



# 17 May 2023 - Health, Safety and Environment Committee Agenda - SAF23-A2

MEETING  
17 May 2023 13:30

LOCATION  
MS Teams

PUBLISHED  
11 May 2023

# Agenda

Location	Date	Owner	Time
MS T17/05/23	13:30		

by midday on Tuesday 16th May if they wish to speak to a starred item

2. To CONFIRM the minutes of the meeting held on 8th February 2023 13:30

3. To NOTE actions arising from the Minutes 13:35

## SECTION A - Items for Discussion

4. To RECEIVE a Health, Safety and Environment update from the School of Social Sciences and Humanities 13:40

5. TO RECEIVE a Health, Safety and Environment update from the School of Design and Creative Arts 14:00

6. To RECEIVE a Health, Safety and Environment update on the Human Tissue Act 14:20

7. To RECEIVE a summary report by the Director of HSW of issues and actions relating to Health, Safety and Wellbeing, and 14:40

Performance Indicators and to CONSIDER the compliance for these areas and actions set to move areas to green to ensure

8. To RECEIVE & Agree a new HSW Compliance Key Performance Indicators (KPIs) for the year 2023/24

these are appropriate:

# Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
MS Teams	17/05/23		13:30

## SECTION B - Starred Items

11. To RECEIVE the Sustainability Management Risk Report

12. To RECEIVE the Incident, Near Miss and Fire Data Report

13. To RECEIVE the minutes of the following Sub-Committees (please note these are available as a separate pack on the BI bookshelf):

13.1. GM and Biosafety Committee (4 May 2023)

13.2. Health, Safety and Statutory Compliance Sub-Committee (27 April 2023)

13.3. Sustainability Sub-Committee (14 Feb 2023)

## SECTION C - For Information

14. Arising from M23/12 Fire Officer's Report, a letter notifying Leicestershire Fire and Rescue Service of the date when Towers Hall will cease to be occupied

15. Any Other Business

16. Dates of Meetings in 2023/24:

Wednesday 4th October 2023, 14.00-16.00

Tuesday 6th February 2024, 14.00-16.00

Wednesday 15th May 2024, 13.30-15.30

# Minutes

## SAF23-M1

### Attendance

Members:

In attendance:





**23/9 Resurvey of Health Surveillance Needs in Estates and Facilities Management**

inform Director of Maintenance, Engineering and Sustainability

**ACTION:** Secretary to

**23/10 Escalation Arrangements for Health and Safety Concerns**

**SAF23-P9**

Director of HSW

**ACTION:**

**23/11 Building Safety Act 2022**

**SAF23-P10**

**23/12 Fire Officer's Report**

**SAF23-P11**

**ACTION: Director of Estates and FM to brief Vice-Chancellor**

**ACTION: Secretary to inform Fire Officer**



**23/17 University Health and Safety Policy**

**SAF23-P16**

**ACTION: Director of HSW**

**23/18 Dogs on Campus Policy**

**SAF23-P17**

**ACTION: Director of HSW**

**23/19 Reports to Health, Safety and Environment Committee**

**SAF23-P18**

**SAF23-P19**

**SAF23-P20**

**23/20 Composition of Health, Safety and Environment Statutory Compliance Sub-Committee**

**SAF23-P21**

## **23/21 Minutes of Sub-Committees**

**SAF23-P22**

**SAF23-P23**

**SAF23-P24**

**SAF23-P25**

**SAF23-P26**

## **23/22 Dates of Remaining Meetings in 2022/23**

**1.30pm**



## Matters Arising from Previous Meetings

Origin: Secretary

Executive Summary

Matters arising from previous meetings of the Health, Safety and Environment Committee

Other Committees Consulted

n/a

Action Required:

To note the status of matters arising from previous meetings

Completed – will be removed

Not yet completed

Meeting	Minute	Description	Action	Status
SAF20-M1 & SAF21-M2 SAF22-M3	20/3.2 (iv) & 21/21.2 & 39.2	LSU presentation: Provide information comparing LSU incident rate with those of students' unions at other HEIs.	Director of Union Facilities	Oct 2021: Request circulated to USHA Association network. Only a few responses received. LSU struggling to obtain information from other SUs. Feb 2023: USHA network contacted and details of those institutions willing to benchmark have been passed to LSU
SAF22-M2	29.4	Stress and Mental Health Provision: Establish whether it is possible to obtain better sickness absence data on mental health	Director of HSW	HR have agreed to support this activity but have short-term resourcing issues which means the information is not yet available Oct 22 Update: COO has spoken to HR. Needs to wait until appointment of new data team. HR to provide update in Spring 2023 May 22 Update: New HR colleagues due to start shortly.
SAF22-M2	29.4	Stress and Mental Health Provision: investigate whether routine case reviews can be established Oct 22: COO and Director of HSW to agree way forward	Director of HSW	Agreed and will commence as soon as the short-term resourcing issue is resolved. Feb 23 Update: Interim HR colleagues are being appointed but will be some time before data is easily available. May 23 Update: New HR colleagues due to start shortly but will be some time before

Meeting	Minute	Description	Action	Status
SAF22-M3	41.2	SDC HSE Update - Consider how incidents in areas where there was said to be no means to benchmark incident rates can be benchmarked	SDC Leadership Team	SDC response: We have had several conversations with other universities, but no one has any data that is remotely comparable. This isn't about a willingness to share but is about the sophistication of their reporting systems. So, we will need to continue to monitor against our own performance and try to reduce incidents as much as we can. Completed
SAF22-M3	41.3	SDC HSE Update - Discuss with OHW Manager implementation of changes to the Mental Health First Aiders (MHFA) initiative.	Head of Performance Programmes	SDC have been informed that the MHFA programme will continue, but participants need to become wellbeing champions first and then apply to become an MHRA. Completed



Meeting	Minute	Description	Action	Status
SAF23-M1	12.4	Include Towers occupancy letter to Leics		

# HSE Committee School and Professional Service Progress Update

## School of Social Sciences and Humanities (SSH)



# Introduction to SSH – Key facts

Total Staff (Apr 2023)	245
Academic RTE	121
SSAT and other	25
SSAR	51
Professional Services (Support)	42
Technical	6

Students (Planning 2022-2023)	

Income (FY 2021/22)	
Teaching	£20.4 m
PGR and QR	£2.9 m
Research Grants	£6.1 m



# Main Risks Identified in Risk Register

- Field Work (UK and Overseas)

–



# Details of any significant Incidents or Near Misses in the last Year and Response to those Incidents

Note :- Including KPIs on incidents, training and safety activity - to be agreed with Chris Burton

KPI Data from Chris Burton:

- Number of incidents last year : 12
- Incident rate per 1000 staff: 50.06
- No. of staff receiving training: 27
- 1 – High Severity Near Miss (Jan 2023).

