

AGENDA

SAF21-A3

Notice of meeting

The next meeting of the Health, Safety and Environment Committee will take place at 2.00pm on Wednesday 6 October 2021 and will be conducted remotely via Microsoft Teams.

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6 Constitution, Terms of Reference and Membership for 2021/22

SAF -P54, SAF21-P55

- 6.1 To CONSIDER the Constitution, Terms of Reference and Membership of the Committee for 2021/22;
- 6.2 To NOTE changes to arrangements for the publication of agenda papers and minutes.

7 Report from the Director of Health, Safety and Wellbeing

SAF21-P56

- 7.1 To RECEIVE an update from the Director of Health, Safety and Wellbeing including a verbal briefing on water management
- 7.2 To CONSIDER a proposed change regarding the performance presentations given by Schools and Professional Services at HSE Committee meetings.

8 Health, Safety and Wellbeing Service Work Plan

SAF21-P57c 0018 Td)84 (84nor0 g/TT1 1 Tf-0002 Tc 02002 Tw185 0 Td(To Jj0005 Tc 0005 Tw446 0 TdCO)9

***19 Terms of Reference and Composition of Sub-Committees for 2021/22**

SAF21-P70

19.1 To NOTE the terms of reference and composition of the following sub-committees:

- Chemical Safety Committee
- GM/Biosafety Committee
- Non-ionising Radiation Safety Committee
- Radiological Protection Sub-Committee
- Sustainability and Social Responsibility Sub-Committee

19.2 To APPROVE changes to the terms of reference and composition of the following sub-committee:

- Health Safety Environment Statutory Compliance Sub-Committee

***20 Sub-Committee Terms of Reference (2021/22) (a)2 (o)106 (f)5 sub-**

Minutes

SAF21-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 26 May 2021

Attendance

Members :

SAF21-P30

22.1

21/24 Covid 19 Response Update

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 The following points were NOTED in particular:
- (i) The University had made the decision to remove students' access rights in order to be in a position to limit access to facilities for those who did not engage with testing. This, and students' goodwill, had resulted in high levels of engagement amongst students.
 - (ii) Planning was under way for the vaccination strategy for students in June and for arrangements on campus in the new academic year. The Director of HSW and the Director of Student Services were pressing the Department for Education and Charnwood Clinical Commissioning Group for information on their expectations of the HE sector for the next academic year.
 - (iii) Physical events, including graduation ceremonies and hall balls, would present additional health and safety challenges for the University during the summer.
 - (iv) The testing centre was carrying out PCR tests for staff and students who needed to travel outside the UK and was able to provide them with a testing certificate.
- 24.5 The UCU representative thanked the Director of HSW and the Strategic Scientific Technical Lead for their work during the pandemic and also their engagement with the trade unions over aspects of the University's response.
- 24.6 The Committee ENDORSED the testing regime.

21/25 Statutory Compliance Key Performance Indicators

SAF21-P34, SAF21-P35, SAF21-P36, SAF21-P37, SAF21-P38, SAF21-P39, SAF21-P40, SAF21-P41, SAF21-P42, SAF21-P43, SAF21-P44, SAF21-P45, SAF21-P46, SAF21-P47, SAF21-P48, SAF21-P49, SAF21-P50, SAF21-P51, SAF21-P52, SAF21-P53, SAF21-P54, SAF21-P55, SAF21-P56, SAF21-P57, SAF21-P58, SAF21-P59, SAF21-P60, SAF21-P61, SAF21-P62, SAF21-P63, SAF21-P64, SAF21-P65, SAF21-P66, SAF21-P67, SAF21-P68, SAF21-P69, SAF21-P70, SAF21-P71, SAF21-P72, SAF21-P73, SAF21-P74, SAF21-P75, SAF21-P76, SAF21-P77, SAF21-P78, SAF21-P79, SAF21-P80, SAF21-P81, SAF21-P82, SAF21-P83, SAF21-P84, SAF21-P85, SAF21-P86, SAF21-P87, SAF21-P88, SAF21-P89, SAF21-P90, SAF21-P91, SAF21-P92, SAF21-P93, SAF21-P94, SAF21-P95, SAF21-P96, SAF21-P97, SAF21-P98, SAF21-P99, SAF21-P100

