



## SAF24-M3

Minutes of the Health, Safety and Environment Committee held on Wednesday 2<sup>nd</sup> October 2024

### Attendance

#### Members:

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

#### In attendance:

M Ashby (Secretary), Dan Gallagher and Jane Turner for M24/37, Martyn Edwards and Marc Smith for M24/38, Julie Turner for M24/43, M24/44 and M24/45, and Spencer Aryeetey in place of Graham Moody.

#### Apologies:

Sola Afolabi, Graham Moody, Indie Nagra, Alex Stacey-Midgley, Richard Taylor

### 24/35 Minutes

#### SAF24-M2

The minutes of the meeting held on 15<sup>th</sup> May were APPROVED.

### 24/36 Matters Arising from Previous Meetings

#### SAF24-P36

- 36.1 Actions arising from previous minutes were NOTED and their current status confirmed.
- 36.2 Arising from M22/29.4 and M23/28.3 *Stress and Mental Health Provision*, HR were asked to provide an update at the February meeting on work to develop new sickness absence reports. The update should include an indication of the timeline for completion of this work. **ACTION: Director of HR**
- 36.3 Arising from M23/39 *LU London Update*, the Director of HSE would seek an update on plans to reduce the campus opening hours on the LU London campus. **ACTION: Director of HSE**
- 36.4 Arising from M24/23.2 *Avoidance and Management of Musculoskeletal Injuries*, the OHW Manager was exploring with IT Services the proposal to provide starter packs to new members of staff.
- 36.5 Also arising from M24/23.2, the OHW Manager would reach out to Dr Roomes to consider how the effectiveness and cost effectiveness of current and planned interventions could be measured to demonstrate their value. **ACTION: OHW Manager**

## 24/37 Health, Safety and Environment Update: Loughborough Students Union

### SAF24-P37

- 37.1 The Committee RECEIVED a health, safety and environment update from Loughborough Students Union.
- 37.2 The number of reported near misses was low at 17 compared with 409 accidents in the same period. The actual number of near misses was therefore likely to be much higher. Members noted that incidents and near misses were opportunities to obtain more information to inform its control strategy and to mitigate against risk. LSU had taken a number of steps to improve cultural awareness amongst staff and students of the need to report both incidents and near misses.
- 37.3 Following its purchase of the LSU building in 2022, the University had put in place a refurbishment programme with the aim of ensuring that the building could continue to be used for a further ten years. Work to repair the roof was scheduled for 2025. However, there were currently a number of roof leaks which required more urgent attention. The Chair and Director of Estates and FM would consider whether some elements of the roof repair could be accelerated. **ACTION: Deputy VC, and Estates and FM**
- 37.4 A number of methods were used to draw up risk profiles for student societies. Committees were required to provide risk assessments for their events, and LSU audited their activities to ensure that they continued to operate as planned.
- 37.5 HSE Committee had previously asked LSU to benchmark levels of accidents and near misses against those of other student unions. This had proved difficult to achieve, not least because LSU was no longer a member of the NUS so was unable to access relevant information on member organisations that was produced by the NUS. Student unions also varied considerably in size. Therefore, even if this information could be obtained, it would be difficult to make a fair comparison of incident levels.

## 24/38 Health, Safety and Environment Update: Marketing and Advancement

### SAF24-P38

- 38.1 The Committee RECEIVED a health, safety and environment update from Marketing and Advancement.
- 38.2 Marketing and Advancement staff encountered a range of different risks due to the diverse activities engaged in across its sections. A recently established section-wide health and safety group had led to the creation of a risk register for the Service and improvements in communication about common risks and good practice.

## 24/39 Critical Risk, Strategy, Control & Compliance: Stress and Mental Wellbeing

### SAF24-P39

- 39.1 The Committee RECEIVED a written update from the Director of Health, Safety and Wellbeing on the critical risk, strategy, control and compliance with regard to stress and mental wellbeing.
- 39.2 Members noted that there had been a sharp increase in referrals, and in particular mental health referrals. The OHW Service had requested an uplift in its staffing budget to allow for a projected further increase in demand. A member noted that staffing increase should be combined with identification of the root causes of instances of mental health referrals. The line manager, and the relationship with the line manager, were seen to be critical both in identifying the cause of instances and in supporting staff. Dr Roomes would contact the OHW Manager to discuss the effectiveness of the University's current interventions. **ACTION: Dr D Roomes**
- 39.3 Take up of the Access to Work Mental Health Service and Able Futures remained low. This was consistent with the national picture. The OHW Service was pursuing a Change Team project to improve take up amongst the University's staff who might benefit from these services.

- 39.4 A member noted difficulties experienced by staff who held more than one role within the University. For some, rotas left little time between shifts and were said to have led to burnout on occasion. Discussions between Unison and managers were reported to have placed the onus on the individuals to manage the situation.
- 39.5 The matter had been brought to the attention of the Committee to seek an intervention to support these staff. Members noted that the situation for these staff was potentially complex. Staff might hold two similar University roles, two different roles or one University role and another outside the University. Staff in Estates and FM would discuss the matter with the Unison representative and report back at the next meeting with a view to considering whether a piece of work is required on this at University level. **ACTION: Director of Estates and FM, Unison representative**
- 39.6 It was agreed that HSE Committee would receive a further update on Stress and Mental Wellbeing at a future meeting. The update should include a report on People and Culture activity. **ACTION: OHW Manager**

## 24/40 Constitution, Terms of Reference and Membership

### SAF24-P40 SAF24-P41

- 40.1 Members considered the updated constitution, terms of reference and membership for 2024/25 following changes instigated and approved by Senate and Council. They noted that a review of sustainability governance would take place in coming months, and this could impact upon the Committee's terms of reference.
- 40.2 Members considered a proposal to review the format and function of the Committee, noting changes that had been made recently. They considered, in particular, the regular health, safety and environmental performance updates from Schools and Professional Services and the presentations on the management of significant University-level risks. They noted a recommendation from the Director of HSW that the School and Professional Services presentations should be replaced with an annual process and an approach based on key performance data.
- 40.3 The Committee agreed that a consultation exercise should take place for members to consider the future operation of the Committee. Following the consultation, the Committee would be presented with a small number of different options to consider for implementation from the 2025/26 academic year onwards.
- 40.4 The review exercise should also incorporate a review of the Serious Incident Review process.
- 40.5 It was also suggested that the constitution was considered to ensure that it included a reference to union consultation. **ACTION: Director of HSW**

## 24/41 Proposed Future Business

### SAF24-P42

- 41.1 The Committee APPROVED the plan of proposed business for its February and May meetings.

