

SAF25-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 8th October 2025

Attendance

Members:

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

In attendance:

M Ashby (Secretary), Gagan Kapoor for M25/41, Maria Adey and Louise Gear for M25/42, Ant Dales for M25/43, Charlie Wheeldon for M25/45, Julie Turner for M25/49.

Apologies:

Rajkumar Roy

25/39 Minutes

SAF25-M2s

The minutes of the meeting held on 14th May were APPROVED.

25/40 Matters Arising from Previous Meetings

SAF25-P41

- 40.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 40.2 Arising from M25/27.5 *HSE Update: SSEHS*, GM and Biosafety Committee had agreed to compile a list of areas within University buildings where users were experiencing temperature issues. Items on the list would be prioritised taking into consideration frequency of use and opportunities for mitigating action. The list would be forwarded to the Director of Maintenance, Engineering and Sustainability and Long-Term Maintenance Sub-Committee for their consideration. **ACTION: Chair of GM and Biosafety Committee**

25/41 Health, Safety and Environment Update: Catering, Domestic and Residential Services

SAF25-P42

- 41.1 The Committee RECEIVED a health, safety and environment update on Catering, Domestic and Residential Services (CDRS) from the Director.

41.2 The following points were noted in particular:

- (i) the Services had in place established escalation routes to respond to incidents, with the Director of Estates and FM being made aware of serious incidents.
- (ii) the Health and Safety Service and CDRS worked together to identify interventions to minimise musculoskeletal injuries amongst CDRS staff. The evidence showed that these measures were successful and that there had been a significant reduction in musculoskeletal injuries.
- (iii) following some concerns raised by Union colleagues, slips trips and falls audits were being conducted in serveries across the campus. These audits would look at floor type and condition, level of contamination, footwear and working practices.
- (iv) the need for the Services' managers to emphasise the importance of reporting near misses during training.
- (v) the Services faced challenges associated with an ageing workforce and high sickness levels.

41.3 The proposed changes to the way in which Schools and Professional Services provided updates to the Committee would mean that in future incident data would be expressed in a normalised way which would facilitate year-on-year comparison and allow benchmarking with comparable services elsewhere. The Services were asked if it would be possible to benchmark their incident data against other Universities and commercial catering providers.

41.4 Events scheduled close together presented workload issues for the Services, with some core staff working long hours on consecutive days to support the events. The Services were encouraged to consider different ways of accommodating the events to ensure that they could continue to take place. **ACTION: Director of CDRS**

41.5 Ageing buildings were an ongoing challenge for the Services. The Secretary would draw this to the attention of the Long-Term Maintenance Sub-Committee. **ACTION: Secretary**

41.6 The Director of HSW was asked to review health and compliance training requirements in CDRS, as they were said to differ widely across staff groups. He would consider whether there was a need to prioritise or take a different approach for certain groups of staff when offering some elements of training. **ACTION: Director of HSW with Organisational Development reporting to HRC Committee**

41.7 The Committee conveyed its sincere thanks to the Director of CDRS for the update and for the service that his staff provided to the University's staff, students and visitors.

25/42 Health, Safety and Environment Update: Loughborough Sport

SAF25-P43

42.1 The Committee RECEIVED a health, safety and environment update on Loughborough Sport from the Director of Sport and the Head of Operations for Loughborough Sport.

42.2 Loughborough Sport had taken significant steps to ensure spectator safety following a recent barrier failure and in recognition of increasing numbers of spectators for fixtures on campus. It also monitored the trajectory of individual sports in order to predict spectator numbers in future years.

