



## SAF26-M1

Minutes of the Health, Safety and Environment Committee meeting held on Wednesday 28<sup>th</sup> January 2026

### Attendance

#### Members:

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

#### In attendance:

M Ashby (Secretary), Moataz Attallah and Tom Carslake for M6/3, Rebecca Cain and Julie Turner for M26/4, Ant Dales for M26/6, Sarah Van-Zoelen for M26/11 and James Holt for M26/14.

#### Apologies:

Rajkumar Roy, Alex Stacey-Midgley.

### 26/1 Minutes

#### SAF25-M3

The minutes of the meeting held on 8<sup>th</sup> October were APPROVED.

### 26/2 Matters Arising from Previous Meetings

#### SAF26-P1

- 2.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 2.2 Arising from M25/42.7 *HSE Update from Loughborough Sport*, Loughborough Sport was thanked for the progress made in ensuring that its staff completed the University's safeguarding training. It was asked to provide the Deputy Vice-Chancellor and COO with its completion rates using the completion rate criteria used by Audit and Risk Committee.  
**ACTION: Director of Sport, Acting Head of Operations**
- 2.3 Arising from M25/45.3 *New Safeguarding and Prevent Committee*, the composition, terms of reference and membership of the new committee were to have been included in the HSE Committee agenda papers. However, the new committee had not yet met, so they had yet to be confirmed. The Director of Student Services would be asked for an update on planned meetings with a view to the minutes and composition, terms of reference and membership being included in the agenda papers for HSE Committee's meeting in May. **ACTION: Director of HSW**

## 26/3 Health, Safety and Environment Update: School of Aeronautical, Automotive, Chemical and Materials Engineering

### SAF26-P2

- 3.1 The Committee RECEIVED a health, safety and environment update from the Dean and Head of Operations.
- 3.2 The following points were noted in particular:
  - (i) Plans were in place to ensure ongoing HTA compliance within the Centre for Biological Engineering.
  - (ii) Sector health and safety guidance had been embedded in the University's Student Placements, Work-based Learning and Study Abroad Health and Safety Policy.
  - (iii) Lead academics were being assigned to each lab to ensure ownership of all labs.
  - (iv) NCCAT was finalising an Explosion Protection Document which summarised the preventative measures that were in place.
  - (v) The School intended to establish an emergency team to respond to out-of-hours incidents.
- 3.3 The Committee conveyed its thanks to the Dean and Head of Operations for the update.

## 26/4 Health, Safety and Environment Update: School of Design and Creative Arts

### SAF26-P3

- 4.1 The Committee RECEIVED a health, safety and environment update from the Dean and Head of Operations.
- 4.2 The Health and Safety Service had carried out detailed environmental monitoring of the School's 3D printing area. The Director of HSW would share the findings of the exercise with other Schools which engaged in 3D printing, and would discuss with the Dean of AACME the guidance around 3D printing environments that had been developed by another HEI. **ACTION: Director of HSW**
- 4.3 The School intended to cease its use of natural gas by replacing its gas-powered steamer and kiln with electric versions. This change would reduce running costs and allow students to gain experience of using more modern equipment.
- 4.4 A tabletop contingency plan exercise within the School had highlighted health and safety practices that were already in place and some areas for improvement. The Dean and Head of Operations had found the experience insightful and were keen to recommend the tabletop exercise to other Schools. Other Schools were encouraged to consider carrying out similar tabletop exercises with support from the Health and Safety Service. **ACTION: Health and Safety Service working with Deans and Heads of Ops**
- 4.5 The Committee conveyed its thanks to the Dean and Head of Operations for the update and commended, in particular, the significant work undertaken to improve the wellbeing of the School's staff. It also wished to thank the Head of Occupational Health and Wellbeing for the support that she had given to the School on this journey.

## 26/5 Critical Risk Update on the Risks Posed by Increased Construction and Contractor Activity on Campus

### SAF26-P4

- 5.1 The Committee RECEIVED a potential critical risk update from the Director of Estates and FM on risks posed by increased construction and contractor activity.