## 24/42 Director of Health, Safety & Wellbeing Update

### SAF24-P43

- 42.1 Members RECEIVED a consolidated report from the Director of Health, Safety and Wellbeing on issues and actions relating to health, safety and wellbeing.
- 42.2 The following were noted in particular:
- (i) the water system in Towers Hall was still being closely monitored;
  - (ii) arrests had been made following the recent physical assault of Security staff;
  - (iii) Temporary Chairs had been appointed for two sub-committees which had not met recently;

- (iv) a new permit-to-work electronic system had been deployed and was being used consistently;
- (v) the Director of HSW was to meet with the CEO of the Employee Assistance Programme;
- (vi) an incident report was being prepared following a high voltage cable strike incident on the Loughborough campus on 30<sup>th</sup> September.

## 24/43 Statutory Compliance Key Performance Indicators

### SAF24-P44 SAF24-P45

43.1 The Committee RECEIVED updates on statutory compliance key performance indicators. It NOTED progress for key areas of statutory compliance and actions relating to areas of concern.

## 24/44 Biosafety Policy and Code of Practice for Biological Laboratories

### SAF24-P46

44.1 The Committee APPROVED proposed changes to the Biosafety Policy and the introduction of a new Code of Practice for Biological Laboratories on the recommendation of GM/Biosafety Committee.

44.2 The authors would be made aware of a typographical error in one of the documents. **ACTION: UCU Representative**

## 24/45 HTA Audit of SSEHS

### SAF24-P47

45.1 The Committee CONSIDERED a report on a recent HTA audit of the School of Sport, Exercise and Health Sciences. It was made aware of a culture shift that was evident within the School in relation to compliance with HTA license conditions. The auditors were confident that the changes that had been made would be sustained.

45.2 It was agreed that HTA compliance reports for the School of Architecture, Building and Civil Engineering, the School of Sport, Exercise and Health Sciences and the Department of Chemistry should be included on the agenda for the February meeting as starred items. **ACTION: Strategic Scientific Technical Lead**

## 24/46 Risk Rating

### SAF24-P48

46.1 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 be 'Light Green - Performance is on track, data suggests no concerns'.

46.2 It was agreed that when the risk rating was next considered, currently scheduled for October 2025, a key to the different ratings should be included in the rating proposal together with a summary of the ratings over time. **ACTION: Director of HSW, Secretary**

## 24/47 Climate Change Risk Register

### SAF24-P49

47.1 The Committee considered a draft Climate Change Risk Register. Members were encouraged to forward feedback and questions on the document to the Sustainability Manager. **ACTION: All Members**

47.2 Members noted that some of the risks identified in the Register, such as heavy rain, were already affecting business continuity in some areas. They heard that there could be a case to enhance spend on the maintenance of existing buildings in the short term.

47.3 It was agreed that the revised Register should be considered again at the February meeting and be positioned higher up the agenda. **ACTION: Secretary**

## 24/48 KSA

### SAF24-P50

48.1 The Committee considered questions from UCU on a possible partnership between the University and the Kingdom of Saudi Arabia.

48.2 Members were informed by the Chair that a range of options were under consideration by the University. Therefore, it would be premature to answer the specific questions raised at that point. A commitment was given to doing so in the near future. **ACTION: Deputy VC**

## 24/49 Incident, Near Miss and Fire Data Report

### SAF24-P51

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

## 24/50 Terms of Reference and Composition of HSE Committee's Sub-committees for 2024/25.

### SAF24-P52

50.1 The Committee APPROVED the updated terms of reference and composition of the GM/Biosafety Committee on the recommendation of that Committee.

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

Chemical Safety Committee

Health Safety Environment Statutory Compliance Sub-Committee

Non-Ionising Radiation Protection Committee

Radiological Protection Committee

50.3 It NOTED that the terms of reference and composition of the Sustainability Committee were under review due to the ongoing review of governance of sustainability.

## 24/51 Minutes of Sub-Committees

### SAF24-P53 SAF24-P54

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

GM and Biosafety Committee (11<sup>th</sup> September 2024)

Health, Safety and Environment Statutory Compliance Sub-Committee (20<sup>th</sup> August 2024)

## 24/52 Flushing of Water Systems

52.1 The Committee was informed that the Director of HSW was to meet with the University Compliance Officer and the Water Hygiene Manager to discuss staff training for the flushing of water systems to ensure that this was appropriate.

52.2 The Committee agreed that the agenda for the February meeting should include an agenda item on Legionella and the flushing of water systems. **ACTION: Director of HSW**

## 24/53 Dates of Meetings in 2024/25

Tuesday 4th February 2025, 14.00-16.00

Wednesday 14th May 2025, 14.00-16.00

## Health, Safety and Environment Committee



### **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
SAF22-M2	29.4	<i>Stress and Mental Health Provision:</i> Establish whether it is possible to obtain better sickness absence data on mental health	Head of HR Partnering	Update provided at Feb 24 meeting on how sickness absence is shared with Schools. Day-to-day data available to managers in shared workspace. Also completed UCEA absence survey and can compare with other HEIs. Data is correlated with OH stats. To be shared with HS and others pictorially. <b>May 24 Meeting:</b> HR currently working on this. LU Sickness records not in line with UCEA records codes, so reports may be different to those Schools are used to. Head of Partnering to circulate reports to members for comment. <b>Oct 24 Meeting: Director of HR to provide update at Feb 24 meeting on work to develop new sickness absence reports including an indication of the timeline for completion of this work</b>
SAF23-M2 + SAF24-M2	28.3	<i>Director of HSW Update</i> Discuss current format of sickness absence record form with HR Senior Management Team		
SAF24-M2 + SAF24-M3	20.2			
	36,2			
SAF23-M3	39.4	<u>LU London Update</u> Acknowledge in the LU London Risk Register that the limited security coverage outside office hours poses a potential risk to occupants		LU London Senior Management Team
SAF23-M3	39.5	<u>LU London Update</u> Exploring the possibility of increasing the number of security staff on duty outside office hours. Inform HSE Committee if make changes.		
SAF24-M3	36.3			
SAF24-M1	13	<u>Constitution, Terms of Reference and Membership</u> Reflect upon ways to improve the gender balance of the Committee.		Chair, Director of HSW