Incident Response



# Incidents Data 1

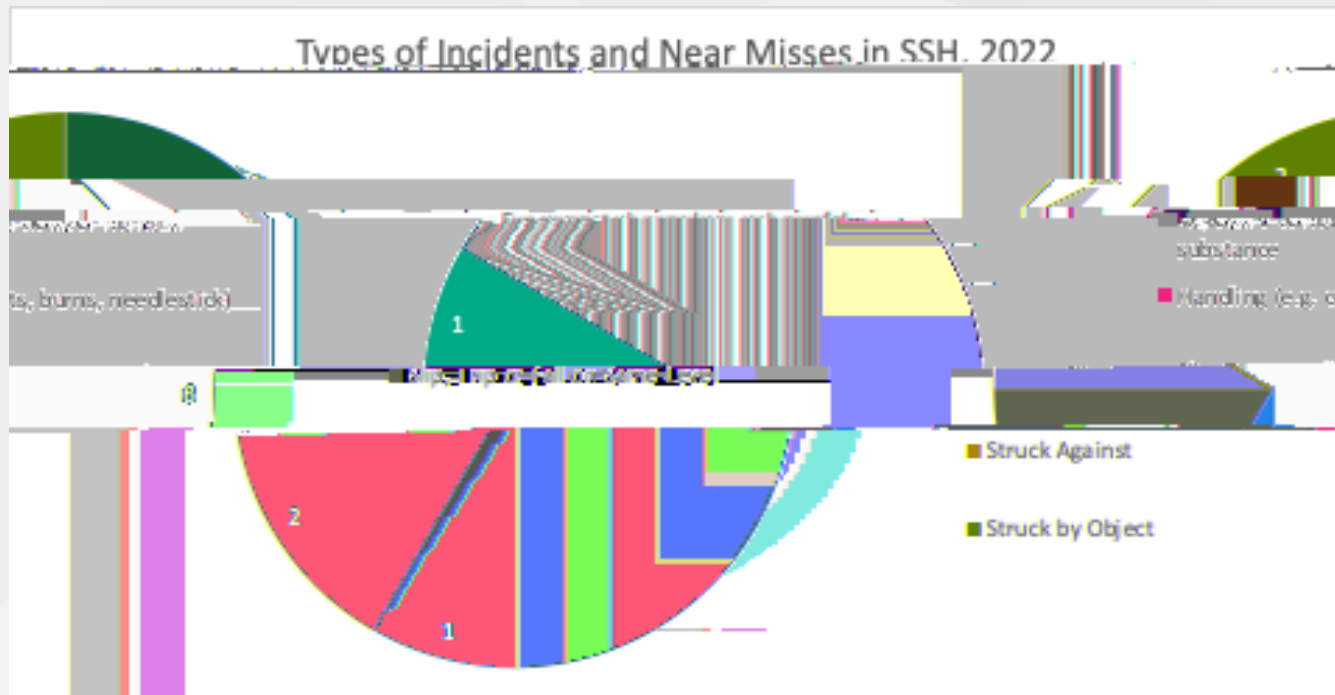
SSH = 12% of all incidents reported by Schools.

SSH



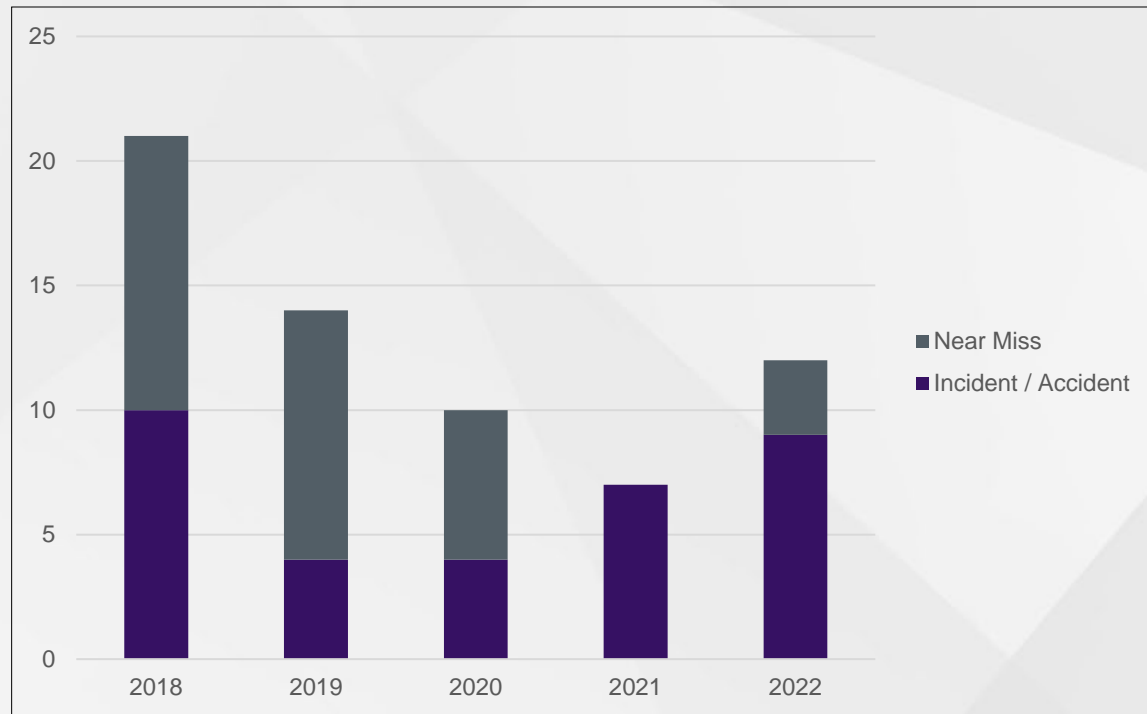
# Incidents Data 2

A large amount of our incidents are from Exposures to hazardous or harmful substances (50%).



