



## SAF25-M3

Minutes of the Health, Safety and Environment Committee meeting held on Wednesday 8<sup>th</sup> 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 14<sup>th</sup> 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 22<sup>nd</sup> September 2025)

**SAF25-P56**

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

**SAF25-P57**

Non-ionising Radiation Safety Committee (Meeting on 3<sup>rd</sup> September 2025)

**SAF25-P58**

Radiological Protection Sub-Committee (Meeting on 19<sup>th</sup> August 2025)

#### **25/55 Dates of Future Meetings**

Wednesday 4<sup>th</sup> February 2026 at 14.00

Tuesday 19<sup>th</sup> May 2026 at 14.00



## **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
SAF24-M1	13	<u>Constitution, Terms of Reference and Membership</u> Reflect upon ways to improve Committee's gender balance	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 operation.
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	Issues relating to under 18s will form part of the agenda for the first meeting.
SAF25-M3	45.3	Include updated composition, terms of reference and membership in the agenda papers for the February HSE meeting as a starred item.		Sub-Committee has not yet met. Composition, TOR and membership to be included in agenda papers for May HSE Committee meeting
	45.4	Raise with OD difficulties experienced in accessing reports on completion rates for safeguarding training.		Raised with OD. Response awaited.
SAF25-M1	10.2	<u>Climate Change Risk Register</u> Share with LSU good practice arising from development of climate adaptation plan for campus buildings and activities, and development of heat and flood guidance.	Sustainability Manager	High level adaptation plan being developed. To be presented to Sustainability Sub-com on 2 <sup>nd</sup> Oct. Sustainability Manager and LSU Chief Executive have met to discuss collaboration moving forward. Sustainability Team recently ran Carbon Literacy training for LSU exec & key staff.
SAF25-M2 SAF25- M3	27.5 40.2	<u>SSEHS Update</u> Draw Matthew Arnold temperature regulation issues to the attention of Long-Term Maintenance Sub-Committee if wish to use long term	Chair of GM and Biosafety Committee	Prioritised list of affected areas to be forwarded to the Director of Maintenance, Engineering and Sustainability and LT Maintenance Sub-Committee for their consideration



Meeting	Minute	Description	Action	Status
SAF25-M2	33.6 & 33.7	<p><u>DAPs</u> Discuss approach to ensure DAP role is integral part of role, recognition for individuals where it isn't, and plans for vacant DAP roles</p> <p>Explore all options to ensure vacant DAP roles are filled as soon as possible. Escalate if necessary.</p>	<p>COO + Director of HSW</p> <p>Director of Estates and FM</p>	<p>LOLER and LV DAPs now in place.</p> <p>LEV DAP role currently filled by E&amp;FM. However, view of Director of Maintenance, Engineering and Sustainability that the role should be a School responsibility as most use of the equipment in the scope of LEV compliance is by Schools.</p>
SAF25-M3	41.4	<p><u>HSE Update – Catering, Domestic &amp; Residential Services</u> Encouraged to consider different ways of accommodating events to ensure can continue to take place</p>	Director of CDRS	See response from Director of CDRS at foot of table
SAF25-M3	41.5	<p><u>HSE Update – Catering, Domestic &amp; Residential Services</u> Draw to attention of the LT Maintenance Sub-Committee that ageing buildings are an ongoing challenge for CDRS.</p>	Secretary	<b>Completed</b>
SAF25-M3	41.6	<p><u>HSE Update – Catering, Domestic &amp; Residential Services</u> Review health and compliance training requirements in CDRS - said to differ widely across staff groups. Consider whether need to prioritise or take a different approach for certain groups when offering some training.</p>	Director of HSW with OD reporting to HRC Committee	Work has started on this. There is little scope within the H&S requirements as these have been stripped back as far as possible within the bounds of legal compliance. However, it may be possible to do tailored, targeted shorter sessions on some topics for some staff. This will be progressed as quickly as resourcing allows.
SAF25-M3	42.3	<p><u>HSE Update – Loughborough Sport</u> Advise on ways to normalise the data to allow for year-on-year comparison and benchmarking against activity elsewhere</p>	Director of HSW	HS Service seeking to address this going forward.

Meeting	Minute	Description	Action	Status
SAF25-M3	42.4	<u>HSE Update – Loughborough Sport</u> Review whether any further defences could reasonably put in place to minimise injury or damage from ball strikes in sensitive areas of campus.	Director of HSW	Discussed with Loughborough Sport who have provided this update: <ul style="list-style-type: none"> <li>• New longer nets to be installed in February</li> <li>• New wickets planned for boundary area, but not for 2026</li> <li>• Continued review of match schedule</li> <li>• Wicket allocation based on match</li> <li>• There will be monitoring of ball trajectories during 2026 to determine which if any areas would benefit from localised protection.</li> </ul>
SAF25-M3	42.7	<u>HSE Update – Loughborough Sport</u> Renew efforts to ensure that LS staff complete the University's safeguarding training. May wish to seek guidance from OD to establish whether external safeguarding training could be accepted in place of the University's own training.	Director of Sport  Head of Ops for Loughborough Sport	See response from Head of Operations at foot of table
SAF25-M3	43.2	<u>Critical Risk Update on Response to Incidents Requiring Mass Communication</u> Ask ITS to recategorise implementation of the SafeZone app as high priority and to review the position of the app on the Software as a Service (SaaS) list.	DVC to raise with Director of ITS	<b>Completed</b>
SAF25-M3	44	<u>Composition, Terms of Reference and Membership for 2025/26</u> Seek clarification on term of office of lay members	Secretary	Secretary's note included in minutes of October 25 meeting. <b>Completed</b>
SAF25-M3	46	<u>Guidance for the New Planning and Scrutiny Arrangements</u> Commence transition to new arrangements	Director of HSW	Proposed timelines discussed with Chair <b>Completed</b>
SAF25-M3	48	<u>Director of HSW Update</u> Note HSE Committee's thanks to team involved in hydrogen work	Director of Estates and FM	<b>Completed</b>

Meeting	Minute	Description	Action	Status
SAF25-M3	49	<u>Statutory Compliance KPIs</u> Note that red compliance ratings to be brought to the attention of the Senior Management Team at earliest opportunity	Director of HSW & Director of Estates and FM	Completed
SAF25-M3	52	<u>University Health and Safety Policy</u> Consider the proposed changes with a view to then taking Chair's action to approve them between meetings	DVC	Completed

#### **Director of Catering, Domestic and Residential Services response to M25/41.4**

- We have access to pool of casual staff and team members who can work overtime within Working Time Regulations. Please note this is not a regular occurrence—events like Open Day and Graduation may require staff to work longer than their contracted hours.
- Managing overtime effectively, with a focus on resource allocation, is a key performance indicator. The goal is to balance having the right number of staff without overstaffing.
- Staff are given time off and ensured adequate rest to maintain wellbeing concerns and this was evidence from clock in clock timings when we looked at sample basis
- Due to the nature of work and university demands, some staff may work additional hours ad hoc basis. However, overall hours are adjusted in the following weeks to ensure balance and wellbeing.
- Managers signing off clock-in and clock-out records is an important way to monitor hours. Please note this is a manual system prone to errors, thus any concerns flagged by staff or colleagues are handled according to appropriate policy guidelines.
- Also, managers are empowered and encouraged to make sure resource planning works for them as well for their staff without need to micromanage.

#### **Loughborough Sport Head of Operations response to M25/42.7**

- The completion rate for level 1 Safeguarding training is now 90%, with the majority of non-completers (15 individuals) being swim instructors (on 2-3 hours a week). The duty managers for these individuals are following up to ensure they complete their training. Any others who have not completed are also being spoken to by the appropriate person.
- Additional safeguarding training within Loughborough Sport is currently at approximately 70% completion rate for Level 2 (not LEARN mandated). My understanding is that the Level 2 course/offer is still under OD review and we await the release of the new version. In addition, any staff who regularly work face to face with student athletes are required to complete the Level 3 course.

- In relation to duplication of training - whilst we do have some individuals who may be required to complete additional/third-party safeguarding courses (due to responsibilities that overlap with other organisations or governing bodies) at present, the number of such cases is low and applies only to those individuals for whom this requirement is relevant and it does not appear to be a barrier to staff completing the mandated university training.



## Future Business

Origin: Director of Health, Safety and Wellbeing

### Action Required:

To CONSIDER key business for future meetings

## Executive Summary

Paper proposes key business items for meetings scheduled from January 2026 to January 2027.

## **Proposal for Future Business**

### **January 2026 Meeting**

HSE Update from the School Design and Creative Arts

HSE Update from School of Aeronautical, Automotive, Chemical and Materials Engineering

Critical risk presentation management of the risks posed by increased construction / contractor activity

Review of Health and Safety Planning pilot

Occupational Health and Wellbeing Annual Report

Radiation Protection Annual Report

Agree H&S RAG Rating

### **May 2026 Meeting** (Structure to be confirmed subject to planning trials)

Review of HSE plans, discussion of comments made by review groups

Review of planning and review process so far

Review of first data set related to School and Service plans

Critical risk presentation suicide prevention strategy and / or Fire Management Strategy, Risks and Compliance

### **October 2026 Meeting**

Review of plan safety plan progress and dashboards

Detailed review of particular plan (if desired)

Discussion critical elements to be included in 2027 safety plans

Consideration of structure and operation of the HSE committee in light of change of approach

Critical risk presentation review of spectator safety planning

Critical risk presentation review of student accommodation construction

### **January 2027 Meeting**

Review of planning and dashboard approach

Critical risk presentation TBC

Occupational Health and Wellbeing Annual Report

Radiation Protection Annual Report

Agree H&S RAG Rating

## **Subjects of previous meetings**

### **October 2021 Meeting**

HSE Update from School of Mechanical, Electrical and Manufacturing Engineering  
HSE RAG Rating

### **February 2022 Meeting**

HSE Update from School of Science  
HSE Update from Campus Services / Catering / Accommodation element of Estates & FM  
Health and Safety Annual Report  
Annual Radiation Protection Report  
HSE RAG Rating

### **May 2022 Meeting**

HSE Update from Estates & Facilities Management (excluding Catering, Domestic & Residential Services)  
HSE Update from Student Services

### **October 2022 Meeting**

HSE Update from School of Sport, Exercise and Health Sciences  
HSE Update from Sports Development Centre  
Presentation on Fire Management Strategy, Risks and Compliance  
Occupational Health and Wellbeing Service Annual Report  
HSE RAG Rating  
H&S Strategic Long-term Plan  
Sustainability Annual Report

### **February 2023 Meeting**

HSE Update from School of Aeronautical, Automotive, Chemical and Materials Eng  
Presentation on Water Management Strategy, Risks and Compliance  
H& S Annual Report  
Radiation Protection Annual Report  
Chemical and Biological Safety Annual Report

### **May 2023 Meeting**

HSE Update from School of Design and Creative Arts

HSE Update from School of Social Sciences and Humanities

Presentation on critical risk, strategy, control and compliance Human Tissue Act

### **October 2023 Meeting**

HSE Update from Loughborough Business School

HSE Update from Loughborough University London

Presentation on critical risk, strategy, control and compliance – On campus events

HSE RAG Rating

### **February 2024 Meeting**

HSE Update from Imago

HSE Update from Campus Services / Catering / Accommodation element of Estates and Facilities

Presentation on critical risk, strategy, control and compliance – Chemical safety arrangements

H& S Annual Report

Radiation Protection Annual Rep

### **May 2024 Meeting**

HSE Update from Wolfson School of Mechanical and Electrical Engineering

HSE Update from School of Science

Presentation on wellbeing, critical risk management avoidance and management of musculoskeletal issues

### **October 2024 Meeting**

HSE Update from Loughborough Students Union

HSE Update from Marketing and Advancement

HSE RAG Rating

Presentation on stress and mental wellbeing



**Feb 2025 Meeting**

HSE Update from Student Services

HSE Update from Estates and Facilities Management

Occupational Health and Wellbeing Annual Report

Radiation Protection Annual Rep

Agree H&S RAG Rating

**May 2025 Meeting**

HSE Update from School of Architecture, Building and Civil Engineering

HSE Update from School of Sport, Exercise and Health Sciences

Consideration of consultation on structure and operation of the HSE committee

H&S Strategic Long-term Plan

Critical risk presentation on stress and mental wellbeing

Placements policy review

**October 2025 Meeting**

HSE Update from Catering, Domestic and Residential Services

HSE Update from Loughborough Sport

Critical risk update on Response to Incidents Requiring Mass Communication

Guidance for HSE Committee's New Planning and Scrutiny Arrangements

University Health and Safety Policy

HSE RAG Rating



## **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
<b>General Update</b>		
<p><u>Training for the University Leadership Group</u></p> <p>Paul Verrico from Eversheds delivered a training session the University Leadership Group on 1st October. This was the second session which now means that virtually all of the University Leadership Group has received the training.</p> <p>Paul is well known in the sector and has briefed or trained more than half of the University leadership groups in the UK.</p> <p><u>Slips Trips and Falls in Catering and Domestic Services</u></p> <p>A detailed audit into the potential for slips trips and falls has been sent to the Director of Catering, Domestic and Residential Services. The audit consistent of observations of food service at each large kitchen and servery during breakfast, lunch and dinner, examination of the cleaning regime, observations of footwear in use, floor and lays using a micro roughness meter and pendulum testing undertaken by Nationwide Slip Testing, the results of which will be shared with upon completion. Health and Safety Services will now work with colleagues in Catering, Domestic and Residential Services to develop an action plan.</p> 		None

<b>Compliance</b>		
<p>Display Screen Equipment (DSE) Regulations Compliance</p> <p>Following the University Leadership Group training session with Paul Verico, data was sent to all schools and services informing them of their level of compliance with the Display Screen Equipment policy (and regulations). This data was sent as it was felt that compliance was below what was expected. Determining compliance levels with the DSE regulations is not straightforward as the regulations only apply to DSE 'users' and large parts of the University population do not fit the definition of a DSE 'user'.</p> <p>The distribution of data and following actions have resulted in increased awareness and engagement with many areas now inviting all staff to undertake their training and risk assessments. 223 DSE risk assessments were completed in October; self-assessment action plans and DSE Assessor assistance have contributed to a 67% reduction in risk posed by the use of display equipment.</p>	Continued emphasis on compliance.	To note
<p>Legionella in Towers</p> <p>During the Christmas break a new in line dosing system was installed in Towers. This system allows the use of a different chemical dosing system which is considered to be better suited for the challenges faced in Towers.</p> <p>Currently the plan is to occupy Towers until 2027, but options to extend the life span of the building by around 5 years are being exploited.</p>	Continued management of risk within Towers.	To note
<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.</p>		To note

Tool box talks have been delivered to all relevant colleagues.		
There is an intention to produce a video and supporting education pack. The production of the video and pack are scheduled for early 2026.		

