

Minutes

SAF23-M2

Minutes of the Health, Safety and Environment Committee held on Wednesday 17 May 2023

Attendance

Members :

Deborah Bowen (ab), Penny Briscoe (ab), Neil Budworth, Claudia Eberlein, Sandy Edwards (ab), Alec Edworthy, Graham Howard, Chris Linton, Liz Monk, Graham Moody (ab), Robin Reeve, David Roomes, Jagjit Samra, Alex Stacey-Midgley, Richard Taylor (Chair).

In attendance:

M Ashby (Secretary), Lianne Gibson & Indie Nagra (for M23/25), Cees de Bont & Manish Maisuria (for M23/26), Ruth Casey & Karen Cooperman (for M23/27) and Julie Turner (for M23/27 & M23/29)

Apologies:

Deborah Bowen, Penny Briscoe, Sandy Edwards, Graham Moody.

23/23 Minutes

SAF23-M1

The minutes of the meeting held on 8 February 2023 were APPROVED.

23/24 Matters Arising from Previous Meetings

SAF23-P27

24.1 Actions arising from previous minutes were NOTED and their current status confirmed.

24.2 Arising from M22/29.4 Stress and Mental Health ProvisionAriA

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audits with visibility of results to the School's senior management and beyond. If staff fail to comply with management instructions then consideration should be given to closing laboratories until work practices can be assured to meet the necessary standards. Additional resources should be sought by the School if this was considered necessary to complete the actions required in a timely manner.

- 27.3 In addition to actioning the recommendations, the School was asked to provide the Provost and COO with a progress report by the end of the academic year. The report should indicate the action taken to address the issues identified in the paper and should make clear how close the School was to achieving full compliance at that point. The report should include a timeline mapping out the route to compliance. ACTION: SSEHS Dean and Head of Operations
- 27.4 Members noted the roles of the Strategic Scientific Technical Lead and the Designated Individual for HTA as observers and advisors, rather than facilitators of the required action.

23/28 Director of Health, Safety & Wellbeing Update

SAF23-P31

- 28.1 Members RECEIVED an update from the Director of Health, Safety and Wellbeing. The report was in a new format which highlighted areas of risk and action required. It replaced the separate reports previously received by the Committee from areas of activity in the Health and Safety Service. Members noted the following areas of risk in particular.
- 28.2 Legionella had been detected in Towers Hall during the regular water testing that took place across the East Midlands campus. Point of use filters had subsequently been installed throughout the affected area to ensure good water quality and the safety of students. Remedial engineering work was being planned to be executed through the summer period. Additionally, an external audit by an independent consultant was being commissioned to assess adherence to best practice and to review the engineering approach being taken to manage the situation. The Committee was assured that the risk was being managed but noted that it may require further action in the medium term.
- 28.3 PWC had recently audited the University's approach to wellbeing. Preliminary feedback indicated that the University was one of the leaders in the sector in terms of material, policy and provision. It was anticipated that the report would recommend use of sickness absence data to proactively target activity, mandatory training for managers and the use of additional metrics to measure progress. Members noted that staff were still required to complete a paper form to record sickness absence. The use of a paper form was out of line with many other University processes. The Head of HR Partnering would discuss the current format of the form with the HR Senior Management Team.

23/29 Statutory Compliance Key Performance Indicators

SAF23-P32

29.1 Members RECEIVED updates on statutory compliance key performance indicators. They NOTED progress for key areas of statutory compliance and actions relating to areas of concern.

29.2 The following points were noted in particular:

- (i) Fire door inspections were ongoing. Those for 'sleeping' buildings were near completion so contractors would soon be able to move on to 'non-sleeping' buildings.
- (ii) The gas network on campus had been subject to inspection by the Health and Safety Executive (HSE). There would also be ongoing monitoring activity by the HSE as the pipework formed a private gas network which was subject to specific regulation.
- (iii) All biological/chemical and radiation compliance areas were currently categorised as green with the exception of HTA.
- (iv) The University Compliance Team had received a commendation in the Estates/Facilities Team of the Year Award category at the recent AUDE 2023 Conference.

29.3 Future Estates and FM compliance reports would include an estimate of when each compliance area would change from amber to green.

23/30 Snow and Ice Clearance Policy

SAF23-P33

30.1 The Committee considered an updated version of the existing Snow and Ice Clearance Policy. The policy had been updated to clarify arrangements for clearance of snow and ice and to set out requirements of campus users in periods of adverse weather.

30.2 The following points were noted in particular:

- (i) The document applied to the East Midlands campus only.
- (ii) Much of the advice to campus users within the document was considered to be common sense. It was not reasonable to require users to undertake training to make use of grit bins, if they chose to avail of them.
- (iii) EDI requirements should be taken into consideration within the document. The Director of HSW would propose potential issues that should be captured in the document. ACTION: Director of HSW, Sustainability Manager

30.3 The Committee welcomed the document, noting that it made clear Estates and FM practice for snow and ice clearance. However, it concluded that it should be seen as a guidance document clarifying requirements of Estates and FM staff and providing information for campus users, rather than as a policy document. The document should be amended accordingly. ACTION: Sustainability Manager

30.4 Once updated, the document could be made available via the University website and drawn to the attention of tenants. It should appear as a starred 'for information' item on the agenda for the October meeting. The paper coversheet should confirm that EDI requirements had been taken into consideration during the redrafting of the document. ACTION: Sustainability Manager

23/31 Committee Effectiveness

SAF23-P34

31.1 The Committee had agreed (M22/42.2) to carry out an online survey of members' views on its effectiveness following a request by Governance and Nominations Committee. Members noted a summary of responses to the online survey carried out in April 2023.