42.3 Data for sport incidents were difficult for members to interpret in isolation without historical or benchmarking data to allow comparison over time or with other institutions. The Director of HSW would advise on ways to normalise the data to allow for year-on-year comparison and benchmarking against activity elsewhere **ACTION: Director of HSW**

42.4 Cricket ball strikes were becoming more frequent due to recent changes to the way in which the sport was played. The Health and Safety Service had carried out an investigation to identify the risk posed by these changes. The Service was asked to review whether any further defences could reasonably put in place to minimise injury or damage from ball strikes in sensitive areas. **ACTION: Director of HSW**

- 42.5 It was noted that one of the key risks for Loughborough Sport related to the safety of spectators, given the rapidly growing numbers of spectators. Loughborough Sport were working with Estates and Facilities Management colleagues to develop strategic plans.
- 42.6 Loughborough Sport staff were required to complete safeguarding training as part of the University's mandatory training. Completion rates were comparatively low due to the challenge of ensuring that zero-hours and contract staff engaged with the training. The completion rates were also low as some staff needed to also complete safeguarding training for each of the sport-related organisations that they were associated with due to the requirements of their role.
- 42.7 Given the importance of safeguarding in a sport setting, Loughborough Sport was encouraged to renew its efforts to ensure that its staff completed the University's safeguarding training. They may wish to seek guidance from Organisational Development to establish whether external safeguarding training elsewhere could be accepted in place of the University's own training. **ACTION: Director of Sport, Head of Operations for Loughborough Sport**

25/43 Critical Risk Update on Response to Incidents Requiring Mass Communication

- 43.1 The Committee RECEIVED a critical risk update from the Head of Security Services on responses to incidents which require mass communication to staff, students and other campus users.
- 43.2 The University's current methods of critical mass communication were seen to have limitations. Proposals for the University to subscribe to the SafeZone app were being considered by IT Services. The Committee supported the introduction of the app. It agreed that IT Services should be asked to recategorise implementation of the app as high priority and for the position of the app on the Software as a Service (SaaS) list to be reviewed.
ACTION: Deputy Vice-Chancellor to raise with Director of IT Services

25/44 Composition, Terms of Reference and Membership for 2025/26

SAF25-P44

- 44.1 The Committee approved its composition, terms of reference and membership for 2025/26 subject to the following change to its terms of reference in response to the establishment of the University Sustainability Sub-Committee:
- Para 3: To have oversight and agree the strategic approach to be adopted in relation to Health, Safety and Environmental ~~and Sustainability~~ management.
- 44.2 It confirmed that the Sustainability Manager should continue to be included in the Committee's membership due to its environmental remit.
- 44.3 The Secretary would seek clarification on the term of office of lay members of the Committee.
ACTION: Secretary
- Secretary's Note: Lay members normally hold office for three years as determined by Council. They are eligible for further co-option for a total period not exceeding nine years.**

25/45 Safeguarding and Prevent Sub-Committee: Composition, Terms of Reference and Membership

SAF25-P45

- 45.1 The Committee considered the proposed composition, terms of reference and membership for the new Safeguarding and Prevent Sub-Committee. The terms of reference were approved subject to the addition of definitions for safeguarding and prevent.

- 45.2 It considered representation with regard to the safeguarding of staff and students who were under 18. It agreed to the addition of Steve Warren, representing the Residential element of Estates and FM, and Tina Byrom to serve as the representative from Organisational Development. The Director of Student Services would consider whether the membership of the working group should include an individual who would be able to represent the Art Foundation programme.
- 45.3 The updated composition, terms of reference and membership would be included in the agenda for the Health, Safety and Environment Committee's meeting in February as a starred item. **ACTION: Director of Student Services**
- 45.4 Members were informed that completion rates for safeguarding training amongst staff were made available to Deans and Directors of Professional Services by Organisational Development in monthly reports. However, the reports were not immediately accessible and needed to be proactively sought out. The Director of Student Services would raise this with colleagues in Organisational Development. **ACTION: Director of Student Services**

25/46 Guidance for the New Planning and Scrutiny Arrangements

SAF25-P46

- 46.1 The Committee received an update on the draft guidance for the Committee's proposed new planning and scrutiny arrangements and the piloting of the initiative in a School and a Professional Service.
- 46.2 The first stage of roll out of the new process would involve the issuing of guidance to Deans/Heads of Professional Services and Heads of Operations and agreement of the timing of completion of plans with each area. The Health and Safety Service would hold challenge sessions with each School and Professional Service to ensure that their plans were appropriate and robust. In the future, HSE Committee would receive summary plans and dashboards and would periodically ask School and Professional Services representatives to present their plans at a HSE Committee meeting in order to provide additional assurance.
- 46.3 The Health and Safety Service would provide Schools and Professional Services with consolidated data for inclusion in their plans. This would include referral data provided by Occupational Health and Wellbeing, and data on sickness absence cases and employment relations matters provided by HR.
- 46.4 The Committee approved the proposals to transition to the new arrangements. **ACTION: Director of HSW**

