Health, Safety and Environment Committee

Loughborough University

SAF26-M3

Minutes of the Health, Safety and Environment Committee meeting held on Wednesday 7th October 2026

Attendance

Members:

Sola Afolabi, Moataz Attallah, Elliott Brown (ab), Neil Budworth, Joni Carter-Hendrickson (ab), Alec Edworthy, Matthew Hammonds (ab), Graham Howard, Roshan Israni, Luke Langbein-Stott, Liz Monk, Graham Moody (ab), Nicola Orridge, Jagjit Samra, Richard Taylor, Rachel Thomson (Chair) and Julie Turner.

In attendance:

M Ashby (Secretary), Chris Dunbobbin (Observer), Spencer Aryeetey in place of Graham Moody, Irvin Hendrickson in place of Joni Carter-Hendrikson, Fran Bonner and Louise Gear for M26/39, Mark Chester for M26/40 and Ant Dales for M26/41.

Apologies:

Moataz Attallah (early departure), Elliott Brown, Joni Carter-Hendrickson, Matthew Hammonds, Graham Moody.

26/37 Minutes

SAF26-M2

The minutes of the meeting held on 19th May were APPROVED.

26/38 Matters Arising from Previous Meetings

SAF26-P31

38.1 Actions arising from previous minutes were NOTED and their current status confirmed.

38.2 Arising from M26/23 *Critical Risk Update: Construction and Contractor Activity on Campus*, a group had been established to share information on planned events on the East Midlands campus. The group was Chaired by a colleague from Estates and FM and included representatives from the Academic Registry, Careers Network, imago, Loughborough Sport, Loughborough Students Union, Marketing and Advancement, Security Services and the Timetabling Team.

38.3 Members noted that it would be important for the group to also be aware of School-based events. The Head of Operations representative would raise the matter at a future meeting of the Head of Operations Group, with a view to Heads of Operations channelling information about large School events to the new group through the Head of Operations for Estates and FM. **ACTION: SSH HoO**

26/39 Critical Risk Update on University's Spectator Safety Planning

SAF26-P32

39.1 The Committee RECEIVED a critical risk update on spectator safety planning from the Head of Major Events at Loughborough Sport.

39.2 Members were made aware of Loughborough Sport's recently launched five-year strategy and the potential issues faced in ensuring spectator safety when hosting the wide range of sporting events that were held on campus. A number of areas of focus had been identified which would allow Loughborough Sport to deliver to its strategy.

39.3 Loughborough Sport intended to engage in more benchmarking activity in the future. It had good relationships with national sporting governing bodies and took into consideration best practice that they promoted, albeit it on a smaller scale.

39.4 The Loughborough Sport Events Team worked with Estates and FM, and the Health and Safety Services to assess the risks associated with major events. It also engaged with Estates and FM on long-term planning for requirements for future events. There had been recent improvements to perimeter fencing in response to incidents where rivalry between teams had resulted in crowd versus player interaction. It was noted that important work of this kind often needed to be prioritised by Estates and FM over other scheduled work and could result in other work being cancelled due to budget restrictions.

39.5 The installation of badger fencing around pitches was currently under way. Loughborough Sport would check the specification for the fencing to ensure that it would not create a trip hazard or undermine any existing perimeter fencing. **ACTION: Director of Loughborough Sport**

39.6 Loughborough Sport's Events Team held regular meetings with Security Services to discuss the planned events calendar. The meetings were valued as further opportunities to gain awareness of the detail of other planned events to be able to ensure that events successfully dovetailed with each.

39.7 Medical plans were put in place to ensure the safety of players during events. Event coordinators also bore in mind intersections with other events on campus, including those organised by Loughborough Students Union, to ensure the safety of players and spectators alike.

39.8 'Safe spaces' were increasingly being provided for events for spectators who would benefit from using them. It was anticipated that the requirement to provide safe spaces would grow with the desire to increase the number of spectators at events, and this requirement would need to be included in risk assessments for future events.

39.9 Colleagues in Loughborough Sport were thanked for their update and for the work of the whole team to ensure spectator safety.

26/40 Critical Risk Update on Staff and Student Travel

SAF26-P33

40.1 The Committee RECEIVED an update on travel risk from the Head of Commercial Finance.

40.2 The University made use of Clarity Travel for approximately 95 per cent of travel arrangements. The remaining five per cent involved non-routine bookings which often required further scrutiny and which sometimes needed special arrangements to be put in place to accommodate issues that were identified. These non-routine bookings included travel to remote locations, group trips and arrangements for long-term accommodation.