<b>Policy &amp; Procedure</b>		
<u>Health and Safety Planning Guidance</u>  Guidance on the development of health and safety plans will be issued to in the first week of 2026 to Schools and Professional Services. This is part of the plan to increase the focus on the planning elements of Health and Safety management.  <u>Mass Notification and Lone Worker Management</u>  The Director of Estates and Facilities Management will be recommending to SPaRC that the University adopt the Safezone system.  The system is currently being progressed through the Data Protection Impact Assessment (DPIA) process.  This software is being investigated as part of a response to the introduction of the so called 'Martyn's Law'.		

Occupational Health and Wellbeing		
<p><b>Occupational Health</b></p> <p>Stress in the HE Sector :- In December the University of Birmingham received a Notification of Contravention from the Health and Safety Executive in relation to its management of stress. The notice identifies a breach of regulations and allows HSE to cover their costs. It is effectively stopping just short of enforcement action – for the moment.</p> <p>Birmingham have to submit an action plan by the end of January and complete the actions by the end of September. If they don't do this formal action will follow.</p> <p>There appear to be a few key points raised by HSE -</p> <ul style="list-style-type: none"> <li>• Risk assessments not completed locally, identified actions not completed and controls not implemented consistently</li> <li>• use of data and information for monitoring purposes and dealing with local issues and hot spots</li> <li>• lack of consultation with Unions</li> <li>• Workload and risk management</li> </ul> <p>Council briefing - A briefing session was held with Council member on the subject of staff wellbeing. The briefing covered societal trends, University data, the University's wellbeing offering and strategy and the future plans and direction.</p> <p>Wellbeing champions - There has been a significant increase in the number of staff becoming wellbeing champions, with 21 applications in the last 3 months. These applications have come from a variety of Schools and Departments, helping to further raise the profile of the Wellbeing Champion Programme across the University. The wellbeing champions will be well placed to support the upcoming roll out of the GLOW programme.</p>		<p>To note the high level of interest and actions</p>

<b>Biological</b>		
<p>A series of audits has conducted of the University's biological laboratories.</p> <p>Overall compliance is good, common issues include:</p> <ul style="list-style-type: none"> <li>• High temperatures in some laboratories with temperatures exceeding 30°C in some laboratories.</li> <li>• Issues resulting from shared spaces both tenants and schools.</li> <li>• Concerns with some laboratory designs – eg the design resulted in material being transported around the building and in some areas there was a lack of handwash sinks.</li> </ul>	To note changes to training and assurance.	None
<b>Chemical</b>		
<p><u>Atmospheric monitoring in 3D print area</u></p> <p>Following some concerns raised by colleagues, atmospheric monitoring has been undertaken in the 3D printing area. The monitoring was undertaken by consultants who had been working with the Health and Safety Executive to develop monitoring techniques and develop an understanding of the emissions associated with 3D printing.</p>	To note	None.
<b>Laser Safety</b>		
<p>An independent audit of the laser safety standards in the Emerging Photonics area was conducted in December by Aurora. The audit suggested a review of the approach taken in a small number of areas. Discussions will be held in early 2026 to determine the best course of action following this audit.</p>	To note	None

<b>Radiological Safety</b>		
Orbital Radiological Protection Advisor (RPA) has been appointed as the new provider for the University's RPA and RWA (Radiological Waste Adviser) services. This ensures that the University remains compliant with the Ionising Radiation Regulations 2017 and the Environmental Permitting Regulations 2016.	To note	
<b>Fire</b>		
<p>Discussions have been held with the Building Safety Regulator regarding the application of the Building Safety Act to Universities. The purpose of this discussion was to highlight the differences between the management of buildings with long term residents and halls of residence where the term is residence is generally fixed with significant periods where the building is empty, or mostly empty.</p> <p>The Building Safety Regulator was briefed on the fire detection and evacuation arrangements in place in halls of residence and the independent audits conducted to determine compliance with the Universities UK (UUK) accommodation code. In addition the difficulty of consulting with students regarding changes which are to be made over the Summer break were highlighted.</p>	To note	





## **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 2025 and an overview of the plans for 2026. Includes Occupational Health Annual Report 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 2025 and 2026/27 Plan**

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## Purpose of Report

The purpose of this report is to review the progress made during 2025 and to review the annual plan for 2026/27.

The report is in four sections: -

- Section 1: The Health and Safety Service Vision and Strategic Principles
- Section 2: 2025 progress on strategic items
- Section 3: Strategic Items and Work Plan – 2026/27
- Section 4: 2025 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:

*We will inspire and enable all so that we support a future where health, safety and wellbeing is key to the way we work, aiming to be a beacon of best practice*

During 2025, the Service has also updated its principles to reflect the University strategy

The values of the Service are defined as:

### Authentic

- We will be honest and transparent in the way that we work.
- We will show respect to our colleagues and each other working in a supportive way to find collaborative solutions.

### Adventurous

- We will be an enabling and solutions based service.
- We will explore and identify new and innovative solutions.
- We will not promise things we can't deliver.
- We will continue our personal development.

### Responsible

- Individuals should be aware of the risks they own.
- Those who own the risk should be aware of their responsibilities for the assessment and management of that risk.
- Structures will be put into place to ensure oversight of the most significant risks to the University and how they are being managed.
- Responsibilities will be defined with individuals held accountable for the delivery of their responsibilities.

### Creative

- We will enable activity using technology, internal expertise and external networks to find solutions.

### Collaborative

- We will work flexibly drawing on the skills and competencies of team members and the wider University.
- We will communicate clearly and imaginatively ensuring individuals can undertake the tasks required.

## Strategic Items and Workplan 2026

The overall strategy will continue to be to ensure that there is a clear understanding of the risks that are created and management by the University and that senior leaders recognise their responsibility in identifying and managing those risks.

The changes to management approaches, reporting and training will all be aimed at further embedding this within the University.

The main strategic activity in 2026 will be to transition the HSE Committee to a system based on standardised planning processes and priorities. This should result in consistent plans that are tailored depending on the risk profile of the area concerned. Around these plans structures will be built to ensure that the plans are relevant and thought through so that the HSE Committee can be assured that risks have been identified and properly managed.

Throughout 2026 the service will continue to be risk based data led and will seek to identify and deploy suitable controls. For example following the slips trips and falls audit in Catering, Domestic and Residential Services detailed action plans will be delivered based on best practice.

Within Loughborough Sport there will be a continued focus on spectator safety. In particular predictions will be made of future spectator numbers and the necessary changes to venue structure and operation will be developed.

Because of the Building Safety Act and the development of the new hall of residence fire will continue to be an area of scrutiny in 2026.

The development of a large hall of residence complex alongside the ongoing Digilabs project in a compact area in a busy area of campus will also mean a high degree of focus on contractor and project management. These two developments will also have a significant impact on traffic flow and emergency access arrangements.

## Progress on the Objectives set for the 2025

Good progress has been made across a wide range of fronts in 2025.

### Contractor Management

2024 and 2025 have been transformational years for the contractor management processes.

A number of significant changes have been made which makes the systems more robust and more in line with the challenges faced.

The two big changes were the electronic permit to work system which was introduced in June 2024 and a 'Sign in App' for contractors.

In 2025 work continued to fully embed the electronic permit to work and this brought increased visibility of high risk work and with it more robust controls and better assurance that high risk works were being managed correctly. This had not previously been possible with multiple paper based permit books.

The introduction of the electronic permit system was only the first step in the transformation. Following on from this, enhanced training in the management of high risk work areas such as excavation/Cable avoidance, confined space and work at height was delivered to all project managers.

In July the Sign In App was launched. This is a contractor management system which enables the University to monitor who is working on the campus. This has been a great step forward and it is now possible to know who is working on site and when they leave.

There are now 4 locations around campus for the signing in and out. This helps with site security. Work will continue in 2026 to enhance the process.

Alongside the Sign in App the contractor induction process has been completely reviewed to meet the growing demands of more construction and refurbishment activity.

Work will continue through 2026 and 2027 to link the new induction, Sign in App and the new Contractor Register.

Since the introduction of these systems, there are now 2890 contractors with a valid site induction. At the time of writing there are 952 live contractor passes with 395 of those being on the new system

There have been 2532 Permits to Work raised through the electronic system.

## **Management of Chemical Biological and Radiological Hazards**

Throughout 2025, the University has continued to strengthen its framework for managing biological, chemical, radiation and general scientific risks, delivering measurable improvements in governance, regulatory compliance and operational control.

A full programme of biological safety audits was completed across all Schools using biological materials, supported by refreshed risk assessment templates, guidance and training. These arrangements provided the assurance required to submit the University's first Class 2 genetic modification notification to the Health and Safety Executive. In addition, enhanced biological

incident preparedness was achieved through improved spill response capability and targeted staff training.

More broadly, chemical safety controls were reinforced through expanded COSHH assessor training, ensuring a consistent and competent approach to hazardous substance management across academic and operational settings. This training was delivered to both academic and operational colleagues.

The Health and Safety Service also provided specialist oversight of higher-risk research activity, including hydrogen technologies, through formal hazard studies and infrastructure planning, supporting safe research expansion and compliance with statutory expectations.

Radiation safety governance was improved through the appointment of statutory advisors and the completion of facility reviews, policy updates and assurance audits. These actions ensured continued compliance with relevant ionising and non-ionising radiation legislation and enabled the safe resumption and continuation of research activity. Professional recognition and national leadership roles further evidenced institutional capability in this area.

A University-wide laboratory design strategy and associated control measures, including permit-to-work systems and standardised hazard signage, were progressed to support safe, compliant and sustainable scientific activity. Collectively, these actions provide strong assurance that scientific risks are being effectively managed and that the University remains legally compliant and a leading in the sector with respect to management of risk in areas of biological, chemical and radiation safety.

In particular, Health and Safety Technician Rae Denham was awarded the 2025 UK Young Professionals Award by the Society for Radiological Protection (SRP). She won this by delivering a presentation at the SRP conference on the results of a pilot study examining radiation dosage from needlestick injuries.

## Broader Safety

Work also continued with a view to shifting the focus of the University Health, Safety and Environment Committee meeting to bring a greater emphasis on the planning and plan verification process. Detailed guidance and an assurance process will be introduced through 2026.

The work undertaken in 2024 and 2025 to introduce specific lifting and handling training and risk assessment arrangements for Catering Domestic and Residential Services, coupled with fast track physiotherapy. Has proven to be effective with lower absence rates and Occupational Health referrals numbers as a result of lifting and handling activity.

A detailed audit of slip trips and falls risks was undertaken across all commercial kitchens.

The audit involved the visual assessment of the operating practices and level of floor contamination in all commercial food production areas at the beginning and end of each service period (breakfast, lunch and evening meal). The audit also examined floor cleaning regimes and footwear provision. Finally objective testing was undertaken using both micro roughness meters and the pendulum slip test. Action plans based on the results of this audit will be developed in 2026.

## Loughborough Sport

Loughborough Sport works closely with the Health and Safety Service on a range of issues. In 2025 two issues in particular have been in focus.

The increasingly explosive nature of the modern game of Cricket, coupled with the power of top level cricketers has led to more cricket balls exiting the field of play into surrounding areas.

The likelihood and level of risk that this poses has been assessed through trajectory analysis and data recording. Mitigations have been developed by assessing the risk posed by each match and siting the match on an appropriate crease which limits the risk. In addition, additional netting is being used for certain types of practice and fencing is being used to stop ball run off. Work will continue in 2026 to refine these approaches.