# Incidents Data 3

As we have more and more staff/students return to campus, the number of incidents has gradually increased. However, our near miss have reduced over the 5-year period.









# Leadership activity

- HSE Committee is chaired by the Dean 4 times each academic year.
  - Leadership from the Dean and Head of Operations.
  - All 5 Heads of Divisions and, Director of People and Culture.
  - Lab Manager
- Director of People and Culture is a Wellbeing Champion



# Areas of Focus / Development

- Expand numbers of staff completing Training Courses



# Environmental KPIs

- Only specific environmental incident relating to SSH in the last 12 months occurred (Jan 2023).
  - High Severity Near Miss (as mentioned in slide 4)
- Focus of SSH is on:
  - CAP
  - WARPit
  - LEAF





# Significant Achievements / Practices that Other Areas Could Learn From

- Wellbeing
  - Dedicated intranet site for staff to access all School information, guidance and all staff news items
  - A range of activities and further work focused on ensuring wellbeing and EDI in the School



Questions?



# HSE Committee School and Professional Service Progress Update DCA

# Introduction to School or Professional





# Main Risks Identified in Risk Register

- Loss of power to campus or building
  - Data loss, Bio Materials loss / hazards
- Loss of IT Systems / communication
  - Inability to deliver Teaching or Research
- Bespoke Research Equipment
  - Risk Assessments and a sign off by a senior person before use
  - Injury / claim based on non-adherence to policy/process.
- Waste, Emissions and Discharge
  - Storage of chemicals, disposal of textiles- and print-related materials (especially around Degree Show)
- Staff Mental Health & Wellbeing
  - Some staff experiencing stress at work which has an impact on productivity and activity



# Details of any significant Incidents or Near Misses in the last Year and Response to those Incidents

High Severity Incident - March 2022

While weaving on the doobby loom the student used a sewing pin to hold extra yarn to the cloth, which is usual practice, and the pin dug into their knee. Pin punched the skin and then ripped two small holes when coming out. Both holes where very deep and bleeding consistently. Student required stitches due to the severity of injury.

High Severity Near Miss - August 2022

Fire exit locked, unable to open from the inside.

High Severity Incident – October 2022

Student hit by a car on the road whilst crossing from the Design School side of Epinal Way, to the Edward Barnsley building. An ambulance was called and the student was taken to hospital. Student was conscious and could walk with assistance. Injuries required student to stay at home for a few days.



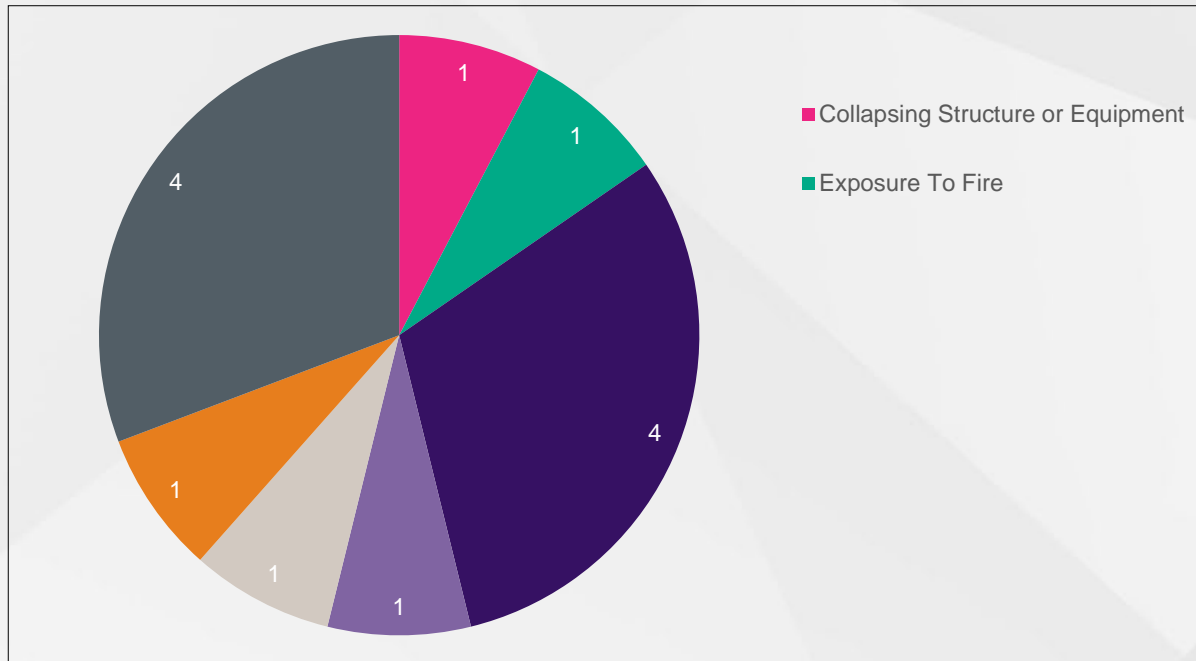
# Incident Data

The following chart shows the number of Incidents (purple) and Near Misses (Grey) in SDCA for the last three years. The ratio of Near Misses reported compared to Incidents is lower than we would typically expect to see

