment to procedures to include enhanced HODF including risk assessment and job description elements• Student briefings to include information regarding accident reporting• Unapproved Placements for Professional Sporting and Tier 4 Reasons section added• Risk Assessment: Overseas Placement amended• Minor updates for clarity |
| 3. Committees/Groups previously considering item. | None. Consultation carried out with the PWBL community, including academic and administrative staff. |

Loughborough University

Placements & Work Based Learning Health and Safety Policy

Origin: Chris Cole (Placements Governance Manager), Hugh Weaver (Deputy University Health and Safety Manager) and Hiten Patel (Insurance Officer)

DRAFT

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Version Control

| Version | Date Published | Author | Change Log |
|---------|----------------|-------------------------|--|
| 1.0 | June 2016 | A. Dunbobbin | N/A |
| 2.0 | Nov 2018 | C.Cole/H.Patel/H.Weaver | <ul style="list-style-type: none"> • Further H&S briefing details • Guidance for unapproved placements • Updated process diagram • Placement Charter referenced, • Ethics Policy Framework, Student • Fatality Guidelines, Emergency • Protocol, Placement Year in • Enterprise and Placement • Agreements Toolkit referenced • Lone working RA item moved • NHS research passports • Overseas checklist updates, overseas risk assessment introduced • Student EHIC changes • UMAL web resource referenced, • Referenced resources for staff and students regarding workplace adjustments • HODF wording, including induction timeline increase to 14 days • HODF added visa sponsorship compliance point, addressing HODF issues staff guidance • Injuries and fatalities reporting and investigation guidance |
| 3.0 | Jan 2020 | C.Cole/H.Patel/H.Weaver | <ul style="list-style-type: none"> • Title of policy changed • References to H&S best practice frameworks and updated QAA Quality Code for Education • Scope amended to include different types of PWBL • Adjustment to procedures to include enhanced HODF including risk assessment and job description elements • Student briefings to include information regarding accident reporting • Unapproved Placements for Professional Sporting and Tier 4 Reasons section added • Risk Assessment: Overseas Placement amended • Minor updates for clarity |

1. Introduction

Placements and work based learning (PWBL) opportunities are highly valued by students and placement providers for the benefits they offer. In adopting this policy, Loughborough University (LU) recognises that it plays a pivotal role in ensuring that students and placement providers achieve a successful outcome from their shared experience.

It is the policy of LU that all appropriate placements and WBL are planned, organised and managed to ensure that:

- a) The student and members of staff involved in the placement are not subjected to unacceptable risks to their health and safety.
- b) The student and members of staff involved in the placement do not create unacceptable risks for the placement provider or others.

Consideration of health and safety (H&S) issues is integral to the process of assuring the suitability of a placement or WBL opportunity under the [University's Student Placement Charter](#).

This Student Placement Charter is incorporated in the Academic Quality Procedures Handbook published by Academic Registry on the authority of Learning and Teaching Committee and Senate. PWBL arranged without undergoing the due process will not be approved by LU.

This policy has been developed following the best practice frameworks of [ASET \(Good Practice Guide for H&S for Student Placements\)](#) and [University Safety and Health Association \(Guidance on Health and Safety of Placements\)](#) along with ensuring that the University meets, where appropriate, [QAA expectations and core practices](#).

N.B. the term Placement and PWBL are used interchangeably.

2. Scope

This policy applies to all placements and other forms of WBL opportunities which have an association with the University including activity that is not part of a module and/or are not assessed or accredited by LU. More information about the different types of activity is covered in Appendix A1. It is recognised that there are several areas of guidance which are beyond the scope of H&S and are included for completeness as they relate to the management and approval of placements.

For undergraduate placements this policy should be read in conjunction with the [University's Student Placement Charter](#) where there is an academic association with The University. The Charter defines what a placement is, and the responsibilities of the main stakeholders in the placements process.

The policy sets out the due diligence procedures for risk assessing PWBL and checking that the placement provider has suitable H&S arrangements in place.

Please note that the Undergraduate Part I Placement Year in Enterprise (PYE) scheme follows this H&S process with some minor adjustments to allow for students running their own business during their placement year. For further information please see details [here](#) (Internal Link: [\\ws3.lboro.ac.uk/Placements-Work-BasedLearning/Policies & Resources/Placement Year in Enterprise Jan LTC Final.docx](https://ws3.lboro.ac.uk/Placements-Work-BasedLearning/Policies%20&%20Resources/Placement%20Year%20in%20Enterprise%20Jan%20LTC%20Final.docx)) or contact Amanda Berry (Enterprise Education Lead) or Chris Cole (Placements Governance Manager).

3. Stakeholders

The main stakeholders in the placements process are:

- Loughborough University
- Loughborough Students' Union
- LU Schools (and Student Services where School PWBL activity is supported centrally)
- Placement students
- Placement providers/placement host organisations

The roles and responsibilities of each are covered in the [University's Student Placement Charter](#).

The following are also involved in the H&S of placements:

University Health and Safety Service (UHSS)

The role of the UHSS is to:

- Audit compliance with this policy.
- Carry out training for placement staff.
- Report accidents or near miss incidents to the health, safety and environment committee and ensure that the placement provider has reported notifiable accidents to the health and safety executive.
- Investigate accidents.
- Liaise with University Insurance Support regarding civil claims arising from incidents or accidents.
- Provide advice and support to those who use and apply this policy.

Contact: University Health & Safety Team (hse@lboro.ac.uk)

Insurance Support

There are four aspects to insurance:

- Public Liability – i.e. damage caused by students at the placement provider, and:
- Personal Insurance - i.e. covering the H&S of student on placement.
- Travel - including repatriation.
- Professional Liability i.e. bodily injury or damage to third party property.

Insurance support can provide information and advice, (including claims enquiries) to students, placement staff and host organisations on both aspects of insurance prior to, during and post placement.

Contact: insurance.support@lboro.ac.uk

4. Procedures for Approving PWBL for H&S, Risk Assessment and Insurance Purposes

Requirements for different types of PWBL activity are detailed in Appendix A1 and the core approval requirements for academic-related placements are detailed below. Please note that any reference to University Regulation XI is only relevant for academic-related Undergraduate PWBL.

a) Pre-placement

The flow chart in Appendix A2 summarises the procedures for risk assessing the placement and checking the placement provider has suitable H&S arrangements in place. This is so that LU is able to:

- Demonstrate and evidence our duty of care towards our students, and;
- *Ensure the student is insured by LU's Public Liability Insurance* throughout their placement. Students on overseas placements may have to purchase additional insurance (see Section 5).

The following activities must take place in order for the placement to be approved by LU for H&S, risk assessment and insurance purposes.

- (i) The student must complete and return a risk assessment (Appendix B) for each placement undertaken during the placement year or WBL module. This can be done via Co-Tutor (<https://co-tutor.lboro.ac.uk/signon/>) or using the document in Appendix B.

Any significant hazards and risks associated with the placement must be identified wherever possible by the student, placement provider and the School, and any actions to mitigate identified risks must be followed by the student and/or the placement provider. Appendix C includes guidance and examples of how identified risks can be mitigated.

If the student does not complete and return the risk assessment, or identified risks cannot be mitigated, the placement cannot be approved.

The student must participate in any placement preparation activities defined by the student's School, such as attending H&S briefings and/or completing a H&S questionnaire. The content of this should sufficiently prepare a student for the environment they will be placed in and detail duties, including;

- Their health and safety responsibilities
- The health and safety responsibilities of the Placement Organisation
- Assessing and managing risks for activities they will undertake
- Monitoring and providing feedback to the School
- Informing The School immediately if they have any concerns regarding their health and safety at the placement
- Informing The School immediately if they are involved in an accident whilst on placement.

Please note that a generic video H&S briefing along with a H&S questionnaire are available from the Placements Governance Manager, which can be hosted on Learn.

It is the responsibility of Schools to ensure that all students going on placement are effectively prepared and that as per ASET best practice briefings/information provided are country specific, pre-placement and focussed on 'risk factors'.

If the student (despite the School's best efforts to engage them in the process) does not participate in pre-placement preparation activities, the placement cannot be approved.

In addition, if the circumstances of the placement changes at any stage during the placement process, the student must review their risk assessment (please see [University's Student Placement Charter](#)). This includes but is not limited to students changing their placement location during their period of work-based learning. This information is provided to students through the Co-Tutor system.

Additionally for overseas placements a further risk assessment is required (Appendix J) to be completed by Placement staff where the risk rating for the Country/region the student is visiting is moderate or above as defined by [Drumm Cussac](#) (staff and students can register with their LU email address). Students must also register for [travel security alerts](#) through Drumm Cussac, this will ensure students receive the most up to date alerts and guidance in relation to their placement location.

- (ii) The placement provider must satisfactorily complete and return a Host Organisation Declaration Form (HODF) to the School. (Appendix E or F). School staff must ensure that placement hosts are provided with appropriate contact details should any issues or further communication be required. For emergency situations involving a student outside of office hours the 24 hour [LU Security Team](#) should be contacted.

The HODF confirms that the placement provider has suitable arrangements for H&S in place, and appropriate insurance to cover the placement student and any LU visiting staff. The form also includes a risk assessment to identify any significant hazards and risks associated with the placement as these must be identified wherever possible and any actions to mitigate these must be followed by the student and/or the placement provider. Appendix C includes some guidance and examples of how identified risks can be mitigated. Additionally, the form also requests a job description from the organisation, which must be suitably detailed to enable a judgement to be made that the student will be able to meet the module specification learning outcomes as appropriate.

If the placement provider requires further support on hosting an LU placement student, Schools should offer information, guidance and advice to the placement provider, referring to the Employer Engagement Team in the Careers Network (CN), if necessary.

If:

- There is more than one student going to the same placement provider in the same academic year, and;
- The roles and circumstances of the students' placements are the same or very similar.

Only one HODF per placement provider (rather than student placement) needs to be completed.

Placement providers can submit HODFs in the following ways:

- Paper format (post)
- Electronically:
 - Completed and signed (in handwriting) by the placement provider, scanned, and e-mailed to LU, or;
 - Completed electronically and e-mailed from an individual (not generic) e-mail account registered at the placement provider
- Online form designed and approved by LU

Subject to confirmation from the Insurance Support Team, if the placement provider does not satisfactorily complete and return the HODF, the placement cannot be approved.

In this situation the school should contact the host to establish what the reasons for being unable to complete the document are and specifically which HODF points are an issue. Please see Appendix I for guidance about how to deal with issues related to specific HODF points.

If the host organisation produces their own document such as a Convention de Stage (or other tri-partite agreement) or a Non-Disclosure Agreement (NDA) then please refer to the Student Placement Agreement Toolkit (internal link: <https://internal.lboro.ac.uk/info/enterprise/staff/contracts/placement/>).

Please note that some placements which involve research typically with the NHS may require a Research Passport. These documents can be completed by Academic Registry in order to facilitate the placement. More details are available [here](#).

b) Once the placement has started

All students undertaking a placement must complete an induction checklist (Example – Appendix H), and return this to their School, within 21 days of the placement start date. Schools are expected to note students either not returning or not satisfactorily completing the induction form within 21 days. In order to identify and mitigate any risks, attempts should be made to:

- Contact the student and/or the student's supervisor at the placement provider
- Arrange the first site visit ASAP

LU approval for student placements and/or WBL opportunities can be withdrawn either before or during a placement, if the H&S Policy for Student Placements and/or the University's Student Placement Charter are not followed.

c) Approved Placements

Where a placement has been approved, a traffic-lit risk rating (green = low, amber = medium, red = high) for each of the five health and safety factors must be recorded appropriately (e.g. on Co-Tutor), including an overall risk rating for the placement.

For work-related hazards identified on the HODF the traffic-lit rating should broadly be; red where a student is working directly with hazards or amber where they will be working in proximity to hazards. Dependent on the activity being undertaken The School may wish to

seek confirmation from the placement provider that the student will not be expected to participate in high risk activities and will be appropriately supervised in medium risk activities.

Additionally, where a student is working directly with hazards the School must consider:

- Seeking confirmation from placement provider about expectations of student's prior competency in high risk activities, and ensure student meets these (covered by the HODF but The School may wish to follow up on this).
- Seeking written confirmation that appropriate training & supervision will be provided by the placement provider throughout the placement (covered by HODF but for overseas providers if The School has specific concerns, they may wish to seek further confirmation/clarification in writing).
- A pre-placement H&S site visit.

d) Unapproved Placements for H&S Reasons

Where a placement has not been approved due to any of the following reasons;

- Non-completion of HODF by the host organisation,
- Student non-attendance/engagement with H&S briefing/activities/documents,
- Non-completion or unsatisfactory risk assessment,

The student may not be insured by the University until the placement is approved. If the placement has already started the implication is that any financial risk is now the University's rather than the insurer's. In this situation the student and host must be informed that the placement is unapproved, insurance cover via the University will not be in place and that until the placement is approved it has no association with Loughborough University. At this point the host and/or student should be provided with a reasonable deadline (up to 21 days) to engage with the process of completing and returning required documents.

Where a placement cannot be approved a School decision will be required as to whether the student can undertake a Leave of Absence or can continue on an academic programme. Further information is available in the 'Guidelines for student status arrangements for UG placement students' (internal link: [\\ws3.lboro.ac.uk\Placements-Work-Based-Learning\Policies & Resources\Guidelines for student status arrangements for UG placement students v4.3.docx](https://ws3.lboro.ac.uk/Placements-Work-Based-Learning/Policies & Resources/Guidelines for student status arrangements for UG placement students v4.3.docx)).

e) Unapproved Placements for Professional Sporting and Tier 4 Reasons

Where a student is studying on a Tier 4 visa there may be circumstances in which a placement cannot be approved as it does not meet Government requirements, which currently state that "Students cannot be employed as a professional sportsperson (including a sports coach)."

Further information about the full requirements are detailed at the link below;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/843578/Tier_4_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2019-10_FINAL.pdf

For further support with ensuring that The University is meeting its Tier 4 visa sponsorship responsibilities, please contact the Placements Governance Manager or Academic Registry.

5. Insurance for Overseas Placements

LU has appropriate insurance (e.g. public and personal) cover in place for all approved LU overseas placements, Erasmus+ and international exchange programmes, undertaken during an official placement year.

The **maximum period of cover is one year**, in-line with the placement period. Note: placement students on year-long placements who wish to extend their placement period (e.g. remain on placement over the summer) will therefore have to purchase their own insurance to cover the extended period.

a) Employer Liability / Public Liability

The placement provider should provide insurance cover for the public liability of the student (covering damages caused by the student) and personal accident (covering injuries caused to the student) at the student's placement workplace. In the UK, host placement providers can be expected to hold both Employers' Liability and Public Liability insurances (with some exceptions). However, for overseas placements, each region/country has its own legislation and regulations governing insurance and indemnity.

The LU Public Liability policy may cover, based on the individual merits, for a loss by a third party caused by any agent of the University (including students) acting on behalf of the University.

In the event of a claim from the student, the placement provider and/or the third party, LU is only liable in respect of something that is at the fault of this institution.

Failure to obtain satisfactory confirmation regarding insurance from the placement provider must be referred to Insurance Support (see section 3).

b) Medical

- (i) Only emergency medical treatment is covered by Loughborough University Travel Insurance
- (ii) Students with pre-existing medical conditions **must not** travel against medical advice and **no** cover will be provided for the routine treatment of existing conditions including prescriptions etc. Students should advise a GP of their trips including the destination, duration and activity.
- (iii) Students should consider purchasing their own insurance if they have pre-existing conditions.
- (iv) Students **must** be advised to take a Student European Health Insurance Card (student EHIC) when travelling to a European Economic Area country (EEA) or Switzerland conditions.
- (v) The medical policy only covers activities relating to the students' programme of studies, and those commensurate with residence in the country as part of their programme. High risk activities (defined by LU's insurance policy) such as water sports, winter sports, rock climbing, scuba diving, etc. are **not** covered.

c) Travel

Cover is provided for inbound and outbound journeys only (i.e. at the start and end of the placement) to and from the host country, in line with approved placement activities. Students may wish to consider purchasing additional insurance cover for periods either side of the placement start and end date and to supplement limited travel insurance cover already provided by Loughborough University for your placement.

Travel must comply with the risk assessments undertaken in the procedures outlined in this document and students must not travel against advice from the UK Foreign & Commonwealth Office or Drumm Cussac, Loughborough University's travel security advisers.

d) Personal liability

Personal liability cover is provided subject to policy terms and conditions. E.g. If the student becomes legally liable to pay damage in respect of accidental bodily injury (which includes death, illness, and disease) to third parties, or accidental loss of / or damage to material property.

e) Personal possessions

All personal possessions are the responsibility of the student and **not** covered by LU insurance.

f) Claims

All claims are subject to an excess depending on the type of claim.

For further details on what LU's PL covers and does not cover for overseas placements, please see Appendix G - Travel Summary Cover for Placement, Erasmus+ and Exchange Students.

6. Placement H&S Incidents

Where a H&S related incident occurs on placement (e.g. accident or near miss) involving a student or LU staff member this should be immediately reported via Loughborough University's [incident reporting system](https://sheassure.net/lboro/Portal/LBU/Index) (<https://sheassure.net/lboro/Portal/LBU/Index>).

Dependent on the severity of the incident the School should consider whether additional support is required to manage the response to the incident from Professional Services, including but not limited to the H&S Team, Insurance Support and Careers Network (Placements Governance Manager).

Any placement-related serious injury or fatality should be immediately communicated to the Placements Governance Manager (see also the [Guidelines for Student Fatalities - http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/policies/student_fatality_guidelines.pdf](http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/policies/student_fatality_guidelines.pdf)) for further investigation and communication as appropriate across the institute.

7. Placement Ethics and Due Diligence

Where applicable staff should refer to the [LU Ethics Policy Framework](#)

(<https://www.lboro.ac.uk/media/www/lboroacuk/content/universitycommittees/ethicscommittee/Ethical%20Policy%20Framework%202019.pdf>), this is likely to be where a placement or period of work experience may involve the following activity;

- That falls under the Human Tissue Act or involves human participants
- Involves animal testing
- Has military applications

Please note this list is not exhaustive.

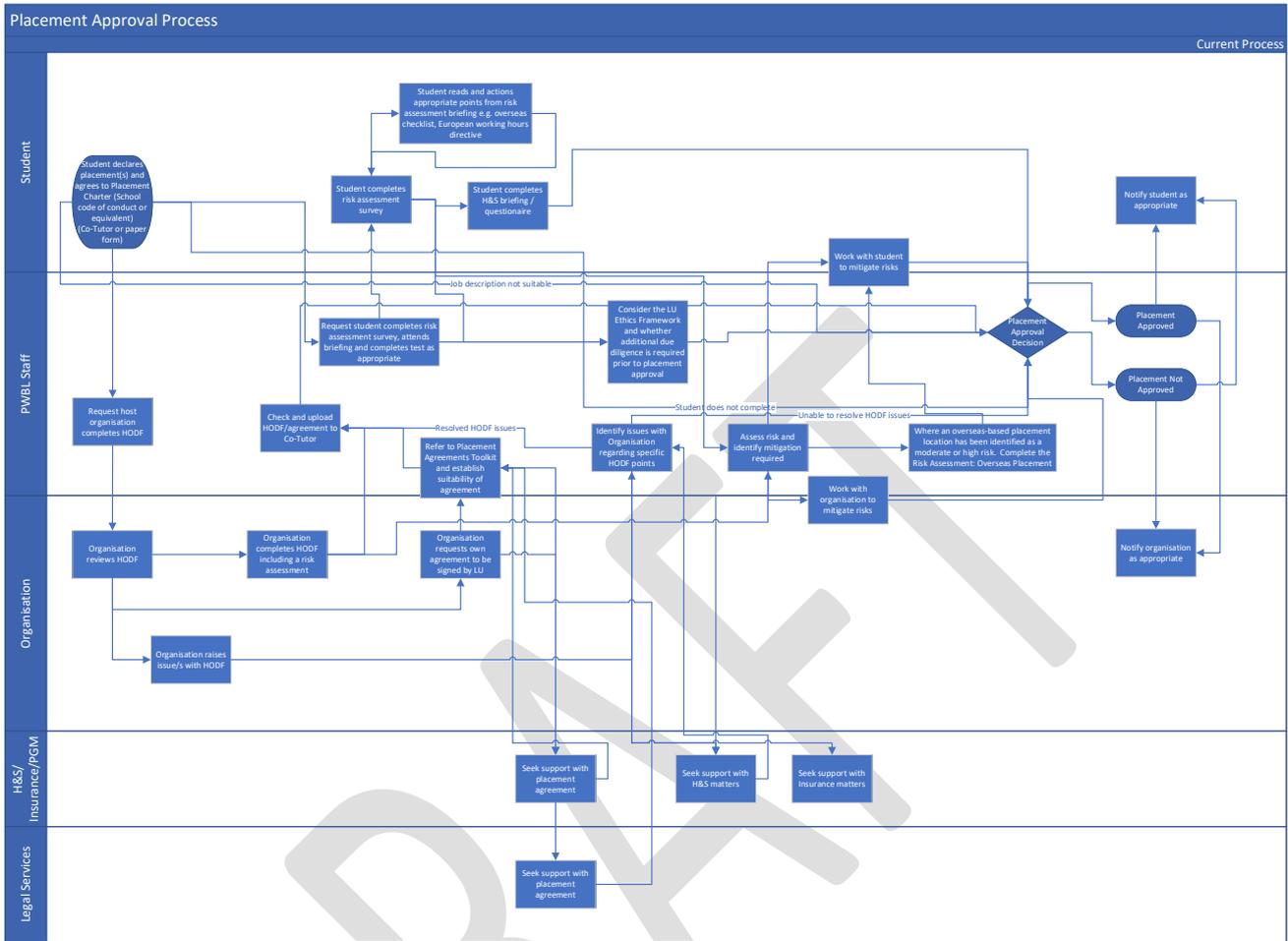
Additionally, when Schools are considering approving placements involving overseas-based organisations or where LU does not have a prior relationship with the organisation then further due diligence may be appropriate to ensure that risk is managed appropriately. Please refer to the Host Organisation Due Diligence Checklist (Appendix M).

DRAFT

Appendix A1 – LU PWBL Requirements Matrix

| Activity | Example | Scale of Institutional Integration | QAA Expectations & Core Practice Compliance Required? | LU H&S/Due Diligence Required? | Formal Agreement Required? | Primary LU Policy to Apply | Other Resources |
|---|--|--|---|--------------------------------|---|---|--|
| Extra-Curricular opportunity brokered by the student | Vacation internship | None (very low where formal agreement is required) | No | No | No, but may be for EU/overseas internships | None | Student Placement Agreements Toolkit |
| Extra-Curricular Opportunities brokered by the University | Work shadowing or visit day | Low | No | Yes | No, unless a financial arrangement is involved. | Placements & WBL H&S Policy | Student Placement Agreements Toolkit |
| Brief in-curricula learning experiences | Visit day | Medium | Yes | Yes | No, unless a financial arrangement is involved. | Fieldwork Policy | Student Placement Agreements Toolkit |
| Student Projects | 'Live' briefs or collaborative projects | Medium | Yes | Yes | No, unless a financial arrangement is involved. | Placements & WBL H&S Policy | Student Projects Toolkit |
| Structured short-term placements | Module based and accredited P&WBL period | Medium | Yes | Yes | Yes | Placements & WBL H&S Policy | Student Placement Agreements Toolkit |
| Employment situations (paid or unpaid) | Part I placements | Medium | Yes | Yes | Yes | Placements & WBL H&S Policy | Student Placement Agreements Toolkit |
| Integrated Placements | Practice placements e.g. PGCE | High | Yes | Yes | Yes | Local Policy | |

Appendix A2 – LU Placement Approval Process



Appendix B - Student Placement Risk Assessment and Declaration

1. Before you start your placement, please complete the following request for information on five environmental and individual factors related to your placement (to the best of your knowledge).
2. Please sign the declaration at the end of the document.

