



SAF25-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 14th May 2025

Attendance

Members:

Sola Afolabi, Elliott Brown, Neil Budworth, Joni Carter-Hendrickson (ab), Alec Edworthy, Graham Howard, Liz Monk, Graham Moody, Indie Nagra, Valerie Pinfield, David Roomes, Jagjit Samra, Alex Stacey-Midgley, Luke Stott, Richard Taylor (Chair), Rachel Thomson (ab).

In attendance:

M Ashby (Secretary), Irvin Hendrickson in place of Joni Carter-Hendrickson, Malcolm Cook and Adam Crawford for M25/26, Lauren Sherar and Ruth Casey for M25/27, Sarah van-Zoelen for M25/28, Julie Turner for M25/33, Catherine Smethurst for M24/34.

Apologies:

Joni Carter-Hendrickson, Rachel Thomson.

25/24 Minutes

SAF25-M1

The minutes of the meeting held on 5th February were APPROVED.

25/25 Matters Arising from Previous Meetings

SAF25-P25

- 25.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 25.2 UNISON had raised a number of enquiries prior to the meeting. There had been insufficient time to investigate them in advance of the meeting. It was agreed that the Director of HSE should meet with the UNISON representative to discuss the issues and a note lodged with the minutes of that meeting. **ACTION: Director of HSW**
- 25.3 Arising from M24/37.3 *HSE Update: LSU* – Quotes for repair work on the roof of the LSU Building were to be submitted to the Long-Term Maintenance Sub-Committee. It was anticipated that the work would be completed in the Summer or in 2026.
- 25.4 Arising from M25/2.3 *Critical Risk Strategy Control and Compliance: Stress and Mental Wellbeing*: Members noted an update in the paper from the Director of Estates and FM on members of staff holding more than one role within the University or a role outside the University in addition to their University role. They were informed that it was not always possible to identify staff who held more than one University role as employee records were held on more than one system. The working hours of a small number of staff in one area of

Estates and FM who were known to hold more than one University role were activity monitored to ensure that they were not excessive. However, whilst other individuals were known to regularly work excessive hours for personal reasons, consistent monitoring remained difficult.

- 25.5 Members noted that there were three different scenarios which might result in staff working excessive hours: staff holding a role within the University and another outside it, staff holding more than one role within the University and where the total number of hours exceeded a full-time contract, and staff who held a zero-hours contract. The Director of HSW would meet with the UNISON representative to investigate health and safety risks associated with the third scenario and would report back under Matters Arising at the October meeting. **ACTION: Director of HSW**
- 25.6 The Unison representative informed members that it may be possible for managers in Estates and FM to identify situations where staff were working back-to-back shifts on consecutive days due to flags within the TMS system. The Director of HSW was asked to investigate. **ACTION: Director of HSW**

Secretary's Note on M25.2: The Director of HSW and the UNISON representative have discussed the issues. The UNISON representative was content with the actions taken regarding the Caley Hall ceiling collapse and was reassured that the University was using DVLA standards for health surveillance. In terms of the working time query, detailed information was provided by HR colleagues. The Director of HSW is to follow up with HR colleagues a question raised by the UNISON representative.

As the UNISON representative on HSE Committee is not a member of the Catering, Domestic and Residential Services (CDRS) Health and Safety Committee, a member of the Health and Safety Service will offer to meet with colleagues in CDRS ahead of its Health and Safety Committee meetings so that issues can be raised at CDRS's meetings, rather than being escalated to the University's HSE Committee.

The Director of HSW has also agreed to meet with UNISON representatives two to three weeks ahead of each University HSE Committee meeting to allow sufficient time to investigate and report on any issues that have been identified by UNISON.

25/26 Health, Safety and Environment Update: School of Architecture, Building and Civil Engineering

SAF25-P26

- 26.1 The Committee RECEIVED a health, safety and environment update from the Dean and Head of Operations for the School of Architecture, Building and Civil Engineering.
- 26.2 The School was proactive in monitoring staff wellbeing. Its Wellbeing Champion was accessed by staff on a regular basis and signposted to relevant help. The Wellbeing Champion provided feedback to the Dean and this information was used to informed decision making. The School's Senior Management Team also reviewed wellbeing sections of PDR statements, and this had led to issues being followed up with individual members of staff.
- 28.3 The following were noted in particular:
- (i) Additional safety measures had been introduced for the School's computer-controlled, 3D printers to prevent entry of the surrounding cage when in use.
 - (ii) The School carried out regular inspections of studio areas to check for use of unauthorised electrical equipment.
 - (iii) The windows of the Frank Gibb Building were checked regularly for cracked panes.
- 28.4 Two scalpel-related student injuries had been categorised as RIDDOR incidents as the individuals had sought treatment at Loughborough Hospital's Urgent Treatment Centre which was close the University campus. The School's students received training in the use of scalpels. David Roomes would share advice on the use of ceramic knives with the School.
- ACTION: D Roomes**