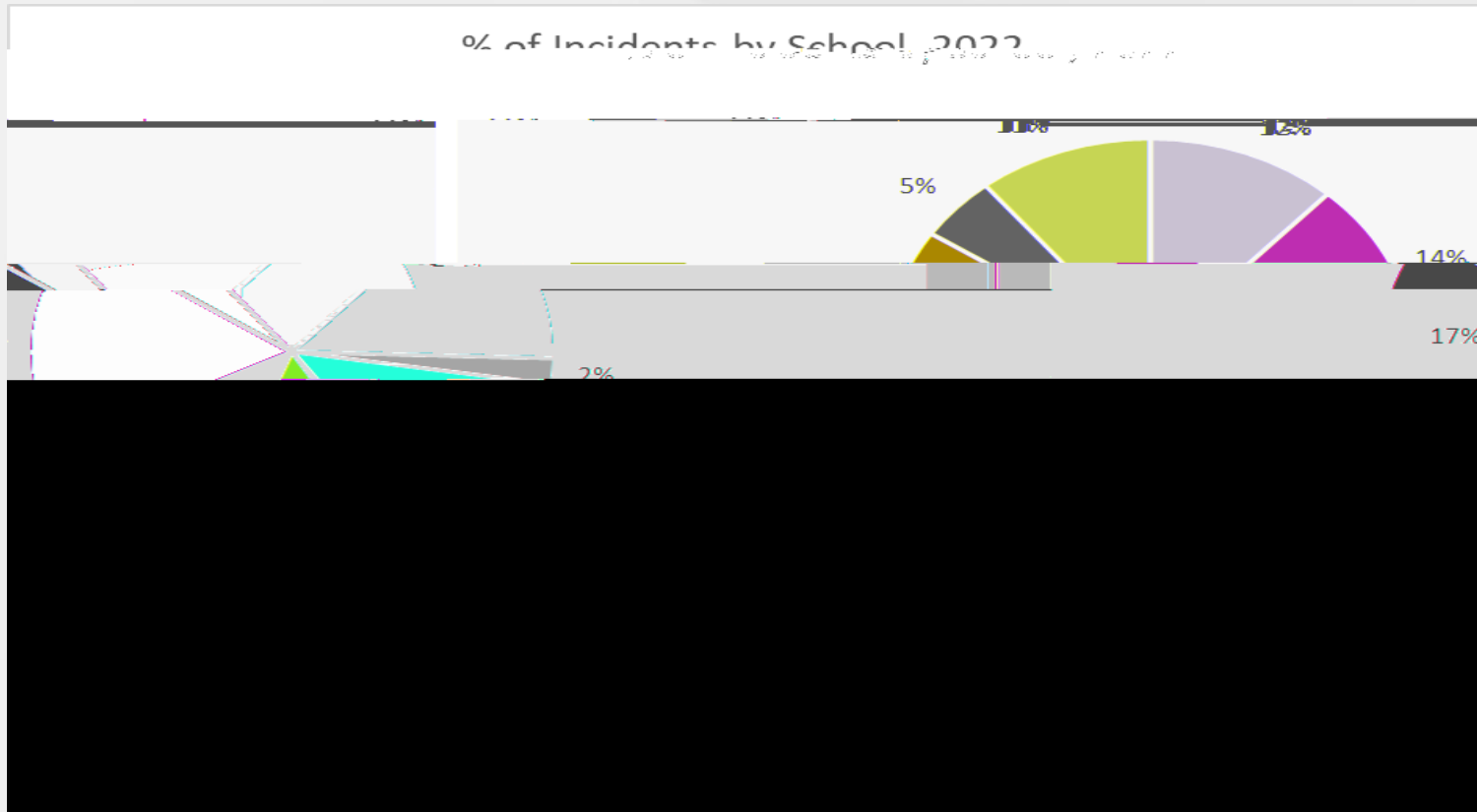


# Incident Data

- Types of Incidents and Near Misses in SDCA, 2022



# Incident Data



Overall SDCA incidents account for 12% of all the incidents reported by Schools.



# Incident Data

SDCA reported 61 incidents per 1000 FTE. This is higher than the average of 53.970.









# Leadership/Training activity

- Leadership training undertaken
  - • NEBOSH General Certificate in Occupational Health and Safety
  - • IOSH – Managing Safely
  - In addition to these our Tech team have completed multiple training events on related subjects such as Legionella, First Aid, PUWER, Non-



# Progress on Health

- Main risks
  - Air quality/allergens in Textiles Workshops from fibres
  - Blinding light through some windows in Design School causing migraines for some staff
- Health surveillance
  - Student issue resulting in face fit mask to be worn
- Areas of progress / concern on health and wellbeing
  - Staff stress levels around workload and feeling valued/included, which is being addressed through whole School events/discussions



# Environmental KPIs

Org	Date	Who	Details	Incident	Harm	Type	Risk
LDS	03/23	Student	<p>When marking the coursework for DSC006. It was noticed that the students had purchased a diode laser to use as a break beam within their project. The laser is of unknown classification and has not been tested. The risk of harm is unknown. According to the student report, the laser was purchased from here:</p> <p><a href="https://www.amazon.co.uk/gp/product/B091FHTPZP/ref=ppx_yo_dt_b_asin_title_o03_s00?ie=UTF8&amp;psc=1">https://www.amazon.co.uk/gp/product/B091FHTPZP/ref=ppx_yo_dt_b_asin_title_o03_s00?ie=UTF8&amp;psc=1</a></p>	Near Miss	Exposure to hazardous or harmful substance	Radiation	Low
Fine Art	03/23	Student	<p>I was contacted by 2 students who had been working in one of the fine art studios and reported that there had been a chemical leak, when questioned they stated that it was gas and liquid escaped from a fridge. I sent them to see the departmental safety officer and told them to come back to me if they weren't there. The departmental safety officer was in a meeting so I phoned through the incident to security.</p>	Incident/Accident	Exposure To, Or In Contact With, A Harmful Substance	Chemical	Medium



# Main Environmental Risks Identified

- Epinal Way continues to be a hazard for students moving between buildings
- Hazardous Materials (kilns, management of stocks, materials and Workshop equipment)
- Creative Arts site is not energy efficient, nor is it fully accessible
- Climate-controlled rooms in James France Building which potentially may be of risk if not enough oxygen or exposure to high temperatures



# Progress in Managing Issues Identified

- Ensure H&S mandatory training is taken up by more staff
- Ensure training and continuous monitoring is given to new starters and students in Workshops
- SLT action following Staff Survey data analysis, to mitigate staff anxiety relating to work activity and culture
- 



# Significant Achievements / Practices that Other Areas Could Learn From

- Asset register
  - Given clarity to AED and FM
- Changing cultures to embed the significance of H&S [raising awareness]
  - supported by external presentation. Shared School wide.
  - H&S will be a standing item on every committee
  - We do not work in isolation – work with HS&E and invite their input.
  - Ops manager and SSO sit on central H&S committees
  - Updated JD's for technical staff are explicit regarding H&S responsibility.
  - Increased placement activity supported through central resource.
- LDS utilises in house safety experts and practitioners to advise and support effective School safety management
  - (areas of expertise – DSE compliance, OH, Ergonomics/Human factors)
- Potential to extend critical independent sign off arrangement for bespoke research equipment across whole institution





## Consolidated Health, Safety and Wellbeing Report

Origin: Professor Neil Budworth, Director of Health, Safety and Wellbeing

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To note areas of risk and actions identified

### Executive Summary

This is a summary report of issues and actions relating to Health, Safety and Wellbeing

### Other Committees Consulted

None

### Equality Diversity and Inclusion Considerations

The report identified a recent case reported in the press regarding employers' duties towards those with Epilepsy. This is relevant to the University.