24/3/21

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- 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 Art y86 (a)10.cc (l)2.7 72 (e a 52 Td [(il4.3 (T) (l)2S

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-Committee for 2020/21

21/36 Minutes of Sub-Committees

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

- (i) SAF21-P48
GM/Biosafety Committee (24th March 2021)
- (ii) SAF21-P49
Health Safety Environment Statutory Sub-Committee (22nd April 2021))
- (iii) SAF21-P50
Non-Ionising Radiation Committee (25th March 2021)
- (iv) SAF21-P51
Radiological Protection Sub-Committee (18th May 2021)

21/37 Valediction

The Committee thanked retiring member Oliver Sidwell for his valued contributions to the Committee's discussions.

21/38 Date of Meetings in 2021/22

Wednesday 6 October 2021 at 2.00pm
Wednesday 2 February 2022 at 2.00pm
Wednesday 25 May 2022 at 2.00pm

1. Specific Decision

Completed – will be removed

Not yet completed

Meeting	Minute	Description	Action	Status
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Meeting	Minute	Description	Action	Status
SAF20-M1	5.4	Include data in incident reports to HSE to allow direct comparisons to be made between individual Schools and Professional Services	Head of HS	<p>Jan 2021 Update: The spreadsheets are now in place to deliver this information, but given the much lower numbers at present, the opportunity is being taken to error check the reporting. The reports will be in place for the June 2021 HSE meeting.</p> <p>May 2021 update There are concerns regarding the accuracy of the data used in this report. These challenges have also coincided with changes to the H&S Services administration team.</p>

Paper Title:

Health, Safety and Environment Committee

Terms of Reference

1. To act on behalf of, and to advise, Senate and Council and senior management on matters of health, safety and environmental policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to University premises);
2. To develop and agree the strategic approach to be adopted in relation to Health, Safety, Environmental and Sustainability management:
3. To receive and act on reports, both written and verbal, on the health, safety and environmental performance and plans of schools and professional services:
4. To keep under review the University's legal and statutory obligations with regard to health, safety and environmental regulation compliance and to identify through regular monitoring and bring to the attention of senior management and/or Senate and Council areas where compliance is at risk or not being achieved;
5. To receive reports on health and safety and environmental au

Position	Member
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Paper Title:

Origin: Secretary

Date: 05/10/2021

1. Decision Required by
Committee

To

Rationale for Restricting Access to Certain HSE Committee Papers

Introduction

It has been the practice for some time that some HSE committee papers are restricted from public view and it is considered appropriate to outline the rationale for the decisions made.

Decision Making Criteria

As a general presumption all papers should be available to staff and the general public. There are however some exceptions where access should be restricted

Director of Health, Safety and Wellbeing's Report

Prepared by Neil Budworth, Director of Health, Safety and Wellbeing May 2021

Purpose of Report

The purpose of this report is to outline areas of interest or activities that have arisen since the last HSE Committee meeting.

Covid 19 Response

An update on the University's response to Covid 19 is included in a separate report

Occupational Health and Wellbeing

A separate report on the activities of the Occupational Health Service is included in the agenda pack.

Demand for the Occupational Health Service continues to be very high and growing. In the expectation of a high workload as students are asked to return to campus, the department has been planning how it will deal with a large number for referrals over a short period of time.

The health and wellbeing framework has now been launched and will be the focus of much activity in 2021/22.

As part of the University's resilience plan for the Autumn, flu vaccinations will again be offered to staff who are considered critical to student welfare and organisational delivery.

The Occupational Health service has been successful in recruiting a new part time Occupational Health Advisor who started in August.