Meeting	Minute	Description	Action	Status
SAF24-M2	23.2	<u>Critical Risk, Strategy, Control &amp; Compliance: Avoidance and Management of Musculoskeletal Injuries</u> Engage with stakeholders and produce a short analysis of costs/benefits of introducing a new starters' laptop pack.	Specialist Occupational Health and Wellbeing Nurse Manager	<b>Feb 24 Update</b> IT Services to submit a proposal for the starters' laptop pack to SPaRC.
SAF24-M2 SAF24-M3	23.3 36.5	<u>Critical Risk, Strategy, Control &amp; Compliance: Avoidance and Management of Musculoskeletal Injuries</u> Liaise with David Roomes to consider how the effectiveness and cost effectiveness of current and planned interventions can be measured to demonstrate their value.	Specialist Occupational Health and Wellbeing Nurse Manager	<b>Feb 24 Update</b> Meeting invitation sent.
SAF24-M2	29.2	<u>Sustainability Committee Composition and Membership</u> Reflect upon the new overly large composition with a view to COO approving the proposed new composition via Chair's action.	Chair of Sustainability Committee	<b>Feb 24 Update</b> Not yet completed as the governance structure for sustainability is currently under review.
SAF24-M3	37.3	<u>HSE Update: LSU</u> Consider whether some elements of the roof repair can be accelerated	Deputy VC  Director of Estates and FM	SPaRC has approved an LTM Plus capital project for the LSU and allocated £3m to extend the life of the building for 10 years. Estates and FM have confirmed that the roof leaks do not represent a H&S risk.
SAF24-M3	39.5	<u>Critical Risk Strategy Control and Compliance: Stress and Mental Wellbeing</u> Discuss difficulties experienced by staff holding more than one role. Discuss with Unison rep and report back at Feb 24 meeting with view to considering whether requires piece of work at University level.	Staff in Estates and FM  Unison representative	Being actioned by the E&FM HR Business Partner and Director CDR



Meeting	Minute	Description	Action	Status
SAF24-M3	39.6	<u>Critical Risk Strategy Control and Compliance: Stress and Mental Wellbeing</u> Provide further update on Stress & Mental Wellbeing at a future meeting. To include report on People and Culture activity.	Specialist Occup Health and Wellbeing Nurse Manager	Update scheduled for May 2025 meeting
SAF24-M3	40	<u>Consultation exercise on future operation of HSE Committee.</u> To include a review of the Serious Incident Review process, and consideration of constitution including reference to union consultation.	Director of HSW	Proposal for consultation exercise included on agenda for Feb 25 meeting
SAF24-M3	44	<u>Biosafety Policy and Code of Practice for Biological Laboratories</u> Inform authors of typographical error.	UCU Representative	<b>Completed</b>
SAF24-M3	45	<u>HTA Audit of SSEHS</u> Include HTA compliance reports for Centre of Bioengineering, Science and SSEHS on agenda for Feb meeting as starred items	Strategic Scientific Technical Lead	Brief HTA update provided in Feb 24 'KPI for Compliance with Biological/Chemical/Radiation Safety' paper
SAF24-M3	46.2	<u>Risk Rating</u> Key to different risk levels and summary of ratings over time to be included in next rating proposal.	Director of HSW, Secretary	This information has been included in the Feb 24 Risk Rating paper <b>Completed</b>
SAF24-M3	47	<u>Climate Change Risk Register</u> Forward feedback and question on risk register to Sustainability Manager. Revised Register to be considered at Feb 24 meeting and appear higher on agenda	All Members  Secretary	Members reminded of this request. <b>Completed</b>  Included on Feb 24 agenda <b>Completed</b>
SAF24-M3	48	<u>KSA</u> Commitment given to answering UCU questions on a possible partnership between the University and Kingdom of Saudia Arabia in the near future.	Deputy VC	
SAF24-M3	52.2	<u>Flushing of Water Systems</u> Include agenda item on legionella and the flushing of water systems on Feb 24 agenda	Director of HSW	Included in Director of HSW Feb 24 consolidated report to HSE Committee. <b>Completed</b>

## Health, Safety and Environment Committee



### Proposals for the Revised Operation of the Health, Safety and Environment Committee

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

#### Action Required:

HSE Committee are asked to consider whether it is content with the current arrangement or would like a consultation exercise to be undertaken to consider other modes of operation.

#### Executive Summary

The Health, Safety and Environment Committee has been running well in its current form for a number of years, however, it is good practice to reflect and renew operational practice on a periodic basis.

HSE Committee are asked to consider current operational practice and determine if consideration should be given to a different model of operation.

#### Other Committees Consulted

None

#### Equality Diversity and Inclusion Considerations

As membership of the HSE committee is determined by the role, there can sometimes be challenges ensuring that the committee remains suitably diverse and representative. There is an opportunity in the review of how the committee operates to consider how diversity is maintained.

# **Proposals for the Revised Operation of the Health, Safety and Environment Committee**

## **Introduction**

The Health, Safety and Environment Committee has been running well in its current form for a number of years, however, it is good practice to reflect and renew operational practice on a periodic basis.

The Health, Safety and Environment Committee acts on behalf of Senate and Council to ensure that risks are identified and management and that relevant legislation is identified and respected.

In essence the committee's role is to receive information on risks and the management of risks; to scrutinise performance and crucially through its actions to drive accountability and ownership of health and safety across the University.

## **Committee composition discussion**

The committee is Chaired by the Deputy Vice Chancellor and counts among its membership :-

The Chief Operating Officer

The Director of Estates and Facilities Management

Two independent members – a member of council and an external health and safety expert.

A representative from each of the three University Unions

A Dean with a fixed term of office

A Head of Operations a fixed term of office

The Director of Health, Safety and Wellbeing

Sustainability Manager

A representative of the Human Resources Service

A representative of Loughborough Students' Union

Such other co opted members as required to ensure that the committee is suitably diverse.

At this stage it is not recommended that the composition of the committee change.

## **Discussion of Operation of the Health, Safety and Environment Committee**

Currently the committee receives regular reports, approves changes to University policy and monitors compliance. In addition the committee receives presentations from two areas of the University on their health, safety and environmental performance and a presentation on the management of a significant University level risk.

This often results in a large volume of papers.

Whilst it is felt that the presentations have been helpful in driving ownership, accountability and understanding, there has been a tendency to drift from the standard presentation format which has impacted effectiveness. In addition, because only two areas can be considered in any one meeting it may be several years before the performance of a particular area is scrutinised.

It is also noted that Sustainability continues to grow in importance and does not always receive the attention that it deserves in the HSE committee.

On this basis it is recommended that HSE committee consider how it operates going forwards.

## **Recommendations on the operation of the Health and Safety Committee**

There are specific proposals to separate the sustainability element of the committee to ensure that it gets the attention that it deserves.

The review of the compliance data for both operational legal compliance and scientific / technical compliance works well so it is recommended that this is retained.

The presentation of the risks and controls related to a key University risk is felt to be helpful and informative and so the recommendation is that this should be retained.

The consolidated risk report appears to be working well in reducing the volume of papers and focusing the discussion on to areas of significance and so it is recommended that this is retained.

The approval of changes to University policy is a core activity and so it is recommended that this is retained.