- 5.2 Work to set up the site for the Central Accommodation Project (CAP) had begun earlier in January. With this and two other projects under way, the campus was very busy, and in particular around the EHB area. The Committee considered the impact of the project on the campus. Identified risks included pedestrian safety, heavy goods vehicles and plant equipment operating near public spaces, the environmental and health impact from noise and dust emissions, and access and compliance challenges.
- 5.3 Plans were in place to capture in real time the lessons learnt, such as on car parking arrangements and wayfinding signage, in order to inform future major projects on campus.
- 5.4 The work had resulted in a significant, sudden upturn of activity for the CAP project team, the Health and Safety Service and the Security Team in a short of period of time. Consideration was being given to ways of supporting them to safeguard their wellbeing. Estates and FM were redeploying an individual to support the team, and it had bid for a graduate management trainee who could provide additional support.
- 5.5 Signage had been erected to educate campus users about alternative routes across campus. In spite of this, there had been evidence of behavioural issues, with instances of individuals moving fencing to gain access through construction sites. It was felt that there was a need for more signage and for the signage to make clear the instructions for pedestrians and vehicles when routes were closed to them.
- 5.6 There was also a need for greater clarity over who in the CAP PMB was responsible for communicating with campus users, and a need for more communication, with students in particular. Consideration needed to be given to the messages being conveyed about route closures, alternative routes and potential noise. Once that had been done, the University would be in a position to take punitive action against individuals who breached the perimeter of the site and behaved inappropriately.
- 5.7 Estates and FM were asked to work with Marketing and Advancement to agree responsibility for aspects of the communication and to make the signage clearer, seeking advice from the Head of Brand, Creative and Print Services if this had not been done already. They should ensure that the signage was of a high standard, clear and readable, using the services of Print, Post and Logistics by default for this purpose. They should also ensure that the corporate comms about route closures and alternative routes were coordinated and clear. **ACTION: Director of Estates and FM**
- 5.8 Members noted areas of the campus where there were often high volumes of both pedestrians and traffic at certain times of the day. Given the imminent return of students at the start of term and concentration of car parking spaces in certain areas, the Head of Operations for Estates and FM was asked to put mitigations in place to ensure the through flow of traffic and to minimise bottlenecks. He was asked to carry out a check of the traffic flow around the temporary car park on the Ann Packer site where there was said to be a particular issue. The Head of Operations should feel empowered to take action and should seek the support of the Senior Management Team if he encountered obstacles. **ACTION: Estates and FM Head of OPS**
- 5.9 Estates and FM were also asked to explore ways to improve the pinch point of the pathway behind the Wavy Top Building such as by improving the lighting, widening it by digging into the embankment or installing hoarding. **ACTION: Director of Estates and FM**
- 5.10 The Sustainability Manager would remind the campus bus drivers of the need to keep to the campus speed limit and to be particularly cautious in coming weeks given the anticipated increase in pedestrians on campus from the start of term and the increase in the number of heavy goods vehicles on campus. **ACTION: Sustainability Manager**

## 26/6 Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

### SAF26-P5

- 6.1 The Committee RECEIVED a critical risk update from the Head of Security on measures to ensure that the University complied with the Terrorism (Protection of Premises) Act 2025. A risk management plan had been drawn up which identified areas which the University would need to focus on to ensure compliance.

- 6.2 Progress had been made since the October meeting on plans to implement the SafeZone app. The Software Risk Assessment Process was nearing completion, and the app was on schedule to be implemented, tested and ready for launch by September 2026.
- 6.3 The Committee considered whether arrangements should be in place to register all campus users, with temporary visitors being asked to scan a QR to register on a soft version of the app. It was agreed that the app should be made available to staff and students only. Tenants and contractors would be asked to use the soft version, and arrangements would continue to be put in place for third parties via risk assessments for events.
- 6.4 It was agreed that, if workable, there should be a soft launch of the app for staff by Easter. The app would then be rolled out over the summer to those students who would be continuing their studies in the 2026/27 academic year with the aim of full implementation for all students by September.
- 6.5 The introduction of the SafeZone app was currently being progressed as a management task, with updates being provided to HSE Committee. Moving forward, a group would be set up to oversee implementation of the app and messaging about its roll out and the benefit realisation and utilisation that it would bring. The group would be headed by the COO and include representation from LSU. **ACTION: Head of Security, COO**
- 6.6 A paper would be submitted to a SPaRC briefing meeting outlining the implementation timeframe and seeking approval to purchase the app. **ACTION: Head of Security**
- 6.7 The Head of Security was thanked for the considerable work to date on the project. Thanks were also expressed to IT Services colleagues for their work in assessing the app.

## 26/7 Update on Review of the Health and Safety Planning Pilot

- 7.1 HSE Committee received an update from the Director of HSW on progress in developing the new Health and Safety Review Process. Guidance had been issued to Deans and Directors of Professional Services earlier with a view to their submitting HSE plans for consideration at the May Meeting. A review meeting had been arranged, and templates would be issued shortly.
- 7.2 The templates would be updated to include a prompt for Schools to make reference to their environmental actions. This information would inform the sustainability element of the University's QS submission. **ACTION: Director of HSW, Sustainability Manager**