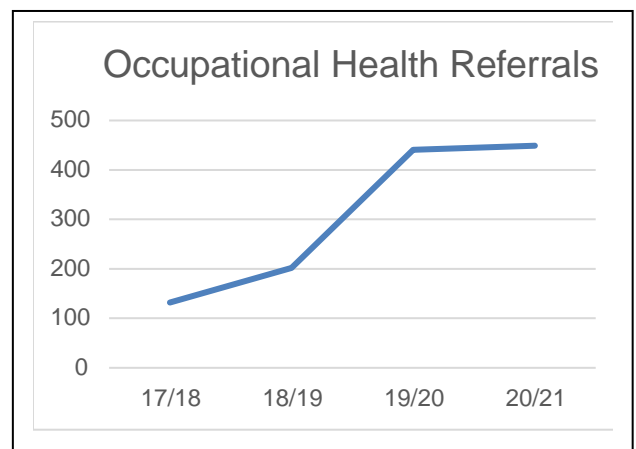
Decommissioning

All of the staff who have been working on the decommissioning of the Graham Oldham Building have been reassigned to Covid 19 support and the decommissioning has temporarily been put on hold.

Incidents

In September the Grenade Energy Bar / Drink company was holding an activation (promotional) event on campus.

The event was originally to have been held in the Students' Union, however, there were problems with the logistics of this event and the University was asked to support. As this was described as a low key lecture with a photo opportunity the University agreed. However, on the day of the event the company changed their activities and used smoke grenades and sirens and processed onto Epinal Way causing significant congestion with a tank like vehicle. The smoke from the grenades was such that visibility was severely impaired and created a traffic hazard. The company also used a drone without a risk assessment, permission or a flight plan.



The Chief Operating Officer has written to the Chief Executive of the company concerned and has met with a representative of the senior management of Grenade. Grenade have stated that they recognise the seriousness of the incident and initiated an investigation. In the meantime the company and its representatives have been banned from campus and its products will be removed from the shelves.

There have been four other incidents of concern since the last HSE committee three of which were reportable to the Health and Safety Executive.

A member of SDC staff injured their back whilst trying to move the pool boom. This resulted in an absence of great>BDC -TJ 0 Tc6310 (l)6 1annad (n a)1 T* ()T12 (o (nc)4 (nc0 (n)]Td) ((n a)1MwC /PTour)]

In addition, all of the routine monitoring data showed that the water system was healthy. When the system was sampled in 2020 significant levels of legionella were detected.

Following those results an extensive programme of investigation and engineering work was undertaken in Towers. The immediate cause of the faults that led to the growth of Legionella appears to have been a combination of low water usage and system design.

Following the engineering intervention a large number for water samples were taken and the Towers water system was considered to be under control. We reported our findings to the Health and Safety Executive and they were happy with our response and considered the case closed.

However, in early September 2021 we were again contacted by Public Health England as they had identified a case of Legionella in a maintenance engineer who had worked in Towers (as well as a few other establishments). On the basis of this case Public Health England again formed an Incident Management Team and we initiated water tests.

A verbal update on this issue will be given as at the time of writing we are awaiting test results.

As a contingency the Estates and Facilities Team have arranged to quickly fit point of use filters if required, which will allow Towers to remain occupied whilst investigations commence.

The Estates and Facilities team have appointed an engineer to focus on water safety and they are due take up the role shortly. This role is required as the concerns around Towers have identified a number of potential weaknesses in the water management system which need to be addressed.

Fire

A separate report on fire management is included in the HSE Committee pack, however, there is a significant amount of ongoing work identifying and remedying issues which have come to light following the Grenfell tragedy.

Gas Safety

It has been determined that parts of the gas system on the East Midlands campus form a private gas network. The Health and Safety Executive required us to produce a formal gas safety case which gives details of the specifications of the systems and defines how the gas system will be managed safely.

The development of this safety case was a large and detailed piece of work. Jonathon Cripps from the Engineering Team led this work and did an exception job of pulling it together in a tight timescale.

The safety case has now been submitted to the Health and Safety Executive for their approval.

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The rate of non-attendance runs at 6% (36 non-attendees), showing a decrease of 3% on last year.

Cancellation on training with less than 24 hours' notice improved with 26 cancellations received compared to the last reporting period of 63. 49 cancellations were received with more than 24 hours' notice, a decrease on the previous year by 106.