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Subject area / Statement





Morrisons have recently being fined £3.5 million for failing to

the Occupational Health Team will develop a proposed response.

auditors were complementary of the University's approach which differs from that used in most of the sector.		
Training has been provided to key staff on the regulatory framework surrounding the use of drones.		

Technical / Scientific





# Snow and Ice Clearance Policy

## Responsibilities

Between November and March, the campus is at risk of snow and ice.

Estates & Facilities Management (EFM) Grounds and Gardens team will do their best to

During snow/ice there is a risk of slipping, tripping, or falling in internal areas due to wet flooring. Building users should monitor the floor and carry out additional mopping or use additional matting. Where necessary domestic services should be contacted to ensure that the area is made safe.

Snow and ice clearance outside of the campus is not the responsibility of the University and staff, students, tenants and visitors are advised to take care when commuting to/from campus.

### Priorities

Due to the size of the campus, it is not possible to grit all areas, and pedestrians should ensure that they only use gritted pathways. Secondary paths will not be gritted, and pedestrians should use the main pathways during snow/ice.

The campus has been divided into 5 areas which will be gritted by different teams. Within these areas gritting will be prioritised based on risk, which will impact the response times for gritting. A detailed map of these areas can be found in Appendix A.

1. Main roads the main campus road from East to West entrances will be followed by Towers Way and East Park Link Road and Margaret Key Road (Large Tractor with Gritter)
2. Main paths, the main campus path from East to West entrances will be followed by Towers Way and East Park Link Road and Margaret Key Road (Smaller Tractor with Gritter)
3. Main car parks (where access is possible) (Gator Mounted gritters (x2))
4. Steps & Path Inclines (Hand spreading)
5. Remaining paths & car parks
6. Responses to phone calls
7. Any remaining areas

The entrances to buildings are the building-user's responsibility and they should ensure that these are kept clear from snow/ice so that safe access can be maintained.

The team will endeavour to grit all main roads and pathways by 12 noon on weekdays.

### Equipment

All equipment will be maintained as per the manufacturer's instructions.

All equipment will have a visual inspection and thorough test in October and any faulty equipment will be repaired/replaced.

Where suitable roads and carparks will be gritted using vehicle-mounted spreaders.

Areas that are inaccessible with the vehicle-mounted spreaders will be treated with manual walk-behind spreaders.

Where it is not possible to use manual walk-behind spreaders grit will be spread by hand.

Grit bins will be located throughout the campus, locations can be found on Appendix A. Grit bins will be filled regularly throughout the winter by the grounds & gardens teams.

All equipment should be thoroughly cleaned between each period of snow/ice to prevent deterioration.

## Gritting Procedure

Weather conditions will be monitored throughout the winter months by the sports grounds or gardens manager.

The Met Office Website will be used to monitor the local forecast at 12:00 each day to determine whether snowy/icy conditions are expected the following day.

When the temperature is expected to drop below 0°C or snow is forecast they issue instructions to the sports grounds and gardens teams to cease their normal activities as soon as it is safe to do so.

All staff will commence gritting as soon as possible and report back to management once it has been completed.

The out-of-hours team will be informed of any remaining areas e.g. car parks which are to be gritted outside of normal working hours.

Security will be informed of the out-of-hours rota.

Should further gritting be required outside of normal working hours security will follow the on-call procedure.

At 8am when grounds & gardens staff arrive on site, they will assess footpaths and car parks and carry out further gritting as required.

## Snow Clearance

Where there is heavy snowfall and grit has been ineffective and there is more than 5cm snow on the ground the team will be instructed to carry out snow clearance.

A snow plough will be used to clear snow from the main University Road.

The main University footpath will be cleared by hand using shovels.

## Limitations

The department will do their utmost to make campus as safe as possible in snowy or icy conditions, however there are limitations to the effectiveness of grit so they cannot guarantee safe pedestrian or vehicle routes. This is because:

- x Grit takes time to become effective and requires vehicle/footfall to work into the snow.
- x Grit will not work in severe cold weather (below -8 °C).
- x Gritting cannot be carried out when it is raining so pre-emptive grit



In the event of exceptionally severe snow/ice it will be up to the Senior Management Team to issue warnings, guidance and/or determine whether the campus needs to close for normal operations. Communications should be distributed to staff, students and tenants warning them of adverse weather conditions and any precautions they are expected to take in addition to this policy.

Whilst an out-of-hours call out rota is in place for snow and ice clearance it is only possible for the main campus roads to be gritted outside of working hours. Therefore, if conditions occur between 16:00 and 08:00 or over weekends full snow/ice clearance cannot take place until the next working day.

### Reporting and Escalation Procedures

Where there is an unforeseeable change in weather conditions or there are high-risk hazardous areas during the working week (Monday-Friday 08:00 to 16:00) this must be reported immediately via the Estates and Facilities Management Helpdesk on:

01509 222121

Requests for snow/ice clearance and gritting must not be raised via Archibus.

Outside of working hours, including weekends, where pre-emptive gritting has not been possible any snow/ice should be reported to security on:

01509 222141

Accidents, incidents and near misses because of snow/ice must be reported immediately at:

[Assure - Portal \(sheassure.net\)](http://sheassure.net)

This includes any slips, trips, falls whether they result in injury or not, traffic incidents, damage to property and situations that could result accident or injury. You should provide as much detail as possible including the exact location, description of the incident, names of any witnesses and take photographs where it is safe and appropriate to do so.