## 26/8 Updated Plan of Proposed Business

### SAF26-P6

- 8.1 The Committee considered the plan of proposed business for forthcoming meetings. It agreed to add an update on contractor management to the business for the May 2026 meeting.
- 8.2 The Director of Student Services would be asked whether the Suicide Prevention Strategy would be sufficiently well developed for her to be able to provide a critical risk update on the Strategy at the May meeting. **ACTION: Director of HSW**

## 26/9 Director of Health, Safety & Wellbeing Update

### SAF26-P7

- 9.1 Members RECEIVED a consolidated report from the Director of HSW on issues and actions relating to health, safety and wellbeing.
- 9.2 The following were noted in particular:
  - (i) The University Leadership Group had received health and safety training from the law firm Eversheds Sutherland.
  - (ii) The Health and Safety Service had provided the Director of Catering, Domestic and Residential Services (CDRS) with a detailed audit of potential slips, trips and falls and planned to work with CDRS to develop an action plan.

- (iii) Active management was in place for water safety, including legionella. The measures that were now in place had led to the KPI for Water Hygiene being changed from Amber to Green.
  - (iv) The Health and Safety Service was taking forward with Emerging Photonics the recommendations from a recent independent audit of laser safety standards in the area.
- 9.3 Estates and FM, and the Health and Safety Service had been liaising with Loughborough Sport over anticipated spectator numbers and the spectator barriers that would be in place for Big BUCS Wednesday in March. The spectator numbers had yet to be confirmed. The COO would seek clarification from Loughborough Sport on the anticipated spectator numbers to inform planning for the event. **ACTION: COO**
- 9.4 The Director of Estates and FM and the Director of HSW would provide the Chair with a report by the end of February confirming that they were satisfied with the measures that would be in place to ensure spectator safety at the event. The Fire Safety Lead would take the lead in drafting the report for consideration by the two directors. **ACTION: Fire Safety Lead, Director of Estates and FM, Director of HSW**

## 26/10 Health, Safety and Wellbeing Annual Report and Future Plan

### SAF26-P8

- 10.1 Members CONSIDERED the Health, Safety and Wellbeing Annual Report and Future Plan. The Committee was informed that substantial progress had been made during the year. The report noted the Health and Safety Service's philosophy and the issues which it intended to focus on in the coming year.
- 10.2 For the first time, accident/incident and near miss charts included rolling one-year averages and averages for the previous four years. These additions would provide a better indication of trends over time where there was seasonal variation. This approach would also be used in data provided to Schools and Professional Services for their reports.
- 10.3 The report was approved and recommended to Council. A paragraph would be added at the beginning of the report to indicate the degree of assurance that Council could take from it.  
**ACTION: Director of HSW**

## 26/11 Occupational Health and Wellbeing Annual Report

### SAF26-P9

- 11.1 Members CONSIDERED the Occupational Health and Wellbeing Annual Report. They were informed that the Occupational Health and Wellbeing Service (OHWS) was working hard to balance the needs of the University with the general wellbeing of its staff, whilst also looking forwards and being open to ideas of how it could improve the staff experience.
- 11.2 It was reported that the Health and Safety Executive was investigating a number of HEIs, looking specifically at stress at work and challenges over the wellbeing of employees. The University had already embedded measures to address many of the issues that had been flagged up by the Health and Safety Executive to date. However, the Committee noted that the University should not be complacent and should keep the dynamic process of support going. As an example, the OHWS planned to analyse HR data to identify groups which could receive targeted support and to provide specific risk assessment support training.
- 11.3 Members noted that the benefits of working at the University were not limited to pay and reward. Estates and FM staff (and other staff across the University) were said to value the services provided by the OHWS including access to physiotherapy when they needed it.
- 11.4 Thanks were expressed to the Head of Occupational Health and Wellbeing and her team for the excellent service that they provided to staff.

## 26/12 Statutory Compliance Key Performance Indicators

### SAF26-P10 SAF26-P11

- 12.1 The Committee RECEIVED updates on statutory compliance key performance indicators and noted that the compliance ratings remained at either green or amber. The indicators were broadly as anticipated and provided good assurance. The exception was HTA where the six-monthly, self-inspection audits had been delayed due to staffing changes.
- 12.2 Some of the indicators, LV (Local Exhaust Ventilation), LV Electrical and LOLER, had been rated as 'amber horizontal' for some time, implying that there had not been an improvement during the recorded period. The Director of Maintenance, Engineering and Sustainability was asked to clarify why this was the case at the May meeting. **ACTION: Director of Maintenance, Engineering and Sustainability**
- 12.3 The Committee noted that the Director of HSW had been asked to make a recommendation to resolve a generic issue where the DAP role was not part of any member of staff's core responsibilities.

