



Loughborough  
University

# Health, Safety and Environment Committee Agenda – SAF25-A3

MEETING

8 October 2025 14:00 BST

LOCATION

Pearce Committee Room

PUBLISHED

30 September 2025

# Agenda

Location  
Pearce Committee Room

Date  
8 Oct 2025

Time  
14:00 BST

	Item	Owner	Time	Page
1	Business of the Agenda	Chair	14:00	-
	Members should notify the Secretary by midday on Tuesday 7th October if they wish to speak to a starred item			-
2	To CONFIRM the minutes of the meeting on 14th May 2025	Chair		4
3	To NOTE actions arising from the Minutes	Chair		10
	SECTION A - Items for Discussion			-
4	To RECEIVE a Health, Safety and Environment update from Catering, Domestic and Residential Services	Graham Howard, Gagan Kapoor	14:10	15
5	To RECEIVE a Health, Safety and Environment update from Loughborough Sport	Louise Gear, Maria Adey	14:35	30
6	To RECEIVE a critical risk update on the response to incidents requiring mass communication	Graham Howard, Ant Dales	15:00	-
	BREAK		15:10	-
7	To CONSIDER the Constitution, Terms of Reference and Membership for 2025/26	Neil Budworth	15:20	45
8	To CONSIDER the proposed Constitution, Terms of Reference and membership of the new Safeguarding and Prevent Sub-Committee	Charlie Wheeldon	15:25	49
9	To RECEIVE an update on the draft guidance for the new planning and scrutiny arrangements	Neil Budworth		51
9.1	To APPROVE proposals to progress with the issuing of guidance and transition to the new arrangements		15:30	-
10	To APPROVE the updated plan of proposed business for the Committee for the February and May 2026 meetings	Neil Budworth	15:40	57
11	To RECEIVE a Consolidated Health, Safety and Wellbeing Report by the Director of HSW and to NOTE areas of risk and actions identified	Neil Budworth	15:45	62
12	To RECEIVE updates in relation to Statutory Compliance Key Performance Indicators and to CONSIDER the compliance for these areas and actions set to move areas to green to ensure these are appropriate	Neil Budworth, Oliver Preedy		-

	Item	Owner	Time	Page
12.1	Health, Safety and Environment Statutory Compliance Sub-Committee Report			71
12.2	Key compliance indicators for Biological/ Chemical/ Radiation Safety and HTA Research Licence		15:55	76
13	To CONSIDER the proposed risk rating with a view to making a recommendation to Senate and Council	Neil Budworth	16:05	84
	SECTION B - Starred Items			-
14	To APPROVE proposed changes to the University Health and Safety Policy			87
15	To RECEIVE the Incident, Near Miss and Fire Data Report			111
16	Terms of Reference and Composition of HSE Committee's Sub-committees for 2025/26			120
16.1	To APPROVE the updated Terms of Reference and Composition of the following sub-committees, as recommended by the sub-committees:			-
	GM and Biosafety Committee			-
	Health, Safety and Environment Statutory Compliance Sub-Committee			-
	Non-ionising Radiation Protection Committee			-
16.2	To NOTE the unchanged Terms of Reference and Composition of the following sub-committees:			-
	Chemical Safety Committee			-
	Radiological Protection Committee			-
17	To RECEIVE the minutes of the following Sub-Committee meetings:			-
17.1	GM and Biosafety Committee (Meeting on 22nd September 2025)			131
17.2	Health, Safety and Environment Statutory Compliance Sub-Committee (Meeting on 15th September 2025)			139
17.3	Non-ionising Radiation Safety Committee (Meeting on 3rd September 2025)			145
17.4	Radiological Protection Sub-Committee (Meeting on 19th August 2025)			148
	SECTION C - For information - NONE			-
18	Any Other Business	Chair	16:15	-
19	Date of Meetings in 2025/2026			-
	Wednesday 4th February 2026 at 14.00			-
	Tuesday 19th May 2026 at 14.00			-