Note: All placements must undergo a risk assessment before they are approved by Loughborough University. Your placement will not be approved by the University, until this form has been signed by you. Further information relating to any work-place hazards will be gathered directly from your placement host.

| Factor | Indications | Yes/No/Unsure |
|-------------------------------------|---|--|
| 1. Work - Hours Per Week | I do not expect to be working for more than 48 hours per week on a regular basis. | If yes, proceed to Q1b |
| | I might be expected to work more than 48 hours per week on a regular basis and/or my Placement Provider has requested I opt out of the 'working time directive'. | Further assessment required (See Appendix C) |
| 2. Travel and Transportation | I will not have a long commute (a long commute is more than 90 minutes per journey). Aside from commuting there is no significant travel associated with my placement. | If yes, proceed to Q3 |
| | I will have a long daily commute (more than 90 minutes per journey). I will be driving regularly at night. I will be required to drive familiar vehicle as part of the placement, in reasonable conditions. | Further assessment required(See Appendix C) |

| | | |
|--|---|--|
| | <p>There is significant travel to reach my place of work and/or the placement.</p> <p>I am expecting travel to be prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards).</p> <p>Demanding travel during my placement.</p> <p>I will be required to drive passengers in unfamiliar vehicles.</p> | Further assessment required (See Appendix C) |
| 3. Location and/or regional factors | My placement is in the UK. | If yes go to Q4 |
| | My placement is based overseas and/or there is a requirement to undertake travel overseas. | Further assessment required (See Appendix C) |
| | | Overseas placement checklist required (See Appendix D) |
| 4. General/environmental health factors | There are no significant environmental health risks associated with my placement. | If yes, go to Q5 |
| | <p>There are regional/local conditions requiring some precautionary measures, e.g.:</p> <ul style="list-style-type: none"> • Recommended inoculations against diseases • Medical travel kit has been advised as a sensible precaution • Working alone or in remote and isolated conditions | Further assessment required (See Appendix C) |
| | <p>There are regional/local health risks requiring mandatory and specific health protection measures e.g.</p> <ul style="list-style-type: none"> • Inoculations • Very hot or strenuous working conditions (e.g. manual working outdoors in the sun). • Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility). | Further assessment required (See Appendix C) |
| 5. Individual student factors | I do not envisage needing any additional support from Loughborough University during my placement. | If yes, go to Q6 |

| | | |
|--|---|-----------------------------|
| | <p>There are personal factors (e.g. health, disability, pregnancy, linguistic or cultural), which:</p> <ul style="list-style-type: none"> • May require specific adjustments or support during work, or in social interactions at work • Increase the risk of illness or accident during work-related activity even following adjustments. <p>If appropriate, I have consulted a relevant medical professional who is aware of the placement and has not advised against the placement and/or the location.</p> | Further assessment required |
|--|---|-----------------------------|

Student Declaration

I have read and understood the risk assessment and answered all the questions to the best of my ability.

I understand that if any of these factors change throughout my placement, I must inform the University.

I understand that if during my placement I am absent from work, for longer than 5 consecutive working days, I must inform the University.

If any of the answers to these questions change, I confirm I will contact the University within 10 days of my placement commencing and provide the relevant information, as requested by my School.

In addition, I confirm, I have read, understood and will follow:

- [Student Placement Charter \(www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm \)](http://www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm)
- [Regulation XI \(www.lboro.ac.uk/governance/regulations/11/current/\)](http://www.lboro.ac.uk/governance/regulations/11/current/)

I understand that during my placement year, I remain a Loughborough University student and am therefore subject to University disciplinary procedures in respect of my conduct away from University premises (*including placement students employed locally at the University*).

In addition, as employees of the host organisation, I understand that I am subject to the same disciplinary procedures and employment legislation as my work colleagues, and must adhere to all relevant policies and regulations of my placement provider.

Host Organisation (Placement Provider):

Student Name:

Student No:

Date:

Appendix C - Student Placement Risk Profiling and Risk Reducing Actions

The risk profiling and actions have been adapted from the USHA and ASET frameworks detailed earlier in this document, which identify the following six health and safety factors associated with a placement:

- Work
- Travel and transportation
- Location and/or region
- General/environmental health
- Individual student
- Insurance limitations

Please see the notes and guidance below for each section of the student risk assessment. If the student's answer to any question requires further assessment, please refer to the following guidance notes.

Please note that additional information about work H&S factors will need to be taken into account from the information provided by the HODF risk assessment element.

Make a note of any further assessment and/or communication with the student and/or their placement provider on the student's Co-Tutor record.

| Factor | Risk profile (Medium - yellow or High - red) | Indications |
|---|---|---|
| Q1. Working Hours Per Week | | Student may be expected to work more than 48 hours per week and/or their placement provider has requested they opt out of the 'European Working Directive'. |
| <p>Notes:</p> <p>Inform the student about the European Working Directive (details in the paragraph below). Check the student understands the law and their rights to opt out of the agreement.</p> <p>Ask yourself if you think this is reasonable. If in doubt, refer to the HSEM and/or the Placements Governance Manager.</p> <p>Check the student is comfortable with the hours they are expected to work and if not, ensure they are prepared to speak to their employer to discuss alternative options with their working pattern, either before or after their placement starts.</p> <p>The European Working Hours Directive:</p> <p>There may be some occasions, for example during particularly busy times at work, that you may be expected to stay late or work longer hours. That is a fact of the world of work!</p> | | |

However, the law states that workers don't have to work more than 48 hours a week, based on an average over 17 weeks (i.e. on a regular basis), unless they choose to. This law is sometimes called the 'working time directive' or 'working time regulations'. Your working hours should be stipulated in your written contract, or may be agreed between you and the organisation verbally.

If you are unsure of what hours you are expected to work on placement, you should contact your employer to confirm this. Your employer may ask (or it may be written into your contract) that you opt out of the European Working Hours Directive which means they may well expect you to work longer than 48 hours per week. If so, please ensure you are physically capable and comfortable with doing this.

If you do not want to work longer than 48 hours per week (even if you decide this once you've started your placement) you can opt back into the European Working Hours Directive by giving your employer at least 7 days' notice. This could be longer (up to 3 months), if you've previously agreed this in a written opt-out agreement with your employer.

Your employer isn't allowed to force you to cancel their opt-out agreement and shouldn't discriminate against or 'make like difficult' for you if you wish to cancel your opt out agreement. What counts as work? As well as doing 'normal' duties (which should be specified in your contract or job description), a working week includes:

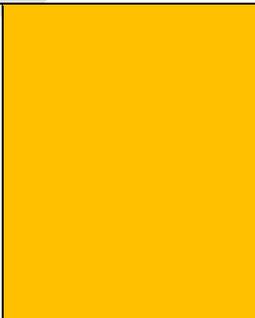
- Job-related training
- Time spent travelling if you have to travel as part of your job, e.g. travelling sales reps.
- Working lunches, e.g. business lunches
- Time spent working abroad in some cases
- Paid and some unpaid overtime
- Time spent on call at the workplace
- Any other time that is treated as 'working time' under a contract

What doesn't count as work:

- Breaks when no work is done, e.g. lunch breaks
- Normal travel to and from work
- Time on call away from the workplace
- Evening and day classes not related to work
- Travelling outside of normal working hours
- Unpaid overtime a worker has volunteered for, e.g. staying late to finish something off
- Paid or unpaid holiday

(Source: www.gov.uk/maximum-weekly-working-hours/weekly-maximum-working-hours-and-optingout)

Q2. Travel and Transportation



The placement will:

- Require night travel.
- Involve a long daily commute (longer than 90 minutes per journey)
- Require the student to drive familiar vehicles in reasonable conditions.

Notes:

Discuss travel arrangements and implications with student (see below).

Check if more suitable accommodation is available to reduce commuting (see below).

For example:

If you will have a long daily commute (longer than 90 minutes per journey), you may wish to think about moving closer to your place of work to reduce commuting times.

If you are travelling at night, and/or; your employer expects you to drive unfamiliar vehicles (with or without passengers), and/or there is a lot of travel associated with the placement, please ensure you are physically capable and comfortable with doing this, and check with your employer that you have the appropriate licence and insurance in place.

If you will be driving your own vehicle for work purposes (other than commuting), you will need to check your insurance covers business use.

The placement will:

- Involve significant travel, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards).
- Require the student to carry passengers in unfamiliar vehicles.

Notes:

Discuss travel arrangements implications with student (as in Notes above).

Consider the student's experience of driving/travel.

Seek confirmation from the student that they have relevant driving licenses and insurances for country they will be working in and that they have confirmed they are capable of undertaking this driving. If relevant, check if the placement provider's insurance and driving policy will cover the student.

Consider reducing risks by asking placement provider to provide accompanied travel where practicable.

Q3. Location

The student has indicated that their placement is overseas or they may be expected to undertake overseas travel during their placement in countries where:

- There is a higher than normal risk of civil disorder, crime or comparable danger.
- There are likely delays in communicating with LU.
- The placement is in an area identified as low risk by the Foreign and Commonwealth Office (FCO) - <https://www.gov.uk/foreign-travel-advice>.

Notes:

Students must complete the Overseas Placement Checklist (Appendix D)

Students must be registered for travel security alerts for the country or countries where they will be placed (Appendix L).

Schools must:

- Check the FCO website for restrictions and recommendations.
- Check [Drumm Cussac RiskMonitor](https://www.drum-cussac.net/login) (<https://www.drum-cussac.net/login>) for further recommendations.
- Where a location's overall risk is identified as a moderate (rating 3) or high on the Drumm Cussac RiskMonitor then an additional Risk Assessment: Overseas Placement is required (Appendix J).
- LU cannot approve placements based in extreme risk locations.
- Consider arranging for a briefing/information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. student on previous placement or a placement practitioner at a local HEI in the overseas country).
- Brief students on what to do in an emergency and ensure they have in-country and UK emergency contacts readily available and a mobile phone. This includes providing the [Emergency Protocol Document](https://www.lboro.ac.uk/media/www.lboro.ac.uk/content/exchanges/Emergency%20Protocol%20V12%20-%20FINAL.pdf) (<https://www.lboro.ac.uk/media/www.lboro.ac.uk/content/exchanges/Emergency%20Protocol%20V12%20-%20FINAL.pdf>), emergency contact sheet (Appendix K) and Insurance Cover Sheet (Appendix G).

| | | |
|--|--|---|
| | | <p>The student has indicated that their placement is overseas or they may be expected to undertake overseas travel during their placement in countries where:</p> <ul style="list-style-type: none">• There is significant risk of civil disorder, crime or similar danger. |
|--|--|---|

| | | |
|--|--|--|
| | | <ul style="list-style-type: none">• Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp).• Medical and rescue services not available quickly or locally.• Means of communication likely to be difficult or compromised. |
|--|--|--|

Notes:

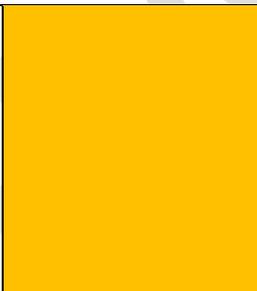
Students must complete the Overseas Placement Checklist (Appendix D)

Students must be registered for travel security alerts for the country or countries where they will be placed (Appendix L).

Schools must:

- Check the FCO website for restrictions and recommendations. The placement cannot be approved if the FCO advises against “all but essential travel”.
- Check [Drumm Cussac RiskMonitor](https://www.drum-cussac.net/login) (<https://www.drum-cussac.net/login>) for further recommendations. • Where a location’s overall risk is identified as a moderate (rating 3) or high on the Drumm Cussac RiskMonitor then an additional Risk Assessment: Overseas Placement is required (Appendix J).
- LU cannot approve placements based in extreme risk locations.
- Consider arranging for a briefing/information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. student on previous placement or a placement practitioner at a local HEI in the overseas country).
- Brief students on what to do in an emergency and ensure they have in-country and UK emergency contacts readily available and a mobile phone. This includes providing the [Emergency Protocol Document](http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/international/downloads/exchanges/Emergency%20Protocol%20V10%20-%20FINAL.pdf) (<http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/international/downloads/exchanges/Emergency%20Protocol%20V10%20-%20FINAL.pdf>) , Insurance Cover Sheet (Appendix G) and Contact Details Sheet (Appendix K).

Q4. Environmental/Health Factors



There are regional/local conditions requiring some precautionary measures, e.g.

- Recommended optional inoculations against diseases
- A medical travel kit would be a sensible precaution
- Lone working

Notes:

The student must be advised to consult an occupational health or medical/health professional for advice regarding immunisations and other preparations.

If a medical travel kit is a sensible precaution, as a rough guide a medical travel kit could include all or some of the following items depending on the circumstances:

- Water: one gallon per person, per day (3-day supply for evacuation, 2-week supply for home)
- Food: non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home)
- Flashlight
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible) • Extra batteries
- First aid kit (plasters, bandages, safety pins, antiseptic wipes etc.)

- Medications (7-day supply) and medical items
- Multi-purpose tool
- Blanket/sleeping bag
- Sanitation and personal hygiene items
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Mobile phone with charger
- Family and emergency contact information
- Extra cash
- Emergency blanket
- Whistle
- protective and warm clothing
- Map(s) of the area

(Source: <http://www.redcross.org>)

If the student has indicated they will be working alone or in remote/isolated locations, they should be briefed as follows:

Health and Safety Executive guidance defines a lone worker as someone that works by themselves with no close or direct supervision. Lone workers should not be exposed to significantly higher risks than other employees who work together. Precautions should take into account normal working conditions and any foreseeable emergency situations, e.g. fire, equipment failure, illness and accidents.

You may wish to carry an emergency medical kit (see above) and make sure you can contact someone at all times. If you have any concerns about working alone, please speak to your line manager at your placement, or your School.

There are regional/local health risks requiring mandatory and specific health protection measures e.g.

- Inoculations
- Working in very hot or strenuous working conditions (e.g. manual working outdoors in the sun).
- Working in very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility).

Notes:

The student must be advised to consult an occupational health or medical/health professional for advice regarding immunisations and other preparations.

If the student is working in very extreme environments (hot or cold), and/or expected to work in very strenuous conditions they are advised to consult the relevant health professionals before the placement starts, to assess and confirm their suitability for the placement. The employer must undertake risk assessments to identify and mitigate any risks.

Q5. Individual student factors

The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which

| | | |
|---|--|---|
| | | may require specific adjustments or support during work, or in social interactions at work |
| <p>Notes:</p> <p>Encourage the student to explore any necessary reasonable adjustments, with help from CDS and their employer. Confirm these with the placement provider. Further information for staff and students is available here (http://www.lboro.ac.uk/services/student-services/support/health-and-wellbeing/workplace-wellbeing/)</p> | | |
| | | <p>The student has personal factors (e.g. health, disability, linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments.</p> <p>The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness.</p> <p>The student's knowledge, understanding, and skills are low for the type of work</p> |
| <p>Notes:</p> <ul style="list-style-type: none"> • Discuss activities of high risk with the student, try to eliminate or reduce potential risks where possible. • Consider pre-placement site visit. • Encourage the student to explore any necessary reasonable adjustments, with help from CDS and their employer. Confirm these with the placement provider. Further information for staff and students is available here (http://www.lboro.ac.uk/services/student-services/support/health-and-wellbeing/workplace-wellbeing/) • Advise students with pre-existing medical conditions to purchase personal medical insurance cover. | | |
| Insurance limitations | | Locations, activities and/or circumstances that require special consideration before the placement proceeds. There may be cover in place, but not in the format we would expect in the UK or at a lower level than expected. |
| <p>Notes:</p> <p>Brief student on limitations of insurance cover. Please refer to the <i>Placement Student Insurance Overview</i> and <i>Travel Cover Summary for Placement Student</i> (Appendix L) for cover details</p> | | |
| | | Locations where the placement provider's insurance does not cover the student for personal or third party liability associated with the work by the student. |

Notes:

All potential risks must be thoroughly assessed before a decision is made on whether the placement is to proceed or not.

If placement is to proceed, appropriate actions must be planned to prevent or minimise the risk. If necessary, additional specific insurances may be required to be put in place by the host.

Brief student on limitations of insurance cover. Please refer to our *Placement Student Insurance Overview* and *Travel Cover Summary for Placement Student* (Appendix L) for cover details.

DRAFT

Appendix D - Overseas placement checklist

Please tick each box to show you have read and understood each item. If you cannot tick all the boxes, please contact your School. For insurance related enquiries please contact insurance.support@lboro.ac.uk.

Host country

- I will not travel to any country/or parts of country that the Foreign and Commonwealth Office (<https://www.gov.uk/foreign-travel-advice>) has advised against "all but essential travel" or against "any travel".
- I will check the Foreign and Commonwealth Office website (<https://www.gov.uk/foreign-travel-advice>) for information on my host placement country and follow any advice provided.
- I agree to register for travel updates and safety information provided by the University insurer UMAL. I will download the GlobalRiskManager App and register for appropriate alerts. Instructions are available here (see Drum Cussac.pdf file).

- I understand that my induction at the host placement organisation should include advice about local customs, laws, religious observances, dress codes, no-go/high risk areas, travel advice and advice about using public transport, climate etc. (where appropriate, depending on the country). I agree to adhere to any appropriate advice given. If I do not receive this advice, or need further clarification, I will speak to my line manager at the placement, and/or contact my School.
- I will familiarise myself with the health & safety regulations in the host workplace, and always be safety aware. If I have any concerns about my health and safety at work (bearing in mind that some countries' health and safety laws are not as stringent as the UK's), I will speak to my line manager and/or contact my School.
- I confirm that I have a source of emergency funds in the UK or host country that I can readily access from the host country.

Accommodation

- Suitable and safe accommodation will be arranged, preferably prior to the placement starting, either by myself, or where appropriate through the placement provider.

Health

- I will seek information from relevant health professionals on vaccinations and understand that if I choose not to receive any recommended vaccinations, I do so at my own risk.

Insurance

- I understand that Loughborough University's insurance policy only covers me for emergency medical treatment.
- I understand that if I have a pre-existing medical condition, I must not travel against medical advice and Loughborough University will not provide insurance cover for the routine treatment of existing medical

conditions, including prescriptions. I must advise a GP about my placement location or any travel associated with my placement.

- If I have a pre-existing medical condition, I should consider purchasing my own insurance to cover this.
- If I am travelling to a European Economic Area (<https://www.gov.uk/eu-eea>) or Switzerland, I will obtain a free Student European Health Insurance Card (student EHIC) from the NHS prior to travel (<https://www.nhs.uk/using-the-nhs/healthcare-abroad/moving-abroad/studying-abroad/>).
- I understand that Loughborough University's medical insurance policy only covers me for activities relating to my placement. High risk activities such as water sports, winter sports, rock climbing, scuba diving, competitive sports activities etc. are not covered and if I wish to participate in any high-risk leisure activities on placement, I should consider purchasing my own medical insurance.
- I understand that Loughborough University's insurance policy covers me for inbound and outbound travel only and any travel not associated with my placement is not covered. If I wish to travel during my placement year (for example visit another country nearby) I should consider purchasing my own travel insurance.
- I understand that cover for Personal Property and Money is provided only for inbound and outbound journeys at the start and end of the placement. Personal Property and Money are NOT covered while you are residing in the placement country and you are advised to take out your own insurance for these periods.
- I understand that Loughborough University's insurance policy only applies for a maximum period of 12 months, from the date I travel out to my placement. If I wish to extend my placement or remain in the country for longer than 12 months, I must contact insurance.support@lboro.ac.uk.

Travel

- I confirm that I have got a passport that will be valid for the duration of the placement.
- I have arranged the necessary visas and/or work permits? (additional support can be accessed via LU Student Advice studentadvice@lboro.ac.uk)
- I will apply good common sense when choosing how to travel to/from and within my placement host country. I will think about the mode of transport, how safe it is and how reputable the carrier is. For further information on the safety ratings of most airlines, please see <http://www.airlineratings.com/airlinesratings.php>.
- If I will be driving in the host country, I will check and ensure I have the correct driving licence and insurance in place for driving in that country.
- I have arranged for or received all recommended immunisations?
- I have taken appropriate advice regarding malaria and other endemic diseases as appropriate and are taking any necessary medication.
- I am aware of the cultural differences in the country to which I will be travelling and will you dress and behave accordingly.

Finally

Most students who do an overseas placement really enjoy and benefit from the experience. In addition, students and graduates with a global outlook are highly sought-after by employers. While you are on placement however, please think about what you are doing at all times and respect local laws and customs. Walk away at the first sign of any trouble, trust your instincts and do not take risks that you would not consider at home.

Appendix E - Host Organisation Declaration Form (For UK Based Placements ONLY)

Responsibilities of the Host Organisation:

The Host Organisation is a third party, who during the placement has direct supervision of the student. Note that if Loughborough University is providing the placement, it would then be the Host Organisation.

Host Organisations based in the UK are subject to UK legislation, and employers have the primary duty to ensure the health and safety of the placement student engaged in all placement activities i.e. work activities within their control, throughout the placement. Students on placement will be treated as employees of the Host Organisation for the purposes of health and safety.

- a) We accept responsibility for the student under the Health and Safety at Work etc Act 1974 and other relevant statutory provisions.
- b) Should the student be expected to work with machinery, equipment, or substances hazardous to health, safety precautions will have been taken, first aid facilities must be available and training, supervision, appropriate instruction, risk assessments and any necessary personal protective clothing will be provided.
- c) We confirm we have in place current Employers' and/or Public Liability insurances and that the student and/or visiting member of Loughborough University staff is deemed to be an employee and/or visitor for the purposes of those insurance policies. A copy of our liability insurance is displayed where all employees have reasonable access to it.
- d) We confirm we will advise our insurers of the proposed placement, if required.
- e) In the UK, employers' liability insurance will normally cover a student during the placement period. However, where insurance is not in place to cover the student for their working activities, e.g. exemption permissible under the Employer's Liability (Compulsory Insurance) Act 1969, we will notify Loughborough University at the earliest opportunity and will confirm we have access to funds to pay for any liability dispute and compensation awarded.
- f) We confirm we will advise Loughborough University immediately of any lost time injury (absence due to accident or case of occupational ill-health) or loss involving the student and/or visiting member of Loughborough University staff. We will keep the University informed of any subsequent developments and/or the conclusion of any investigation(s) into such incidents.
- g) We confirm that we will advise Loughborough University of any unauthorised absence to enable the University to meet attendance monitoring obligations.
- h) Within 21 days of the placement commencing provide the student with a full and clear induction to the organisation and its working practices, regulations and policies, including health and safety arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- i) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.
- j) Accept a reasonable number of visits (typically between one and three) to the student by visiting Loughborough University staff.

Placement Job Title/Role:

Describe the main tasks or duties the student will perform. Alternatively, please email a job description along with this completed document to (add appropriate email address).

If the job/role which is being undertaken is office-based and low-risk please tick here
Otherwise please complete the remainder of the RISK ASSESSMENT section at the bottom of this form.

If you have any further comments or questions and/or are unable to sign the form, please indicate these below, so we can review and consult further with you before the placement is due to commence:

Signed on behalf of the Host Organisation:

Name:

Your Job Title:

Signature:

Your Tel:

Your E-Mail:

Organisation Name:

Your Contact Address at the organisation:

Please list the student's name(s), start date and end dates of their placement (if confirmed):

Date:

Signature:.....

