



AGENDA

SAF21-A3

Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 6 October 2021 and will be conducted remotely via Microsoft Teams.

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 5 October.

3 Minutes

SAF21-M1

To confirm the minutes of the meeting held on 26 May 2021.

4 Matters Arising from Previous Meetings

SAF21-P52

To NOTE actions arising from the Minutes.

SECTION A – Items for Discussion

5 Health, Safety and Environment Update: School of Mechanical, Electrical and Manufacturing Engineering

SAF21-P53

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

6 Constitution, Terms of Reference and Membership for 2021/22

SAF21-P54, SAF21-P55

- 6.1 To CONSIDER the Constitution, Terms of Reference and Membership of the Committee for 2021/22;
- 6.2 To NOTE changes to arrangements for the publication of agenda papers and minutes.

7 Report from the Director of Health, Safety and Wellbeing

SAF21-P56

- 7.1 To RECEIVE an update from the Director of Health, Safety and Wellbeing including a verbal briefing on water management;
- 7.2 To CONSIDER a proposed change regarding the performance presentations given by Schools and Professional Services at HSE Committee meetings.

8 Health, Safety and Wellbeing Service Work Plan

SAF21-P57

To CONSIDER and ENDORSE the proposed Health, Safety and Wellbeing Service work plan for 2021/22.

9 Covid 19 Response Update

SAF21-P58

To CONSIDER an update on the University's Covid 19 response.

10 Statutory Compliance Key Performance Indicators

SAF21-P59, SAF21-P60

To RECEIVE updates in relation to statutory compliance key performance indicators:

- (i) Health, Safety and Environment Statutory Compliance Sub-Committee Report;
- (ii) Ionising/Non-Ionising Radiation, Chemical, Biological/GM and HTA KPIs. The Committee is asked to NOTE:
 - progress on the development of KPIs for key areas of statutory compliance
 - actions relating to areas of concern.

11 Health and Safety Risk Rating

SAF21-P61

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.

12 Report from the Radiological Protection Officer

SAF21-P62

To NOTE and ENDORSE radiological non-compliances and associated recommendations:

- (i) To CONSIDER proposed Ionising Radiation Local rules for Open Source with a view to them being submitted to University Council for approval;

- (ii) To CONSIDER the proposed submission of a Regulation 31 request to the Office for Nuclear Regulation in accordance with Nuclear Safeguards Act.

13 Fire Safety Update

SAF21-P63

- 13.1 To RECEIVE a Fire Safety update;
- 13.2 Arising from M21/28.4 to NOTE a breakdown of the location of fire alarm activations across the University campuses.

14 Occupational Health and Wellbeing Service Update

SAF21-P64

- 14.1 To NOTE an update from the Occupational Health and Wellbeing Service and in particular the changes and future planning within the Service;
- 14.2 To CONSIDER a proposal that the Mental Health First Aider role should be integrated with wellbeing champions.

15 Work Plan for Climate Risk Management

SAF21-P65

To CONSIDER a report from the Task Group on Climate Strategy Development and ENDORSE its recommendations.

Professor Rob Wilby in attendance

16 Business Travel Strategy

SAF21-P66

To NOTE the formation of a stakeholder group set up to review the current provision in place at the University for business travel and current measurement of travel and carbon methodology, and to ENDORSE its recommendations.

SECTION B – Starred Items for Approval

***17 Environmental Policy**

SAF21-P67

To ENDORSE the 2021 version of the Environmental Policy. No changes have been made to the policy.

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

To RECEIVE the following reports:

- (i) **SAF21-P68**
Sustainability Report
- (ii) **SAF21-P69**
Incident Data Report

***19 Terms of Reference and Composition of Sub-Committees for 2021/22**

SAF21-P70

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

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

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

Health Safety Environment Statutory Compliance Sub-Committee

***20 Sub-Committee Minutes**

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

- (i) **SAF21-P71**
Health Safety Environment Statutory Sub-Committee (7 September 2021)
- (ii) **SAF21-P72**
Radiological Protection Sub-Committee (8 September 2021)
- (iii) **SAF21-P73**
Sustainability and Social Responsibility Sub-Committee (6 May 2021)

SECTION C – Items for Information

21 Any Other Business

***22 Dates of Future Meetings in 2021/22**

Wednesday 2 February 2022 at 2.00pm

Wednesday 25 May 2022 at 2.00pm

Author – M Ashby
September 2021

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Minutes SAF21-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 26 May 2021

Attendance

Members:

Neil Budworth, Ruth Casey, Paul Conway (ab), Sandy Edwards, Alec Edworthy, Graham Howard, Chris Linton (Chair), Graham Moody, David Roomes, Jo Shields, Oliver Sidwell, Richard Taylor, Maria Turnbull-Kemp (ab).

Apologies for absence:

Paul Conway, Maria Turnbull-Kemp

In attendance:

M Ashby (Secretary), Adam Crawford and Andy Dainty (for M21/22), Max Reid (in place of Maria Turnbull-Kemp), Julie Turner (for M21/24-27).

21/20 Minutes

SAF21-M1

The minutes of the meetings held on 3 February 2021 were approved.

21/21 Matters Arising from Previous Meetings

SAF21-P29

- 21.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 21.2 Arising from SAF20/M1 3.2 *HSE Update: Loughborough Students' Union*, the Students' Union had been unable to gather information on incident rates at other students' unions due to the pandemic but intended to do so in the near future. The Director of Health, Safety and Wellbeing offered to circulate a request for information to the Universities Safety and Health Association network and asked Loughborough Students' Union to provide the text of the request that they would like to be circulated. **ACTION: LSU Director of Finance & Operations**
- 21.3 Arising from SAF20-M1 4.3 *HSE Update: Campus Services*, Campus Services had changed their strategy for third-party accommodation providers where health and safety could not be assured. Campus Services were now working with these providers to ensure assurance rather than blacklisting them.
- 21.4 Arising from SAF20-M1 8.1 *Statutory Compliance KPIs*, members noted that new processes and procedures for F-Gas compliance were being finalised. It was anticipated that compliance would be achieved in the next six to 12 months.

21/22 Health, Safety and Environment Update: School of Architecture, Building and Civil Engineering

SAF21-P30

22.1 The Committee RECEIVED a presentation by the Dean on health, safety and environment arrangements in place in the School.

22.2 The following points were NOTED in particular:

- (i) The School had reflected upon the fact that it had had no near misses or incidents between May 2020 and April 2021. It had concluded that this was due to a number of factors not least a significant reduction in practical activity on campus during the pandemic and extra scrutiny in the School of lab and field-based teaching and research activities during this time.
- (ii) The University as a whole had experienced a reduction in the number of near misses, and there was an assumption that this was due to under-reporting. The Director of HSW was asked to reflect upon the possible causes for the reduction. **ACTION: Director of HSW**
- (iii) There had been a step change in the quality of risk assessments undertaken within the School. This was partially due to greater recognition of their importance amongst staff and students but also to the need to review the assessments to ensure that they were Covid safe.
- (iv) The School wished to ensure that it retained some of the positive outcomes arising from its actions during the pandemic. In particular it wished to retain the measures put in place to support the wellbeing of staff and researchers and the greater emphasis placed on health, safety and the environment.

22.3 The Committee welcomed the actions taken by the School during the pandemic. It noted, in particular, its success in continuing to offer Covid-safe fieldwork and the measures that had been put in place to support the mental health of its staff and researchers.

21/23 Report from the Director of Health, Safety and Wellbeing

SAF21-P31

23.1 Members RECEIVED an update from the Director of Health, Safety and Wellbeing.

23.2 The following points were NOTED in particular:

- (i) A significant increase in the number of referrals made to the Occupational Health Service and in particular the number relating to mental health, which was higher than the national average. The Service was said to be highly valued and was receiving external recognition.
- (ii) A recent incident involving the modification of laboratory equipment had been investigated and dealt with appropriately.
- (iii) The Health and Safety Service had complied with requirements of a Notice of Contravention relating to the management of water systems in the Towers and was working with the Estates and Facilities Management team to critically evaluate the wider water management system.
- (iv) The Health and Safety Service was continuing to review lessons learnt from the Grenfell Towers tragedy and the fire in The Cube student accommodation block in Bolton. It was participating in a Government survey on halls of residence and cladding.

23.3 The Health and Safety Executive had determined that a gas system on the East Midlands campus was a private gas network and had issued a Notice of Contravention. The Estates and Facilities Management team and the Health and Safety Service were liaising with the Executive over this issue. The Director of HSW had noted that operations on campus were not unsafe but that this action was necessary to ensure that all issues had been covered. The development of a safety case would be a significant piece of work which could take up to a year to fully develop.

21/24 Covid 19 Response Update

SAF21-P32, SAF21-P33

- 24.1 Members RECEIVED an update on the University's Covid 19 response and on the testing regime in operation.
- 24.2 The University was seen to be the sector leader in testing, by some measure, both in absolute test numbers and percentage compliance. It was held in high regard within the sector and by the Government and was at the heart of discussions on standards and guidance with the Department for Education, Universities UK, Public Health England and other stakeholders.
- 24.3 The Committee noted that some parts of the HE sector could have done more to put in place testing to ensure that normal activity could resume at an earlier stage in the pandemic. The Director of HSW had made this point to Universities UK and to the Department for Education.
- 24.4 The Connect and Protect system had been set up to organise Covid 19 testing at the University. It had received over 120,000 submissions to date. Testing compliance was checked automatically on entry to the University Library, sport facilities and 'Parcels'. Random spot checks were also carried out in dining halls, laboratories and workshops.
- 24.5 The following points were NOTED in particular:
- (i) The University had made the decision to remove students' access rights in order to be in a position to limit access to facilities for those who did not engage with testing. This, and students' goodwill, had resulted in high levels of engagement amongst students.
 - (ii) Planning was under way for the vaccination strategy for students in June and for arrangements on campus in the new academic year. The Director of HSW and the Director of Student Services were pressing the Department for Education and Charnwood Clinical Commissioning Group for information on their expectations of the HE sector for the next academic year.
 - (iii) Physical events, including graduation ceremonies and hall balls, would present additional health and safety challenges for the University during the summer.
 - (iv) The testing centre was carrying out PCR tests for staff and students who needed to travel outside the UK and was able to provide them with a testing certificate.
- 24.5 The UCU representative thanked the Director of HSW and the Strategic Scientific Technical Lead for their work during the pandemic and also their engagement with the trade unions over aspects of the University's response.
- 24.6 The Committee ENDORSED the testing regime.

21/25 Statutory Compliance Key Performance Indicators

SAF21-P34, SAF21-P35

- 25.1 Members RECEIVED updates on statutory compliance key performance indicators. All DAP areas were rated as either amber or green, with most areas showing improvement. A number of areas had been rated as amber, rather than green, due to the need for staff in some areas to focus on Covid 19-related safety measures. The Health and Safety Service was asked to include descriptors in future KPI reports to clarify the nature of the categories used. **ACTION: Director of HSW**
- 25.2 The following points were NOTED in particular:
- (i) An agreed programme of work on fire safety had led to this area being changed from red to amber.
 - (ii) Significant work had been undertaken to secure the safety of the University's water system following a case of Legionnaires Disease in a hall of residence, and additional resources had been allocated to oversee water safety. The area remained amber but demonstrated improvement.

25.3 The Committee agreed that it was important to capture the business continuity learnings arising from the case of Legionnaires Disease. Estates and Facilities Management would develop a report for consideration by Operations Committee.

ACTION: Head of Catering, Domestic and Residential Services & the Head of Operations and Student Accommodation Services

21/26 Radiation Protection Update

SAF21-P36

26.1 The Committee RECEIVED a radiation protection update and ENDORSED radiological non-compliances and associated recommendations. The Chair would contact the Dean in one School regarding a non-compliance to establish what action had been taken to address the matter. **ACTION: DVC**

26.2 Decommissioning work had been paused when key staff had been redeployed to work in the Connect & Protect/Covid testing team but had recently begun again.

26.3 Recent changes to International Atomic Energy Agency requirements had led to more rigorous processes being put in place by the Health and Safety Executive for organisations that undertook work with ionising radiation. The new change could lead to the University incurring increased costs, an increased administrative burden and HSE inspections on all equipment producing ionising radiation.

21/27 Chemical and Biological Safety Update

SAF21-P37

The Committee APPROVED a proposed change to the health and safety element of human participation work to remove a temporary additional step that had been put in place during the pandemic.

21/28 Fire Safety Update

SAF21-P38

28.1 The Committee RECEIVED a fire safety update and noted actions that had moved the fire compliance KPI from red to amber.

28.2 The Committee APPROVED proposed criteria to determine appropriate standards that would apply in the event of a significant refurbishment.

