



SAF25-M1

Minutes of the Health, Safety and Environment Committee held on Wednesday 5th February 2025

Attendance

Members:

Sola Afolabi (ab), Elliott Brown, Neil Budworth, Joni Carter-Hendrickson, Alec Edworthy, Graham Howard, Liz Monk, Graham Moody, Indie Nagra, Valerie Pinfield, David Roomes (ab), Jagjit Samra, Alex Stacey-Midgley (ab), Luke Stott, Richard Taylor, Rachel Thomson (Chair).

In attendance:

M Ashby (Secretary), Charlie Wheeldon for M25/4 and M25/5, Rob Sparks for M25/6, Matthew Hammonds for M25/7, Julie Turner for M25/11 and M25/14, James Holt for M25/13, Oliver Preedy for M25/14

Apologies:

Sola Afolabi, David Roomes, Alex Stacey-Midgley

25/1 Minutes

SAF24-M3

The minutes of the meeting held on 2nd October were APPROVED.

25/2 Matters Arising from Previous Meetings

SAF25-P1

- 2.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 2.2 Arising from M24/29.2 *Sustainability Committee Composition and Membership*, members noted that governance of sustainability would in future fall within the remit of Infrastructure Committee. Therefore, Sustainability Sub-Committee would become a sub-committee of that committee. However, some aspects of sustainability relating to environmental compliance would continue to be considered by Health, Safety and Environment Committee.
- 2.3 Arising from M24/39.5 *Critical Risk, Strategy, Control & Compliance: Stress and Mental Wellbeing*, the Director of Estates & FM would pursue progress in the consideration of difficulties experienced by staff who held more than one role within the University, or a University role and another role outside it. **ACTION: Director of Estates and FM to provide an update**
- 2.4 Arising from M24/48 KSA, members noted that there had been a number of developments since the October meeting and agreed to close the item.

25/3 Operation of HSE Committee

SAF25-P2

- 3.1 The Committee considered the current arrangements for its operation and discussed whether a consultation exercise should take place to consider alternative modes of operation. Members noted, in particular, a proposal to change the way in which the health, safety and environmental arrangements that were in place in Schools and Professional Services were scrutinised.
- 3.2 The Committee agreed that the consultation exercise should take place and that conclusions from the exercise should be considered at the May meeting. **ACTION: Director of HSW**

25/4 Health, Safety and Environment Update: Student Services

SAF25-P3

- 4.1 The Committee RECEIVED a health, safety and environment update from the Director of Student Services.
- 4.2 The Director of Student Services stated that space reduction had resulted in greater sharing of appointment spaces. The arrangement was proving challenging for staff as there was insufficient capacity for demand. Student Services may wish to submit a request for additional space to the Space Management Sub-Committee. **ACTION: Director of Student Services**
- 4.3 The Student Support Team on the London campus now reported to Student Services and was seen to be part of the Student Services Team. London campus student support data was recorded separately.
- 4.4 HSE Committee commended staff in Student Services for the way in which they responded to a wide range of often very challenging situations.

25/5 New Safeguarding and Prevent Sub-Committee

SAF25-P4

- 5.1 HSE Committee considered proposals to create a new sub-committee of HSE Committee, the Safeguarding and Prevent Sub-Committee. The new governance structure had been proposed by the Safeguarding Working Group following an effectiveness audit of the University's current provision.
- 5.2 Members were informed that the University employed under-18s in a number of areas, and in particular in Campus Services in hospitality and as cleaners. Under-18s were employed as technical apprentices in some Schools, and LSU also employed some under-18s. Arrangements were often put in place locally to safeguard these members of staff where their age was known. However, under-18s were not currently flagged by HR, so supervisors were not always aware of their age. Occasionally, where an under-18 staff member's age was known to the supervisor, the individual did not want to be singled out for special treatment. There was a similar situation within the student population, where under-18s often wished to be treated in the same way as other students.
- 5.3 Members noted the additional difficulty encountered when making arrangements for under-18s. For other categories of staff and students, their status tended to remain constant during their time at the University whilst under-18s would move out of this category once they became 18. This might require a further adjustment by staff who came into contact with them.
- 5.4 Student Services planned to roll out mandatory safeguarding training across the University in order to provide a safe and secure environment for all colleagues, students and visitors to the University. Staff who were more likely to come into contact with under-18s would receive enhanced training. The new Sub-Committee would identify these groups of staff.
- 5.5 HSE Committee approved the establishment of the new sub-committee. It agreed that the sub-committee should explore these issues with a view to identifying the areas where under-18s tended to be employed and encountered by staff and considering changes to current practice to ensure that safeguarding arrangements were in place in these areas. **ACTION: Director of Student Services**

25/6 Health, Safety and Environment Update: Estates and Facilities Management

SAF25-P5

- 6.1 The Committee RECEIVED a health, safety and environment update from Estates and Facilities Management on areas of its activity with the exception of Campus Services, Catering, Domestic and Residential Services. A report from this area was expected at the October meeting.
- 6.2 The following were noted in particular:
- (i) the Estates and FM Safety Road Map was considered to be good practice.
 - (ii) a paper was to be submitted to SPaRC exploring ways to address current challenges in recruiting to Engineering, Maintenance and Sustainability posts.
 - (iii) the Estates and FM leadership used a range of contact methods to provide staff with health and safety training and to ensure compliance with health and safety requirements.
 - (iv) more than 600 safety tours had taken place in the previous year, and quality assurance processes were in place to check on quality of the tours on a regular basis.
- 6.3 The 'Average Score' column in the Areas of Focus/Development slide was coloured 'red' giving the impression that performance was a matter for concern in all cases, which was not the case. The presenters were encouraged to change this element of the tables. **Action: Director of Maintenance, Engineering & Sustainability**

25/7 Sickness Absence Reports

- 7.1 The Committee RECEIVED a verbal update from the Director of Human Resources on progress in developing sickness absence reports.
- 7.2 The Workforce Systems Team had engaged in additional Business Objects training to allow it to undertake greater analysis. A paper on the development programme for the Itrent system was due to be submitted to SPaRC in February. The likely timescale for completion of the work was 18-24 months, as it would require a complete review of HR processes across the University and how they fed into the system.
- 7.3 The sickness absence reports that were made available to managers were welcomed and were said to have facilitated return to work discussions in some areas. However, members noted the delay in providing the reports which meant that managers received the reports some time after the period which the reports covered.

25/8 Director of Health, Safety & Wellbeing Update

SAF25-P6

- 8.1 Members RECEIVED a consolidated report from the Director of Health, Safety and Wellbeing on issues and actions relating to health, safety and wellbeing.
- 8.2 The following were noted in particular:
- (i) the water system in Towers continued to be monitored closely. Water filters had been removed and then reinstated. Further flushing and testing was planned for the Easter vacation with the aim of removing the filters.
 - (ii) In relation to fire safety, a new formalised management arrangement had been agreed with Leicestershire Fire and Rescue. In future, there would be a requirement to notify the Fire Service of any changes in arrangements in halls which could impact on fire safety.
 - (iii) the Health and Safety Service was following the case of corporate manslaughter being brought against UK Athletics over the death of a Paralympian so that the University could learn from any findings from the case.
 - (iv) the Safezone system for mass notification of staff and students in the event of a serious incident and for lone worker management was being considered. A proposal was to be submitted for consideration by SPaRC.

- (v) the University was migrating from the current Mental Health First Aider model to a Wellbeing Champions model. Existing Mental Health First Aiders would be able to undertake additional training to become Wellbeing Champions, subject to the support of their Dean or Director.

25/9 Occupational Health and Wellbeing Annual Report

SAF25-P7

Members RECEIVED the Occupational Health and Wellbeing Annual Report for 2023/24. The Occupational Health and Wellbeing Manager was thanked for the report and for the work which the Service was engaged in to support staff, and in particular its success in enabling employees to return to work.

25/10 Climate Change Risk Register

SAF25-P8

10.1 Arising from M47.1, members CONSIDERED the updated draft Climate Change Risk Register. The paper provided an overview of the initial assessment of key risks that would need to be evaluated and mitigated. The list was expected to grow as the University's Sustainability Strategy was developed and the register updated.

10.2 The Committee was informed of planned action by the Sustainability Team with support for some elements from colleagues in other areas of the University including the Health and Safety Service. The Team intended to work with key climate academics within the University to refine future outcomes. It also planned to develop a climate adaptation plan for campus buildings and activities and to develop heat and flood guidance for key colleagues in areas such as events and sport. The Team was encouraged to share good practice with LSU.

ACTION: Sustainability Manager

10.3 The following were noted in particular:

- (i) calculation of the register's 'likelihood' scores was inevitably an imprecise science.
- (ii) the need to factor in climate change risks for planned new builds.
- (iii) the additional challenges faced by residential and manual workers, who were often required to carry out physical work in high temperatures.
- (iv) the impact of high winds on Hollywell Park's power supply.

25/11 Statutory Compliance Key Performance Indicators

SAF25-P9 SAF25-P10

11.1 The Committee RECEIVED updates on statutory compliance key performance indicators and commended the helpful layout of the reports. It noted progress for key areas of statutory compliance and actions relating to areas of concern and, in particular, areas where positive improvement was evident. The compliance status of some areas was not at a level that the Committee would have wished. However, it was reassured that mitigations were in place to resolve or control them as appropriate.

11.2 The University was to migrate from its current Authorising Engineer consultancy for water safety to a new one. Estates and FM were asked to extract existing data before the migration took place.

ACTION: Director of Maintenance, Engineering and Sustainability

25/12 New First Aid Policy

SAF25-P11

The Committee APPROVED the new First Aid Policy and noted that the Health and Safety Service was preparing a communication plan to bring the policy to the attention of staff.

25/13 Building Safety Act

SAF25-P12

- 13.1 The Committee RECEIVED a report on the University's compliance with the Building Safety Act.
- 13.2 Members noted the requirement for two 'principal duty holders' to be appointed and referred to as the Principal Designer and the Principal Contractor. This could have an impact upon the cost of projects, as contractors may need to appoint individuals to take on the Principal Contractor role.
- 13.3 There was now a risk of being issued a notice of contravention if contractors failed to supply 'as built' drawings, including fire strategy drawings in reasonable time to enable Building Control to undertake statutory consultation with local Fire and Rescue Services. This risk would be the same for all organisations, so it was hoped that it would result in an industry-wide change. Estates and FM were encouraged to factor this requirement into timeframes agreed with contractors and to introduce a penalty clause into contracts for situations where contractors failed to provide the drawings in sufficient time. **ACTION: Director of Estates and FM**

25/14 Annual Report on Radiation Protection for 2024 to Council

SAF25-P13

- 14.1 The Committee RECEIVED the Annual Report on Radiation Protection for 2024 and recommended it to Council. The Health and Safety Service was asked to include in the report a reference to the period that it covered, that is, January to December 2024.
- 14.2 The report was APPROVED and recommended to Council.

25/15 Risk Rating

SAF25-P14

- 15.1 The Committee CONSIDERED a recommendation by the Director of Health, Safety and Wellbeing that the University's overall Health, Safety and Environment risk rating should be '2 Light Green - Performance is on track, data suggests no concerns'.
- 15.2 Members noted the significant issues which were listed in the paper, that is, Legionella, fire, and mental health and employee wellbeing. They were informed that mitigations were either planned or already in place for these issues, and that the University Fire Safety Lead had regular meetings with Leicestershire Fire and Rescue Service. There was a good relationship with the Service, and it had sight of work which the University was planning.
- 15.3 Members considered whether there were timelines for achieving a rating of 1 - *'Dark Green – Performance is ahead of target – data suggests cause for celebration'*. The Director of HSW noted that the ratings would always be in flux due to the scale, complexity and ever-changing nature of the situation.
- 15.4 Members noted changes that had been made to the risk rating scale, with the previous three-level scale being replaced with a five-level, numbered scale. The inclusion of numbers was seen to be a positive change.
- 15.5 The Committee APPROVED a recommendation by the Director of Health, Safety and Wellbeing that the University's overall Health, Safety and Environment risk rating should be '2 - Light Green - Performance is on track, data suggests no concerns'.

Secretary's Note: The Director of HSW provided further clarification regarding M15.3 after the meeting: The detailed compliance report indicates the activity on each KPI. There is an ongoing goal to improve the reporting position. This has been achieved since reporting began in 2015 when there were a large number of 'reds'. There are no 'reds' today. However, the colour should not be taken in isolation. One should also consider the direction of travel across the board where there is a non-green area which does change, and there is an upward trend in most cases. Some areas will also drop back when changes occur within the University, eg the Low Voltage rating has dropped due to staffing issues and not having a DAP, and the possibility of another DAP standing down and challenges recruiting DAPs. It should be noted that there is a three-year plan. However, these can be derailed.

25/16 Future Business

SAF25-P15

The Committee APPROVED the plan of proposed business for its May 2025 to February 2026 meetings, noting that the forthcoming consultation exercise could result in the plan being changed. It was agreed that any changes arising from the consultation exercise should be implemented after the October 2025 meeting.

25/17 Sustainability Annual Report

SAF25-P16

- 17.1 The Committee CONSIDERED the Sustainability Annual Report. It commended the report. The Sustainability Manager was encouraged to consider how to raise awareness within the University of the activities that it engaged in. **ACTION: Sustainability Manager**
- 17.2 The success of the Carbon Jacked X LU: Sports Engagement Program was noted. The Sustainability Manager was asked to provide a report on the Program. **ACTION: Sustainability Manager**
- 17.3 Members noted the University's ranking in the QA Sustainability Rankings, 2024 People and Planet and THE Impact Rankings league tables and changes to the methodology for other league tables to include sustainability as a metric. The Sustainability Team was asked to identify actions needed to improve the University's rankings and to make reference to the Carbon Jacked X LU: Sports Engagement Program in league table submissions. **ACTION: Sustainability Manager**
- 17.4 The Sustainability Team was asked to include a reference to student-level sport activities in future annual reports. **ACTION: Sustainability Manager**
- 17/5 Absolute emissions for 2023/24 had been reduced by 34.2% compared to the baseline year. However, there had been a rise in emissions compared to 2022/23. The University was unlikely to see a significant change until it engaged in a transformation project. There was a need for a robust, wide-ranging piece of work on the scope for emissions, drawing on good practice at other universities and in the private sector.

25/18 Sustainability Governance

SAF25-P17

The Committee NOTED an Infrastructure Committee minute (IC 24/81) which outlined changes to the University's sustainability governance.

25/19 Incident, Near Miss and Fire Data Report

SAF25-P18

The Committee RECEIVED the latest Incident, Near Miss and Fire Data Report.

25/20 HTA Compliance Reports

SAF25-P19

The Committee RECEIVED HTA compliance reports for the Department of Chemistry, the Centre for Biological Engineering (CBE) and the School of Sport, Exercise and Health Sciences.

25/21 Minutes of Sub-Committees

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

SAF25-P20

Chemical Safety Committee (Meeting on 17th January 2025)

SAF25-P21

GM and Biosafety Committee (Meeting on 13th January 2025)

SAF25-P22

Health, Safety and Environment Statutory Compliance Sub-Committee (Meeting on 14th January 2025)

SAF25-P23

Non-ionising Radiation Safety Committee (Meeting on 20th January 2025)

SAF25-P24

Radiological Protection Sub-Committee (Meeting on 21st January 2025)

SAF25-P25

Sustainability Sub-Committee (Meeting on October 23rd 2024)

25/22 Any Other Business**22.1 Glossary of Terms**

The Health and Safety Service was asked to provide a glossary of terms that commonly appeared in Health, Safety and Environment Committee agenda papers. The document would be added to the Committee's bookshelf in Board Intelligence. **ACTION: Director of HSW**

22.2 Royce Dining Hall

Members were informed of inaccurate social media posts about damage to the ceiling of Royce Dining Hall. Campus Services were asked to provide the Committee with a definitive statement on the incident. **ACTION: Director of Residential, Catering and Domestic Services**

25/23 Dates of Remaining Meetings in 2024/25

Wednesday 14th May 2025, 13.00-15.30

Health, Safety and Environment Committee



Loughborough
University

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
SAF23-M3	39.4	<u>LU London Update</u> Acknowledge in the LU London Risk Register that the limited security coverage outside office hours poses a potential risk to occupants	LU London Senior Management Team	Proposal to Ops was unsuccessful. LU London looking at campus opening hours with a view to reducing them from the new academic year, but there will be points in the year when the hours will extend back to 24/7. May 25 Update: LU London have confirmed that they have implemented safe working by restricting access to certain areas. COMPLETED
SAF23-M3	39.5	<u>LU London Update</u> Exploring the possibility of increasing the number of security staff on duty outside office hours.		
SAF24-M3	36.3	Inform HSE Committee if make changes.		
SAF24-M1	13	<u>Constitution, Terms of Reference and Membership</u> Reflect upon ways to improve the gender balance of the Committee.	Chair, Director of HSW	Was to be considered separately from planned consultation exercise. Will now be included in the transition to the new mode of operations.
SAF24-M2	23.2	<u>Critical Risk, Strategy, Control & Compliance: Avoidance and Management of Musculoskeletal Injuries</u> Engage with stakeholders and produce a short analysis of costs/benefits of introducing a new starters' laptop pack.	Specialist Occupational Health and Wellbeing Nurse Manager	Target implementation date of 1 st August for the introduction of new starter kits as part of wider changes to hardware purchasing.
SAF24-M3	37.3	<u>HSE Update: LSU</u> Consider whether some elements of the roof repair can be accelerated	Deputy VC Director of Estates and FM	SPaRC has approved an LTM Plus capital project for the LSU and allocated £3m to extend the life of the building for 10 years. Estates & FM confirmed that roof leaks do not represent a H&S risk. Feb 25: Interim LSU CEO to prioritise work with a view to most acute issues being addressed first. Provide progress update at May meeting May 25 Update: Contractor quotes sought to provide temporary solution. Full works proposed for Summer 2026 on proposed LTM plus capital schedule.

Meeting	Minute	Description	Action	Status
SAF24-M3	39.5	<u>Critical Risk Strategy Control and Compliance: Stress and Mental Wellbeing</u> Discuss difficulties experienced by staff holding more than one role. Discuss with Unison rep and report back at Feb 24 meeting with view to considering whether requires piece of work at University level.	Staff in Estates and FM Unison representative	See update from Director of Estates and FM at foot of paper
SAF25-M1	2.3			
SAF24-M3	39.6	<u>Critical Risk Strategy Control and Compliance: Stress and Mental Wellbeing</u> Provide further update on Stress & Mental Wellbeing at a future meeting. To include report on People and Culture activity.	Specialist Occup Health and Wellbeing Nurse Manager	Included in agenda papers for May 2025 meeting COMPLETED
SAF24-M3	40	<u>Consultation exercise on future operation of HSE Committee.</u> Consultation to include a review of the Serious Incident Review process, and consideration of constitution including reference to union consultation.	Director of HSW	Included in agenda papers for May 2025 meeting COMPLETED
SAF25-M1	3.2	Conclusions to be considered at May meeting.		
SAF25-M1	4.2	<u>HSE Update: Student Services</u> May wish to submit request to Space Management Sub-Committee for additional space	Director of Student Services	Student Services does have challenges in appointment spaces for 1:1 interactions with students. The Operations team are working through possible solutions and may result in a further space request, TBC.
SAF25-M1	5.5	<u>New Safeguarding and Prevent Sub-Committee</u> Explore discussed issues relating to under-18s with a view to identifying areas where they tend to be employed/ encountered. Consider whether there is a need for changes to current practice in these areas	Director of Student Services	ToRs for the Sub-Committee are currently out for consultation which closes mid-May. The first meeting of the sub-committee is expected to take place in June. Issues related to under 18s will be form part of the agenda.

Meeting	Minute	Description	Action	Status
SAF25-M1	6.3	<u>HSE Update: Estates and FM</u> Change 'Average Score' column in Areas of Focus/Development tables in slides	Director of Maintenance, Engineering & Sustainability	COMPLETED
SAF25-M1	10.2	<u>Climate Change Risk Register</u> Share with LSU good practice arising from development of the climate adaptation plan for campus buildings and activities, and development of heat and flood guidance.	Sustainability Manager	Sustainability are planning a meeting with LSU as part of the new sustainability strategy work and will discuss through this and how can align on efforts.
SAF25-M1	11.2	<u>Statutory Compliance KPIs</u> Extract existing data before the migration from existing Authorising Engineer to new one	Director of Maintenance, Engineering & Sustainability	COMPLETED
SAF25-M1	13.3	<u>Building Safety Act</u> Estates & FM encouraged to factor in new Building Control fire-related requirement into timeframes agreed with contractors and to introduce a penalty clause into contracts for situations where contractors fail to provide drawings in sufficient time	Director of Estates & FM	FM currently considering addition of penalty clauses to procurement processes. Also seeking to improve communication with the required organisations in complying with the terms of the Building Safety Act.
SAF25-M1	17.1	<u>Sustainability Annual Report</u> Consider how to raise awareness within University of activities that engage in	Sustainability Manager	Sustainability are meeting Marketing with the APVCs to look at a strategy to improve communications on sustainability related work.
SAF25-M1	17.2	<u>Sustainability Annual Report</u> Provide report on Carbon Jacked X LU: Sports Engagement Program	Sustainability Manager	Included for Section C of May 25 agenda papers for information. COMPLETED
SAF25-M1	17.3	<u>Sustainability Annual Report</u> Identify actions needed to improve University's rankings. Make reference to the Carbon Jacked X LU: Sports Engagement Program in league table submissions	Sustainability Manager	This work is ongoing. A full gap analysis will be completed by June on league rankings.