## HSE Committee – Committee Effectiveness

Origin: Secretary

### Action Required:

Consider the results of a survey of members views on the effectiveness of HSE Committee.

### Executive Summary

Following a request by Governance and Nominations Committee, HSE Committee agreed (M22/42.2) to carry out a survey of members' views on HSE Committee's effectiveness. An online survey was carried out in late April 2023, and a summary of responses is provided below.

### Other Committees Consulted

N/A

Equipped with the necessary resources to ensure the safety of the community and the environment. The committee will continue to work with the community and the environment to ensure the safety of the community and the environment.



A member proposed that all of the Committee's meetings should be in person to provide members with the opportunity to interact. The Committee currently meets in person once a year and meets via Microsoft Teams twice a year.

### EDI Objectives

Members suggested the following ways to enable the Committee to support the University's EDI objectives:

- x Make members aware of the Committee's current practice in relation to the University's EDI objectives and how this aligns to the new strategy led by the PVC(EDI).
- x Ensure EDI impact assessment exercises are completed for major policy changes.
- x Regularly review membership to ensure parity of gender, ethnicity and protected characteristic.
- x Review whether individual members can be representative of minority characteristics, and not just representative of Departments and Schools.
- x Ensure that the paper template is inclusive, egs. whether screen readers can be used, and whether the paper colour or font size can be changed.
- x Provide an option for members to talk through the papers with someone if the paperwork is a barrier.
- x Ensure that members are given time by their line managers to read the paperwork.

### General Points

The responses included some from new committee members who felt ill-equipped to respond to some of the questions and who were challenged by the size of the committee pack. One appreciated the various presentations at meetings.

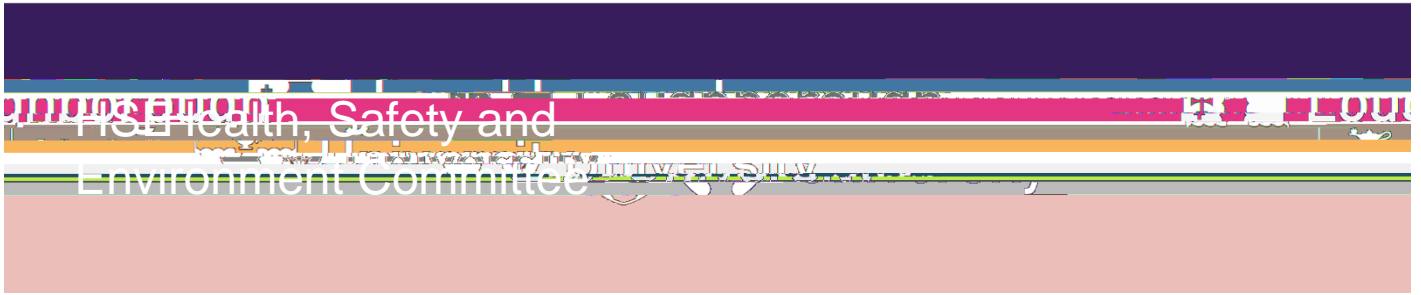
One respondent commented on the format of the survey. A number of questions only permitted a 'Yes/No' answer and did not allow members to convey that their answer applied for only some of the time.

## Survey Questions

1. Is the Committee's purpose clear? Y/N
2. Is the Committee considering the right items to fulfil this purpose? Y/N
3. Opportunity to expand on answers to 1.and 2.
4. Do you find the papers easy to work with? Y/N
5. Do the papers provide the right information in a usable format, and help you to understand what is expected of you at the meeting? Y/N
6. Are there any improvements the Committee can make around communication of decision? Y/N
7. Opportunity to expand on answers to 4.,5. And 6.
- 8.



campus posing an environmental risk identification and removal of  
should they be spilled/transported.



## Incident, Near Miss and Fire Data

Origin: Professor Neil Budworth, Director of Health, Safety and Wellbeing

Action Required:

To note analysis

### Executive Summary

This paper is an analysis of incidents and near misses. The Health, Safety and Wellbeing Service use this data to target activity.