40.3 There was a tendency for decisions on higher risk travel to be dictated by the likelihood of obtaining insurance for the travel, rather than the applicant's assessment of the risk. The Finance Office wished to move to a position where the possibility of obtaining insurance was not the driving factor in such instances. Members were also made aware of the potential for insurance companies to view liabilities differently if a proposer arranged travel themselves rather than booking through a travel agency.

40.4 The process for booking travel was clear but had some limitations. Applicants were required to enter information more than once in some cases, and the forms used were in different formats. Outputs from the process were inconsistent and not always clear. The Finance Office wished to simplify the process for applicants by merging the forms into a single form. HSE Committee supported the proposal that a 2027-intake graduate management trainee should be tasked with creating the single form if possible. **ACTION: Head of Commercial Finance**

40.5 The Finance Office intended to replace its existing travel guidance with a travel policy in due course. It was working with the Chief People Officer and the Sustainability Team to ensure that EDI and sustainability dimensions were taken into consideration.

40.6 Schools often carried out the work associated with arranging fieldwork activity in remote areas due to the complicated nature of these activities, but they still incurred a fee from Clarity which needed to be passed on to participants. Consideration would be given to the costs incurred by Schools when using Clarity for travel associated with fieldwork of this kind. **ACTION: Head of Commercial Finance**

40.7 Security Services would explore whether it would be possible to create ring-fenced zones in SafeZone for some overseas travel such as group fieldwork and, if so, how Schools should request the creation of a new zone. **ACTION: Head of Security Services**

40.8 The Head of Commercial Finance would attend a meeting of the Head of Operations Group to receive feedback from Heads of Operations on more complex travel requests that they had encountered with a view to simplifying arrangements for some non-standard requests from Schools. **ACTION: Director of Technical Services to coordinate invitation for Head of Commercial Finance to a meeting of the Heads of Ops**

26/41 Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

SAF26-P34

41.1 The Committee RECEIVED an update on the University's plans in relation to compliance with Martyn's Law.

41.2 The SafeZone app had been made available to staff and students, and users had already started engaging with it. Its zones of coverage were noted. A communications plan was in place which included regular prompts to encourage take up. Future communications would make clear that the app did not track users. **ACTION: Head of Security Services**

41.3 Staff who were working from home would be unable to use the SafeZone app on mobile devices to raise an alert, though they would be able to do so via the computer-based version of the app. It was observed that, depending upon the nature of the incident, contacting the emergency services might be the most appropriate approach for staff in this situation.

41.4 SafeZone coverage was already in place on the London campus together with arrangements for a local response. LU London staff who were visiting the East Midlands campus would be able to switch location for the duration of their visit via the app, and the same would apply to East Midlands staff who were visiting the London campus. Security Services would provide instructions on how to switch location on the app. **ACTION: Head of Security Services**

26/42 Composition, Terms of Reference and Membership

SAF26-P35

42.1 The Committee noted a paper from the Director of HSW on the structure and operation of the Committee. A benchmarking exercise had taken place over the summer to gauge whether the structure and operation of HSE Committee was still appropriate in terms of its objectives. It had concluded that they were still appropriate subject to the following additions to the composition:

- Director of Technical Services
- Head of Occupational Health and Wellbeing to be invited to meetings as required by the Committee and will have the option to attend if they wish.

42.2 HSE Committee approved its terms of reference and composition for 2026/27 subject to the above additions. **ACTION: Secretary**

26/43 Health and Safety Planning and Review Process

SAF26-P36 SAF26-P37

43.1 HSE Committee considered the proposed planning process for Schools and Professional Services for 2027. It approved the following additions to the planning process

- Target dates and milestones to be added to the annual health and safety plan
- Schools and Professional Services to provide risk assessment plan
- KPI updates to be included in agenda papers for future HSE Committee meetings.

43.2 The Committee would receive a report on the January round of meetings with Schools and Professional Services at its February meeting. **ACTION: Director of HSW**

26/44 Director of Health, Safety & Wellbeing Update

SAF26-P38

44.1 Members RECEIVED a consolidated report from the Director of HSW on issues and actions relating to health, safety and wellbeing.