An alternative approach is recommended to the review of School and Professional Service performance data and compliance

### **Proposal**

It is proposed that the presentation of incident data and the review of risk management within schools and departments be replaced with an annual process and an approach based on key performance data.

### **Annual Process**

Schools and departments would be required to produce :

- An annual H&S plan (existing requirement)
- An annual assurance statement signed by the Dean or Director of Professional Service (new requirement)
- Conduct a minimum of two audits per year (existing requirement)
- An up to date risk register (existing requirement)
- Assurance activities visibly led by the senior leadership team (new requirement)
- Schools and Services who are considered to be higher risk would be required to present their health and safety plan to a sub group of the Health and Safety Committee on a 2 yearly basis for the purposes of transparency, scrutiny and the transfer of best practice.

## **Performance Data Pack**

For each meeting a data pack will be prepared. The data pack will be in two parts .

The first part will be headline University data and comparator data. eg high level longitudinal trend data for the University and at School and Service level - incident data - absolute figures and rolling annual incident figures normalised by employee numbers.

The second part will be a dashboard for each School or Service which will consist of agreed performance data and School / Service provided narrative. It is anticipated that Schools and Services will use their existing structures and systems to provide this narrative.

Details of suggested measures and an illustrative, mock data pack can be found in Appendix 2 below.

## **Presentation of School / Services Plans**

Schools and professional services which are considered to be of higher risk will be required to present their plan to a sub group of H&S committee on a 2 yearly cycle. This will be a new requirement, but the time commitment will broadly be offset by removing the current requirement to present to the HSE committee.

The sub group composition should be determined / agreed by the Health and Safety Committee Chair and should be of sufficient seniority to allow appropriate peer challenge.

Presentations on the School or Professional Service plan should be given by the Dean or Director of Professional Service and should cover the relevant health and safety plan. The plan must include the key risks being addressed, monitoring, auditing arrangements.

Schools and Professional Services considered to be managing a higher level of risk are listed in Appendix 1

### **The next steps**

HSE Committee are invited to discuss if the current arrangements are acceptable or whether a consultation exercise should be conducted on alternative models.

**Appendix 1 List of Schools and Professional Services considered to be managing a higher level of risk.**

AACME

ABCE

Loughborough Sport

Science

SDCA

SSEHS

SSH

Wolfson

Facilities

Catering, Domestic and Residential Services

Marketing and Advancement (events and international travel)

Loughborough Students Union



## Appendix 2 Data composition and example

### University Level Comparator Data

University level trend data (provided by H&S Service)

- Incidents
- RIDDOR incidents
- OH Referrals
- Fire alarm activations

By School / Service

Incident data – absolute numbers

Incident data – normalised per 1,000 employees

OH Referral rate – normalised per 1,000 employees

Ratio of reported incidents to near misses

Number of wellbeing champions

### School / Service Level Dashboard – single page

Health and Wellbeing (Rolling 12 month total)

- Referral numbers / Rate ( Source OH)
- Referral profile – by referral issue ( Source OH)
- Absence data (days per FTE – from HR)
- Health Surveillance planned / delivered / number of did not attend (Source OH)
- Wellbeing events planned / delivered ( Source School or Service)
- Commentary on significant issues eg mental health ( Source School or Service)

School provided data

Incidents

- Performance and trend graph - ( Source H&S )
- Incident to near miss ratio - ( Source H&S )

School / service provided data

- Risk assessments – number / percentage sampled in last year
- Senior leadership tours – expectation 1 per SLT member per ¼

Actions – average time to close out

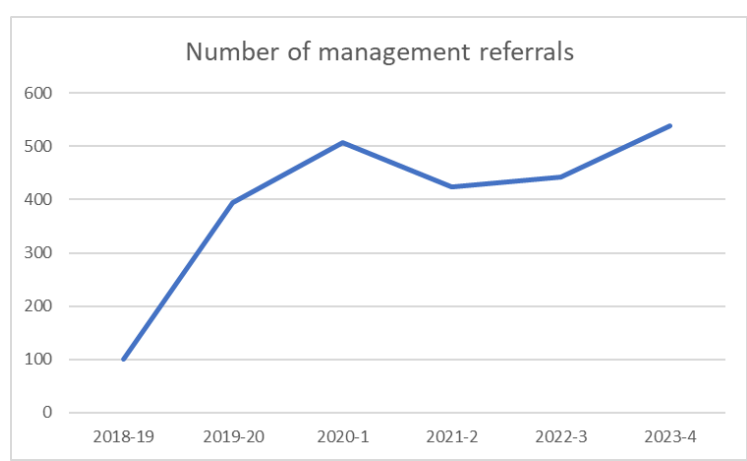
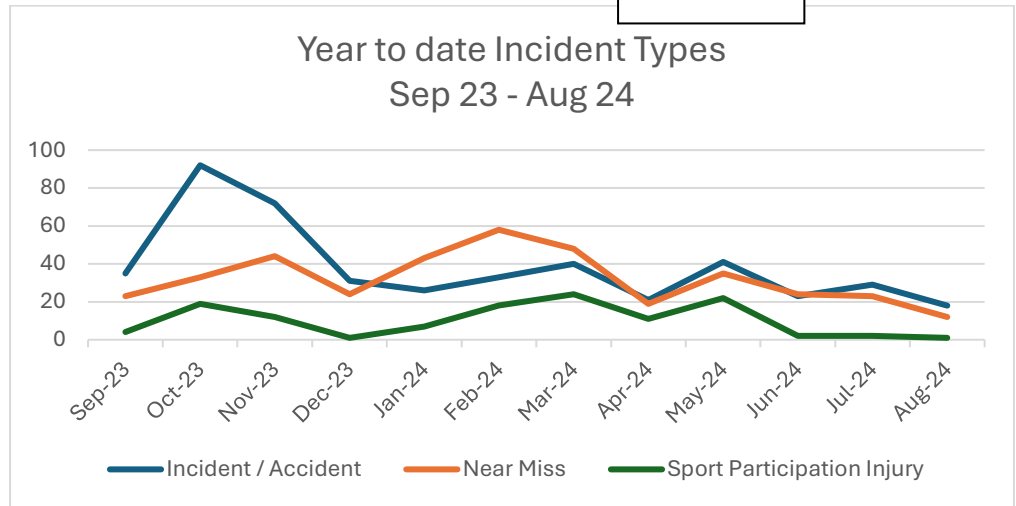
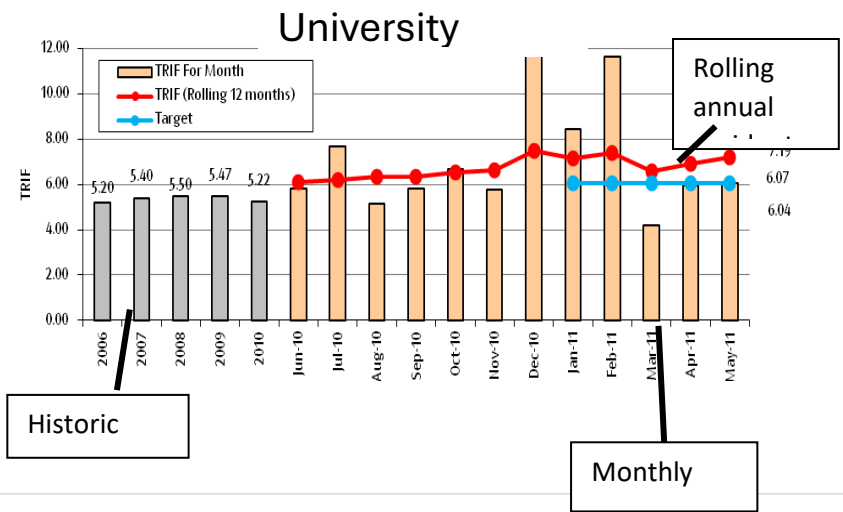
School / service narrative (½ page max)

