

## **Minutes**

### **SAF17-M1**

Minutes of the Health, Safety and Environment Committee held on Wednesday 8 February 2017

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- xi) SAF16-M3:44.3
- xii) SAF16-M3:45.2
- xiii) SAF16-M3:45.3
- xiv) SAF16-M3:49.2 (iv)
- xv) SAF16-M3:51.6
- xvi) SAF16-M3:53.2
- xvii) SAF16-M3:54.4
- xviii) SAF16-M3:55.2
- xix) SAF16-M3:55.3
- xx) SAF16-M3:56.2
- xxi) SAF16-M3:60.2
- xxii) SAF16-M3:60.3

2.2 The following actions were identified as open or ongoing:

- i) SAF16-M2:18.4:
- ii) SAF16-M2:20.3
- iii) SAF16-M3:42.2 (iv)
- iv) SAF16-M3:45.1
- v) SAF16-M3:54.2
- vi) SAF16-M3:60.2
- vii) SAF16-M3:60.3

2.3 The remaining actions are dealt with during this meeting of the Committee.

2.4 The Committee had a small number of updates on the outstanding actions

- i) SAF16-M3:45.2 basic principles have been set and work will be ongoing in looking for specific proposals
- ii) SAF16-M3:52.2 is an environmental health issue, and the Committee are assured that a solution has been found that meets sustainability requirements.
- iii) SAF16-M3:60.2 it was reported that reviews of policies are around two thirds complete with regard to ensuring they adequately cover the London Campus

## 17/3 Constitution, Terms of Reference, and Membership

### SAF17-P2

3.1 The Committee received a report from a working group set up to review the consultation, terms of reference and membership of the Committee. It agreed with the proposals supplied regarding the future of the Committee and the creation of a consultative forum. The Committee agreed that this change be recommended to Council.

3.2 The Committee suggested that as the new format of the Committee develops, consideration be given to how the independent members of the Committee are contributing, and that the Committee consider including a representative from industry.

- i) *Action: That the proposed changes to the constitution, terms of reference and*

**SAF17-P3**

**4.1 The Committee**



### SAF17-P9, SAF17-P10, SAF17-P11, SAF17-P12

- 11.1 The Committee received a paper from the Health, Safety and Risk Manager recommending the data that should be routinely provided to HSE committee and Council. This paper was approved and would be forwarded to Council for consideration. The Accident and Insurance

## **17/14 Occupational Health**

14.1 The Committee received a verbal update from the Health, Safety and Risk Manager on the University's Occupational Health Service and heard that recent staffing increases had helped alleviate the backlog in this area of work.

- i) *Action: Director of Human Resources to prepare a full update for the next meeting.*

## **17/15 Stress Policy**

15.1 The Committee received a verbal update from the Health, Safety and Risk Manager on the Stress Policy and noted that the revised policy was finalised and was waiting to be uploaded on to the HR Web site.

- i) *Action: Chair to liaise with Director of Human Resources about communication strategy and approval process for the revised policy.*

## **17/16 Health and Wellbeing of Working Age Population**

16.1 The Committee received a verbal update from the Health, Safety and Risk Manager on development of principles for the introduction of a wellbeing offering for University staff and noted that this area of work was still ongoing.

## **17/17 Policy and Guidance on Unmanned Aircraft Systems (Drones)**

### **SAF17-P14**

The Committee approved a new policy on unmanned aircraft systems.

## **17/18 Staff Exit Policy**

18.1 The Committee received a verbal update from the Radiation, Biological and Chemical Safety Officer on the proposed new policy for the management of resources associated with a member of staff, on the departure of the member of staff from the University.

18.2 It noted that work was being undertaken in conjunction with Human Resources to ensure that there is a greater consistency in this area. It is anticipated that improvements to logging the procurement of hazardous materials and equipment would facilitate this process. A policy was expected to be presented to Human Resources Committee.

## **17/19 Radiological Protection Sub-Committee**

### **SAF17-P15**

19.1 The Committee received the minutes of the Radiological Protection Sub-Committee held on 11 January 2017.

## **17/20 Health and Safety Strategic Framework**

### **SAF17-P16**

20.1 The Committee approved the proposed health and safety vision, its strategic principles and its broad strategic themes.

## **17/21 Safeguarding Policy**

### **SAF17-P17**

- 21.1 The Committee approved the revised new University policy following further work to identify required revisions to the policy to ensure that it could be operated on the London campus and to ensure consistency with the University's AUP (Acceptable Use Policy) for IT Equipment.

## **17/22 Policy and Code of Practice for Electricity at Work**

### **SAF17-P18**

- 22.1 The Committee approved the revised new Policy and Code following minor corrections and amendments in relation to use on the London campus.

## **17/23 Change to Constitution**

- 23.1 The Committee approved the following amendment to the Constitution of the Committee with immediate effect:

“Director of Campus Living’ to be replaced by ‘Director of Campus Services’.

*i) Action: Secretary to seek approval from Senate and Council.*

## **17/24 Other Business**

- 24.1 There was no other business raised.

## **17/25 Date of Next Meeting**

x 7 June 2017

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Date – 9<sup>th</sup> February 2017

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