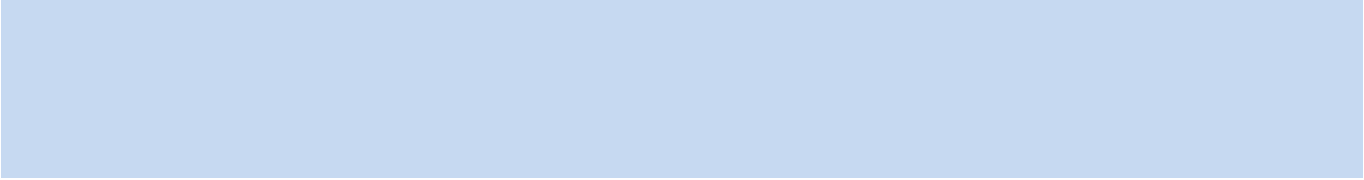
2020 to 2021 Overview

Covid has proved to be challenging in terms of the delivery of training. There was little classroom training until it resumed in June 2021. Due to social distancing measures and restrictions placed on us by our course providers, courses have been running at 50% capacity resulting in increased costs.

Some courses were subject to late cancellations due to individuals having to isolate. Courses also had to be postponed for this reason.

Further online courses were released during the year: Accident and Near Miss Reporting, Manual Handling, Mental Health Awareness Slips, Trips and Falls, Safe Driving, Personal Wellbeing, Health and Safety Induction following Furlough and a University wide Health and Safety Induction.

Work has continued with Organisational Development and the Change Team in respect of Mandatory



We will support good risk visibility and ownership and if possible review the health and safety risk register process.

We will provide excellent support for technical risks eg Radiological risk, DSEAR etc

Where possible we will employ technology to enhance effectiveness

We will ensure that life critical risks are effectively managed by reviewing the Confined space and Permit to work process.

The HSE committee are asked to endorse this programme of work.

Neil Budworth
September 2021

Paper Title: Covid 19 Response Update

Origin: Neil Budworth

Date: 20th October 2021

1. Decision Required by
Committee

For



Significant Incidents

Sir David Davis building fire alarm isolation

On 28th

Fire doors

An inspect and repair contract is being managed by projects, currently working through Falkner, Eggington, Cayley and Rutherford. Upon completion, the remaining LU halls will be undertaken. Although this addresses immediate inspection requirement, a PPM for fire doors is required moving forward.

The head of engineering, maintenance and sustainability has drafted a paper for Ops Committee, detailing the requirement for four inspector/repairers for fire doors. The management of this work will be managed by the building fabric maintenance manager. Fire doors within non-residential buildings remain un-inspected and do hold a risk until such a time.

Fire Dampers

Fire damper inspection contract commenced this week (20th September) to understand the challenges across university buildings. Historically these appear to have been inspected and tested for their function, but many are incorrectly installed or exist in locations where they serve no purpose.

Fire stopping projects

Student village fire barriers projects

Progress in this project, due to be completed over the summer has been delayed due to PI insurance issues with fire stopping works. The projects team are working on a solution to this, with the insurance team to progress this works. The works generally comprise the installation of fire barriers in the roof void with associated works to ensure compliance to these residential buildings in the village following invasive survey work. These include:

- x Cayley 5 & 14
- x Rutherford 5
- x Royce 5
- x Faraday 447,456,463

The appointed contractor is unable to do this work due to the PI issues, and work is taking place to appoint an alternative.

Burleigh Court, Burleigh Lodge and The Link Hotel

This project of which the majority of the scope includes fire stopping works from compartment breaches, collapsed or missing fire curtains, and fire damper remediation works (including incorrect initial installation) has been going through the tender process. Comprehensive responses were not received which were followed up, taking more time than hoped, but interviews are due to take place on Monday 4th Oct to narrow this down – many are extremely busy. With the recent changes that have seen Burleigh Lodge now become part of F block, the fire officer has requested

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Fire Alarm Activations and causes

Figure 1 illustrates the total number of fire alarm actuations for the previous 3 years, across university halls of residence (including Unite) regardless of their cause. The data has been collated using the data from SHE and Perspective – the systems used by H&S and security for fire alarms – demonstrating the importance of these systems for analysis. Each year is separated, demonstrating that the same halls are responsible for the higher level of actuations each year. This may be for several reasons, including ageing systems and devices, but also perhaps where refurbishments may have considered the locations of devices and are sensitive to steam from showers and heat/smoke from cooking.