Delivery against plan

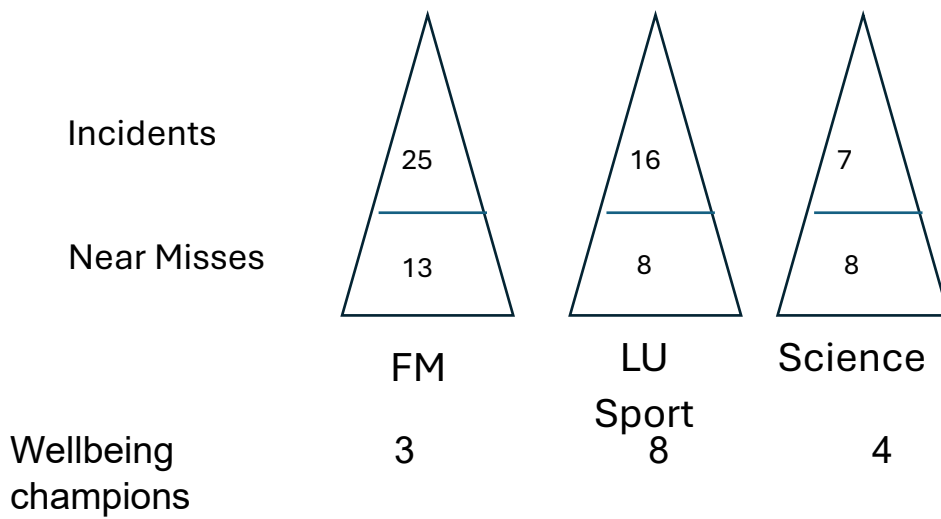
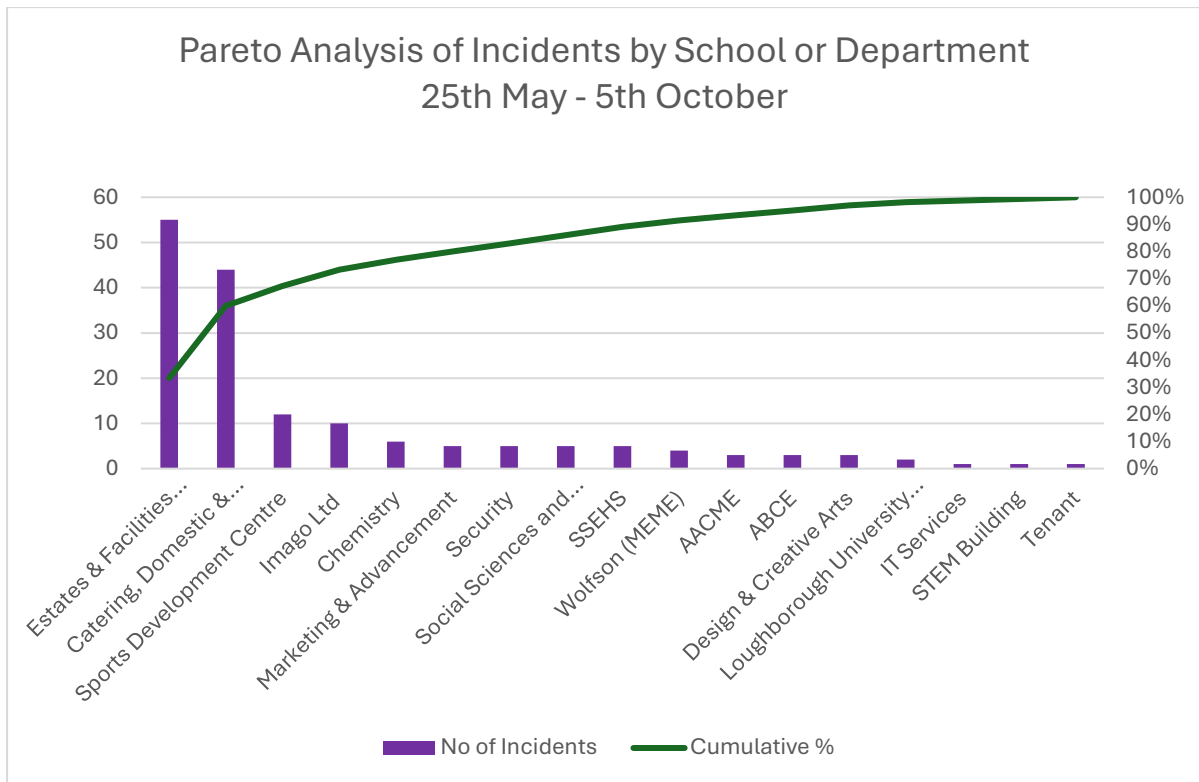
Management of risks – H&S and wellbeing

