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'...The School was encouraged to consider ways in which it could further embed health, safety and impact upon the environment within the curriculum'.

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Minutes
SAF 17-M3
Minutes of the

Deputy Vice-Chancellor and Health, Safety and Risk Manager would decide when the meeting should take place. ACTION: Deputy Vice- Chancellor , HSR Manager

17/50 Constitution, Terms of Reference and Membership

SAF17-P38, SAF17-P39

50.1 The Constitution, Terms of Reference and Membership of the Committee for 2017/18 were APPROVED subject to the Deputy Chief Operating Officer being replaced with the Director of Infrastructure and Commercial Services & Sustainability Manager and the addition of the name of the UNISON representative. ACTION: Secretary

50.2 The proposed business for forthcoming meetings was APPROVED subject to the following additions/changes:

Standing item for all meetings

Occupational Health Report (where no Occupational Health Annual Report)

February 2018 meeting

Addition of Occupational Health Annual Report (based on previous academic year's data)

June 2018 meeting

Addition of Environment Compliance Report

Facilities Development Report from October 2018 meeting

- (ii) Recent health and wellbeing initiatives were helping to address instances of stress amongst staff. Planned initiatives would aim to try to prevent instances of stress in the future.
- (iii) The University was to introduce an Employee Assistance Plan (EAP) in coming months which would be of benefit to both employees and their families.

17/55 Risk Register

SAF17-P44

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55.1 The Committee received details of

- (vi) SAF17-P53
Report on Health and Safety Training for general staff and safety officers

17/60 Biological/GM and Chemical Safety Update including New Chemical Safety Policy

SAF17-P54

- 60.1 The Committee RECEIVED a Biological/GM and Chemical Safety update.
- 60.2 The Committee APPROVED a new Chemical Safety Policy.
- 60.3 The Committee APPROVED the proposed terms of reference and membership of the newly established Chemical Safety Committee.

Sub- 17/61 Health and Safety Statutory Compliance Sub- Committee

Health, Safety & Environment Committee

Paper Title: Matters Arising from Previous Meetings

Author: Secretary

	To ensure actions taken following HSE meetings
6. Implications for other activities	n/a
7. Resource and Cost	None
8.	

Matters Arising From Previous Meetings

Meeting	Minute	Action	Responsible	Updates
SAF16-M3	47.2	Review of chemical procurement process in 2017 to also focus on existing training	HSR Manager	<p>Sept 17 Update from HSR Manager: A new policy and guidance has been produced and training will be rolled out in 2016/17. AED have been prioritised for this training. The guidance and training includes the purchasing requirements relating to hazardous substances</p> <p>Sept 17 Update: HSR Manager to discuss with School</p> <p>Jan 2018 Update : New processes have been introduced to capture chemical purchases and chemical safety training is being progressively deployed – School of Arts were the first to receive this training. The training also references the procurement arrangements. A recent trawl undertaken to allow us to complete our chemical weapon precursor declaration revealed significant gaps in compliance with the procedure. Deans and Ops managers are to be contacted specifically on this J a n</p>

School of Science HSE Committee

Progress, Plans & Challenges

Mark Biggs and Norma King

z Transformation of HSE Structure

- | Established new HSE committee structure, including terms of reference, standardised agenda and membership of each committee
- | Move from departmental based structure to School wide activity based structure
- | Creation of Laboratory Operations sub-committee and General Operations sub-committee with academic Professorial Chair for both sub-committees
- | Identification of a zone based structure to manage operational health & safety
- | Briefing to staff on structural committee changes via Staff forum and Sci -News

Z Additional Progress

- | Introduction of Mental Health First Aider Scheme (MHFA) – 15 staff trained as MHFAs who feel they are adding value to the School in their new role. Termly feedback meetings to Dean and Operations Manager
- | Compilation of School risk register
- | Creation of schedule of programmable events(SPE)
- | Creation of training need analysis (TNA) record for Staff
- | School order form amended which requires all staff to complete COSHH and hazardous item section before any purchase is authorised

z Health & Safety within W Building

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	Details within the document
6. Implications for other activities	
7. Resource and Cost	
8. Alternative Options considered	
9. Other Groups/Individuals consulted.	
10. Future Actions, Timescales and Frequency	
12. University Executive comment (required for Council papers only)	