25/27 Health, Safety and Environment Update: School of Sport, Exercise and Health Sciences

SAF25-P27

- 27.1 The Committee RECEIVED a health, safety and environment update from the Dean and Head of Operations for the School of Sport, Exercise and Health Sciences.
- 27.2 There had been a step change in relation to HTA-related practices within the School, with heightened awareness of requirements to ensure compliance. The School regularly reviewed numbers of HTA samples to ensure that it did not exceed storage capacity.
- 27.3 The School owned a number of items of equipment which were no longer supported by manufacturers. However, staff only made use of them if deemed safe to do so.
- 27.4 Dynamic working had had an impact upon the availability of academic staff to carry out some non-teaching responsibilities on campus. Care needed to be taken to ensure that an individual's engagement in dynamic working did not result in a greater workload for others.
- 27.5 Members were informed of temperature regulation issues experienced in the Matthew Arnold Building. The School was encouraged to draw the issues to the attention of the Long-Term Maintenance Sub-Committee if it wished to continue to use the building long term. **ACTION: SSEHS Dean, SSEHS Head of Operations**

25/28 Employee Stress and Mental Health

SAF25-P28

- 28.1 The Committee RECEIVED an update on employee stress and mental health within the University from the Occupational Health and Wellness (OHW) Manager.
- 28.2 The update included a number of recommendations: to continue to address the narrative around workloads and prioritisation, to provide greater data analysis to aid managers to identify areas of concern, to continue to provide leadership training for conversations with staff and encouragement of communication around the support available for employees with mental health concerns. It also recommended ensuring that the Staff Health and Wellbeing Steering Group provided annual feedback to the Committee.
- 28.3 Members were informed that there was sometimes confusion over who was responsible for ensuring that HR policies were followed. There was often an expectation that HR was responsible for ensuring compliance with HR policies when in fact this was normally the responsibility of individuals or managers within Schools and Professional Services.
- 28.4 The OHW Service provided Schools and Professional Services with stress and mental health reports for referred members of staff, and HR provided insight reports on areas of the University when required. Again, it was noted that it was the responsibility of Schools and Professional Services to act upon these reports.
- 28.5 Take up of the Employee Assistance Programme was significantly higher than that at many other universities. This was said to be due to greater awareness of the programme.
- 28.6 Recent external reports had indicated that, whilst mental health first aider schemes increased awareness of mental health issues, they did little to reduce instances of stress and related issues. This had been recognised by the OHW Service and had resulted in its mental health first aider scheme being replaced by the Wellbeing Champion scheme.
- 28.7 A question was posed about the potential for staff mental health issues to impact upon students and for issues experienced by students to impact upon staff. This had been recognised as a possibility due to the rapid growth in reported mental health issues in the cohorts who would soon be joining the University. Proactive approaches such as the Science of Happiness Courses run in Yale and Bristol were being considered.

25/29 Proposed Changes to the Operation of HSE Committee

SAF25-P29

- 29.1 The Committee considered a plan for it to transition to a new way of operating. It approved the plan subject to changes to the timing of the introduction of some elements.
- 29.2 It was agreed that the Health and Safety Service should conduct a pilot with a School and a Professional Service over the Summer in order to develop exemplars to ensure that the proposed steps would not place an excessive burden upon Schools and Professional Services. If deemed successful, the new approach would be rolled out more broadly across the University in October or November. The Director of HSW would identify a School and Professional Service for the pilot, prioritising those which were scheduled to provide an update to HSE Committee at forthcoming meetings. **ACTION: Director of HSW**

25/30 Director of Health, Safety & Wellbeing Update

SAF25-P30

- 30.1 Members RECEIVED a consolidated report from the Director of HSW on issues and actions relating to health, safety and wellbeing.
- 30.2 The following were noted in particular:
- (i) The Health and Safety Service was monitoring two high-profile corporate manslaughter cases that were being brought against other organisations. A training session was to be delivered to the University Leadership Group by the law firm Eversheds.
 - (ii) A working group was to be established to consider attendance numbers and crowd behaviour following the collapse of perimeter fencing at the BUCS Men's Hockey Championship. The working group was being established as there appeared to be a change in the volume of spectators and their behaviour.
 - (iii) The water system in Towers continued to be closely monitored.
- 30.3 Two recent ceiling collapses in Royce Hall had been investigated and found to be due to leaks caused by degradation of waste pipes in shower units on the floor above. An urgent survey was being carried out to understand the condition of couplings in the shower units. The Director of HSW would check that guidance had been issued to Domestic Services staff so that they could continue to monitor the rooms. **ACTION: Director of HSW**
- 30.4 The Director of Estates and FM was to recommend to SPaRC that the University adopt the Safezone system for mass notification of staff, students and visitors in the event of a serious incident and for lone worker management. Discussions were underway regarding information governance surrounding the system. Estates and FM were encouraged to also consult IT Services regarding use of the system. **ACTION: Director of Estates and FM**