28.3 The Committee CONFIRMED its commitment to the current two-year Fire Risk Assessment review period for accommodation and APPROVED a proposed wider position on University fire risk assessment review periods.

28.4 Members noted that there had been 50 occasions between January and April where fire alarms had been activated due to a fault in the system. It was unclear whether these incidents had occurred across the University's campuses or whether they were concentrated in a few buildings. The Health and Safety Service would provide a breakdown of these instances at the next meeting. **ACTION: Director of HSW**

21/29 Occupational Health and Wellbeing Service Annual Report

SAF21-P39

29.1 Members RECEIVED the annual report of the Occupational Health and Wellbeing Service. The report conveyed the ongoing success of the Service and positive changes that had been made over the previous year. These included the relocation of the Service, replacement of the existing employee assistance provider, recruitment of an additional occupational health advisor and the implementation of occupational health physician services from Nottingham University Hospital.

- 29.2 The Service had received external recognition. It had been awarded 'Team of the Year' in the Personnel Today Awards 2020. The service was also featured in Occupational Health magazine.
- 29.3 The Service continued to receive high levels of referrals. Of these 28 per cent were mental health related. This was noted to be higher than the national average of 12 per cent. Members noted that Long Covid could be a concern in the future, with an estimated ten per cent of those who had been infected with Covid 19 continuing to suffer from symptoms over an extended period.

21/30 Sustainability Annual Report

SAF21-P40

30.1 The Committee RECEIVED the Sustainability Annual Report.

30.2 The following points were NOTED in particular:

- (i) The Sustainability Action Plan would be reviewed in due course to reflect the University's new Strategy.
- (ii) The University had been recognised as a sector leader for spill management, having received a British Safety Industry Federation Water Pollution Prevention Award in 2020.
- (iii) The Climate and Environment Task Group would report to the Committee in October. Its report would identify the top five climate change risks for the University and would put forward some recommendations.
- (iv) Estates and FM were developing a decarbonisation plan which would be considered by Operations Committee in due course.
- (v) A recent report, 'Building Back Better', had highlighted opportunities for improving the way in which the University operated in the future. One potential area, a reduction in business travel by academic staff, could achieve a significant saving for the University and reduce Scope 3 emissions. The future demand for business travel was currently unclear and warranted further discussion by the Committee. The Associate Head of Sustainability would engage with Schools to explore a future strategy for business travel with academic staff with a view to presenting her findings to the Committee. **ACTION: Associate Head of Sustainability**

21/31 Future Business

SAF21-P41

The Committee APPROVED a schedule of business for forthcoming meetings.

21/32 Committee Effectiveness

SAF21-P42

- 32.1 Members CONSIDERED the effectiveness of the Committee and confirmed that they were content with the way in which it operated. They NOTED that 2020 had been an unusual year from a health, safety and environment perspective, where effort had needed to be focused on measures to respond to the pandemic. The Health and Safety Service was gradually moving to a better footing where it was in a position to focus on its future strategy.
- 32.2 The Committee NOTED that its membership included two external members, one of whom was also a member of the University Council and, who in that capacity, was able to assure Council of the work of the Committee. This arrangement was considered by members to be appropriate from a governance perspective.
- 32.3 Members were encouraged to forward any comments on the effectiveness of the Committee to the Chair or Secretary. **ACTION: HSE Members**

21/33 Fire Safety Policy

SAF21-P43

Proposed changes to the existing Fire Safety Policy, as detailed in SAF21-P38 and SAF21-P43, were APPROVED.

21/34 Safeguarding Policy

SAF21-P44

Proposed changes to the existing Safeguarding Policy were APPROVED subject to a reference to the 1998 Data Protection Act being changed to the 2018 Data Protection Act.

21/35 Reports to Health, Safety and Environment Committee

The Committee RECEIVED the following reports:

- (i) **SAF21-P45**
Environmental Compliance Report
- (ii) **SAF21-P46**
Accident Data Report
- (iii) **SAF21-P47**
Annual Report of Ethics Review Sub-Committee for 2020/21

21/36 Minutes of Sub-Committees

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

- (i) **SAF21-P48**
GM/Biosafety Committee (24th March 2021)
- (ii) **SAF21-P49**
Health Safety Environment Statutory Sub-Committee (22nd April 2021))
- (iii) **SAF21-P50**
Non-Ionising Radiation Committee (25th March 2021)
- (iv) **SAF21-P51**
Radiological Protection Sub-Committee (18th May 2021)

21/37 Valediction

The Committee thanked retiring member Oliver Sidwell for his valued contributions to the Committee's discussions.

21/38 Date of Meetings in 2021/22

Wednesday 6 October 2021 at 2.00pm
Wednesday 2 February 2022 at 2.00pm
Wednesday 25 May 2022 at 2.00pm

Health Safety and Environment Committee



Loughborough
University

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

Author: **Secretary**

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 February 2022
11. Success Criteria (KPIs)	None
12. University Executive comment (required for Council papers only)	n/a

Completed – will be removed

Not yet completed

Meeting	Minute	Description	Action	Status
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 & Schools. Will be helped when new Biolab Network Manager in post. Jan 2021 update Post removed. Action on hold due to Covid priorities Oct 2021 update Still on hold
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. Jan 2021 update Post removed. Action on hold due to Covid priorities Oct 2021 update On hold although collaborating with a similar project in the research office
SAF19-M2	32.3	Integrate new process for delivering retention of items with value with the new Exit Policy	SSDO	Being progressed by SSDO and FM Projects Portfolio Manager. Jan 2021 update Policy was to be considered at Oct 2020 meeting but is on hold due to Covid priorities. Oct 2021 update On hold
SAF20-M1 & SAF21-M2	20/3.2 (iv) & 21/21.2	LSU presentation: Provide information comparing LSU incident rate with those of students' unions at other HEIs.	Director of Union Facilities	LSU has approached a small number of other students' unions to seek data for a comparison. However, those contacted do not currently collect this data. LSU to contact other students' unions after lockdown in order to provide this comparison Oct 2021 Update: Director of HSW has circulated request for information to Universities Safety and Health Association network. Only a few responses received.
SAF20-M1	4.3	Identify triggers to use to provide consistent approach in blacklisting third-party accommodation providers where University cannot be assured of health and safety of its students	Head of Campus Services	Jan 2021 Update: HS Service looking at this afresh with FM OPS Manager following recent Legionella concerns. May 2021 Update: Campus Services have changed strategy. Now working with third party providers where there are issues to ensure assurance rather than blacklisting them

Meeting	Minute	Description	Action	Status
SAF20-M1	5.4	Include data in incident reports to HSE to allow direct comparisons to be made between individual Schools and Professional Services	Head of HS	<p>Jan 2021 Update: The spreadsheets are now in place to deliver this information, but given the much lower numbers at present, the opportunity is being taken to error check the reporting. The reports will be in place for the June 2021 HSE meeting.</p> <p>May 2021 update There are concerns regarding the accuracy of the data used in this report. These challenges have also coincided with changes to the H&S Services administration team. A fresh look will be taken at this with a view to presenting it at the next HSE Committee meeting.</p> <p>Oct 2021 update Unable to progress this at this time</p>
SAF20-M1	7.2	Task Group to report to HSE in October outlining magnitude of climate risks that have been identified	Sustainability Manager	<p>Feb 2021 update Update given to HSE.</p> <p>May 2021 update Ongoing work to identify key risks. A report will be brought to the October 21 meeting on the top 5 risks and associated recommendations.</p> <p>See reference to SAF21-M1 12.3 below</p>
SAF20-M1	8.1	Statutory Compliance KPIs: Set completion date for remedial F-Gas work	Sustainability Manager	<p>May 2021 update: Monthly KPI assessments being raised with the contractor. New processes and procedures are still being finalised. Improvement in the number of assets which can be evidenced as serviced but the contractor is still not hitting KPI timescales. Work ongoing. Anticipated that compliance will be achieved in 6-12 months.</p> <p>Oct 2021 update: Monthly KPI assessments continue. Contractor is now averaging 90% of assets serviced, and work continues to understand the missing 10% (do the assets exist?). This compares to 75% in 2020 Timescales are still not being met (with the exception of June where 100% of assets were serviced and on time). Currently reviewing plans to re-tender this service contract.</p>

Meeting	Minute	Description	Action	Status
SAF20-M2	30.2 (iii)	Fire Officer Report Imago Management Team to report fire safety deficiency findings to Imago Board and HSE in due course	Chief Executive of Imago Venues	Report received from Chief Executive of Imago Venues. Investigations have been completed and actions assigned. Rob Sparks and James Holt investigated. May 2021 update. This issue has prompted a wider discussion regarding inspection and maintenance of fire doors and equipment and the standards which should be used in refurbishment projects. This issue will now be addressed in the University Fire Officer's Report Confirmed Completed
SAF21-M1	12.3	Climate and Environment Task Group: Provide HSE with an update at June 2021 meeting. Update will outline five most significant risks faced by the Univ,note current situation for each and direction of travel over a number of years using models for several decades in the future.	Sustainability Manager	May 2021 update Update to be considered at October 2021 meeting On Oct 2021 meeting agenda. Completed
SAF21-M2	22.2(ii)	Reflect upon the possible causes for the reduction in the number of near misses across the University	Director of HSW	The potential barriers to reporting (eg system access and information burden) will be assessed as part of a review of the SHE system over the next year and we will look to reinforce the importance of near miss reporting over the next year during meetings and in written communications.
SAF21-M2	25.1	Include descriptors in future KPI reports to clarify the nature of the categories used	Director of HSW	We have been unable to progress this at this time
SAF21-M2	25.3	Capture business continuity learnings arising from case of Legionnaires Disease in report for OPS Committee	Head of Catering, Domestic and Residential Services & Head of Operations and Student Accommodation Services	Oct 2021 update OPS Committee has received update from E&FM's Head of Engineering, Maintenance and Sustainability. OPS Committee appreciated holistic plan which strengthened the governance arrangements and provided reassurance that the risks were low. London campus to be included in the water reporting framework in future, so entirety of estate within water safety governance structure. Completed

Meeting	Minute	Description	Action	Status
SAF21-M2	26.1	Contact relevant Dean regarding a radiation protection non-compliance to establish action taken to address matter	DVC	Dean has confirmed action taken to address matter. Completed
SAF21-M2	28.4	50 occasions between Jan-April 2021 when fire alarms activated due to a fault in a system. Provide breakdown of these instances at Oct meeting	Director of HSW	The October report gives a breakdown of faults by building and gives an indication of the age of the fire alarm system. We will endeavor to obtain more specific fault data for the next HSE meeting.
SAF21-M2	30.2(v)	Engage with Schools to explore future strategy for academic staff business travel & present findings to HSE	Associate Head of Sustainability	On Oct 2021 meeting agenda. Completed
SAF21-M2	32.3	Forward comments on effectiveness of Committee to Chair or Secretary	Members	Members reminded to do so. Completed

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Constitution, Terms of Reference and Membership 2021/22

Origin: Secretary

Date: 27/09/2021

1. Decision Required by Committee	To consider the Constitution, Terms of Reference and Membership of the Committee for the 2021//22 academic year
2. Executive Summary	The paper presents the Terms of Reference and Membership of the Committee together with additional individuals who receive the paperwork.
3. Committees/Groups previously considering item.	n/a

Health, Safety and Environment Committee

Terms of Reference

1. 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);
2. To develop and agree the strategic approach to be adopted in relation to Health, Safety, Environmental and Sustainability management;
3. To receive and act on reports, both written and verbal, on the health, safety and environmental performance and plans of schools and professional services;
4. 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;
5. 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;
6. To receive aggregated absence statistics and reasons for such absences on a similar basis;
7. Specifically to receive reports from sub-committees which have been established to ensure compliance with legal requirements; eg the Radiological Protection sub-committee;
8. Where appropriate to seek out and promote areas of good practice;
9. 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;
10. 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;
11. 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;
12. 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;
13. To receive reports and review personal safety for staff, students and visitors on University premises, particularly where it could impinge on health and safety;
14. To receive reports on the progress of the University Environmental Management System;
15. 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.