Meeting	Minute	Description	Action	Status
SAF25-M1	17.4	<u>Sustainability Annual Report</u> Include reference to student-level sport activities in future annual reports.	Sustainability Manager	Noted.
SAF25-M1	22.1	<u>Glossary of Terms</u> Provide a glossary of terms that commonly appeared in HSE Committee agenda papers. Glossary to be added to Committee's bookshelf in Board Intelligence	Director of HSW	Director of HSW recommending that instead more focus be given to explaining abbreviations in papers.
SAF25-M1	22.2	<u>Royce Hall Incident</u> Provide definitive statement on the incident	Director of Residential, Catering and Domestic Services	The ceiling collapse occurred in a bedroom in Royce Hall and was subsequently linked to a leaking pipe in the room above. Appropriate precautions and actions were taken.

Note: Arising from SAF24-M23/39.5, *Difficulties experienced by staff holding more than one role*

Many operational staff in grades 1–3 hold dual roles to meet their personal and financial needs. Director CDR has ensured that staff with dual roles do not exceed 37 hours per week in catering. However, we are aware of historical contracts in cleaning that exceed 37 hours, which we continue to monitor. Managing multiple substantive and casual contracts across campus remains challenging due to limitations in current university IT systems. The capabilities of TMS, Dashboard, and iTrent do not allow for effective tracking of total working hours, and informal discussions between managers are not always a reliable method for managing this. Although we are aware of individuals who regularly work excessive hours for personal reasons and make efforts to check in with them, consistent monitoring remains difficult and lacks transparency.

With regard to external work, it is the individual's responsibility to notify their line manager, as Loughborough University is generally their primary employer. When specific details (e.g., names) are provided, we can investigate and monitor the situation further. Additionally, we are actively monitoring variance to contracted hours reported within our department and ensuring checks are in place via managers leading different teams.

Health, Safety and Environment Committee



Proposed Changes to the Operation of the Health, Safety and Environment Committee – Recommendations

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

Action Required: HSE Committee is asked to approve the plan to transition to a new way of working for the Health, Safety and Environment Committee

Executive Summary

Following a consultation exercise the Director of Health, Safety and Wellbeing is recommending a change to the way in which the HSE Committee works.

The main changes are intended to shift the focus of the committee such that it drives continuous improvement in Health, Safety and Wellbeing through a robust planning process and that data is available to give HSE Committee assurance that due regard is being paid to key risks.

Other Committees Consulted

None, however, there has been a wide scale consultation exercise with the proposals being presented to HSE Committee on two occasions. A specific presentation was also given to all safety contacts on the recommendations and a consultation paper was widely distributed.

Equality Diversity and Inclusion Considerations

None

Recommendation

Following a consultation exercise the Director of Health, Safety and Wellbeing is recommending a change to the way in which the HSE committee works in line with the attached transition plan.

Discussion

A consultation document outlining the proposed changes to the way in which the Health, Safety and Environment Committee conducts business was widely circulated following the February HSE committee.

A very small number of responses were received on this consultation document, all of which were supportive and all of which expressed concern about the potential imposition of additional workload.

On the basis of this exercise the recommendation is now to progress with these changes in line with the attached project plan.

In principle the recommendation is to introduce the changes progressively over the next year. The starting point is to quickly develop guidance on the content and structure of a health and safety plan.

This will be done in a way which allows Schools and Professional Services to retain their current plan structure so long as they give adequate coverage.

Schools and professional services will be asked to develop their plan for the start of the 25/26 academic year with the first plan review meetings taking place in September 2025.

Throughout this period development work will be undertaken on the production of the data pack. The aim is to automate this such that Schools and Professional Services can have access to the key data for their regular meetings and so that they will only need to add in local management data (such as audits completed) and contextual information for the HSE committee report.

It is recognised that this is likely to be an iterative process and that the data and report will mature over time.

HSE Committee are asked to approve this approach.

Professor Neil Budworth

Director of Health, Safety and Wellbeing

14th April 2025

HSE Committee Restructure Project



New HSE Committee Structure Implementation plan	01/05/2025	31/10/2026	01/05/2025
	START DATE	END DATE	LAST UPDATE DATE

[illegible]

HSE Health, Safety and Environment Committee



Consolidated Health, Safety and Wellbeing Report

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

Action Required:

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 Safezone app, if adopted, can provide additional assurance to those with mobility or medical needs as the app contains a panic button which will raise the alarm and will allow the individual to be located.

HSE Committee Report –

Subject area / Statement	Issue to note	Action Required from HSE Committee
General Update		
<p>Corporate Manslaughter case – UK Athletics</p> <p>In early January it was announced that UK athletics was being charged with Corporate Manslaughter over the death of the Paralympian Abdullah Hayayei. In addition Keith Davies the head of sport for the 2017 World Para-athletics Championships has been charged with gross negligence manslaughter.</p> <p>https://www.bbc.co.uk/sport/articles/c05p5md9qzlo</p> <p>This is a very unusual case and closely aligned with the activities at Loughborough.</p> <p>The case seems to revolve around the provision of base structures for the throw cages and the degree of knowledge and oversight relating to the structures.</p> <p>Further details emerged in relation to the charges made against Mr Davies the Head of Sport - It is alleged that in his role as the head of sport for the 2017 World Para-Athletics Championships, a cage he "knew or ought to have known was provided/supplied and erected without its said base structure"</p> <p>Uke Athletics have denied manslaughter</p> <p><u>UK Athletics denies manslaughter of Paralympian Abdullah Hayayei - BBC News</u></p> <p>The next hearing in the case will be at the Old Bailey on 12 December 2025.</p>	To note relevant case	None

The trial is scheduled for 12 October 2026 at the Old Bailey. It is estimated to last eight weeks and is due to be heard by Judge Mark Lucraft KC, the Recorder of London.

Corporate Manslaughter case – Pontins

Unusually a second corporate manslaughter case was announced in April.

The case against Pontins relates to the death of an individual following the fall of an air conditioning duct.

[Pontins owner charged with corporate manslaughter after grandmother death - BBC News](#)

It is extremely unusual to have two high profile corporate manslaughter cases announced so close together. Given that the UK athletics fatality was in 2017 and the Pontins fatality in 2019 it is not clear whether this is simply a backlog being dealt with, or a change in policy.

These cases will be monitored

Training for the University Leadership Group

Paul Verrico from Eversheds will deliver a training session at the June University Leadership Group meeting. Paul is well known in the sector and has briefed or trained more than half of the University leadership groups in the UK.

Serious Incidents		
<p>Small Fire in Design School</p> <p>In February a small fire / flash occurred when a small jewellery welder was used for the first time in the building. The fire was limited and quickly extinguished and caused a minor injury to one of the Design School technicians.</p> <p>An incident review panel was held and issues were identified relating to the risk assessment and safe operating procedure for the equipment, in particular relating to pre start checks and servicing.</p> <p>There were also some concerns with the way the fire was tackled although the staff involved showed bravery and determination in tackling the fire.</p> <p>Following this incident a lessons learned safety alert was sent to all safety contacts, a whole school briefing was held and a briefing was given to the University Leadership Group.</p> <p>Falling Light Unit in Powerbase</p> <p>A lighting fitting weighing 20kg fell from roof height in Powerbase.</p> <p>Investigations showed that the light had been hit with a medicine ball during a strength and conditioning session which damaged and loosened the retaining clip. Sometime later the same day the light fell 8 m. No one was injured and the only damage was to the lighting unit.</p> <p>This incident was treated as a high potential near miss. All other fittings were checked and as a precaution and secondary retention devices fitted.</p> <p>An incident review panel was held and actions have been taken to check other equipment suspended at height which could potentially be struck. Design criteria are being considered for areas where the light fittings could be struck.</p>	To note	None

<p>In addition, the activity has been moved to an area with a higher roof and protective netting is being fitted. The vertical throwing of medicine balls has been restricted to certain areas within Powerbase, colleagues have been briefed and notices installed. For context the vertical throwing of medicine balls was not anticipated in this area.</p> <p>Perimeter Fence Collapse Hockey</p> <p>During the BUCS Men's Hockey Championship Final a section of perimeter fencing collapsed when the Nottingham team approached the fence to celebrate with their fans (Men's Hockey Championship Final BUCS Big Wednesday 2025 Loughborough vs Nottingham - YouTube) and the incident takes place from 1.50.19.</p> <p>This could have been extremely serious and is the second such collapse we have suffered in recent years, the other being associated with Rugby pitch.</p> <p>Crowd sizes and crowd behaviour has changed in recent years meaning that some of the crowd management arrangements and perimeter fencing is are longer adequate.</p> <p>A small working group has been established to look at attendance and crowd behaviour trends, crowd size and dynamics, spectator area design and perimeter fencing design.</p>	<p>To note change in activity / behaviour and change in risk profile</p>	<p>To note on going actions</p>
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<p>Ceiling collapse in Royce Hall of Residence</p> <p>As this report was being written a ceiling collapsed in a room in Royce Hall of residence. Whilst the incident itself did not result in harm, it is the second ceiling collapse in this hall in 2025. Estates and Facilities management have investigated and found the fault to be the degradation of a waste pipe in the shower unit in the floor above.</p> <p>There are a significant number of similar units in specific halls of a similar age. E&FM are conducting an urgent survey to understand the condition of these units with corrective action being taken as quickly as possible.</p>		
<p>Serious Incident Review Process</p>		
<p>The Serious Incident Review process has been reviewed over the last few months.</p> <p>The review considered the processes used for incidents related to Health, Safety and Environmental incidents, incidents involving students, reviews following significant legal issues and reviews following significant HR or Occupational Health Cases. The processes were aligned as far as possible and the reporting line / governance for each strand was clarified. Action follow up was strengthened and the student process was reviewed in light of recent guidance from UUK.</p>		
<p>Compliance</p>		
<p>Legionella in Towers</p> <p>The water system in Towers continues to be closely monitored. Point of use filters are in place throughout the West Tower as a precaution.</p> <p>The East Tower is completely free of Legionella.</p> <p>The challenged is to manage / improve the water system in the West tower without degrading the situation in the East tower.</p>	<p>Continued management of risk within Towers.</p>	<p>To note</p>

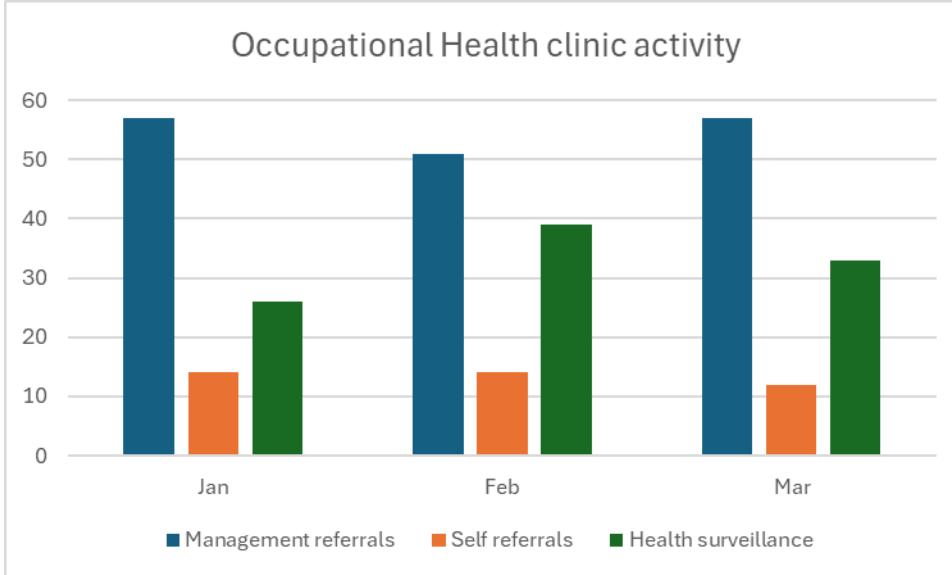
<p>There is a significant risk that if action is taken across both towers the stability of the biofilm in the East tower may be impacted causing an increase in blockage, potentially reduced flow and ultimately the growth of Legionella.</p> <p>The current plan is to leave the situation in East Tower as is with the Genox in line dosing unit dosing both Towers. Point of use filters will be maintained on the West tower on a long term basis.</p> <p>Over the Summer break the filters and strainers will be removed from the West tower and the cold water system will be dosed with a high concentration of Hydrogen Peroxide. The system will then need extensive flushing to clear the chemical and biofilm debris.</p> <p>Sampling will continue on both East and West towers to monitor the status of the water system.</p> <p>Towers will be occupied until 2027.</p>		
<p>Legionella</p> <p>A question was raised at the October 2024 HSE committee meeting regarding the training of those charged with flushing the water system. The Duty Authorised Person for water systems has now stated that we have changed our external water management advisors.</p> <p>New training material has been developed and is being rolled out to the domestic services team.</p>		<p>To note</p>

Policy & Procedure		
<p>Mass Notification and Lone Worker Management</p> <p>The Director of Estates and Facilities Management will be recommending to SPaRC that the University adopt the Safezone system.</p> <p>This is an app/software system that is used for mass notification in the event of a serious incident. The software also allows better visibility and oversight of fire and first aid cover and can be used to support staff and students overseas.</p> <p>The Safezone software and app also includes an effective lone worker support system. Discussions are underway regarding the information governance surrounding this system with a view to making a formal proposal to SPaRC.</p> <p>This software is being investigated as part of a response to the introduction of the so called 'Martyn's Law' which is expected in August.</p>	<p>To note improved level of protection and requirement to consult</p>	

Occupational Health and Wellbeing

Occupational Health

The number and type of management referrals has been consistent in the first 3 months of 2025 with mental health being the most common reason for referral. It is anticipated that health surveillance appointments will now increase partly because a new sound booth has been installed for audiometry testing.



Work Related Stress and Mental Wellbeing

For information – the University and College Union (UCU) have initiated a number of complaints about work related stress across the Higher Education sector. This has resulted in formal letters and investigations from the Health and Safety Executive (HSE).

The situation is being monitored – A specific update on stress and mental wellbeing is included on the agenda.

To note the continued and growing demand on the Occupational Health Service

Biological		
<p>A new online course for lab users has been launched in February 2025. A biological risk assessors' course is under development.</p> <p>A series of audits covering the University's biological laboratories will commence in June.</p>	To note changes top training and assurance.	None
Chemical		
<p>Following increased research involving hydrogen, the Health and Safety Service (H&SS) is collaborating with research groups and Estates and Facilities Management (E&FM) to ensure safe and compliant practices.</p> <p>Members of H&SS have oversight of the Hydrogen Focus Group, to address safety considerations before project commences. Additionally, the H&SS work with an external DSEAR consultant to advise E&FM on laboratory modifications to manage the risk associated with hydrogen effectively.</p>	To note	None.
Fire		
<p>The University maintains an ongoing dialogue with Leicestershire Fire and Rescue and has recently agreed a new formalised management arrangement.</p> <p>Because the University rely on a mixture of physical and managerial fire controls, we will now need to formally notify the Fire Service of any changes in arrangements in halls which could impact on fire safety.</p> <p>Whilst the University have always done this informally, we now have a formal legal duty as required by an alterations notice.</p>	To note change in approach	HSE Committee to note change in approach

<p>The sort of changes that will need to be notified include :- physical changes to the building, changes to alarm systems and changes to management systems (including hall warden and sub-warden coverage).</p> <p>Discussions continue regarding the prioritisation and progress of fire stopping improvements. Leicestershire Fire and Rescue are content with our progress and approach.</p>		
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HSE Committee



Loughborough
University

Health, Safety and Wellbeing Annual Report to Council 2025

Origin: Secretary

Action Required:

To NOTE that the attached report was endorsed by Council at its meeting on 27 March following approval by HSE Committee members by circulation in February.

Executive Summary

The purpose of this report is to provide assurance to Council that the University is fulfilling its obligations in relation to Health, Safety and Wellbeing.

Other Committees Consulted

Health, Safety and Environment Committee

Equity, Diversity and Inclusion Considerations

N/A

Health, Safety and Wellbeing Annual Report 2025

Summary

The purpose of this report is to provide assurance to Council that the University is fulfilling its obligations in relation to Health, Safety and Wellbeing.

The Director of Health, Safety and Wellbeing is pleased to be able to report that the University has implemented and is operating a health and safety management system that systematically identifies and manages risk. Whilst there are three areas of risk which are under close scrutiny and which are being actively managed and closely monitored. These are water safety, particularly in relation to the Towers building, fire safety and mental wellbeing.

The Health, Safety and Wellbeing service reports regularly to the Health, Safety and Environment Committee and a more detailed report can be presented to Council if required.

Risk Identification

The university has a range of processes to identify risks. Locally, at a school and professional services level and cross University.

Allocation of Responsibilities

Responsibilities are formally allocated and developed through the policies of the University. Duty holders are briefed on their responsibility and appropriate training is made available to ensure competence. Specifically for areas of technical compliance Duty Authorised Persons are formally appointed as the technically competent persons who are charged with advising on the management of particular areas of compliance.

Monitoring and Governance

Compliance with legal requirements is monitored via a series of key performance indicators. Data and commentary is presented to each meeting of the Health, Safety and Environment Committee and the committee reviews in depth the management of one risk topic at each meeting. The Health, Safety and Environment Committee also receives a presentation in the management of Health, Safety and Wellbeing in a school or professional service at each meeting.

In addition incident and near miss reports are monitored and any incident which is considered serious or has a high potential severity is subject to a detailed investigation which is reviewed

by a senior management review team. Lesson learned are then communicated and built into action plans.

Audits and inspection are routinely conducted both within and across schools and professional services to ensure that the designed controls are in place and operational.

Key Risks

There are a small number of risks which are closely management due to the potential for loss or harm.

The management of water systems is closely monitored because of the extent and complexity of the water systems across campus. In particular there is a very significant amount of effort expended on the monitoring and management of the water systems within the Towers hall of residence. The risk is elevated in this hall due to the age and design of the system. A range of actions are taken to manage this risk including biological and temperature monitoring; temperature control, routine flushing and cleaning; chemical dosing and where appropriate the use of point of use filters.

Following on from Grenfell and the fire in student accommodation in Bolton, fire risk management continues to be a changing and developing landscape which is being carefully monitored. Mitigations plans have been developed and are in place. Whilst there are on going cost and compliance challenges safety is being maintained. The University has a well established fire prevention, detection, alarm and evacuation policy which is subject to continuous improvement. Emerging risk areas are also identified and managed eg battery fires

Mental Health and Employee Wellbeing – In line with the rest of the sector this continues to be a challenge. The University has a full range of mitigation in place and is taking proactive action. New tools have been developed and deployed to support senior leaders. Ongoing activity is needed in this area to manage the risk hence the Occupational Health and Wellbeing Team has been strengthened. The Occupational Health and Wellbeing Service is working well and is well regarded within the University and is regarded as a benchmark service. Managers are confident to refer staff to the service and get a speedy, helpful and effective response.

The Occupational Health service also manages the Employee Assistance Programme (EAP) service which is a 24 hr helpline with can give immediate advice or deliver longer terms counselling solutions. Uptake is good and impact data and anecdotal responses show that the service is working well and is being well used. In 2024 the EAP service received over 600 calls from University colleagues.

Webinars and wellbeing sessions are delivered on a monthly basis with additional specific sessions targeting defined populations added as required. These sessions are supplemented by activities provided by the University Chaplaincy.

Evaluation

On the basis of the data received, inspections and audits conducted and the outputs of the assurance processes, Council are assured that Health, Safety and Wellbeing risks are being well management and legal obligations are being properly discharged.

Health, Safety and Environment Committee



Health, Safety and Wellbeing Annual Report and Future Plan

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

Executive Summary

Annual report highlighting the Vision and strategic principles, progress through 2024 and an overview of the plans for 2025

Other Committees Consulted

None

Equality Diversity and Inclusion Considerations

The Occupational Health and Wellbeing function support those with long term illness and disabilities and the report references the services provided and the challenge involved. In addition some of the interventions, such as fast track physiotherapy help an older demographic – where musculoskeletal issues are more common.

Action Required:

To note

Review of Progress on the Health and Safety Service Plan for 2024 and 2025/26 Plan

Purpose of Report

Section 1 Health and Safety Service Vision and Strategic Principles

Section 2 2024 Progress on strategic items

Section 3 Strategic Items and Work Plan – 2025/26

Section 4 2024 Review

Section 5 Incident Data

Purpose of Report

The purpose of this report is to review the progress made during 2024 and to review the annual plan for 2025/26.

In addition to this, the Health and Safety Service plan for 2025/26 is outlined.

The report is in four sections: -

- Section 1: The Health and Safety Service Vision and Strategic Principles
- Section 2: 2024 progress on strategic items
- Section 3: Strategic Items and Work Plan – 2025/26
- Section 4: 2024 Review
- Section 5: Incident Data

Health and Safety Service Vision and Strategic Principles

Vision and Principles

The Health, Safety and Wellbeing Service has sought to align its vision and principles with the University strategy.

