Minutes
SAF19-M1
Minutes of the Health, Safety and Environment Committee held on Wednesday 6 February 2019

Attendance

Members:
Alan Bairner, Neil Budworth, Paul Drummond, Sandy Edwards, Norma King, Anne Lamb, Chris Linton (Chair), Rahul Mathasing, Graham Moody, Chris Rielly, David Roomes (ab), Jo Shields, Richard Taylor.

In attendance:
M Ashby (Secretary) Rob Allison, Paul Conway (for M19/3), Simon Fawcett (for M19/3), Julie Turner (for M19/7 and M19/8)

Apologies received from:
David Roomes

19/1 Minutes

SAF18-M3
The minutes of the previous meeting held on 17 October 2018 were CONFIRMED.

19/2 Matters Arising from Previous Meetings

SAF19-P1
Actions arising from previous minutes were NOTED and their current status confirmed.

19/3 Health, Safety and Environment Update: Wolfson School of Mechanical, Electrical and Manufacturing Engineering

SAF19-P2

3.1 The Committee received a presentation by the Dean and Operations Manager of the Wolfson School on health, safety and environment arrangements in place within the School.

3.2 The following points were NOTED in particular:

(i) The Committee was informed that staff demonstrated a positive attitude to health, safety and environment requirements in operation within the School. Health and safety incidents were reported swiftly and immediate action taken to address them.
(ii) The School was proactive in ensuring that staff cleared materials and equipment associated with them prior to their leaving the University and carried out further checks following their departure. The School was also proactive in removing equipment which was no longer required or which did not meet safety standards.

(iii) Non-compliance with health and safety requirements was raised during personal development reviews and, for more serious incidents, resulted in disciplinary action.

(iv) There had been a significant improvement in waste management, and further improvements were anticipated in the future.

3.3 The School Operations Manager was also the Duty Authorised Person for PUWER and was developing the PUWER policy. It was anticipated that work on the policy would be completed during the summer. The Operations Manager would discuss with the Health, Safety and Risk Manager whether it would be possible for a graduate intern to support the School in drafting the policy. **ACTION: WMEME OPS Manager, HSR Manager**

3.4 The Dean and Operations Manager were thanked for their very thorough and reassuring presentation. They were also thanked for their part in improving the health and safety culture within the School over the previous few years. The improvements were impressive and encouraging for others. The HSR Manager and the Strategic Scientific Development Officer would consider how initiatives within the School could be rolled out across the University. **ACTION: HSR Manager and SSDO**

19/4 Health, Safety and Environment Update

SAF19-P3
The Committee RECEIVED an update from the Health, Safety and Risk Manager.

19/5 Health, Safety and Environment Performance Report

SAF19-P4
The Committee RECEIVED a report detailing key performance indicators for Schools and Services. The report provided broad indicators of performance in each area of the University. All bar two areas were considered to be managing health and safety effectively and were considered to have a ‘green’ status. Two areas had been classified as having an amber status due to some short-term concerns. The Committee understood the nature of the issues identified and was confident that they were being addressed. It therefore recommended to Council that the performance indicator for Health and Safety should be green. **ACTION: Secretary**

19/6 Statutory Compliance Key Performance Indicators

SAF19-P5
6.1 The Committee RECEIVED an update in relation to statutory compliance key performance indicators for the University. It noted progress in developing KPIs for key areas of statutory compliance and projected performance rates against a January 2020 target.

6.2 The Committee welcomed the direction of travel of the update. It believed that the University was operating safely. However, until all of the KPIs had been identified, the report was not able to provide the Committee with this assurance.

6.3 Members noted developments in monitoring F Gas compliance. The Environmental Manager would clarify the required process for monitoring compliance. **ACTION: Environmental Manager to inform Director of Facilities Services**

19/7 Radiation

SAF19-P6, SAF19-P7
7.1 The Committee ENDORSED the 2018 Annual Report to Council by the Radiation Protection Officer and recommended it for submission to Council. **ACTION: Secretary**
7.2 The Committee RECEIVED the 2018 Annual Report on radiochemistry decommissioning by the Radiation Protection Officer.

**19/8 Decommissioning of Buildings**

**SAF19-P8**

8.1 The Committee RECEIVED an update on the decommissioning of the Graham Oldham Building and F Building. It expressed concern that the condition in which some laboratories had been left when the buildings had been vacated potentially presented a serious health & safety risk. This was believed to be due to staff assuming that they would be given more time to clear the building after they had vacated it.

8.2 The following points were noted in particular:

(i) the School of Science had since put in place new management practices to ensure that future relocations were less problematic. The Committee was pleased to note this action.

(ii) The Health and Safety Service was to carry out unannounced audits across the University in the future to monitor appropriate storage of chemicals. Instances of non-compliance would be reported to the Management Team and could result in laboratories being closed with immediate effect and/or staff receiving formal warnings.

(iii) The Service was also auditing purchases of chemicals to ensure that they were appropriate and that University was not building up surpluses of stock.

(iv) PhD supervisors played an important role in setting a good example to research students in the management of chemicals and scientific equipment.