RISK ASSESSMENT

I have indicated any hazards that require control, please indicate as appropriate if the student will be working directly (with the letter 'D') with or in proximity (with the letter 'P') to these on the table below and add any additional hazards required:

| No. | Risk (D= Directly, P = Proximity) | D | P | No. | Risk (D= Directly, P = Proximity) | D | P |
|-----|---|---|---|-----|--|---|---|
| 1 | Exposure to asbestos containing materials | | | 20 | Working with electronic equipment | | |
| 2 | Hazardous substances (CoSHH) | | | 21 | Electricity (shock, burns, fire, arcing, explosion) | | |
| 3 | Working within laboratories | | | 22 | Lone working/remote working arrangements | | |
| 4 | Biological Sciences/Research and/or GMO | | | 23 | Working at height or falls from height | | |
| 5 | Working with/handling animals | | | 24 | Falling objects/equipment/people | | |
| 6 | Working with tissue samples | | | 25 | Slips/trips/falls on the same level | | |
| 7 | Work involving radiation sources/lasers | | | 26 | Unstable surfaces/uneven ground | | |
| 8 | Driving or working with vehicles | | | 27 | Fragile materials/surfaces/coverings | | |
| 9 | Operation of mechanical handling equipment | | | 28 | Work space/egress/access arrangements | | |
| 10 | Dangers from vehicles manoeuvring/reversing | | | 29 | Storage/stacking of goods | | |
| 11 | Loading/unloading vehicles | | | 30 | Environmental factors (rain/snow/ice/wind) | | |
| 12 | Access to dangerous or moving machinery parts | | | 31 | Working environment (low/high temp) | | |
| 13 | Manual handling operations | | | 32 | Housing members of the public/others | | |
| 14 | Chemistry experiments and research | | | 33 | Violence/aggression | | |
| 15 | Exposure to sources of heat/fire/flame | | | 34 | Excessive/unsocial hours | | |
| 16 | Use of sharps/glass/hand tools/power tools | | | 35 | Infections | | |
| 17 | Hazards leading to eye injury | | | 36 | Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility). | | |
| 18 | Confined spaces | | | 37 | | | |
| 19 | Sources of stress | | | 38 | | | |

Please complete the below section for each hazard identified:

| Step 1 - Hazards | Step 2 – Controls/Residual Risk | Step 3 – Further Actions |
|--|---|---|
| Specific hazards identified. Please list any significant hazards to which the student is likely to be exposed whilst on placement e.g. use of machinery, significant/demanding travel, toxic materials, working at height/underground. | Please indicate existing action(s) or controls which are already in place to reduce the risks. Please indicate the residual risk. | What further actions will your organisation take to minimise the risk to the student(s). Please indicate if an expected level of competency in the activity is required of the student. |
| Example: working with machinery with high speed moving parts | Example: Training and appropriate supervision provided. RISK LOW | Example: Additional training dependent on student's level of competence |
| | | |
| | | |

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|--|--|--|
| | | |
| | | |

Data will be managed in accordance with Loughborough University's External Stakeholder Privacy Notice, found here: <https://www.lboro.ac.uk/privacy/external-stakeholders-privacy/>

The roles and responsibilities of Loughborough University, our placement students, Schools/Departments and placement providers can be viewed in our Student Placement Charter, found here: www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm.

By signing this form, you are agreeing to the responsibilities expected of placement providers outlined under the Host Organisation column, and you are confirming that the named student(s) above will be covered by your organisation for the duration of their placement for the purposes of health and safety, and insurance irrespective of where they are based and what role they are undertaking.

For emergency situations involving a student out-side of office hours the 24 hour [LU Security Team](#) should be contacted.

Tel. 01509 222141

Email: gatehouse@lboro.ac.uk

Appendix F - Host Organisation Declaration Form (For Overseas Placements ONLY)

Responsibilities of the Placement Provider:

The Placement Provider is a third party, who during the placement has direct supervision of the student.

We expect Placement Providers to ensure the health and safety of the placement student engaged in all placement activities i.e. work activities within their control, throughout the placement. Students on placement will be treated as employees of the Placement Provider for the purposes of health and safety.

- a) We confirm we have a written Health & Safety policy.
- b) We accept responsibility for the student under the relevant workers' compensation regulation applicable to our organisation's country.
- c) Should the student be expected to work with machinery, equipment, or substances hazardous to health, safety precautions will have been taken, first aid facilities must be available and training, supervision, appropriate instruction, risk assessments and any necessary personal protective clothing will be provided.
- d) We confirm we have in place workers' compensation and/or Public Liability insurances and that the student and/or visiting member of Loughborough University staff is deemed to be an employee and/or visitor for the purposes of those insurance policies.
- e) We confirm we will advise our insurers of the proposed placement, if required.
- f) If insurance is not in place, we have access to pay for funds to pay for any liability dispute and compensation awarded.
- g) We confirm we will advise Loughborough University immediately of any lost time injury (absence due to accident or case of occupational ill-health) or loss involving the student and/or visiting member of Loughborough University staff. We will keep the University informed of any subsequent developments and/or the conclusion of any investigation(s) into such incidents.
- h) We confirm that we will advise Loughborough University of any unauthorised absence to enable the University to meet attendance monitoring obligations.
- i) Within 21 days of the placement commencing provide the student with a full and clear induction to the organisation and its working practices, regulations and policies, including health and safety arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- j) We will provide the student with a non-smoking environment (if indoors/enclosed) in which to work.
- k) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.
- l) Accept a reasonable number of visits (typically between one and three) to the student by visiting Loughborough University staff.

Placement Job Title/Role:

Describe the main tasks or duties the student will perform. Alternatively, please email a job description along with this completed document to (add appropriate email address).

If the job/role which is being undertaken is office-based and low-risk please tick here

Otherwise please complete the remainder of the RISK ASSESSMENT section at the bottom of this form.

If you have any further comments or questions and/or are unable to sign the form, please indicate these below, so we can review and consult further with you before the placement is due to commence:

signed on behalf of the Placement Provider (Host Organisation) Your Name:

Your Job Title:

Your Tel:

Your E-Mail:

Organisation Name:

Your Contact Address at the organisation:

Please list the student's name(s), job titles, start date and end dates of their placement (if confirmed):

Date:

Signature:.....

RISK ASSESSMENT

I have indicated any hazards that require control, please indicate as appropriate if the student will be working directly (with the letter 'D') with or in proximity (with the letter 'P') to these on the table below and add any additional hazards required:

| No. | Risk (D= Directly, P = Proximity) | D | P | No. | Risk (D= Directly, P = Proximity) | D | P |
|-----|---|---|---|-----|--|---|---|
| 1 | Exposure to asbestos containing materials | | | 20 | Working with electronic equipment | | |
| 2 | Hazardous substances (CoSHH) | | | 21 | Electricity (shock, burns, fire, arcing, explosion) | | |
| 3 | Working within laboratories | | | 22 | Lone working/remote working arrangements | | |
| 4 | Biological Sciences/Research and/or GMO | | | 23 | Working at height or falls from height | | |
| 5 | Working with/handling animals | | | 24 | Falling objects/equipment/people | | |
| 6 | Working with tissue samples | | | 25 | Slips/trips/falls on the same level | | |
| 7 | Work involving radiation sources/lasers | | | 26 | Unstable surfaces/uneven ground | | |
| 8 | Driving or working with vehicles | | | 27 | Fragile materials/surfaces/coverings | | |
| 9 | Operation of mechanical handling equipment | | | 28 | Work space/egress/access arrangements | | |
| 10 | Dangers from vehicles manoeuvring/reversing | | | 29 | Storage/stacking of goods | | |
| 11 | Loading/unloading vehicles | | | 30 | Environmental factors (rain/snow/ice/wind) | | |
| 12 | Access to dangerous or moving machinery parts | | | 31 | Working environment (low/high temp) | | |
| 13 | Manual handling operations | | | 32 | Housing members of the public/others | | |
| 14 | Chemistry experiments and research | | | 33 | Violence/aggression | | |
| 15 | Exposure to sources of heat/fire/flame | | | 34 | Excessive/unsocial hours | | |
| 16 | Use of sharps/glass/hand tools/power tools | | | 35 | Infections | | |
| 17 | Hazards leading to eye injury | | | 36 | Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility). | | |
| 18 | Confined spaces | | | 37 | | | |
| 19 | Sources of stress | | | 38 | | | |

Please complete the below section for each hazard identified:

| Step 1 - Hazards | Step 2 – Controls/Residual Risk | Step 3 – Further Actions |
|------------------|---------------------------------|--------------------------|
|------------------|---------------------------------|--------------------------|

| Specific hazards identified. Please list any significant hazards to which the student is likely to be exposed whilst on placement e.g. use of machinery, significant/demanding travel, toxic materials, working at height/underground. | Please indicate existing action(s) or controls which are already in place to reduce the risks. Please indicate the residual risk. | What further actions will your organisation take to minimise the risk to the student(s). Please indicate if an expected level of competency in the activity is required of the student. |
|---|--|---|
| Example: working with machinery with high speed moving parts | Example: Training and appropriate supervision provided. RISK LOW | Example: Additional training dependent on student's level of competence |
| | | |
| | | |
| | | |

Data will be managed in accordance with Loughborough University's External Stakeholder Privacy Notice, found here: <https://www.lboro.ac.uk/privacy/external-stakeholders-privacy/>

The roles and responsibilities of Loughborough University, our placement students, Schools/Departments and placement providers can be viewed in our Student Placement Charter, found here: www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm.

By signing this form, you are agreeing to the responsibilities expected of placement providers outlined under the Host Organisation column, and you are confirming that the named student(s) above will be covered by your organisation for the duration of their placement for the purposes of health and safety, and insurance irrespective of where they are based and what role they are undertaking.

For emergency situations involving a student out-side of office hours the 24 hour [LU Security Team](#) should be contacted.

Tel. +44(0) 1509 222141

Email: gatehouse@lboro.ac.uk

Appendix G – TRAVEL SUMMARY COVER (Student Placements, Study Exchanges and Erasmus)

INSURER – UMAL

POLICY NUMBER – UMAL – UMT092/13

INSURED PERSON – students on all University approved overseas placements, Erasmus and exchanges undertaken during an official placement year

WHAT'S COVERED

| Key benefits | Limit |
|--|--------------------|
| <p>Medical and Emergency Travel Expenses</p> <p>All costs necessarily incurred outside the UK as a result of the injury or illness of an insured person. Benefits include Repatriation Costs, Attendants Travel Expenses and Overseas Funeral Expenses etc.</p> <p>Students with pre-existing medical condition are covered under the policy for emergency medical treatment for their pre-existing condition. However, no cover will be provided for routine treatment of existing conditions including prescriptions, etc.</p> <p>Cover is not applicable if travelling against medical advice.</p> | <p>£10,000,000</p> |
| <p>Emergency Medical Assistance</p> <p>Please contact Global Response on the details below for advice and assistance in the event of an emergency aboard, e.g. those involving serious injury or extended periods of hospitalisation.</p> <p>Tel: +44 (0)2920 662425</p> <p>Reference: UMAL/T092</p> <p>Other than in the case of an emergency where immediate action is required to avert serious health or life-threatening consequences, the insured person (if otherwise) must first contact the Global Response for advice and assistance prior to incurring any costs.</p> | |
| <p>Personal Possessions (while residing in the placement countries)</p> | <p>Not covered</p> |

| | |
|--|--|
| <p>Cover for Personal Property and Money is provided only for inbound and outbound journeys at the start and end of the placement. Personal Property and Money are NOT covered while you are residing in the placement country and you are advised to take out your own insurance for these periods:</p> <ul style="list-style-type: none"> • £25 Deductible (Increased to 10% of claim in respect of laptop computers) • Emergency Purchases – up to £1000 • Loss of keys/replacement locks – up to £500 • Single Article Limit - £1,500 (Increased to £2,500 in respect of laptop computers) • Credit Card Misuse – up to £3,000 (payable in addition to Money limit) • Loss of Passport – up to £1,500 (payable in addition to Money limit) | <p>PERSONAL PROPERTY - up to £10,000/£5,000 and MONEY - up to £5,000 (Cash Limit - £1,000)</p> |
| <p>Person Liability</p> <p>If the student (insured person) becomes legally liable to pay damages in respect of accidental bodily injury (which includes death illness and disease) to any person and/or accidental loss of or damage to material property.</p> | <p>£5,000,000 Limit of Indemnity</p> |
| <p>Personal Injury</p> <p>Including accidental death, permanent total/partial disablement, temporary total/partial disablement.</p> | <p>£50,000</p> |
| <p>Legal Expenses</p> <p>To help you recover damages or compensation from a third party following any event which results in bodily Injury to you or financial loss suffered resulting from the breach of any travel or accommodation contract. To help you in the defence of Criminal Proceedings brought against you.</p> <p>Legal Proceedings entered into in the USA or Canada are not covered.</p> | <p>£25,000</p> |
| <p>Disruption</p> <p>Including cancellation, curtailment, rearrangement, travel delay, hijack and other travel expenses.</p> | <p>£20,000</p> |
| <p>Personal Liability</p> <p>If you become legally liable to pay damages in respect of accidental bodily injury (which includes death illness and disease) to any person and/or accidental loss of or damage to material property.</p> | <p>£5,000,000</p> |
| <p>Political Evacuation</p> <p>Reimbursement of evacuation expenses following formal advice to leave the destination country.</p> | <p>£50,000</p> |

WHAT'S NOT COVERED (IMPORTANT EXCLUSIONS)

- Pre or post placement periods i.e. extended stay for personal leisure purposes

- Long distance personal sightseeing/excursions taken during the placement programme (i.e. not local).
- Travel against the advice given by FCO (www.fco.gov.uk).
- Travel against the advice of a registered medical practitioner. It is strongly recommended that students with a pre-existing condition should visit your doctor prior to each trip, make sure there are no problems and obtain either a letter or have the confirmation put in their notes.
- High risk activities such as water sports, winter sports, rock climbing, scuba diving, bungee jumping, parachuting, professional sports, etc.
- Baggage/money stolen or lost from an unattended vehicle unless such baggage in the locked boot or concealed in a covered luggage compartment of a fully locked vehicle

CLAIM PROCEDURE

- Loss or damage to baggage whilst in transit must be reported to the relevant airline and a Property Irregularity Report (PIR) must be obtained from the airline before leaving the airport.
- Loss or damage to personal money or baggage must be reported to the relevant hotel and local police within 24 hours of discovery. All copy reports should be retained.
- An insurance claim form should be obtained from Insurance Officer by email. This should be completed and returned to Insurance Officer with any loss reports and where available copy purchase or replacement receipts.
- When telephoning Global Response please make sure you have the following available:

INSURER – UMAL
REFERENCE - UMAL/092
- In the case of medical expenses, all treatment and/or medicine receipts should again be retained and a claim form completed.

FURTHER INFORMATION

For further information, e.g. full terms and conditions of cover please contact Insurance Support Team on telephone +44 (0) 1509 222026 or email insurance.support@lboro.ac.uk.

In an emergency situation outside of normal University working hours, please contact the Security Office who hold a list of emergency contacts. Tel: +44 (0)1509 222141 or Email: gatehouse@lboro.ac.uk.

Global Response contact details: **Tel:** +44 (0)2920 662425
www.lboro.ac.uk/admin/financial/restricted/sections/insurance.htm

Note: this policy is subject to the Insurers terms and conditions.

Appendix H - Student Placement Induction Checklist

The following items should be included in your induction to the organisation, preferably on your first day.

Please check off the items below when they occur and inform your placement organiser of any items not covered within twenty-one days of the start of your placement. This list is not exhaustive and other topics may be covered and, which you may wish to note:

| Health and Safety | Date |
|---|------|
| Emergency procedures | |
| Safety policy received or location known | |
| Location of first aid box | |
| First aid arrangements (including names of first aiders) | |
| Fire procedures and location of assembly point | |
| Accident reporting procedures covered and location of accident book | |
| COSHH regulations/procedures (if applicable) | |
| Manual handling procedures (if applicable) | |
| Protective clothing arrangements (if applicable) | |
| Display Screen Equipment Assessment (if applicable) | |
| Instruction on equipment participant will be using (list equipment) | |
| Risk assessments provided (if identified as a necessary action during the student risk assessment) | |
| Other issues (Please specify): | |
| Accommodation | |
| Have you secured suitable accommodation within a reasonable commuting distance (within 90 minutes by car, each way) to/from your place of work? | |

Signed: (if you e-mail this from your Loughborough student e-mail address, this will be taken as your signature)

Name:

Date:

Please return this form as soon as possible to your School and within 21 days of your placement starting.

Appendix I – Addressing HODF Issues

Please utilise this guidance in situations where it has been established there are specific points on the HODF which an organisation will not agree to. Please note it is acceptable for organisations to provide agreements to these points and the placement charter in writing separately from the HODF e.g. via email.

HODF UK-based Placements

- a) We accept responsibility for the student under the Health and Safety at Work etc Act 1974 and relevant statutory provisions

YES - No further action required.

NO – This is compulsory. If this point cannot be agreed then the placement cannot be approved.

- b) Should the student be expected to work with machinery, equipment, or substances hazardous to health, safety precautions will be taken, first aid facilities will be available and training, supervision, appropriate instruction, risk assessments and any necessary personal protective clothing will be provided.

YES – No further action required.

NO – Refer to risk assessment, placement job description and H&S induction check list (if available) to establish Low / Medium / High risks.

Check with the placement provider what mitigation is in place to manage the risks which can be identified.

Refer to; hse@lboro.ac.uk

with the information above along with confirmation the student attended School placement H&S activities/briefings.

- c) We confirm we have in place current Employers' and/or Public Liability insurances and that the student and/or visiting member of Loughborough University staff is deemed to be an employee and/or visitor for the purposes of those insurance policies. A copy of our liability insurance is displayed where all employees have reasonable access to it.

YES – No further action required.

NO – Refer to risk assessment, placement job description and H&S induction check list (if available) to establish Low / Medium / High risks.

Check with the placement provider what mitigation is in place to manage the risks which can be identified.

N.B. Certain organisations such as Government bodies do not require this type of insurance.

Refer to insurance@lboro.ac.uk with the information above along with confirmation the student attended School placement H&S activities/briefings.

- d) We confirm we will advise our insurers of the proposed placement, if required.

YES - No further action required.

NO – No specific agreement is required to this term as it is only applicable if it is required.

- e) In the UK, employers' liability insurance will normally cover a student during the placement period. However, where insurance is not in place to cover the student for their working activities, e.g. exemption permissible under the Employer's Liability (Compulsory Insurance) Act 1969, we will notify Loughborough University at the earliest opportunity and will confirm we have access to funds to pay for any liability dispute and compensation awarded.

YES - No further action required.

NO – Refer to insurancesupport@lboro.ac.uk along with evidence student attended school placement briefing and the student's risk assessment.

- f) We confirm we will advise Loughborough University immediately of any lost time injury (absence due to accident or case of occupational ill-health) or loss involving the student and/or visiting member of Loughborough University staff. We will keep the University informed of any subsequent developments and/or the conclusion of any investigation(s) into such incidents.

YES – Provide LU contact details including the Security Office number.

NO – Ask the student to nominate us as one of the next of kin/emergency contacts with the placement host, evidence of this in writing is required.

Alternatively, the student can confirm in writing that they have instructed their next of kin/emergency contact to notify LU in the in the event of lost time injury etc.

If still NO then regular/logged contact will have to be made by email/phone call/Skype, confirmed by email between student and school.

- g) We confirm that we will advise Loughborough University of any unauthorised absence to enable the University to meet attendance monitoring obligations.

YES - No further action required.

NO – Please refer to the Placements Governance Manager.

- h) Within 21 days of the Placement starting provide the student with a full and clear induction to the organisation and its working practices, regulations and policies, including health and safety arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.

YES - No further action required.

NO – If the placement has already commenced then confirmation in writing that the above has been actioned within 21 days is required.

Refer to insurancesupport@lboro.ac.uk with evidence student attended school placement briefing and the student's risk assessment.

- i) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.

YES - No further action required.

NO - This is compulsory. If a supervisor can't be nominated then the placement cannot be approved.

- j) Accept a reasonable number of visits (typically between one and three) to the student by visiting Loughborough University staff.

YES - No further action required.

NO – Contact will have to be made by email/phone call/Skype, confirmed by email between student and school.

Refer to insurancesupport@lboro.ac.uk with the information above along with evidence student attended school placement briefing and the student's risk assessment.

Risk Assessment

Where the placement is not a low-risk office-based placement this section must be completed satisfactorily by the host organisation.

Overseas-based Placements

Where the organisation indicates that there may be gaps in the provision of insurance then please refer to Page 21/22 - Insurance Limitations.

- a) We confirm we have a written Health & Safety policy.

YES – No further action required.

NO – Refer to student risk assessment, placement job description and H&S induction check list to establish Low / Medium / High risks.

Check with the placement provider what mitigation is in place to manage the risks which can be identified

Refer to hse@lboro.ac.uk with the information above along with confirmation the student attended School placement H&S activities/briefings.

- b) We confirm that the student will be registered as an employee of the organisation and accept responsibility for the student under the relevant workers' compensation regulation applicable to our organisation's country.

YES - No further action required.

NO – Ask the placement host to provide any advice about filling this gap as they will have better inCountry knowledge than us.

NO – Inform student of this and that they may want to take out additional personal accident insurance whilst working overseas not just travel insurance.

Refer to insurancesupport@lboro.ac.uk with the information above along with evidence student attended school placement briefing and the student's risk assessment.

- c) Should the student be expected to work with machinery, equipment, or substances hazardous to health, safety and precautions will first have been taken, first aid facilities will be available and training, supervision, appropriate instruction, risk assessments and any necessary personal protective clothing will be provided.

YES – No further action required.

NO – Refer to student risk assessment, placement job description and H&S induction check list to establish Low / Medium / High risks.

Check with the placement provider what mitigation is in place to manage the risks which can be identified.

Refer to hse@lboro.ac.uk with the information above along with confirmation the student attended School placement H&S activities/briefings.

- d) We confirm we have in place workers' compensation and/or Public Liability insurances and that the student and/or visiting member of Loughborough University staff is deemed to be an employee and/or visitor for the purposes of those insurance policies.

YES - No further action required.

NO – Ask the placement host to provide any advice about filling this gap as they will have better inCountry knowledge than us.

Inform student of this and that they may want to take out additional personal accident insurance whilst working overseas not just travel insurance.

Refer to insurancesupport@lboro.ac.uk with the information above along with evidence student attended school placement briefing and the student's risk assessment.

- e) We confirm we will advise our insurers of the proposed placement, if required.

YES - No further action required.

NO – No specific agreement is required to this term as it is only applicable if it is required.

- f) If insurance is not in place, we have access to pay for funds to pay for any liability dispute and compensation awarded.

YES – No further action required.

NO – Refer to student risk assessment, placement job description and H&S induction check list to establish Low / Medium / High risks.

Refer to insurancesupport@lboro.ac.uk with the information above along with evidence student attended school placement briefing and the student's risk assessment.

- g) We confirm we will advise Loughborough University immediately of any lost time injury (absence due to accident or case of occupational ill-health) or loss involving the student and/or visiting member of

Loughborough University staff. We will keep the University informed of any subsequent developments and/or the conclusion of any investigation(s) into such incidents.

YES – Provide LU contact details including the Security Office number.