Creating Better Futures -

The vision of the Health, Safety and Wellbeing Service is:

By working together, we will inspire and enable all so that we create a future where health, safety and wellbeing is central to the way we work and where excellence is achieved. Our aim is to become a beacon of best practice.

During 2024, the Service has also updated its principles to reflect the University strategy

Authentic

We will:

- *be honest and transparent in the way that we work.*
- *show respect and listen to each other, working in a supportive way to find collaborative solutions.*

Adventurous

We will:

- *be an enabling and solutions based service.*
- *explore and identify new and innovative solutions.*
- *empower colleagues on their health and wellbeing journey.*
- *continue our personal development, so that we are our best selves.*

Creative

We will:

- *enable activity using technologies, internal expertise and external networks to find solutions.*
- *ensure our response to the wellbeing needs of colleagues remains dynamic and relevant.*

Collaborative

We will:

- *work flexibly, drawing on the skills and competencies of team members and the wider University.*
- *communicate clearly, ensuring that individuals have the necessary knowledge and understanding to work safely and promote their wellbeing.*

Responsible

We will ensure that:

- *we deliver our obligations.*
- *individuals are aware of the responsibilities for the management and assessment of the risks they own.*
- *structures are put into place to ensure oversight of the most significant risks to the University and how they are being managed.*
- *individuals are be held accountable for the delivery of their responsibilities.*

Progress on the Objectives set for the 2024

Good progress has been made across a wide range of fronts in 2024.

As an example 2024 saw the introduction of the electronic Permit to Work System.

The introduction of this system marked the conclusion of a major piece of work to improve the safety and security of those undertaking high risk tasks.

A Permit to Work is a formalised arrangement which is in place to ensure structured communication around very high risk work eg working on high voltage equipment, entering into confined spaces etc. The electronic system replaced a series of hard copy permit to work books and has significantly improved visibility, understanding and assurance around the process. The introduction of the electronic system also enabled some process reengineering and retraining further increasing the security of the system and improving assurance.

The successful introduction of this system required a considerable amount of cross University collaboration and co operation.

Work also commenced on working with stakeholders to review the operation and effectiveness of the of the Health, Safety and Environment committee. Proposals for shifting the focus of the meeting have been developed and a consultation exercise was initiated in late 2024 and early 2025. If approved reforms will be introduced throughout 2025.

The Health and Safety Service continued to work closely with schools and departments to help them to identify and manage their key risks. Examples of this include the development of specific lifting and handling training and risk assessment arrangements for Catering Domestic and Residential Services. This approach was also coupled with the ability to access fast track physiotherapy in the event of an injury. The net results is a lower injury risk and a faster recovery time should an injury occur.

Key risks have been addressed across the University. Within Catering Domestic and Residential Services tailored lifting and handling training has been introduced.

This, together with more detailed assessment, job modification and fast track physiotherapy has resulted in a significant reduction in lost time due to back injury and back pain.

Specific training has also been developed on the handling of gas cylinders, biosafety and assessing and managing chemical risks under the Control of Substances Hazardous to Health regulations.

Fire safety continues to be a focus with ongoing improvement work, planning for new developments and continual liaison with the Leicestershire Fire and Rescue Service (LFRS).

A formal variation process has been agreed with LFRS. This means that the University can be assured that LFRS are content with the standards and management arrangements in place and LFRS are aware of any proposed changes to the built environment or management arrangements.

The University Chaplaincy

Whilst the activities of the University Chaplaincy are not health and safety related, many relate to wellbeing and the management of the Chaplaincy falls under the remit of the Director of Health, Safety and Wellbeing. A separate Chaplaincy annual report will be produced.

However, 2024 was a pivotal year for the Chaplaincy. A new Lead Chaplain was appointed and for the first time a part time Muslim chaplain has been appointed.

During the year, more structure was introduced to the Chaplaincy's offering, the Remembrance service was reconfigured to better match stakeholders expectations. The Chaplaincy has also worked with the School of Social Sciences to win a grant from the Aziz foundation to study the lived experiences of Muslims on campus. The grant also enabled an art exhibition on the 5 pillars of Islam. The University in collaboration with the Bishop of Leicester also hosted a lecture by Lord Boateng. Most importantly the Chaplaincy was very effective in supporting both individuals and student societies.

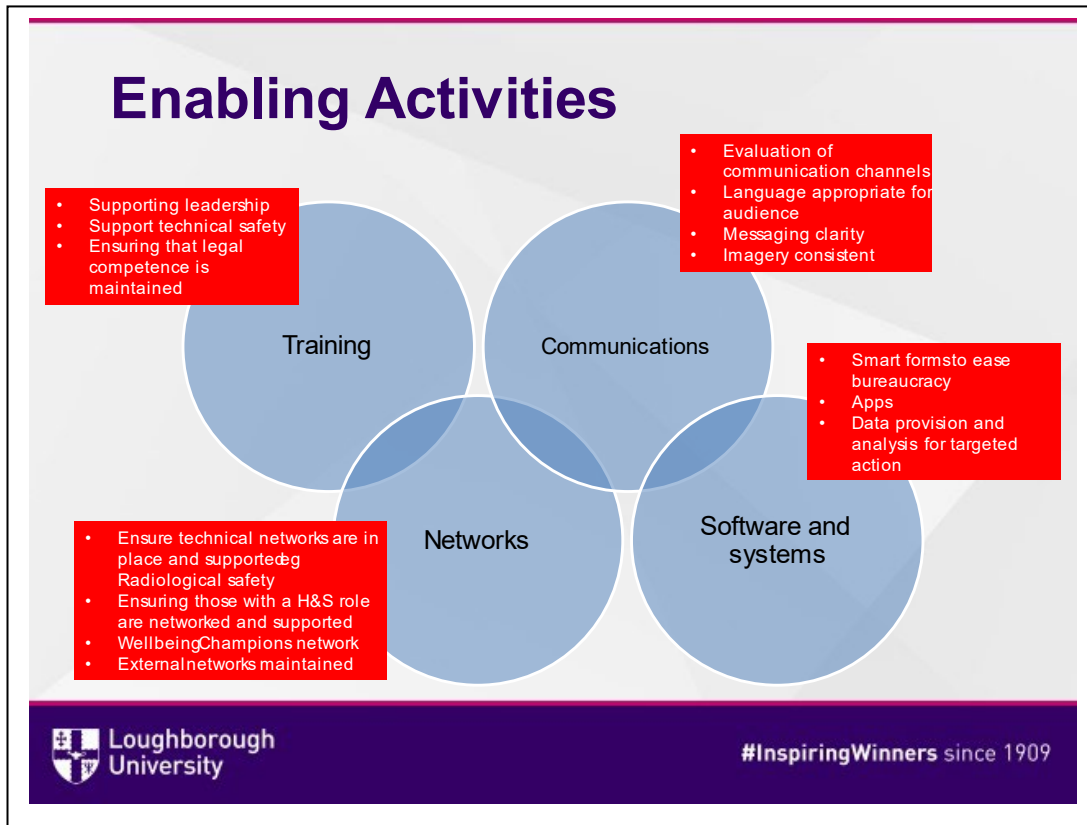
Occupational Health and Wellbeing

A more detailed update on Occupational Health and Wellbeing is given in the body of this report.

However, the Occupational Health team continue to perform exceptionally. Demand continues to grow. In 2024 focus was given clarifying Health Surveillance requirements. This resulted in a large volume of work. Great progress has also been made in relation to wellbeing with a programme of wellbeing events being delivered, interventions being delivered with the support of the University Leadership Group and the development of the University Glow wellbeing model.

Priorities for 2025 and beyond

The areas of work for 2025 and beyond is focused in three areas :- Enabling activities, University level and overarching activities and individual work streams.



Enabling Activity

A strong foundation is critical to good health, safety and wellbeing management. The enabling activities described here underpin the Health, Safety and Wellbeing plan.

The key enabling activities relate to training, communication, networks and software, and structure.

In particular in 2025 work will be undertaken to restructure the way in which the Health, Safety and Environment committee operates. The intention is to shift the focus of the committee so that there is a greater focus on the planning process and that greater emphasis is given to the monitoring of key data.

Good communications form the back bone of safety management. The Health and Safety Service website was completely updated in line with the new website standards. Work is now underway to re evaluate the structure of policies and guidance to ensure that they are needed, appropriate, up to date and accessible.

Relevant networks are also an important way in which the Health, Safety and Wellbeing team interacts with Schools and departments. These networks can be special interest groups relating to particular risks, embedded safety staff, or those who hold particular safety related roles eg Wellbeing Champion or Fire Warden. The Health Safety and Wellbeing team will work to ensure that these networks are up to date and that their competence is enhanced through support and training.

Overarching Activity

As well as the enabling activity, there are some programmes of work that have an impact across the University as a whole.

It is fundamental that senior leaders are aware, and understand, the risks for which they are responsible. Over the next two years the process for the development and maintenance of the Health and Safety risk register will continue. A School or Service level risk register is a key foundation block for the new HSE Committee focus on planning and data.

The safety structure and demands of policy can either enhance and support good leadership behaviour or can undermine it. The detail of each policy will be considered to ensure that it aligns with and supports effective safety leadership behaviour.

The identification of safety related training needs and the sourcing and delivery of appropriate courses remains an important activity. The training encompasses legally defined mandatory training through technical competence to internationally accredited courses. Where appropriate, and whether the level of risk allows it we have sought to minimise cost through the use of on line solutions.

We will also seek to improve our data architecture and reporting so that we are able to provide high quality information on a routine basis to leadership teams and HSE committees. The data will also be used to inform and target the activities of the Health, Safety and Wellbeing Team.

Where significant incidents occur, or high potential near misses happen, Incident Review Panels will be formed to ensure that the root causes of the event are identified, and lessons are learned and disseminated.

Below the overarching activities sit a number of more specific plans.



Wellbeing

Wellbeing is core to the University strategy. The Loughborough University wellbeing framework forms the basis for identifying areas of need and the development of localised wellbeing plans which are being progressively rolled out across the University. Wellbeing has been built into the Performance Development Review process and is central to the new GLOW growth and wellbeing framework which is being developed.

Nationally mental health continues to be a topic of growing concern. We will continue to develop a wellbeing and stress measurement tool so that preventative and protective measures can be developed and delivered in a targeted way.

We will continue to develop programmes and support processes based around good clinical practice and lifestyle medicine. We will seek to identify best practice and in 2025 investigate the evidence for, and practice of, social prescribing.

Occupational Health

The core Occupational Health function will continue to develop based on the strong foundations which have been built over recent years. In particular in 2025 the aim is to have even greater presence and visibility at all levels on campus and ensure the delivery of the Health and Wellbeing framework across both campuses. Further inroads will be made on the delivery of a benchmark health surveillance process.

The OH team will continue to seek and develop best practice in both Occupational Health and wellbeing.

There will be continued collaboration with the University Health and Safety team to ensure continued compliance with legislation for health surveillance requirements.

Key Risks - Supporting Professional Services

Data continues to show that Catering and Domestic Services and the Estates and Facilities Management Service suffer the highest rate of incidents. This is unsurprising given the number of colleagues in the function and the physical nature of the work.

However, the Health and Safety Service will continue to work with the leadership teams to further develop department specific road maps. These roadmaps identify key actions, activities and work programmes. Monitoring data is integrated into Roadmap reporting.

In addition, programmes of work will be delivered around key risks. For example the full introduction of the electronic permit to work system and a full review of the way in which noise is managed.

Compliance

In a large and complex estate ensuring continued legal compliance is a challenging task. Work will continue to ensure that competence, delivery and monitoring structures are in place to ensure continued compliance.

In particular the 3 key risks of fire, legionella and asbestos will be closely monitored.

Radiological Chemical and Biological

Specific compliance key performance indicators are maintained in relation to the 'scientific' risk areas of radiological, chemical and biological compliance. The processes and structures needed to maintain these indicators will be subject to continuous review to ensure that they remain accurate and relevant.

Fire

There continues to be a focus of fire safety. Avoiding problems in the future is rooted in making good decisions now, so work continues to improve design choices as buildings change and in improving the passive protection in the existing building stock wherever possible.

As such training on, and the further development of, the fire design strategy continues to be an important strand of work.

In addition, monitoring and auditing will continue and the fire team will be proactive in the monitoring of projects to improve compartmentalisation and to ensure the integrity of fire doors.

Further Detail on 2024 progress

Broad progress

Health and Safety Roadmaps have been developed in collaboration with Catering and Domestic Services and Estates and Facilities Management. These set out the direction, programme of work and metrics and are proving to be effective. In particular, the reduction in lifting and handling related time lost is a direct result of the actions within the catering and domestic services roadmap.

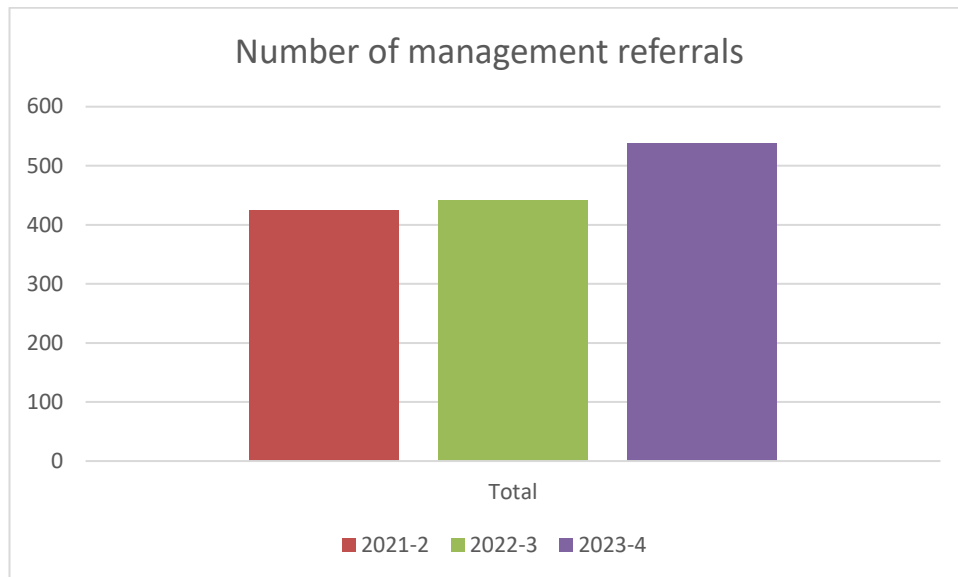
Occupational Health Progress

Highlights in brief:

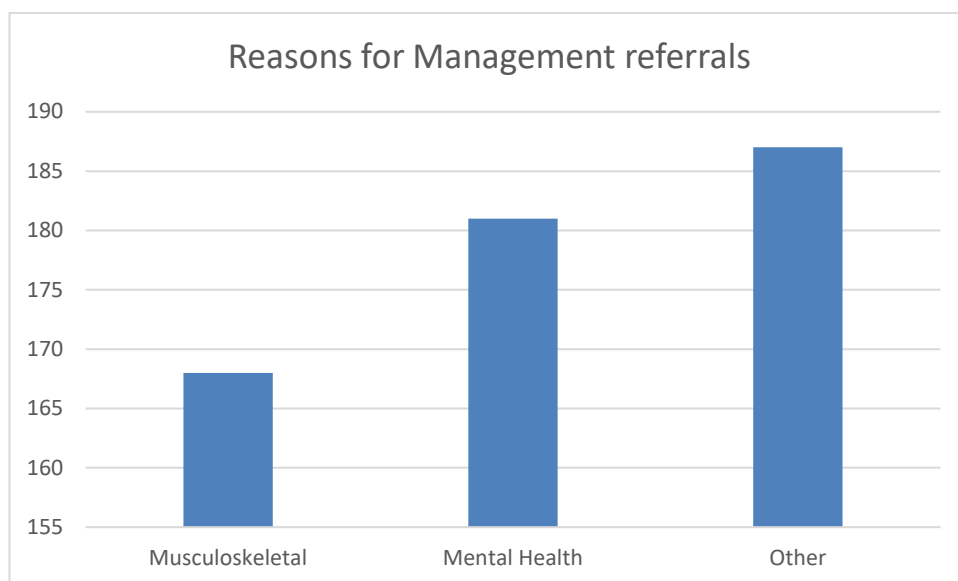
- A total number of 2013 appointments were delivered in the 2023-4 academic year. This included 536 management referrals with 136 reviews and 113 self-referrals, 1168 health surveillance appointments and 60 Fitness to teach assessments.
- 18 wellbeing events were delivered with a mix of online and in person
- 84 employees were able to access the onsite physiotherapy service for support
- There were 545 calls to the Employee Assistance programme
- In addition work was undertaken with the University leadership group to highlight wellbeing needs, strategy and the role of senior leaders.

Sickness absence management

Numbers of referrals into Occupational Health continue to grow there was a further 20% increase of demand into the Occupational Health and Wellbeing service during 2023/24:



The reasons for referral remain reasonably consistent, however this year there has been a decrease in the duration of absence caused by musculoskeletal concerns. The reason for this is the success of the fast-track physiotherapy programme. Many of those who were referred because of musculoskeletal issues have been able to access timely appointments with the onsite physiotherapy team which has enabled employees to remain in the workplace and has led to a faster recovery.



Mental Health

Management referrals relating to mental health account for 34% of the total number of referrals coming into the occupational Health and Wellbeing department. The Occupational Health team continually develop the support options available to our employees through the more effective utilisation of existing support routes and the identification of new opportunities.

Employee Assistance programme. In the 2023/24 academic year the Employee Assistance programme – Health Assured – received 545 calls into the service. 504 of these were counselling calls, this was an increase on the previous year.

Anxiety was the most common reason for a mental health call, accounting for 32% of overall counselling engagement. This was followed by Low Mood 16.3% and Bereavement 9%.

Health Assured has made the headlines on 2 occasions over the last 12 months with concerns being raised regarding their practice.

On both occasions, Health Assured have released statements to defend their position and recent audits by the professional governing bodies have also supported the Health Assured statements.

To date we have no specific concerns with Health Assured as a provider. Health Assured provide a high level of service to colleagues, and this is also evidenced by the number of users who access the service and the feedback received.

Access to Work Mental Health Service (previously Remploy). The Access to Work Mental Health Support Service, delivered on behalf of the Department for Work and Pensions, provides nine months of tailored mental health support to employees who are experiencing depression, anxiety or stress to help them stay in, or return to, the workplace, at no cost to the individual or employer.

Monthly clinics were offered to colleagues to allow them to seek support, however the uptake was very low, so the service has reverted to providing support on demand.

Able futures. Able Futures is a specialist partnership set-up to provide the Access to Work Mental Health Support Service on behalf of the Department for Work and Pensions (DWP) similar to the service above but with a differing support model.

The support provided is designed to help people living with mental health difficulties and is funded by the DWP. The aim is to further increase awareness of services available to support employees across both campuses.

Musculoskeletal health

Referrals to the onsite physiotherapy service continue to grow year on year, in 2023-4 there have been a total of 325 appointments offered to the staff of Loughborough University.

	Initial assessment	Follow up	Total appts	Cost
Physiotherapy appointments	84	241	325	£16,029

As previously stated, whilst the number of management referrals relating to musculoskeletal health remains at 31%, many of these are managed with early physiotherapy intervention and employees have been able to remain in the workplace or return to work sooner. 46% of self-referrals were also for musculoskeletal concerns.

The average age of the residential cleaning staff is 58, the average age of a domestic services cleaner is 52. Chronic conditions begin to increase in this age demographic, symptoms relating to arthritis, wear and tear, lifestyle challenges such as obesity and reduction in general exercise all contributes to a higher incidence of musculoskeletal concerns.

As a result, Occupational Health has worked closely with the Health and Safety team to deliver a specific piece of work focussing on the musculoskeletal needs of the estates and facilities employees.

This involved an audit completed by Human Applications, looking at the musculoskeletal risks associated with the roles, the development of specific manual handling risk assessments, there have been an increase in safety moments raising the profile of musculoskeletal concerns and how to manage them along with specific health promotion activities delivered by out physiotherapist service on how to manage conditions.

Wellbeing

Occupational Health and Wellbeing have been involved in strategic wellbeing initiatives along with providing more generalised wellbeing opportunities for the employees of the University.

University Leadership Group (ULG) – Employees in senior leadership positions at the University often do not often get referred for Occupational Health appointments in the same way as other employees. However, following an increase of informal concerns being raised by colleagues, the Occupational Health and Wellbeing Manager and Director of Health and Safety met with the Vice Chancellor and Chief Operating Officers to escalate these concerns. On the basis of this discussion a bespoke survey was created and completed by the ULG team that highlighted specific areas of concern.

The results of the survey were then delivered to the ULG team and a programme of events developed to address concerns and help to change the direction to move in line with the University's aims around the people and culture agenda.

School specific needs assessment – following the Business School wellbeing needs assessment, there was a request for health MOT's to be provided for staff. In liaison with Leicestershire County Council, 3 health MOT days were delivered for employees and the uptake has been well received with requests for further sessions to be made available.