25/31 Health, Safety and Wellbeing Annual Report to Council 2025

SAF25-P31

- 31.1 HSE Committee NOTED that the Health, Safety and Wellbeing Annual Report to Council had been approved by members via circulation and subsequently endorsed by Council at its meeting on 27th March.

25/32 Health, Safety and Wellbeing Annual Report and Future Plan

SAF25-P32

- 32.1 HSE Committee NOTED the Health, Safety and Wellbeing Annual Report and Future Plan. The annual report highlighted the vision and strategic principles, progress through 2024 and an overview of plans for 2025.
- 32.2 Members noted that staff wellbeing was to be considered at a forthcoming meeting of Audit Committee. The Director of HSW and the OHW Manager would be in attendance to respond to questions.

25/33 Statutory Compliance Key Performance Indicators

SAF25-P33 SAF25-P34

- 33.1 The Committee RECEIVED updates on statutory compliance key performance indicators.
- 33.2 The Health, Safety and Environment Statutory Compliance Sub-Committee (HSESCSC) had requested that HSE Committee consider resourcing requirements for the LEV and LOLER Duty Authorised Person (DAP) roles, both of which were currently vacant. It had also requested that the Committee consider concerns raised by the Sub-Committee regarding DAP engagement and recognition.
- 33.3 The Committee noted the valuable role played by HSESCSC in providing assurance to the Committee. It was agreed that the Chair should write to the DAPs to thank them for their contribution to providing this assurance. **ACTION: Deputy VC, Director of HSW, Secretary**
- 33.4 DAPs did not receive monetary recognition for taking on DAP roles. However, there was an expectation that their managers would recognise the workload associated with the role and factor it into workload planning.
- 33.5 Members noted the importance of having in place suitably qualified individuals in DAP roles to ensure that they were equipped to carry out the roles effectively and also to provide assurance for external compliance purposes.
- 33.6 Members noted that there was an expectation that a DAP role was an integral part of a post and not in addition to a full-time role. The COO and Director of HSW would discuss an approach to ensure that this was the case moving forward, recognition for individuals where this was not currently the case and plans to identify individuals for vacant DAP roles. **ACTION: COO, Director of HSW**
- 33.7 Estates and FM were encouraged to explore all options to ensure that the vacant DAP roles were filled as soon as possible and be prepared to escalate the matter if necessary. **ACTION: Director of Estates and FM**

25/34 Student Placements, Work-based Learning and Study Abroad Health and Safety Policy

SAF25-P35

- 34.1 The Committee CONSIDERED a new health and safety policy for taught student placements, work-based learning and study abroad. The policy was based on the existing Placements and Work-based Learning Health and Safety Policy and reflected the transfer of placements governance responsibilities from the Careers Network to the Academic Registry. The Assistant Registrar (Placements, Exchanges and Governance) was thanked for the work undertaken to draft the document.
- 34.2 HSE Committee APPROVED the new policy subject to a reference to student wellbeing being expanded to clarify the requirements and to identify who would be responsible for student wellbeing. **ACTION: Assistant Registrar (Placements, Exchanges and Governance)**
- 34.3 Section 4g) *Incident Reporting* included a link to *Guidelines for Student Fatalities* which appeared to be out of date. The Secretary was asked to identify the owner of the guidelines and request that they be updated. **ACTION: Secretary**

25/35 Incident, Near Miss and Fire Data Report

SAF25-P36

The Committee RECEIVED the latest Incident, Near Miss and Fire Data Report.

25/36 Minutes of Sub-Committees

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

SAF25-P37

Chemical Safety Committee (Meeting on 16th April 2025)

SAF25-P38

GM and Biosafety Committee (Meeting on 30th January 2025)

SAF25-P39

Health, Safety and Environment Statutory Compliance Sub-Committee (Meeting on 9th April 2025)

25/37 Sport X Sustainability Engagement and Education Program

SAF25-P40

Arising from M25/17 Sustainability Annual Report, a report on the Sport X Sustainability Engagement and Education Program was included in the agenda papers for information.

25/38 Dates of Future Meetings

Wednesday 8th October 2025 at 14.00

Wednesday 4th February 2026 at 14.00

Tuesday 19th May 2026 at 14.00