Figure 1 – Fire alarm actuations per hall for last 3 years

An insight into the ages of fire alarm systems in LU halls are shown below.

Butler Court	2004
Cayley	2000-2002 (15&16 - 2018)
Claudia Parsons	2018
David Collett	2006-2010
Falk/Egg	2012
Faraday	1997-2016
Royce	1999-2020
Rutherford	1999-2001 (Block 19 only, 2019)
Telford	2009-2012
Towers	2010
University Lodge	2009

Table 1 – Fire alarm system ages across LU halls.

Figure 2 – Fire alarm actuation causes (previously reported in HSE report, May 2021).

In the previous HSE paper (May 2021), Figure 2 was included to illustrate the fire alarm causes for Jan – Apr 2021. As requested by the HSE Committee, Figure 3 gives a breakdown of the location of these faults, illustrating that these are generally quite scattered across the estate. Should.006 Tc 0.006 Tw0 Td [(g.6 (f)4[82r04S

Paper Title: Health and Wellbeing update

Origin: Sarah van Zoelen

Date: 16.09.2021

1. Decision Required by Committee	HSE Committee are asked to agree that the Mental Health First Aider role be integrated with wellbeing champions. And to note the changes and future planning within Occupational Health.
2. Executive Summary	<p>The report provides an update on the Occupational Health and Wellbeing provision and demand during the last academic year and details the staffing arrangements for the service.</p> <p>The OH report also outlines the up and coming Occupational Health and Wellbeing projects, the deployment of the wellbeing framework and provides an update regarding the procurement of Occupational Health specific software.</p> <p>Finally there is a specific recommendation that the mental health first aider provision be integrated into the wellbeing framework as this will provide a central resource for staff along with a safeguarding framework for the Mental Health First Aiders.</p>
3. Committees/Groups previously considering item.	

Occupational Health Update September 2021

The requirement for Occupational Health referrals continues to grow despite the pandemic lockdowns and furlough scheme. In the last academic year,

wellbeing of those employees who drive on behalf of the University. This provides a greater opportunity for public health interventions at an earlier stage.

Staffing.

In April we successfully tendered for Occupational Health Physician support and welcomed Dr Haini Sereg to our team, Dr Sereg works for Nottingham University Hospitals NHS Trust Queen's Medical Centre and provides support to Loughborough once per month.

In August we welcomed Sheryl Shelbourne to the team as an Occupational Health Adviser, Sheryl brings a wealth of experience and works at Loughborough for 3 days per week.

We continue to have support from an external provider, RPS, to support the increasing caseloads.

Software

We are in the final stages of the procurement of software for Occupational Health, IT are completing the SaSS checklist and once approved we will formally award the contract and begin the process of

health training package online and the wellbeing champion training will provide a greater perspective of health and wellbeing.

By incorporating these roles into one it is possible to pool resources and access simpler for all employees. Structured provision for safeguarding of the champions will be provided through the champion network, regular quarterly meetings, and the opportunity for debrief via the Employee Assistance Programme.

Flu Vaccines

In October we are planning to deliver a flu vaccination campaign again this year offering 500 vaccines to support the University's winter resilience planning.

Requirement of the committee:

HSE Committee are asked to agree that the Mental Health First Aider role be integrated with wellbeing champions.

And to note the changes and future planning within Occupational Health.

Paper Title: Workplan for Climate Risk Management

Origin: Jo Shields

Date: 22.09.21

1. Decision Required by Committee	To ENDORSE recommendations in section 5
2. Executive Summary	Senate assigned the Climate and Environment Task Group (CETG) with the responsibility of evaluating the threat of extreme weather and climate change to the operation and facilities of Loughborough University (LU). The aim was to (1) evaluate the risks in a systematic way as per Annex 1; (2) identify the top five most significant risks to LU; (3) and then assess their potential impact on student experience, business continuity, and financial sustainability.