2 extra days of health MOT's were also extended to estates and facilities management employees, and there is a request for additional sessions to be arranged.

Webinars – The Occupational Health team collaborate with Superwellness who host bi-monthly webinars which are available to all staff across campus. Superwellness also provide the wellbeing champions with monthly resources to display in their work areas, covering a wide range of wellbeing topics. Superwellness also attend the wellbeing champion days to provide further support for the champions themselves.

Nuffield Health Consultant wellbeing days – The University have hosted two wellbeing days in collaboration with Nuffield health. These have been open to all staff at Loughborough and have covered the following topics: Men's Health, and Breast Care.

Requests have been received to look at providing further sessions on these topics along with widening the opportunity for employees to access the skin and sun health sessions – this will form part of the plan for the coming year.

Wellbeing champion days – there are approximately 58 wellbeing champions currently in post. Two wellbeing days have been arranged to support the champions in their roles. Topics covered included managing difficult conversations, and mental health and resilience.

Marketing –The marketing team are now producing monthly blogs which are advertised in the monthly notifications email, which promote differing areas of wellbeing.

Flu vaccines- as with previous years 500 flu vaccines were provided to the business critical employees of Loughborough University with the remainder then offered to employees on a first come first served basis. For ease, the Loughborough London campus were issued flu vouchers for Boots which covered the cost and gave staff greater scope for accessing vaccination.

Health surveillance

Health surveillance is a scheme of repeated health checks which are used to identify ill health caused by work and safety to undertake specific tasks in the workplace. With the introduction of the Occupational Health software, managers are now directly informed of any employees who do not attend for surveillance appointments.

Due to the demand for management referrals – the clinicians in the Occupational Health team were only able to provide a limited amount of time to dedicate to health surveillance appointments.

However, the services of an Occupational Health Technician was secured to provide regular health surveillance appointments. Due to changes in legislation relating to noise induced hearing loss, and the backlog of appointments post covid, the demand for appointments continues.

There has been concern continues to be raised by both the employees and the unions around the requirement to attend for health surveillance appointments.

As a result, the Occupational Health team have worked with Human Resources and the Unions to create a health surveillance guidance document which outlines the rationale for attendance and why employees need to attend. We have also secured a portion of graduate management trainee time starting in September and we plan to dedicate the resource to further improving the health surveillance process.

2024-2025 priorities

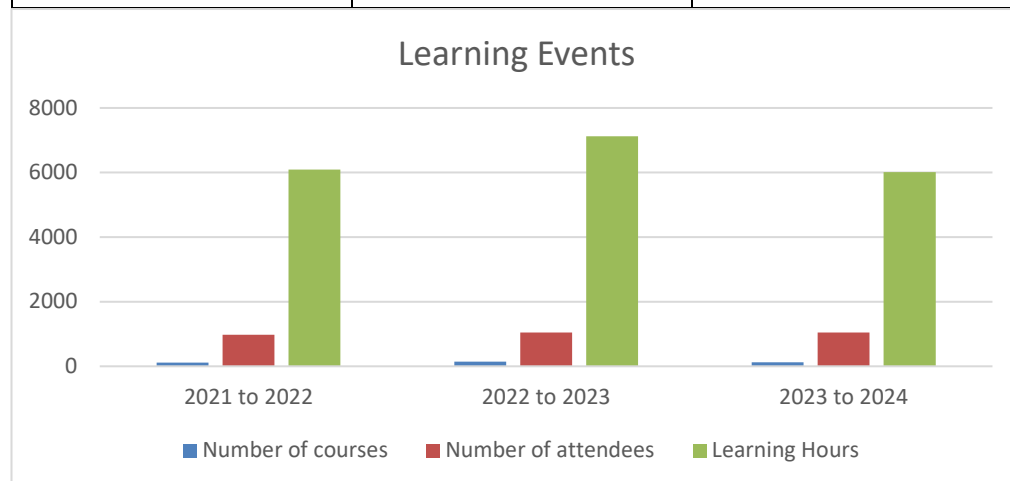
- Providing strategic support to raise the profile of wellbeing at Loughborough University.
- Increasing the level of resource available to the Occupational Health team to meet the demands from the University and to be able to continue to support the wellbeing agenda. (in place as of the time of writing)
- Health surveillance – work alongside a graduate management trainee to focus on creating a process for health surveillance which is fit for purpose and in line with health and safety legislation.
- Provide and evaluate wellbeing offerings– using surveys, feedback forms, departmental utilisation metrics and risk assessments.
- Strategic involvement in the delivery of University wellbeing initiatives such as GLOW

Annual Health and Safety Training Report – 1 August 2023 to 31 July 2024

During the reporting period, the Health, Safety and Wellbeing Service arranged 120 courses delivered to 1046 staff members, totalling 6017 learning hours.

Detailed below, training volumes over the last three years:

Reporting Period	Number of courses	Number of attendees	Number of learning hours
2021 to 2022	113	976	6096
2022 to 2023	140	1043	7124
2023 to 2024	120	1046	6017

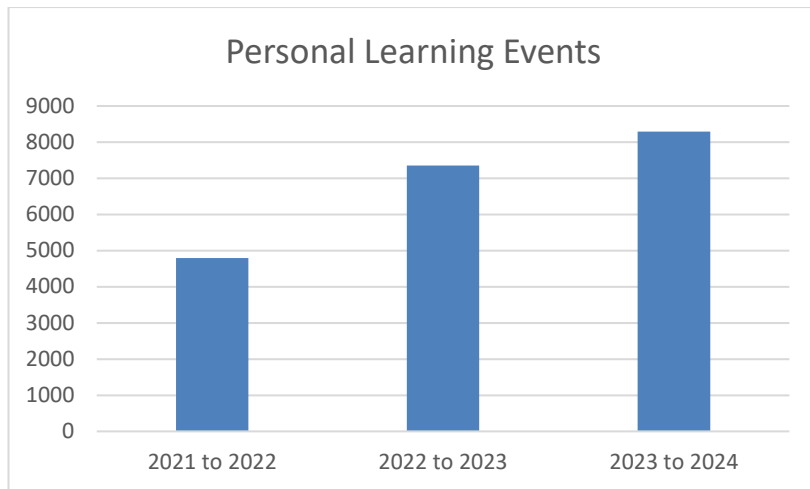


Although training courses arranged have decreased, attendance levels remain consistent demonstrating that maximum attendance and value for money is being achieved.

During the same period, 8295 members of staff completed online learning, other personal health and safety learning events or received training via a toolbox talk.

Detailed below, training volumes over the last three years:

Reporting Period	Number of learners
2021 to 2022	4798
2022 to 2023	7354
2023 to 2024	8295



Online learning completion has increased significantly over the last three years and is becoming the normal method for training delivery for awareness type courses.

Training courses delivered throughout the year were:

Abrasive Wheels

Asbestos Awareness, including non-licensed works

Biological Safety Awareness, including for Laboratory Workers

Compressed and Cryogenic Gases User Safety

Confined Space Awareness

Control of Substances Hazardous to Health Regulations (COSHH) Awareness

COSHH – Spills Management

DSEAR

First Aid – beginner, requalification, and emergency

Fire Extinguisher User

Fire Marshal Awareness

Gas Distribution Appreciation

HVAC (Heating, Ventilation and Air Conditioning) Wet and Air Systems Applications

Ionising Radiation Legislation and Protection

Institution of Occupational Safety and Health (IOSH) Managing Safely

IOSH Working Safely

Laboratory Safety and Handling of Chemicals

Ladder User and Inspection

Laser Safety Awareness

Latchways Personal Rescue

Legionella Risk Management for Project Management

Level 2 and 3 Food Hygiene

Managing Working at Height

Manual Handling Risk Assessments

National Examination Board in Occupational Safety and Health (NEBOSH) National General Certificate

Noise Awareness

PASMA Towers Scaffold
Pressure Systems Awareness
Project Management Health and Safety Training
Radiation Protection Supervisor Training
Safety Champions Training
SMART Manual Handling Techniques – Train the Trainer
Tail Lift Training
Teupen (working platform) Training
Unvented Hot Water
Vertical Lift Training
Woodwork Machinery Operator Training

Charging and non-attendance

Cancellation on training with less than 24 hours-notice remained static with 54 cancellations received.

The rate of non-attendance has increased slightly to 10% (105 non-attendees) an increase of 1% on last year.

181 cancellations were received with more than 24 hours' notice, an increase on the previous year by 3%.

Reasons for cancelling can be categorised as follows:

35 - Error in booking
9 - Illness
44 - No longer appropriate
45 - Personal commitments
48 - Work commitments

Schools and departments were charged for non-attendance when significant costs were incurred.

Non-attendance came predominantly from three areas:

Estates and Facilities Management (Operational) – 17% (18 non-attendees)
Catering Domestic and Residential Services – 16% (17 non-attendees)
Loughborough Sport – 15% (15 non-attendees)

A significant amount of work is undertaken with these teams to ensure attendance on training however, due to the nature of work they undertake, it is understandable that there will be non-attendance due to the operational demands placed upon them and the limited technology available.

2023 to 2024 Overview

The iTrent Learning Management System (LMS) remains a challenge to work with. Issues reported in the last report regarding inaccurate recording of training have been rectified however, the system is outdated and is not sophisticated enough to record and produce the information required.

Extracting reports from iTrent remains challenging however, amendments have been made to monthly reporting data to enhance information required by colleagues in Estates and Facilities Management (E&FM).

The master training spreadsheet continues to be maintained which provides expiry and renewal information for E&FM team managers. It is hoped that managers will initiate training renewals, particularly those that can be completed online, rather than Health and Safety having to prompt completion.

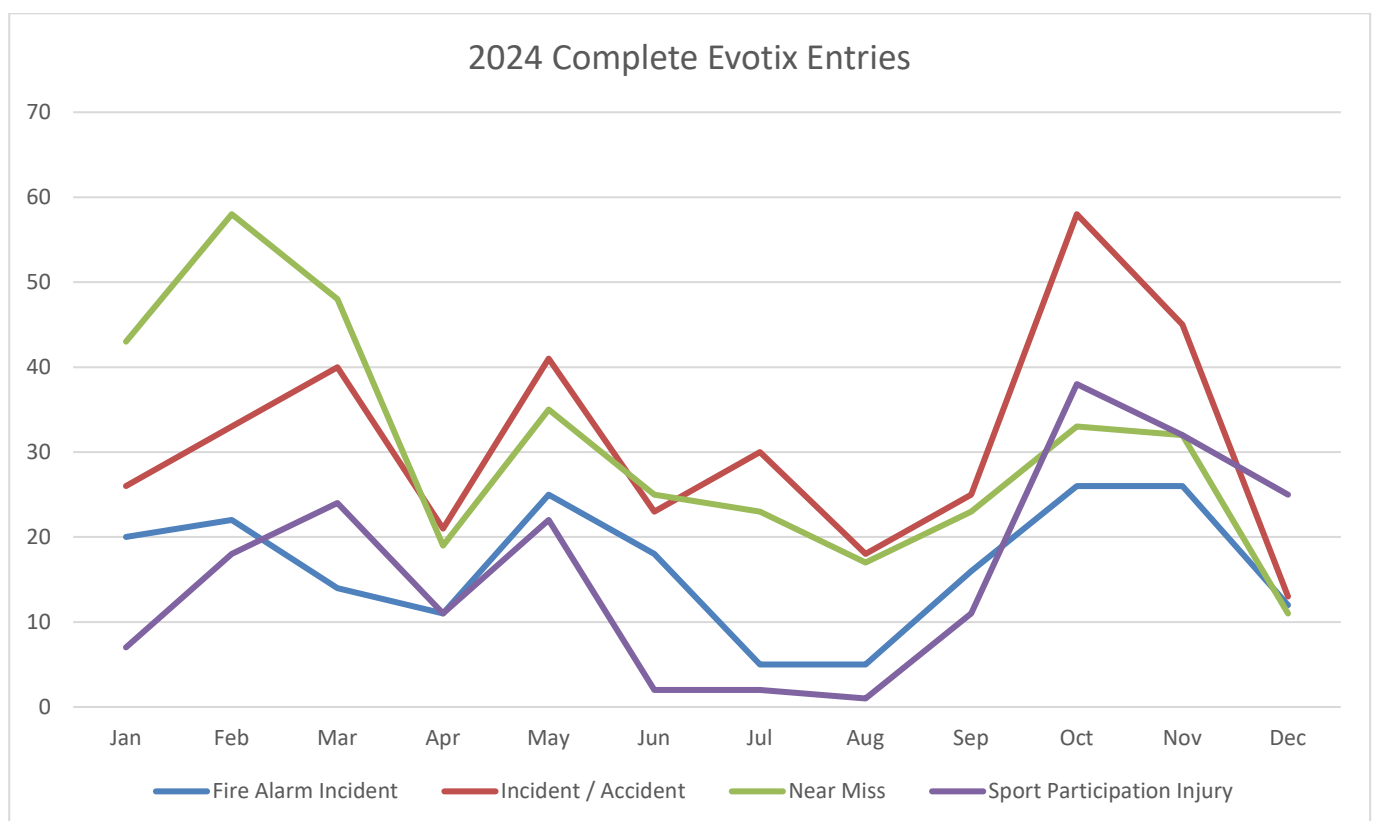
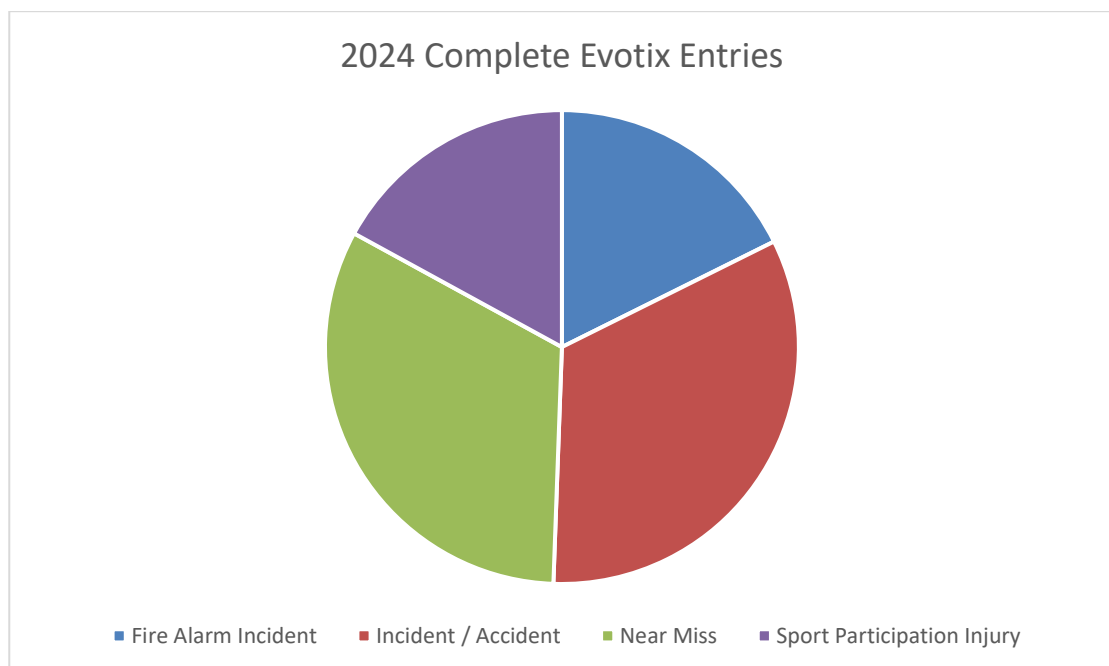
The staff training matrix, hosted on the Health and Safety webpages, is under review due to the many changes in respect of science-based courses.

The introduction of a new electronic permit system has led to the requirement for specific permitting training such as cable avoidance management and, managing work in confined spaces.

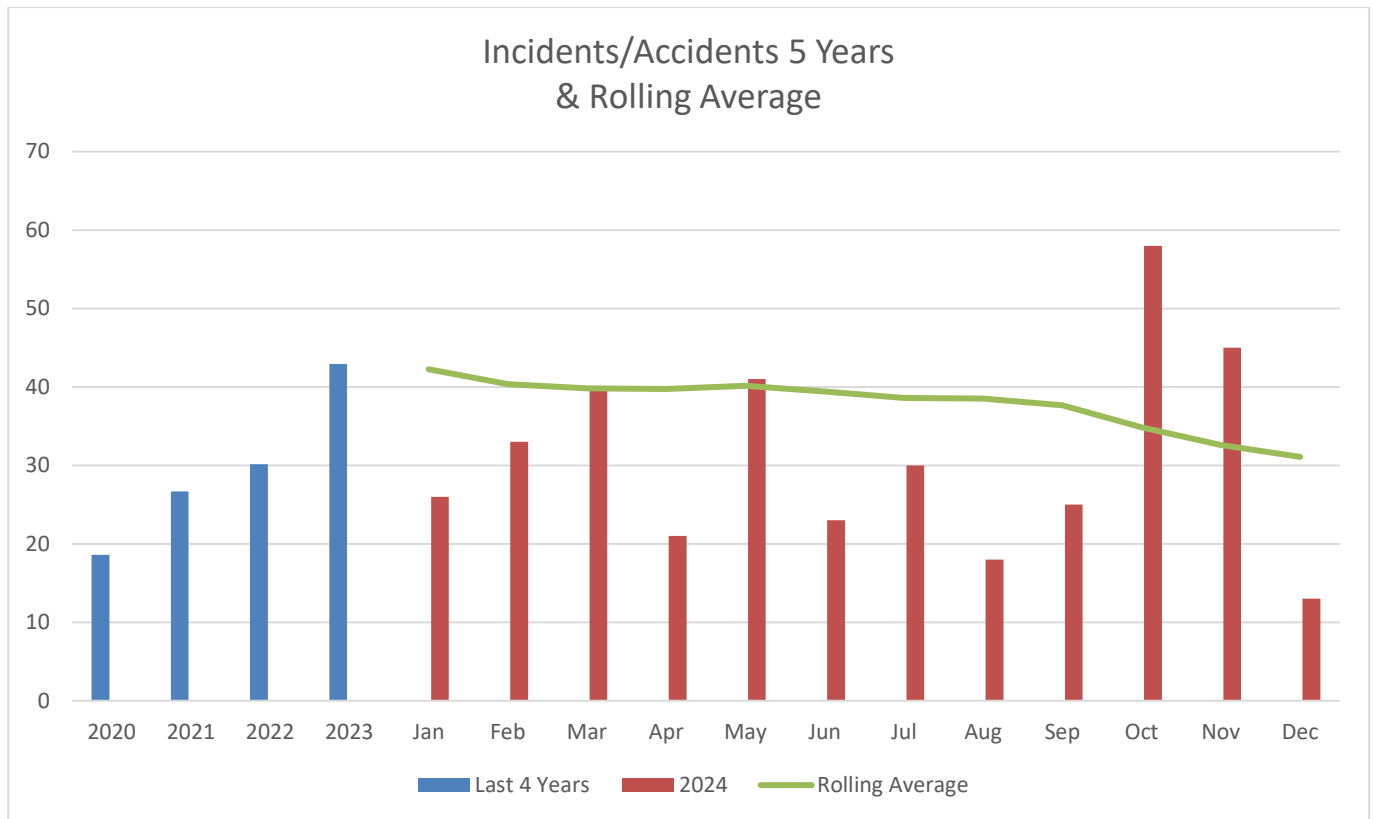
There has been a drive by Organisational Development to improve completion levels of mandatory training – namely the Health and Safety Induction and Fire Safety Awareness. This has led to increased work levels within the department whilst dealing with issues. Concern has been raised with Organisational Development regarding access levels to training systems for some staff categories.