Constitution and Membership 2021/22

Position	Member
CHAIR, Provost and Deputy Vice-Chancellor	Chris Linton
Chief Operating Officer	Richard Taylor
Director of Estates and Facilities Management	Graham Howard
A Dean of School selected on a rotating basis, to serve for two academic years	Paul Conway
An Operations Manager selected on a rotating basis, to serve for two academic years	Ruth Casey
Two Lay members, one of whom shall be a member of Council	Jennifer Maxwell-Harris David Roomes
Students' Union Representative	Maria Turnbull-Kemp
One Representative from each of the recognised Trade Unions: UNITE, UCU, UNISON	Sandy Edwards (UNISON) Alec Edworthy (UCU) Graham Moody (UNITE)
The following Officers of the University will serve on the Committee ex-officio:	
Director of Health, Safety and Wellbeing	Neil Budworth
Associate Head of Sustainability	Jo Shields
Committee Secretary	Martine Ashby

Meeting papers are circulated to:

- Vice Chancellor – Nick Jennings
- Associate Chief Operating Officer – Manuel Alonso
- University Archivist – Vacancy

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Publication of HSE Agenda Papers and Minutes

Origin: Secretary

Date: 05/10/2021

1. Decision Required by Committee	To CONSIDER changes to the way in which HSE agenda papers and minutes will be made available in future.
2. Executive Summary	<p>From the start of the 2021 academic session, agenda papers and minutes will be made available to committee members via Microsoft Teams, rather than via the web CMS system.</p> <p>Unrestricted agenda papers and minutes will continue to be made available to all staff and the public via the web CMS system.</p> <p>A rationale is provided for restricting access to papers.</p>
3. Committees/Groups previously considering item.	n/a

Rationale for Restricting Access to Certain HSE Committee Papers

Introduction

It has been the practice for some time that some HSE committee papers are restricted from public view and it is considered appropriate to outline the rationale for the decisions made.

Decision Making Criteria

As a general presumption all papers should be made available to staff and the general public. There are however some exceptions where access should be restricted which the HSE committee are invited to consider.

1. Where an individual is identifiable and is referred to in terms of incidents or health
2. Where there is a legal duty to restrict access to the information eg if the Radiation report mentions sealed sources it is an offence (EPR2016) to have this publicly accessible
3. Where there is a wider risk which takes precedence eg the risk of a terrorist identifying an organisational weakness or large stock of potentially hazardous material.
4. Where the ratification of a decision is made by a more senior body at a later date– eg Council determines the overall risk rating on the advice of HSE Committee
5. Where the publication of the material has the potential to cause significant financial damage to the University.
6. At the specific request of the Chair of the Health, Safety and Environment Committee

HSE Committee are invited to consider and formally agree these criteria.

Neil Budworth

Director of Health, Safety and Wellbeing

1st October 2021

Health, Safety and Environment Committee



Paper Title: Director of Health, Safety and Wellbeing Report

Origin: Neil Budworth

Date: 20th September 2021

1. Decision Required by Committee	For noting
2. Executive Summary	<p>Summary of activity for noting.</p> <p>A verbal briefing will be given on water management.</p> <p>HSE committee is asked to approve a change in process regarding the performance presentations given by schools and professional services. The recommendation is that HSE committee members be given the opportunity to ask questions in advance so that they can be addressed in the presentations.</p>
3. Committees/Groups previously considering item.	None

Director of Health, Safety and Wellbeing's Report

Prepared by Neil Budworth, Director of Health, Safety and Wellbeing May 2021

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.

Covid 19 Response

An update on the University's response to Covid 19 is included in a separate report

Occupational Health and Wellbeing

A separate report on the activities of the Occupational Health Service is included in the agenda pack.

Demand for the Occupational Health Service continues to be very high and growing. In the expectation of a high workload as students are asked to return to campus, the department has been planning how it will deal with a large number for referrals over a short period of time.

The health and wellbeing framework has now been launched and will be the focus of much activity in 2021/22.

As part of the University's resilience plan for the Autumn, flu vaccinations will again be offered to staff who are considered critical to student welfare and organisational delivery.

The Occupational Health service has been successful in recruiting a new part time Occupational Health Advisor who started in August.

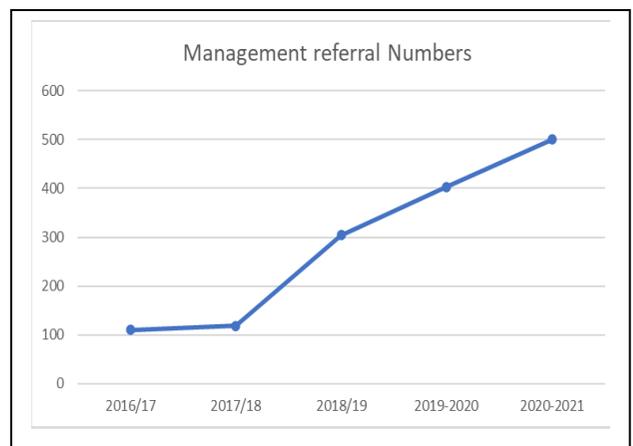
Decommissioning

All of the staff who have been working on the decommissioning of the Graham Oldham Building have been reassigned to Covid 19 support and the decommissioning has temporarily been put on hold.

Incidents

In September the Grenade Energy Bar / Drink company was holding an activation (promotional) event on campus.

The event was originally to have been held in the Students' Union, however, there were problems with the logistics of this event and the University was asked to support. As this was described as a low key lecture with a photo opportunity the University agreed. However, on the day of the event the company changed their activities and used smoke grenades and sirens and processed onto Epinal Way causing significant congestion with a tank like vehicle. The smoke from the grenades was such that visibility was severely impaired and created a traffic hazard. The company also used a drone without a risk assessment, permission or a flight plan.



The Chief Operating Officer has written to the Chief Executive of the company concerned and has met with a representative of the senior management of Grenade. Grenade have stated that they recognise the seriousness of the incident and initiated an investigation. In the meantime the company and its representatives have been banned from campus and its products will be removed from the shelves.



There have been four other incidents of concern since the last HSE committee three of which were reportable to the Health and Safety Executive.

A member of SDC staff injured their back whilst trying to move the pool boom. This resulted in an absence of greater than 7 days and so became reportable to the Health and Safety Executive under the Reporting of Incidents Diseases and Dangerous Occurrences regulations (RIDDOR).

The department is investigating with the support of the Health and Safety team.

A 2nd RIDDOR reportable accident was where a student tripped and fell in the swimming pool car park.

The final RIDDOR incident in this period was one in which a chef in Burleigh Court scalded themselves as they tried to drain a large pan of pasta. The incident has been investigated a recommendations made to the Imago management team.

Most recently a member of the domestic services team suffered an asthma attack which they felt might have been triggered by some of the cleaning materials used in the pre term deep clean of accommodation. An investigation is underway and it is likely that an incident review panel will be formed due to the potential severity of the incident.

Chaplaincy

The Chaplaincy now reports to the Director of Health, Safety and Wellbeing. Areas of overlap in relation to wellbeing will be reported.

The Chaplaincy has been an importance source of support for both staff and students through the pandemic. Activities such as the bereavement café which is non faith specific and is based on the principles developed by CRUSE have become an important source of support.

The closer alignment of the Chaplaincy with Occupational Health in particular allows programmes to be jointly delivered – A wellbeing café is being planed and the Health, Safety and Wellbeing Services will help to promote the mindfulness and meditation sessions offered by the Chaplaincy.

Legionella

Just prior to the Christmas 2020 break the University was contacted by Public Health England (PHE) and notified of a case of Legionnaires disease in Towers. PHE were concerned as there had previously been a suspected case in Towers in 2019. At the time of the 2019 case, no legionella was detected.

In addition, all of the routine monitoring data showed that the water system was healthy. When the system was sampled in 2020 significant levels of legionella were detected.

Following those results an extensive programme of investigation and engineering work was undertaken in Towers. The immediate cause of the faults that led to the growth of Legionella appears to have been a combination of low water usage and system design.

Following the engineering intervention a large number for water samples were taken and the Towers water system was considered to be under control. We reported our findings to the Health and Safety Executive and they were happy with our response and considered the case closed.

However, in early September 2021 we were again contacted by Public Health England as they had identified a case of Legionella in a maintenance engineer who had worked in Towers (as well as a few other establishments). On the basis of this case Public Health England again formed an Incident Management Team and we initiated water tests.

A verbal update on this issue will be given as at the time of writing we are awaiting test results.

As a contingency the Estates and Facilities Team have arranged to quickly fit point of use filters if required, which will allow Towers to remain occupied whilst investigations commence.

The Estates and Facilities team have appointed an engineer to focus on water safety and they are due take up the role shortly. This role is required as the concerns around Towers have identified a number of potential weaknesses in the water management system which need to be addressed.

Fire

A separate report on fire management is included in the HSE Committee pack, however, there is a significant amount of ongoing work identifying and remedying issues which have come to light following the Grenfell tragedy.

Gas Safety

It has been determined that parts of the gas system on the East Midlands campus form a private gas network. The Health and Safety Executive required us to produce a formal gas safety case which gives details of the specifications of the systems and defines how the gas system will be managed safely.

The development of this safety case was a large and detailed piece of work. Jonathon Cripps from the Engineering Team led this work and did an exception job of pulling it together in a tight timescale.

The safety case has now been submitted to the Health and Safety Executive for their approval.

Training

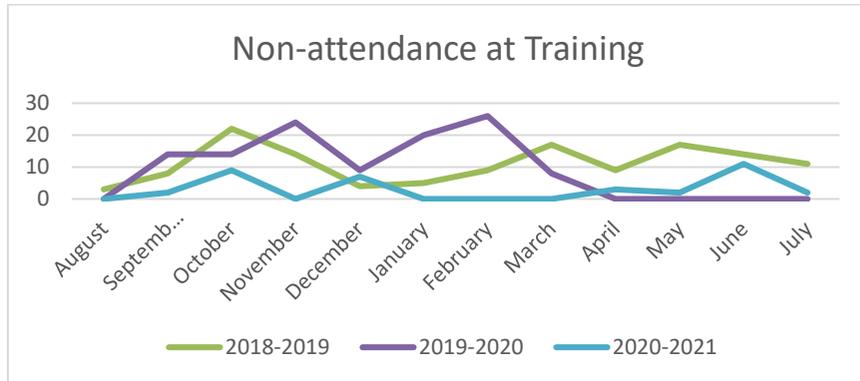
During the period 1st August 2020 to 31st July 2021 the Health and Safety Service arranged 78 courses, delivered to 627 members of University staff, totalling 3,270 learning hours.

The Coronavirus pandemic has clearly impacted our face-to-face training figures. 57 fewer courses were run compared to the previous year, with 684 less people attending and 2,058 fewer learning hours. Despite the restrictions, Health and Safety Services were able to run 50% of their published training programme, either face to face or via Teams.

On a more positive note, engagement with online learning and the delivery of toolbox talks increased with 3791 undertaking training in this way accumulating in 3685 learning hours. This is an increase on last year by 1,418 people and 1,608 learning hours.

The rate of non-attendance runs at 6% (36 non-attendees), showing a decrease of 3% on last year.

Cancellation on training with less than 24 hours' notice improved with 26 cancellations received compared to the last reporting period of 63. 49 cancellations were received with more than 24 hours' notice, a decrease on the previous year by 106.



2020 to 2021 Overview

Covid has proved to be challenging in terms of the delivery of training. There was little classroom training until it resumed in June 2021. Due to social distancing measures and restrictions placed on us by our course providers, courses have been running at 50% capacity resulting in increased costs.

Some courses were subject to late cancellations due to individuals having to isolate. Courses also had to be postponed for this reason.

Further online courses were released during the year: Accident and Near Miss Reporting, Manual Handling, Mental Health Awareness Slips, Trips and Falls, Safe Driving, Personal Wellbeing, Health and Safety Induction following Furlough and a University wide Health and Safety Induction.

Work has continued with Organisational Development and the Change Team in respect of Mandatory training improvements and a one stop shop approach. Learn has been enhanced to include links to all mandatory training.

First Aid training continues to be delivered by a blended approach and iTrent has been updated to avoid confusion and reflect the new position.

2021-2022 Programme

Our current offering has been reviewed with the team and dates arranged for delivery, some training will continue to be delivered over Teams rather than in the classroom. The training guide will be updated to reflect changes and will be written to follow guidelines provided by the Change Team. We will be publishing course dates in the guide for those who do not have access to my.HR.

A review has been undertaken regarding the provision of Manual Handling training and, whilst the online option is adequate for low-risk areas, Schools and Departments with a higher risk profile, will be invited to attend various courses across the year. These will include, face-to-face practical training, Manual Handling specific risk assessment training and Train the Trainer.

Neil Budworth
Director of Health, Safety and Wellbeing

Health, Safety and Environment Committee



Paper Title: Health, Safety and Wellbeing Workplan 2021/22

Origin: Neil Budworth

Date: 20th October 2021

1. Decision Required by Committee	For agreement
2. Executive Summary	Proposed workplan for discussion and agreement.
3. Committees/Groups previously considering item.	None

Health Safety and Wellbeing Service Workplan 2021/22

There continues to be a significant amount of pressure on the Health, Safety and Wellbeing Team due to the dual demands of business as usual and supporting the Covid response. Delivery of the proposed activities for 2021/22 depends to a large degree on the long term level of demand placed upon the team by the Covid response.