25/47 Updated Plan of Proposed Business

SAF25-P47

- 47.1 The Committee approved the plan of proposed business for the February meeting. The plan for the May meeting was approved in principle but would be reviewed at the February meeting.
- 47.2 The plan included updates by named Schools and Professional Services. However, the data in their slides would be presented in the new format.

25/48 Director of Health, Safety & Wellbeing Update

SAF25-P48

- 48.1 Members RECEIVED a consolidated report from the Director of HSW on issues and actions relating to health, safety and wellbeing.
- 48.2 The following were noted in particular:
- (i) The swift action taken in response to a recent fire on the roof of G Block had given confidence that the University's serious incident process was working effectively. The incident had prompted a re-evaluation of the approach towards permits to work within site compounds and in relation to hot working in particular.

- (ii) Legionella levels in the Towers water system were in a much better position than had been the case for some time due to work carried out by Estates and FM.
- (iii) Employee Assistance Programme data revealed an increase in usage. This was considered to be a positive sign, as it demonstrated a growing level of awareness of the Programme and the support that it offered.
- (iv) There had been an increase in hydrogen work. Thanks were expressed to the team that was responsible for this work. **ACTION: Director of Estates and FM to note**

25/49 Statutory Compliance Key Performance Indicators

SAF25-P49 SAF25-P50

- 49.1 The Committee RECEIVED updates on statutory compliance key performance indicators and noted that the compliance ratings remained at green or amber.
- 49.2 Members were reminded that red compliance ratings should be brought to the attention of the Senior Management Team at the earliest opportunity. **ACTION: Director of HSW & Director of Estates and FM to note**
- 49.3 The Committee was made aware of a new Class 2 genetic modification project and submission of the University's first Class 2 notification to the Health and Safety Executive.

25/50 Risk Rating

SAF25-P51

- 50.1 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 remain at '2 Light Green - Performance is on track, data suggests no concerns'.
- 50.2 Members noted the significant issues which were listed in the paper, that is, the risk of Legionella, fire risk management, mental health and employee wellbeing, and cricket balls exiting playing grounds. They were informed that mitigations were either planned or in place for these issues.

25/51 University Health and Safety Policy

SAF25-P52

- 51.1 The Committee NOTED proposed changes to the University's Health and Safety Policy in line with the policy review process. The changes had been made to reflect the responsibilities of the Deputy Vice-Chancellor and a number of job title changes.
- 51.2 It was agreed that the Chair should be allowed more time to consider the proposed changes with a view to then taking Chair's action to approve them between meetings. **ACTION: Deputy Vice-Chancellor**

25/52 Incident, Near Miss and Fire Data Report

SAF25-P53

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

24/53 Terms of Reference & Composition of HSE Committee's Sub-committees for 2025/26

SAF24-P54

- 53.1 The Committee APPROVED the updated terms of reference and composition of the following sub-committees:
 - GM/Biosafety Committee
 - Health Safety Environment Statutory Compliance Sub-Committee
 - Non-Ionising Radiation Protection Committee

53.2 It NOTED the unchanged terms of reference and composition of the following sub-committees:

Chemical Safety Committee
Radiological Protection Committee

25/54 Minutes of Sub-Committees

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

SAF25-P55

GM and Biosafety Committee (Meeting on 22nd September 2025)

SAF25-P56

Health, Safety and Environment Statutory Compliance Sub-Committee (Meeting on 15th September 2025)

SAF25-P57

Non-ionising Radiation Safety Committee (Meeting on 3rd September 2025)

SAF25-P58

Radiological Protection Sub-Committee (Meeting on 19th August 2025)

25/55 Dates of Future Meetings

Wednesday 4th February 2026 at 14.00

Tuesday 19th May 2026 at 14.00