Incident Data

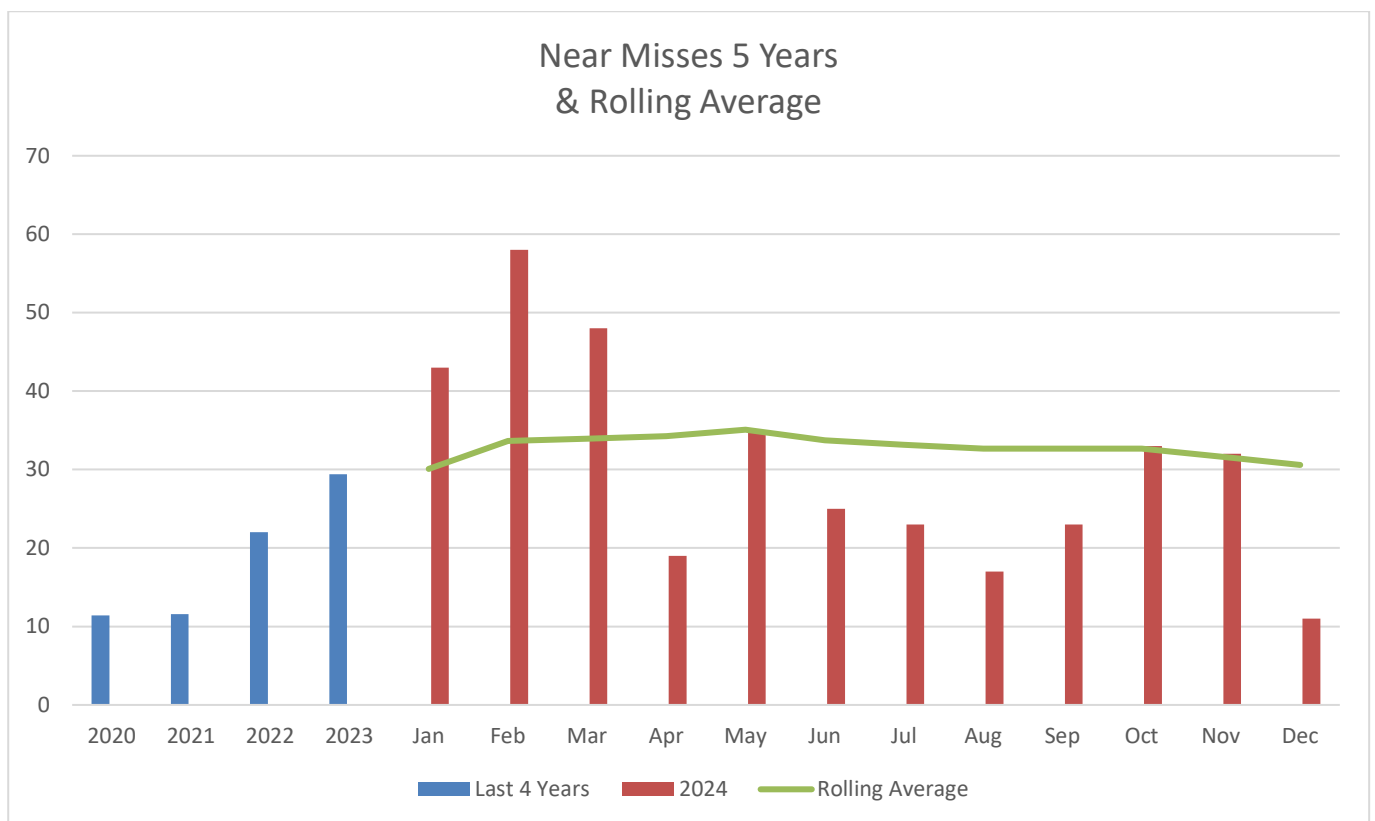
2024 Full Year Data



The breakdown of the different categories clearly shows a trend across all entries spiking each time a new term starts with more students/staff being on campus with a lull during Easter and Summer when people are away.

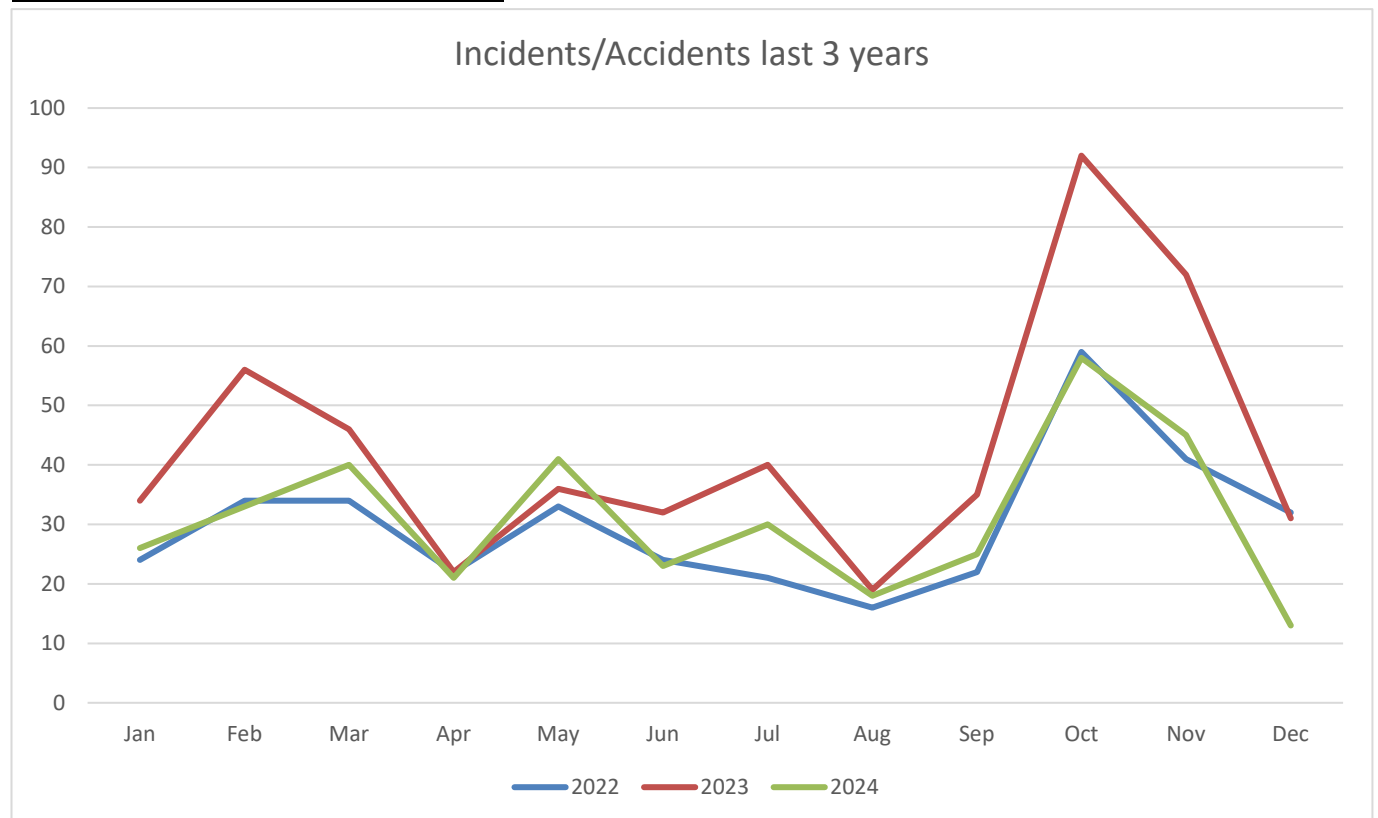


Rolling average shows a down trend across the year with accident rate being 25% less by the end of the year.

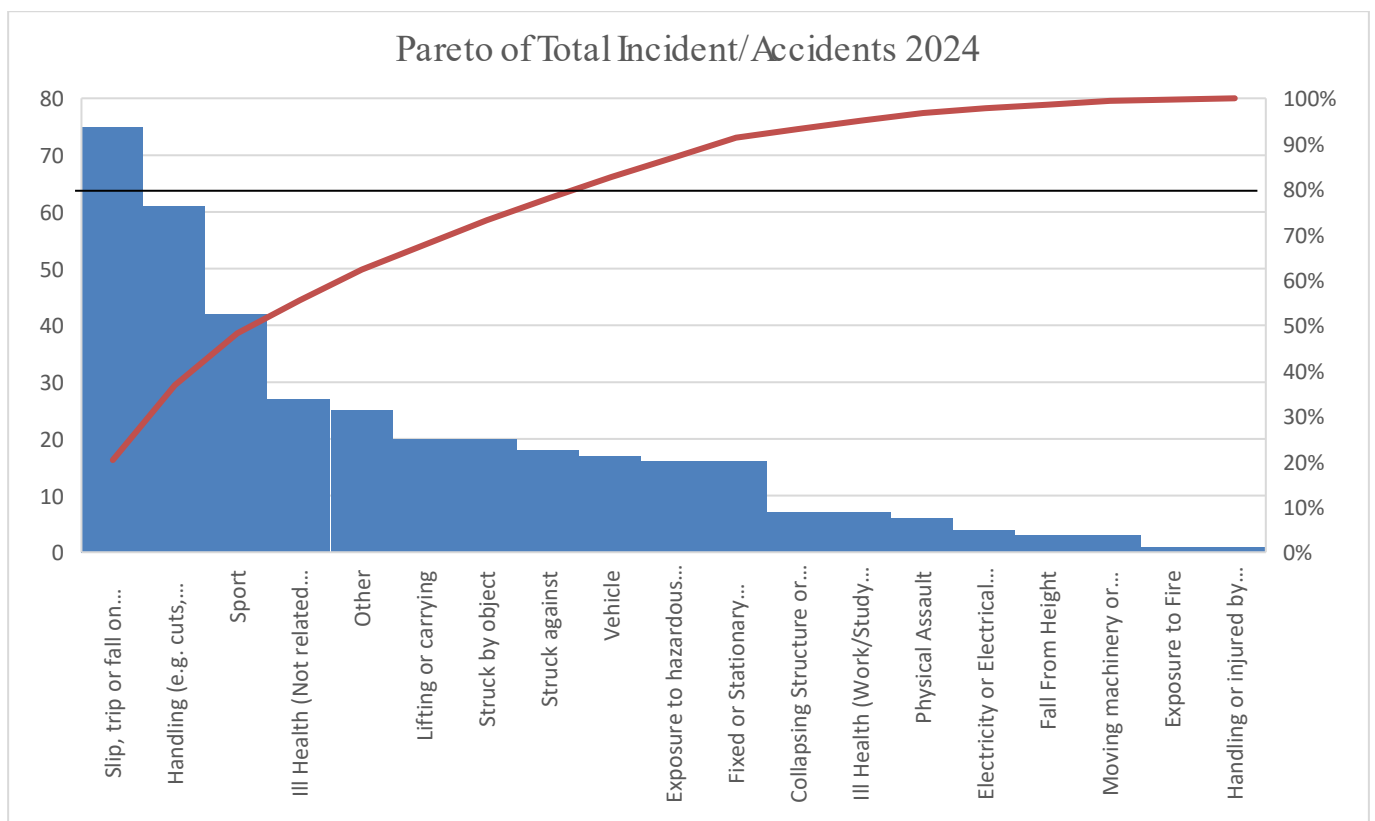
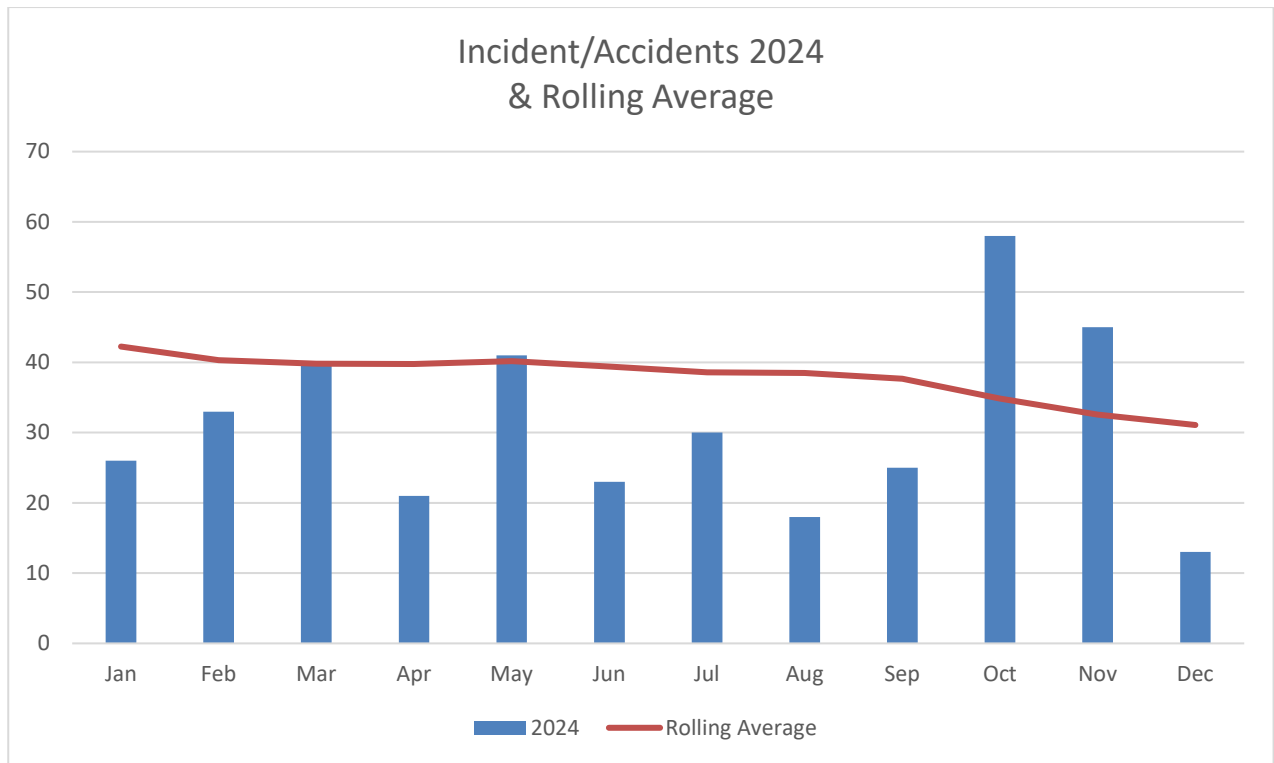


Near miss rates increasing year on year is a good sign showing better reporting. Overall trend for the average of the year shows a fairly consistent rate of reporting totals.

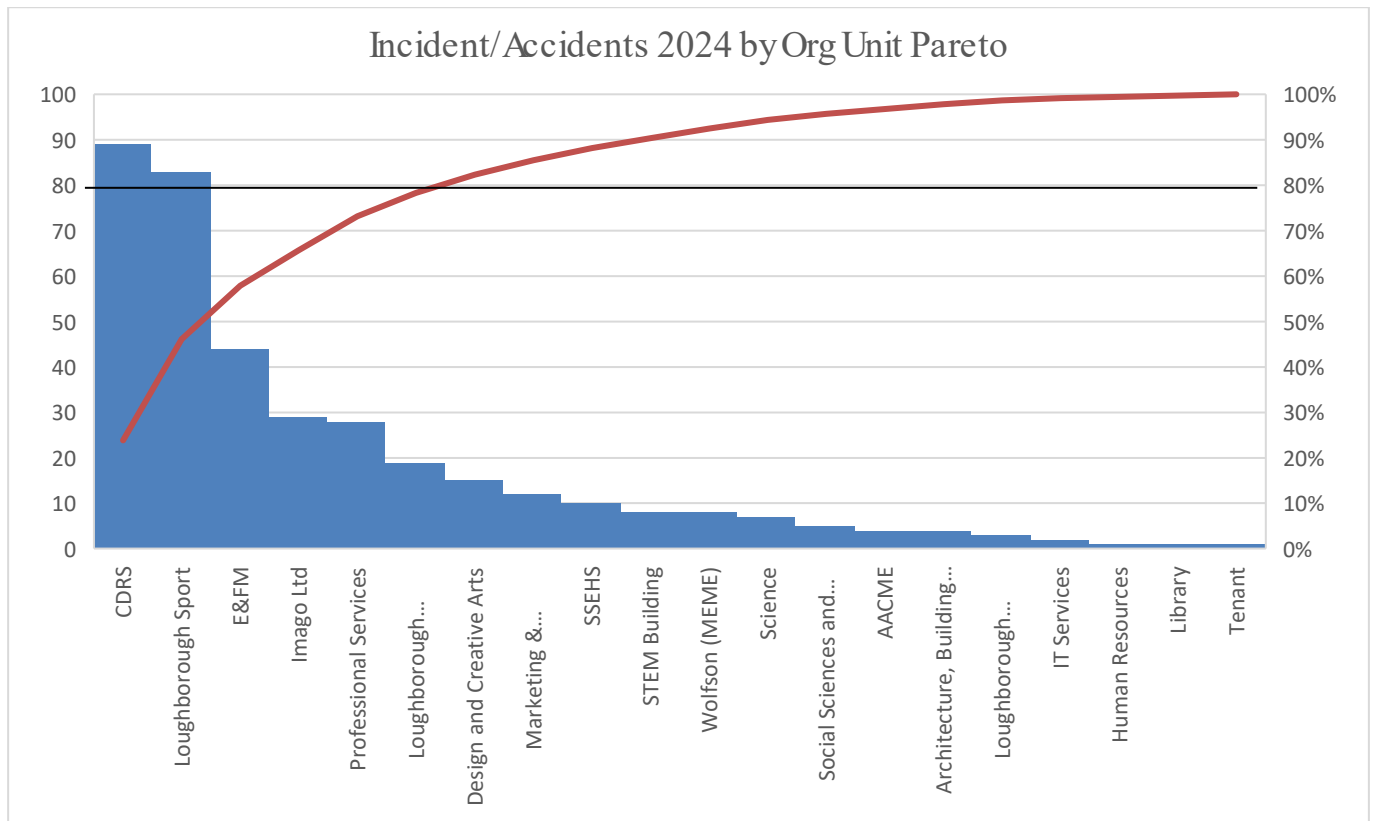
Incident/Accident data 2024



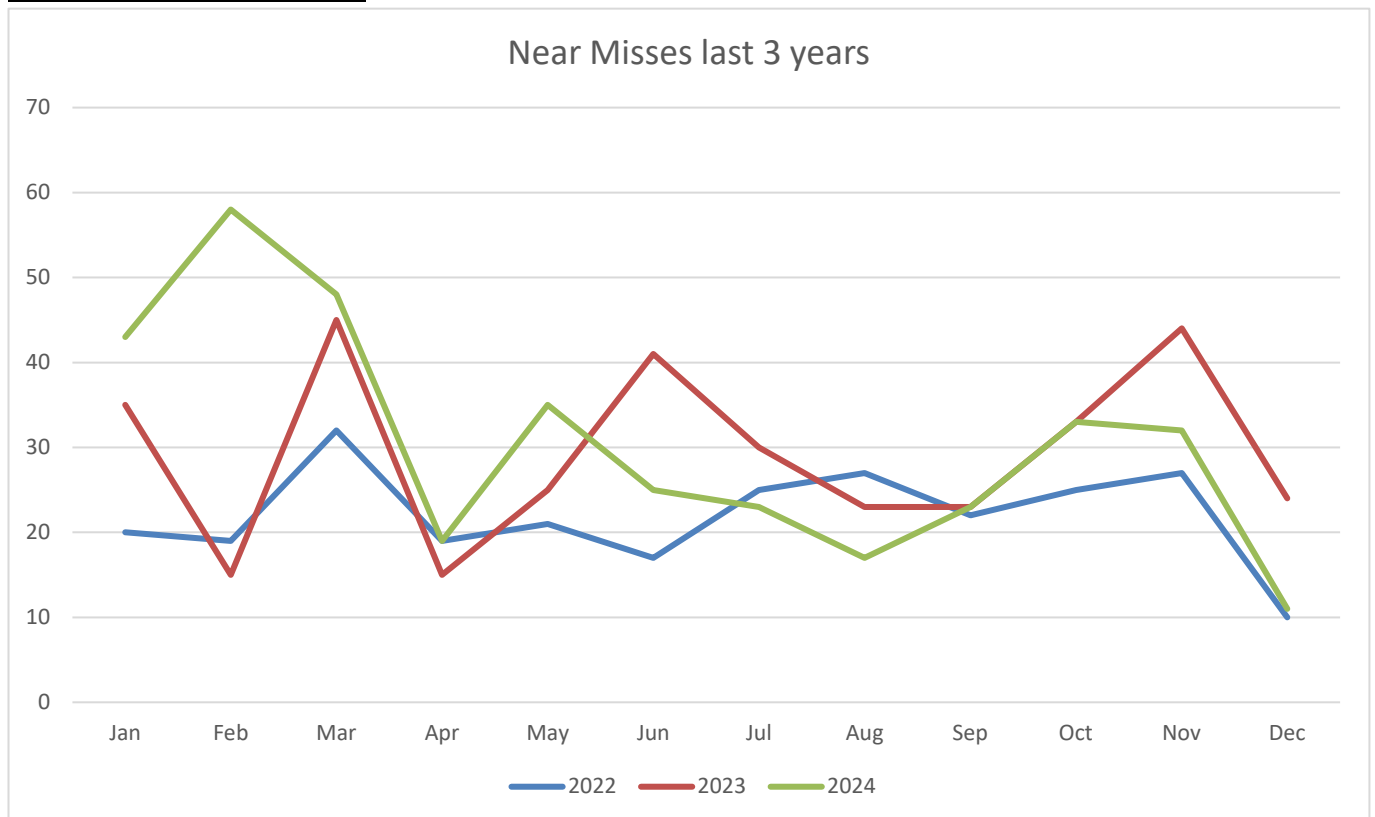
The incident rate shows a clear seasonal pattern with higher levels of incidents (and fire alarm activations) when students first occupy the campus after the Summer break and activity on campus resumes.