### Other Committees Consulted

None

### Equality Diversity and Inclusion Considerations

None



## Incident, Near Miss and Fire Data

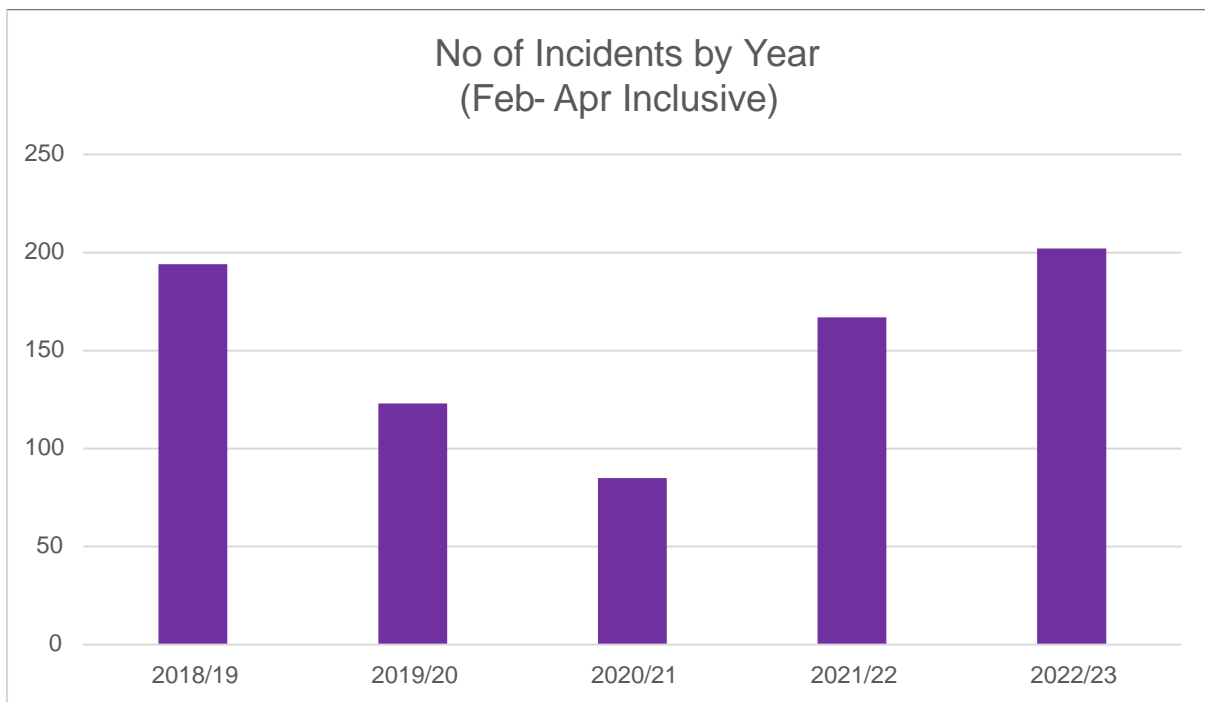
### Serious Incidents

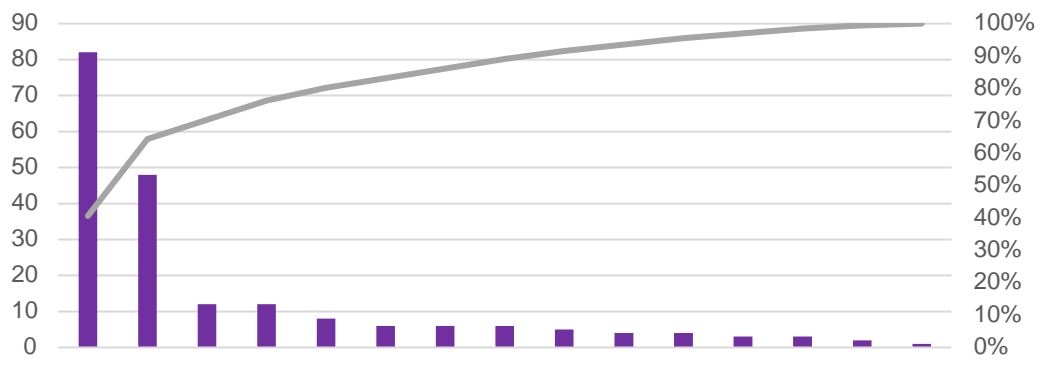
There were 2 RIDDOR reportable incidents in the reporting period.

HSE Ref	Date	Org Unit	Accident Type	Type of RIDDOR	Summary
1319FBBDB1	13/02/2023	Chemistry	Handling (Cuts)	Injury to nonworker taken directly to hospital for treatment	Student was cutting glass slides using a glass cutter. Student tried to snap the middle of the slide and it slipped out of his hand and cut his knuckles.
8E14BA817D	07/02/2023	Catering & Retail	Lifting or Carrying (Sprain)	7 Day Work Related Incapacitation Injury	While lifting a gastro tin which had food in Mohammed felt a pop in his left wrist, which left to a slight swelling to his left wrist, and couldn't close his left hand

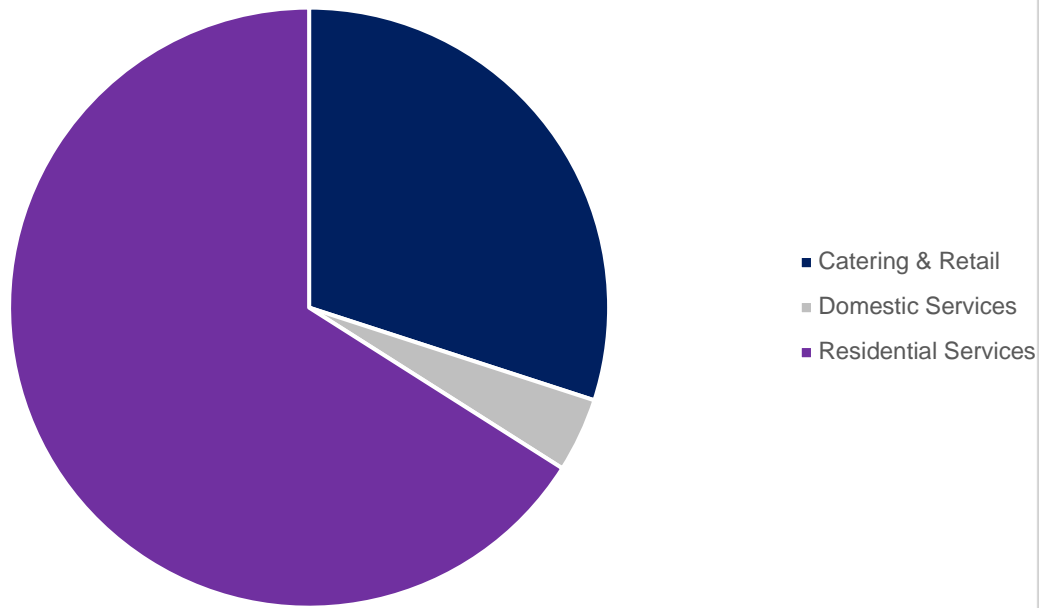
There were no Incident Review Panels.