Annex 1: Risks assessed in the third UK Climate Change Risk Assessment (CCRA3), highlighting those that were identified by CETG as most relevant to LU.

Natural Environment and Assets	
N1	Risks to terrestrial species and habitats from changing climatic conditions and extreme events, including temperature change, water scarcity, wildfire, flooding, wind, and altered hydrology (including water scarcity, flooding and saline intrusion).
N2	Risks to terrestrial species and habitats from pests, pathogens and invasive species
N3	Opportunities from new species colonisations in terrestrial habitats
N4	Risk to soils from changing climatic conditions, including seasonal aridity and wetness.
N5	Risks/opportunities for natural carbon stores, carbon sequestration from changing climatic conditions, including temperature change and water scarcity
N6	Risks to and opportunities for agricultural and forestry productivity from extreme events and changing climatic conditions (including

Annex 2: Proposed template for LU climate risk sheets.

For example, H3: Risks to people, communities and buildings from flooding
Present and expected risks from climate change.
Risk multipliers (e.g., dangers from lock-in, critical thresholds, cross-cutting risks and interdependencies).
Adaptation measures (current, planned, deficit).
Wider considerations (e.g., trade-offs, inequalities, net zero emissions, indicators).
Overall risk and urgency scores.
Supporting evidence.

- To propose an updated strategy for business travel that aligns with the overarching University strategy and Energy Strategy and the target of net zero GHGe by 2050.
- To consult appropriately with key stakeholders as part of the process.
- To feedback to the Health, Safety & Environment Committee findings and recommendations to include targets for schools to reduce air travel and scope 3 carbon footprint.

2.1 The group has met twice and proposes a number of recommendations for the committee to consider as follows:

	Recommendation	Lead	Timescale
1	Continuation of task and finish group to deliver above	Sustainability	12 months
2	Improve data collection, provision and granularity.	Finance	12 months
3	Consider internal analysis of raw data (raw export from Key Travel) to ensure data integrity.	Finance	6-12 months
4	Baseline this financial year and set targets to not return to pre pandemic (18/19) levels.	Sustainability	Immediate
5	Identify inclusive data set around air travel for Schools to set some actual targets (keeps choices devolved on how to manage based on variables)	Sustainability/Finance	3-6 months
6	Use new Climate Action Planner tool to embed Travel Better Package and dashboard for management information	Sustainability	3-6 months
7	Take paper to ALT/PSMT on Climate Conscious Travel	Planning/Wolfson	1-3 months
8	Work with Wolfson School of Engineering as a case study	Wolfson/Sustainability	Immediate
			6 months
			months

and include:

- x Working with our Travel provider and Finance colleagues data integrity can be significantly improved. This will make it easier for Schools to own targets for reduction and for all users to understand the impacts of their travel choices. It will also at point of booking provide “gateways” and information to inform better choices.
- x Everyone is keen not to return to pre-pandemic routines of travel.
- x Infrastructure changes to ensure IT kit is appropriate to allow flexible lectures and meetings will support less travel.
- x Simple messaging with some good facts and clear guides on how to engage with climate conscious travel will support users on their journey.
- x Changes to the approvals process to include an environmental/carbon assessment of choice.

5.0 Key Actions/Outputs to date

Data - Established how much granularity can be given via current travel provider for CO₂ per mode and school/service. Working with travel provider to create a dashboard for schools/services to use as part of the new contract.

Climate Conscious Travel - Identified definitions of this and provided examples for future discussion at ALT and PSMT.

Behaviour Change - Discussed how we can educate “bookers” and others to create some gateways to manage bookings and travel choices. Researched what others are doing and identified a communications pack to inform and guide choices.

Academic Impacts – Worked with Wolfson to differentiate between externally funded research travel and internal travel. What is optional and what is required.