A significant proportion of the Health, Safety and Wellbeing Team are still focused on the Covid response and this coupled with a number of changes of personnel has meant that the team has had to heavily prioritise its workload. The need to prioritise is likely to continue into 2021/22 in order to achieve a manageable workload. The team have gone above and beyond since the start of the pandemic, but the intensity of work with its associated evening and weekend work is not sustainable in the long term.

The key challenges for the Health, Safety and Wellbeing Team in 2021/22 are :-

- We need to find a way of balancing the demands of Covid with business as usual
- We need to prioritise – with the aim of being able to deliver longer term strategic objectives as things return to normal
 - Currently we need to focus on providing support, identifying gaps and broken processes rather than reinventing operational processes
 - For 2021/22 good enough – will be good enough
- The exception is where an investment gives a rapid and obvious reduction in workload
- Our role is to provide Health, Safety and Wellbeing support in all its guises to the University this year we will need to be flexible and support where there is the greatest risk / demand
- The underlying principle in the management of health safety and wellbeing is that those who create the risk are responsible for the management of that risk

Our aim is to align our work plan with the University strategy. The most obvious area of alignment is the wellbeing agenda

We will seek to develop a wellbeing structure that seeks to support and enhance the academic work on health and wellbeing by providing a pathway for academic work to be trialled in the real world, linking researchers with areas of the University which may benefit from their research and challenging the research community to ensure that proposed solutions are suitable for real world deployment.

We will ensure that our wellbeing programme takes into account the University's ground breaking work on rehabilitation and that it supports the mental health and wellbeing agenda, specifically by drawing on and enhancing lifestyle medicine.

We will develop health and safety programme which supports leadership in recognising and accepting their responsibilities, exposes leadership to best practice health and safety leadership practices and embeds the importance of wellbeing in their day to day management role.

In all cases we will seek to ensure a high level of technical compliance. In particular we will ensure that policies are allocated and reviewed.

We will ensure a fundamental review of the water management processes is undertaken.

We will ensure a fundamental review of the fire management processes is undertaken in light of legislative changes and emerging findings of the Grenfell inquiry.

We will seek to enhance our support for Estates and Facilities Management with the aim of enhancing standard particularly in the Engineering Services / Facilities Management and Domestic Services and Catering areas.

We will support good risk visibility and ownership and if possible review the health and safety risk register process.

We will provide excellent support for technical risks eg Radiological risk, DSEAR etc

Where possible we will employ technology to enhance effectiveness

We will ensure that life critical risks are effectively managed by reviewing the Confined space and Permit to work process.

The HSE committee are asked to endorse this programme of work.

Neil Budworth
September 2021

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Covid 19 Response Update

Origin: Neil Budworth

Date: 20th October 2021

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

Covid 19 Update

Covid 19 continues to dominate the activity of the Health and Safety team, with a significant number of staff devoted to the response.

Since the last HSE Committee :-

Covid secure activities

A number of Covid secure hall balls were held. Unfortunately, these hall balls coincided with the Euros which was linked to a rise in Covid cases. As case numbers started to rise, the decision was taken to cancel the final 5 hall balls rather than risk a rapid growth in cases on campus.

Socially distanced graduation ceremonies were held. Loughborough was one of only a handful of Universities that held graduation ceremonies. The ceremonies progressed smoothly and were very well received.

Testing

Asymptomatic and symptomatic testing centres have been maintained throughout the Summer. DfE have confirmed that testing will be expected throughout the next term although the funding model has yet to be announced.

Testing regimes have been delivered for both those travelling out of the UK and those returning to the UK. Testing and isolation regimes have become challenging due to the complex and inconsistent rules around vaccination and country status.

We are also part of the DHSC waste water testing pilot which should act as an early way of identifying cases on campus.

Planning for 2021/22

The logistics of student arrival have been agreed and students will be tested before they are given their keys.

The capacities of the teaching rooms and the ventilation arrangements have been re assessed and the marking sand lectern instructions are being revised.

Initially we will start term with lectures running at around 50% capacity with regular reviews.

A formal lessons learned process has been conducted and the report will be available shortly. This exercise built on the assessment which was made after the first wave of the pandemic.

Public Health Engagement

We have agreed outbreak management triggers with the regional public health team, but they have yet to update the outbreak management plan. In order to be able to submit the plan to the Director of Public Health and the Department for Education by the deadline it is likely that we will have to write the plan rather than wait for it to be written by the public health team.

We continue to be at the heart of the discussion on standards and guidance with DfE, UUK, PHE and other key stakeholders.

Health, Safety & Environment Committee



Loughborough
University

Paper Title: Fire Safety Update

Origin: James Holt

Date: 22/9/2021

1. Decision Required by Committee	None
2. Executive Summary	Significant Incidents Fire Risk Assessment Updates Compliance (DAP) and Fire Compartmentation works update Fire Alarm Actuation data
3. Committees/Groups previously considering item.	HSE – Breakdown requested of the location of fire alarm activations across the University campuses

Significant Incidents

Sir David Davis building fire alarm isolation

On 28th July 2021 at 11.30am, the weekly fire alarm testers brought to the attention of the first safety officer that the fire alarm panel was currently in a fully disabled state. Upon investigation, it was found that those responsible for fire alarm maintenance had left it in this state since Friday 23rd July after being unable to gain access to the area in which they required to rectify with a fault.

An incident review panel took place, identifying that an unnecessary short cut had taken place, isolating all outputs rather than a specific device, area or zone and before it was determined whether access could be gained and whether a repair was possible.

A number of recommendations have been made for both short and long term. E&FM team are working closely with the contractor to improve their processes, adding them to its quality assurance process. The fire safety officer is also working on improving fire alarm isolation requests more generally, making it clear which thresholds initiate the requirement for notification to FM, regardless of the person or team making such a request to isolate fire alarms.

LU contractors have fully cooperated and engaged with the review, acknowledging fault, providing statements from their engineers, and evidencing retraining of staff. Signage at the main entrance to buildings as well as at the panel is to be displayed when isolations are in place and photographs of the panel in its full working state are sent through to FM upon completion of works. Fire alarms will only be disabled once access to a work site has been established whilst contractor job sheets have been amended to include a confirmation that alarms have been fully reinstated before leaving site.

Longer term, the system by which signals are sent through to the gatehouse should be reviewed, with the aim of achieving an 'online/offline' building indication at the gatehouse. Should a building's fire alarm system be completely shut down or fail, this indication could be valuable into identifying an incident such as this immediately. This is outside of the current system's capability.

Fire Risk Assessment Updates

Other than buildings with considerable ongoing works (The link hotel and LTA centre), all fire risk assessments (FRA) are within the date prescribed by the university's agreed (May 2021) review strategy. Actions/recommendations from those should be processed by the identified action owner, school, or E&FM and these are also being linked to Archibus in an attempt to demonstrate actions being completed.

Compliance

Fire Hydrants

The university is responsible for maintaining its own fire hydrants across its estate and provide a key part to our buildings' fire strategy. The fire service has requested confirmation these have been maintained but these are behind schedule (annual testing, including clearly signed and map updated). The fire safety officer is informed this will be completed within the next two weeks.

Fire doors

An inspect and repair contract is being managed by projects, currently working through Falkner, Eggington, Cayley and Rutherford. Upon completion, the remaining LU halls will be undertaken. Although this addresses immediate inspection requirement, a PPM for fire doors is required moving forward.

The head of engineering, maintenance and sustainability has drafted a paper for Ops Committee, detailing the requirement for four inspector/repairers for fire doors. The management of this work will be managed by the building fabric maintenance manager. Fire doors within non-residential buildings remain un-inspected and do hold a risk until such a time.

Fire Dampers

Fire damper inspection contract commenced this week (20th September) to understand the challenges across university buildings. Historically these appear to have been inspected and tested for their function, but many are incorrectly installed or exist in locations where they serve no purpose.

Fire stopping projects

Student village fire barriers projects

Progress in this project, due to be completed over the summer has been delayed due to PI insurance issues with fire stopping works. The projects team are working on a solution to this, with the insurance team to progress this works. The works generally comprise the installation of fire barriers in the roof void with associated works to ensure compliance to these residential buildings in the village following invasive survey work. These include:

- Cayley 5 & 14
- Rutherford 5
- Royce 5
- Faraday 447,456,463

The appointed contractor is unable to do this work due to the PI issues, and work is taking place to appoint an alternative.

Burleigh Court, Burleigh Lodge and The Link Hotel

This project of which the majority of the scope includes fire stopping works from compartment breaches, collapsed or missing fire curtains, and fire damper remediation works (including incorrect initial installation) has been going through the tender process. Comprehensive responses were not received which were followed up, taking more time than hoped, but interviews are due to take place on Monday 4th Oct to narrow this down – many are extremely busy. With the recent changes that have seen Burleigh Lodge now become part of F block, the fire officer has requested that upon commencement, this part be prioritised owing to the permanent residence of students in this area.

Towers

Estates have agreed to implement the Fire safety officer's request that drop seals be put on all doors leading onto the two staircases as an interim measure to help secure the protected staircases whilst fire door and asbestos surveys are carried out. Following this, a plan will be prepared to replace these doors with certified fire doors and any actions following the fire doors survey by TOPs BC.

Fire Alarm Activations and causes

Figure 1 illustrates the total number of fire alarm actuations for the previous 3 years, across university halls of residence (including Unite) regardless of their cause. The data has been collated using the data from SHE and Perspective – the systems used by H&S and security for fire alarms – demonstrating the importance of these systems for analysis. Each year is separated, demonstrating that the same halls are responsible for the higher level of actuations each year. This may be for several reasons, including ageing systems and devices, but also perhaps where refurbishments may have considered the locations of devices and are sensitive to steam from showers and heat/smoke from cooking.

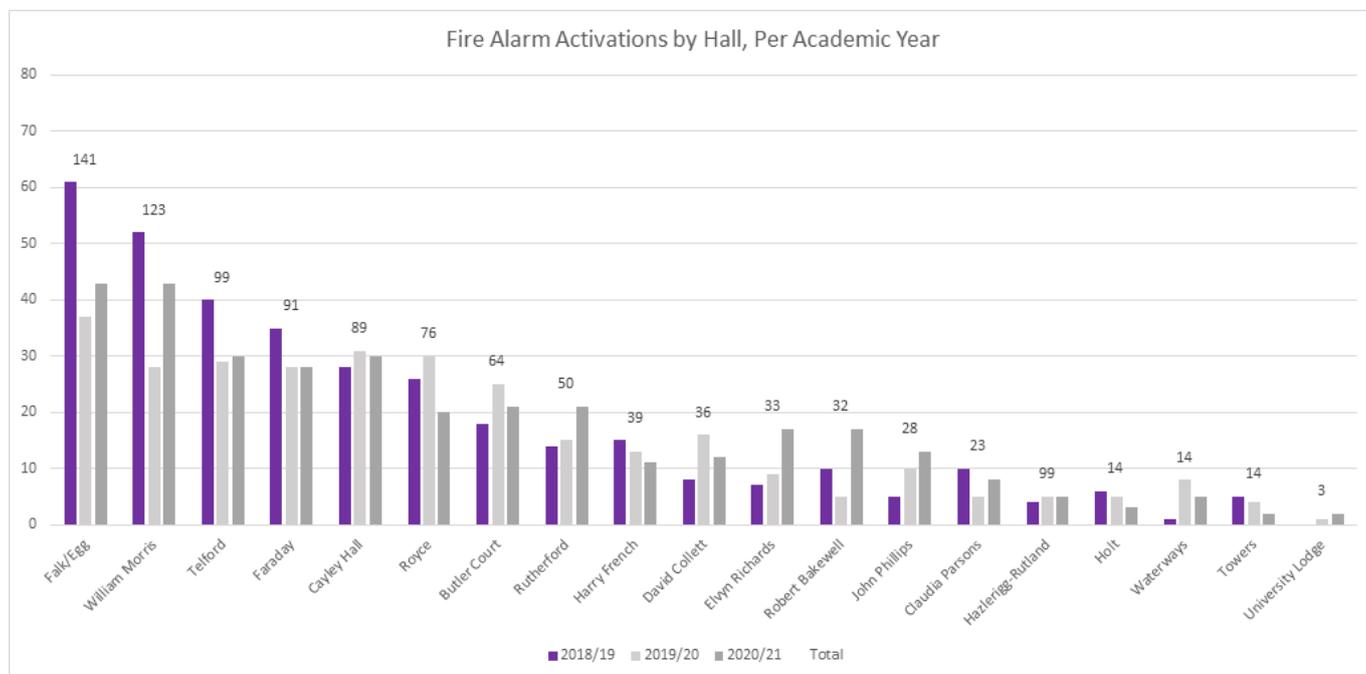


Figure 1 – Fire alarm actuations per hall for last 3 years

An insight into the ages of fire alarm systems in LU halls are shown below.