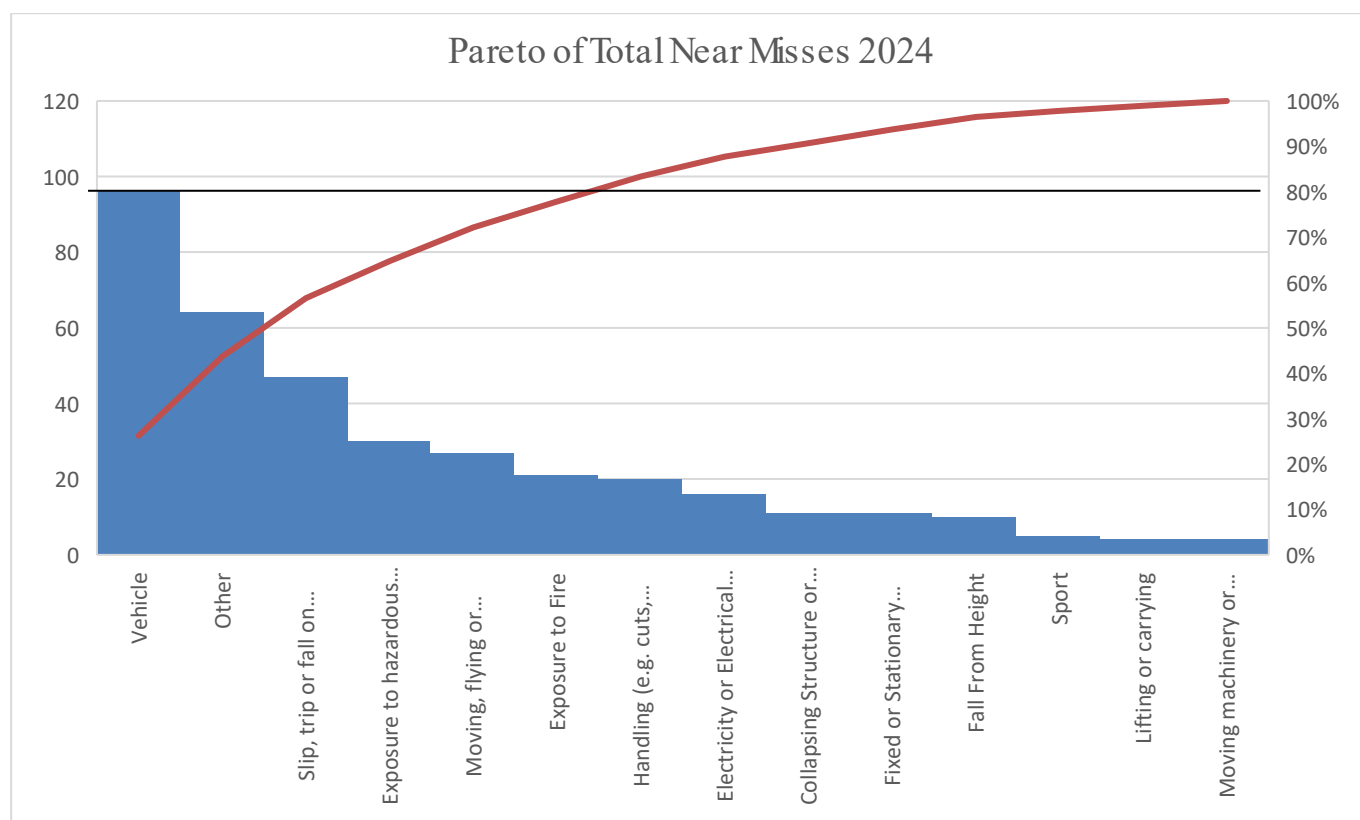
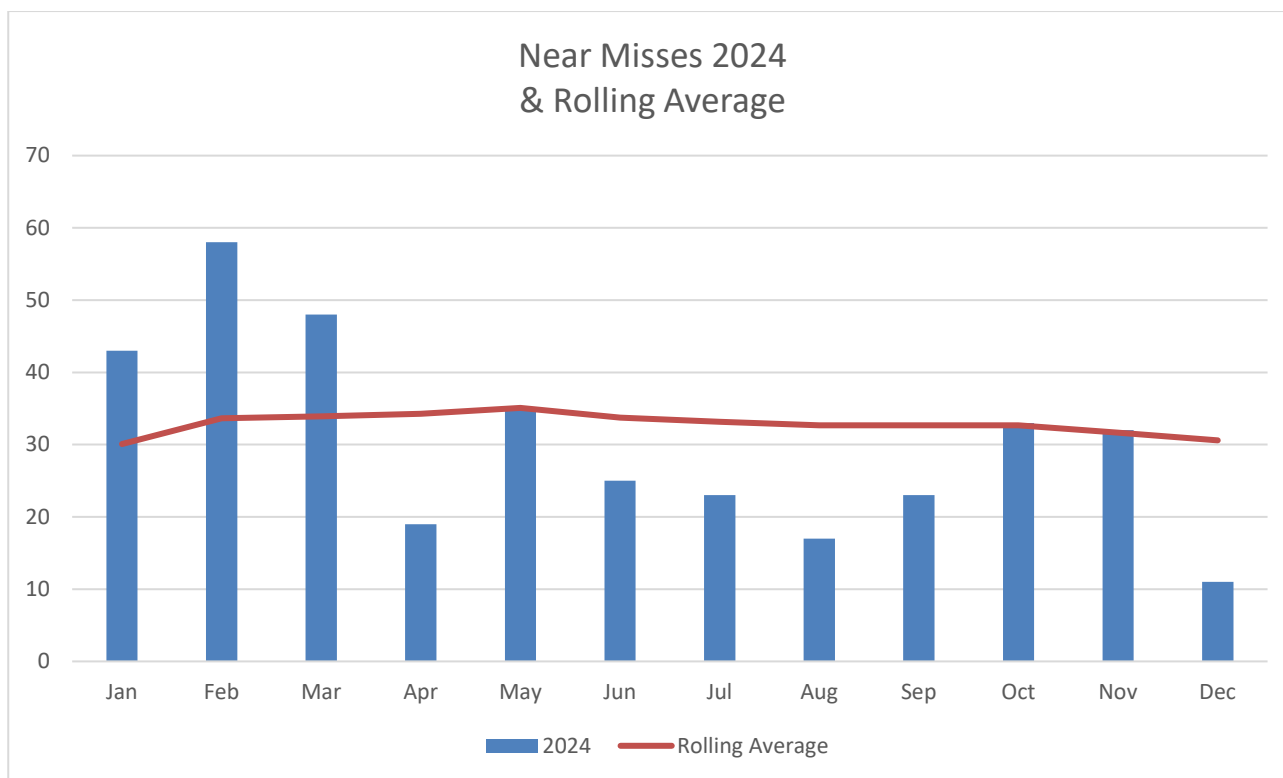


The most common accident/incidents across the year tend towards injury due to physical tasks. There is also a large number of accidents that are marked as 'Other' which may point to work being done to better record data.



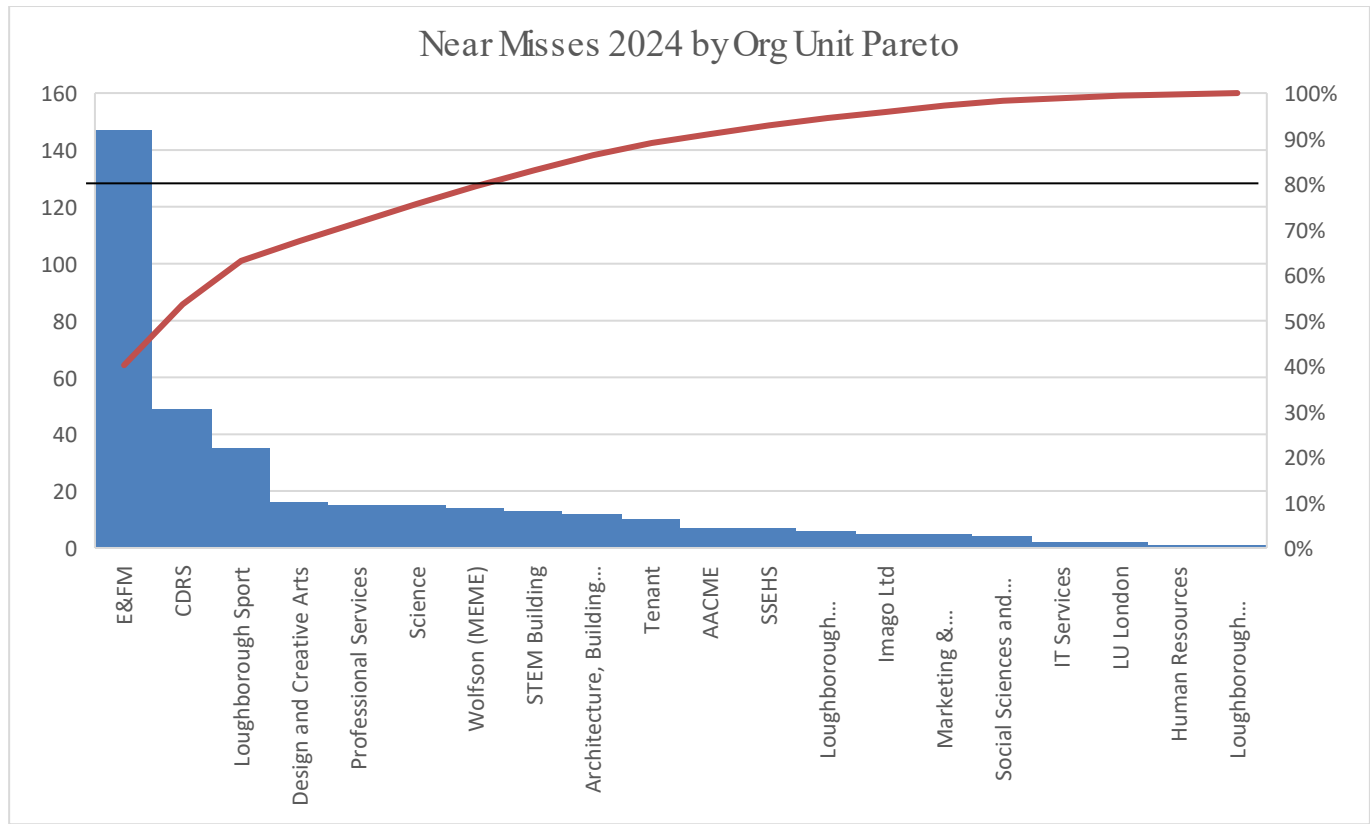
Near Miss data 2024



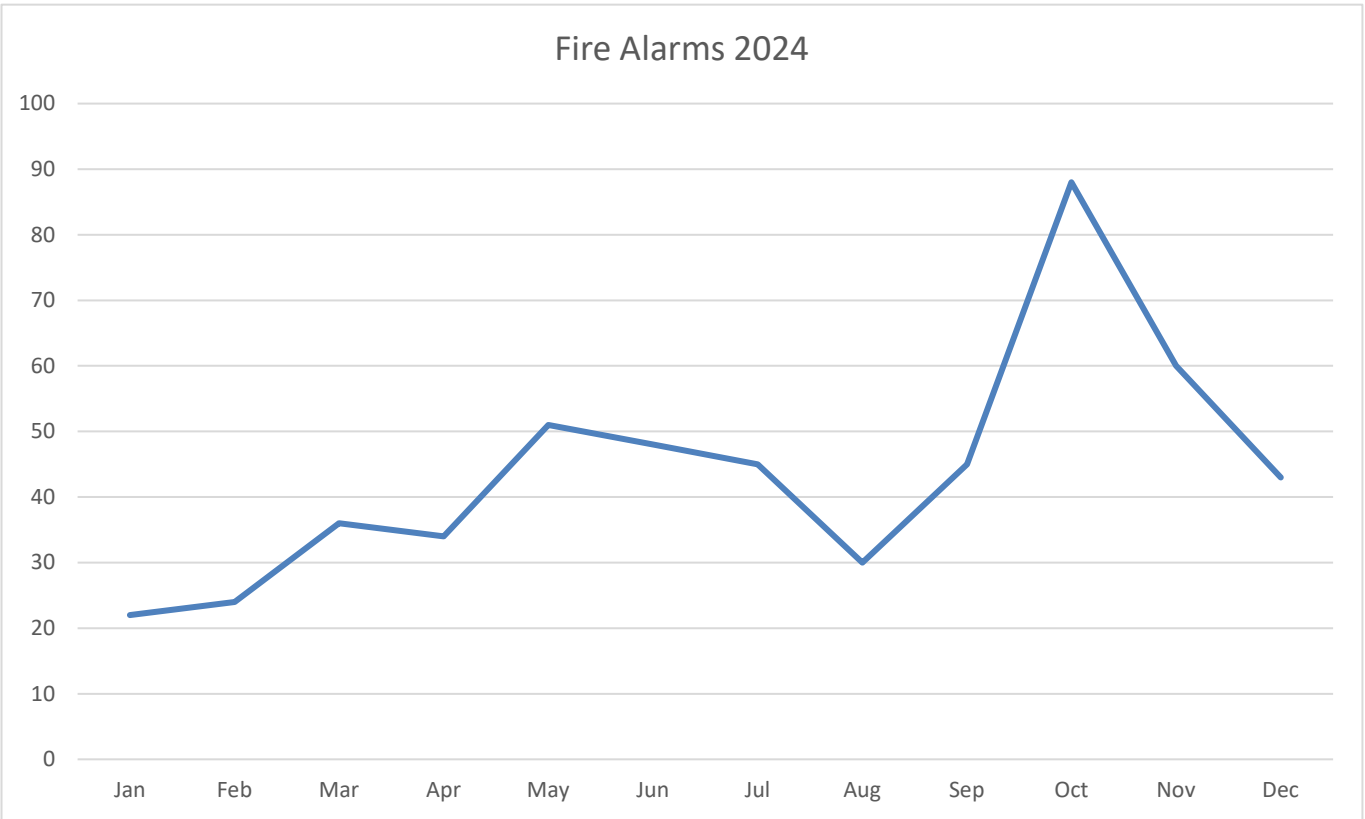


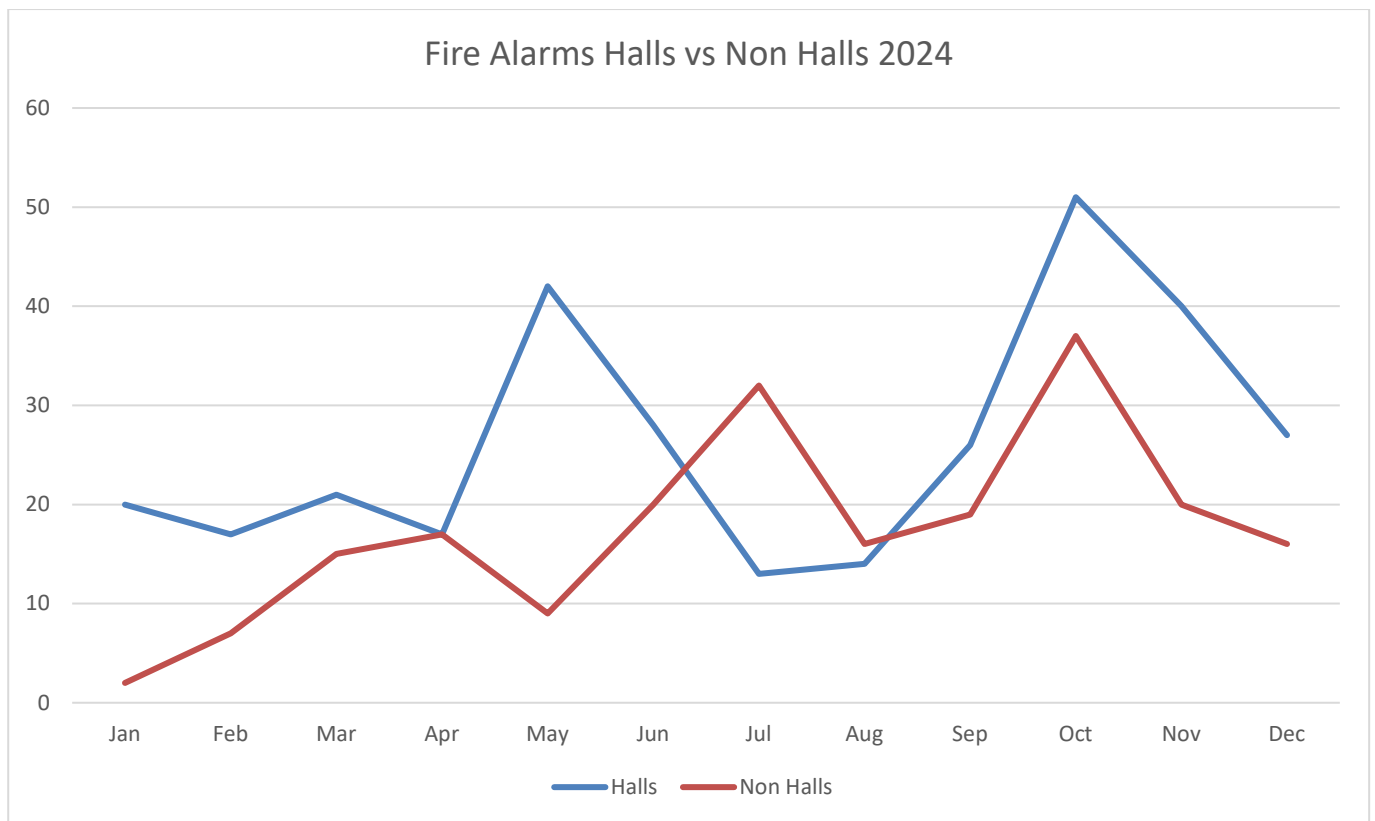
The most common type of near miss was 'Vehicle' based however the actual Accident/Incident rate for vehicles was considerably lower which shows the importance of our push towards improving markings and signage as well as communication about driving around the University and is a good sign that problems are being reported and addressed before they turn into

accidents. There are also a lot of near misses marked 'Other' which points to a need to look at how data is entered into the system.

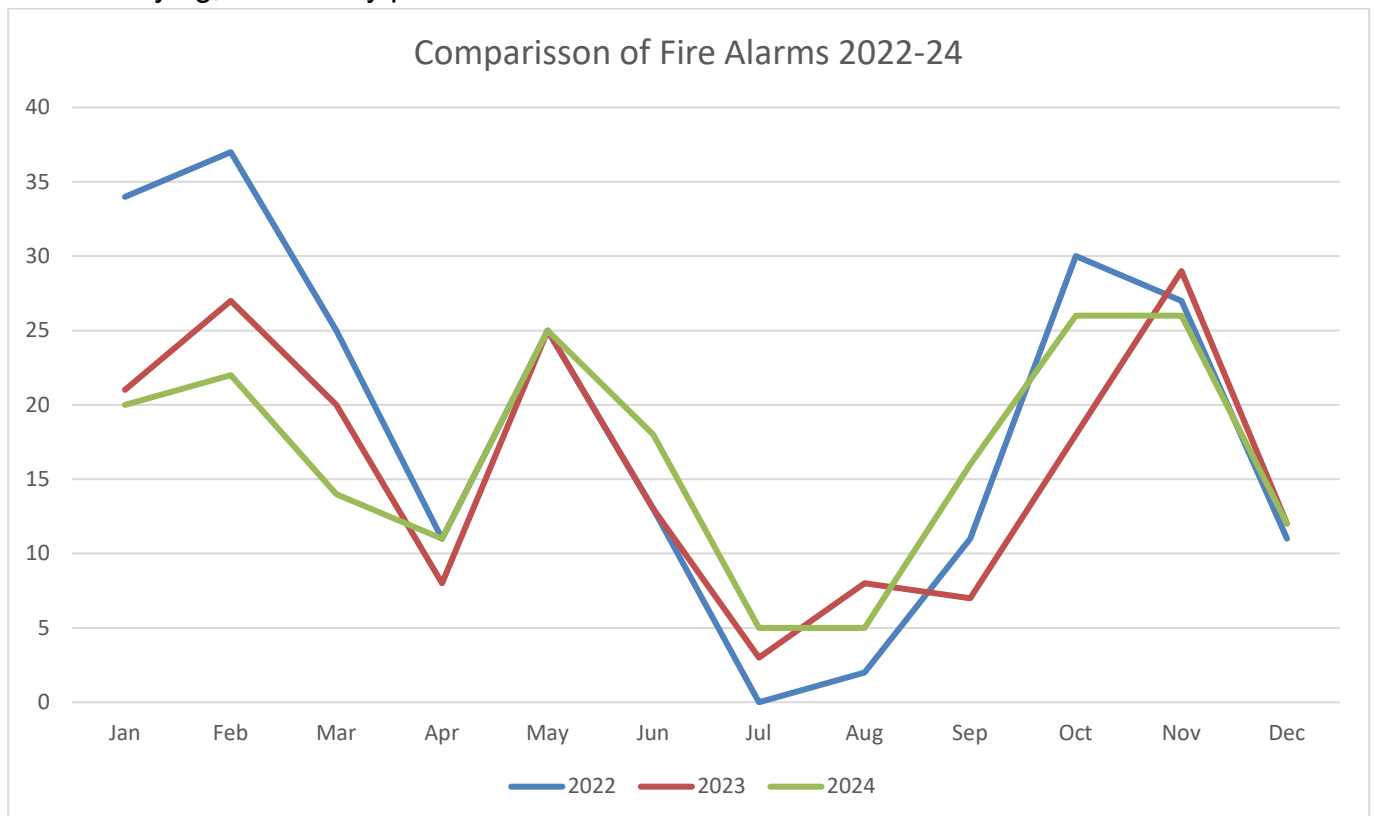


Fire Alarm data 2024





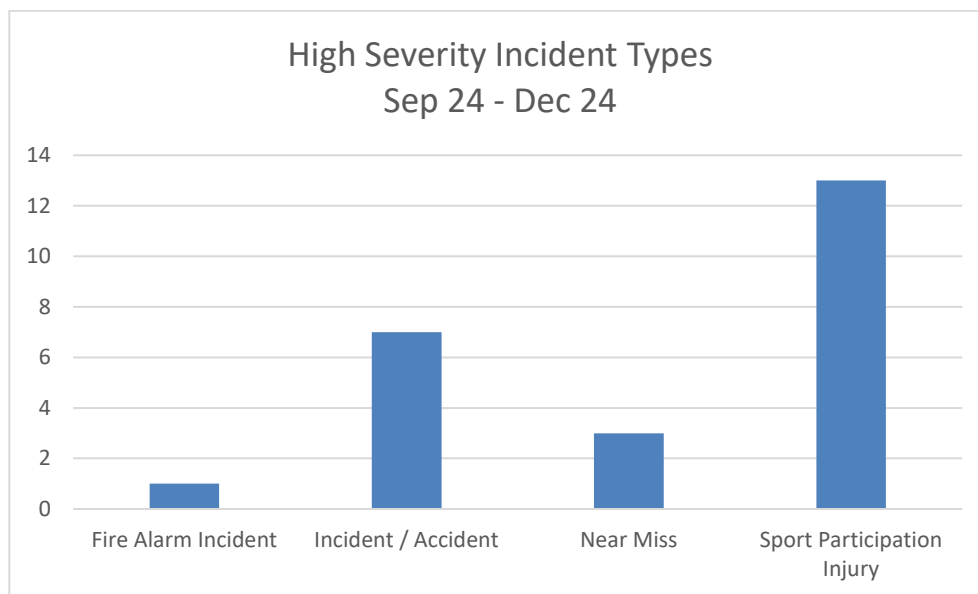
Halls fire alarms clearly spiking when students return/start after holidays. More equal spread across non halls data. Although there are a high number of activations in May, there are no obvious trends. There were a slightly higher number of activations caused by hair straighteners and hair drying, which may point to a weather related issue.