A review of spectator safety has also been undertaken following a small scale fencing collapse during the BUCS hockey final. The changes in spectator numbers and behaviours have resulted in a change in risk profile. Behavioural and physical controls will be introduced through 2026.

## Fire

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

A particular area of focus has been ensuring compliance with the new Building Safety Act. This legislation applies to the Towers hall of residence. The new Act requires that a detailed submission be made to the building safety regulator to show that all aspects of fire safety and structural stability have been assessed and that controls are in place. Further work will be required in 2026.

## Legal Compliance

The University has maintained assurance arrangements through a structure of Duty Authorised Persons and governance committees. There continues to be close scrutiny of the management of water systems and fire systems, but the controls are in place across the board and are being managed.



## 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, 2025 was a great year for the Chaplaincy, under the management of the Lead Chaplain. In 2025 a significant step was taken when for the first time a part time Muslim chaplain was appointed to support the University.

During the year, more structure was introduced to the Chaplaincy's offering, the Chaplaincy looks and feels like a professional, welcoming and vibrant space. A programme of drop in sessions has been developed, safeguarding is established and well embedded, the programme for the crucial Autumn term was planned well ahead and was delivered effectively.

In addition in collaboration with colleagues from the School of Social Sciences and Humanities and Creative Arts, a research project was delivered on the lived experiences of Muslims on campus and an art exhibition on the 5 pillars of Islam was curated and hosted on the East Midlands campus. This was possible due to a grant from the Aziz Foundation. The University in collaboration with the Bishop of Leicester also hosted a lecture by Professor Lords Tarassenko on the question 'Will we still need God when we reach Artificial General Intelligence?'.

Most importantly the Chaplaincy was very effective in supporting both individuals and student societies.

## Incidents

G Block Fire - A serious fire occurred on the roof of G block in August. The fire started as a result of grinding activity which was undertaken to remove part of the existing roof structure. The contractors involved maintained a fire watch, but the fire started around 2 ½ hours after the grinding activity and ½ hour after the last reported fire watch had finished. The incident was handled effectively and the fire was rapidly extinguished. Changes were made to the University Hot Work arrangements following this incident.



# Occupational Health Progress in 2025

## Highlights of 2024-2025

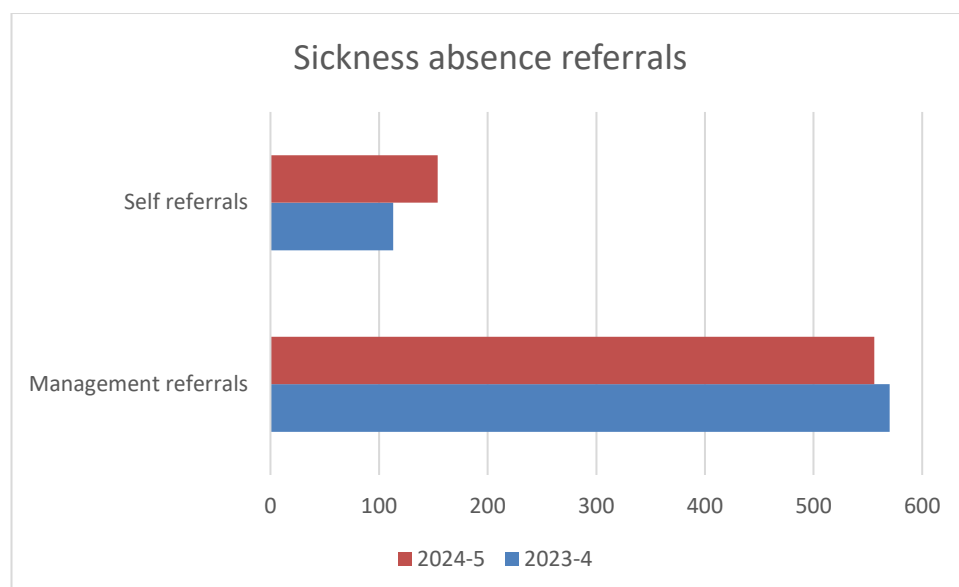
- Total number of appointments delivered in 2024-5 were 2196 – a 9% increase on 2023-4 this growth was due predominantly to an increase in the amount of health surveillance appointments.
- 14 wellbeing events were delivered with a mix of online and in person, with staff MOT's being provided in Loughborough and London.
- 122 employees were able to access the onsite physiotherapy service for support a 45% increase
- There were 666 calls to the Employee Assistance programme a 22% increase on the previous year
- Working with the University Leadership Group to raise wellbeing needs at a strategic level.

## Concerns:

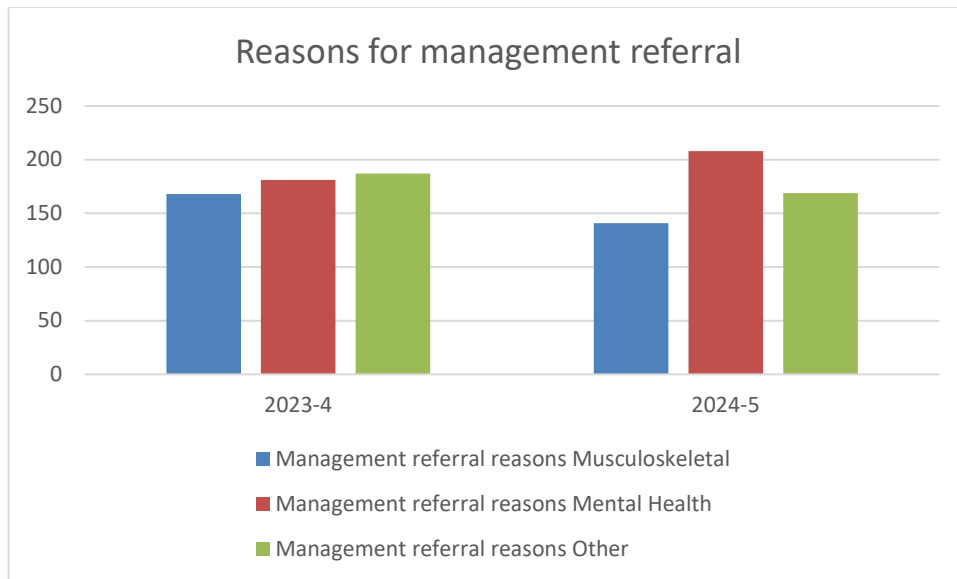
- 13 staff members were are being monitored by the EAP due to the severity of mental health symptoms disclosed
- Mental health referrals into Occupational Health rose to 40%

## Sickness absence management

Numbers of management referrals into Occupational Health appear to have plateaued however self-referral numbers have increased.



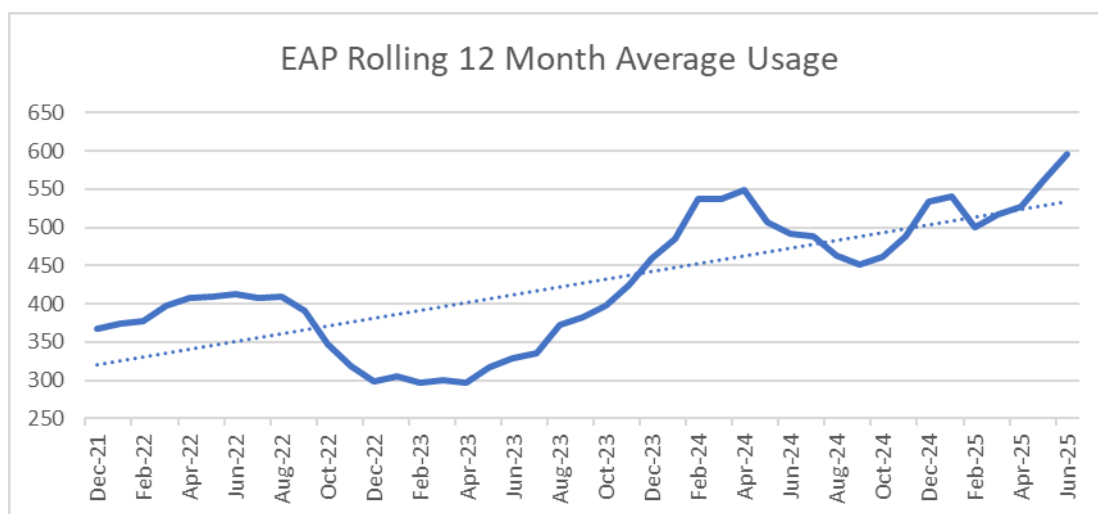
The reasons for referral remain reasonably consistent, however this year there has been a decrease in the management referrals, associated with absence for musculoskeletal concerns but an increase in early intervention self-referrals for the same reason. Many of the musculoskeletal referrals have been able to access timely appointments with the onsite physiotherapy team which has enabled employees to remain in the workplace.



### *Mental Health*

Management referrals relating to mental health have increased to the point where they make up 40% of the total number of referrals coming into the Occupational Health and Wellbeing department. There is an ongoing effort to develop and enhance the support options available to our colleagues.

**Employee Assistance programme.** In the last 12 months the Employee Assistance programme – Health Assured – received 666 calls into the service. 89.5% of these were counselling calls, There is a sustained increase in the utilisation of the Employee Assistance Programme over the last few years. This is a good thing in that it shows that the communication of the service is working effectively and that people are accessing it early.



There were 13 cases which were monitored due to the level of risk identified in those contacting the EAP – this is another trend with monitored cases rising from 2 in 2023 to 8 in 2024 to 13 in 2025.

395 counselling sessions have been provided for 78 employees, delivered in several ways including telephone, video and face to face sessions.

Anxiety, low mood and work-related concerns continue to be the top reasons for calling the service. For those calling the advice line, employment and divorce accounted for 60% of calls.

Health Assured has made the headlines on 2 occasions in 2025 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.

Whilst there are no concerns with Health Assured as an Employee Assistance Programme provider, the decision has been made to tender for the service in early 2026 to ensure the transparency of the process and ensure we have access to the best 'fit' for the University.

**Access to Work Mental Health Service (previously Remploy) and Able Futures.** Both continue to be a no -cost option for the provision of support for employees with mental health concerns, however neither will provide any information on utilisation of the service or feedback. As a result, employees continue to be signposted towards them, but we have no dataset to confirm the quality of the services.

#### Musculoskeletal health

Referrals to the onsite physiotherapy service continue to grow year on year, in 2023-4 there have been a total of 427 appointments offered to the staff of Loughborough University.

	Initial assessment	Follow up	Total appts	Cost
<b>Physiotherapy appointments</b>	122	304	427	£23,495

As previously stated, whilst the number of management referrals relating to musculoskeletal health has reduced to 27% of the total many of these cases are managed with early physiotherapy intervention and employees have been able to remain in the workplace or return to work sooner. 88 self-referrals were for musculoskeletal concerns which indicates that employees are reaching out for support before having to be absent from their role and treatment and intervention can then be delivered earlier.

Following the focus on the domestic and residential teams' musculoskeletal health in 2023-4, the focus has been widened to include office/PC based employees.

The Occupational Health team have worked closely with IT teams to develop a new starters pack for employees. This comprises a laptop, riser, compact keyboard, mouse, headphones and rucksack. The aim is to ensure suitable DSE provision for employees working dynamically or hot desking.

## Wellbeing

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

**Employee Wellbeing steering group-** An Employee wellbeing steering group has been established and is chaired by David Fletcher the Associate Pro Vice Chancellor for Sport, Health and Wellbeing and has been established. This has been established to examine what actions can be taken to ensure that employee wellbeing remains a priority at the University. The steering group supports the University GLOW initiative by reviewing training, creating collaborative links with our academic colleagues to share learning to support wellbeing, and increased collaboration with Loughborough College. Two working parties have been established, the first is examining the how the University wellbeing offer should be tailored to match different demographics. The second is to seek and identify emerging trends and research so that the University wellbeing offering is suited for current and future challenges.

**Employee health MOT's** –5 health MOT days for colleagues were facilitated – 93 appointments were completed by Leicestershire County Council.

This indicated that:

86% of employees were unaware of their cholesterol levels prior to the MOT and of those 38% of those screened were in the 'at risk' category for cardiovascular disease. In terms of blood pressure, 47% were advised to see their GP. 18% of those who attended were found to be pre-diabetic and 66% were in the overweight/obese category for body mass index.

**Webinars** – The Health and wellbeing team work in partnership with Superwellness who host bi-monthly webinars which are available to all staff. Superwellness also provide monthly resources to the wellbeing champions to display in their work areas. The materials cover a wide range of wellbeing topics. Superwellness also attend the wellbeing champion days to provide further support for the champions themselves.

**Wellbeing champions** – there are now approximately 75 wellbeing champions currently in post. This provides a greater communication route for sharing wellbeing messages and events across both campuses.

**Marketing** –The marketing team are now producing monthly blogs on wellbeing which are advertised in the monthly notifications email. These blogs promote a variety of wellbeing topics and align with the topics provided by Superwellness every month.