Butler Court	2004
Cayley	2000-2002 (15&16 - 2018)
Claudia Parsons	2018
David Collett	2006-2010
Falk/Egg	2012
Faraday	1997-2016
Royce	1999-2020
Rutherford	1999-2001 (Block 19 only, 2019)
Telford	2009-2012
Towers	2010
University Lodge	2009

Table 1 – Fire alarm system ages across LU halls.

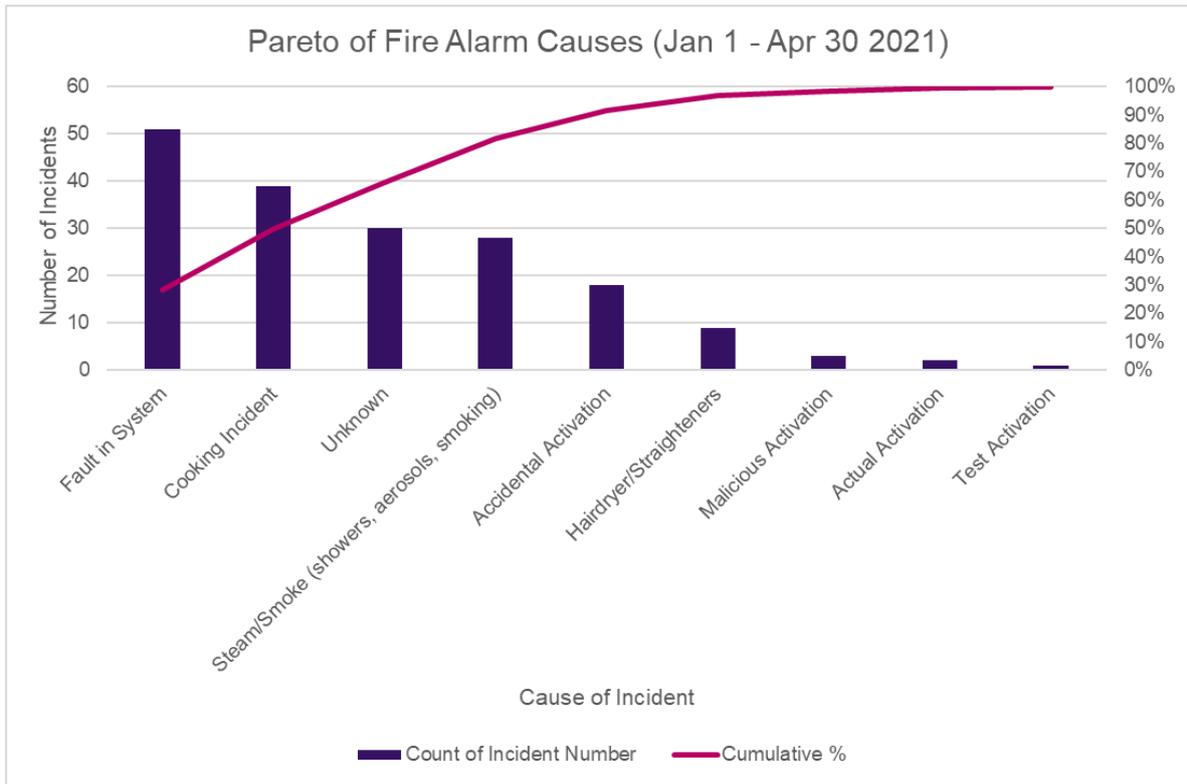


Figure 2 – Fire alarm actuation causes (previously reported in HSE report, May 2021).

In the previous HSE paper (May 2021), Figure 2 was included to illustrate the fire alarm causes for Jan – Apr 2021. As requested by the HSE Committee, Figure 3 gives a breakdown of the location of these faults, illustrating that these are generally quite scattered across the estate. Should the committee wish for further details regarding these faults, these can be investigated but it should be noted that this is highly likely to be anecdotal as the fire panels do not tend to hold many previous actuations, and weekly testing and other PPMs are likely to have overwritten these incidents.

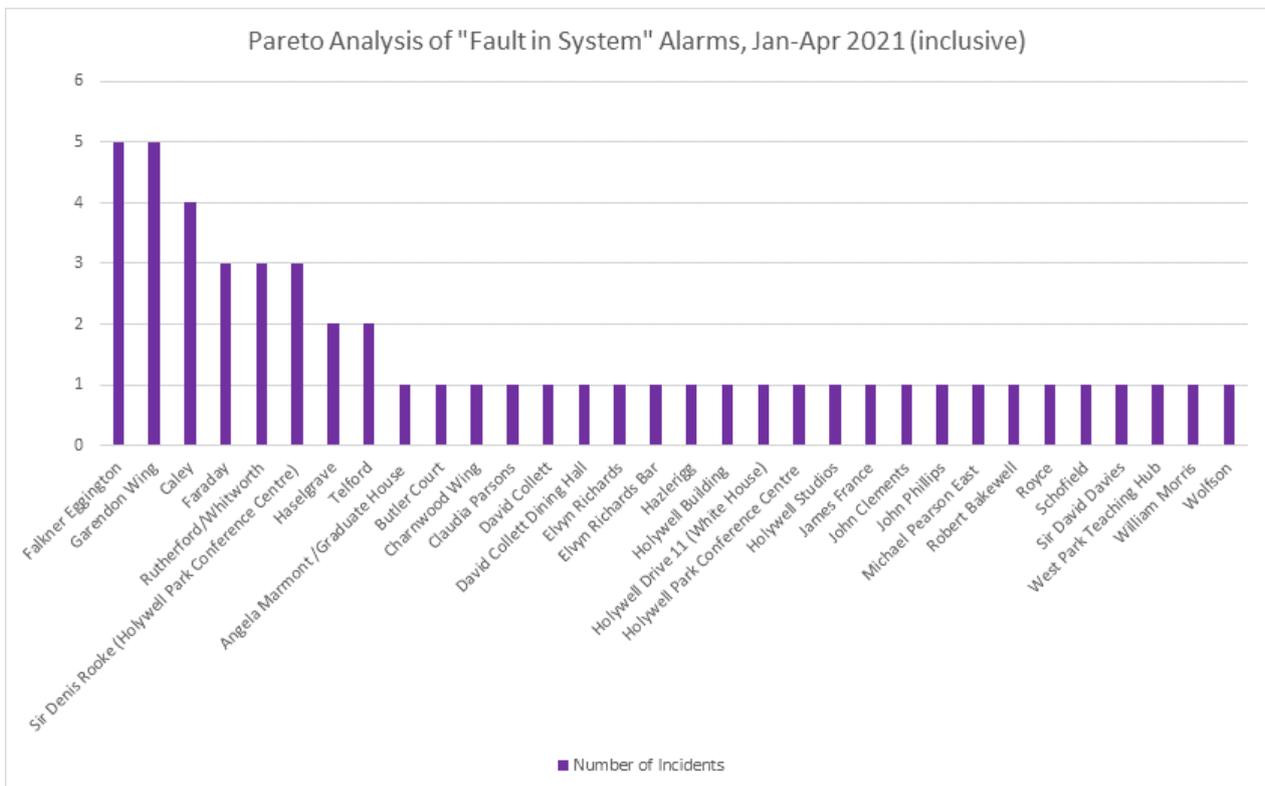


Figure 3 – 'Fault is system' locations for Jan-Apr

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Health and Wellbeing update

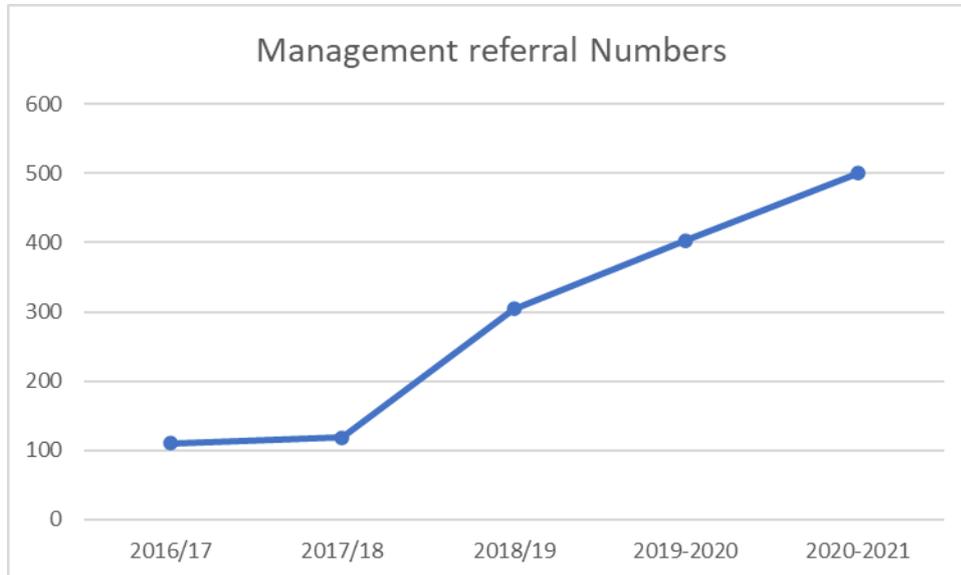
Origin: Sarah van Zoelen

Date:16.09.2021

1. Decision Required by Committee	HSE Committee are asked to agree that the Mental Health First Aider role be integrated with wellbeing champions. And to note the changes and future planning within Occupational Health.
2. Executive Summary	<p>The report provides an update on the Occupational Health and Wellbeing provision and demand during the last academic year and details the staffing arrangements for the service.</p> <p>The OH report also outlines the up and coming Occupational Health and Wellbeing projects, the deployment of the wellbeing framework and provides an update regarding the procurement of Occupational Health specific software.</p> <p>Finally there is a specific recommendation that the mental health first aider provision be integrated into the wellbeing framework as this will provide a central resource for staff along with a safeguarding framework for the Mental Health First Aiders.</p>
3. Committees/Groups previously considering item.	

Occupational Health Update September 2021

The requirement for Occupational Health referrals continues to grow despite the pandemic lockdowns and furlough scheme. In the last academic year, the management referral rate continued to increase with 500 referrals being managed by the service.



The reasons for referral continue to be in line with national trends, with mental health and musculoskeletal concerns accounting for 2/3rd of all referrals. The trend showed an expected increase in mental health referrals during lockdown, and we have been able to increase the facilities available to staff by providing access to Togetherall, an online platform providing support and training. Our Employee Assistance programme has reported a 10% utilisation rate in the last year which has been a significant increase from the previous provider.

Post lockdown we have seen a dramatic increase in musculoskeletal referrals. This has been largely due to the sedentary aspects of lockdown and the deconditioning which occurred as a result. When employees have resumed physical roles, they have suffered acute injuries or an exacerbation of chronic conditions. Having the referral pathway to our onsite physiotherapy service has expedited numerous staff returning to work who would have been otherwise compromised by the extensive waiting lists for NHS physiotherapy.

As a result of our collaboration with the physiotherapy department and health and safety, we are also working alongside the insurance department and will support staff who report workplace injuries and seek compensation for their this. By providing early intervention and support we aim to reduce the loss experienced by the employee in terms of loss of function through injury, or loss of pay due to absence.

Health Surveillance

We have begun the process of ensuring our health surveillance processes are accurate and in line with legislation. Working with the change team, managers and health and safety we are using a ground zero approach to evaluate who requires health surveillance and how we provide evidence of trends and outcomes. We are also starting to implement medicals to ensure the health and

wellbeing of those employees who drive on behalf of the University. This provides a greater opportunity for public health interventions at an earlier stage.

Staffing.

In April we successfully tendered for Occupational Health Physician support and welcomed Dr Haini Sereg to our team, Dr Sereg works for Nottingham University Hospitals NHS Trust Queen's Medical Centre and provides support to Loughborough once per month.

In August we welcomed Sheryl Shelbourne to the team as an Occupational Health Adviser, Sheryl brings a wealth of experience and works at Loughborough for 3 days per week.

We continue to have support from an external provider, RPS, to support the increasing caseloads.

Software

We are in the final stages of the procurement of software for Occupational Health, IT are completing the SaSS checklist and once approved we will formally award the tender and begin the process of configuring the system to the needs of Loughborough University. This will provide us with a greater surety of data protection along with greater data management opportunities.

