

# 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

### 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

asked Loughborough Students' Union to provide the text of the request that they  
circulated. ACTION: LSU Director of Finance & Operations

SAF20-M1 4.3 HSE Update: Campus Services, Campus Services had changed  
or third-

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.

SAF21-P31

23.1 Members RECEIVED an update from the Director of Health, Safety and Wellbeing. The update was presented by the Director of Health, Safety and Wellbeing, who reported that the School had continued to support the wellbeing of its staff and researchers during the pandemic.

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

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

- 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

### 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-