**Flu vaccines-** as in previous years 500 flu vaccines have been delivered. Vaccinations are first offered to the business critical colleagues with the remainder then offered to colleagues on a first

come first served basis. Loughborough London colleagues were issued flu vouchers for Boots which covered the cost and gave staff greater scope for accessing vaccination.

**IT pathway for accessing software to support neurodiverse employees** – There has been a spotlight on Access to Work and the challenges it faces with provision of support to disabled colleagues. The government has also issued a consultation document – Pathways to work: Reforming benefits and support to get Britain working. It is likely that Access to Work provision will change for larger employers to allow greater support to small and medium enterprises. To plan for this, Occupational Health has been working with IT to determine an easier and timelier pathway for employees to access software that will help them to thrive in the workplace – particularly software to support time management, focus and voice activated software. This project should go live in 2026.

### 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.

Occupational Health worked closely with Human Resources and the Trade Unions to develop a greater understanding for employees and managers of the requirement for health surveillance. In September 2024 a new sound booth was purchased to ensure audiometry screening was accurate. The services of a graduate management trainee were also secured for 6 months. In this period, they met with Health and Safety representatives of all schools and departments needing health surveillance and risk assessments were revisited, and a greater understanding of health surveillance provision was achieved across the board. An annual report was sent to School Deans and Ops managers outlining health surveillance uptake and any trends/concerns raised.

For the E&FM teams, Occupational Health worked closely with the ops manager to develop health surveillance matrix and attended the 'townhall' meetings with employees to explain the purpose of health surveillance. As a result of the increased focus on health surveillance, Occupational Health delivered over 650 health surveillance appointments this year an increase of 68%. Due to the raised awareness in need and understanding of requirement, the number of 'did not attend' appointments dropped significantly.

## 2025-2026 priorities

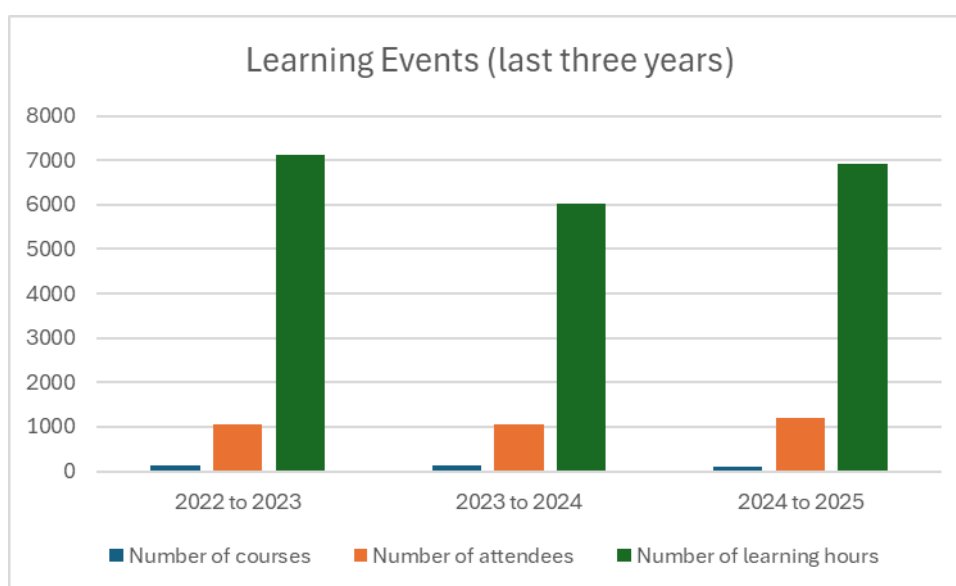
- Continue to provide strategic support to raise the profile of wellbeing at Loughborough University.
- Commence the tender process for the Employee Assistance programme
- Offer the wellbeing needs assessment to schools to identify workplace needs.
- Provide and evaluate wellbeing offerings– using surveys, feedback forms, departmental utilisation metrics and risk assessments.
- Strategic involvement in the delivery of University wellbeing initiatives such as GLOW
- Development of a wellbeing module for all employees to be able to access online with optional referral into the Step into Health program facilitated by Loughborough College

## Health and Safety Training Report – 1 August 2024 to 31 July 2025

During the reporting period, the Health, Safety and Wellbeing Service arranged 110 courses delivered to 1198 staff members, totalling 6921 learning hours.

Detailed below, training volumes over the last three years:

Reporting Period	Number of courses	Number of attendees	Number of learning hours
2022 to 2023	140	1043	7124
2023 to 2024	120	1046	6017
2024 to 2025	110	1198	6921



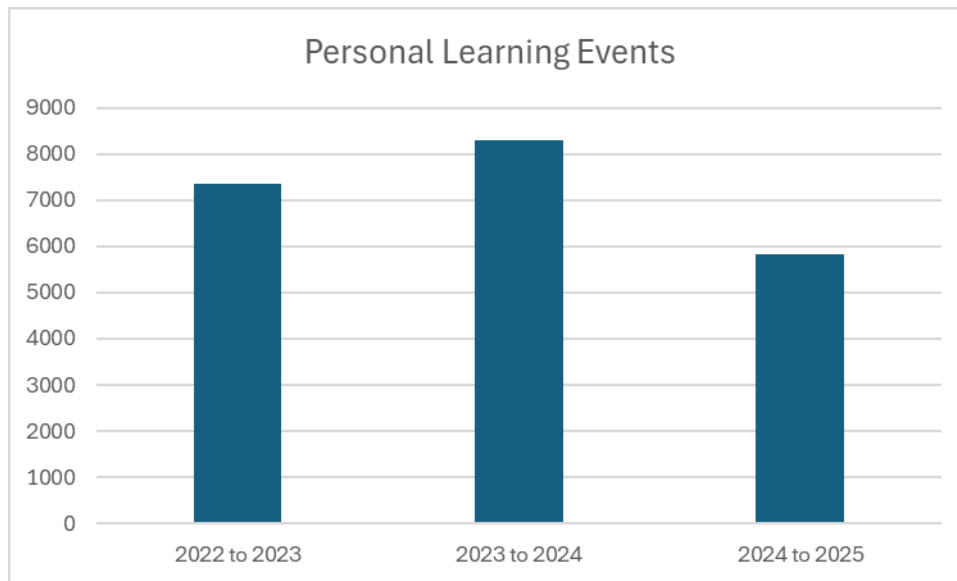
Although the number of courses arranged have steadily reduced, attendance levels have increased, demonstrating maximum attendance and value for money is being achieved.

During the same period, 5834 members of staff completed online learning and 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
2022 to 2023	7354
2023 to 2024	8295
2024 to 2025	5834





Personal learning events have reduced by 30% since the last reporting period and, whilst online learning is still an accepted way of learning, this decrease demonstrates a return to more traditional classroom style learning.

Classroom training courses delivered throughout the year were:

- Asbestos Awareness and Non-Licensed works
- Biological Safety Awareness
- Compressed and Cryogenic Gases User Safety
- COSHH – Spill Management
- COSHH Assessors Training
- DSE Assessors Forum
- First Aid – First Aid at Work, Requalification, Emergency and Workshop
- Fire Door Maintenance
- Fire Extinguisher User
- Fire Marshal
- Food Hygiene – Level 2, Level 3 and requalification
- Foot Protection in the Workplace
- Gas Distribution Appreciation
- HVAC Wet and Air Systems Applications
- Ionising Radiation Legislation and Protection
- IOSH – Managing and Working Safely
- Laser Safety Awareness
- Managing Working in Confined Spaces

Managing Working at Height  
Manual Handling  
NEBOSH General Certificate  
Radiation Protection Supervisor  
SMART Manual Handling Techniques  
Teupen  
Tractor Competency  
Water Regulations  
Woodwork Machinery Operator

### **Charging and non-attendance**

Cancellation of training sessions with less than 24 hours' notice decreased from 54 in the previous reporting period to 46 in this.

The rate of non-attendance has reduced to 4% (46 non-attendees) a reduction of 6% on the previous year.

189 cancellations were received with more than 24 hours' notice, an increase on the previous year by just 1%.

Reasons for cancelling can be categorised below:

27- Error in booking

7 - Illness




45 - No longer appropriate

41 - Personal commitments

69 - Work commitments

Booking errors have decreased by 23% however, cancellations due to work commitments have increased by 44%, potentially indicating a shift in the priority given to attending training events.

Predominant non-attendance came from the same three departments as the last reporting period:

Department	Non-attendance	Increase/decrease on previous reporting period
Catering, Domestic and Residential Services	11 non-attendees 24%	7% 
Loughborough Sport	9 non-attendees 19.5%	4.5% 
E&FM Operational	8 non-attendees 17%	0% 

A significant amount of work takes place to support these teams to ensure their attendance on training courses, however, given the operational nature of their work, some non-attendance is expected due to the demands placed upon them.

## 2024 to 2025 Overview

The iTrent Learning Management System (LMS) still presents operational challenges.

A number of standard reports have either been revised or discontinued to improve effectiveness. The revised reports are more tailored and have improved training data analysis for managers within the E&FM operational team and have contributed to maintaining a consistent level of training attendance.

The master training spreadsheet has been shared with managers and engagement has been good in some areas, with online training completed ahead of schedule. Managers continue to receive a scheduled three-weekly training report to remind managers of their team's upcoming training programme.

The staff training matrix, hosted on the Health and Safety webpages, is under review due to the introduction of a number of science-based courses.

A number of permit related courses were run throughout the year following the introduction of an electronic permit system. In addition, a number of Health and Safety general courses were externally resourced included Compressed and Cryogenic Gases User Safety and Laser Safety Awareness.

COSHH Assessors training was introduced for laboratory supervisors, it is anticipated that this course was repeated for staff within Catering, Domestic and Residential Services.

New online courses introduced in the year were: COSHH Awareness, Healthy Working-Safe Driving and Biological Lab Safety.

A partnership with a new learning partner, OMS based in Coalville, was established who now deliver a number of practical E&FM training courses such as ladder inspections, asbestos awareness, abrasive wheels and the use of at height equipment.

A very successful DSE Assessors Forum was held ahead of a DSE user audit sent out to all departments and schools in June 2025. Single sign on security was enhanced for Cardinus and PACE users which allowed the use of deep links directly to training courses as opposed to a general hub.

A new staff induction and training process was introduced for colleagues in CDRS with work being undertaken with colleagues within E&FM to improve their own process with a view to providing enhanced information in respect of their teams training requirements.

## **Plans for 2025 to 2026**

Work will continue with colleagues in Catering Domestic and Residential Services, Estates and Facilities Management and Loughborough Sport to maximise attendance on courses.

A review of emergency first aid is to be undertaken to determine whether there is a need for some CPR/AED training sessions.

Work will continue with Professor Gary Burnett in the School of Design and Creative Arts to develop a virtual reality fire hazard spotting experience for staff within Residential Services.