Wellbeing Framework/Mental Health First Aiders

In preparation for the launch of the wellbeing framework across campuses, we have piloted the wellbeing framework process and have created online training to support nominated wellbeing champions. We are working with an external provider to ensure champions have monthly wellbeing topics and tools to share with colleagues and this will be further expanded to include the health and wellbeing blog which will share real experiences from our staff group and include relevant research materials provided by our academics and doctoral students. We are providing quarterly health and wellbeing webinars for employees which, so far, have received excellent feedback.

Mental Health First Aiders

A recent survey of Mental Health First Aiders highlighted very variable levels of activity and effectiveness, with many not being active at all and the majority offering less than 1hr per month of support.

Referrals into the Occupational Health department have shown inconsistent information being given by Mental Health First Aiders who have experienced difficulties in effectively signposting individuals to places of support. During the development of the wellbeing framework, the steering group, proposed that Mental Health First Aiders should be invited to become wellbeing champions and their roles combined.

In some cases the mental health first aider structure has actually resulted in employees being left in distress as there was no available mental Health first aider to support them and rather than step in colleagues left the individual to their own devices. Our goal is to normalise mental health concerns and break down the stigma surrounding its management, such that anyone will feel confident in talking to a colleague and directing them to the University support structure. This is best achieved through a series wellbeing champions who will promote a broader approach to mental and physical health.

HSE Committee are asked to agree that the Mental Health First Aider role be integrated with wellbeing champions. This will allow for structured support, regular updates, and consistent signposting of information. Annual training updates will then be delivered via the Cardinus mental

health training package online and the wellbeing champion training will provide a greater perspective of health and wellbeing.

By incorporating these roles into one it is possible to pool resources making access simpler for all employees. Structured provision for safeguarding of the champions will be provided through the champion network, regular quarterly meetings, and the opportunity for debrief via the Employee Assistance Programme.

Flu Vaccines

In October we are planning to deliver a flu vaccination campaign again this year offering 500 vaccines to support the University's winter resilience planning.

Requirement of the committee:

HSE Committee are asked to agree that the Mental Health First Aider role be integrated with wellbeing champions.

And **to note** the changes and future planning within Occupational Health.

Health, Safety & Environment Committee



Paper Title: Workplan for Climate Risk Management

Origin: Jo Shields

Date: 22.09.21

1. Decision Required by Committee	To ENDORSE recommendations in section 5
2. Executive Summary	Senate assigned the Climate and Environment Task Group (CETG) with the responsibility of evaluating the threat of extreme weather and climate change to the operation and facilities of Loughborough University (LU). The aim was to (1) evaluate the risks in a systematic way as per Annex 1; (2) identify the top five most significant risks to LU; (3) and then assess their potential impact on student experience, business continuity, and financial sustainability.
3. Committees/Groups previously considering item.	Climate and Environment Task Group Senate

Subject: Workplan for Climate Risk Management

Origin: Jo Shields, Associate Head of Sustainability & Rob Wilby, Professor of Hydroclimatic Modelling

1.0 Introduction

Senate assigned the Climate and Environment Task Group (CETG) with the responsibility of evaluating the threat of extreme weather and climate change to the operation and facilities of Loughborough University (LU). The aim was to (1) evaluate the risks in a systematic way as per Annex 1; (2) identify the top five most significant risks to LU; (3) and then assess their potential impact on student experience, business continuity, and financial sustainability.

Committee Action Required: To ENDORSE recommendations in section 5.

2.0 Strategic Impact

Climate change and extreme weather will affect many aspects 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 is already creating new types of disruption, as well as exacerbating existing risks. Public sector funding is beginning to be linked to climate risk assessment. Lenders require climate assurance as part of their due diligence and new buildings need to deliver flexibility and climate resilience. Hence, it is important that LU fully understands the risks and opportunities presented by a changing climate and puts measures in place to address these.

3.0 Strategic Opportunities

Climate risk assessment methodologies are well established yet have seldom been applied within the higher education sector. Interest in this area is expected to grow as we approach the UN Climate Change Conference COP26 in Glasgow. Some university networks are beginning to consider how to improve institutional preparedness for climate change. LU is playing an active role in this, having hosted a sector-wide workshop on Assessing and Managing Climate Risks to Colleges and Universities. Materials from this event are to be shared by the Higher Education Environmental Association for Universities and Colleges.

Indicators are an important tool for tracking the evolving threats and opportunities presented by climate change, as well as the benefits of any adaptation measures. Ideally, indicators should be based on readily available information, span many years, and reflect tangible climate impacts. Such data may be compiled from historic weather records, and public information (such as Environment Agency data), citizen science campaigns, as well as by staff and students as part of our teaching and research programmes. Preliminary work has been undertaken by the CETG to identify indicators for flood risk and biodiversity; further

work is needed to complete this for water scarcity, extreme heat, and off-site impacts. The table below presents a summary of what might be measured and the types of action that could be taken to manage risks.

4.0 Top 5 Strategic Climate Risks for LU

Risk	Example Indicators	Actions
Flooding	Cost of damage to infrastructure from flooding. Frequency and duration of power outages. Loss of use of key buildings and student residences due to flood damage. Local transport disruption.	Stop building in the floodplain Implement campus wide flash flood warning system Increase permeable surfaces and water run off systems (SUDS)
Biodiversity	Seasonal variations in flowering. Loss of species. Health of tree stock/loss of trees. Habitat condition and extent.	Maintain buffers to protect habitats Undertake citizen science with students to identify seasonal changes on campus Fruit Route Use annual monitoring of watercourses and ponds within degree programmes to log changes in species and habitats Scientific monitoring of specific habitat as part of BAP
Water Scarcity	Water use restrictions. Impact on student experience for sport. Disruption to income from elite sport. Impact on natural asset. Condition of playing surfaces.	Move to more artificial pitches. Increase rainwater harvesting. Progress bore hole. Plant with warmer climates in mind. Maintain areas of shading and continue to landscape with shading in mind. Promote water saving behaviours and appliances.
Extreme Heat	Rising indoor temperatures within staff offices, halls of residence, lecture theatres, and other public spaces. Impacts on staff and student well-being. Loss of productivity.	Phased upgrading of buildings where least comfort has been identified. Install shading and more cool (blue-green) spaces.
Off-site Dimensions	Supply chain disruption.	Identify any weakness in supply chain/product reliance and sourcing.

5.0 Recommendations

1. To add climate change and extreme weather to the LU strategic risk register.
2. To identify who is responsible for producing and maintaining climate indicators.
3. To agree where the information should be held, how and when it will be published.
4. To populate template risk sheets Annex 2 for each area of risk.

Annex 1: Risks assessed in the third UK Climate Change Risk Assessment (CCRA3), highlighting those that were identified by CETG as most relevant to LU.

	Natural Environment and Assets
N1	Risks to terrestrial species and habitats from changing climatic conditions and extreme events, including temperature change, water scarcity, wildfire, flooding, wind, and altered hydrology (including water scarcity, flooding and saline intrusion).
N2	Risks to terrestrial species and habitats from pests, pathogens and invasive species
N3	Opportunities from new species colonisations in terrestrial habitats
N4	Risk to soils from changing climatic conditions, including seasonal aridity and wetness.
N5	Risks/opportunities for natural carbon stores, carbon sequestration from changing climatic conditions, including temperature change and water scarcity
N6	Risks to and opportunities for agricultural and forestry productivity from extreme events and changing climatic conditions (including temperature change, water scarcity, wildfire, flooding, coastal erosion, wind and saline intrusion).
N7	Risks to agriculture from pests, pathogens and invasive species
N8	Risks to forestry from pests, pathogens and invasive species
N9	Opportunities for agricultural and forestry productivity from new/alternative species becoming suitable.
N10	Risks to aquifers and agricultural land from sea level rise, saltwater intrusion
N11	Risks to freshwater species and habitats from changing climatic conditions and extreme events, including higher water temperatures, flooding, water scarcity and phenological shifts.
N12	Risks to freshwater species and habitats from pests, pathogens and invasive species
N13	Opportunities to freshwater species and habitats from new species colonisations
N14	Risks to marine species, habitats and fisheries from changing climatic conditions, including ocean acidification and higher water temperatures.
N15	Opportunities to marine species, habitats and fisheries from changing climatic conditions
N16	Risks to marine species and habitats from pests, pathogens and invasive species
N17	Risks and opportunities to coastal species and habitats due to coastal flooding, erosion and climate factors.
N18	Risks and opportunities from climate change to landscape character
	Infrastructure
I1	Risks to infrastructure networks (water, energy, transport, ICT) from cascading failures
I2	Risks to infrastructure services from river, surface water and groundwater flooding
I3	Risks to infrastructure services from coastal flooding and erosion
I4	Risks to bridges and pipelines from flooding and erosion
I5	Risks to transport networks from slope and embankment failure
I6	Risks to hydroelectric generation from low or high river flows
I7	Risks to subterranean and surface infrastructure from subsidence
I8	Risks to public water supplies from reduced water availability
I9	Risks to energy generation from reduced water availability
I10	Risks to energy from high and low temperatures, high winds, lightning
I11	Risks to offshore infrastructure from storms and high waves
I12	Risks to transport from high and low temperatures, high winds, lightning
I13	Risks to digital from high and low temperatures, high winds, lightning
	Health, Communities and the Built Environment
H1	Risks to health and wellbeing from high temperatures
H2	Opportunities for health and wellbeing from higher temperatures
H3	Risks to people, communities and buildings from flooding
H4	Risks to the viability of coastal communities from sea level rise
H5	Risks to building fabric
H6	Risks and opportunities from summer and winter energy demand
H7	Risks to health and wellbeing from changes in air quality
H8	Risks to health from vector-borne disease
H9	Risks to food safety and food security
H10	Risks to water quality and household water supplies
H11	Risks to cultural heritage
H12	Risks to health and social care delivery
H13	Risks to education and prison services
	Business and Industry
B1	Risks to businesses from flooding
B2	Risks to businesses and infrastructure from coastal change from erosion, flooding and extreme weather events
B3	Risks to business from water scarcity
B4	Risks to finance, investment and insurance including access to capital for businesses
B5	Risks to business from reduced employee productivity due to infrastructure disruption and higher temperatures in working environments
B6	Risks to business from disruption to supply chains and distribution networks
B7	Opportunities for business from changes in demand for goods and services
	International Dimensions
ID1	Risks to UK food availability, safety, and quality from climate change overseas
ID2	Opportunities for UK food availability and exports from climate impacts overseas
ID3	Risks to the UK from climate-related international human mobility
ID4	Risks to the UK from international violent conflict resulting from climate change overseas
ID5	Risks to international law and governance from climate change that will impact the UK
ID6	Opportunities from climate change (including Arctic ice melt) on international trade routes
ID7	Risks associated with international trade routes
ID8	Risk to the UK finance sector from climate change overseas
ID9	Risk to UK public health from climate change overseas
ID10	Risk multiplication from the interactions and cascades of named risks across systems and geographies

Annex 2: Proposed template for LU climate risk sheets.

For example, H3: Risks to people, communities and buildings from flooding
Present and expected risks from climate change.
Risk multipliers (e.g., dangers from lock-in, critical thresholds, cross-cutting risks and interdependencies).
Adaptation measures (current, planned, deficit).
Wider considerations (e.g., trade-offs, inequalities, net zero emissions, indicators).
Overall risk and urgency scores.
Supporting evidence.

Health, Safety & Environment Committee



Paper Title: Business Travel Strategy

Origin: Jo Shields

Date: 22.09.21

1. Decision Required by Committee	To ENDORSE recommendations in section 2.1
2. Executive Summary	<p>The previous Health, Safety & Environment Committee meeting discussions highlighted opportunities for improving the way in which the University operates in the future in response to the Sustainability Annual Report presented in July. It was noted that a reduction in business travel by academic staff could achieve a significant financial saving for the University and reduce our Scope 3 GHG emissions.</p> <p>A group of key stakeholders found was convened including representatives from the two schools with the largest spend and emissions, Wolfson School and The School of Business & Economics.</p> <p>A number of recommendations have been provided for committee to review.</p>
3. Committees/Groups previously considering item.	Climate and Environment Task Group Senate

Subject:

Future Strategy for Business Travel

Origin:

Jo Shields, Associate Head of Sustainability

Strategic objective met:

To support reduction in air travel to help delivery of LU net zero GHGe targets as per Energy Strategy and achieve financial savings.