NO – Ask the student to nominate us as one of the next of kin with the placement host, evidence of this in writing is required.

If still NO then regular/logged contact will have to be made by email/phone call/Skype, confirmed by email between student and school.

- h) We confirm that we will advise Loughborough University of any unauthorised absence to enable the University to meet attendance monitoring obligations.

YES - No further action required.

NO – Please refer to the Placements Governance Manager.

- i) Within 21 days of the Placement commencing provide the student with a full and clear induction to the organisation and its working practices, regulations and policies, including health and safety arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.

YES - No further action required.

NO – If the placement has already commenced then confirmation in writing that the above has been actioned after the first day is required.

Refer to insurancesupport@lboro.ac.uk with evidence student attended school placement briefing and the student's risk assessment.

- j) We will provide the student with a non-smoking environment (if indoors/enclosed) in which to work.

YES - No further action required.

NO – Check that the student is aware that they will be working in a smoking environment and they agree to the level of risk in writing. Refer to insurancesupport@lboro.ac.uk with evidence student attended school placement briefing and the student's risk assessment.

- k) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.

YES - No further action required.

NO - This is compulsory. If a supervisor can't be nominated then the placement cannot be approved.

- l) Accept a reasonable number of visits (typically between one and three) to the student by visiting Loughborough University staff.

YES - No further action required.

NO – Contact will have to be made by email/phone call/Skype, confirmed by email between student and school. Alternatively a visit can take place at an alternative venue.

Refer to insurancesupport@lboro.ac.uk with the information above along with evidence student attended school placement briefing and the student's risk assessment.

Risk Assessment

Where the placement is not a low-risk office-based placement this section must be completed satisfactorily by the host organisation.

DRAFT

Risk Assessment: Overseas Placement

The student will not be insured to travel until this form has been completed and signed off within your School or Professional Service.

| STUDENT DETAILS (form to be completed by the traveller) |
|--|
| Name of Traveller: |
| Student Number: |
| Mobile Phone Number (being taken on the trip): |
| School/Professional Service Contact Name and Phone Number: |

| DESTINATION RISKS |
|---|
| Areas to be visited (include countries, cities and regions): |
| Risks (refer to FCO and Drumm Cussac guidance): |
| Mitigation & Advice (refer to FCO and Drumm Cussac guidance): |

Additional Information for Placements Staff

Please note the Risk Assessment Approval should be carried out by a nominated competent member of School staff e.g. Placement Officer. The form provided to the student along with a request that they will follow the advice provided.

If you require any support with completing this form, please contact the Placements Governance Manager (c.cole2@lboro.ac.uk), Insurance Support (insurancesupport@lboro.ac.uk) and/or Health & Safety Team (hse@lboro.ac.uk).

Staff Signature:

Traveller Contact Details

Please take this document with you.

Placement Office

University working hours: Loughborough University Placement Office

Telephone:

Email:

University non-working hours: Security +44(0) 1509 222141 or gatehouse@lboro.ac.uk

Medical Emergency

For major incidents involving serious injury or extended periods of hospitalisation, please contact **Global Response** on: **+44 (0)2920 662425** and quote the Policy Number: **UMAL/T092**

British (or Your Home Country) Embassy Assistance

Note the Embassy for your home country that is nearest to your destination: Embassy worldwide <http://www.embassy-worldwide.com/>

Telephone:

Email:

Insurance Queries

University working hours: Contact Insurance Support on: **+44 (0) 1509 222026** or insurance.support@lboro.ac.uk

Outside of normal University working hours: Contact the LU Security Office who hold a list of emergency contacts on: +44 (0)1509 222141 or gatehouse@lboro.ac.uk



Loughborough University Travel Cover Summary



Loughborough University

When you travel on business in relation to your institution outside your Country of Domicile, (or within the Country of Domicile, if an overnight stay and/or travel by air is involved); you are covered by our group Travel scheme administered by U. M. Association Ltd. A summary of benefits and the services available is shown below – but please refer to your Insurance Officer or Administrator for the full terms and conditions of the cover

Medical Expenses (excluding within United Kingdom) – up to £10,000,000

- £25 Deductible (NB – for claimants using an EHIC to reduce the cost of treatment the £25 deductible will be waived)
- Including Supplementary Travel Expenses up to £15,000
- Including Funeral Expenses up to £10,000 and Repatriation of Remains up to £50,000
- Including Search and Rescue Expenses up to £25,000
- In-patient supplementary benefit outside UK - £50 each 24 hours for up to 1 year
- Medical Expenses in UK for necessary follow-up treatment up to £50,000 (maximum 3 months)

NOTE: Cover not applicable if travelling against medical advice

Cover for Personal Property and Money is provided only for inbound and outbound journeys at the start and end of the placement. Personal Property and Money are NOT covered while you are residing in the placement country and you are advised to take out your own insurance for these periods

Personal Belongings/Business Equipment- up to £10,000/£5,000

- £25 Deductible (Increased to £100 in respect of Business Equipment and 10% of claim (min £25 for Personal Belongings, £100 for Business Equipment) in respect of laptop computers)
- Emergency Purchases – up to £2,000
- Loss of keys/replacement locks – up to £1,000
- Single Article Limit - £2,500

NOTE: Do not pack money or valuable items in your checked-in luggage when in transit. Retain these as hand luggage.

NOTE: You must report any loss, theft or damage to either the local Police or, where appropriate, the airline (or other carrier) within 24 hours and obtain a written report

Money - up to £5,000 (Cash Limit - £2,500)

- £25 Deductible
- Credit Card Misuse – up to £3,000 (payable in addition to Money limit)
- Loss of Travel Documents – up to £2,000 (payable in addition to Money limit)

NOTE: You must report any loss or theft to the local Police within 24 hours and obtain a written report

Appendix M – Host Organisation Due Diligence Checklist

| Check | Notes |
|--|-------|
| Organisation's Name and Website Address | |
| Evidence of Company Registration e.g. emails, scanned letter, registration reference number | |
| Strategic Objectives or Mission Statement | |
| Portfolio of work | |
| Previous and existing relationship with Loughborough University | |
| Relationship with other UK HEIs | |
| Organisation's experience of, and procedures for, placement provision | |
| External Quality Assurance and /or Professional Body Reports | |
| Other Evidence of Standing e.g. general web search, other reputable partner organisations etc. | |
| Conclusion: | |

If you require any support with completing this form, please contact the Placements Governance Manager (c.cole2@lboro.ac.uk)

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Provision and Use of Work Equipment Policy

Origin: H&S Team / Simon Fawcett

Date: 29th January 2020

| | |
|---|--|
| 1. Decision Required by Committee | The HSE Committee are asked to approve the policy on the implementation of the Provision and Use of Work Equipment |
| 2. Executive Summary | <p>This policy formalises the arrangements needed for the University to fully comply with the Provision and Use of Work Equipment.</p> <p>The focus of the policy is on the procurement and maintenance of equipment which ensures the safety of that equipment.</p> |
| 3. Committees/Groups previously considering item. | <p>There has been wide consultation with operations and technical staff as well as our Union colleagues.</p> <p>An early implementor group was formed to check the [practicality of the policy and these activities have resulted in the attached policy.</p> |

Loughborough University
Health and Safety Policy

**Policy for the Management of the
Provision and Use of Work Equipment Regulations
(PUWER).**

Reference No. HSSCXX-PX

Version No. v0.4 (*Jan 2020 after Technical Implementors Review*)

Effective from: XXXX

Review date: December 2022

Authors: Simon Fawcett and Carolyn Kavanagh

| APPROVED | SIGNED | DATE |
|---------------------------|--------|------|
| Health & Safety Committee | | |

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1.0 Policy Statement

PUWER place duties on the University, employees, students and tenants, who own, operate or have justified control over the Provision and Use of Work Equipment. This policy provides guidance on the purchase, use, maintenance and inspection of work equipment to ensure compliance to the Provision and Use of Work Equipment Regulations (PUWER) 1998, whether we own the equipment or not. Work equipment has the potential for serious personal injury and significant damage to property if the work equipment is not managed safely. This policy seeks to establish consistent standards and approaches across all of Loughborough University's campuses, providing guidelines on the responsibilities of relevant personnel involved. Summary guidance boxes can be found at the end of each section to help with implementation of the policy.

1.1 Introduction to PUWER

This Policy applies to you if your area of work uses work equipment.

*If your area of work uses **work equipment** or is involved in providing work equipment to others to use (e.g for loan or hire) you **must manage the risks** from that equipment.*

PUWER requires that equipment provided for use at work:

- Is **Suitable** for the intended use.
- Is Safe for use, **maintained** in a safe condition and **inspected** to ensure it is correctly installed and does not subsequently deteriorate.
- Any **adaptation** of the equipment is carefully **managed** to ensure safety.
- Is **used only** by the people who have received adequate information, instruction and **training**.
- Accompanied by suitable health and safety measures such as **protective devices and controls**. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- Has **mitigation from specified hazards** or extremes of temperature.
- Is used in accordance with the **specific requirements for mobile** work equipment and **power presses**.

PUWER applies to the provision and use of all work equipment but it cannot be considered in isolation from other health and safety legislation. The main other ones are but not limited to:

- Lifting equipment must also meet the requirements of Lifting Operations and **Lifting Equipment** Regulations (LOLER).
- Pressure equipment must meet the **Pressure Systems** Safety Regulations
- Protective equipment must meet the **Personal Protective Equipment** Regulations.
- Exhaust Ventilations systems must meet the **Local Exhaust Ventilation** Systems (LEV)

NOTE: Please also refer to the specific Loughborough University Policies for the above Regulations, these are on the University website.

What is work Equipment?

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work. This includes equipment which employees provide for their own use at work. The scope of work equipment is therefore extremely wide.

Use of Work Equipment

All activities involving that work equipment **and its use**, including:

- Starting and stopping
- Repairing, Modifying
- Programming and Training
- Maintaining, Cleaning and Servicing
- Transporting

Where does PUWER apply?

PUWER applies in all sectors where the Health and Safety at Work Act applies. This policy applies to **all** areas of the Loughborough University campuses from Academic Departments to Halls of Residence.

How is PUWER enforced?

PUWER is enforced by health and safety inspections. If PUWER Regulations are not followed for work equipment, then the equipment is liable to be given an improvement or prohibition notice and likely taken out of service. Enforcement can be taken broader than a notice. It can cover everything

from a notice of contravention to prosecution. These actions can be taken if the equipment is found to be badly maintained, damaged or has not undergone adequate inspections or Risk Assessments.

What do I have to do?

This policy will take you through the things you need to **consider**, **assess** and **action**.

2 SCOPE

This policy sets out what managers, academics, staff and students have to do to ensure the safety of people when using Equipment at Work. The scope of Work Equipment is extremely wide. PUWER applies whether the equipment is new, existing, second-hand, loaned or hired. It applies to both portable and stationary equipment.

2.1 High/Low Risk Work Equipment

For the purposes of this policy work equipment can be considered as 'low risk' or 'high risk'.

Low Risk

- Portable battery powered tools
- Hand Tools
- Sack trucks/gas bottle trolleys
- Office equipment
- Smaller pieces of analytical Laboratory equipment (weighing scales/balances)
- Lifting equipment managed under Loughborough University *LOLER* Policy
- Access equipment managed under Loughborough University *Working at Height* Policy

High Risk

- Workshop type equipment (machines) such as lathes, pillar drills, milling machines, saws, machine tools etc.
- Series of machines connected together
- Work vehicles (Forklift trucks, vans)
- Power Presses and Machinery (see below)

Power Presses

A Power Press is a machine for mass production which usually has a rotating flywheel. These are considered **high** risk machines and it is essential they are inspected and well maintained. Under PUWER every employer is **obliged to ensure Power Presses as well as their guards and**

protection devices are thoroughly examined every 12 months where there are fixed guards only and every six months for all other cases. In addition, examination should also occur when it has been **installed for the first time** or if safety of equipment has been jeopardised.

Machinery

Working with machinery can be dangerous because moving machinery can cause injury in many ways:

- People can be hit or injured by moving parts or ejected material. Parts of the body can become trapped.
- Sharp edges can cause cuts, rough surfaces cause abrasive injuries.
- Emissions from machinery can cause scalding or electrical burns/shock.
- Injuries can also occur due to machinery becoming unreliable and developing faults due to poor maintenance.

Please refer to **Appendix 1: Work Equipment in scope and exemption listing** for a more detailed list of Equipment in scope under PUWER.

2.2 Definitions (PUWER Specific)

Machinery

Machinery refers to an assembly of part, one or more of which are fitted with a drive system (moving) and are joined together for a specific application

Dangerous Part

Part of machinery or work equipment that can cause injury by cutting, crushing etc.

Guard

Device to prevent or safely restrict access by a person or person's body.

Essential Health and Safety Requirements (EHSR's)

Broad objectives for health and safety in the **Machinery Directive** stating how the Designer and Manufacturer should construct applicable products for safety and compliance.

These Essential Health and Safety Requirements (EHSR's) cover all aspects of health and safety of equipment for example physical safety (safeguards) and information (warnings). The aim of PUWER is to keep people safe wherever equipment and machinery is used at work hence equipment needs to be suitable for the intended purpose, maintained and used by people trained to do so.

3 RESPONSIBILITIES

3.1 Duty Holder: COO (senior person responsible)

The Chief Operating Officer (COO) is responsible to the Vice Chancellor on a delegated basis for the general oversight and development of health and safety policy and for ensuring co-ordination of such policies and practice across the University. The COO has responsibility for ensuring that the arrangements to manage health and safety in accordance with University policy are effective. The COO has line management responsibility for the Health and Safety Manager in order to oversee health and safety compliance and performance.

3.2 Duties of Deans of Schools

- Appoint Authorised Persons(s) for their areas/departments and ensure the *competency* of the Authorised Person (AP) by ensuring that the person has suitable ability, experience, *training* and resources to enable them to carry out the duties defined in the policy.
- Ensure all PUWER policy and guidance documents are available and accessible to all persons with responsibilities under this policy.
- Ensure all supervisors (including Academic, Research, Technical, Professional and Administrative) are given necessary information, instruction and training with regards to PUWER.
- Ensure that PUWER is *complied* with and the *risk* from work equipment is satisfactorily controlled.
- Cooperate with arrangements for *examination* and *testing* by a 'Competent Body' (e.g insurance inspector) followed by resultant remedial work.
- *Responsible* for the adoption of the University Policies within their area of control.
- Responsible for *appointing* School/Departmental Safety Officer(s)
- Set local health and safety policy based on institutional requirements by informing staff of their responsibilities, the arrangements for the introduction and *maintenance* of measures designed to identify, assess, control and monitor risks.
- Ensure staff provide appropriate *supervision* of researchers and students based on their risk assessments.
- Ensure that any matter brought to their attention by safety representatives is given prompt and appropriate attention.
- Take personal action to suspend or stop any activity that is dangerous or not carried out within local health and safety policies and arrangements.

3.3 Duties of Directors and Heads of Professional Services

- Appoint Authorised Persons(s) for their areas/departments and ensure the *competency* of the Authorised Person (AP) by ensuring that the person has suitable ability, experience, *training* and resources to enable them to carry out the duties defined in the policy.
- Ensure all PUWER policy and guidance documents are available and accessible to all persons with

responsibilities under this policy.

- Ensure all supervisors (including Professionals, Research, Technical and Administrative) are given necessary information, instruction and training with regards to PUWER.
- Ensure that PUWER is *complied* with and the *risk* from work equipment is satisfactorily controlled.
- Cooperate with arrangements for *examination* and *testing* by a 'Competent Body' (e.g insurance inspector) followed by resultant remedial work.
- *Responsible* for the adoption of the University Policies within their area of control.
- Responsible for appointing Health and Safety Leads/Departmental Safety Officer(s)
- Set local health and safety policy based on institutional requirements by informing staff of their responsibilities, the arrangements for the introduction and maintenance of measures designed to identify, assess, control and monitor risks.
- Ensure that any matter brought to their attention by safety representatives is given prompt and appropriate attention.
- Take personal action to suspend or stop any activity that is dangerous or not carried out within local health and safety policies and arrangements.

3.4 Duties of Operations Managers

- Ensuring health and safety audits are performed and results forwarded to the University Health and Safety Manager.
- Ensuring the Health and Safety Committee meets at least three times a year.
- Ensuring that all accidents and near misses are reported to the University Health and Safety Manager.
- Ensuring that all action is taken to remove causes of accidents or near miss events.
- Reviewing Procedures for producing Risk Assessments and ensure Risk Assessments are suitable, sufficient and up to date.
- Bring to the attention of the Dean or Head of Professional Service any breach of statutory requirement or other health and safety concern that cannot be resolved.

3.5 Duties of School/Departmental School Safety Officers

- Undertake health and safety training to appropriate level of competence.
- Be fully familiar with University Health and Safety Policies and assist the Head of Department to develop, implement and review local policies and procedures.
- Undertake regular safe use of work equipment *audits*.
- Ensure all occupational ill-health, accidents and incidents are *investigated* and subsequent actions carried out.
- Disseminate health and safety information and ensure necessary provision of health and safety training.
- Monitor that the *PPE* provided is adequate.

- Monitor that all plant, equipment and processes within their area are *maintained* in a safe condition.
- Monitor safe working practices based on risk assessments.
- Ensure work equipment is satisfactorily maintained.
- Ensure work equipment is positioned and installed to minimise risks.

3.6 Duties of Supervisory Staff (Senior Academic staff, Technical Managers, Team Leaders, Administrative Managers)

- Ensure they are familiar with University and local health and safety polices that apply to their area(s).
- Ensure staff are sufficiently *trained* to enable them to carry out suitable and sufficient *risk assessments* where required.
- Ensure that staff operate in accordance with University and local Health and Safety Policies relevant to their work.
- Ensure that all staff are trained in the principles, operations and emergency procedures necessary for health and safety.
- Ensure staff know the University procedure for accident/near miss reporting.
- Ensure Training and *competence* of staff.
- Ensure safe working practices within a safe working environment are used by all staff.
- Ensure all work equipment is *fit for purpose* and *maintained* in good working order.
- Ensure suitable *PPE* is *supplied* and *provision* made for its safe storage and cleaning.
- Ensure all work equipment has been designed and constructed in accordance with the relevant legislation, carry the CE mark and are in possession of the Declaration of Conformity and operating instructions.
- Ensure equipment is appropriately *guarded* in order to prevent contact with dangerous parts and protection provided against specified hazards.
- Ensure equipment is provided with the *relevant warnings and markings*.
- Ensure there is a maintenance schedule for work equipment which requires it and the equipment is *examined, inspected and tested* at the frequency the risk assessment requires
- Ensure records are kept for maintenance, examination, inspection and testing.

3.7 Duties of All Employees

- Make themselves familiar with University and local health and safety polices relevant to their work.
- There is a general legal duty to take reasonable care of yourself and others who could be affected by your actions and *co-operate* with your employer to comply to health and safety regulations.
- Undertake as required all health and *safety training* deemed necessary by their manager/supervisor.
- *Report* any occupational ill health issues, accidents, incidents and dangerous occurrences to your manager/supervisor.
- Use the equipment and safety devices supplied in accordance with the training provided.
- Make full use of appropriate *Personal Protective Equipment (PPE)* and safety equipment and devices

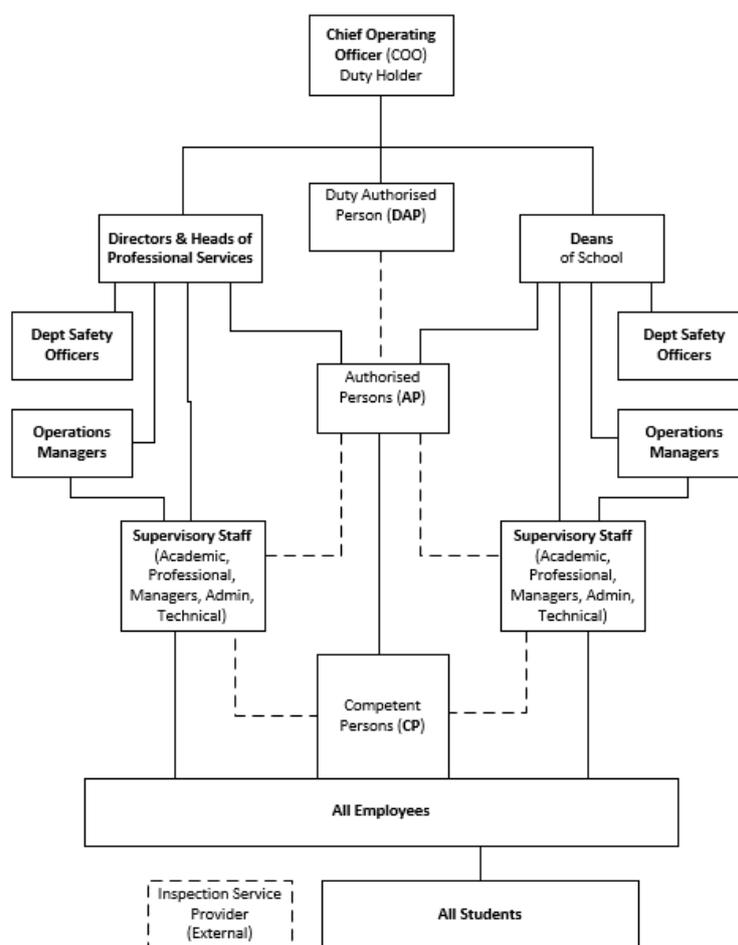
provided. If you have any doubt that any of this equipment is appropriate **do not** undertake the work and report this to your line manager/supervisor/task manager, normally a new Risk Assessment would be undertaken to confirm PPE and safety equipment and devices provided are appropriate before proceeding.

- *Maintain* tools and equipment in good condition reporting any defects to their manager/supervisor.
- Conform to all instructions either oral or written given to ensure their personal safety and that of others.
- Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety and welfare.
- Shall not, without consent from the manager/supervisor, introduce any equipment for use on University Premises, alter any fixed installations, alter or remove health and safety notices or equipment or otherwise take any action which may create hazards for others.
- Undertake any *pre-use inspections* of work equipment as required.

3.8 Duties of All Students

- At all times whilst they are on University premises or taking part in University activities follow the University and local health and safety policies and health and safety instructions given to them.
- There is a general legal duty to take reasonable care of yourself and others who could be affected by your actions and co-operate with your employer to comply to health and safety regulations.
- Undertake as required all health and *safety training* deemed necessary by their line manager/supervisor.
- *Report* any occupational ill health issues, accidents, incidents and dangerous occurrences to your line manager/supervisor.
- Use the equipment and safety devices supplied in accordance with the training provided.
- Shall not, without consent from a member of staff, introduce any equipment for use on University Premises, alter any fixed installations, alter or remove health and safety notices or equipment or otherwise take any action which may create hazards for others.
- Make full use of appropriate *Personal Protective Equipment* and safety equipment and devices provided.
- *Maintain* tools and equipment in good condition reporting any defects to their line manager/supervisor.
- *Conform* to all instructions either oral or written given to ensure their personal safety and that of others.
- Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety and welfare.

PUWER
Responsibility Diagram



3.9 Duty Authorised Person (DAP)

A person, employed by the University, with the required knowledge, training and experience, appointed by the Chief Operating Officer (COO) in writing, to take managerial responsibility for the implementation of policy and procedures for a specific area of health and safety legislation including:

- Ensuring *competency* of all **Authorised Persons** (appointed under section 3.2) by ensuring that the person has suitable ability, experience, training and resources to enable to carry out the role.
- Responsible for the policy and implementation via schools and departments.
- To *communicate* by whatever means possible information to employees with regards to relevant information on the risks and control measures being undertaken.
- To ensure day to day compliance in regard to PUWER.
- To *review* as necessary the university PUWER Policy.
- To assist and offer advice in regard to PUWER across all areas of the University.
- To review that the PUWER Registers are up to date.
- Promote and ensure inspections are carried out in accordance with the risk assessment and other related requirements.