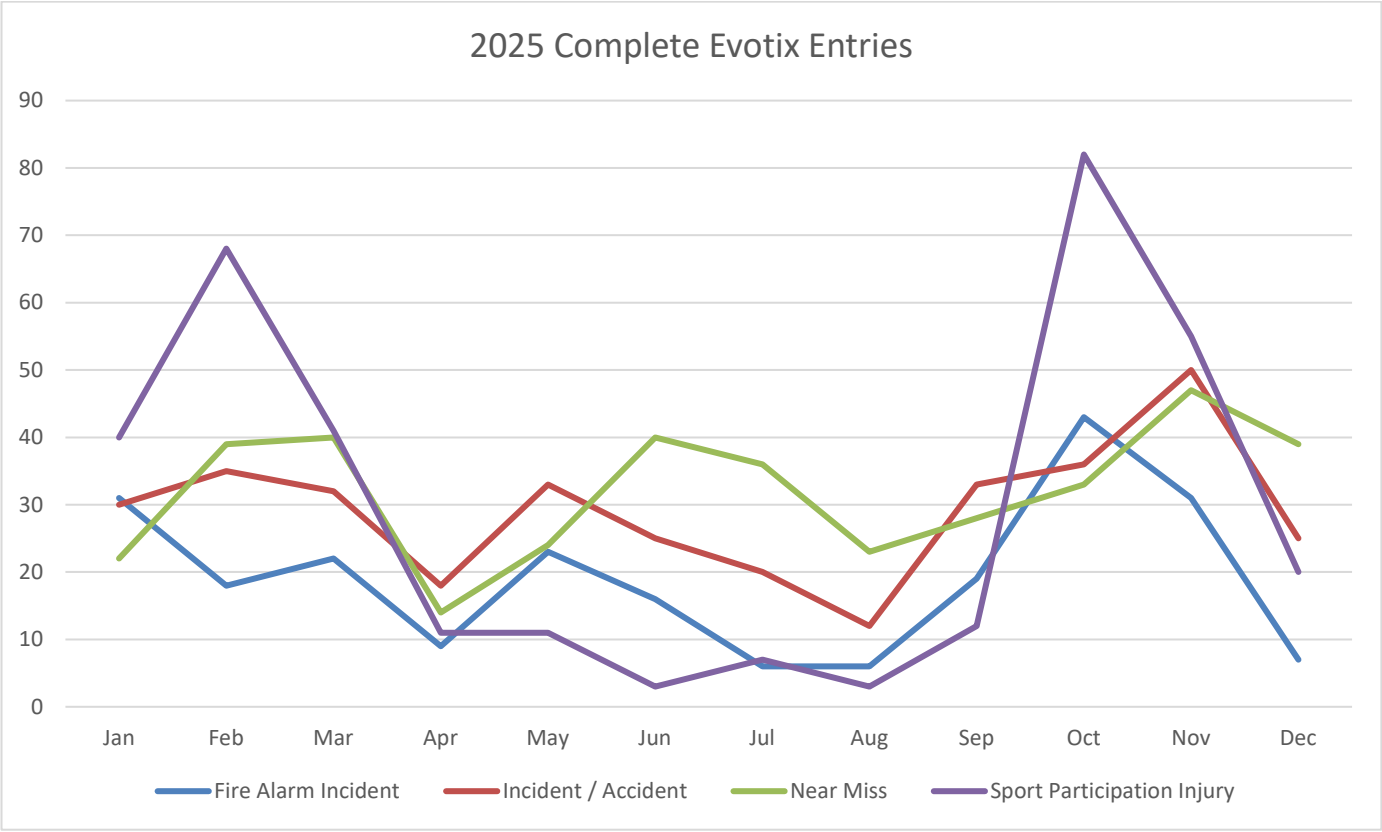
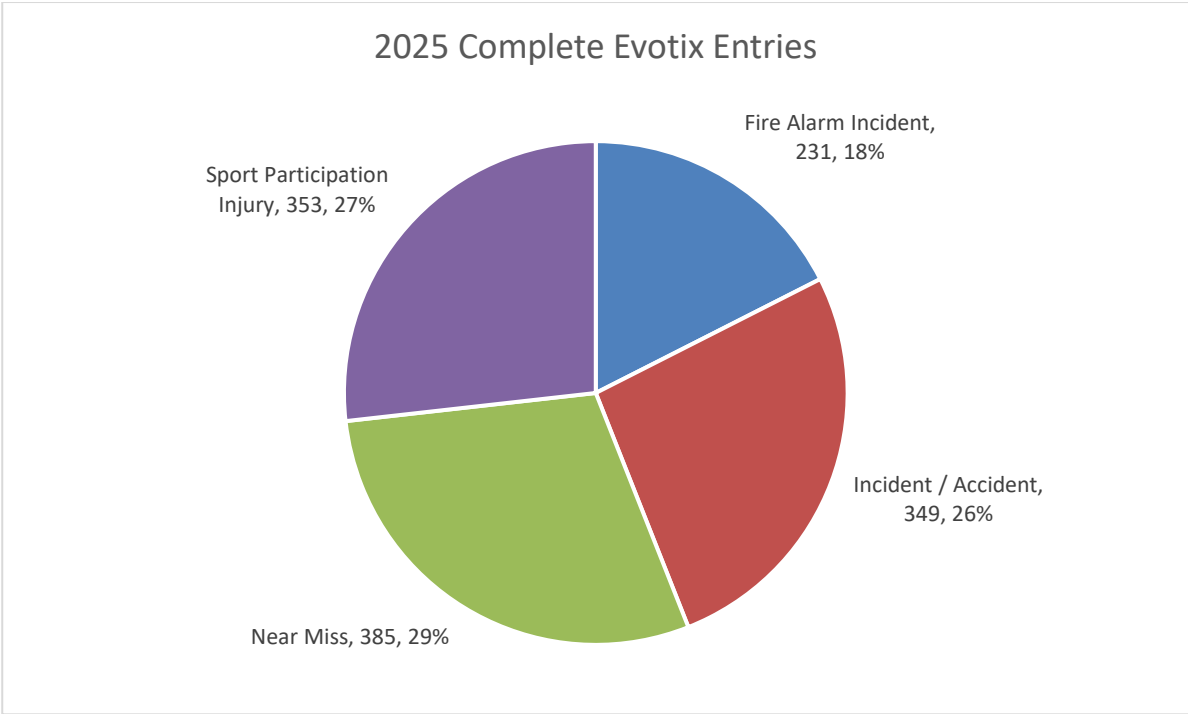
Online food allergens training will be updated on Learn using the new Articulate software package.

Work is in progress with colleagues in Marketing and Advancement to produce a Flushing video to provide a consistent training approach across all halls of residence and to aid those where English is not their first language. This should be available in early 2026

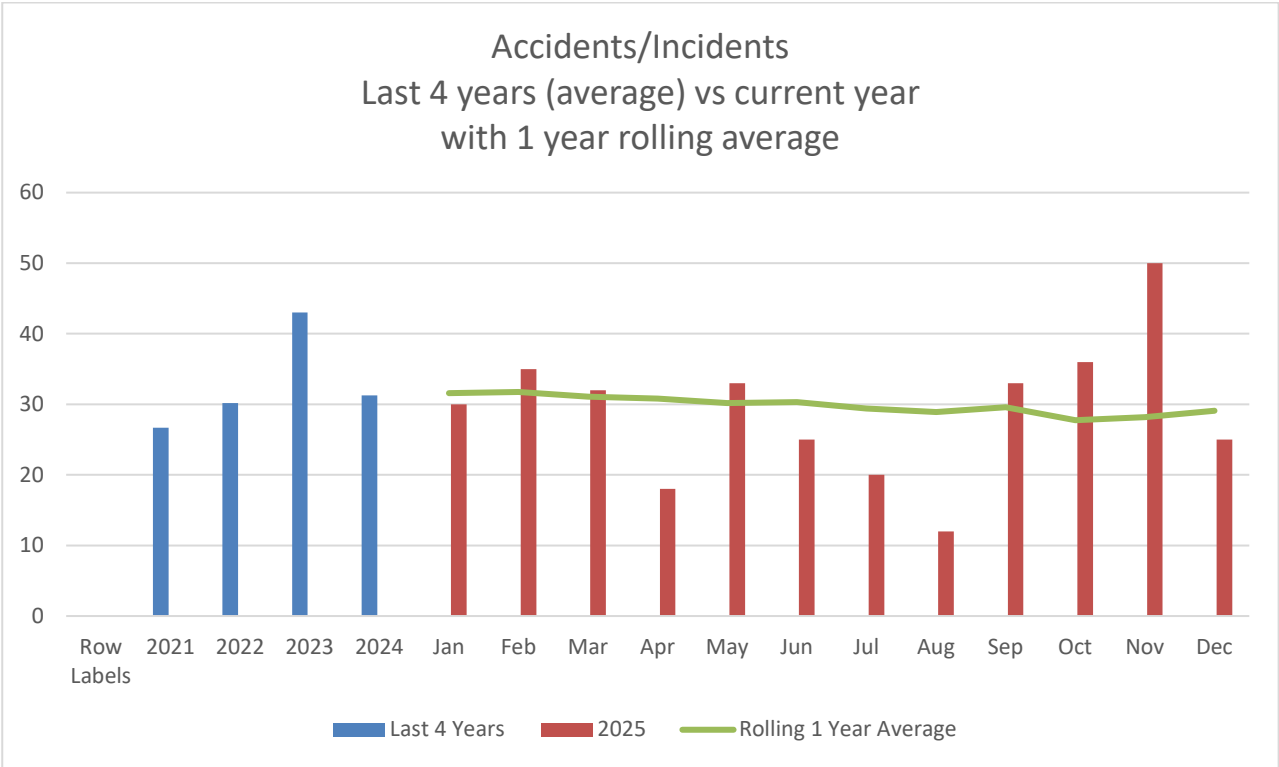
A new Laser Safety calculations course is likely be introduced in 2026.

Incident Data

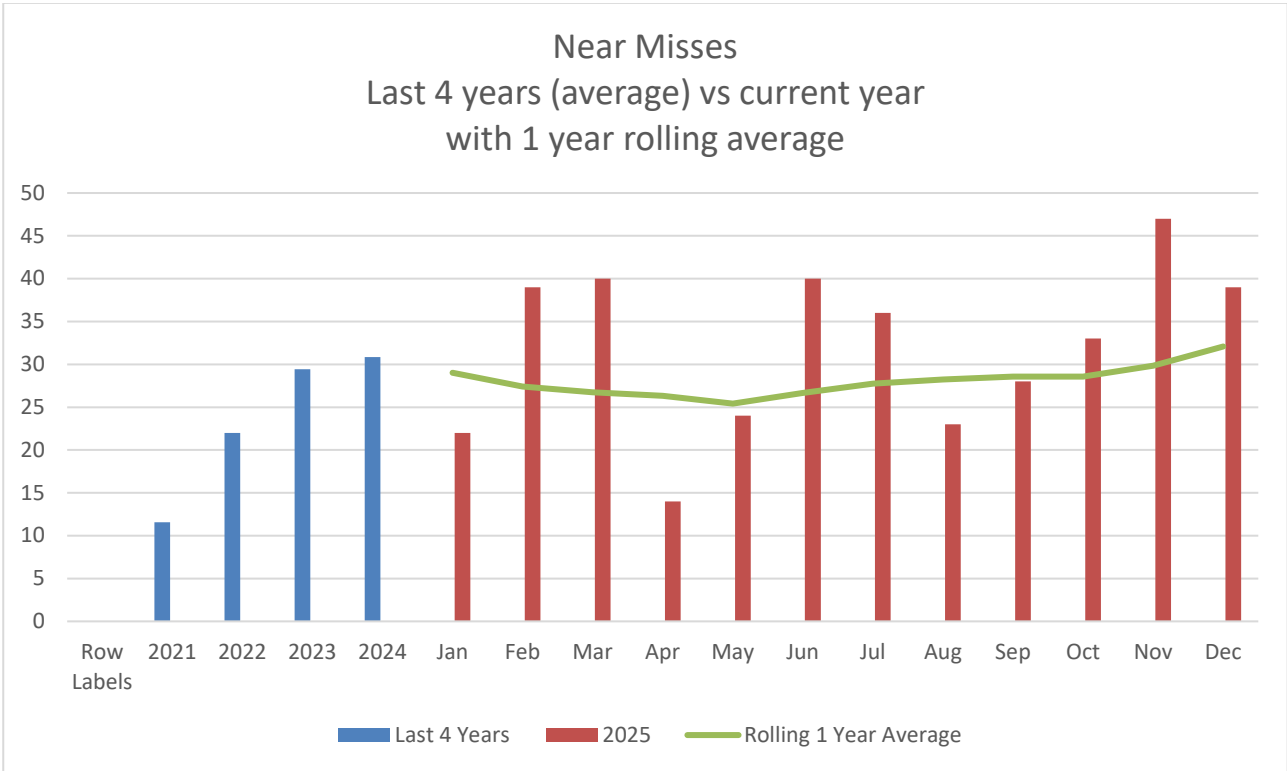
2025 Full Year Data



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.

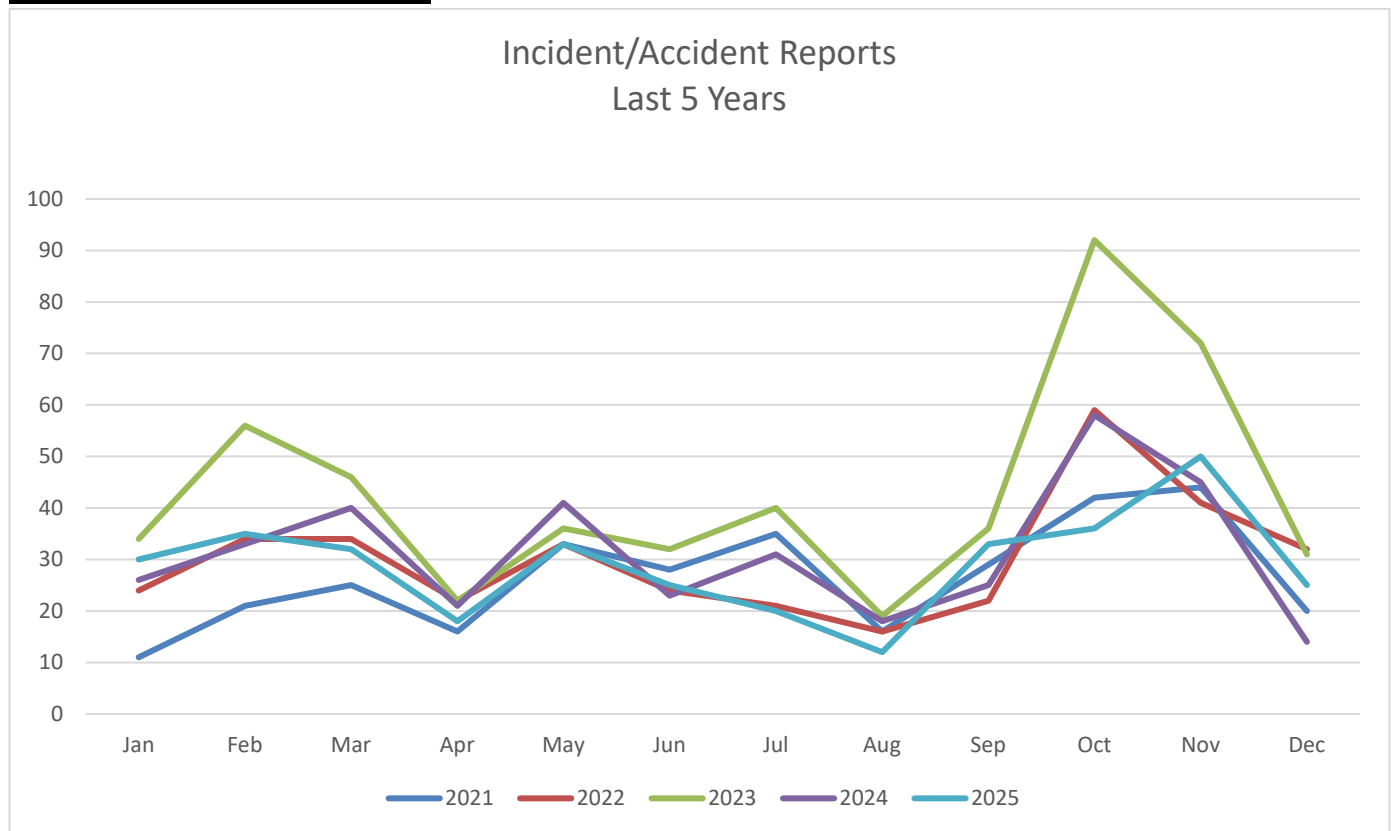


Monthly accident rates in 2025 follow the times the campus is busiest and align consistently with the averages from previous years. Rolling average for the year shows a down trend with accident rate being slightly less at the end of the year.