Comment on management of agreed highlighted risk

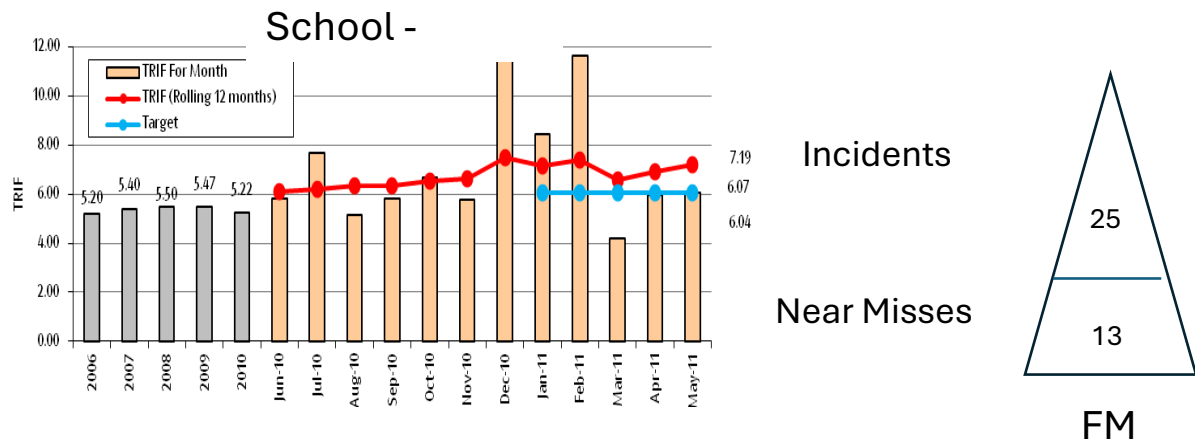
# Dummy Report



## School / service comparator data



## School / Service Dash Board



OH Referral Rate (rolling 12 months)    OH Referral numbers (rolling 12 months)

Absence rate (days per FTE rolling 12 month)

Health surveillance	Planned	Delivered	Did not attend

Risk assessments reviewed    No / Percentage of total

SLT Safety tours    Planned / delivered

Average age of safety actions

## School / Service Commentary

Comments on delivery of Health and Safety plan

Comments on risk register and risk management

Comments on management of wellbeing – particularly university level risks eg mental health

Comments

Narrative on any school / service issues, risks, trends or mitigating factors

Comments on specific risks agreed with H&S service / H&S committee

## Health, Safety and Environment Committee



Loughborough  
University

### Safeguarding and Prevent Sub-Committee

Origin: Charlie Wheeldon, Director of Student Services

#### Action Required:

The Committee is asked to approve the creation of a new sub-committee of the Health, Safety and Environment Committee, the Safeguarding and Prevent Sub-Committee.

#### Executive Summary

Safeguarding, including the Prevent Duty, refers to measures and policies designed to protect children and vulnerable adults from neglect, abuse or harm. (Including radicalisation.) Loughborough is committed to providing a safe and secure environment for all colleagues, students, prospective students and visitors who access our services and facilities. We have a moral, ethical and legal obligation to provide effective safeguarding measures which also supports Loughborough's Equity, Diversity and Inclusion commitments.

In 2024 the Safeguarding Working Group conducted an effectiveness audit of the University current safeguarding provision and recommended a new governance structure. (See details below.)

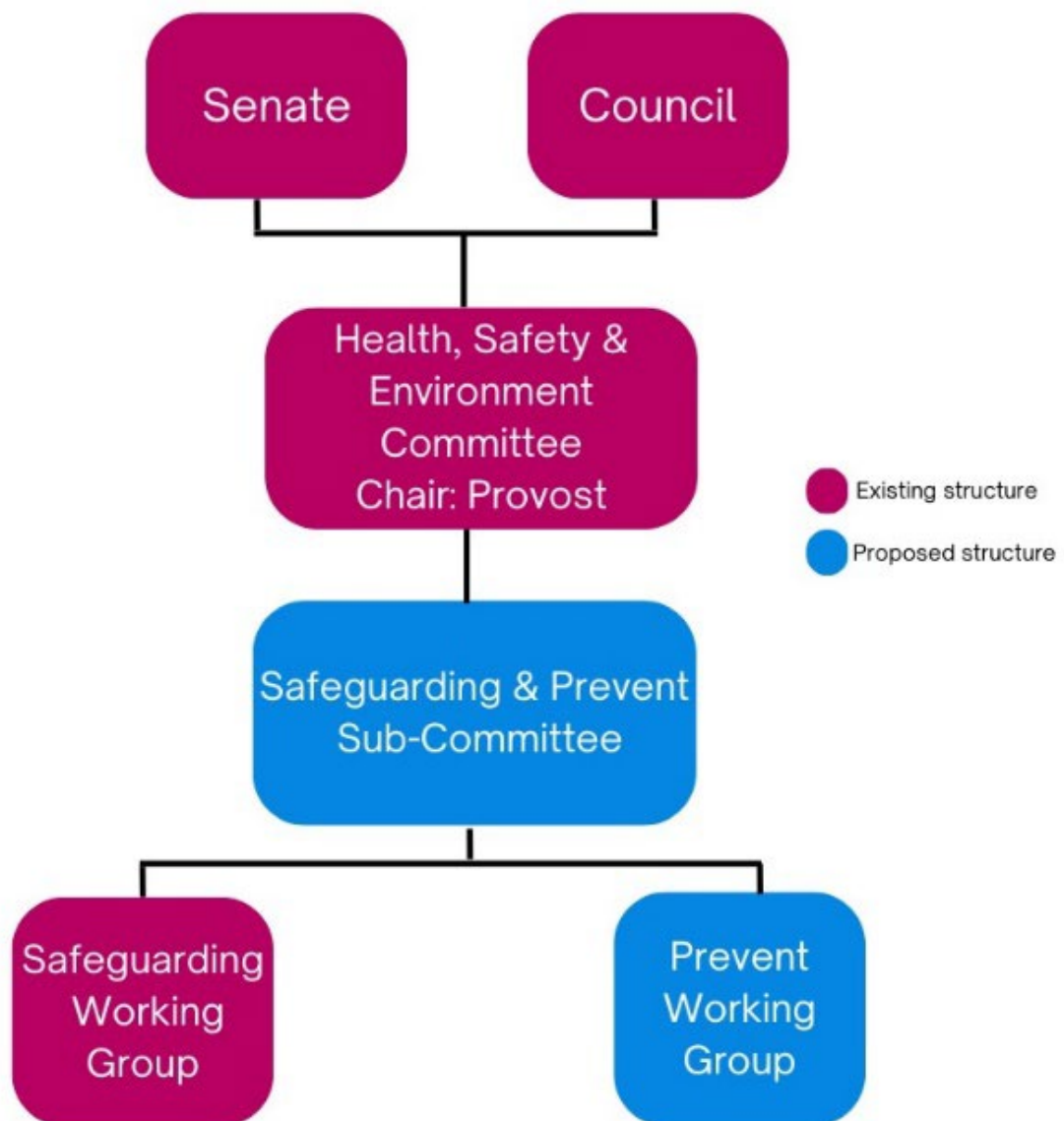
#### Safeguarding governance

A new Safeguarding and Prevent Sub-Committee of the Health, Safety and Environment Committee is recommended to provide significant institutional oversight and accountability. Chaired by the Director of Student Services, and meeting termly, the Sub-Committee will collate and analyse critical key data, including reporting trends, near misses and safeguarding referrals.