## 26/13 Radiation Protection Annual Report

### SAF26-P12

- 13.1 The Committee RECEIVED the Radiation Protection Annual Report and agreed to recommend it for submission to Council.
- 13.2 The Committee expressed its thanks to the Senior Health and Safety Specialist.

## 26/14 Building Safety Act Compliance

- 14.1 The Committee RECEIVED a verbal update on the University's compliance with the Building Safety Act from the University's Fire Safety Lead.
- 14.2 The University had responded to a request from the Health and Safety Executive to make a submission to gain Building Test Certification for Towers. It had subsequently been asked for further information on fire safety, the building's structure, and the resident engagement strategy. The University was complying with these requirements. The resident engagement strategy was to be submitted in February, and a structural survey was being carried out ahead of submission of the structural report in May. If deemed satisfactory, the full set of documentation would be resubmitted to allow the University to gain a Building Assessment Certificate. The Fire Safety Lead was asked to check that the submission guidance had not changed before the documentation was resubmitted. **ACTION: Fire Safety Lead**
- 14.3 Following a recent visit to the campus, Leicestershire Fire and Rescue Service representatives had sought assurance on the safety of Towers and had requested information on the University's plans for future use of the building. The Committee was informed that any plans to extend the life of the building beyond 2027 would be accompanied by investment that would ensure that the University was compliant with its legal obligations. There were no plans to extend use of the building beyond this point without this additional work having been carried out first. There would be a further resubmission of necessary documentation to the Health and Safety Executive to gain an updated Building Assessment Certificate at that point.
- 14.4 Estates and FM intended to submit a proposal to SPaRC B for funding for the additional work. The proposal would include a number of costed options for work which could be carried out whilst the building was unoccupied in the summer of 2026 and, if necessary, in the summer of 2027. Subject to approval, the proposal would then progress for consideration by the Estates Management and Sustainability Committee.
- 14.5 Members noted the requirements of the residents engagement strategy which were more challenging to fulfil when residents rented rooms, rather than owning part of the property. The Fire Safety Lead was seeking advice from the Building Safety Regulator and information about another university's experience of seeking certification for a hall of residence. He was encouraged to seek the support of LSU to ensure that engagement with residents was meaningful. **ACTION: Fire Safety Lead**

14.6 The Fire Safety Lead, Director Estates and FM and Director of HSW were thanked for the important work that they were engaged in to ensure ongoing compliance with building safety regulations.

## 26/15 Construction – Small Works Health and Safety Policy

### SAF26-P13

- 15.1 The Committee CONSIDERED proposed changes to the Construction – Small Works Health and Safety Policy.
- 15.2 Changes to the Policy included a change to the circumstances when Schools and Professional Services could deliver small works themselves. The limit had been increased from £1,000 to ‘under £10,000’ subject to the works also being non-notifiable under Construction (Design and Management) Regulations 2015 and considered low risk with only minimal impact on the building fabric or services.
- 15.3 Members were informed that some work carried out by IT Services sat outside the policy. It was subject to a different process and required separate guidance on how the works should be approached.
- 15.4 The Committee APPROVED the proposed changes on the understanding that the policy would be brought back for further consideration at the May meeting following the addition of guidance for small works carried out by IT Services. **ACTION: Director of HSW**

## 26/16 Risk Rating

### SAF26-P14

- 16.1 The Committee CONSIDERED a recommendation by the Director of Health, Safety and Wellbeing that the University’s overall Health, Safety and Environment risk rating should remain at ‘2 Light Green - Performance is on track, data suggests no concerns’.
- 16.2 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 increased construction and refurbishment activity on campus. They were informed that mitigations for these issues were either planned or in place.
- 16.3 The Committee considered the choices that were available to it in the University’s RrAgG recommendations chart and noted, in particular, the wording of the proposed ‘2 Light Green’ rating. It agreed that it was accurate to state that performance was on track. However, rather than stating ‘data suggests no concerns’ it would be more accurate to state that the risk mitigations that were in place were suitable for the risks that have been identified.
- 16.4 HSE Committee agreed to follow the example of the Finance Committee in introducing a suite of footnotes that could be seen alongside future recommendations. The footnotes would give Council a better understanding of the Committee’s interpretation of the risk level. The proposed footnotes would be considered at the May meeting. **ACTION: Director of HSW**
- 16.5 The Committee APPROVED the risk rating of ‘2 Light Green’ for recommendation to Council subject to the addition of a footnote to convey how the Committee had interpreted the scale in the context of health, safety and environment as in M16.3 above.

## 26/17 Incident, Near Miss and Fire Data Report

### SAF26-P15

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

## 26/18 Minutes of Sub-Committees

### SAF26-P16

The Committee RECEIVED the minutes of the following sub-committee:

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

## **26/19 Dates of Future Meetings**

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

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