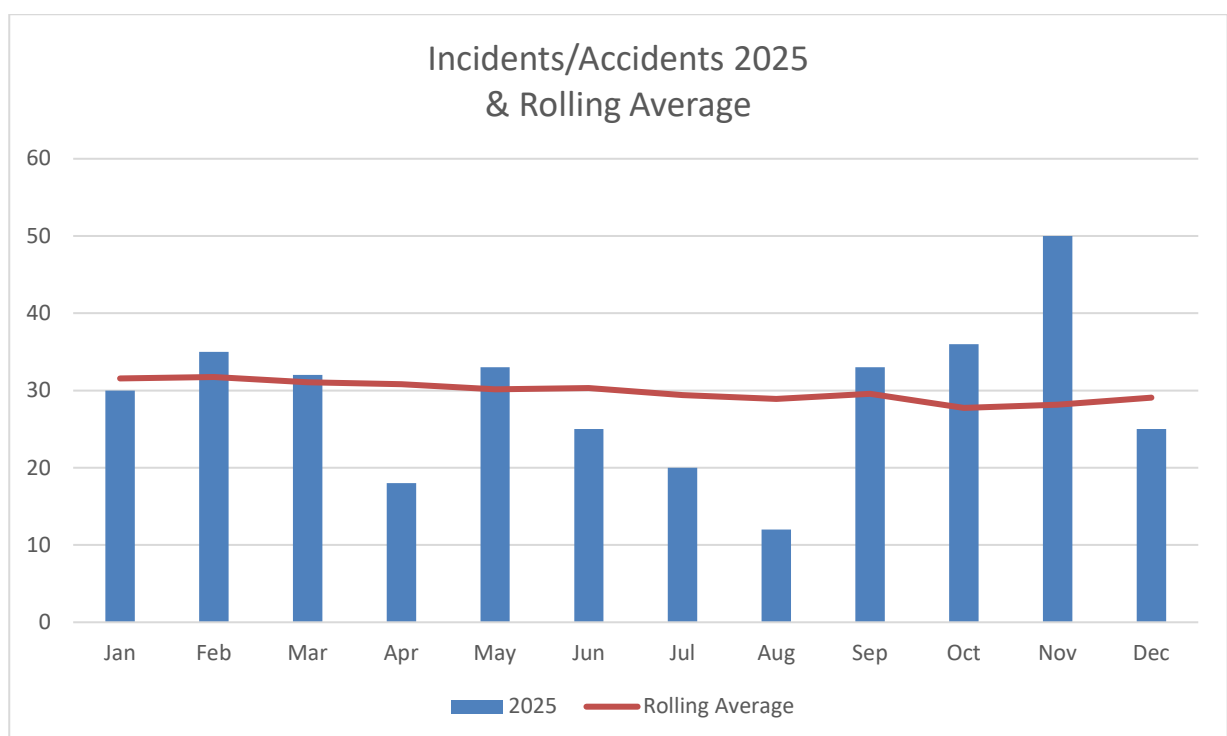


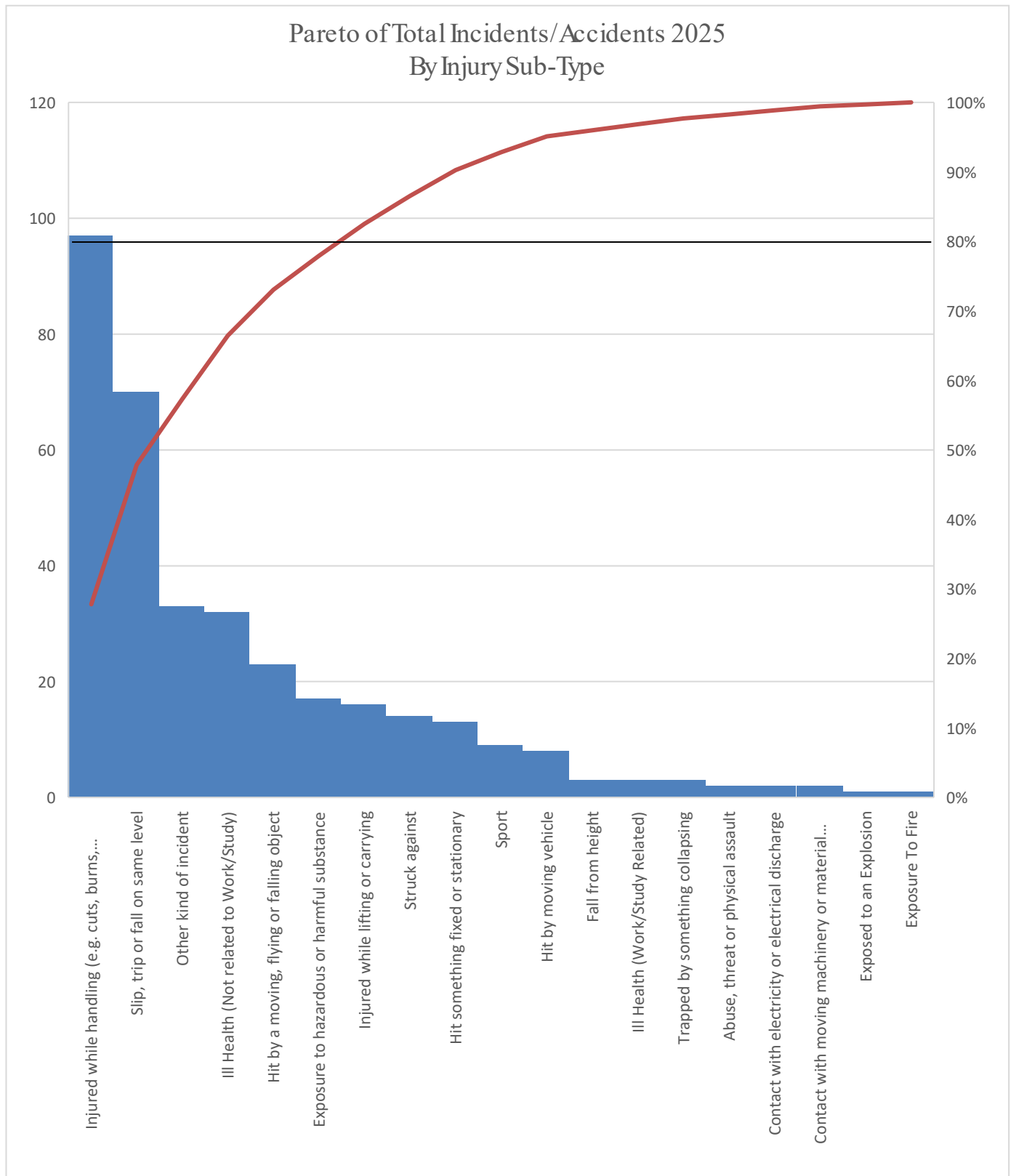
Near miss rates increasing year on year is a good sign showing better reporting. Overall trend for the average of the year shows a fairly consistent rate of reporting totals.

### Incident/Accident data 2024



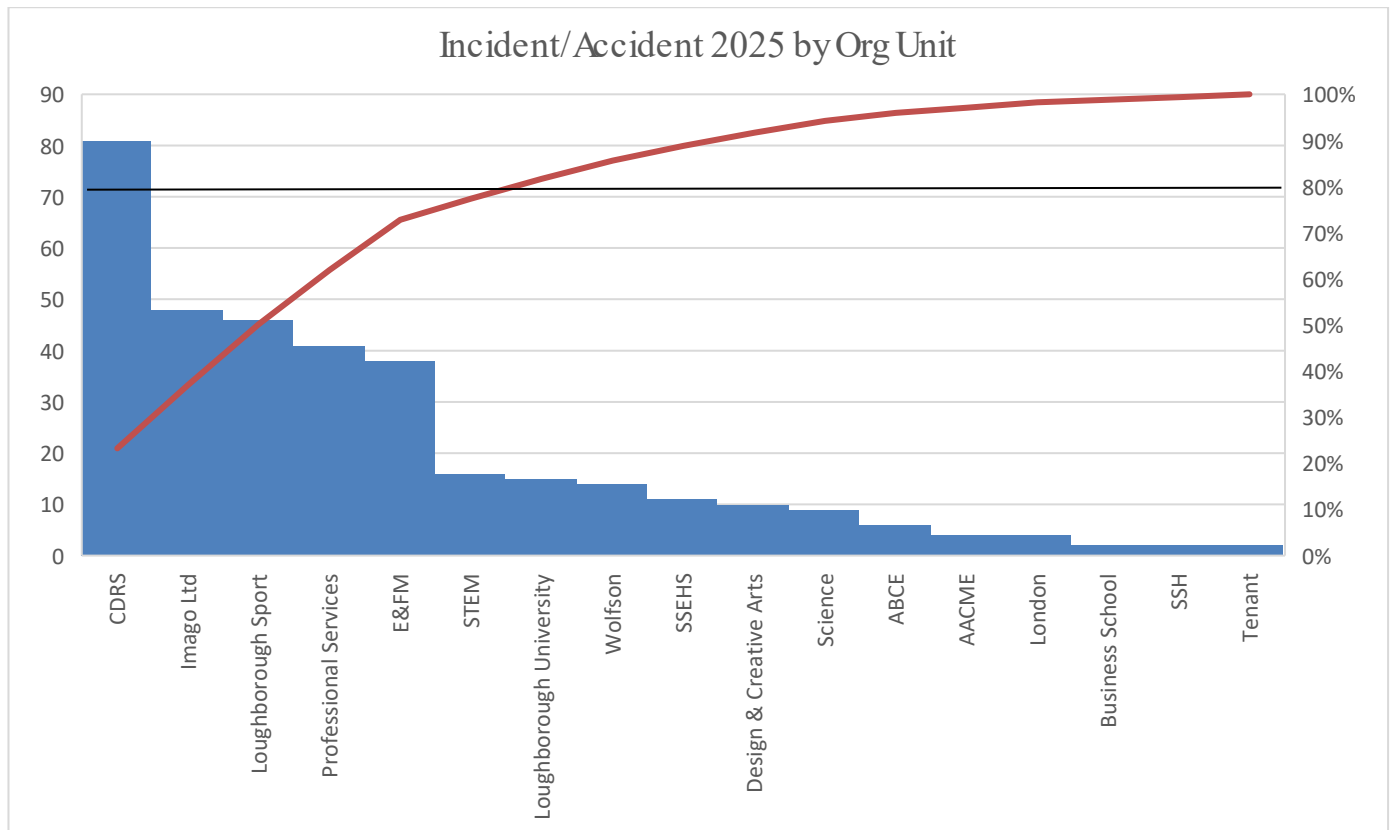
The incident rate shows a clear seasonal pattern with higher levels of incidents when students first occupy the campus after the Summer break and activity on campus resumes. The data for 2025 is very consistent with previous years.