The sub-committee will represent key stakeholders across the University, including Student Services, HR, Foundation, Apprenticeships, Schools & Liaison and Sport.

Full details of the recommended governance structure is outlined at appendix 1 below.

Appendix 1:



## Occupational Health and Wellbeing Report Academic year 2023-2024

Origin: Sarah van Zoelen

### **Action Required:**

To RECEIVE the Occupational Health and Wellbeing Report

### **Executive Summary**

The provides an overall report outlining the activity of the Occupational Health and Wellbeing Service 2023-2024 along with the goals of the coming year.

Highlights in brief:

- Total number of appointments delivered in 2023-4 were 2013, this included 536 management referrals with 136 reviews and 113 self-referrals, 1168 health surveillance appointments and 60 Fitness to teach assessments.
- 18 wellbeing events were delivered with a mix of online and in person
- 84 employees were able to access the onsite physiotherapy service for support
- There were 545 calls to the Employee Assistance programme
- Strategically raising the profile of the University Leadership wellbeing needs

### **Other Committees Consulted**

None

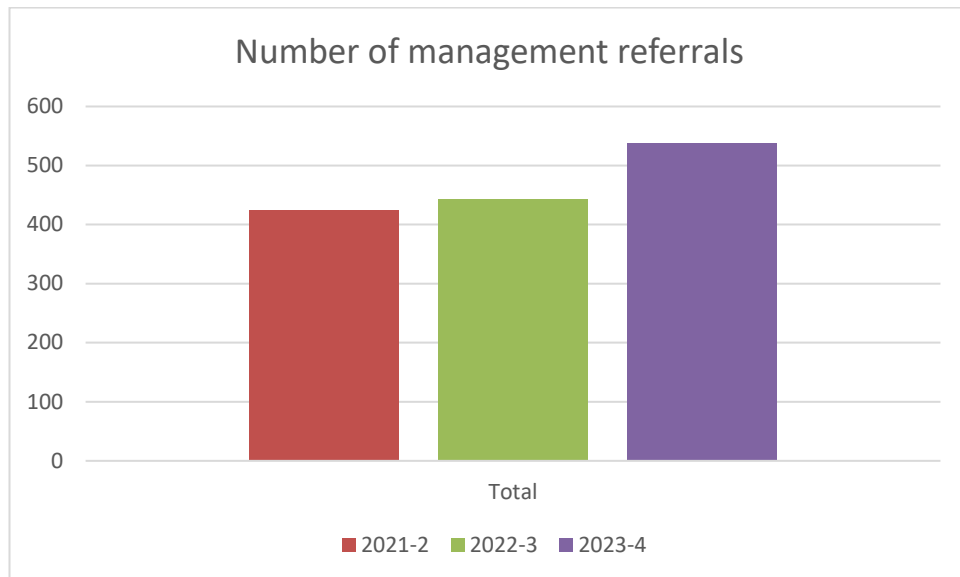
### **Equality Diversity and Inclusion Considerations**

The report discusses, amongst other things, the approach taken to support older workers in Catering, Domestic and Residential Services and the support on offer to those with some form of disability

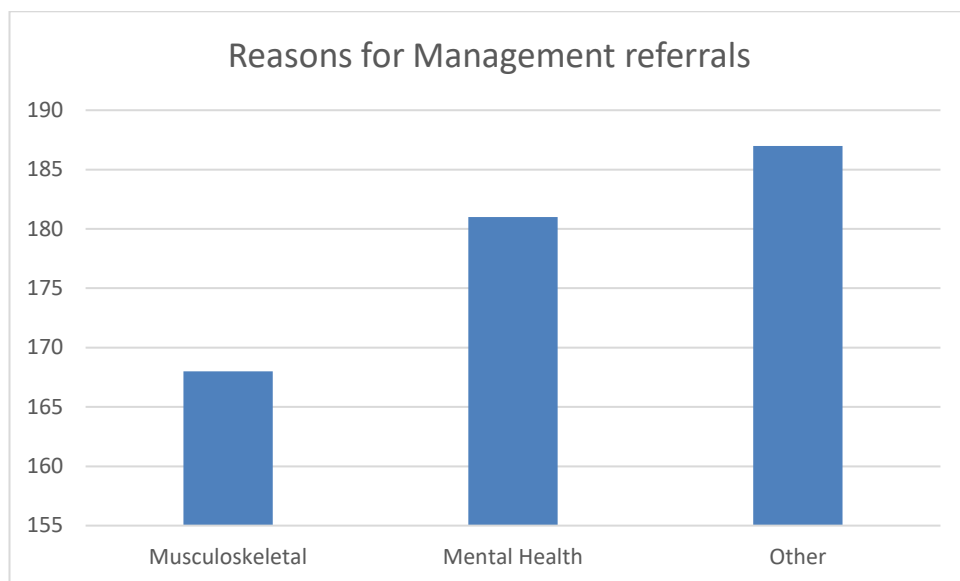
# Occupational Health and Wellbeing Annual Report

## Sickness absence management

Numbers of referrals into Occupational Health continue to grow we have seen a further 20% increase of demand into the Occupational Health and Wellbeing service:



The reasons for referral remain reasonably consistent, however this year we have seen a decrease in the duration of absence caused by musculoskeletal concerns. 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 account for 34% of the total number of referrals coming into the occupational Health and Wellbeing department. We strive to dynamically develop the support options available to our employees,

**Employee Assistance programme.** In the last 12 months the Employee Assistance programme – Health Assured – received 545 calls into the service. 504 of these were counselling calls, this was a 58% increase on the previous year.

Anxiety was the most common reason, accounting for 32% of overall counselling engagement. This was followed by Low Mood 16.3% and Bereavement 9%.

Health Assured has made the headlines on 2 occasions over the last 12 months 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.

To date we have no specific concerns with Health Assured as a provider. Health Assured provide a high level of service to our employees, and this is also evidenced by the number of users who access the service and the feedback we receive.

**Access to Work Mental Health Service (previously Remploy).** The Access to Work Mental Health Support Service, delivered on behalf of the Department for Work and Pensions, provides nine months of tailored mental health support to employees who are experiencing depression, anxiety or stress to help them stay in, or return to, the workplace, at no cost to the individual or employer. Monthly clinics were offered to our employees in order for them to seek support, however the uptake was very low, so the service has reverted to providing support whenever staff apply.

**Able futures.** Able Futures is a specialist partnership set-up to provide the Access to Work Mental Health Support Service on behalf of the Department for Work and Pensions (DWP) similar to the service above but with a differing support model. The support provided is designed to help people living with mental health difficulties and is funded by the DWP. The aim is to further increase awareness of services available to support employees across both campuses.