### Incident Data and Graphs (excluding Fire Alarm Incidents)

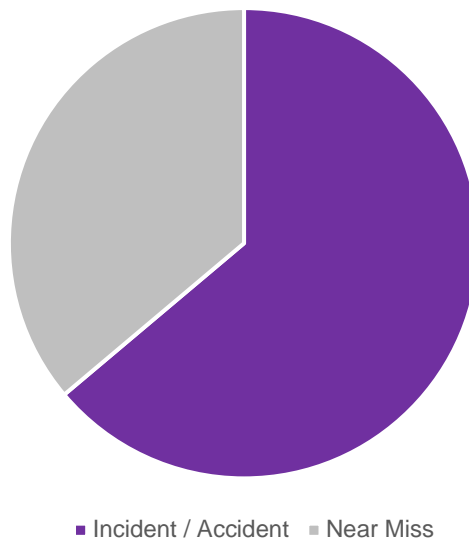


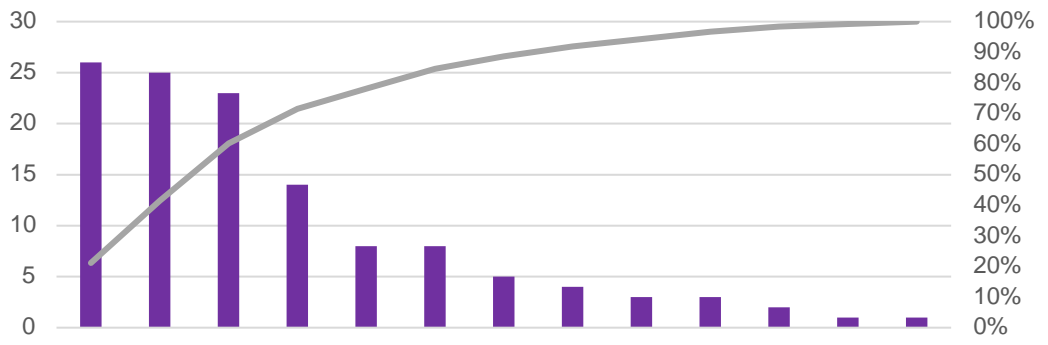


### Breakdown of Incidents in Catering, Domestic and Residential Services (Feb-Apr Inclusive)

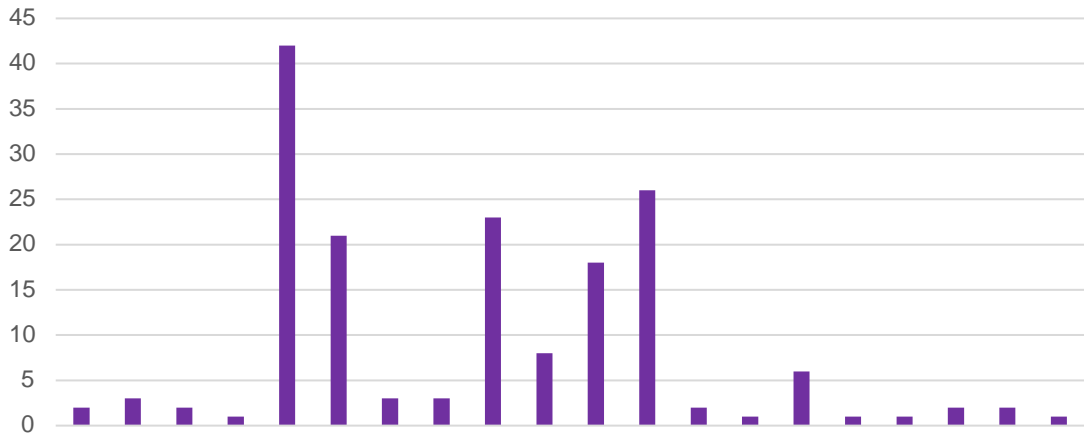
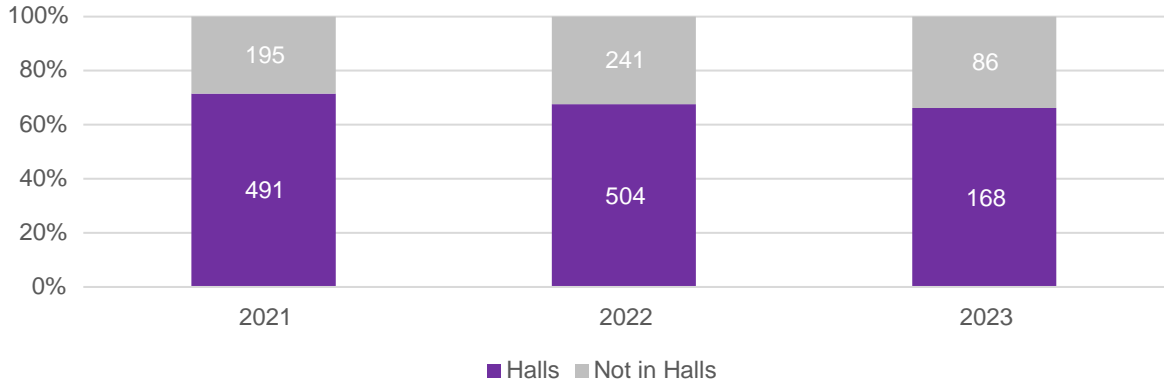


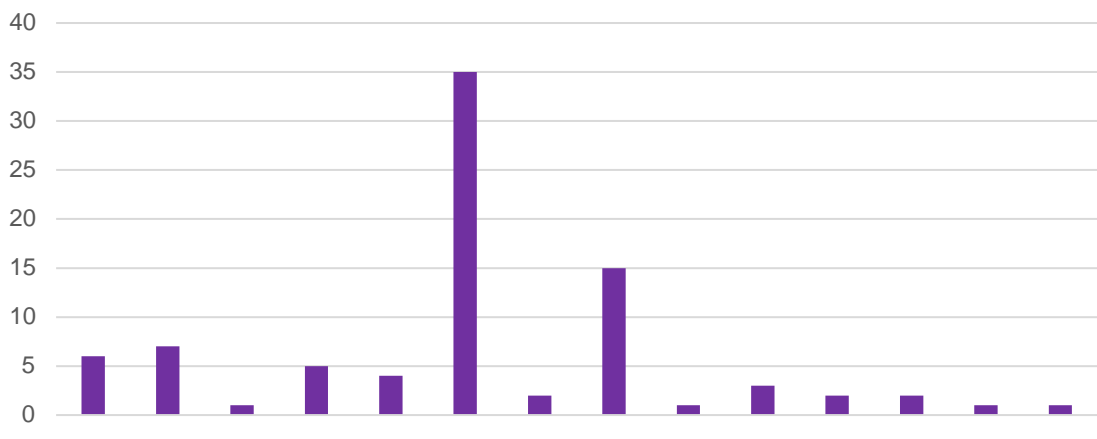
### Profile of Incident Types Near Miss v Accident (Feb-Apr Inclusive)





Split of Fire Alarm Activations in Halls and Not in Halls by Year  
 (Full 2021, 2022, Jan-Apr 2023 Inclusive)





### Analysis of Fire Alarms for the reporting period, last 5 years