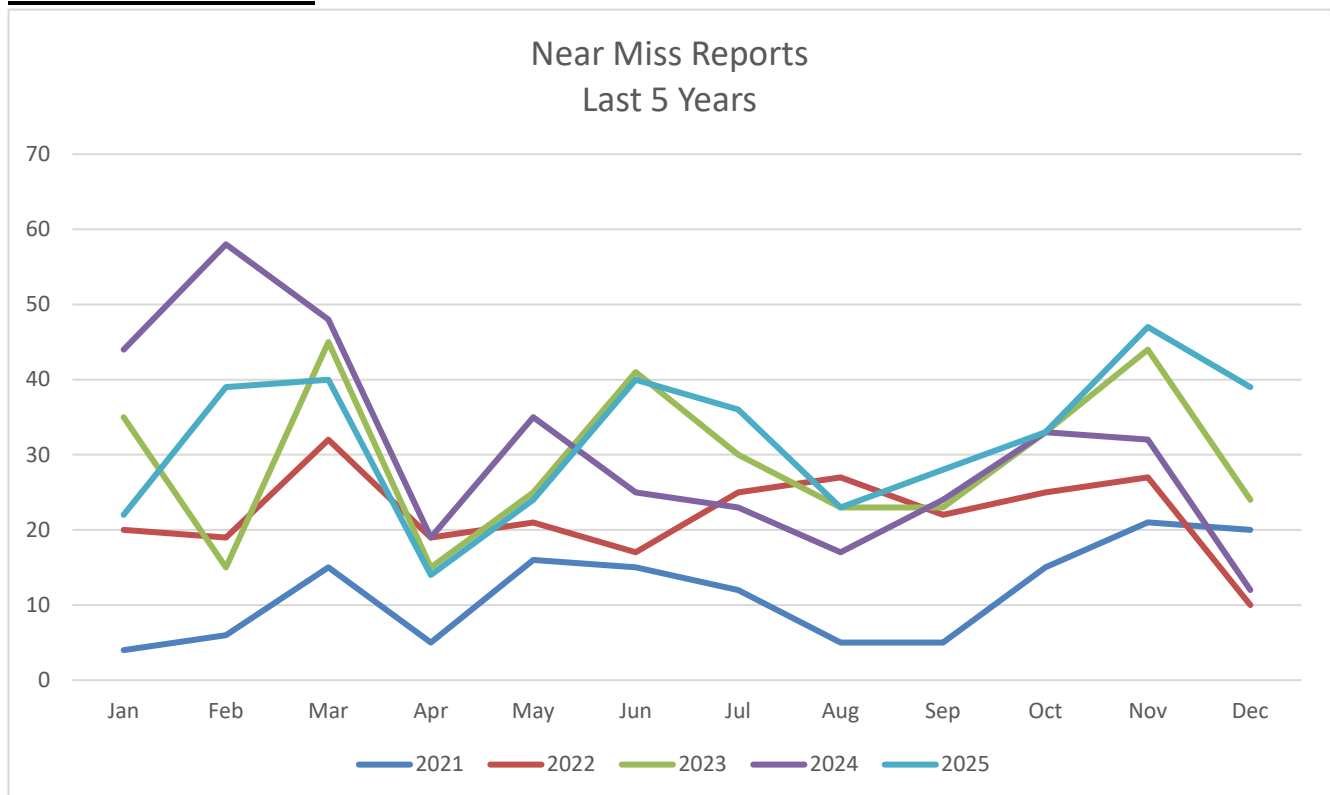


The most common accident/incidents across the year tend towards injury due to physical tasks. There is also a large number of accidents that are marked as 'Other' which may point to work being done to better record data.



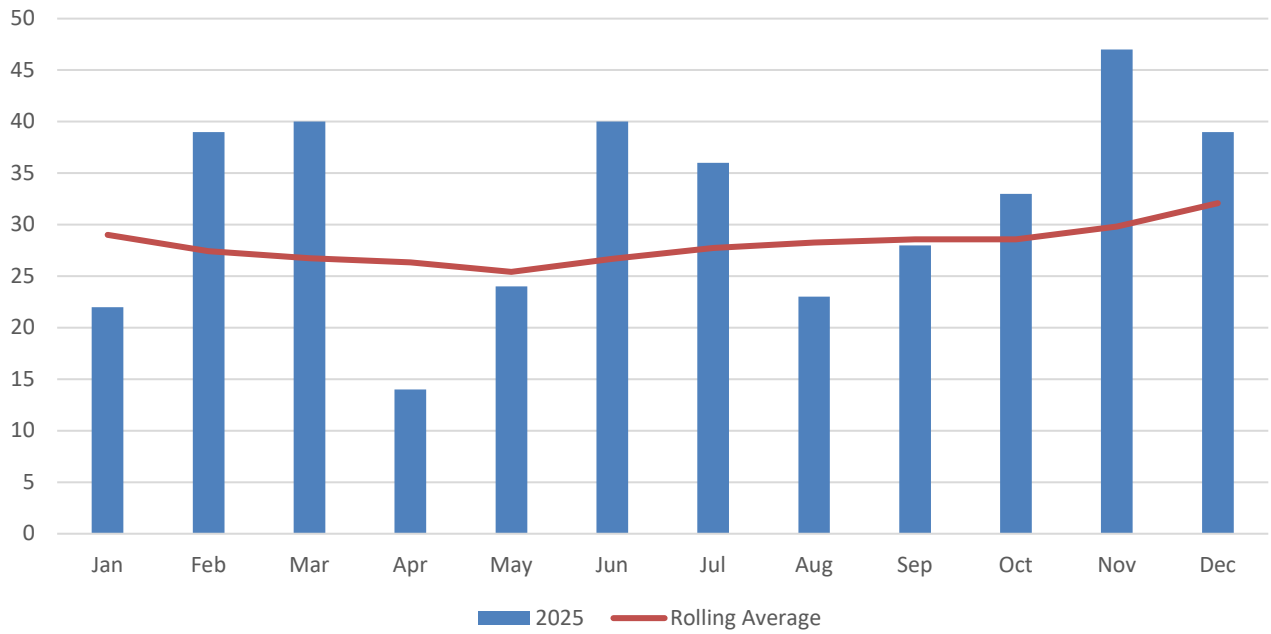


### Near Miss data 2024

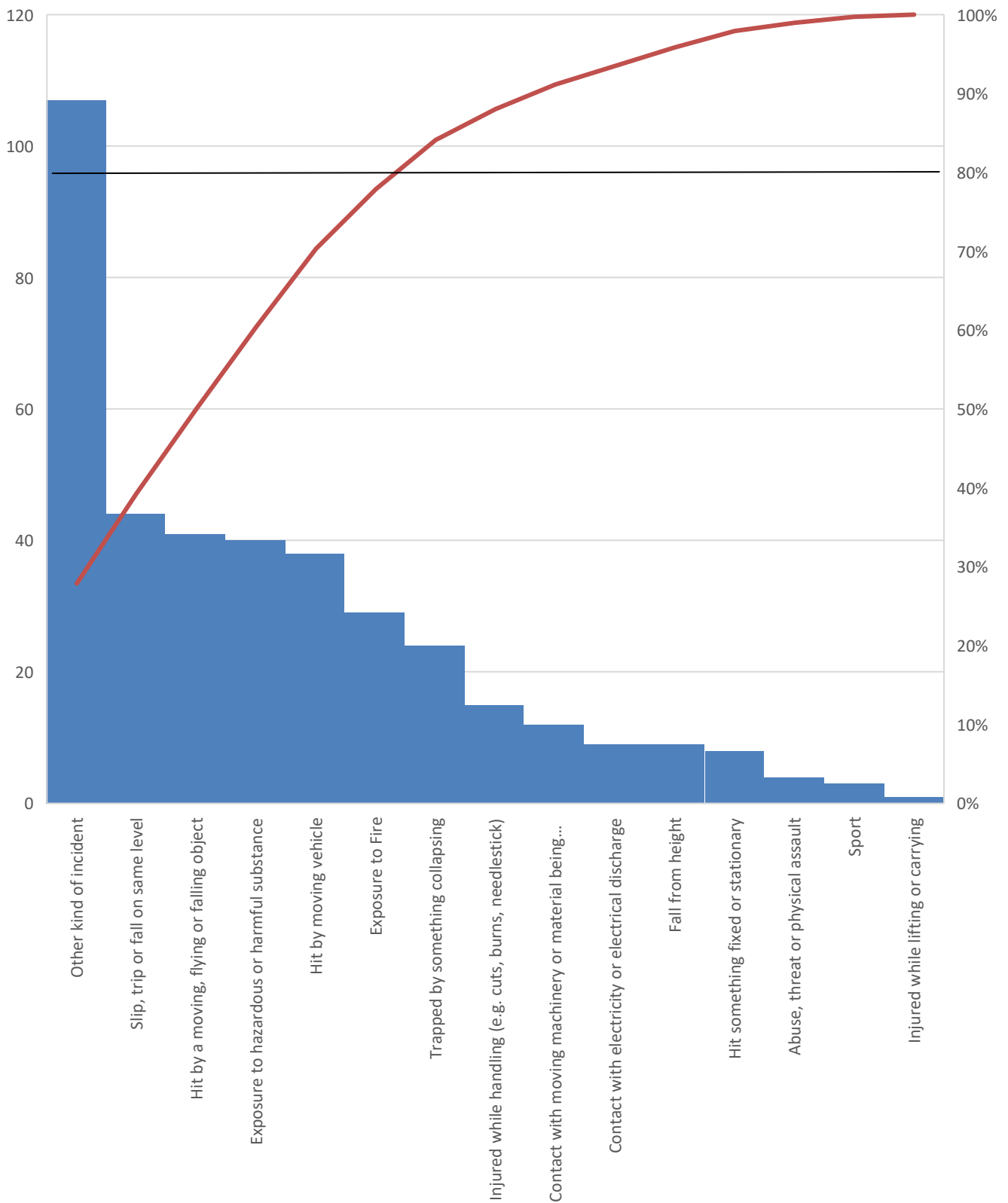


Plotting near miss reports for the last 5 years we can see that the trend of more reports on year as continued.