3.10 Authorised Person (AP)

A Person, either employed by the University School / Department or another organisation possessing proficient knowledge and having received appropriate training appointed by the Dean or Directors (FM/Professional Services) to take operational responsibility for the implementation of the policy and procedures for a specified area of Health and Safety legislation (in this case PUWER) including the duties:

- Day to day responsibility for *controlling identified risk* from work equipment in their areas.
- Advise the Dean/Director of any changes, modifications or areas of concern for any work equipment.
- Ensure all control measures are in place and effective.
- Carry out audits to ensure risk assessments are in place and comply to regulations.
- Promote and ensure Competent Persons are identified in their work areas.

NOTE: It is understood that certain staff may hold a number of concurrent roles and this authorised person role. This is not considered to be a conflict of interest or compromise the integrity of the system. Any member of staff who feels conflicted should speak to their Dean or Head of Department.

3.11 Competent Person (CP)

A competent person is someone who has sufficient training, experience or knowledge to competently and safely use and manage work equipment or laboratories and facilities that contain work equipment that they are competent in using.

3.12 Inspection Service Provider

The Competent Body appointed by Loughborough University for conduction of 'thorough Examinations/Insurance Inspection'. Loughborough University current Inspection Service Provider is *British Engineering Services insurance engineer(s)/surveyor(s)*.

4 Work Equipment In Use

The Definition of 'use' is wide and includes all activities involving work equipment. In this section it is important to consider what the regulations state and what is required in order to be compliant to ensure safe use of work equipment.

4.1 Key Requirements

The Provision and Use of Work Equipment Regulations (PUWER) 1998 Applies to all work equipment. The regulations and this University Policy require that:

- *Sufficiently Authorised Person(s)* are appointed to be responsible for items of equipment owned or used by the School/Professional Services.

- Work equipment is *suitable for the purpose* it is used or provided for and is properly *maintained* and *inspected* at suitable intervals. Any inspection carried out should be done by a 'Competent Person' and a *record kept* of the inspection.
- Ensure work equipment is used in accordance with the manufacturer's guidelines. If equipment is adapted, it must be suitable for the purpose intended.
- Where the use of work equipment is likely to involve specific risks, the use, maintenance etc. of that equipment is restricted to *authorised* people given the task of using and/or maintaining it. Equipment should be accompanied by suitable safety measures e.g protective devices, markings, warnings.
- Users, supervisors and managers have received adequate *training* for the purposes of health and safety. Those involved with managing staff who work with machinery should acquaint themselves with their responsibilities.
- Supervisors should ensure that risk that is created through the use of the work equipment is either eliminated where possible or controlled by *hardware measures* (guards, protective devices, emergency stops or PPE) or *software measures* such as following safe systems of work and ensuring adequate training.
- Standard Operating Procedures or written instructions should be provided for each piece of work equipment.
- Produce a safe system of work for using and maintaining the work equipment.
- Choose the right machine/work equipment for the job.
- Managers/Supervisors must keep suitable records of work equipment to include and manage Assets in procurement and disposal as well as those in use or storage within their areas of responsibilities.
- Records that are kept must be accessible to those users that need access to them to safely use the work equipment. Records can be kept in hard copy, e-copies, work spaces, filing systems, centrally or in local areas. Records kept will normally include:
 - ❖ Asset Lists
 - ❖ Maintenance Records
 - ❖ Inspection Records
 - ❖ Standard Operating Procedures
 - ❖ Authorisation to use
 - ❖ Risk Assessments

4.2 Risk Assessments for Work Equipment

To ensure work equipment risks are managed a Risk Assessment for work equipment **must** be undertaken to identify the hazards, help evaluate the risks of the proposed work and equipment and decide on a selection of measures to eliminate or adequately control the risks proportionate to the magnitude of risk. A Risk Assessment should consider all the operations which have to be done with the work equipment. This includes installation, normal use, break down, servicing, maintenance, cleaning, foreseeable misuse and disposal. A risk assessment will identify significant risks, evaluate the likelihood of occurrence, frequency of exposure, degree of possible harm and persons at risk.

A **Risk Assessment** should be undertaken on the Loughborough University template Risk Assessment form, be suitably and appropriately approved and must contain a Working Method Statement.

Guidance Points for Risk Assessments

- Consider the risks associated when the equipment is installed for the first time, then review regularly to ensure is up to date.
- Ensure that suitably knowledgeable persons undertake the risk assessment for the work
- Consider the working environment (lighting, weather conditions).
- Consider control procedures (securing mobile equipment, removing hazardous substances).
- Identify the groups at risk (young, disabled, less experienced, expectant mothers)
- Consider the ergonomics – Consider human size and shape for operating positions, working heights especially for repetitive work.
- Consider the location where equipment is being used (you don't want to use electrical equipment in a location susceptible to wet or flammable atmospheres).
- Is there much foot fall, is there a risk to pedestrians or people working nearby?
- Is there enough ventilation? (if working with airborne pollution)
- Are there any risks to health? (fumes, noise, hand/arm vibration?) (Refer to Loughborough University *Control of Hand Arm Vibration Policy and Controlling Noise at work Policy* for more information).
- Consider maintenance and servicing by external contractors - access/permit to works?
- Consider liability with regards to lending work equipment to external contractors without checking if it's safe to use or correctly maintained and inspected. e.g ladders

4.2.1 Control of Risk for Work Equipment

Users of work equipment must always consider **Controlling** risks:

- Can the hazardous activity be justified?
- Can it be avoided or be done by a safer method?
- Can the hazardous component be isolated or contained?
- Can the hazardous activities be controlled with guards/ventilation?
- Can the hazardous activities be controlled with time/extent?
- Can PPE be used to further reduce the hazard?
- No list is exhaustive, just because a hazard is not listed it does not mean it does not exist.

Eliminate risk but where this is not possible:

- Use Engineering measures (guards) or procedural measures (specific cleaning procedures) to control risks.
- Take management measures to deal with risk such as training and supervision .

4.3 Procurement/ Suitability of New/Leased/Rented Equipment

Selecting a piece of equipment for use at work needs careful consideration with regards to safety. All machinery must comply to the Essential Health and Safety Requirements (EHSRs) of the machinery directive. This section looks at what to consider as part of the procurement and installation process whether the equipment is new, hired or second hand.

4.3.1 Procurement

Before obtaining new equipment (either bought, hired, loaned, second hand etc), the following issues need to be considered:

- Selection of Equipment - Does it comply with regulations, CE marking?
- Does it have a Declaration of Conformity?
- Identification of utilities required – does it need a water or electrical supply?
- Location – Consider vibration, extraction etc.
- Consideration of safe use.
- Consider a pre-installation visit from supplier to identify 'added extra's' in advance.
- How will any waste products be safely dealt with and disposed of?
- Ask yourself, **What, Where, Who** and **How** will the equipment be used?
- Consult with others that might be impacted (e.g Facilities Managers, Operations Managers).

- Please refer to **Appendix 4: Procurement of Equipment checklist considerations**

NOTE: The **responsibility** for ensuring purchased equipment meets required standards should be with the person requesting/ordering the equipment and Declaration of Conformity Documentation should be requested with the equipment to ensure the University only purchases work equipment of acceptable standards. Operating Manuals should also be asked for.

4.3.2 CE Marking

Employers providing work equipment should ensure it has been designed and constructed in accordance with the relevant legislation. Check the equipment bears a CE marking and is accompanied by the relevant certificates or declarations (Declaration of Conformity). The CE Mark is a symbol that is affixed (by the manufacturer) to that product indicating that the product complies with the relevant EU legislation. CE Marking applies to a range of products from medical devices to PPE.

CE marking only covers certain specific categories of equipment while PUWER is applied to **all** work equipment. Therefore, there are certain categories of equipment (e.g hand-powered machines) which do not require CE marking but are in the scope of PUWER.

CE Marking does **not** guarantee safety, so assessments of suitability and risk are also required.

The Existence of a CE mark doesn't necessarily mean the product conforms to the Essential Safety requirements. It is crucial that checks for obvious defects or damage are made and inspections are undertaken by the individuals using the work equipment. A PUWER assessment will highlight areas of non-compliance in the CE marking process as not all suppliers are as diligent as others which is why close inspection of the machine and guarding is essential. Pay particular attention to equipment from outside of the EU.

4.3.3 Declaration of Conformity (DoC) and Declaration of Incorporation

Declaration of Conformity

The Declaration of Conformity is a legal document which must accompany all CE marked products sold in the European Union. All new products supplied to end users will have a Declaration of Conformity proving the product meets the relevant legislation. It is a sign that a product has been designed and constructed for compliance with relevant essential requirements and has been through appropriate conformity assessment processes. A DoC is not a quality certificate or a guarantee of safety. Purchasers should retain the DoC as they provide documentary evidence that the product complied with safety requirements applying to that product, so they have met their duty under Regulation 10 of the PUWER Regulations. The conformity assessment will involve producing a technical file, containing design drawings and specifications, standards used during the design of

the equipment, description of the methods used to eliminate the hazards and a copy of the instructions for the equipment. The Manufacturer would keep this file for 10 years after the last unit was made.

The Declaration of Conformity may avoid the need for an initial thorough examination before first use in those cases where the safety of that equipment does not depend on the conditions of its installation or assembly e.g lifting equipment. You may need to provide copies of the DoC if you wish to use the lifting equipment at another location.

A Declaration of Conformity must:

- State the name and address of the manufacturer and where appropriate the name and address of their authorised representative
- Contain a description of the machinery, its make, type and serial number
- Indicate all European Laws with which the machinery complies
- State details of any notified body that has been involved
- Specify which standards have been used in the manufacture
- State the place and date of declaration
- Be signed by the person with authority to do so

A Declaration of Incorporation (partly completed machines)

Manufacturers of **partly completed machines** intended to be incorporated into another machine or cannot function unless built into a production line must sign a '**Declaration of Incorporation**'. This states that the machinery is **incomplete** and **must be made to fully conform** with the requirements of the **Machinery Directive** before it is brought into service. However, it must be supplied with instructions for its safe incorporation in an assembly with other machinery. The person undertaking the completed machinery to form the final machine then becomes the Manufacturer of the complete product.

4.3.4 Suitability of Equipment

The main aspects to consider when choosing Work Equipment are:

- Initial Integrity
- The place where it will be used
- Who will it be used by
- Purpose for which it will be used
- How it will be maintained and inspected

- Suitable design and construction
- Specification for spare parts
- In accordance with manufacturer's specification and instructions
- Environmental conditions

4.3.5 Installation of equipment

The correct installation of work equipment is a vital part of ensuring its safe use.

Ensure that:

- It covers a wide variety of aspects including power, ventilation, drainage as well as controls.
- There is access for maintenance and servicing.
- It considers the environment – are there any tripping hazards once installed? Has it taken into account the temperature and humidity?
- It considers fire protection, protection against floods and back-up systems.
- It will involve commissioning and testing to ensure it meets the specification and can be operated safely.
- PUWER requires that where the safety of work equipment depends on the installation conditions that it is inspected after installation and assembly or if it moved to a new position.
Examination reports must be kept by the person responsible for the equipment.
- There are no obvious faults or damage at the point of installation.
- A Risk Assessment is completed on first installation and then periodically afterwards.
- Equipment is on the appropriate Asset Register.
- There is a Standard Operating Procedure

Consider:

- Do any parts look worn or dangerous?
- Are the guards in the right place?
- Are known risks adequately controlled?
- Can the machine operate with guards removed?
- Are the controls easily understood?
- Can dust and fumes escape from the machine?
- Is it noisy or have excessive vibration? Is there data available regarding emissions?
- Are any exposed parts excessively hot or cold?
- Are there any exposed live electrical parts?
- Are manufacturer's instructions clear? Do they include information on use, installation and maintenance?
- Are warnings signs visible?

4.3.6 Second Hand Equipment

Anyone supplying second-hand equipment for use at work **must** ensure that it is safe and without risks to health. This includes when the equipment is being set, used, cleaned or maintained.

When **buying** second-hand equipment consider:

- Has the seller provided adequate information and documentation about using the equipment?
- The equipment may not be in perfect condition but must have all health and safety features present and fully functional. Older equipment may not have CE marking but should be supplied in safe condition.
- A copy of the operating and maintenance manual (in English) and last inspection/service records should also be supplied.
- Does it have a DoC, CE marking or technical compliance file? (if applicable)
- Has it been assessed for suitability and risk before use?
- Asking for a trial run to see the safety features and how they work
- Create a Standard Operating Procedure (SOP)
- Complete a Risk Assessment for Equipment in situ.

4.3.7 Refurbished and modified Machinery

Where changes are made to the design, function or safety of the machinery (or assembly of machines) you must assess the extent of the changes made (e.g. significant new hazards or control measures.) Refurbished and modified machinery must be safe and meet the full requirements of PUWER.

4.3.8 Hired Equipment / Loaned

If equipment is being hired, the hirer, has a duty to ensure it is safe at point of hire. Those hiring out work equipment (or loaning us it for use) have responsibilities under PUWER to ensure thorough examination and other inspections have taken place.

It may be appropriate for the user to organise the periodic thorough examinations especially if it is long term loan. This would need to be drawn up in the hire agreement. However, unless part of the hire agreement, those hiring out work equipment cannot be held responsible for the day to day and other pre-use safety checks which should be undertaken by the user or the responsible person.

If you hire/loan out equipment:

- Ensure it has been inspected and checked.
- Make a reasonable effort to find out what the equipment will be used for in hired location.
- Ensure it has instructions for use, and copies of manuals provided.
- Provide training as required.
- Consider drawing up agreement with the hirer for the maintenance of equipment and competence of the people who will be using it.

If you are using hired/loaned equipment:

- Ensure it has been inspected and checked by the hirer.
- Ensure it has instructions for use.
- Ensure training has been provided.
- Ensure you are happy with the terms of the hire agreement and understand what maintenance they will be doing and what is expected of you as the user.
- Ensure documentation is received and stored.
- Create Standard Operating Procedures and Risk Assessments for your use of this hired/loaned work equipment.

Summary: What Do I Need to Do?

Risk Assessments for Work Equipment in your area

Address Considerations of PUWER before buying, hiring or using loaned equipment in your area

5 Standard Operating Procedures/Training and Competence

A piece of equipment can only be considered safe if the person using it has been given written instructions and training to use it. It is good practice to train people to the instructions to ensure standardisation of instruction.

5.1 Instructions/Standard Operating Procedures

Each piece of equipment should have clear written instructions. These can be in the form of:

- Standard Operating Procedures (SOPs)
- Working method statement (can be part of Risk Assessment form)
- Other clear written operating instructions (worksheet, manuals, training manuals, poster)

The instructions should include:

- Information about the way in which the equipment should be used.
- Safety related devices (guards, hazards etc).
- Setting up procedures, normal operation, shut-down procedures, cleaning.
- Personal Protective Equipment required.
- The conditions under which it can be used.
- Troubleshooting.
- Maintenance procedures.
- Specific health and safety information.
- Documentation/Records to be kept.

These instruction documents should be up to date and made available to those who use the equipment. This includes temporary workers, maintenance and supervisory staff.

NOTE: Give consideration and support to those whose first language is not English and those with learning difficulties to ensure the information has been understood. You may need make special arrangements in these cases for example visual DVD's or translation into a different language.

5.2 Training

People who use the equipment must have received sufficient information, instruction and training in order to carry out the work safely. Ensure the training includes how to safely use equipment, methods for using it, any foreseeable circumstances under which its use could be hazardous, troubleshooting and what to do in an emergency. Or they need to demonstrate they have the past training, knowledge and experience to safely use the equipment.

A training programme will need to be developed for the equipment in your area. Supervisors and managers should keep suitable training records or authorisations to use to demonstrate training and competency of individuals. Employees and students should be encouraged to keep training records up to date when new training is undertaken. Please refer to **Appendix 7** for an example template of an Authorisation to Use/ Training Record.

Teach users about the dangers and why we have the safety procedures we do. (e.g the *reason why* we have to tie long hair back or avoid wearing loose clothing when using rotating machinery).

Ensure training includes the dangers arising, precautions to be observed, requirements of the law and methods for using guards, protection devices and PPE. **The Greater the danger the higher level of training required.**

Guidance Points for Training

- Consider level of experience, degree of supervision and complexity of equipment. Consider especially young people as they will have an unfamiliarity with the working environment and limited experience to draw on. Ensure adequate supervision is given.
 - Training can be in the form of external courses, in-house training programmes, work shadowing, demonstrations, online courses or a combination of these. Training should include general safety, equipment specific and on the job training under supervision.
 - Ensure there are written information and instructions. Manufacturers manuals may need supplementary instruction sheets to inform users of how this applies in individual workplaces.
 - Consider refresher training when necessary especially if there are changes to the system of work, new equipment or technology is introduced or if skills are not used regularly.
-

5.3 Competence for use of work equipment

Competence must be demonstrated and assessed and never assumed. You may need to consider a period of supervision while competency is demonstrated and recorded. Please refer to **Appendix 7** for an example template of an Authorisation to Use/ Training Record. The length of this supervision will be determined by the type of equipment and risk involved. Ensure individuals are trained for the full range of work equipment they will be expected to use and consider all eventualities and risks including working out of hours. A formal qualification maybe required for using some equipment. Occasionally a medical fitness or mental aptitude test may be required to use certain equipment. A list of authorised persons to use certain equipment should be available near the respective equipment.

Summary: What Do I need to Do?

Ensure you have SOPS/Operating Instructions for Work Equipment in your area.

Ensure you provide adequate training for the equipment in your area.

Structured Training plan and Records of Training are Kept.

Authorised to Use persons list attached to equipment.

6 Protection against Specific Hazards/Personal Protective Equipment (PPE)

To ensure work equipment risks are managed, protection against specific hazards must be addressed and minimised where possible, in addition *appropriate* PPE must be made available for use with work equipment. Machines are made safe by employing a number of parallel strategies.

6.1 Hazards

There should be measures to minimise the effects of the hazard as well as reduce the likelihood of the hazard occurring:

- Article or substance falling or be ejected from work equipment.
- Rupture or disintegration of parts of work equipment.
- Work equipment overheating or catching fire.
- Premature discharge of gas, liquid, vapour.
- Premature explosion of work equipment or substance stored in it.

6.2 High or low Temperature

Many items of equipment have exposed surfaces or can contain very hot or very cold substances which represent sources of risk. (e.g Liquid Nitrogen tanks, gas cooker, soldering iron). The risk should be assessed for each piece of equipment and control measures put in place to mitigate (e.g the use of Personal Protective Equipment , limited exposure time, provision of guards.) Other important factors to consider are adequate training, warning signs and working under supervision or working in pairs.

6.3 Controls (including stop controls)

A control system is defined as “a system or device which responds to input signals and generates an output signal which causes the equipment under control to operate” (PUWER Regulations 1998).

Work equipment **must be provided with controls for starting , stopping , controlling the change in the speed or pressure conditions**. Control systems operating and interlock conditions must be met before equipment may start, this prevents machines from starting up unintentionally. A stoppage may have happened due to the activation of a protection device. There must be procedures in place to guide workers to re-start equipment in this instance.

A **stop control** should bring the equipment to a stop position in a safe manner and should only require a short manual action to activate it. This may not mean an immediate stop that might cause additional risks (for example time for a dangerous part to be stored in a locked position). A stop control should switch off all sources of energy from the equipment after it has stopped if this is necessary to prevent or minimise risk.

Controls should be designed and fitted to:

- To ensure it is easily to identify what each control does and which equipment it effects.
- Start and stop buttons are accessible.
- Controls and their markings are clearly visible.
- It should only be possible to start or re-start equipment by using the appropriate controls (e.g it should not be possible to restart equipment by simply re-setting a protection device)
- Start controls should **not** be combined with ‘emergency stop’ controls.
- Any Change in the operating conditions of the equipment should only be possible by the use of a control.
- Use timed interlocks or trapped key systems to allow rundown and prevent operators entering the danger area before the machine has fully stopped.
- “Hold to run” controls should be designed so that the stop function has priority over the start control following the release of the control.
- Controls should be designed to ensure they cannot be started accidentally so should be encased in locking facility.
- Position two hand controls at a safe distance from the danger area.

6.3.1 Lock-off and Isolation Procedures

These procedures should be used to make equipment safe:

- During Maintenance.
- When unsafe conditions develop.
- When a temporary situation make it unsafe to use the equipment.

Isolation entails breaking the energy supply in a way that ensures inadvertent reconnection is not possible. This could be removing the plug from the mains or it could be a isolation switch which is locked in the closed position to avoid reconnection. When equipment contains stored energy this should be dissipated in additon to effective isolation of the machine before any maintenance or repair work begins.

An **interlock** is a means of linking a safeguard to the control circuitry of a piece of equipment so

that the equipment may not operate when the safeguard is not in place.

6.3.2 Emergency Stop Controls

An **emergency stop** control should be provided where the other safeguards in place are not adequate to prevent risk when an irregular event occurs. Emergency stops are provided to enable a rapid response to a dangerous situation. However, they are not a substitute for safeguarding. They should be easy to use and easy to reach.

6.4 Guarding and Protective Devices and Protection Appliances

Machinery should be constructed to prevent contact of any part of the body or clothing with a dangerous part of the machine (moving, sharp, hot).

Measures must be taken to prevent access to dangerous parts of machinery. They must be suitable for the purpose, be maintained, not easily by-passed and training provided.

Assess the guards and devices you have. Are they easily defeated, difficult to use or inhibit work leading to the temptation to not use them?

Consider if the material the guards are made from are suitable for the job. Guards should be designed to allow equipment to still be cleaned and maintained as this could lead to further hazards.

Your control strategy should follow the following hierarchy:

- **Fixed Guards to enclose dangerous parts-** Should remain in place at all times (except by authorised person for maintenance).
- **Guards** (closed tools, interlocking, adjustable, automatic, self closing – choice will depend on need for/frequency of access).
- **Protective devices** (Captive keys, sensing devices, infra-red device, pressure mats, tripping devices).
- **Protection appliances** (jigs, holders or push sticks to help keep fingers a safe distance away).
- **Braking Devices** – Consider fitting these to reduce the rundown time of cutting tools.

6.5 Lighting

You must ensure there is suitable and sufficient lighting which takes into account the operations to be carried out where people use equipment at work (including emergency operations). Extra lighting might be required to give a sufficient view of a dangerous process or reduce visual

fatigue. Consider using strobing or rotating equipment. Where there is no natural light available supplementary lighting is necessary. Additional lighting may be provided in a temporary format such as portable lights. Consider where tall equipment may block light to equipment nearby.

6.6 Markings

Equipment must have clear markings for reasons of health and safety (e.g Start/Stop controls, hazard warning symbols, maximum speed for rotating parts, frequency of inspection etc).

Markings can be letters, numbers, symbols but they must be clear and unmistakable. They need to be fixed to the machinery as appropriate to indicate the presence of hazards. Where international symbols are used ensure they conform to published standards. Consider what other markings may be specific to the working area.