1.0 Executive Summary

The previous Health, Safety & Environment Committee meeting discussions highlighted opportunities for improving the way in which the University operates in the future in response to the Sustainability Annual Report presented in July. It was noted that a reduction in business travel by academic staff could achieve a significant financial saving for the University and reduce our Scope 3* emissions.

In the pre-pandemic year 18/19 the University spend on business travel was circa £3.4M. The carbon associated with this makes up approximately 12% of the annual carbon footprint from business activity each year.

There is currently no formal policy, guidance, or advice on this at LU. It was proposed that this required further discussion and a need to explore a future strategy on how we might reduce air travel, particularly amongst academic colleagues.

A group of key stakeholders found in annex 1 was convened including representatives from the two schools with the largest spend and emissions, Wolfson School and The School of Business & Economics.

Committee Action Required: To ENDORSE recommendations in section 2.1.

2.0 Aims of the Group

To review the current provision in place for business travel and current measurement of travel and carbon methodology.

- To agree a scope of what is included and what is not.
(For example flights, staff commute, bus, car hire, taxi, train, field trips, sporting events, international student travel to and from campus.)

*The latter are indirect emissions that occur upstream and downstream, associated with the university's activities and include: waste, water consumption, staff/student commuting, **business travel** and procurement.

- To propose an updated strategy for business travel that aligns with the overarching University strategy and Energy Strategy and the target of net zero GHGe by 2050.
- To consult appropriately with key stakeholders as part of the process.
- To feedback to the Health, Safety & Environment Committee findings and recommendations to include targets for schools to reduce air travel and scope 3 carbon footprint.

2.1 The group has met twice and proposes a number of recommendations for the committee to consider as follows:

	Recommendation	Lead	Timescale
1	Continuation of task and finish group to deliver above	Sustainability	12 months
2	Improve data collection, provision and granularity.	Finance	12 months
3	Consider internal analysis of raw data (raw export from Key Travel) to ensure data integrity.	Finance	6-12 months
4	Baseline this financial year and set targets to not return to pre pandemic (18/19) levels.	Sustainability	Immediate
5	Identify inclusive data set around air travel for Schools to set some actual targets (keeps choices devolved on how to manage based on variables)	Sustainability/Finance	3-6 months
6	Use new Climate Action Planner tool to embed Travel Better Package and dashboard for management information	Sustainability	3-6 months
7	Take paper to ALT/PSMT on Climate Conscious Travel	Planning/Wolfson	1-3 months
8	Work with Wolfson School of Engineering as a case study	Wolfson/Sustainability	Immediate
9	Produce a Climate Conscious Guidance document for LU website	Sustainability	3 – 6 months
10	Explore accredited schemes for offset	Sustainability	12 months

3.0 Challenges

Data integrity is important for setting targets and providing transparency for users. There are also some variables and nuances around why academics travel, how it is funded and the potential added value benefits which don't always make it easy to simply stop.

Internationalisation, Health, Safety and Well Being as well as impact to the business all have to be considered as part of this review.

As an International University with a global reach stopping air travel is not an option.

However, it is not anticipated that staff will travel the same amount in the near or far future so it is feasible that we can reduce air travel going forward. We can also begin to explore options for offset if there is no other option but to fly.

4.0 Opportunities

*The latter are indirect emissions that occur upstream and downstream, associated with the university's activities and include: waste, water consumption, staff/student commuting, **business travel** and procurement.

- Working with our Travel provider and Finance colleagues data integrity can be significantly improved. This will make it easier for Schools to own targets for reduction and for all users to understand the impacts of their travel choices. It will also at point of booking provide “gateways” and information to inform better choices.
- Everyone is keen not to return to pre-pandemic routines of travel.
- Infrastructure changes to ensure IT kit is appropriate to allow flexible lectures and meetings will support less travel.
- Simple messaging with some good facts and clear guides on how to engage with climate conscious travel will support users on their journey.
- Changes to the approvals process to include an environmental/carbon assessment of choice.

5.0 Key Actions/Outputs to date

Data - Established how much granularity can be given via current travel provider for CO₂ per mode and school/service. Working with travel provider to create a dashboard for schools/services to use as part of the new contract.

Climate Conscious Travel - Identified definitions of this and provided examples for future discussion at ALT and PSMT.

Behaviour Change - Discussed how we can educate “bookers” and others to create some gateways to manage bookings and travel choices. Researched what others are doing and identified a communications pack to inform and guide choices.

Academic Impacts – Worked with Wolfson to differentiate between externally funded research travel and internal travel. What is optional and what is required.

Annex 1

Stakeholders - The group is convened by Jo Shields, Associate Head of Sustainability

Area	Stakeholder Lead	Stakeholder Team Member
Procurement	James Trotter	Debbie Tyler
International Office	Charlie Carter	Caroline Feeley
Finance	Mark Chester	Mark Rayns
Planning	Miranda Routledge	Dawn Matthews
HROD	Anne Lamb	Paul Cox-Stone
Sustainability	Rob Sparks	Elliott Brown
Academic	Marcus Enoch Transport Strategy	
Business School	Janet Godsell	Anne Finnochio
Wolfson School	Paul Conway	Simon Fawcett

*The latter are indirect emissions that occur upstream and downstream, associated with the university’s activities and include: waste, water consumption, staff/student commuting, **business travel** and procurement.

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Environmental Policy

Origin: Nik Hunt, Environmental Manager

Date: 1/10/21

1. Decision Required by Committee	The Committee are asked to approve the new Vice Chancellor being asked to sign this.
2. Executive Summary	There have been no changes to this Policy but it is to be approved annually and the new Vice Chancellor is being asked to sign this.
3. Committees/Groups previously considering item.	None

ENVIRONMENTAL POLICY



Loughborough University

Loughborough University has two inspiring campuses in the UK, educates in excess of 16,000 students, employs over 3,000 members of staff and has 1,700 tenant partners.

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.

This Environmental Policy sets out the principles by which we will embed sustainability and the Environmental Management System (EMS) across our campuses. They are:

- The development of the EMS in response to the identified environmental impacts and risks, in order to continually improve environmental performance.
- The integration of environmental management into our day-to-day operations, ensuring environmental issues are addressed whilst continuing to provide a high standard of education and training to all our students.
- The awareness of and compliance with all relevant legislation, regulations, codes of practice and local or special requirements.
- The promotion of awareness and understanding of environmental issues to staff and the provision of environmental training where appropriate.
- The promotion of awareness and understanding of environmental issues to students through our communications, and by encouraging the integration of sustainability into the curriculum.
- The promotion of improved environmental performance among key stakeholders and interested parties through communication of our environmental policies and procedures.
- The exchange of initiatives and best practice within the local community, local authority and other Further and Higher Education institutions.

By embedding sustainability we aim to mitigate and manage our environmental impacts by:

- Reducing carbon emissions in line with the carbon management plan, particularly through the efficient use of energy.
- Improving resource efficiency in accordance with the hierarchy of Prevention, Reuse, Recycling and Recovery to prevent Disposal. The prevention of food waste is a key requirement.
- Reducing water consumption and improving water efficiency.
- Preventing pollution through emissions to air and discharges to water.
- Implementing procedures for sustainable construction, refurbishment and maintenance of buildings.
- Purchasing sustainable goods and services where practicable in accordance with Purchasing Procedures and the Sustainable Procurement Policy.
- Encouraging the adoption of sustainable methods of transport for staff, students and visitors whilst on, visiting or commuting to the campus and when representing the University.
- Respecting and enhancing biodiversity as part of the Landscape Strategy.

By undertaking regular environmental reviews to assess current levels of performance, we are able to develop annual objectives and targets to mitigate and manage our significant environmental aspects. These form part of the Sustainability Action Plan which can be seen on the University website.

The Vice-Chancellor has day to day responsibility for the running of the University and as such has responsibility for Environmental performance. All staff and students share this responsibility and are therefore required to adopt and adhere to the principles of this Environmental Policy and the standards and procedures of the Environmental Management System. Tenants and partners of the University also share certain responsibilities and are expected to adopt and adhere to the same principles standards and procedures where appropriate.

Nick Jennings
Vice-Chancellor and President Loughborough University

October 2021

www.lboro.ac.uk/sustainability



This Policy is reviewed and re-signed annually, an annually signed and dated Policy can be found on the University's Sustainability website. This printed version will only be changed if the policy alters.

Health, Safety & Environment Committee



Loughborough
University

Paper Title: Sustainability Report

Origin: Associate Head of Sustainability

Date: 20.09.2021

1. Decision Required by Committee	To RECEIVE report.
2. Executive Summary	This report provides an update on key areas the team have been working on in the last few months and includes: <ol style="list-style-type: none">1. Progress of the Climate & Environment Task Group2. Energy Strategy & Decarbonisation Plan3. Environmental Management ISO 14001 re-accreditation4. Incident Recording5. Sustainable Travel Plan
3. Committees/Groups previously considering item.	Sustainability & Social Responsibility sub-Committee



Subject: Sustainability Report

Origin: Jo Shields, Associate Head of Sustainability

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. 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

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

2 Climate and Environment Task Group Progress

The working group has continued to gather and synthesise information and data in response to global climate and ecological change with specific actions endorsed by Senate in June 2021 as follows:

2.1

1. Develop KPIs linked to the overarching University Strategy for Sustainability and an annual reporting system for reporting annually to Senate/Council in the following areas:		
	Objective	Indicator of Success
A	Produce a decarbonisation plan that at a minimum meets government targets and includes Scope 3 emissions targets.	High level plan delivered by 31.07.2021. Full plan within 6 months.
B	Produce scope 3* emissions baseline and set targets. *(indirect consequential emissions such as business travel, construction, supply chain etc)	Identify 4 areas that can be measured and set targets for emissions reduction in line with Energy Strategy and Decarbonisation Plan.
C	Commit to Biodiversity Net Gain (BNG) on all our development projects using DEFRA metric. (Biodiversity Net Gain is an approach to development that leaves biodiversity in a better state than before. ... Biodiversity net gain still relies on the application of the mitigation hierarchy to avoid, mitigate or compensate for biodiversity losses)	Commit to minimum requirement for BNG on all new developments and refurbishments aligning with the LU Biodiversity Action Plan and LUSEP Ecological Management Plan.

D	Deliver learning related to climate, environment and sustainability to all students and staff promoting cultural and behavior change.	<ul style="list-style-type: none"> • Make 'Global citizenship' element within Personal Best compulsory. • Developing an online staff/student induction programme on climate literacy and sustainability. • Developing an optional centrally taught Part A module that is accessible by students on all programmes. • Encourage further opportunities for co-design of Education for Sustainable Development with students.
E	Promote and capitalise on sustainable and climate related research.	Prioritise climate and environment work for internal research and enterprise funding (including PhD studentships and fellowships) to ensure we meet our commitments in line with the United Nations Sustainable Development Accord and more widely promote our climate and environment activities.
G	The addition of climate risk to the strategic risk register (in line with work already undertaken by the group).	Climate risk is quantified and added to the University strategic risk register.

2.2 Other Actions

	Objective	Indicator of Success
2	Review current Sustainability Strategy.	Produce an action plan framework that aligns with the new University Strategy and the United Nations Sustainable Development Goals.
3	Review governance and resource for sustainability and climate.	Merge the Climate & Environment Task Group with the Sustainability & Social Responsibility Committee to reflect the new University Strategy and higher level of governance required to deliver this agenda. Develop a new permanent Committee for governance which is a sub-committee of Senate. Recommendation is that the chair should be VC, DVC or similar high-level post.
4	Create a forum for sustainability, climate, environment.	Deliver cross campus partnership between teaching, research and operational activity capitalising on the opportunity for knowledge transfer/living lab and on campus collaboration in line with new University Strategy.
5	Commit to completing external Sustainability indices that include environment and climate but also support QS Rankings, student recruitment and wider LU business.	Identify those which align with LU priorities and pro-actively engage with those chosen improving scores or league position and profile.

3 Energy Strategy & Decarbonisation Plan

- 3.1 The Sustainability Team are currently working on a new Climate Action Planning Tool which will encourage schools and professional services to support the LU target to net zero GHGe. This should be ready to launch early next year. The tool is being developed to help colleagues

undertake a simple materiality assessment of their school or service. This will help them better understand their impacts and where they have opportunities to make changes that will contribute to the wider University Strategy.

3.2 Work is also underway to begin quantifying the LU scope 3 emissions.

The combined Scope 1, 2 & 3 emissions totals 83,793 tCO₂ pa (not including any allowance for student travel) is currently:

Scope	Tonnes CO ₂	(%)
One	16,917	20
Two	6,065	7
Three*	61,061	73

3.3 The Energy Strategy that aligns with and supports the Estates Strategy and the current capital framework programme was endorsed in November 2020 by EMC. Work continues to ensure engagement with key stakeholders as decisions are made about how to deliver the target of net zero greenhouse gas emissions by 2050.