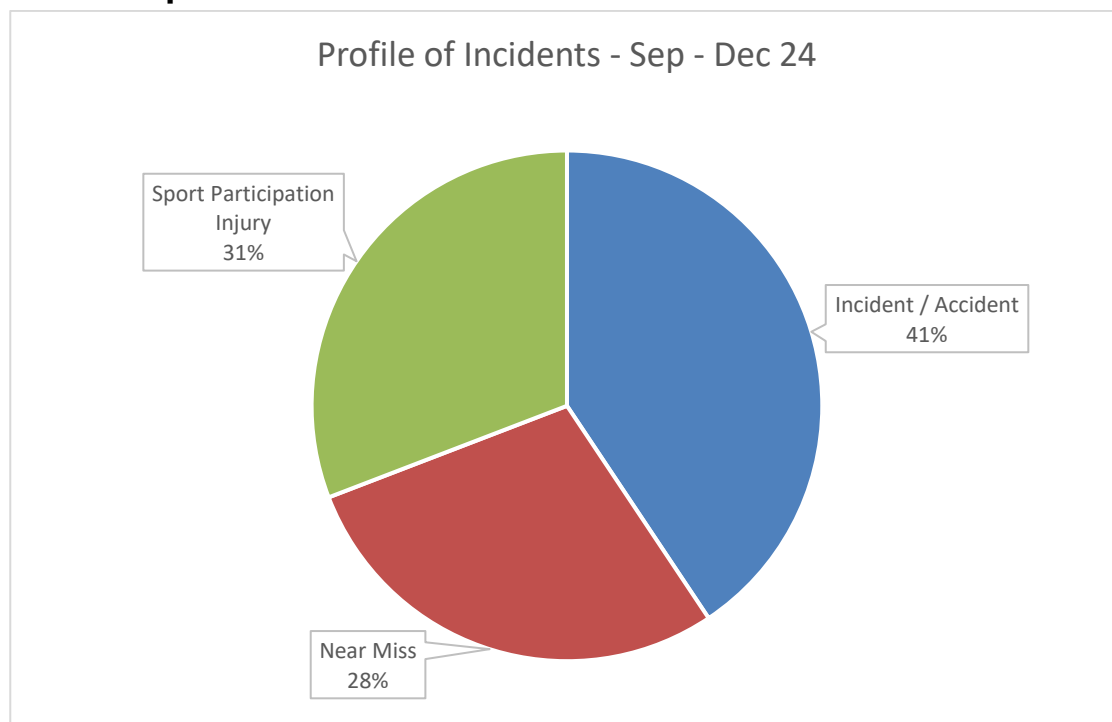
As with the comparison of incident/accident data and near misses we can clearly see a trend in the fire alarms spiking when students first start or come back from holidays almost identically to previous years.

High Severity Incidents Sep '24 – Dec '24

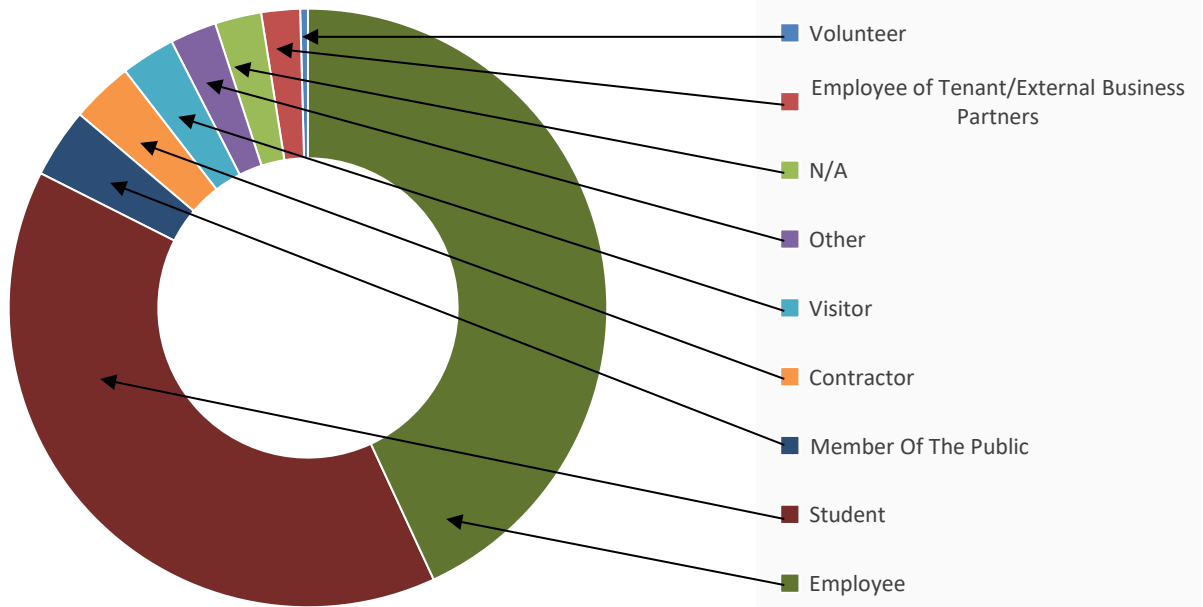
There were a total of 7 incidents, 3 near misses, 13 sports participation injuries, 1 fire alarm incident rated as high severity by the Health and Safety Service's internal rating outside of the RIDDORs. These are shown in the following tables:



General Data Sep – Dec 2024:

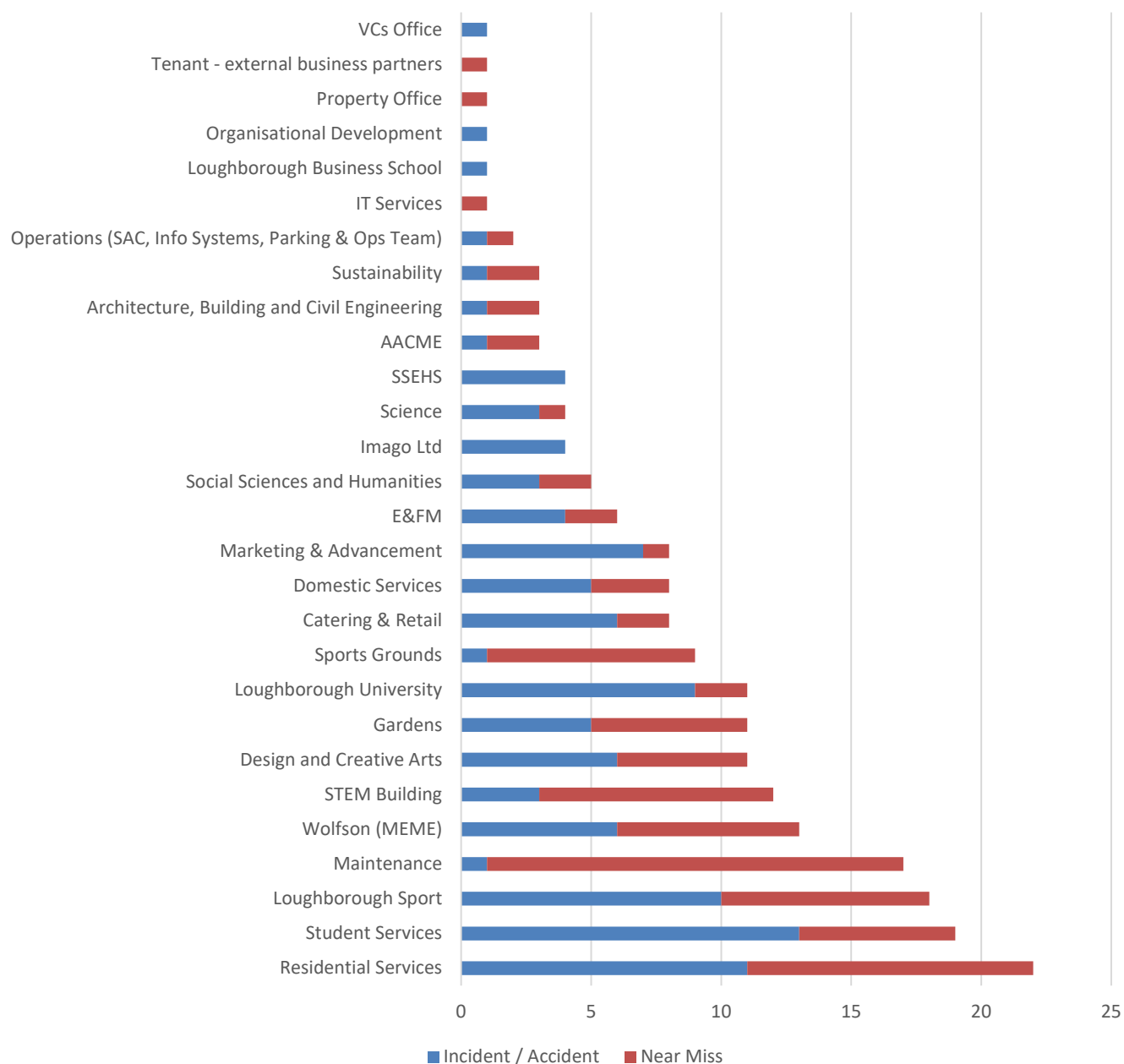


Profile of Persons affected by Accidents (Excluding Sports Participation) Sep - Dec 24



Much larger split of student accidents as expected due to them returning after summer break.

Incident Type split by Department Sep - Dec 24 Excluding Fire Alarms and Sports Injuries



There is a much bigger split between different departments than the last report due to the return to campus after Summer break.

High levels of near miss reporting indicates a good reporting culture and engagement. For example, The Maintenance team suffered only 1 injury/accident, but reported 17 near misses.

Health, Safety and Environment Committee



Loughborough
University

Student Placements, Work-based Learning and Study Abroad Health and Safety Policy

Origin: Catherine Smethurst, Assistant Registrar (Placements, Exchanges & Governance)

Action Required:

HSEC are asked to **APPROVE** the new health and safety policy for taught student work placements, work-based learning and study abroad.

Executive Summary

Circa 2000 taught students per year undertake a work placement, formal study abroad period or other work-based learning activity as part of their programme.

The Placements and Work-based Learning Health and Safety policy was last updated in 2020. The fundamentals of the policy are unchanged, but the revised document reflects the transfer of placements governance responsibilities from the Careers Network to the Academic Registry. Several appendices such as template forms and insurance documents, some of which were out of date, have been removed. Updated versions will be hosted in Sharepoint/the Student Handbook website as appropriate.

The new version also formalises processes for outgoing Loughborough University study abroad (exchange) students who typically spend a semester or year studying at a partner university. It does not make provision for field trips which are within the scope of the [Fieldwork Policy](#).

The policy has been reworked in accordance with best practice frameworks of [ASET](#) (Work Based Learning and Placement Learning Association) and the [University Safety and Health Association](#).

Other Committees Consulted

N/a

Input has been provided by Neil Budworth, the Careers Network, Insurance Support, and School Placement and Exchange Officers.

Equality, Diversity and Inclusion Considerations

EDI considerations form part of the health and safety process at both an organisational level, e.g. to ensure the host organisation has adequate policies in place, and at a student level, where individual factors and additional support requirements form part of the risk assessment process.

Supplementary Reading

N/a

Student Placements, Work-based Learning and Study Abroad Health and Safety Policy

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1. Introduction

Placements, work-based Learning (WBL) and Study Abroad opportunities are highly valued by students and placement providers for the benefits they offer. In adopting this policy, Loughborough University (LU) recognises that it plays a pivotal role in ensuring that students and host organisations achieve a successful outcome from their shared experience.

It is the policy of LU that all appropriate placements, WBL and study abroad activities are planned, organised and managed to ensure that:

- The student and members of LU staff involved in the activity are not subjected to unacceptable risks to their health and safety
- The student and members of LU staff involved in the activity do not create unacceptable risks for the host organisation or others

Consideration of health and safety (H&S) issues is integral to the process of assuring the suitability of a placement, study abroad or WBL opportunity. Activity arranged without adherence to the requirements of this policy will not be approved by LU.

This policy has been developed following the best practice frameworks of [ASET](#) (Good Practice Guide for H&S for Student Placements), the [University Safety and Health Association](#) (Guidance on Health and Safety of Placements) and in fulfilment of [QAA expectations and core practices](#) where appropriate.

2. Scope

This policy applies to all placements, Study Abroad for outgoing LU students, and other forms of WBL opportunities which have an association with the University, including activity that is not part of a module and/or assessed or accredited by LU. It sets out the due diligence procedures for risk assessing activities and checking that the placement provider has suitable H&S arrangements in place. The term placement is used throughout this policy to cover Study Abroad and wider WBL activities.

For undergraduate work placements forming part of a programme of study, the policy should be read in conjunction with the University's [Student Placement Charter](#). The Charter defines what a placement is, and the responsibilities of the main stakeholders in the placements process. The Student Placement Charter is incorporated in the Academic Quality Procedures Handbook published by Academic Registry on the authority of Education and Student Experience Committee and Senate.

The Part I Year in Enterprise scheme follows this H&S process with some minor adjustments to allow for students running their own business during their placement year. Further information is given in Appendix B.

The policy also applies to activity which is not linked to a programme of study, but for which the University is administering internal or external funding, and for which LU insurance cover is in place, e.g. international volunteering programmes undertaken during a vacation period. In such circumstances, the overseeing professional service is expected to fulfil the role of the School in managing health and safety processes.

More information about the different types of activity and the specific H&S requirements is given in Appendices A and B. It is recognised that there are several areas of guidance which are beyond the scope of H&S, but which are included for completeness as they relate to the management and approval of placements.

The policy does not apply to LU students on field trips which are governed by the [Fieldwork Policy](#), or to incoming exchange students studying at one of Loughborough University's campuses.

3. Stakeholders

The main stakeholders in the placements process are:

- Loughborough University
- The placement student
- The placement provider ('host organisation')
- Loughborough Students' Union

The following areas of LU are responsible for the management and support of placements:

3.1 Academic Registry

The Placements, Exchanges & Governance Team has oversight of placements, WBL and Study Abroad (exchanges) governance and is responsible for policy, processes and the use of systems to support the management of these activities. The Placements, Exchanges & Governance Team manages external international mobility funding, and oversees health and safety processes for activities which are not part of a student's programme, but which attract mobility funding.

Contact: exchanges@mailbox.lboro.ac.uk

3.2 Careers Network

The Careers Network is responsible for the provision of careers advice, coaching, employability support and the promotion of skills development opportunities to students. This includes the management of and oversight of health and safety processes for University-supported internships, such as the Talent Match programme.

Contact: careers@lboro.ac.uk

3.3 Health and Safety Service (HSS)

The role of the HSS is to:

- a) Audit compliance with this policy
- b) Carry out training for LU staff
- c) Report accidents or near miss incidents to Health, Safety and Environment Committee and ensure that the placement provider has reported notifiable accidents to the Health and Safety Executive
- d) Investigate accidents
- e) Liaise with LU Insurance Support regarding civil claims arising from incidents or accidents
- f) Provide advice and support to those who use and apply this policy

Contact: hse@lboro.ac.uk

3.4 Insurance Support

Insurance Support is responsible for the provision of information and advice (including claims enquiries) to students, placements staff and host organisations on all aspects of insurance prior to, during and post placement.

Contact: insurance.support@lboro.ac.uk

3.5 Schools

Schools are responsible for the academic management of placements, Study Abroad and other WBL activities forming part of a programme of study. It is the role of the School to assist students to source and prepare for such activities, to monitor engagement/completion and to provide support throughout the activity. Unless agreed with the Placements, Exchanges & Governance Team, Schools will be responsible for the health and safety processes detailed in this policy.

4. Placement approval requirements

4.1 Due Diligence

Where Schools are considering approving placements at a host organisation with which LU does not have a prior relationship, further due diligence may be appropriate to ensure that risk is managed appropriately.

Guidance and a Due Diligence Tool is available on the [Legal Services website](#).

4.2 Placement Ethics

Additional scrutiny should be given to placements which may pose ethical questions. It is expected that placements which may negatively impact equity, diversity and inclusion, or which could lead to concerns about bribery or corruption will not be approved. Consideration must also be given to the ethics of placement activity which:

- a) Is governed by the Human Tissue Act
- b) Involves human participants
- c) Involves animal testing
- d) Has military applications

This list is not exhaustive. When considering whether to approve a placement, Schools should follow the principles in the University's [Ethical Policy Framework](#).

4.3 Health and Safety processes

The processes for approving a placement, Study Abroad or other WBL activity vary according to the nature of the activity, but there are seven key elements to LU health and safety processes:

- a) Pre-placement training for students
- b) Host Organisation Declaration Form (HODF) – UK and international versions
- c) Student Risk Assessment – standard version and detailed version for international placements in countries with a moderate or high risk rating
- d) Student Induction Checklist
- e) Welfare check/Tutor meetings
- f) Emergency protocol

g) Incident reporting

The requirements for each activity type are detailed in Appendix B.

Health and safety documentation and meeting records will be uploaded to the University's central system for the management of off-campus activity.

a) Pre-placement training for students

Students must participate in any pre-placement activity mandated by their School, or the Placements, Exchanges & Governance Team. This includes attending an in-person or online health and safety briefing which should sufficiently prepare the student for the environment in which they will be placed and detail duties such as:

- i. Their health and safety responsibilities
- ii. The health and safety responsibilities of the host organisation
- iii. Assessing and managing risks for activities they will undertake
- iv. Monitoring and providing feedback to the School
- v. Informing the School immediately if they have any concerns regarding their health and safety whilst on placement
- vi. Informing the School immediately if they are involved in an accident whilst on placement

It is the responsibility of the School to ensure that all students going on placement are effectively prepared, that briefings/information are focused on 'risk factors' and as country specific as possible.

Generic H&S training materials are available from the Placements, Exchanges & Governance Team.

If the student does not participate in mandatory pre-placement preparation activities, the placement cannot be approved.

b) Host Organisation Declaration Form (HODF)

The placement provider must satisfactorily complete and return a Host Organisation Declaration Form (HODF) to the School. The HODF confirms that the placement provider has suitable arrangements for H&S in place, and appropriate insurance to cover the placement student and any visiting LU staff.

If there is more than one student going to the same placement provider in the same academic year, and the roles and circumstances of the students' placements are the same or very similar, a single HODF per placement provider is acceptable. This should confirm the names of all placement students covered by the form.

Placement providers can submit HODFs in the following ways:

- Via an official LU online form
- Electronically:
 - Completed and signed (in handwriting) by the placement provider, scanned, and e-mailed to LU, or
 - Completed electronically and e-mailed from an individual (not generic) e-mail account registered at the placement provider
- On paper (by post)

Should the host organisation be unwilling to sign the HODF, the School should contact the organisation to ascertain which aspects of the HODF are considered contentious. Guidance on resolving issues is available from the Placements, Exchanges & Governance Team.

In exceptional circumstances, where a host organisation is unwilling to sign a HODF and the School has exhausted all opportunities to resolve any confusion, it may still be possible to approve the placement, subject to satisfactory confirmation of arrangements for the assurance of the student's health and safety, and insurance arrangements. Guidance should be sought from the Placements, Exchanges & Governance Team, Insurance Support and the Health and Safety Service as required.