6.7 Warnings

Equipment must have clear warnings for reasons of health and safety. They must be easily understood and unambiguous. A warning is usually in the form of a notice which can be positive instructions or prohibitions. The warning can be visual or audible and must be associated with the equipment it is intended for. (e.g "*Hard Hats must be worn*"). Warnings can be permanent or temporary. Consider factors which may affect people's perception of warnings such as the choice of colour or constant flashing signal can have a different impact in different situations. The design of the warnings must consider '*sensoral saturation*' which can result from too many visual and or acoustic signals which can lead to defeating the object of the warning device. Consider what warnings may be specific to the working area.

6.8 Lightning Strikes

Ensure that where there is a risk to workers from lightning strikes to work equipment when it is being used, adequate safety precautions must be followed. Refer to the PUWER regulations for more details.

6.9 Stability

Work equipment must be stabilised or clamped for purposes of health and safety. This should be done each time the equipment is repositioned. Most machines should be bolted or fastened to ensure they do not move or rock during use.

6.10 Personal Protective Equipment (PPE)

Personal Protective Equipment means all equipment intended to be worn or held by a person at work which protects them against risks to health and safety. This can be in the form of gloves, safety goggles/visors, safety shoes, overalls/lab coats or safety harnesses. Individuals should be provided with training on the use of PPE and supervisors should be actively enforcing the requirement for appropriate PPE to be worn.

When choosing PPE consideration should be given to:

- Latest regulations and University Policies.
- The Task and risk for which protection is needed.
- Physical effort of the tasks and duration of the task.
- Requirements for visibility and communication.
- The Environment the task takes place in.
- The person – consider health, allergies and ergonomic effects (including fit).
- Equipment must be compatible if more than one item of PPE used.
- PPE should be maintained in good working order, checked for damage, cleaned and replaced when required.
- PPE should be stored to prevent damage , contamination and loss.
- Ensure individuals have had sufficient training on how to use the PPE appropriately including exposure limits.
- Footwear – Consider the hazards (e.g steel shoes for working with heavy equipment)
- Consider specialized eye protection (ultraviolet light/laser)
- Hand Protection – consider the hazard – biological, hot/cold/cut resistant

Please refer to the University *Personal Protective Equipment Policy and Guidance* for more information.

Summary: What Do I need to Do?

Carefully consider the hazards with each piece of equipment in your area and ensure all controls, warnings and markings are in place or risks minimised.

Evaluate the requirement and condition of PPE for each piece of equipment in your area. Make sure the PPE for the Work is appropriate.

Ensure the use of PPE is enforced by those supervising each area.

7 Portable Appliance Testing (PAT) / Asset Register

7.1 Portable Appliance Testing

While PAT is not a legislative requirement, the University as good practice recommends all work equipment is PAT tested as appropriate. (Refer to the Loughborough University guidance document *Inspection and Testing of Portable Appliances*).

7.2 Asset Register

Each School/Service/Department needs to create and maintain a suitable PUWER Asset Register or add PUWER Work Equipment and References to existing Asset Register(s).

The Asset Register is to list all PUWER related Work Equipment and act as the prime record for PUWER equipment for each School/Service/Department. Please refer to **Appendix 5** for an example template for an Asset Register.

Summary: What Do I need to Do?

Inspect equipment in your area to ensure it has been PAT tested and is up to date.

Familiarise yourself with your Asset Register location and content, use it.

Check equipment in your area is listed on the appropriate Asset Register for your department and keep it up to date.

8 Maintenance of Equipment

Equipment must be maintained in a safe condition so that its performance does not deteriorate to the extent to put people at risk. Equipment must be checked frequently to ensure that the safety related features are functioning correctly. The frequency of the maintenance will depend on intensity of use, operating environment and risk to health and safety. Some maintenance will be obvious and require doing as part of everyday use but other maintenance will be less obvious, less frequent but none the less important to prevent overheating or seizing of parts.

You need to be able to demonstrate that you have arrangements in place to make sure work equipment is maintained in a safe condition.

8.1 Pre-use Checks

Pre-use checks are recommended to be carried out as appropriate on the equipment before being used by a competent operator before use. The aim of such checks is to pick up faults due to day-to-day wear and tear and malfunction of safety-related equipment. If any defects are found the user or operator should report the defect or, if competent to do so, take action to rectify it. It is good practice to have a 'checklist' near the equipment for the operator to complete to evidence that pre-use checks have been completed.



Guidance Points for Pre-Use Checks of Equipment

Before Use consider:

- Do any parts look worn or dangerous?
 - Are the guards in the right place?
 - Is the appropriate PPE available?
 - What happens if the machine starts up unexpectedly?
 - What happens if tools break during use?
-

8.2 Maintenance

Maintenance of equipment is vital to the safety of the equipment and can prolong the life of the equipment reducing costs for repairs and replacement.

The extent, frequency or complexity of the maintenance will depend on the equipment. You should consider:

- The Intensity of use - frequency and maximum working limits.
- The Operating environment.
- Number of different tasks and functions the equipment performs.
- Risk to health and safety in the event of malfunction.
- The manufacturer's recommendations (e.g periodic lubrication, replacement of parts such as a rotor on a centrifuge.)
- Each piece of equipment should have a clear maintenance schedule and a record log.
- There should also be regular checks made to ensure maintenance is being performed.
- Review of maintenance procedures may be required if circumstances change for example increase in use.

Please refer to **Appendix 6** for an example template for maintenance records.

NOTE: If equipment is hired it is important to establish who is responsible for carrying out the safety related maintenance. This is particularly important for long term loan. The terms of agreement should be recorded in writing.



Guidance Points for Maintenance of Equipment

Before any maintenance commences consider safety first.

- Ensure work equipment is safely isolated and power disconnected before maintenance commences.
 - Lock off machines if there is a chance the power could accidentally be switched back on.
 - Avoid entering tanks, vessels or confined spaces where possible.
 - Does the work need doing by specialist contractors?. Ensure the maintenance is performed by competent persons. Provide training where required.
 - Plan the maintenance – use the manufacturer’s instructions. Plan maintenance during ‘down time’ where possible to minimise risk to other workers and the person performing the maintenance.
 - Are the correct PPE and correct tools available?
 - Remove loose clothing/loose jewellery and tie back long hair that could get trapped.
 - Consider barriers/signage to prevent access.
 - Don’t get distracted.
 - Allow hot equipment to cool down before maintenance commences.
 - Ensure safe access if work is carried out at height
 - For lines/pipes under pressure or containing hazardous material isolate by closing and locking off valves. Release stored energy such as compressed air.
 - Take care with equipment which has contained flammable materials ensuring you decontaminate.
 - Decontaminate work equipment if exposed to hazardous material (Biological, chemical, radioactive before maintenance takes place). Consider a decontamination certificate as evidence of the precautions taken.
 - Have a procedure in place for workers to report issues.
 - Do **not** ignore maintenance, use faulty equipment or fail to report any safety concerns
-

8.2.1 Hand tool Maintenance

Hand tools should only be used for the task they were designed for, be checked by the user before use and replaced or repaired if damaged.

Hand tools are unlikely to require formalised maintenance, but it is important they are inspected regularly, and that equipment is lubricated or parts replaced (e.g sander piece) as required. Pre-use checks are sufficient instead of formal inspection procedures as long as users are trained to know what to look for as part of the pre-check. More information can be found on the HSE website.

Repairs

Repairs to equipment should only be carried out by those trained and competent to do so.

Summary: What Do I need to Do?

Ensure there are written maintenance procedures for PUWER work equipment.

Ensure there is a procedure for reporting and actioning problems found during maintenance.

Design maintenance schedules for PUWER work equipment in your area and ensure users are trained to perform these duties safely.

Keep Records of Maintenance and checklists.

Ensure Asset Register is updated.

9 Record Keeping

Keeping good Records is vital for any business. This can be for regulatory reasons or simply to keep a record of any maintenance or inspection that can be reviewed or audited later down the line. Keeping good records of maintenance of equipment not only gives a detailed history of the life of the equipment but proves to inspectors that you maintain the equipment appropriately from a regulatory and safety point of view.

9.1 Maintenance/Service logs

It is good practice to keep detailed up to date logs of equipment maintenance. Create a technical compliance file for key equipment to keep all information about the equipment together. Detailed

maintenance logs can minimise the number of expensive repairs, increase operator safety, provide information about previous maintenance performed, patterns of faults and future planning of maintenance. They also evidence that employee's safety has been considered. Logs can take the form of a logbook or a sheet on the wall/equipment/in a folder.

Please refer to **Appendix 6** for an example of a template maintenance record.

High Risk equipment should have a formalised system for maintenance and operator checks. (This could be a record card in a plastic wallet by the equipment). Details which should be recorded are:

- Equipment name/ID number
- Date of maintenance
- Name of person carrying out the maintenance
- Details of the maintenance e.g service, parts replaced

9.2 Inspection Reports

Every time a piece of work equipment undergoes a PUWER inspection the details should be logged for future reference. This is not only crucial for demonstrating compliance but helping you track how frequently you carry out inspections. Having a timeline gives you an overview of your equipment's condition so you can spot common issues and patterns that might influence future inspections.

Inspection Reports can be from external organisations or from in-house inspections.

Records do not have to be in a particular format. They can be stored as a hard copy but you must have a digital back up as you may fail an inspection if you cannot provide these records if they are lost or destroyed.

Records should be kept within each Department/School/Professional service on the workspace and be easily accessible to users and for audit purposes. It might be an idea to create a form that can be printed and completed for each inspection. Inspection Records carried out by British Engineering Services are stored on their portal.

The information that should be contained in the record is:

- Type and model of equipment
- Location
- Identification mark or number
- Date of inspection
- Who carried out the inspection
- Any Faults, action taken and who reported to

- Date when repairs were carried out
- Date of next inspection
- Training Records

Physical Evidence of Inspection

This can be a record or a label/tag/colour coding. This shows easily that an inspection has been carried out (eg for Lifting Equipment), when it was, the date of the next inspection and should link back to the records.

Summary: What Do I need to Do?

Ensure you have records of maintenance and inspections of equipment in your area.

Consider creating a technical compliance file for key equipment.

Update the appropriate Asset Register.

10 Specialist Research Equipment /Scientific and Laboratory Equipment

In a University environment it is inevitable that there will be specialist research equipment/rigs that will be designed and constructed 'in-house'. However, these are still in the scope of PUWER and therefore must conform to the necessary regulations.

The University must be able to demonstrate that equipment, machinery, rigs or apparatus constructed, assembled or modified by the University is safe. To achieve this, it is advised that the broad principles and requirements of the **Supply of Machinery (Safety) Regulations** be adopted which require the production of a "technical file" which documents the design, manufacture and requirements for safe operation of work equipment.

10.1 Supply of Machinery Regulations and Essential Health and Safety Requirements (EHSR's)

Most new machinery is covered by the **Machinery Directive** 2006/42/EC. These directives are implemented by the supply of Machinery (Safety) Regulations 2008. These regulations apply to all new machinery placed on the UK market or put into service in the UK. The EHSR's demand that the

machine manufacturers identify the hazards which their product contains and then the risk which these hazards present to users. Any risk must be reduced to as low a level as is reasonably practicable.

The Regulations require that:

- Machinery meets all Essential Health and Safety Requirements
- A “technical file” is produced
- Machinery is issued with a Declaration of Conformity or Declaration of Incorporation (if it being placed on the market)
- CE marking is affixed to the machinery (*if it is being placed on the market*)

The Manufacturer must:

- Carry out a risk assessment to identify the risks (EHSR’s should be used to ensure all possible hazards have been addressed).
- Eliminate significant risks
- Provide safeguards
- Provide information about residual risks not able to be designed out.

EHSR’s cover:

- Physical Safety, including health effects of a product in all its various aspects (selection of materials used, means of control, safeguards, containment of fragmenting work pieces, emissions from the product)
- Protection against other hazards (errors due to incorrect replacement of parts, temperature extremes, fire and explosion, noise)
- Maintenance (safe means of adjusting, lubricating, cleaning)
- Principles of safety by design taking into account foreseeable use and misuse
- Information for end users (markings, warnings, instructions)

How can Essential Health and Safety Requirements be met?

- Firstly, risk Avoidance by Design
- Secondly, protection against risks that cannot be eliminated
- Thirdly, warning of any residual risks that remain.

Product Design

The Job of the product/equipment designer is to consider all relevant essential requirements and seek the best methods of meeting those objectives.

PUWER gives some guidance to the Machinery Directive but is a separate entity and is really a

continual assessment requirement. The Machinery Directive is consulted at the concept design stage but once the machine has been produced it is then up to the user to perform a PUWER Assessment even if the machinery has been designed and built in house.

Notwithstanding any obligation to CE mark the equipment, employers in the UK have an obligation under PUWER and the Health and Safety at work Act to ensure that the equipment which is supplied for use by employees complies with any applicable Essential Requirements. Regulation 10.1 of PUWER 1998 states that every employer shall ensure that an item of work equipment has been designed and constructed in compliance with any essential requirements, this is to say requirements relating to its design or construction.

An employer meets their obligation under PUWER by specifying CE marked equipment and using it according to the manufacturer's instructions but if the equipment is not CE marked or the equipment is being used for some other purpose than the manufacturer intended then the employer must take responsibility for compliance with the EHSR's themselves.

10.2 In-House Specialist Research Equipment/Rigs

- Work Equipment specially designed and constructed 'in-house' for use 'in house' should be designed and constructed in accordance with relevant legislation and comply to Essential Health and Safety Requirements and the requirements of the Supply of Machinery (Safety) Regulations 2008. In the absence of CE Marking (which is not required due to the fact it is not being 'placed on the market') PUWER sets out these minimum safety requirements which must be adhered to by the employer and these are retrospective so that the equipment must meet certain minimum safety requirements no matter how old it is. Therefore, people making equipment must apply the same standards as they would if they were CE marking it. (equipment/system must be safe). Whether or not the CE mark is put on the equipment makes very little difference to the design measures which ought to be applied to ensure its safe.
- The design stage of the research equipment/rig should consider all risks and evaluate and implement ways to mitigate them. At this stage the designer should liaise with their School/Department Safety Officer/lead to help with this process to ensure compliance to the machinery directive with regards to the parts purchased. How you show compliance goes back to the risk assessment. Any residual risks must be communicated to those who will be using the equipment. Inherently safe design measures are the first and most important step in the risk reduction process.
- The Health and Safety at work act places a duty on any person who designs, manufactures, imports or supplies any article for use at work to ensure so far as reasonably practicable that the article is designed and constructed that it will be safe and without risks to health.

- The production of a 'Technical Compliance File or Technical File' for the equipment is encouraged. This should include a description of the equipment, functions, safety related devices, test reports, circuit diagrams, identification of the ESHRs associated with the machinery, description of the critical operating parameters (temperatures, speeds), records of risk assessments against specific standards, quality control and commissioning procedures.
- Ensure suitable instructions and training for use are provided and Standard Operating Procedures written for the system.
- The maintenance of the equipment will depend on the equipment purpose and frequency of use and the complexities of the research equipment. Any Modifications to the research equipment which effects the integrity of the system requires notification to the competent person for approval.
- Some Specialist equipment assemblies will contain sub systems that are CE marked and such sub systems must be considered as PUWER equipment separately.

Please see **Appendix 9: Checklist to ensure the safety of 'in-house' constructed Equipment** to help assess compliance for in house constructed equipment.

10.3 Scientific and Laboratory Equipment

Special considerations need to be made when considering the safe use of equipment in a laboratory due to the nature of the work, the environment and materials used. To ensure safety of those working or maintaining this equipment you must ensure strict cleaning, and decontamination procedures of equipment to minimise exposure to biological or chemical agents. In addition, certain laboratory work equipment presents specific hazards and risks that need to be risk assessed and managed.



Guidance Points for Scientific and Laboratory Equipment

Things to consider:

- Spark free Fridges/Freezers for storage of flammable chemicals.
- Equipment containing compressed gases, pressure vessel, low or high temperatures. Think about the hazards, regulators, labelling, pre- checks, PPE, handling and storage.
- Centrifuges – Failure/deterioration due to lack of maintenance of rotors or improper balancing can cause a number of hazards.
- Ultra-sonicators or other rotating equipment – Exposure to high volumes of audible sounds can cause health issues.

- Use of lasers, electromagnetic radiation – Consider PPE and signage.
- Electrically powered equipment – hot plates, vacuum pumps.
- High voltage and high- powered equipment
- Ensure equipment is installed correctly and maintained appropriately.
- Placement of equipment to reduce trip hazards, allow maintenance and space for guarding.
- Minimise the use of disposable sharp puncturing devices where possible, use safe techniques and ensure safe disposal.
- Use Microwaves specially designed for laboratory use – Built in safety features.
- Humidity – Condensation can enter electrical equipment placed in a cold room
- Refer to the University *Chemical and Biological Safety Policies* and refer to HSE *Management and Operation of Microbiological Laboratories guidance*.

Summary: What Do I need to Do?

Ensure all research equipment constructed 'in-house' conforms to legislation.

All Research Equipment/Rigs needs a risk assessment, Technical File, Operating Instructions and training provided.

Carefully consider special requirements and specific hazards for laboratory equipment in specialised areas.

11 Mobile Work Equipment

For the purposes of PUWER mobile work equipment is any work equipment which carries out work while it is travelling or which travels between different locations. Equipment might be moved on wheels, tracks, rollers and could be self-propelled, towed or remote controlled. You must ensure risks to the operator and other workers is controlled.

Workers should be protected from:

- Falling out of the equipment or unexpected movement. Consider seating requirements, restraining devices, speed limits, use of guard rails.
- Risk of falling objects (protective cage)
- Being hit from moving parts or ejected material
- Sharp edges or crushing

- Risk of overturning. Every employer must ensure that mobile work equipment is suitable for carrying persons and incorporates features for reducing risks to safety this includes considering the risks of the mobile equipment rolling over.

NOTE: The use of restraining devices and protective structures must be closely evaluated as part of the risk assessment to ensure there is not an increase to risk injury due to these devices.

11.1 Motor Vehicles

Motor vehicles being used for work activities which are not privately-owned fall under PUWER. When these vehicles are used in public roads the road traffic legislation takes precedence. Drivers should have a valid driving licence and the vehicles should be maintained to normal standards for the public highway and have a valid MOT certificate.

Summary: What Do I need to Do?

Consider what equipment in your area may fall under this Mobile category.

Have all risks been considered?

12 Exemptions

The Scope of PUWER is very wide and the risks of work equipment varies. However, within the confines of this University PUWER Policy some equipment will likely be exempt from PUWER regulations. Exemptions usually occur when there are more specific requirements.

These are:

- **Domestic** white goods appliances (Fridges, Freezers, heaters, microwaves). However, specialist freezers/microwaves for laboratory or catering use are in scope.
- Shelving /Racking/Cabinets with no moving parts.
- Extension Leads
- PC's and Paper Printers
- Private Cars

Please see **Appendix 1 Work Equipment in Scope and Exemption Listings**

12.1 Medical Devices

Where a medical device is also a machine it is **excluded** from the scope of the Machinery Directive

although it still must meet the relevant Essential Health and Safety requirements. Enforcement for this equipment falls to *Medicines and Healthcare Products Regulatory Agency (MHRA)*.

According to the Medical Device Directive (MDD) a medical device is described as any instrument, apparatus, appliance, software, material or other article used alone or combined for humans to:

- Diagnose, prevent, monitor, treat or alleviate disease
- Diagnose, monitor, treat, alleviate or compensate for injury or handicap
- Investigate, replace or modify the anatomy or physiological process
- Control conception

Summary: What Do I need to Do?

Evaluate what work equipment in your work area is in scope/exempt.

Seek advice from the AP or CP or DAP if required.

Ensure any medical devices meet Essential Health and Safety Requirements and are compliant to the MHRA regulations.

13 Inspection/ Audit Procedures

A PUWER inspection is a formal requirement of the regulations but should also serve and benefit your work area by regularly reviewing the safety of your equipment and working practices. The Purpose of an Inspection is to identify whether the equipment can be operated, adjusted and maintained safely and that any deterioration (damage or wear) can be detected or remedied. Inspections may also look at training records for equipment.

Not all work equipment needs formal inspection to ensure safety but a visual check before use is required. However, inspection is necessary for equipment with significant risks to health and safety.

The result of the inspection should be recorded. These records should be held securely and be made available on request of enforcing authority.

Work equipment should not be used unless you know the inspection has taken place.



Guidance Points for Inspections

Inspections can be:

- 'In-House' Pre-Planned - Schedule and content of inspection decided by those responsible for the safety of the equipment.
 - 'In-house' Un-Planned – This can be a member of the University Health and Safety Team or Departmental Safety Officer performing a spot check of a department to check for compliance.
 - External Pre-planned– These are 'thorough Examinations' that are carried out by external insurance inspector (organised through Facilities Management) due to regulations to look at a certain aspect/type of equipment (e.g lifting equipment/pressure vessel inspection). The frequency of these will depend on the equipment so you need to contact your DAP for advice.
 - External Un-planned – This is a visit from an external organisation who announce their visit with limited notice to check on compliance of the organisation they are visiting. (e.g Health and Safety Executive).
-

When are inspections required?

Inspections will normally be required where the safe operation of the equipment is dependent on its condition in use and deterioration could lead to significant risks. Examples of such conditions include:

- Rapid wear from use in an arduous environment.
- Failure through repeated operation.
- Before use – informal Pre-Checks.
- Malfunction.
- Tampering with safety devices.
- Installation or Incorrect Installation /re-installation. (Where the safety of the work equipment depends on the installation conditions. It should be inspected after installation, before first use and after reassembly at a new location).
- Following exceptional circumstances, following modification, change of use, long period without use or serious damage to the equipment.
- Some work equipment will need inspection due to regulation e.g Pressure Vessels.

Extent of Inspection schedule:

- Depends on the potential risks.
- Depends on the **Risk Assessment** which will take into account how the equipment is used, who is using it and the environment it is operating.
- Depends on the **equipment manufacturer's information** – This will contain instructions for routine maintenance and inspection and frequency to reduce deterioration.
- Depends on your own experience and previous history the equipment.

What Should an Inspection Include?

- Inspections will include visual checks, functional checks and testing.
- It should always include safety related parts necessary for the operation of the equipment (controls).
- Records of Inspection made and kept.

Frequency of inspection

This is based on the type of equipment, frequency of use and environment in which it is used.

Who Should do the inspection?

Any person carrying out elements of the inspection schedule, e.g. the operator, user or supervisor, must have an appropriate level of competence to do so. They should have the necessary knowledge and experience. They should know what to look at, what to look for and what to do if there is a problem.

❖ Internal Inspection Schedule (In-House)

Experienced in-house employees such as a departmental manager/supervisor may be able to do this if they have the correct experience and knowledge. They decide what the inspection should include, how it should be done and how often it should be done.

Summary: What Do I need to do?

- Come up with your own schedule for the inspections dependent on your equipment.
- Under PUWER you only need inspect what is necessary for safety.
- Design the inspection content to address the areas you think need checking or testing. (A checklist can help). The person who designs the inspection does not have to be the person who carries it out but there must be clear instructions of what to look for and what to do if they find an issue. Training and instruction must be given.
- Keep records of each inspection and ensure any issues found during the inspection are reported or escalated to the appropriate person to ensure actions are taken.
- Add Details to Asset Register

External Examination and Inspection

Sometimes the level of expertise to perform an inspection requires help from an outside organisation either due specialist equipment being required, a critical component needing replacing, level of skill required or due to a statutory examination (e.g Pressure vessel). Ensure these inspections have been arranged in advance, have been completed correctly and records kept. Legally, some inspections need to be done annually and therefore planning is crucial to ensure the inspection is completed within the specified timeframe.

