



9 December 2020

Present: Professor David Cardwell, (**Chair**), Dr R Henderson, Acting Head Department of Pharmacology. Dr Tamsin O'Connell, Department of Archaeology, Dr Mick Mantle, Department of Chemical Engineering. Jessica Gardner, University Librarian, Dr M Vinnell - Director of Health and Safety, Ms Emma Rampton, Registry, Ms Andrea Hudson – Interim Director of Human Resources, Dr Caroline Edmonds, Secretary of the School of Clinical Medicine, Mr Philip Rule - Acting Head of Estates Facilities. Mrs Dee Vincent, Governance and Compliance Division (minutes).

1. Welcome and Apologies

The Chair welcomed back Dr Robert Henderson to HSEC, following his sabbatical leave.

1.2 Apologies

Gary Moss, Director of Estates Operations, Graham Matthews, Director of Estates Division, Dr Richard Sandford, Department of Pharmacology, Dr Graham Christie - Lecturer Chemical Engineering

2. Minutes of the Last Meeting

The minutes of the meeting held on 4 June 2020 were approved, subject to the following addition. Item 6: CCFS minutes should read: *"draft letter template – water safety"*.

The Committee agreed that the draft letter is circulated with the December HSEC minutes.

Action: Dee Vincent

3. Matters arising

There were no matters arising.

Principal Business

4. Compliance Update

The acting Head of Estates Facilities introduced the paper and provided an update on progress since the last meeting. The Committee noted that improvements had been made and asked for clarity on the compliance figures given in the circulated report. The Acting Head of Estates Facilities explained that the charts within the report show the activities undertaken to correct compliance arrangements. The Committee were assured that the building compliance dashboard of 85% was the current position with regards to overall compliance.

The Chair reminded the Committee that two years ago a target of 85% compliance had been considered aspirational, the fact that this target had been reached is an achievement.

The Chair explained that a Buildings Management group had been established during the first lockdown. The Buildings Management group has broad representation from across the University and is responsible for the reopening and closing of buildings and looking at safe working environments for employees. The Committee recognized that managing risk in partially occupied buildings is a concern especially with reduced occupation levels overall and noted that shared buildings housing multiple departments may require extra attention.

The Committee were informed that work relating to Service Level Agreements had been put on hold, the work will recommence during 2021.

The Committee were satisfied with the level of progress made on the compliance programme

5. HSE and Other Enforcement Agency Actions, Visits and Information:

The Director of Health and Safety reported that a reduced number of inspections had taken place during 2020. The Environment Agency conducted a routine inspection of the MRC Toxicology Unit in Leicestershire. It was also noted that Counter Terrorism Security Advisers had made routine onsite visits to the University during August and October 2020, no issues were raised following these visits.

The Committee were advised that all staff are able to independently contact the Health and Safety Executive (HSE) with concerns relating to inadequate Covid secure measures. It was noted that the HSE had not received any comments from staff.

The Committee expressed its gratitude to the Health and Safety team for the efforts made to ensure Covid security.

6. Consultative Committee for Safety: (CCFS)

The Committee received and approved the minutes of the CCFS meeting held 17 November 2020, the meeting was held via Zoom.

7. Purchase of an X-ray Generator:

The Director of Health and Safety reported that a request for a financial contribution towards the purchase and installation of an X-Ray Generator for animal use had been received. This would be used in replacement for a now removed sealed source irradiator

It was noted that the purchase of an X-Ray generator has ongoing and longer term financial benefits when compared to a sealed source irradiator for compliance, security requirements and disposal costs. The Safety Office has a Managed Fund for radiation costs, which has included a contribution to the disposal of irradiators. The Director of Health and Safety has explained to the staff requesting the contribution that UBS historically does not contribute towards the costs of equipment purchases or any associated costs and currently the reserves of UBS are not able to contribute.

Following further discussion, the Committee supported the purchase but did not want a precedent set. It was therefore agreed that the Director of Health and Safety draft the scope of the Agreement ensuring that it restricts any future contribution to negate the precedent. This will be sent to the Registry for final approval.

Action: Director of Health and Safety

8. Audit Report:

The Director of Health and Safety reported that the auditing function had now been transferred to the Safe Space team. The Committee were informed that staff across the University have commented on positive interactions with the team.

The Audit programme, which includes management auditing; management systems; chemical waste; radioactivity and biological audit, will restart in 2021.

9. Safety Report:

9.1 The Director of Health and Safety provided the safety report. HSEC were advised that an independent review of the Safety Office had been commissioned. The review will look at administration, governance systems, operations and management structures with the aim of improving efficiency.

9.2 The Director of Health and Safety reported that the annual requirement to train postgraduate students before they enter laboratories had moved online. The feedback received was largely positive.

The intention of the safety office is to move back to blended learning and in person training. The Safety Office have estimated that up to 60% of safety training can move to online platforms.

10. Any Other Business:

There was no other business to report.

11. Date of next meeting of the HSEC

Wednesday 10 March 2021

Time: 14:00 – 15:30

The meeting will be held by Zoom