Annex 1

Stakeholders - The group is convened by Jo Shields, Associate Head of Sustainability

Area	Stakeholder Lead	Stakeholder Team Member
Procurement	James Trotter	Debbie Tyler
International Office	Charlie Carter	Caroline Feeley
Finance	Mark Chester	Mark Rayns
Planning	Miranda Routledge	Dawn Matthews
HROD	Anne Lamb	Paul Cox-Stone
Sustainability	Rob Sparks	Elliott Brown
Academic	Marcus Enoch Transport Strategy	
Business School	Janet Godsell	Anne Finnochio
Wolfson School	Paul Conway	Simon Fawcett

*The latter are indirect emissions that occur upstream and downstream, associated with the university’s activities and include: waste, water consumption, staff/student commuting, business travel and procurement.

Paper Title: Environmental Policy

Origin: Nik Hunt, Environmental Manager

Date: 1/10/21

1. Decision Required by Committee	The Committee are asked to approve the new Vice Chancellor being asked to sign this.
2. Executive Summary	There have been no changes to this Policy but it is to be approved annually and the new Vice Chancellor is being asked to sign this.
3. Committees/Groups previously considering item.	None

Paper Title: Sustainability Report

Origin: Associate Head of Sustainability

Date: 20.09.2021

1. Decision Required by Committee	To RECEIVE report.
2. Executive Summary	

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undertake a simple materiality assessment of their school or service. This will help them better

Paper Title: Terms of Reference and Composition of HSE's Sub-Committees for 2021/22

Origin: Secretary

Date: 27 September 2021

<p>1. Decision Required by Committee</p>	<p>(i) To NOTE the terms of reference and composition of the following sub-committees which have not changed:</p> <ul style="list-style-type: none">Chemical Safety CommitteeGM/Biosafety CommitteeNon-Ionising Radiation Protection CommitteeRadiological Protection CommitteeSustainability and Social Responsibility Sub Committee <p>(ii) To APPROVE changes to the terms of reference and composition of the following sub-committee:</p> <ul style="list-style-type: none">Health Safety Environment Statutory Compliance Sub-Committee
<p>2. Executive Summary</p>	<p>The Committee is asked to note/approve the terms of reference and composition of the sub-committees.</p>
<p>3. Committees/Groups previously considering item.</p>	<p>Considered by sub-committees</p>

1. The Committee is asked to NOTE the Terms of Reference and Composition of its sub-committees where these have not changed:
 - (i) Chemical Safety Sub -

(iii) Non-

(v) Sustainability and Social Responsibility Sub- Committee

Membership

Pro Vice Chancellor	Chief Operating Officer
Sustainability Manager	Deputy Chief Operating Officer
Dean (Professor Nick Clifford)	Student Union President

In Attendance

Secretary (Environmental Manager)
Social Responsibility (Director of Enterprise)
Stakeholder Relations Manager (Alison Barlow)

Meet 3 times per year

Reports to Health, Safety & Environment Executive Committee

Context

The Sustainability & Social Responsibility Sub Committee (SSRSC) co-ordinates the University's activities and responses in this area reporting into the Health, Safety and Environment Executive Committee such that it ultimately reports through to Council providing visibility, overview and assurance of the subject areas. The committee will be the management review group for the environmental management system.

The Terms of Reference and Membership are designed to reflect the Group role to oversee and govern The University Sustainability and Social Responsibility (SSR) agenda with particular focus on the provision of direction to the EMS team and embedding of the Sustainability and Social Responsibility Action Plans.

Terms of Reference

1. The Committee shall be t 0. sn 16 (H)2.6 (t)(al)2.6 ()11M007 TwT7R(ew)2.6 (ae (ans)-up ar)-5.9 (e)

2. The Committee is asked to APPROVE changes to the Terms of Reference and Composition of

7. Pressure systems
8. Gas
9. Fire safety
10. F- Gas Environment
11. PUWER
12. Food Hygiene
13. DSEAR

Meetings

- x Meetings will occur every 4 months prior to the University Health Safety Environment Statutory Committee (HSESC) meetings
- x This meeting will feed directly into the HSESC meetings and minutes will be forwarded to the secretary
- x The disbandment of the previous Health Safety Environment Sub-Committee meeting has resulted in a loss of representation of School Deans present in this meeting. It was agreed that representatives from Schools or Prof Depts can be invited to this Health Safety Environment Statutory Compliance Sub-