13.1 Audit

Schools/Departments/Services should consider in areas of PUWER high risk to undertake audits as best practice. The audit should be designed to check compliance with this policy and accuracy of records and registers. Findings should be discussed at Health and Safety Review Meetings.

Summary: What Do I need to do?

Design an 'in-house' inspection programme and schedule.

Keep records of all inspections.

Ensure all examinations and inspections have been conducted on equipment as required.

Update Asset Register as appropriate.

14 Safe Disposal of Work Equipment

At the end of a machines (work equipment) life the instructions need to be consulted and a risk assessment conducted prior to decommissioning and disposal. The removal of any guards as part of the dis-mantling of equipment process can present a hazard which is why a risk assessment is required.

Disposal of work equipment no longer required needs consideration for the following aspects:

- Decontamination
- Prevention of unauthorised re-use
- Removal of labels
- WEEE Regulations
- Re-use
- Recycling
- Refrigerators/gases
- Radioactive sources
- Removal of records

For more information on WEEE procedures please refer to the Sustainability section of the Facilities Management page on the University website.

For more information with regards to decontamination of equipment please refer to the University *'Biological Safety Policy'* and *'Chemical Safety Policy'*.

For more information refer to *Environmental Policy and Sustainability Charter*. When considering disposal, you are encouraged to adopt the waste management hierarchy of Prevention, Re-use, Recycling and Recovery in order to reduce waste and landfill.

15 Summary

What do I need to do to apply this PUWER policy in my area of work?

Now you have read through what is expected of you under the PUWER Regulations you need to consider:

What Work Equipment have I got in my area?

What procedures do we already have in place? (ie SOPs, Risk Assessments, PPE, Maintenance regimes, Training, Asset Lists, Records)

What forms do we have already we could use?

What do we NOT have in place?

What steps do I need to take to get them in place?

Use **Appendix 2: Provision of Work Equipment Compliance Checklist** to help consider the work equipment in your area and formulate your action plan.

16 REFERENCES AND FURTHER INFORMATION

16.1 Key Legislative References

- The Provision and Use of Work Equipment Regulations 1998: SI. 1998/2306 (HMSO)
- Safe Use of Work Equipment Approved Code of Practice and Guidance: L22 (HSE)
- The Management of Health and Safety at Work Regulations 1992: SI.1992/2051 (HMSO)
- The Supply of Machinery (Safety) Regulations 2008
- Machinery Directive 2006/42/EC
- The Personal Protective Equipment (EC Directive) Regulations 1992
- Pressure Equipment Regulations and Simple Pressure Vessels (Safety) Regulations
- The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- The Working at Height Regulations 2005
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require that all injuries, occupational diseases and dangerous occurrences are reported to the Health and Safety Executive (HSE) by the most appropriate means.

16.2 References and Information

- <http://www.hse.gov.uk/toolbox/index.htm>
- <http://www.hse.gov.uk/managing/index.htm>
- Safety and Safe Use of Work Equipment, Science and Technology Facilities Council, Safety code No.4
- Providing and Using work equipment safely, A Brief Guide. HSE.
- Safety of Machinery: General principles of design, risk assessment and risk reduction (ISO12100:2010)
- Safe Use of Woodworking Machinery: Approved Code of Practice and guidance L114.
- <http://www.hse.gov.uk/work-equipment-machinery>

16.3 Relevant Loughborough University Policies and Guidance Documents associated with PUWER

- Control of Hand Arm Vibration
- Health and Safety Policy v6.
- Controlling Noise at work Policy
- Driving and Transport Policy
- Laser Safety Policy
- Use of Local Exhaust Ventilation (LUV) Systems
- Management of Risks Associated with Plant, Equipment and Building Installations
- Manual handling Policy
- Personal Protective Equipment Policy and Guidance
- Risk Assessment Policy
- Completing Risk Assessments Health and Safety Guidance
- Policy for Safety of Pressure Systems Reference
- Policy for the Management of the Lifting Operations and Lifting Equipment Regulations (LOLER)
- Inspection and testing of Portable Appliances
- Laser Safety Code of Practice guidance
- Working at Height – safe use of ladders and stepladders
- Chemical Safety Policy
- Biological Safety Policy
- Fitness to operate a Lift-Truck procedure
- Fitness to operate a crane procedure
- Fitness to wear respiratory equipment procedures
- Safety Inspections guidance
- Annex S - Facilities Management Health and Safety Policy

NOTE: These can all be found under the Loughborough University Website, under Health and Safety Policies and Guidance Notes.

Appendices related to PUWER:

The following are **example** templates that you can **adapt/modify** to align with your local requirements as appropriate:

Appendix 1 - Work Equipment in Scope and Exemption listing

Appendix 2 - Provision of Work Equipment Compliance Checklist

Appendix 3 - Equipment Safety Checklist

Appendix 4 - Procurement of Equipment Checklist considerations

Appendix 5 - Example of a “Asset Register” for a Lab / Work Area

Appendix 6 - Example Form: “Maintenance/Inspection Records

Appendix 7 - Example of “Authorised to Use / Training Agreement Record” Form

Appendix 8 - Example of a “Hire/Loan Agreement Record” Form

Appendix 9 – Checklist to ensure the safety of ‘in-house’ constructed equipment

Appendix 1: Work Equipment in Scope and Exemption Listings

Under this policy the listings below consider which types of work equipment are in scope and which are exempt. Please note this is **not** an exhaustive list.

| Work Equipment | In Scope | Exempt |
|--|--|--------|
| 'Toolbox Tools' such as hammers, knives, handsaws, meat cleavers | Yes <i>But consider as a "toolbox" rather than single tools</i> | |
| Single Machines such as drilling machines, circular saws, photocopiers, dumper trucks | Yes | |
| Machine Tools | Yes | |
| Hand Tools (Powered or requiring manual effort to use (e.g hammers, knives, handsaws, portable drills, hot air guns, screwdrivers, crowbars, spanners, sanders, saws, grinders, axes, hacksaws | Yes | |
| Lifting Equipment (hoists, lift trucks, elevating work platforms, lifting slings) | Yes <u>and</u> LOLER Policy | |
| Ladders | Yes | |
| Pressure water cleaners | Yes <u>and</u> Pressure Vessels Policy | |
| Lifting Mechanisms | Yes <u>and</u> LOLER | |
| Mechanisms connected together (e.g scaffolding) | Yes | |
| Boiler Systems | Yes <u>and</u> Pressure Vessels | |
| Welding Equipment | Yes | |
| Abrasive Wheels | Yes | |
| Laboratory apparatus (incl "Bunsen" burners etc) | Yes | |
| Laboratory Fridges/Freezers | Yes | |
| Catering Fridges/Freezers | Yes | |

| Work Equipment | In Scope | Exempt |
|---|---------------------------------|---------------|
| Pressurised Coffee Machines | Yes | |
| Powered Catering Equipment | Yes | |
| Domestic Fridge, Microwaves, kettles, Coffee M/Cs | - | Yes |
| Extension Flexs | - | Yes |
| Fan Heaters | - | Yes |
| PC's, Printers, monitors and raised/lower desks | - | Yes |
| Structural items (walls, stairs, fences) | - | Yes |
| Private Cars | - | Yes |
| Substances (Cement, water, acids) | But do consider COSHH Policy | Yes |
| Livestock | - | Yes |

DRAFT

APPENDIX 2: PROVISION OF WORK EQUIPMENT COMPLIANCE CHECKLIST

Use the checklist below to assess your area/department compliance level for work equipment.

Now undertake the **actions** to achieve compliance.

If in doubt contact your local Authorised Person, Competent Person or Loughborough University Duty Authorised Person (DAP)

| Work Equipment Compliance Checklist | Yes (Details) | No (Details) | Action |
|---|---------------|--------------|--------|
| Who are your area/department? - Authorised Person(s) - Competent Person(s) | | | |
| Do you have a list of all Work Equipment? | | | |
| Is there an approved Risk Assessment for the Equipment? | | | |
| Has the Equipment been placed on the Asset Register? | | | |
| Are their clear written instructions or SOPs for each piece of equipment? | | | |
| Is there an authorised list of users? | | | |
| Is there a documented Training/competence assessment procedure for equipment? | | | |
| Is there a procedure to ensure the equipment is checked before each use? (signs of wear etc) | | | |
| Has the equipment been maintained? Are there record logs for the maintenance of the equipment? | | | |
| Has the equipment been PAT tested? | | | |
| Is their adequate PPE for "safe use" of equipment and is it stored and cleaned correctly? | | | |
| Has the equipment been examined, inspected or tested as appropriate? | | | |
| Is there a documented internal/external inspection schedule? | | | |
| Is there a procedure for reporting equipment failure/ safety related issue? | | | |

Appendix 3: Equipment Safety Checklist

The following addresses the features of PUWER, indicates hazards and corresponding risks. Adequate responses to these checks will lead to the development of a safe system of work with work equipment and help in undertaking Risk Assessments.

| Work Equipment Safety Checklist | Yes (Details) | No (Details) | Action |
|---|---------------|--------------|--------|
| Could the equipment overheat, explode or eject hazardous substances? | | | |
| Is the material used suitable for the equipment? (Strength/Stability) | | | |
| Access prevention to dangerous parts of the equipment? Are their sufficient guards/controls in place? Do interlocks function correctly? | | | |
| Adequate safe procedures for stopping equipment in emergency? | | | |
| Are their warnings signs visible on the equipment? Do audible warning devices function correctly? | | | |
| Is the equipment placed in the correct position to ensure stability, ease of access of user and in good lighting? | | | |
| Is the equipment effected by an environmental factor? | | | |
| Does the equipment meet appropriate legislative requirements? | | | |
| Is isolation provided for all sources of energy? | | | |
| Is machine stable under its own weight/ bolted to the floor? | | | |
| Are controls easily identifiable and unambiguous? | | | |
| Are there appropriate measures in place to stop people being trapped in the equipment? | | | |
| Are controls in place to stop machine from starting accidentally? | | | |
| Are pipes and vessels marked with their internal substances? | | | |

Appendix 4: Equipment Procurement Checklist of considerations

Use the checklist below to help **evaluate safety considerations for new / second-hand / hired / loaned / leased** equipment.

| Work Equipment | YES (Details) | NO (Details) | Action |
|---|---------------|--------------|--------|
| Does the equipment comply with current legislation? | | | |
| Is the equipment CE Marked with suitable Declarations of Conformity/Declarations of Incorporation? | | | |
| Is there a pre-installation checklist provided? | | | |
| Is there an installation/operating manual? | | | |
| Is the room large enough to house the equipment? Do you have sufficient bench/floor space to house it? Consider footprint and what space you may require around it. Is there enough room for someone to work at the equipment and reach all the controls? | | | |
| Can the equipment easily be manoeuvred into place? Consider door widths, access. | | | |
| What is the weight of the equipment? Does the floor/benching need reinforcing? | | | |
| Is there sufficient light for people to work safely? | | | |
| Security – is this adequate for Health and Safety Reasons? | | | |
| Special requirements for flooring or benching? E.g chemical resistant | | | |
| How many data points are required? | | | |
| Noise Consideration? Is PPE adequate? | | | |
| Power requirements – What is the current rating, is a breaker protection required, AC or DC? Phasing, battery backup required? | | | |
| Will the equipment require cooling water? Is this included in the purchase? | | | |

| Work Equipment | Yes (Details) | No (Details) | Action |
|--|---------------|--------------|--------|
| Will the equipment require compressed air or other gases (Nitrogen, Co2, Oxygen, Argon)? Are Oxygen depletion monitors required? | | | |
| Does the equipment require any monitoring systems? E.g. temperature | | | |
| Will the equipment require the use of any hazardous substances? E.g. lasers, chemicals, radiation | | | |
| Does the equipment require an extraction system? | | | |
| Does it have any effects or interaction with other system e.g. fire alarms? | | | |
| Does the equipment come with warranty or any service contracts, technical support? | | | |
| Does the supplier offer training? | | | |
| What are the running costs and cost of repairs and spares? | | | |
| Will it produce hazardous waste? How will this be disposed of safely? | | | |
| Will the room require air conditioning/air handling if equipment producing heat) | | | |

Appendix 5: Example Asset Register for a Lab/Work Area

| Asset Register | | | | | | | | | | |
|--|-------------|---------------|--|--|--|--|--|--|--|--|
| School/Department | | | | | | | | | | |
| Asset No. | MMEW3456 | MMEW2459 | | | | | | | | |
| Asset Description e.g Laptop | Power Drill | Scales | | | | | | | | |
| Description Category e.g Computer | Machinery | Instrument | | | | | | | | |
| Asset Description Type e.g lab equipment | Machinery | Lab Equipment | | | | | | | | |
| Date of Manufacture | 1998 | 1994 | | | | | | | | |
| Date Acquired | 24/06/1999 | 02/01/1996 | | | | | | | | |
| Installation/Commissioning Date. | Aug-99 | N/A | | | | | | | | |
| Compliance or value Asset? | Compliance | Compliance | | | | | | | | |
| Serial Number | S782623W | S112457E | | | | | | | | |
| Location e.g Room/lab | T207 | STEM 1.12 | | | | | | | | |
| Legislative compliance area e.g PUWER, LOLER | PUWER | PUWER | | | | | | | | |
| Standard Operating Procedure (SOP) Reference | CBE 054 | STED03 | | | | | | | | |
| Risk Assessment Reference | SAF 008 | SAF 124 | | | | | | | | |
| Maintenance Procedures frequency | Monthly | Annually | | | | | | | | |
| Date of Last Inspection | 14/02/2019 | 03/11/2018 | | | | | | | | |
| By Who | A.N | A.F | | | | | | | | |
| Date of Last Service | N/A | N/A | | | | | | | | |
| By Who | | | | | | | | | | |
| Person Responsible for Asset | A.N | A.F | | | | | | | | |
| Supplier | unknown | Fisher | | | | | | | | |
| Disposal? Date? Reason? | No | No | | | | | | | | |

Appendix 7: Example “Authorisation to use / Training Agreement” Form

| <u>Training Agreement (Authorisation to Use Form)</u> | | | | | |
|--|--|-------------------------|-------|---------------------|--|
| Name of Equipment: | | | | | |
| Location: | | | | | |
| <i>ALL STAFF TRAINED/AUTHOURISED TO USE THIS EQUIPMENT MUST COMPLETE</i> | | | | | |
| Location of Equipment | | | | | |
| Type and Model: | | | | | |
| Name of Evaluator / Instructor: | | | | | |
| Date assessment Completed: | | | | | |
| <p><i>I agree that I have received training and instruction from a competent person(s) on the use of this equipment, including:</i></p> <ul style="list-style-type: none"> · <i>How to operate the equipment safely</i> · <i>Appropriate and inappropriate use of equipment</i> · <i>Function of all controls, guarding, warning indicators and other safety related devices</i> · <i>Limitations of performance</i> · <i>Understanding the hazards and PPE that needs to be worn</i> · <i>How to perform a visual inspection of the equipment and report any concerns</i> · <i>Emergency Procedures.</i> <p><i>I also agree that I have read and understood the Instruction Manual and relevant SOP for use and maintenance of this equipment.</i></p> | | | | | |
| Competence level achieved | | | | | |
| <i>Trainer</i> | | <i>Competent</i> | | <i>Basic</i> | |
| Name of person being assessed: | | | | | |
| Signature: | | | Date: | | |
| <p><i>It is agreed that the above named has been assessed and is considered competent to use this equipment at the level indicated.</i></p> | | | | | |
| Name of evaluator: | | | | | |
| Signature: | | | Date: | | |

Appendix 8: Example of a “Hire/loan of Equipment Record” Form

It is important adequate checks are made and information and training are given before work equipment is loaned out and subsequently when it is returned.

| | |
|--------------------------|--|
| Type / Name of Equipment | |
| Accessories | |
| Department /Location | |
| Asset No. /Serial Number | |
| Loan Period | |

Lender:

I confirm this work equipment has been checked/inspected and is in good working order and that I have provided adequate training, information and documentation for its safe use.

I agree I am responsible for the following maintenance as the lender:

Signed: _____

Print Name: _____

Date: _____

Contact Details: _____

Receiver:

I confirm receipt of the above work equipment and have checked it is in good working order. I have been trained in its use and have received all relevant documentation for its safe use. I understand I am responsible for ensuring the correct use of this work equipment and any accessories while in my care.

I understand I am responsible for the following maintenance as the receiver:

Signed: _____

Print Name: _____

Date: _____

Contact Details: _____

Date Work Equipment Returned: _____

By Whom: (Please Print) _____

Received and checked by: _____

A copy of this agreement should be kept by both parties.

Appendix 9: Checklist to ensure the Safety of 'in-house' Constructed Equipment

The University must demonstrate that any machinery/rigs/apparatus constructed by the University is safe to use.

To do this it must meet the requirements of the Essential Health and Safety Requirements of the Machinery Directive.

The checklist below will assist you to establish if equipment made 'in-house' meets those requirements.

Please refer to Supply of Machinery (Safety) Regulations (2008) as amended by the Supply of Machinery (Safety) Regulations 2011 for more information.

| Equipment Name: | | |
|---|-------------------|-----------------------|
| Location of use: | | |
| Person Responsible: | | |
| Safety Requirement | Yes/No/N/A | Comment/Action |
| Valid Approved Risk Assessment | | |
| Listed on the Asset Register | | |
| CE Marking and Declaration of Conformity Documentation | | |
| Adequate Technical file | | |
| Safe Materials used | | |
| Correct design for handling | | |
| Adequate assembly and stability | | |
| Adequate Lighting | | |
| Ergonomics considered | | |
| Adequate Operating Positions/seating | | |
| Adequate control systems and devices | | |
| Protection from mechanical hazards | | |
| Protection against failure of power supply | | |
| Protection against sharp edges or surfaces | | |
| Protection against moving parts | | |
| Protection against falling/ejected objects | | |
| Adequate guarding and protective devices | | |
| Adequate warnings and markings | | |
| Protection against electrical hazards, fire, radiation, explosion, extreme temperatures, noise and vibration. | | |
| Protection against being trapped or slipping, falling | | |
| Protection against emissions of hazardous materials. | | |
| Safe access for maintenance and cleaning | | |
| Adequate maintenance and cleaning procedures. | | |
| Adequate training programme | | |
| Adequate Standard Operating Procedure/Instructions for Use | | |
| Adequate Personal Protective Equipment | | |

Revision History

| Revision | Revisions Made | Date |
|----------|---|-------------------------------|
| V 0.1 | First draft for review by PUWER DAP, | 28 June 19 |
| V 0.2 | 2 nd draft for reviewed by LU H&S Officer | 25 July 19 |
| V 0.3 | 3rd draft updated to include comments from the LU H&S office for Internal Review of Implementors Group, prior to further Approvals Process | 8 Nov 2019 |
| V 0.4 | Minor modifications made as a result of Loughborough University Implementors review (Nov to Dec 19). These include: <ul style="list-style-type: none"> i) Modifications to maintenance and records ii) Multiple role notes iii) Addition of page numbering in contents section iv) Revised example training form v) Removal of Appendix 10 (<i>process flow diagram</i>) | 14 th January 2020 |
| | | |
| | | |

Health, Safety and Environment Committee



Paper Title: Technical amendment - Pressure System Policy

Origin: Contracts and Business Services Manager

Date:20.11.19

| | |
|---|--|
| 1. Decision Required by Committee | To agree to the insertion into the Pressure System Policy |
| 2. Executive Summary | Summary behind addition following external audits... <ul style="list-style-type: none">• It has been identified following Pressure system audits that greater clarity was needed for working on these systems.• The auditor specifically stated a requirement for a flow diagram Appendix 6.0.• When work is completed refurb or new, the work must be signed off by a competent person Appendix 5.0 highlighting regulation 6 and 13. |
| 3. Committees/Groups previously considering item. | HSR Manager has commented that the proposed changes are technical changes and do not materially change the policy. |

Appendix 4.0

Permit Procedure for Safe System of Work on Heating and Compressed air systems

This procedure is to give guidance to authorised Facilities Management staff to create permits on Heating or Compressed Air systems

In all situations the equipment MUST be Isolated. There are 2 options by means of Double valve, or alternatively at source (Boiler/Compressor)

These types of Isolation can ONLY be carried out by FS authorised staff (FS Mechanical Team).

1. FS authorised staff MUST check the Temperature drop (Heating below 80°C) and pressure drop (Heating & Compressed air systems 0 bar) before continuing procedure.
2. FS authorised staff will Lock on Tag on (LOTO) Valves (Making note of lock numbers) using area locks only
3. The Permit is to be written by a different FS Authorised person than the one carrying out the task or managing the task (NO self-permits to be written)
4. FS Authorised person will write the Permit (which will include the lock location and key holders including the correct number of locks on the permit)
5. FS Authorised person will write on the permit the actions that have been taken to make safe
6. FS Authorised person in charge of works MUST sign the permit.
7. Sign permit over to person in charge of work
8. FS Authorised person will Issue the white copy to the person taking charge of work. This will be either Contractor or FS in-house team.
9. The Pink copy to be put on permits "OPEN" board in the central mechanical office
10. The Yellow copy to be sent to the FS Helpdesk
11. The Blue copy must remain in the permit book.

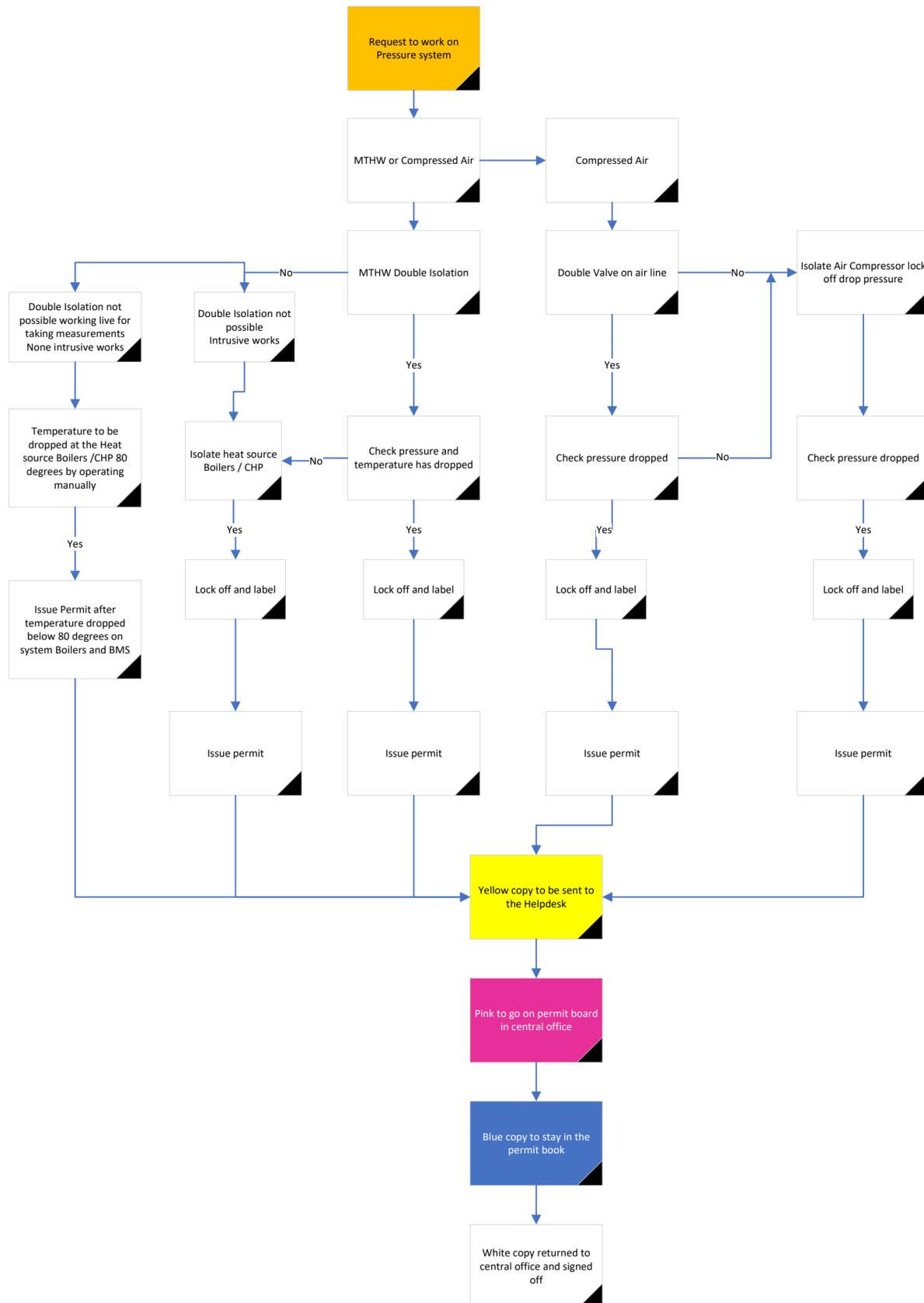
Upon completion of work

1. The White copy to be signed off by person in charge of work and returned to central permit office.
2. The Keys for locks to be withdrawn, by FS Mechanical Manager, Contract Supervisor or Advanced Mechanical Technician.
3. FS Authorised person will unlock valves and open system back up
4. FS Authorised person will check pressure increase, and temperature is at the correct level.
5. FS Authorised person will put the system back into normal operation.
6. The White and pink copy to be sent to the FM Helpdesk and filed.

