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Chris Linton (ab), Rahul Mathasing, Graham Moody, Chris Rielly, David
Taylor (Acting Chair).

Nick Clifford, Liz Fowkes, Richard Harland (for 18/37), Manuel Alonso a
Julie Turnh(/)-64 (18)()J-24 .(an7d[M)15.6 (f)-117 4 18)10./0 Td[M)15


SAF18-M2

The minutes of the previous meeting held on 6 June 2018 were CONFIRMED.

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

36.2 The following were NOTED in particular:

- (i) Arising from 18/19.2(i) the Exit Policy would be progressed as part of the People Strategy.
- (ii) Arising from 18/19.2(ii) an update would be sought on progress in creating designated smoking areas on the University's estate on the Loughborough College site.
- (iii) Arising from 18/29.3 the suite of mandatory courses and use made of records of completion of the courses would be considered as part of a review of mandatory processes.

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- 37.1 The Committee received a presentation by the Dean on health, safety and environment arrangements in place in the School of Social Sciences.
- 37.2 The School had listed lone working as one of its potential risks. Supervisors were seen to be key players in the enforcement of lone working policies. The School was invited to contact staff in the School of Aeronautical, Automotive, Chemical and Materials Engineering to learn of its effective lone working policies and the penalties imposed upon members of the School who flouted the policies. The HSR Manager would also convene a meeting for interested Schools to discuss and promote best practice.
- 37.3 Members noted potential new risks for the School arising from staff pursuing new, more challenging areas of research. These included travel to higher risk (l)2.6 o.2 12.9 (s)8a4lsSR ar(ac)8.o.2 12

Presentations by Schools and Professional Services
Architecture, Building and Civil Engineering
Facilities Services
Loughborough Design Services
Wolfson School of Mechanical, Manufacturing and Electrical Engineering - *February 2019*

Substantive Additional Items
EMS ISO 14001 2015 Standard – new requirements - *February 2019*
Occupational Health Annual Report - *February 2019*
People Strategy (including Exit Policy) - *February 2019*
Smoking Policy – *February 2019*
Strategic Review of Future Biological Needs and Requirements

40.1 The Committee received the Health and Safety Services Annual Report and agreed the plan of work for 2018/19.

40.2 The following points were noted in particular:

- (i) Good progress had been made over the previous year, with some activities receiving external recognition;
- (ii) The introduction of an electronic incident reporting system in 2017 had resulted in a rise in the number of reported accidents as predicted;
- (iii) A review of fire safety had provided reassurance that fire risks were being well managed and that the evacuation procedure was appropriate;
- (iv) In the next year the Service would carry out research to establish how it could increase engagement with the academic community;
- (v) The Service's key concerns were levels of technical compliance and a need to identify best practice in engaging with the academic community.

The following reports were RECEIVED:

- (i) Sustainability Annual Report
- (ii) Sustainability Manager Report
- (iii) Radiation Protection Report
- (iv) University Fire Officer's Report
- (v) Incident Report
- (vi) Insurance Claims Report

The Committee ENDORSED the University Environmental Policy.

Arising from M18/23.3 the Committee APPROVED the updated Health and Safety Policy.

The Committee APPROVED a new Biological Safety Policy.

The Committee APPROVED an updated version of the existing Policy for the Management of Asbestos.

The Committee APPROVED changes to the Ionising Radiation Policy.

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

- (i) Chemical Safety Committee (6 June 2018)
- (ii) GM/Biosafety Committee (22 June 2018)
- (iii) Radiological Protection Sub-Committee (17 August 2018)

55.1 The Committee noted a request by the School of Science's Health and Safety Committee for smoking to be prohibited in more areas of the University and for there to be more designated areas where people may be permitted to smoke in order to discourage smoking in prohibited areas.

55.2 Members noted the arguments for and against a total University smoking ban, the difficulties of enforcing such a ban and general reluctance amongst the University community to challenge individuals who smoke in prohibited areas. They noted that this inaction could result in people smoking in public areas or could drive smoking underground, resulting in the danger of smoking in an area where a source of ignition could cause significant damage. Aside from the impact on the individual and others of smoking and the health and safety risk, smoking in public areas was seen to be detrimental to the image of the University.

55.3 Members noted that existing designated smoking areas were small and could benefit from more prominent signposting. They also noted that future initiatives to discourage smoking should be accompanied by the provision of information to encourage smokers to give up smoking.

55.4 The Committee agreed that the Smoking Policy should be a substantive item on the agenda at its next meeting. The following actions were agreed:

- (i) the existing policy should be reviewed