The principles within the Energy Strategy have been incorporated with the emerging Sport Park Pavilion 4 development which is the first University development that is being designed to Passivhaus standards.

A high-level decarbonisation road map is being developed that sets out the target emissions and potential project that will support the delivery of the “net zero” aspirations by 2050 and a 78% reduction in emissions by 2035 compared to the 2010 base line.

*Scope 3: are other indirect emissions that occur upstream and downstream, associated with the university’s activities and include: waste, water consumption, staff/student commuting, business travel and procurement.

4 Environmental Management System ISO 14001 – 2015 External Re-Accreditation Audit

4.1 Over a period of four days in August LU has undergone the main annual ISO14001 External Surveillance Audit. The audit included 2 days of Teams remote auditing including interviews with Professor Steve Rothburg, as part of the Senior Leadership Team, but also Greg Watts, Peter Goldsworthy, Jo Shields and Nicholas Hunt. This was then followed by two days of onsite auditing which included visits to STEM Lab and the School of Architecture, Building and Civil Engineering as well as a comprehensive tour of the site from East to West taking in many of our key waste storage areas.

The auditor confirmed this as a successful audit with continued accreditation and reported that, in the sites visited and in the evidence seen, there had been no areas where he could identify any non-conformances (Major or Minor) or indeed any areas of Opportunity For Improvement (OFI’s). He did however identify three areas which he felt demonstrated Best Practice and they were:

1. **Leadership:** Best Practice identified regarding levels of commitment, comprehensive understanding and communication of environmental and sustainability objectives.

2. **Performance Evaluation and Improvement Processes:** Environmental Incident analysis is an example of Best Practice.
3. **Objectives:** Best Practice in terms of commitment to global environmental objectives.

The full audit report is available should members wish to peruse this, and Nik Hunt available to answer any further queries you may have.

There is still one more audit day at the start of October for our imago Ltd. Then the PDCA (Plan Do Check Act) process requires us to look ahead to the next year to ensure ongoing assessment and actions to address the risks and opportunities we face, continued compliance with the standard, processes and legislation as well as continual improvement in our Environmental Sustainability.

5 Incident Recording

- 5.1 There have been two incidents logged in the period January 2021 to September 2021 were as follows:
- 5.2 Fuel Spill Incident 25/03/2021 from a E&FM van.
- 5.3 Enva FEL Waste collection vehicle operating on campus 02/08/21 drove into an area adjacent to the NCCAT building and in the process of doing so hit a low-level wall rupturing its diesel tank resulting in the sudden and complete discharge of the contents of this tank (100 litres).

6 Sustainable Travel Plan

- 6.1 Progress is now underway with the review of the Car Park Management Strategy to align with the new Dynamic Working proposals. This will include procurement of new software and hardware to support the management of car parking.
- 6.2 The Sustainable Travel Plan Executive Summary is now available online [here](#). This provides actions and targets for the period of the new plan and shows some key trends. A survey will likely be undertaken next year once work patterns have settled post pandemic to assess how realistic the targets are in a dynamic working environment.

Health, Safety and Environment Committee



Loughborough
University

Paper Title: Terms of Reference and Composition of HSE's Sub-Committees for 2021/22

Origin: Secretary

Date: 27 September 2021

<p>1. Decision Required by Committee</p>	<p>(i) To NOTE the terms of reference and composition of the following sub-committees which have not changed:</p> <ul style="list-style-type: none">Chemical Safety CommitteeGM/Biosafety CommitteeNon-Ionising Radiation Protection CommitteeRadiological Protection CommitteeSustainability and Social Responsibility Sub Committee <p>(ii) To APPROVE changes to the terms of reference and composition of the following sub-committee:</p> <ul style="list-style-type: none">Health Safety Environment Statutory Compliance Sub-Committee
<p>2. Executive Summary</p>	<p>The Committee is asked to note/approve the terms of reference and composition of the sub-committees.</p>
<p>3. Committees/Groups previously considering item.</p>	<p>Considered by sub-committees</p>

1. The Committee is asked to NOTE the Terms of Reference and Composition of its sub-committees where these have not changed:

(i) Chemical Safety Sub-committee

The role of this committee will be to advise and approve policies and guidance documents surrounding the safe procurement, handling, storage and disposal of chemicals.

Chemicals are defined as any substance hazardous to health or which has the potential to be hazard to health.

This does not include materials covered in the specific remit of the other HSEC sub committees biological, radiation and fire.

Terms of Reference

- To advise the Health, Safety and Environment Committee on Chemical Safety and the associated statutory duties identified in the Chemical Safety Policy
- Consider and review the operation of the Chemical Safety Policy and receives reports from Schools or Professional Services on chemical safety.
- Review guidance documents and protocols to ensure compliance to all relevant chemical safety and hazardous waste legislation
- Review chemical risk assessments from School Safety Officers where further advice/expertise is required
- Review Chemical Safety Audits undertaken across the relevant areas within Schools and Professional Services.

Current Membership

Chair	AACME academic
H&S Service	SSDO Chemical Safety officer Fire Safety Officer
FM	DAP for LEV
Sustainability	Environment Manager

Technical Reps from:
School of Social Sciences
Wolfson MEME
Science
AED
ABC

Academic representation from:
AACME
Wolfson
Science
SDC representative
STEM lab manager
DAP for DSEAR
PhD student representative

(ii) **GM/Biosafety Committee**

Terms of Reference and Membership to GM/Biosafety Committee

Committee Membership

The GM/Biological Safety committee met for the first time on 21st March 2016. It was recognised that although the committee will meet twice a year on general principle, the committee may need to meet more regularly at first to align all the compliance involved with Biological, Genetic Modification and Human Tissue Act legislation into a consistent university wide system.

Member of the GM/Biological Safety Committee consists of:

Chair: SSDO
University Biological Safety Officer
Designated Individual of HTA licence
Health, Safety & Risk Manager
Environmental Manager

School Representation:

Wolfson School x 3
SSEHS x 3
Civil & Building x1
School of Science x2

Terms of Reference

- Review information and ensure that adequate discussion takes place to ensure appropriate control measures and containment is in place
- Review policy, guidance documents and protocols to ensure compliance to all relevant Biological/GM legislation
- Peer review risk assessments and aid in the classification of genetic modification work
- Review Audits undertaken across the relevant areas within Schools.
- Ensure systems and procedures align accordingly with the Human Tissue Act and association HTA committee
- Report to the Health, Safety & Environment Committee

(iii) **Non-Ionising Radiation Protection Committee**

Composition of the Committee:

Chairperson:	Dean of Science
SSDO	Julie Turner
H&S Service	Oliver Preedy
Laser Safety Adviser	John Tyrer

School Laser Safety Officers from:

AACME
Wolfson
ABC
AED
Design School
Science
SSS

School representatives for EMF/UV areas:

AACME
Science
Wolfson

Terms of Reference

Review information and ensure that adequate discussion takes place to ensure appropriate control measures and containment is in place

Review policy, guidance documents and protocols to ensure compliance to all relevant non-ionising radiation legislation

Peer review risk assessments if needed

Review Audits undertaken across the relevant areas within Schools.

Ensure systems and procedures align accordingly with university policies

Report to the Health, Safety & Environment Committee

(iv) Radiological Protection Committee

The members of the committee shall consist of:

- Chief Operating Officer (permit holder)
- University Radiation Protection Officer and Radiation Protection Team
- RWA (if different to above)
- Radiation Protection Supervisors who shall be members of staff in Schools/Departments working with ionising radiations, nominated by their Dean of School and appointed by the University Chief Operating Officer
- Occupational Health Advisor
- University Health, Safety & Risk Manager
- Facilities H&S representative
- A secretary who shall be a member of the administrative staff of the University

Terms of Reference

- The Radiological Protection Sub-Committee shall monitor health aspects and control of ionising radiations and radioactive materials within the University.
- It shall be responsible for establishing protocols and procedures for the management of radioactive materials and wastes under the terms of the University's Authorisation from the Environment Agency.
- The Sub-committee is responsible for drafting local rules for approval by Council and for ensuring that these regulations are enforced.
- Meetings are held 3 times a year with further meetings as necessary.
- It shall report to Council yearly through the Radiation Protection Officer.

(v) **Sustainability and Social Responsibility Sub-Committee**

Membership

Pro Vice Chancellor	Chief Operating Officer
Sustainability Manager	Deputy Chief Operating Officer
Dean (Professor Nick Clifford)	Student Union President

In Attendance

Secretary (Environmental Manager)
Social Responsibility (Director of Enterprise)
Stakeholder Relations Manager (Alison Barlow)

Meet 3 times per year

Reports to Health, Safety & Environment Executive Committee

Context

The **Sustainability & Social Responsibility Sub Committee (SSRSC)** co-ordinates the University's activities and responses in this area reporting into the Health, Safety and Environment Executive Committee such that it ultimately reports through to Council providing visibility, overview and assurance of the subject areas. The committee will be the management review group for the environmental management system.

The Terms of Reference and Membership are designed to reflect the Group role to oversee and govern The University **Sustainability and Social Responsibility (SSR)** agenda with particular focus on the provision of direction to the EMS team and embedding of the Sustainability and Social Responsibility Action Plans.

Terms of Reference

1. The Committee shall be the governance lead for SSR and ensure appropriate strategies and plans in this area are in place across research, teaching, enterprise and operations.
2. Ensuring compliance with our environmental and social responsibility obligations including oversight of the Environmental Management System
3. Promoting chosen Social Responsibility initiatives and reviewing SR performance against best practice in the sector and more widely.
4. The Committee will monitor national and international legislative and policy developments, and be advised on their implications for the collegiate University.
5. To report after each meeting to the appropriate sub committees on any related matters. To ensure that Senate and Council are provided with the information required to discharge their duties under the Register of Environmental Legislation.
6. To provide an annual report to Senate and Council.

2. The Committee is asked to APPROVE changes to the Terms of Reference and Composition of the following sub-committee:

Health Safety Environment Statutory Compliance Sub-Committee Meeting Composition, Membership and Terms of Reference

(Previously known as LSU DAP Compliance Meeting until June 2020)

Definition of a DAP

A person, either employed by the University or another organisation, with the required knowledge, training and experience, appointed by the Director of Estates in writing, to take managerial responsibility for the implementation of the policy and procedures for a specific area of Health and Safety legislation.

Membership

Head of Maintenance and Engineering (Chair)	Rob Sparks
University Compliance Engineer and DAP Asbestos and DAP Water	Paul Walker
Deputy University Health Safety & Risk Manager	Mike Haynes Coote
DAP Gas	Jonathan Cripps
DAP HV Electrical	Adam Slater
DAP LV Electrical	Matt Chadwick
DAP F Gas	Nik Hunt
DAP Fire	James Holt
DAP LEV	Michael Wraight
DAP LOLER	Dave Green
DAP PUWER	Simon Fawcett
DAP Pressure Systems	Nigel Worth
DAP Food Hygiene	Gagan Kapoor
DAP DSEAR	Oliver Preedy
DAP Water	Scott Phillips
Secretary	Gina Evans

Right of Attendance

Director of Estates	Graham Howard
Director of Health, Safety and Wellbeing	Neil Budworth

Terms of Reference

- To advise Health, Safety and Environment Statutory Committee on compliance across the University relating to facilities in line with the University Health and Safety policies.
- To receive feedback and support from Health, Safety and Environment Statutory Committee. The Committee to feedback suggestions and recommendations to the chair who can advise DAP's at future meetings.
- To monitor adherence to Governance structure for Health and Safety compliance management
- To ensure an appropriate audit programme of statutory activities exists
- Governance of compliance in relation to topics listed below to a schedule agreed. All DAP's will provide a verbal update on their action trackers lasting 5-10 Mins

1. Asbestos
2. HV Electrical installation
3. LV Electrical installation
4. Water hygiene
5. Local Exhaust Ventilation Systems (LEVs)
6. Lifting equipment LOLER

7. Pressure systems
8. Gas
9. Fire safety
10. F- Gas Environment
11. PUWER
12. Food Hygiene
13. DSEAR

Meetings

- Meetings will occur every 4 months prior to the University Health Safety Environment Statutory Committee (HSESC) meetings
- This meeting will feed directly into the HSESC meetings and minutes will be forwarded to the secretary
- The disbandment of the previous Health Safety Environment Sub-Committee meeting has resulted in a loss of representation of School Deans present in this meeting. It was agreed that representatives from Schools or Prof Depts can be invited to this Health Safety Environment Statutory Compliance Sub-Committee meetings if specific DAP areas are reviewed in detail.