8.3 The Committee noted that the proposed University Exit Policy would require staff who were about to leave the University to dispose of materials and equipment associated with them before they left. It noted that PhD students also needed similar encouragement to clear items prior to their departure. The Doctoral College would be asked to put in place measures to ensure that these students only received their awards after this had happened. **ACTION: Deputy Director (HR) to contact Doctoral College.**

8.4 The Committee AGREED that it should be informed of persistent breaches. Staff should be made aware that this would happen to reinforce the importance of compliance. **ACTION: SSDO**

8.5 The Committee noted that a sub-group of the Chemical Safety Committee would identify issues that had arisen. The sub-group should carry out a root cause analysis of the state in which the F building was left, to ensure that lessons were learnt for future moves. The analysis should also consider whether, during the vacation of the F building, individuals had behaved in such a way that they had put others at risk. If this was found to be the case, consideration should be given to further action. **ACTION: HSR Manager**

8.6 The Sustainability Manager would submit a report to a future meeting on the scale of items which still had a use and value being left in vacated buildings. The report would include examples where this has occurred such as the F Building. It would indicate financial and compliance impact and would provide solutions around resource efficiency and decant policy. **ACTION: Sustainability Manager**

**19/9 Update on Occupational Health**

**SAF19-P9**

9.1 The Committee RECEIVED an update on the University’s Occupational Health Service. The Human Resource and Organisational Development Team and the Health and Safety Service were working to address recommendations arising from a recent review of the Occupational Health Service. The Service had been restructured, and the University intended to recruit an experienced occupational health manager who would implement the review’s recommendations. In the interim a third-party provider was providing advisor-level support for the University.
9.2 The changes had already yielded operational improvements. The Committee requested an interim report on progress at its autumn meeting and a more formal report at its meeting in February 2020.

**ACTION:** HSR Manager, Deputy Director (HR)

### 19/10 Smoking Policy

**SAF19-P10**

10.1 Arising from M18/55, the Committee considered the results of the recent Smoking Policy Survey. The consultation had revealed that a small majority of respondents believed that the current policy was fit for purpose. A number had, however, expressed particular concern about a lack of enforcement of the policy and people smoking in close proximity to entrances.

10.2 Some respondents had proposed that a distinction be made between cigarettes and e-cigarettes. However, most respondents believed that they should be treated the same, as currently.

10.3 The Committee AGREED that the smoking policy should remain unchanged for the time being whilst ways of restricting smoking were explored. In the meantime, it agreed to the following measures to discourage smoking on the University’s campuses:

(i) The Health and Safety Service should run a smoking cessation campaign;

(ii) The University community should be reminded of the Smoking Policy and encouraged to challenge those who choose to ignore it.  

**ACTION:** HSR Manager

10.4 Following the relocation of the Department of Chemistry, the no smoking exclusion zones around its former and new buildings would be reviewed. Deans and directors of Professional Services would also be asked to identify any smoking hotspots that should be considered for designation as smoking exclusion zones  

**ACTION:** HSR Manager

### 19/11 Stress and Mental Wellbeing Update

**SAF19-P11**

11.1 The Committee received an update on the work of the Mental Wellbeing Working Party and on a number of key activities. The Working Party had been dormant in recent months whilst some earlier actions were delivered. It would be reconvened soon with a smaller membership.  

**ACTION:** HSR Manager

11.2 The new Mental Health First Aiders Scheme was being rolled out across the campus and would be publicised to staff in coming weeks.

11.3 The Employee Assistance Programme continued to be offered to staff, though take up had dropped in recent months.

### 19/12 New EMS ISO 14001 2015 Standard Requirements

**SAF19-P12**

12.1 The Committee considered a new requirement of the EMS ISO 14001 2015 standard. The revised standard included a new clause which laid out the ways in which an organisation's senior management needed to demonstrate leadership and commitment with respect to environmental management systems.

12.2 The Committee noted that the Vice-Chancellor and other senior colleagues had been interviewed by NQA external auditors in relation to the University’s environmental management system. It was AGREED that the Academic Leadership Team should be briefed about the system, and that the Deans and Heads of Schools and Professional Services who required further information should receive bespoke training.  

**ACTION:** Sustainability Manager
19/13 Reports to Health, Safety and Environment Committee

The following reports were RECEIVED:

(i) SAF19-P13
   Sustainability Manager Report

(ii) SAF19-P14
   University Fire Officer’s Report

(iii) SAF19-P15
   Incident Report

(iv) SAF19-P16
   Insurance Claims Report

19/14 Policy for the Management of the Lifting Operations and Lifting Equipment Regulations (LOLER)

SAF19-P17

The Committee APPROVED a new policy on the advice of the Health and Safety Statutory Compliance Sub-Committee.

19/15 Pressure Systems Policy

SAF19-P18

The Committee APPROVED a new policy on the advice of the Health and Safety Statutory Compliance Sub-Committee.

19/16 Terms of Reference and Composition

SAF19-P19

16.1 The terms of reference and composition of the following sub-committees were NOTED:

   GM/Biosafety Committee
   Health, Safety and Environment Consultative Forum
   Non-Ionising Radiation Protection Committee
   Radiological Protection Sub-Committee
   Sustainability and Social Responsibility Sub-Committee

16.2 The revised terms of reference and composition of the following sub-committees were APPROVED:

   Chemical Safety Committee
   Health and Safety Statutory Compliance Sub-Committee

19/17 Minutes

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

(i) SAF19-P20
   Chemical Safety Committee (8 November 2018)

(ii) SAF19-P21
   GM/Biosafety Committee (17 December 2018)

(iii) SAF19-P22
   Health and Safety Statutory Compliance Sub-Committee (5 November 2018, 28 January 2019)

(iv) SAF19-P23
   Radiological Protection Sub-Committee (19 September 2018, 9 January 2019)

(v) SAF19-P24
   Sustainability and Social Responsibility Sub-Committee (22 January 2019)
**19/18 Any Other Business**

The Vice-Chancellor noted the importance of the Committee to the University. He expressed his appreciation to the Council member who was present for their contribution and attendance at the meeting.

**19/19 Dates of Remaining Meetings in 2018/19**

5 June 2019