44.2 The Health and Safety Service was currently short staffed as several of its staff had recently left the University. It would return to full capacity over the following few weeks following appointments to the vacant posts. Interviews for a new Head of Occupational Health and Wellbeing would take place the following week.

44.3 A new instructional water flushing video had been well received by staff in Catering, Domestic and Residential Services.

44.4 There had been a delay in the provision of flu vaccines due to a UK wide delay in the delivery of the vaccines. Nominated staff would receive vaccines in November, and remaining vaccines would be made available to other eligible staff upon request.

26/45 Updated Plan of Key Business

SAF26-P39

45.1 The Committee considered the plan of proposed key business for forthcoming meetings.

45.2 The list was approved subject to the reference to the Estate and FM's critical risk presentation at the February meeting being changed to an update on the safety performance of the Central Accommodation project. **ACTION: Director of HSW**

26/46 Statutory Compliance Key Performance Indicators

SAF26-P40 SAF26-P41

46.1 The Committee RECEIVED updates on statutory compliance key performance indicators and noted that the compliance ratings remained at either green or amber.

46.2 It was anticipated that the vacant Dangerous Substance and Explosive Atmosphere Regulations (DSEAR) Duty Authorised Person (DAP) post would be filled in November or December.

46.3 Estates and FM and the Health and Safety Service would carry out a formal review of Local Exhaust Ventilation (LEV) compliance to establish why a small number of fume hoods had not been checked by a contractor within the statutory period. The Committee would receive an update on LEV compliance at its February meeting. **ACTION: Director of HSW**

46.4 The Director of HSW informed the Committee of a radiological non compliance. A small amount of Uranium Oxide glaze was found during a housekeeping exercise in Ceramics. The material was in excess of 40 years old and presented minimal risk but required notification. This had been done, and the material had been added to the University's holdings of qualifying nuclear material. In addition, immediately prior to the meeting, the Director HSW had been informed of the presence on campus of a number of pieces of equipment which may require a greater level of authorisation from the relevant authorities than the University currently possessed. The equipment was previously exempt, and it was unclear which level of authorisation was required. The issue would be investigated further and appropriate action taken. **ACTION: Director of HSW**

26/47 Chemical Safety Policy

SAF26-P42

47.1 The Committee CONSIDERED proposed changes to the Chemical Safety Policy on the recommendation of the Chemical Safety Committee.

47.2 The changes were approved subject to the correction of typographical errors which would be forwarded to the Senior Health and Safety Specialist and a review of all references to staff, students, visitors and contractors to ensure that relevant groups of campus users were referred to throughout the policy. **ACTION: Senior Health and Safety Specialist**

26/48 Construction – Small Works Health and Safety Policy

SAF26-P43

48.1 Arising from M26/15, HSE Committee CONSIDERED proposed changes to the Construction – Small Works Health and Safety Policy to add guidance for small works carried out by IT Services.

48.2 The way in which the policy would apply to IT Services was still unclear as the projects were often larger scale and intrusive.

48.3 Section 4.3.2 *Other Aspects to Consider During the Works* made reference to checking that *'the contractor's activities and equipment are not prejudicing the integrity of a fire compartment (e.g. by not sealing holes made through fire resistant walls/structures)'*. Such work was deemed to fall outside the definition of small works as it would involve work around fire compartmentalisation which would require certification by competent contractors.

48.4 Members noted that the policy needed to take into consideration the potential risk of small works causing damage to a fire stopping wall. It was agreed that the tenant delaps policy needed to capture the requirement for compensation to be paid for a breach of fire compartmentalisation arising from work carried by a tenant, and action should be taken to enforce this requirement. **ACTION: Director of Estates and FM**

48.5 The Health and Safety Service would redraft the policy to reflect the original intention of providing clarification around minor works. The focus of the policy should be changed from the cost of the work to the level of risk associated with carrying out the work. Examples of permissible small works should be included to aid understanding of the requirements. An agentic form of automation should also be developed to manage the workflow. **ACTION: Director of HSW**

48.6 The topic of small works would be raised during the Schools and Professional Services planning meetings in January. **ACTION: Director of HSW**

26/49 Working at Height Policy

SAF26-P44

49.1 The Committee CONSIDERED a new Working at Height Policy based on an existing Estates and FM guidance document.

49.2 Members noted that when consulting on new and amended policies, the Health and Safety Service sought views of all safety contacts, union colleagues and any relevant areas of the University that might be affected and drew their attention to the proposed changes.