In all other circumstances, where a satisfactory HODF cannot be obtained, the placement cannot be approved.

i) Support for host organisations

Schools must ensure that host organisations are provided with appropriate contact details should any issues arise. In an emergency situation involving a student outside of office hours, the 24-hour LU Security Team should be contacted: <https://www.lboro.ac.uk/services/security/>.

If the placement provider requires further support in respect of the arrangements for hosting an LU placement student, Schools should offer information and guidance as appropriate, referring to the Placements, Exchanges and Governance Team if necessary. However, it is noted that any contract of employment or registration for studies is between the host organisation and the student.

ii) Host Organisation requests for additional documentation

If the host organisation produces their own document such as a Convention de Stage (or other tri-partite agreement) or a Non-Disclosure Agreement (NDA), refer to the [Student Placement Toolkit](#). Such agreements may only be signed by Legal Services.

Placements involving research within the NHS may require a Research Passport. Further information about this process is available on the [Research and Innovation Office website](#).

c) Student Risk Assessment

Students must submit a risk assessment for all placement activity to be undertaken. Any significant hazards and risks associated with the placement must be identified wherever possible by the student, placement provider and the School. Any agreed actions to mitigate identified risks must be followed by all parties.

Students who are undertaking an activity overseas must register for an account with the University's risk management platform provider to access information on country/region-specific risks associated with their placement location. The risk rating must be included in the student's risk assessment. Students are also strongly advised to download the risk management provider's app and monitor this for local updates whilst overseas.

The six key areas of risk to be assessed are:

- Working hours
- Travel and transportation
- Working with hazards (including but not limited to machinery, toxic or hazardous materials, high risk individuals, dangerous animals, working at heights)
- Location and/or regional factors

- General environmental/health factors linked to the placement location (affecting any student – e.g. vaccination requirements)
- Individual student factors (e.g. health, disability, pregnancy, linguistic or cultural factors)

Where no significant risk is identified within a particular area, a risk rating of low (green) will be assigned and no further action is required beyond the student and host organisation continuing to follow existing policies.

If a risk is rated as moderate (amber), further assessment is required to agree mitigations which should be put in place before the placement can be approved. The host organisation should be involved in these discussions where appropriate.

If a risk rating of high (red) is assigned, further assessment is required to agree mitigations which could be put in place to safeguard the student. The host organisation should be involved in these discussions where appropriate. Further guidance should then be sought from the Placements, Exchanges & Governance Team, Insurance Support or Health and Safety Service as necessary before approving the placement.

If the student does not complete and return the risk assessment, or identified risks cannot be mitigated, the placement cannot be approved.

i) Provision for students undertaking placement activity in a home country designated as high risk

Students may wish to return to their home country to undertake placement activity. Where the country has a higher risk rating than would normally be permitted, guidance should be sought from the Placements, Exchanges & Governance Team, Insurance Support and the Health and Safety Service as required.

ii) Change in circumstances

Risk management is an ongoing part of placement activity. Should there be significant changes to the risk profile of the student's placement, they should promptly inform the School, who will determine whether a further risk assessment needs to be conducted. Examples of changes which should be communicated to the School include a change of placement location, overseas travel forming part of the employment or student abroad, a change in duties resulting in exposure to new hazards, or an overall change to the risk rating of the country due to political instability.

d) Student Induction Checklist

All students undertaking longer-term work-based activities must submit an induction checklist within 21 days of the placement commencing, or provide the information to the School via a wellbeing check (Teams or telephone). The checklist will ensure that the host organisation has provided a satisfactory induction, ensuring the student understands key health and safety policies and has received, or will receive, appropriate training in advance of working with hazards. Any new risks identified at this stage are subject to a revised risk assessment.

e) Wellbeing Checks and Tutor Meetings

In accordance with the University's [Policy on Attendance and Engagement for students on taught programmes](#), all Part I and outgoing exchange students are required to engage with their School for wellbeing checks and Placement Tutor/Exchange Coordinator meetings. The School should ensure

there are no health, safety and wellbeing issues affecting the student, or take action to mitigate new risks, and document the meeting in the relevant corporate system.

f) Emergency protocol

LU will maintain a protocol to be used in case of an emergency involving a student who is on a placement activity away from the University's campuses. An emergency is defined as civil unrest, a global pandemic, natural disaster, political instability, terrorism, or where the student is a victim of a serious crime. The protocol will detail the responsibilities of all involved parties, and set out the means for contacting the University in an emergency. The emergency protocol is published at <https://www.lboro.ac.uk/study/overseas-exchange/outgoing/before-you-leave/emergency-protocol/>.

For overseas placement activity, the LU emergency protocol is supplemented by a 24 hour emergency helpline provided by the University's Insurers.

g) Incident reporting

Where a H&S incident (accident or near miss) occurs involving a student on placement, or a member of LU staff who is visiting the placement student, this should be immediately reported via Loughborough University's [incident reporting system](#).

Dependent on the severity of the incident, the School should consider whether additional support to manage the response is required from Professional Services including but not limited to the Health and Safety Service, Insurance Support, and Placements, Exchanges & Governance Team.

Any serious injury or fatality involving a student undertaking placement activity must be immediately communicated to the Assistant Registrar (Placements, Exchanges & Governance), referring to the [Guidelines for Student Fatalities](#) if necessary, for further investigation and communication as appropriate across the institution.

5. Insurance

5.1 UK-based and overseas placement activities

a) Employer Liability / Public Liability

Work placement providers should provide insurance cover for the public liability of the student (covering damages caused by the student) and personal accident (covering injuries caused to the student) at the student's placement workplace. In the UK, host organisations can be expected to hold both Employers' Liability and Public Liability insurances (with some exceptions). However, for overseas placements, each region/country has its own legislation and regulations governing insurance, indemnity and workers' compensation. The assessment of the host organisation's insurance provision forms part of the health and safety processes detailed in Section 4.3 of this document.

Where a student is studying overseas on an exchange programme approved by LU, the LU Public Liability policy may, based on the individual merits of the case, provide cover for a loss by a third party caused by any agent of the University (including students) acting on behalf of the University. In the event of a claim from a student, the host organisation and/or the third party, LU is only liable in respect of something that is at the fault of this institution.

Students undertaking the Year in Enterprise may benefit from LU Public Liability cover where working on a start-up under the supervision of LU. However, if the start-up develops into a trading

business, the student must have their own insurance cover in place. Further information can be obtained from Insurance Support.

b) Personal liability

Personal liability cover is provided subject to policy terms and conditions. E.g. If the student becomes legally liable to pay damage in respect of accidental bodily injury (which includes death, illness, and disease) to third parties, or accidental loss of/damage to material property.

5.2 Overseas placement activity

a) Travel and medical cover

LU has appropriate insurance (e.g. public and personal) cover in place for all approved LU overseas placement and study abroad (student exchange) programmes, undertaken during an official placement year or other Part of study, and other study or work-based learning activity organised by the University.

LU will provide students undertaking approved placement activity overseas with limited travel insurance cover. This should be supplemented by students' personal policies. Students must familiarise themselves with the key exemptions of the LU policy and should be in possession of a copy of the Travel Cover Summary document before travelling.

All overseas activity must comply with the health and safety procedures outlined in this document and students must not travel against advice from the UK Foreign and Commonwealth Office or Loughborough University's Risk Management platform provider.

UK residents who are eligible for a Students Global Health Insurance Card (Student GHIC) must have a valid card when travelling to a European Economic Area (EEA) or other country participating in the scheme.

b) Personal possessions

Outside of the inbound and outbound journey to the overseas placement, all personal possessions are the responsibility of the student and not covered by LU insurance.

Further information about insurance cover can be found at <https://www.lboro.ac.uk/study/overseas-exchange/outgoing/before-you-leave/insurance/> (student facing) and <https://internal.lboro.ac.uk/info/finance/staff/insurance/policy-documents/> (staff access only).

6. Managing issues during placements (dispute resolution)

Students who are undertaking placement or WBL activity away from the University remain subject to LU disciplinary procedures under Ordinance XVII. Where issues arise for which the host organisation may be at fault, the School should investigate the matter and seek to support the student to resolve the problems with their host organisation. Where issues cannot be resolved and the health and safety or wellbeing of the student is at risk, the School should consider withdrawing their approval of the placement. Examples may include the host organisation failing to provide a safe working environment, requiring the student to work excessive hours without adequate compensation and support, or failing to adhere to University expectations for equity, diversity and inclusion. Whilst noting that individual students may have different experiences at the same provider, serious concerns should be brought to the attention of the Assistant Registrar (Placements, Exchanges & Governance) to review whether it would be appropriate to approve further activity at the organisation in the future.

7. Consequences of unapproved placements

Where a placement has not been approved for reasons including:

- Failure of the student to provide placement details (e.g. employer name and contact details, location and placement dates)
- Non-completion of the HODF or provision of alternative documentation to meet LU health and safety requirements
- Student non-engagement with health and safety training/other mandatory pre-placement activities
- Non completion or unsatisfactory risk assessment

The student may not be insured by the University until the placement is approved. If the placement has already started, the implication is that any financial risk is now the University's rather than the insurer's. In this situation the student and host must be informed that the placement is unapproved, insurance cover via the University is not in place and that until the placement is approved it has no association with Loughborough University. At this point the host and/or student should be provided with a reasonable deadline (up to 21 days) to engage with the process of completing and returning required documents.

Where a placement cannot be approved, a School decision will be required as to whether the student can undertake a Leave of Absence or can continue with their academic programme. Further information is available in the Academic Registry's operational guidance documentation.

Where students are undertaking Part I placements which are not associated with the University, they will not be eligible for a UK student loan, or in the case of Student visa holders, the continuation of their Student visa sponsorship.

8. Version control

Version	Date approved	Approved by	Comments
1.0		Health, Safety and Environment Committee	New policy based on document last updated 2021

Appendix A – Loughborough University Placements and Work-based Learning Requirements Matrix

Activity	Example	Scale of Institutional Integration	QAA Expectations & Core Practice Compliance Required?	LU H&S/Due Diligence Required?	Formal Agreement Required?	Primary LU Policy to Apply	Other Resources
Integrated Placements	Practice placements, e.g. PGCE	High	Yes	Yes	Yes	Local Policy	Student Placement Agreements Toolkit
Study Abroad brokered by LU	Part I or other outgoing student exchange	Medium	No	Yes	Yes	Placements, Work-based Learning and Study Abroad Health and Safety Policy	
Employment situations (paid or unpaid)	Part I placements, including Year in Enterprise	Medium	Yes	Yes	Yes		
Structured short-term placements	Module-based and accredited WBL period	Medium	Yes	Yes	Yes		
Extra-Curricular Opportunities brokered by the University	Work shadowing or visit day	Low	No	Yes	No, unless a financial arrangement is involved		
Extra-Curricular opportunity brokered by the student but for which the student is in receipt of LU-administered funding	Vacation internship or volunteering activity	None (very low where formal agreement is required)	No	Yes	No, unless 'Convention de Stage' or equivalent required for overseas internship		
Extra-Curricular opportunity brokered by the student and not linked to the University	Vacation internship	None (very low where formal	No	No	No, unless 'Convention de Stage' or equivalent	None	Student Placement Agreements Toolkit

		agreement is required)			required for overseas internship		
Student Projects	'Live' briefs or collaborative projects	Medium	Yes	Yes	No, unless a financial arrangement is involved	Placements, Work-based Learning and Study Abroad Health and Safety Policy	Student Projects Toolkit
Brief in-curricula learning experiences	Visit day	Medium	Yes	Yes	No, unless a financial arrangement is involved	Fieldwork Policy	Student Placement Agreements Toolkit

Appendix B – Loughborough University Placements and Work-based Learning Health and Safety Requirements Matrix

Activity Type	HODF	Risk Assessment	Induction Checklist	Welfare check/Tutor meetings	Emergency protocol and incident reporting
Work placement or other WBL	Required	Required	Required	Required	As necessary
Study abroad embedded in a programme of study (exchange or student sourced)	Not required	Required	Not required	Required	
Part I supplementary activity	Required for work/in-person training	Required	Required for work activity	Required	
Part I Year in Enterprise	Not required	Required	Not required	Required	
Other activity covered by LU insurance – e.g. Talent Match, Turing-funded mobilities	Required	Required	Not required	Not required	

Health, Safety and Environment Committee



Loughborough University

Sport X Sustainability Engagement and Education Program

Origin: Elliott Brown, Sustainability Manager

Action Required:

For **INFORMATION** on the Sports and sustainability engagement and education program.

Executive Summary

Led by the Sustainability team and Loughborough Sport, LU has been working with a specialist sustainable sports consultants, Carbon Jacked, to launch a pilot engagement program with a small number of AU clubs. The Sport X Sustainability project kicked off in April 2024 and ran for the duration of our third term. The aim of the pilot was to directly engage student athletes on sustainability through their passion for sport, with a specific focus on climate, nature, pollution, communication and careers.

The pilot has been a success, with all participants stating they found the pilot valuable and more engaging than typical sustainability initiatives. All participants recommended the roll out of the project across all AU clubs for the 2024/25 academic year. AU clubs currently have EDI actions/objectives within their club development plans but nothing on climate or sustainability.

This is seen as a long-term project, which is clearly aligned with all three of the University strategic themes and endorsed through the Sports Core Plan and the developing Sustainability Strategy. Under the roadmap for delivery the Sport Core Plan has listed as an action in year one to launch the first programme in the UK that uses sport as a tool to engage student athletes on climate change and environmental sustainability. This project would be the first of its kind, to use sport as an engagement tool for student athletes, for the UK and HE Sector and will engage around 6,000 student athletes across over 60 different AU clubs, societies and several professional athletes through our Lightning Franchises.

The following paper gives a short overview of the project.

Other Committees Consulted

N/A

Equity, Diversity and Inclusion Considerations

The project incorporates all AU clubs. We are particularly keen to ensure para sports are included, and tailored engagement activities are available for this group. The project aligns to the following Sustainable Development Goals (SDGs): 3, 4, 11, 12, 13, 14 & 15.

Project Overview

With the support of the Sustainability team, Loughborough Sport and Carbon Jacked ran a pilot programme in April 2024 with a view to establish a leading sport and sustainability engagement programme. Upon the success of the pilot, Carbon Jacked developed a tailored programme for LU, with and this was rolled out in the academic year 2024/25. The programme is currently voluntary and is engaging with over 40 AU clubs. From the 2025/26 academic year this programme will be mandatory as part of the club development plans.

The objective of this work is to establish a leading sport & environmental sustainability engagement programme for student athletes at Loughborough University. The programme directly engages student athletes on sustainability through their passion for sport. The project aims to increase student athletes' knowledge, engagement and direct action on environmental sustainability, strengthening the offer that LU provides to prospective and current students. It would also prepare our student athletes to talk positively about sport & sustainability publicly. The programme has a strong focus on health and wellbeing through greater connection with nature.

A central part of the pilot was '[The Climate Cup rankings](#)' where sports clubs competed to be the most sustainable across the following four areas:

1. **Climate:** Taking action in relation to 'climate' and carbon emissions
2. **Nature:** Taking action in relation to nature and improving their connection with, and impact on, nature.
3. **Waste & Pollution:** Taking action when it comes to waste and pollution, e.g. recycling ki
4. **Voice:** Communicating with creativity and flair to spread awareness of what the team is doing in a way that has reach and inspires others.

In addition to the competition itself, the programme supports students in four key areas:

1. **Education** - educate students on environmental sustainability both locally and globally.
2. **Wellbeing** - improve student wellbeing through inspiring a greater connection with nature.
3. **Action** – teach students about how they can take meaningful action.
4. **Careers** - support participants on starting a career in sport and sustainability.

With support from Carbon Jacked, teams developed sustainability action plans that were specific to their clubs. For example, the Sailing Team focused on how they could clean up the waters they train and compete on, including introducing nature protection areas around the shoreline and moving to eco-cleaning products for their boats.

Some examples of what have our teams have done:

- **Mountaineering Club** organised tree planting in the Peak District where they spend a lot of their time climbing.
- **Karting** held their races at e-karting venues.
- **Sailing & Windsurfing** moved to plant-based cleaning products for their boats to reduce chemical run-off in the water.
- **Lboro Athletics** partnered with JOGON and ran a kit and show donation day
- **Men's Hockey** travelled by train for some of their fixtures, rather than drive.

Participant Feedback

- 100% of participants thought the pilot was more engaging than typical sustainability initiatives.
- 100% of participants thought that the pilot's focus on nature, exercise and getting outside was a good way to promote student wellbeing.
- 80% of participants thought the pilot made them more aware of what the University was doing on sustainability.

- 100% of participants thought it was important for the University to involve students in sustainability initiatives.
- 100% of participants thought extending the pilot to more LU sports clubs next academic year would improve engagement and action on environmental sustainability.

Added Benefits of preferred supplier:

Carbon Jacked offer added value in several areas

- Only consultant offering this kind of program.
- Funded Summer Intern: Summer internship with Carbon Jacked, for a student interested in seeking a career in this area.
- Connections to sports organisations to support workshops and events e.g. Sky Sports, Sail GP, Forest Green Rovers, Extreme E etc. This may also lead to career opportunities.
- Charity donations: The top teams in the climate games all receive a donation to a charity of their choice.
- Support for career development: Founder of Carbon Jacked was a panellist at Careers talk during sustainability week.


Some examples from the project platform

EXAMPLES OF THE CONTENT WE SHARED

WHAT THE UNI IS DOING WHEN IT COMES TO CLIMATE...

Just one example of how Loughborough Uni is doing it...

LU has begun work to decarbonise the swimming pool by early 2025 and the £2.6m project will see air source heat pumps replace the traditional gas boilers. Outside of the boiler house campus, the pool is the most gas hungry building on campus, kWh each year. This project should reduce emissions of CO2 per year... that is HUGE.




Take a look at this timeline for more details on the project...

WHAT YOU CAN DO PERSONALLY

You could start by heading to your CJ member area and calculating your carbon footprint with our footprint calculator & get personalised recommendations of how to reduce it.

CALCULATE & REDUCE YOUR CARBON FOOTPRINT



Carbon Footprint Calculator


By calculating your carbon footprint you'll be able to understand your environmental impact and start to take action.

[Get going](#) Join the team

Take 5 minutes

[CLICK TO MEASURE YOUR CARBON FOOTPRINT](#)

INSPO FOR YOUR NATURE



INSPO FOR YOUR NATURE


The sun is shining and it's time to talk NATURE

As part of the Climate Games, you'll be coming up with an idea for a sports team could do its bit when it comes to nature. So we thought we'd provide a bit of inspo & info to help you along the way.

- What Loughborough Uni are doing on nature
- Intro courses to inspire you to get outside
- Anyone for a spot of wild swimming...?

WHAT LU IS DOING ON WASTE

- With the end of term inbound take note... the Uni runs a 'Give n Go' campaign at the end of each academic year where you can donate things you were otherwise going to get rid of when you move out of your halls/accommodation.
- All year round the Uni has British Heart Foundation donation banks which you can fill with clothing donations.
- In 2022/23 alone, 38.9 tonnes (equivalent to 5.5 elephants ¹⁰⁰) of clothing was diverted from landfill at a value of £68k. This in turn helped to fund lifesaving research.
- For those that love the finer details you can even read the Uni's Waste Management Strategy and efficiency report...



WHAT LU IS DOING ON NATURE


Loughborough University led some brilliant UN research on how we can live for nature, check out the full details here.

WHAT THE WORLD OF SPORT IS DOING

We know, we know... there's a long way to go, BUT loads of athletes and sports...

Participants also got free access to our personalised carbon footprint calculator where they could measure their impact, see a detailed breakdown and get tailored recommendations to reduce their footprint.

CALCULATE & REDUCE YOUR CARBON FOOTPRINT



Carbon Footprint Calculator


By calculating your carbon footprint you'll be able to understand your environmental impact and start to take action.

[Get going](#) Join the team

Take 5 minutes

YOUR CARBON FOOTPRINT

Below is a summary of your carbon footprint in tonnes of carbon dioxide equivalent per year. The average carbon footprint per person in the UK is 12.7 tonnes CO₂e per year.



Element of footprint	tCO ₂ e
Travel	5.28
Diet	1.71
Energy	3.22
Other spending	1.28
Unavoidable emissions	0.25
Pet	0

OUR RECOMMENDATIONS

EAT CLEANER & GREENER

GO RENEWABLE AT HOME

Specific action: Switching to a genuinely green energy tariff is an easy way to reduce your carbon footprint. It also increases market demand, which encourages greater investment in renewable energy. BUT, not all renewable tariffs are the same.

What is a genuinely green energy tariff?

A tariff that meet the following criteria:

- 100% of its electricity sourced directly from renewable energy supplies
- It does not use RESOs (Renewable Energy Guarantees of Origin certificates)

Read the [full explainer](#) on our blog

SPEND MORE SUSTAINABLY

TEAMS BRINGING IT TO LIFE ON SOCIAL

Teams have already engaged thousands of people through social media



The Climate Games is hotting up...



@iboroathletics

Yasss @iboroathletics



Climate Games be hotting up...
@iborospel @lborouniversity



We're obviously a fan of trains...

