



## AGENDA

### SAF21-A1

#### Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 3 February 2021 and will be conducted remotely via Microsoft meetings.

M Ashby, Secretary

#### 1 Apologies for Absence

#### 2 Business of the Agenda

- 2.1 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 2 February.
- 2.2 To note that the meeting scheduled for 20 October 2020 was cancelled to allow members to concentrate on the University's response to the Covid 19 pandemic. Routine business which would have been raised at that meeting was considered via circulation and is summarised in Section B of this agenda.

#### 3 Minutes

SAF20-M2, SAF20-M3

To note that the minutes of the meetings held on 3 June and 15 September 2020 have been approved via circulation in October 2020.

#### 4 Matters Arising from Previous Meetings

SAF21-P1

To note actions arising from the Minutes.

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## SECTION A – Items for Discussion

#### 5 Constitution, Terms of Reference and Membership for 2020/21

SAF21-P2

To CONSIDER the Constitution, Terms of Reference and Membership of the Committee for 2020/21.

## **6 Report from the Director of Health, Safety and Wellbeing**

### **SAF21-P3**

To RECEIVE an update from the Director of Health, Safety and Wellbeing.

## **7 Coronavirus Response**

### **SAF21-P4**

To RECEIVE an update on the University's Coronavirus response.

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

### **SAF21-P5**

To CONSIDER the review of progress on the Health and Safety Service Plan for 2019/20 and the programme of work for 2020/21.

## **9 Statutory Compliance Key Performance Indicators**

### **SAF21-P6, SAF21-P7**

To RECEIVE an update in relation to statutory compliance key performance indicators:

- (i) Health, Safety and Environment Statutory Compliance Sub-Committee Report to HSE Committee;
- (ii) Update on Ionising/Non-Ionising Radiation, Chemical, Biological/GM and HTA KPIs.

## **10 Health and Safety Risk Rating**

### **SAF21-P8**

To CONSIDER a proposed risk rating for the health and safety of the University's staff and students with a view to making a recommendation to Council.

## **11 Human Tissue Authority Compliance**

### **SAF21-P9**

To RECEIVE an update on compliance with Human Tissue Authority requirements and to CONSIDER whether further action is required at this stage.

## **12 Annual Radiation Protection Report**

### **SAF21-P10**

To ENDORSE the 2020 Annual Report of the Radiation Protection Officer and RECOMMEND it for submission to Council.

## **13 Health and Wellbeing**

### **SAF21-P11**

To RECEIVE an update on health and wellbeing plans and progress.

## **14 Loughborough University Climate Risk Assessment**

### **SAF21-P12**

To CONSIDER an update on the University's climate risk assessment and provide feedback as indicated.

## 15 Contractor Management Framework

### SAF21-P13

To CONSIDER a revised Contractor Management Framework, following consideration of the framework by the Health, Safety and Environment Statutory Compliance Sub-Committee and Estates Management Committee.

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## SECTION B – Starred Items for Approval

### \*16 Business Considered via Circulation in October 2020

To RATIFY business considered by the Committee via circulation in October 2020. Papers circulated to members in October are available here:

[\\ws1.lboro.ac.uk\COMMITTEE-HSE\2020\OCTOBER 2020 PAPERS](https://ws1.lboro.ac.uk/COMMITTEE-HSE/2020/OCTOBER%20PAPERS)

(i) The minutes of the following HSE meetings were CONFIRMED:

SAF20-M2 3 June 2020

SAF20-M3 15 September 2020

(ii) The following were APPROVED subject to the correction of minor grammatical errors in the Permit to Work, and Risk Assessment & Safe Systems of Work policies:

**SAF21-P14\*** Contractor Management Policy - New policy

**SAF21-P15\*** Permit to Work Policy - New policy

**SAF21-P16\*** Risk Assessment & Safe Systems of Work Policy - Revised version of existing policy

SAF20-P52 Environmental Policy - 2020 version endorsed

SAF20-P53 HSESCSC Terms of Reference and Constitution

*\* Updated versions, following correction of minor grammatical errors after October circulation.*

(iii) The following were RECEIVED/NOTED:

SAF20-P54 **Work Plan for Climate Strategy Development**

Members were also asked to identify consultees to be approached and documents that may be relevant, especially in the inception and framing phase.

SAF20-P55 **Matters Arising from Previous Meetings**

SAF20-P56 **Report from the Director of Health, Safety and Wellbeing**

SAF20-P57 **HSESCSC Meeting Report including:**

- Compliance Dashboard

- Minutes of HSESCSC meeting on 15<sup>th</sup> September 2020

SAF20-P58 **Fire Door Non-compliance Update**

SAF20-P59 **Employers & Public Liability Report**

SAF20-P60 **Accident Data Report**

## **\*17 Terms of Reference and Composition of Sub-Committees for 2020/21**

### **SAF21-P17**

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

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

17.2 To APPROVE changes to the terms of reference and composition of the following sub-committee:

Health Safety Environment Statutory Compliance Sub-Committee

## **\*18 DSEAR Policy**

### **SAF21-P18**

On the advice of Chemical Safety Committee and Health, Safety and Environment Statutory Compliance Sub-Committee, to APPROVE proposed changes to the DSEAR Policy.

## **\*19 Reports to Health, Safety and Environment Committee**

To RECEIVE the following reports:

- (i) **SAF21-P19**  
Sustainability Manager Report
- (ii) **SAF21-P20**  
Fire Officer's Report
- (iii) **SAF21-P21**  
Accident Data Report
- (iv) **SAF21-P22**  
Insurance Claims Report

## **\*20 Minutes**

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

- (i) **SAF21-P23**  
Chemical Safety Committee (16<sup>th</sup> December 2020 meeting - *in the form of agenda & action log*)
- (ii) **SAF21-P24**  
GM/Biosafety Committee (30<sup>th</sup> July and 30<sup>th</sup> November 2020 meetings)
- (iii) **SAF21-P25**  
Health, Safety and Environment Statutory Compliance Sub-Committee (14<sup>th</sup> January 2021)
- (iv) **SAF21-P26**  
Radiological Protection Sub-Committee (23<sup>rd</sup> September 2020 and 13<sup>th</sup> January 2021)
- (v) **SAF21-P27**  
Sustainability and Social Responsibility Sub-Committee (11<sup>th</sup> May and 6<sup>th</sup> October 2020)

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## **SECTION C – Items for Information**

## **\*22 Dates of Remaining Meeting in 2020/21**

Wednesday 26 May 2021

Author – M Ashby  
January 2021

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