Appendix 5.0 Repairs and Modification of Pressure Systems document

| | |
|-------------------------------------|--|
| Location | |
| Building Number | |
| Work carried out | |
| Who carried out work and when | |
| Equipment installed/removed | |
| Asset Number | |
| Manufacturer/Serial Number | |
| Has the written scheme been updated | |
| Signed off by competent person | |

Appendix 6.0 - Issuing of permits on MTHW or Compressed air pressure systems



Health, Safety and Environment Committee



Loughborough
University

Paper Title: Accident data for reporting period between 1 July 2019 to 31 December 2019

Origin: Hugh Weaver, Deputy Health & Safety Manager **Date:** 5 February 2019

| | |
|---|---|
| 1. Decision Required by Committee | To note the information contained within the report |
| 2. Executive Summary | To keep the HSEC informed of workplace incidents including injuries, dangerous occurrences and near misses during two reporting periods (1 July 2019 – 30 September 2019 and 1 October 2019 – 31 December 2019) |
| 3. Committees/Groups previously considering item. | HSEC and Council as required |

Incident data report

Introduction

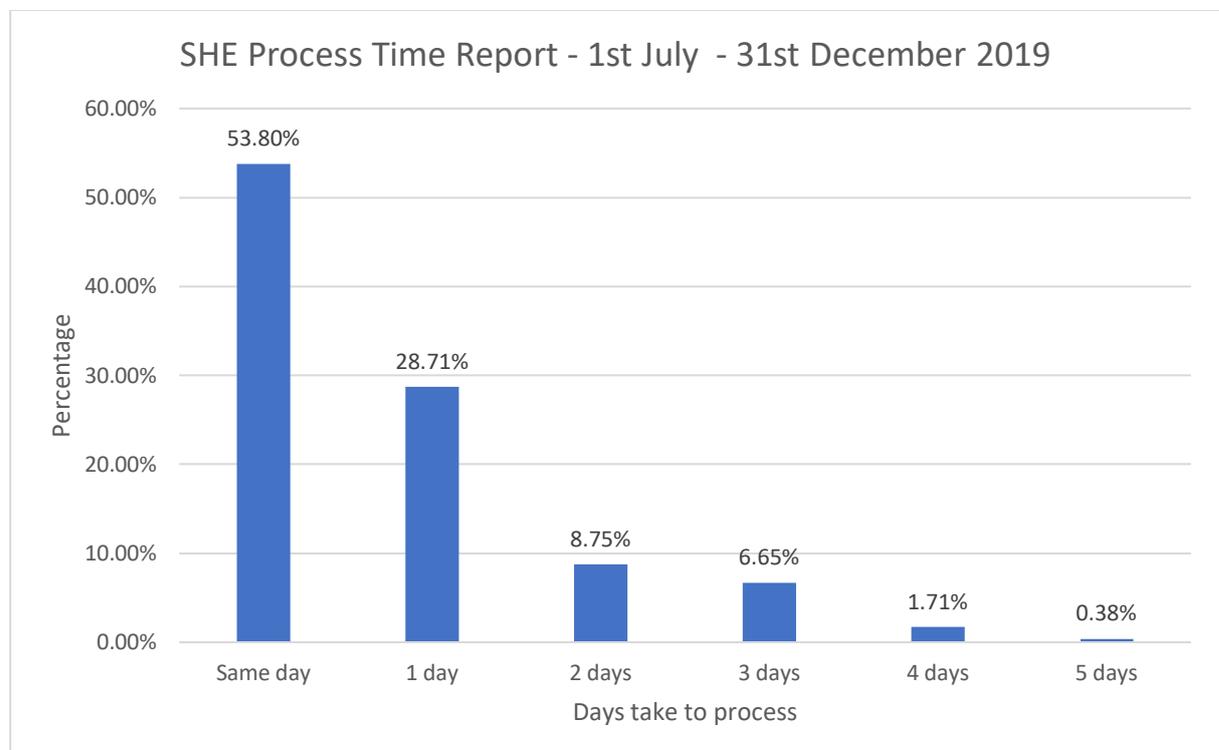
This report has been prepared for the meeting of the Health Safety and Environment Committee on 5 February 2020. It covers the reporting period 1 July 2019 to 31 December 2019 and includes:-

- Incidents by location presented as a pareto graph
- Type of incident presented as a pareto graph

General comments

1 The SHE administration team in the University Health and Safety Service (UH&SS) continue to monitor, through regular meetings, usually on a bi-weekly basis, to look at the practical use of the system, to analyse response times for the processing of cases from the portal queue and to identify and iron out any issues arising. Whether they be internal or software issues. One such case was a failure of the University email system which resulted in licenced “Users” ceasing to receive email notifications of incidents. This was identified, investigated and the solution found and put in place. “User” now receive the emails as per requirements.

2 The KPI (3 working days) for the removal and processing of cases from the portal queue by Administrators between January 1 and the present was met on 98% of time. Each administrator dealing with cases attributable to their specialisms. E.g. Fire alarm activations are dealt with by the Fire Officer and his Deputy.



3 Fire alarms

To ensure all reports of fire alarms are recorded in SHE and monitored, the Health and Safety service continue to access the Perspective system used by University Security Service to cross check and avoid duplication. This allowed us to be more accurate in our recording and reporting of the fire alarm incident data as some reports are made direct to Security who use the perspective system and the majority come through via SHE from Sub Wardens etc. This leads to better and quicker identification of problems. Reporting of Fire Alarms in SHE is also still live and the team are managing both systems efficiently to record all Fire Alarm reports.

These now outstrip other types of incident by a considerable margin, skewing the figures somewhat. (See Pareto analysis to show incidents by incident type). Fire alarm reports data is included in the Fire Officers report.

4 Incidents reported under RIDDOR

There were four RIDDOR reportable injuries during the reporting periods. (There was no enforcement action resulting). There were no Employers or Public liability claims resulting from these incidents.

5 Serious Incident Review's (SRI)

SIR's were undertaken during the reporting period looking into;

- The manual handling incident in SDC which had the potential for serious injury when staff were required to move a dismantled boxing.
- Wolfson student electric shock on placement
- Lone /roof working trip (broken ribs)

In addition, in depth investigations were carried out into a number of near misses including;

- a swimming pool chlorine injector leak,
- two students gaining unauthorised access to a roof,
- unsafe disposal of needles and,
- a violent assault (involving staff) at the Link Hotel.

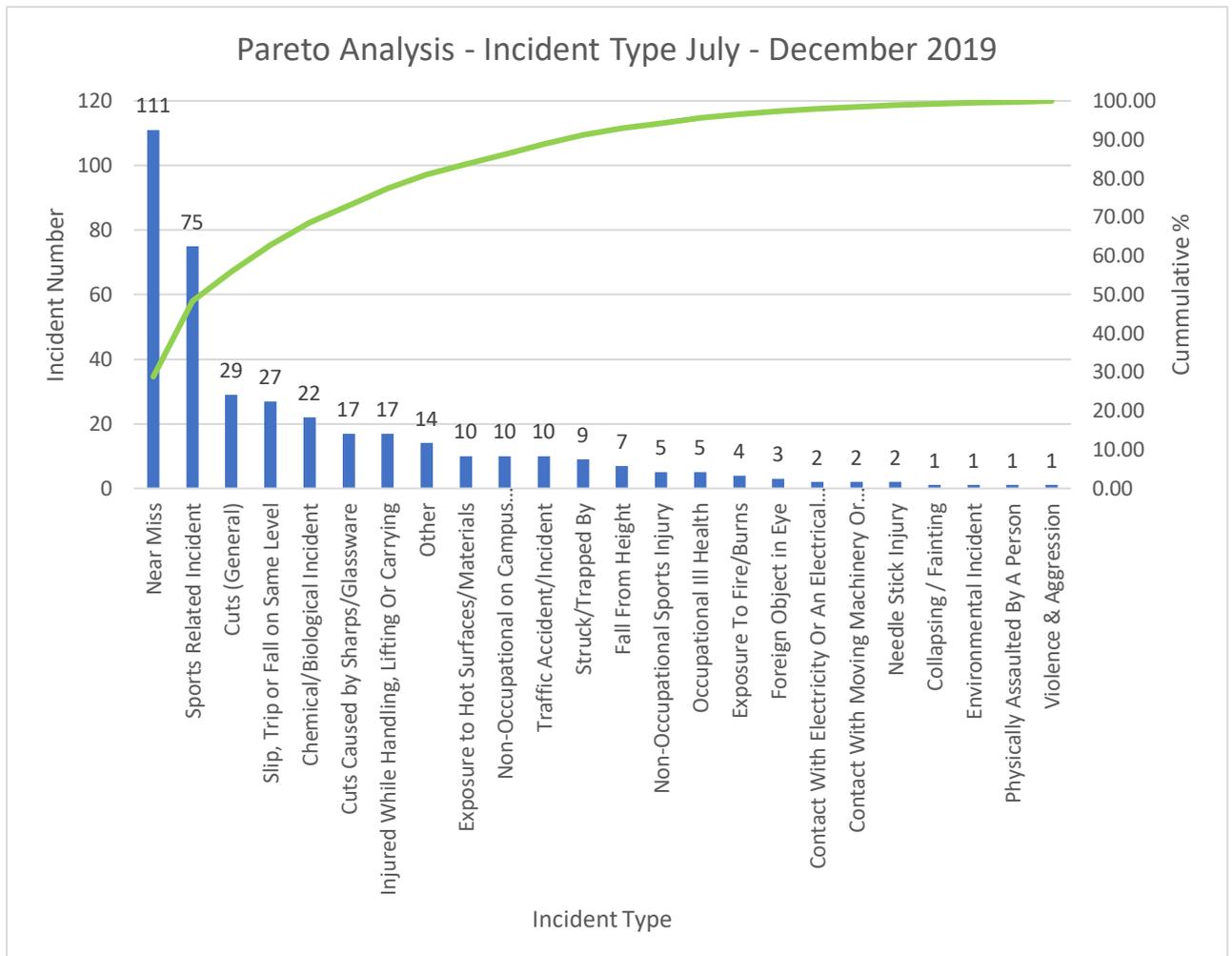
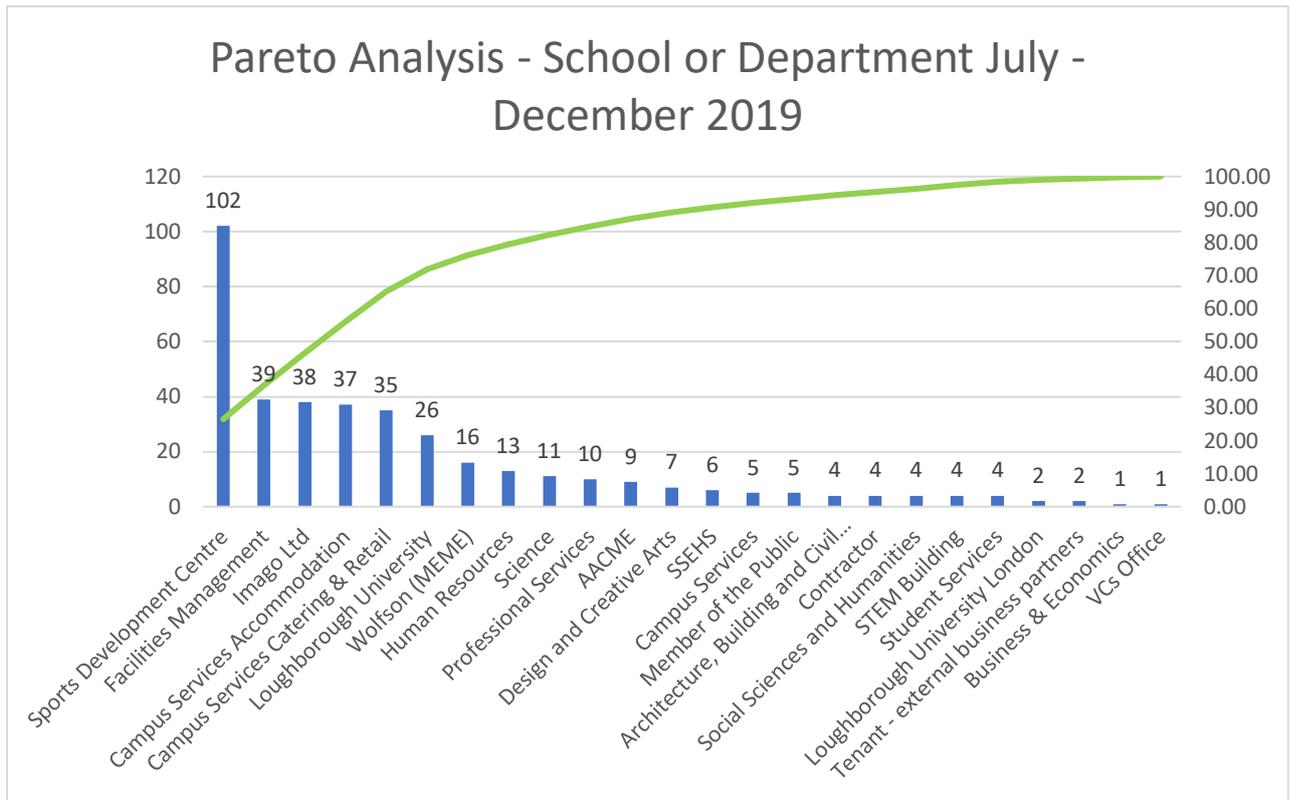
6 Training

SDC Sports staff had sessions on using the SHE system to report incidents. This came about because a number of cases of incidents being reported with incorrect or inaccurate information were noted and so action to train staff was taken. All contracted SDC Sports Assistants and Duty and Facility managers have been trained.

8 Environmental reports

The Sustainability Manager and the UH&SS are working together to create a single method of reporting. We will ensure that the existing system for reporting environmental incidents is compared and contrasted to the existing SHE report form and with a few relatively minor amendments the single reporting portal will be created and approved by the Sustainability Manager.

9 Incident graphs



Health, Safety and Environment Committee



Loughborough
University

Paper Title: Health & Safety Statutory Compliance Sub Committee – Terms of Reference Update

Origin: Paul Walker - University Compliance Engineer

Date: 10th Jan 2020

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| 1. Decision Required by Committee | (I) To NOTE the Sub-Committee's terms of reference (II) To APPROVE proposed changes to its constitution |
| 2. Executive Summary | <p>This paper is to provide an updated picture of the current membership which has changed these have been highlighted</p> <p>The Health & Safety Statutory Compliance Sub Committee has gone through some changes during this years cycle of meetings in regard to membership and the interim Chair who took over from Andrew Burgess has now been replaced now by a Permanent Chair.</p> <p>The Terms of Reference however remain unchanged from the previous year.</p> |
| 3. Committees/Groups previously considering item. | Health & Safety Statutory Compliance Sub Committee |

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| Director of Infrastructure & Commercial Services (Chair) | Graham Howard Neil Budworth |
| Director of Facilities Services | TBC David Howell |
| Health, Safety and Risk Manager | Neil Budworh |
| A Dean nominated by HSEC on a rotating basis, to serve for two academic years | Professor Chris Rielly (2018/19 & 2019/20 academic years) |
| An Operations Manager nominated by HSEC on a rotating basis, to serve for two academic years | Steve Warren (2018/19 & 2019/20 academic years) |
| Environmental Manager | Nik Hunt |
| A School Technical Services Manager nominated by HSEC on a rotating basis, to serve for two academic years | Dr Donna Bentley (2018/19 & 2019/20 academic years) |
| Academic representative with expertise in this area | Dr Robert Schmidt III |
| In attendance: | |
| University Compliance Engineer | Paul Walker |
| Deputy Health, Safety and Risk Manager | William O'Connell |
| Secretary | Christine Sturgess Rebecca Ford |

Other Duty Authorised Persons, Heads of Professional Services Management Teams, or other specialist advisors by invitation

Terms of Reference

- To advise Health, Safety and Environment Committee on compliance with statutory health and safety across the University relating to facilities in line with the University Health and Safety policy.
- Monitor adherence to governance structure for health and safety management
- Ensure an appropriate audit programme of statutory activities exists
- Governance of compliance in relation to topics listed below to a schedule agreed by the committee:

1. Asbestos
2. Water hygiene
3. Local Exhaust Ventilation Systems (LEVs)
4. Noise
5. Hand arm Vibration
6. Lifting equipment
7. Pressure systems
8. Electrical installation
9. Gas
10. Fire safety
11. Working at height
12. Environment (inc Energy)
13. DSEAR
14. F Gas
15. Food Hygiene
16. Confined Spaces
17. Excavations
18. Permits to Work
19. Personal Protective Equipment
20. Sports Playground Equipment

- **Meet three times per annum in advance of Health, Safety and Environment Committee**

Sustainability and Social Responsibility Sub Committee (SSRSC)



SSRSC20 – M1

Minutes of Meeting

These are the minutes of the meeting held on Tuesday 14th January 2020 9.00 – 11.00 in room 201.2.12 in the Hazlerigg Building

★ Starred items are for information and are not discussed.

| | Item | |
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| 20.1.0. | Present: Richard Taylor (RT) Jo Shields (JS) Nik Hunt (NH) Salomé Doré (SD) | Tracey Bhamra (TB) Jon Walker (JW) Alison Barlow (AB) Nicholas Clifford (NC) |
| | Apologies: None | Invited attendees: Graham Howard (GH) |
| 20.1.1. | Minutes from previous meeting Correct Record. | |
| 20.1.2. | Matters arising from the Minutes | |

SSRSC will need to decide and support items reported at Senate and the various Committees. Meetings should therefore note business that requires reporting and into which committee and actioned accordingly.

| | Items for Discussion: |
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| 20.1.3 | Strategic Items |
| 20.1.3.1 | To RECEIVE and ENDORSE the Energy Strategy Accompanied by the Energy Strategy. Developed over the last 6 months in consultation with academics and interested parties. Aim to take to Ops Cttee in April but needs some costings. 3 working groups still running to contribute to final strategy. Currently at Version 3. Evidence of the draft strategy already being incorporated into Campus Development Plans. ACTION for JS/GW: Need to consider including: <ul style="list-style-type: none"> • Action Plan summary • Matching the timescale to projects / develop timeline • Role of individuals (behaviour change) – Staff and Students • Something around the wider people and community strategy and the broader carbon impact of individuals • LUSEP – refer to as a combination of near term and mid term |

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| | <p>ACTION for SD: Option for LSU to write to developers of student housing around their plans for carbon neutrality</p> <p>Consider the availability of land we have for carbon offsetting.</p> <p>Development of LUSEP will need to include car parking to be commercially viable.</p> |
| 20.1.3.2 | <p>To RECEIVE an update from the Climate and Environment Task Group progress to date.</p> <p>Met twice, seeking to develop some targets with plan to report to Senate in June.</p> <p>Short Term Planning</p> <ul style="list-style-type: none"> • Baseline figures for carbon • What our ecological footprint looks like. (Baseline data to be an Agenda item for the next meeting) ACTION JS • Planning to review all aspects of the University decision making process through Change Project. • Raise awareness – potentially through carbon literacy training for all. <p>Longer Term Planning</p> <ul style="list-style-type: none"> • Review of Transitional Technologies • Scope 3 – Carbon offset and consideration of business travel. • Teaching and Personal Best • Research • Alignment with Funding • Knowledge Transfer <p>Achieved the commitment to the SDG accord so now developing the application of this.</p> <p>Take case studies to Senate about what we have done. ACTION JS / TB There is an interest in developing a Climate Change Masters ACTION for JS: to talk to AS around progress towards Divestment and also around USS as shareholders influencing companies invested in.</p> |
| 20.1.3.3 | <p>To RECEIVE an update on the Travel Plan Review SSRSC20.A1-P01 (JS)</p> <p>Travel Plan being reviewed this year, surveys start next month. Considering Parking models. Car Parking Management Strategy under review. Bus service also under review.</p> <p>Surveys need to consider Tenants staff but also Tenants as Companies.</p> <p>Timings in the paper may move – ACTION for JS: to review timings.</p> |
| 20.1.3.4 | <p>To RECEIVE and COMMENT ON the Waste & Resources Strategy / Reuse Strategy Accompanied by the draft Waste & Resources Strategy.</p> <p>It is currently still under consultation but is receiving good support.</p> <p>A specific reuse process is also being developed to support this element of the strategy which will embed Kit Catalogue, WARPit and improved resource efficiency in the area of furniture.</p> |

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| | <p>Feedback and opportunities to improve by considering:</p> <ul style="list-style-type: none"> • Role of individuals (behaviour change) – Staff and Students • Drive cultural change – Behavioural • Talk to Vipin around number of devices and frequency of change • Good achievements • Plastic Bottles • Clinical / Hazardous waste • Wording – change reference to stakeholder choice <p>ACTION for NH: to review and incorporate this feedback</p> |
| 20.1.3.5 | <p>To RECEIVE and COMMENT ON the support required from the SSRSC for the KPI's / Sustainability elements of the Estate Strategy and their communication/dissemination.</p> <p>Under Strategic Theme 5 we need to develop a KPI and measure that will challenge EMC to ask the right questions that make sure sustainability criteria have been met.</p> <p>ACTION for GH/JS/NH/GW: to consider what the KPI and measure(s) should be.</p> |
| 20.1.4 | Key Drivers |
| 20.1.4.1 | <p>Review of SSRSC Effectiveness – Terms of Reference</p> <p>Concern over item 3 – needs to be addressed though meeting with HR and the People Strategy. Consider addition of HR representative</p> <p>ACTION for JS, AB or RT: to raise the above at the HR Meeting ACTION for ALL: to feedback on Terms of Reference and Effectiveness.</p> |
| | Starred items for approval – no agenda items |
| | Starred items for information – no agenda items |
| 20.1.5. | Date of next meeting: 11 th May 2020 |
| 20.1.6 | Any Other Business – None raised. |