## Near Misses 2025 & Rolling Average

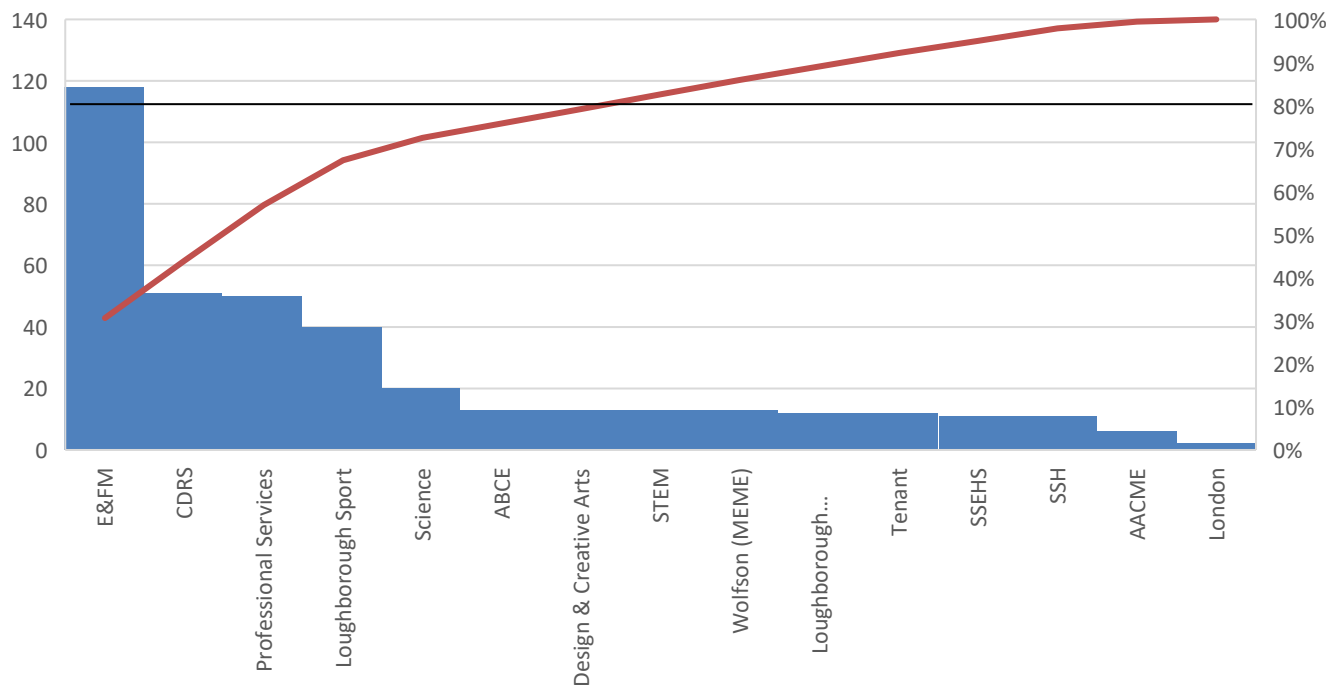


### Pareto of Total Near Misses 2025 by Injury Sub-Type



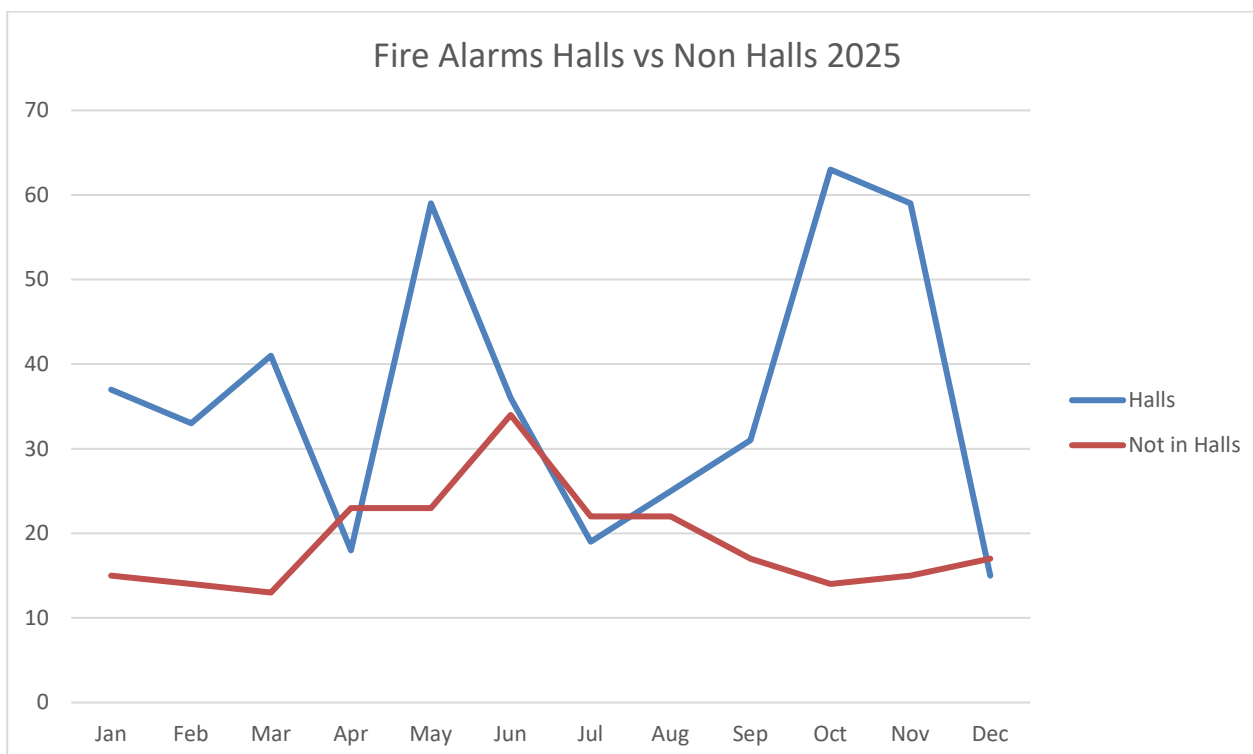
The largest group of reported near misses is 'Other' which shows some work needs to be done in regard to categorisation or training but is also positive that these incidents are still being reported.

## Near Misses 2025 By Org Unit

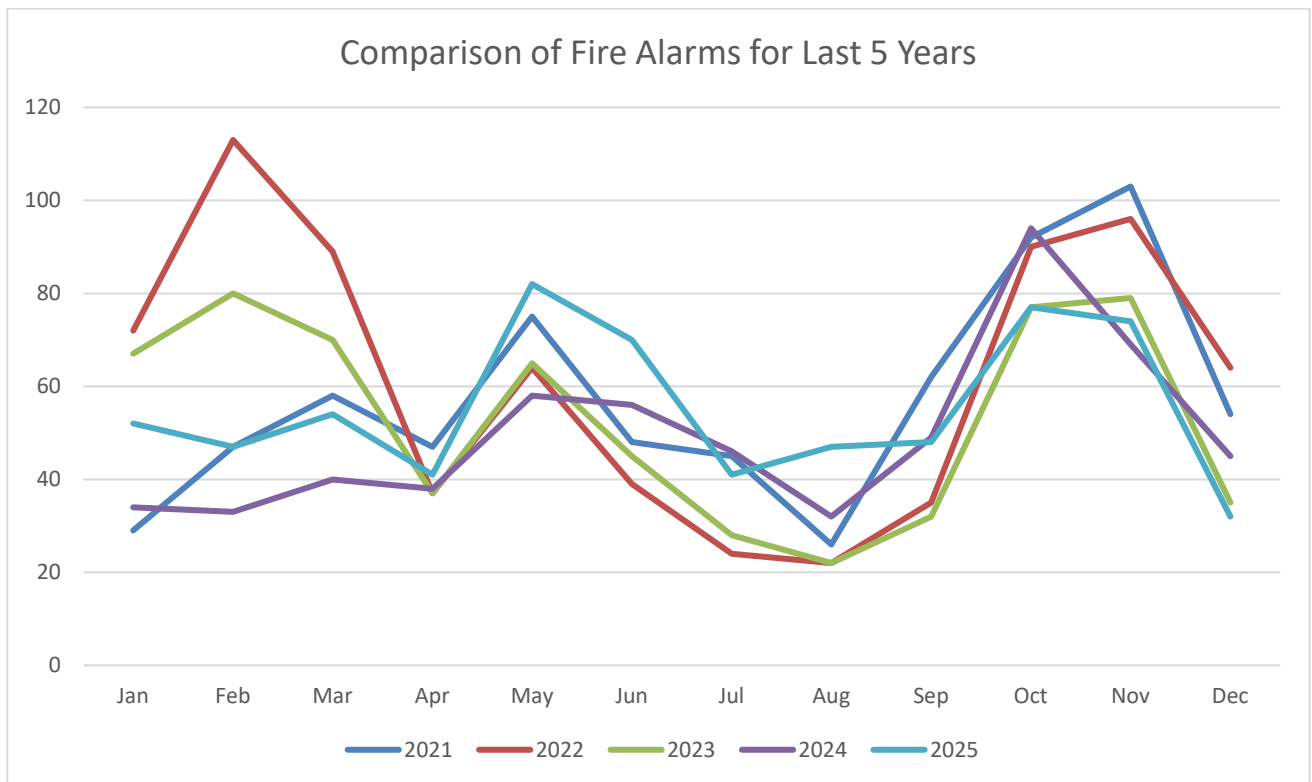


## **Fire Alarm data 2025**

Fire alarm data has been combined from both Evotix (incident reporting system) reports and Perspective (Security) reports. The data is not a completely accurate view of all fire alarms on campus, just those reported by staff members onto the systems. Work is being done to more accurately record fire alarm data in the future.



As with previous years Halls fire alarms clearly spike when students return/start after holidays. More equal spread across non halls data.



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 showing a very similar trend to previous years.

Neil Budworth, Sarah van Zoelen

# **OCCUPATIONAL HEALTH WELLBEING AT LOUGHBOROUGH**

# Highlights

- Total number of appointments delivered in 2024-5 were 2196 – a 9% increase on 2023-4
- 14 wellbeing events were delivered with a mix of online and in person, with staff MOT's being provided in Loughborough and London.
- 122 employees accessed the onsite physiotherapy service for support (a 45% increase)
- There were 666 calls to the Employee Assistance programme a 22% increase on the previous year
- Working with the University Leadership Group to raise wellbeing needs at a strategic level.



## Results that do not sound fully consistent

- Increase in physiotherapy referrals
- Decrease in referrals to Occ Health for Musculoskeletal reasons
- Increase in the number of employees contacting the employee assistance programme
- Why is this good?
- Increase in monitored cases by the EAP
- What has changed?

# Wellbeing

- ✓ Employee wellbeing steering group
- ✓ Employee health MOT's
- ✓ Webinars
- ✓ Events
- ✓ Wellbeing champions and resources
- ✓ New refreshed employee wellbeing website
- ✓ Online wellbeing module
- ✓ Flu vaccines
- ✓ Improving IT pathways for new starters and those who are neurodiverse.

# Collaborations and projects

- Flu project with Stanislava Katsarova-Harrison - Wellcome Trust Doctoral Research Fellow & Registered Dietitian (SSEHS)
- IT projects – new starters kits, neurodiversity pathway for IT support
- GLOW projects including:
  - Staff wellbeing Website refresh
  - Academics across campus and Lboro college in the development and delivery of the wellbeing module

# Collaborations continued..

- Delivering a wellbeing session to the Universities 'Investigations Network'
- Supporting IMAGO with wellbeing initiatives
- Loughborough College – Step into health

# Birmingham University – work related stress

A few key points raised by HSE -

- Risk assessments not completed locally, identified actions not completed and controls not implemented consistently
- use of data and information for monitoring purposes and dealing with local issues and hot spots
- lack of consultation with Unions
- Workload and risk management



**Health and Safety  
Executive**

# Summary

- Constantly striving to ensure a high-quality Occupational Health service along with wellbeing offerings that are diverse and meet the needs of the employees here at Loughborough



# Thank you!



Loughborough  
University

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## **Construction – Small Works Health & Safety Policy – version 4**

Origin: M.Haynes-Coote – Deputy University Health and Safety Manager - Health and Safety Services

**Action Required:** To consider and approve revised policy document – so it may be added to existing health and safety policy library

### **Executive Summary**

Most construction is normally delivered by Estates & Facilities Management (EFM), but this policy outlines the limited circumstances where local departments can deliver small works themselves. The policy has undergone revision and is submitted to Committee for consideration and approval.

Under this revised policy these works must be:

- Under £10,000
- Non-notifiable under CDM 2015, and
- Low risk, with only minimal impact on the building fabric or services.

The small works must fully comply with Construction (Design & Management) Regulations 2015 and all other relevant health and safety legislation. The School/Service will act as the commercial client and must ensure proper planning, competent contractors, adequate risk control, welfare, and safe working practices.

A trained Small Works Competent Person (SWCP) must be appointed to manage these projects. They are responsible for reviewing RAMS, checking asbestos information, liaising with EFM, and overseeing site safety throughout.

The policy arrangements set out a 3-step process:

1. Planning Phase - preparing the project (brief, approvals, risk assessment, competence checks).
2. Pre-construction phase - setting up the work (pre-construction information, contractor induction, permits, signage, site segregation).



### 3. Construction phase

- a) managing the work (monitoring safety, site inspections, containment, welfare, fire safety, asbestos management)
- b) completion duties (snagging, waste clearance, updated O&M data, health & safety file).
- c) post-project review to capture lessons learned.

Appendices provide examples of allowable low-risk works, key project phases, a pro-forma template, and a detailed health and safety checklist.

### **Other Committees Consulted**

- None. The policy has been out for consultation with representatives from EFM\_FM, Unions and AACME, LU Sport, ITS and Wolfson prior to submission to this committee.

### **Equality Diversity and Inclusion Considerations**

- The policy has been revised to reflect university governance practices aligned to EDI frameworks to support broader commitments to ethical practices.

**The revised policy is available to view here:** [Construction \(Small Works\) Policy](#)



## Recommendation for the University RAG Rating

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

### Action Required:

HSE Committee are asked to approve the RAG Rating to be passed to Senate and Council

## Executive Summary

The Director of Health, Safety and Wellbeing is asking the HSE committee to consider the current HSE risk rating with a recommendation that the overall risk rating be set at 2 Light Green for this period

## Other Committees Consulted

None

## Equality Diversity and Inclusion Considerations

None

## Recommendation

The Director of Health, Safety and Wellbeing is currently recommending that the overall risk rating be set at Green for this period.

## Methodology

The Director Health, Safety and Wellbeing has reviewed the compliance key performance indicators, the incident rate for the University, Occupational Health trends and emerging issues and on the basis this data has determined the overall risk rating.

## Discussion

Whilst there are positives and negatives to be considered across the University Estate, there are a number issues which remain concerns and so influence the decision on the risk rating. I am satisfied that these key risks have mitigations either planned or in place. Which allow me to recommend a Light Green risk rating this period.

The significant issues are :-

Legionella continues to be a challenge. The risk has been identified and additional controls are in place, in the higher risk buildings. In particular, close attention is being paid to the water systems in Towers and the controls which have been introduced are managing the situation. In particular work over the Summer months appears to have been successful in achieving a meaningful improvement in Legionella control and a new in line dosing system has been installed over the Christmas break which is more suited to the risks within Towers.

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. Should the lifespan of the Towers hall of residence be extended then additional regulatory / compliance risks may occur. Activity is underway to determine the likelihood and extent of any risk.

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

As shown by fire on G Block roof in the Summer, increased construction and refurbishment activity on campus is likely to increase the level of risk. However, there are robust process and supervisory arrangements in place to minimise this risk.

Taking these factors into account a Light Green rating is recommended for this period.

Neil Budworth, Director of Health, Safety and Wellbeing

### Additional Information

At the October 2024 HSE meeting members requested that an explanation be given of the risk rating categories. The following key has been provided.

#### Assessment Key

RrAgG	Description of assessment
1	Performance is ahead of target - data suggests cause for celebration
2	Performance is on track, data suggests no concerns
3	Performance is moderately behind target and data suggests this is a slight concern, we are keeping a watching brief and/or taking appropriate action
4	Performance is behind target and data suggests this is a cause for concern - we have a clear and resourced plan to recover performance in the next two years - or - request to adjust milestones
5	Performance is substantially behind target, data suggests this is a serious concern and/or we have no clear/resourced plan to recover performance - request to adjust milestones

### Previous RrAgG Ratings

<b>October 2025</b>	<b>2</b>
<b>February 2025</b>	<b>2</b>
<b>October 2024</b>	<b>2</b>
<b>October 2023</b>	<b>'Green'</b>
<b>October 2022</b>	<b>'Green'</b>
<b>February 2022</b>	<b>'Green'</b>