Review of Progress of the
Health and Safety Service

The Sports Development Centre have also been supporting the stress and mental well being project and launching in January a low cost gym offer to all staff and their family members. This is important as physical activity is proven to help those who are suffering with stress and metal health issues.

In addition the impact of the Mental Health First Aider pilot in the School of Science has been reviewed. The pilot is considered to have been a success and, on the basis of the review, a paper has been prepared proposing the roll out of the role to other schools and professional services.

Risk register

The risk register development sessions are now complete. At an organisational level we are now analysing the outputs of each of the sessions to understand common and organisational level risks. In addition each School or Service is being asked to

Fire and Explosion

Consultants have been identified to support the University with more complex explosive atmosphere assessments. The consultants have been recommended following an assessment of competence and cost.

Laser Safety

At the request of Public Health England an article has been provided on the impact of the new sentencing guidelines on laser safety for their publication Laser Safety Matters.

Radiation Safety

A series of anonymous accusations regarding poor radiological safety practices were made to Charnwood Borough Council, Nicky Morgan, and the regional officers of Unite and Unison.

The allegations have been thoroughly investigated and a special meeting of the Radiological Protection Sub Committee reviewed the allegations and the evidence relating to the allegations and determined that there was no basis of fact in any of the accusations and that the accusations were vexatious.

The accusations did however result in formal inspection by the Health and Safety Executive and the Environment Agency. Both agencies examined in detail the arrangements and physical standards on site. Both agencies were very happy with the standards and referred to some of the processes we have in place as representing the gold standard in radiological protection in the higher education sector. No further action is required by the University.

During a routine check it was discovered that an academic was running an experiment involving radiation which did not have a current risk assessment and which did not follow the principle of achieving as low as reasonably practicable exposure. This was formally investigated and resulted in a member of academic staff being disciplined.

Plans have been developed for the decommissioning of the Graham Oldham building. Staff have been appointed and the decommissioning should start in January 2018.

Report on significant Incidents

During December we suffered an Asbestos near miss. The installation of blinds had been commissioned an operational department and the contractors concerned were not directed to, or did not consult the asbestos register. In this case no asbestos was released, but there was asbestos containing material in the close vicinity. This incident is subject to an internal investigation.

Approximately two tons of white asbestos was fly tipped on University land. Emergency control and disposal arrangements were put in place and the material was secured and disposed of safely.

Whilst guillotining a steel plate in the Wolfson workshop a member of CREST staff received a severe cut to their wrist. It appears that the individual slipped and the sharp edge of the steel rode up above the cut proof gloves into the individual's wrist. The individual was detained in hospital for a number of days. This has been reported to the HSE as a RIDDOR incident and will be considered by an Incident Review Panel in January.

There was a crowd collapse at the Loughborough Student Union resulting in 4 people being taken to hospital. The collapse occurred whilst people were queueing for first Friday Night Disco of the year (one of the biggest events of the year). A joint investigation was conducted by LSU and the University Safety and Security team and actions were put in place within a week to prevent a recurrence.

A case of Byssinosis (a lung disease linked to exposure to cotton dust) has been identified in the School of the Arts, English and Drama. Fibre levels in the area concerned have been measured and are below the threshold of detection, so if the diagnosis is confirmed it is likely to be the result of historical exposure. The case was investigated and reported to the Health and Safety Executive.

A near miss occurred in Wolfson when, during recent winds, a heavy window fell into an office area. All of the windows in the Wolfson building have now been checked and corrective action lies with Facilities Services.

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Attendance

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18/4 Progress against PWC Audit

HSSC18-P2

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