49.3 HSE Committee approved the new policy.

26/50 Lone Working Policy

SAF26-P45

50.1 The Committee CONSIDERED proposed changes to the Lone Working Policy to accommodate adoption of the SafeZone app. The changes included the replacement of references to the Loughborough Lone Working app with references instead to the SafeZone app and the removal of the reference to a lone working duty officer as the Security Team would act as first responders for SafeZone alerts.

50.2 A paragraph would be added to the policy to make reference to working at home being outside the scope of the policy.

50.3 Members noted that guidance on working at home was made available to University staff. HR Services were asked to update the current guidance and to submit it for consideration at HSE Committee's meeting in February. **ACTION: Director of HR**

50.4 HSE Committee approved the proposed changes to the policy subject to the addition of the paragraph on working at home. **ACTION: Director of HSW**

26/51 Smoking Policy Consultation

SAF26-P46

51.1 The Committee CONSIDERED a proposed response to feedback received during the recent Smoking Policy consultation for the East Midlands campus. The policy had been updated to make reference to electronic cigarettes and exemptions to use medically prescribed treatment/products as agreed with the Occupational Health and Wellbeing Service. It considered, in particular, the introduction of non-smoking areas in the inner courtyard and sunken area behind the David Davies Building and a smoking shelter in the vicinity of the courtyard.

51.2 The Committee agreed to pilot a non-smoking area in the inner courtyard on the basis of ventilation and to review its success The proposals to make the sunken courtyard a non-smoking area and to create a smoking shelter in the area were rejected. In addition to conducting the pilot, the Health and Safety Service would remind the University community of the Smoking Policy and would encourage members to be respectful and mindful of others around the campus. The requirement not to smoke within a three-metre distance from buildings, including doors and windows, would be enforced as appropriate, and engagement with the policy would be monitored. **ACTION: Director of HSW**

51.3 Two Schools had submitted collective responses during the consultation. Both responses had appeared in the paper as single responses, and concern was expressed that the collective views had not been given sufficient weight when the proposed response was being drafted. The paper would be changed retrospectively, and the Health and Safety Service was asked to ensure that collective responses were treated as such in future consultations. **ACTION: Director of HSW**

26/52 RrAgG Recommendations to Council

SAF26-P47

52.1 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'. HSE Committee's 'Light Green' risk definition is:

> 'Risks have been identified and controls are in place. Assurance processes highlight that controls are working. There are a small number of risks which warrant closer attention and / or monitoring, but there are plans in place to monitor and control these risks'.

52.2 Members noted the significant issues which were listed in the paper, that is, the risks of Legionella, fire, 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.

52.3 The Committee APPROVED the risk rating of '2 Light Green' for recommendation to Council.

26/53 Accident and Incident Report

SAF26-P48

53.1 The Committee RECEIVED a new format accident and incident report.

53.2 The new report format presented the data for higher risk Schools and Professional Services together on a single page to aid comparison and show trends.

53.3 A number of Near Miss v Accident/Incident ratios were considered disappointing. They would be raised with Schools and Professional Services in the forthcoming planning meetings. **ACTION: Director of HSW**

53.4 The Director of HSW would obtain Near Miss and Accident/Incident benchmarking data to inform consideration of the ratios. **ACTION: Director of HSW**

53.5 The comparatively high number of accidents and incidents in Catering, Domestic and Residential Services was partially attributed to its higher proportion of older staff. The accident and incident numbers for this area would be discussed during the planning meeting. **ACTION: Director of HSW**

26/54 Terms of Reference of Health, Safety and Environment Statutory Compliance Sub-Committee

SAF26-P49

The Committee APPROVED changes to the terms of reference and composition of Health, Safety and Environment Statutory Compliance Sub-Committee for 2026/27.

26/55 Minutes of Sub-Committees

SAF26-P50

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

Health, Safety and Environment Statutory Compliance Sub-Committee (Meeting on 9th September 2026)

Radiological Protection Sub-Committee (Meetings on 15th May and 16th September 2026)

Safeguarding & Prevent Sub-Committee (Meeting on 11th June 2026)

26/56 Any Other Business

The Committee noted that Chris Dunbobbin would take on the role of Secretary from the next meeting. The current Secretary was thanked for her significant contribution to the Committee during her time in the role.

26/57 Remaining Meetings in 2026/27

Wednesday 3rd February 2027 at 14.00
Tuesday 18th May 2027 at 14.00

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