## Musculoskeletal health

Referrals to the onsite physiotherapy service continue to grow year on year, in 2023-4 there have been a total of 325 appointments offered to the staff of Loughborough University.

	Initial assessment	Follow up	Total appts	Cost
<b>Physiotherapy appointments</b>	84	241	325	£16,029

As previously stated, whilst the percentage of management referrals relating to musculoskeletal health remains at 31%, many of these are managed with early physiotherapy intervention and employees have been able to remain in the workplace or return to work sooner. 46% of self-referrals were also for musculoskeletal concerns.

The average age of our residential cleaning staff is 58, the average age of a domestic services cleaner is 52. Chronic conditions begin to increase in this age demographic, symptoms relating to arthritis, wear and tear, lifestyle challenges such as obesity and reduction in general exercise all contributes to a higher incidence of musculoskeletal concerns.

As a result, Occupational Health has worked closely with the Health and Safety team to deliver a specific piece of work focussing on the musculoskeletal needs of the estates and facilities employees. This involved an audit completed by Human Applications, looking at the musculoskeletal risks associated with the roles, the development of specific manual handling risk assessments, there have been an increase in safety moments raising the profile of musculoskeletal concerns and how to manage them along with specific health promotion activities delivered by our physiotherapist service on how to manage conditions.

## Wellbeing

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

**University Leadership Group (ULG)** – Employees in senior leadership positions at the University often do not get referred for Occupational Health appointments in the same way as other employees. However, following an increase of informal concerns being raised by employees within ULG, the Occupational Health and Wellbeing Manager and Director of Health and Safety met with the Vice Chancellor and Chief Operating Officers to escalate these concerns. A bespoke survey was created and completed by the ULG team that highlighted specific areas of concern. The results of the survey were then delivered to the ULG team and a programme of events has been developed by the senior leadership team to address concerns and help to change the direction to move in line with the University's aims around the people and culture agenda.

**School specific needs assessment** – following the Business School wellbeing needs assessment, there was a request for health MOT's to be provided for staff. In liaison with Leicestershire Country Council, 3 health MOT days were delivered for employees and the uptake has been well received with requests for further sessions to be made available.

2 extra days of health MOT's were also extended to estates and facilities management employees, and there is a request for additional sessions to be arranged.

**Webinars** – we continue to collaborate with Superwellness who host bi-monthly webinars which are available to all staff across campus. Superwellness also provide our wellbeing champions with monthly resources to display in their work areas, covering a wide range of wellbeing topics along with attending the wellbeing champion days to provide further support for the champions themselves.

**Nuffield Health Consultant wellbeing days** – we have hosted two wellbeing days in collaboration with Nuffield health. These have been open to all staff at Loughborough and have covered the following topics: Men's Health, and Breast Care. We have been requested to look at providing further sessions on these topics along with widening the opportunity for employees to access the skin and sun health sessions – this will form part of the plan for the coming year.

**Wellbeing champion days** – there are approximately 58 wellbeing champions currently in post. This year we have hosted two wellbeing days aimed at supporting them in their roles. Topics covered included managing difficult conversations, and mental health and resilience.

**Marketing** –The marketing team are now producing monthly blogs which are advertised in the monthly notifications email, which promote differing areas of wellbeing.

**Flu vaccines**- as with previous years 500 flu vaccines were provided to the business critical employees of Loughborough University with the remainder then offered to employees on a first come first served basis. For ease, the Loughborough London campus were issued flu vouchers for Boots which covered the cost and gave staff greater scope for accessing vaccination.

### [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.

Due to the demand for management referrals – the clinicians in the Occupational Health team have been able to provide only a limited amount of time to dedicate to health surveillance

appointments. The services of an Occupational Health Technician were secured on a temporary basis to ensure that the legally required health surveillance was delivered.

Changes in legislation with regards to noise induced hearing loss, and the backlog of appointments post covid, means that there is a high demand for appointments.

There has been concern raised by both the employees and the unions around the requirement to attend for health surveillance appointments. As a result, the Occupational Health team have worked collaboratively with Human Resources and the Unions to create a health surveillance guidance document which outlines the legal basis, the rationale for the inclusion in the health surveillance programme. A graduate management trainee time has been working with the Occupational Health team to further improve the health surveillance process.

### 2024-2025 priorities

- Continue to provide strategic support to raise the profile of wellbeing at Loughborough University.
- To increase the provision of the Occupational Health team to meet the demands from the University and to be able to continue to support the wellbeing agenda. The year-on-year increase in Occupational Health and wellbeing activity cannot continue without further investment.
- Health surveillance – work alongside a graduate management trainee to focus on creating a process for health surveillance which is fit for purpose and in line with health and safety legislation.
- 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

## Climate Risk Register

Origin: Elliott Brown, Sustainability Manager

### Action Required:

To **DISCUSS** and **AGREE** actions on the draft Climate Change Risk Register at strategic and operational levels.

### Executive Summary

LU needs to be aware of the risks associated with climate change and the potential impacts on infrastructure and operations at our campuses. We can already see the effects of extreme weather and climate change at LU, and these events are projected to increase under the Intergovernmental Panel on Climate Change (IPCC) scenarios. Based on these projections, the highest risk to our university will likely come from extreme rainfall and heat events, which are expected to increase in intensity, duration, and frequency. It is important to note that many buildings on our campus lack adequate cooling systems, which increases the risk of heat stress for occupants, as well as reduced productivity and service outages.

We have already experienced the impact of these climate changes on core university operations, such as the summer graduation in 2022, where temperatures exceeded 40°C. It is evident that extreme weather events will significantly impact health and safety, productivity, and day-to-day activities like travelling to campus or attending sporting events.

The following paper provides an overview of the initial assessment of key risks that need to be evaluated and mitigated. This list is not exhaustive, and it is expected to grow as the University Sustainability Strategy is developed and the risk register is updated.

## **Other Committees Consulted**

Sustainability Sub Committee – Action from this committee to develop a Climate Change Risk Register

## **Equality Diversity and Inclusion Considerations**

No EDI impact with development of risk register. As actions to mitigate risks are developed, EDI impacts will be considered throughout the development of these.

## **Actions**

Sustainability Team, with support for some elements from colleagues in other areas of the University including the Health and Safety Service, to:

1. Work with key climate academics at LU to refine future outcomes
2. Develop a climate adaptation plan for campus buildings and activities.
3. Develop heat and flood guidance for key colleagues in areas such as events and sport.

**Risk Assessment**

Define the risks associated with these hazards and actions to manage them, assign impact and likelihood scores for current and future time periods, and identify actions.

RISK RATING:		Impact				
		L	L/M	M	M/H	H
		1	2	3	4	5
Likelihood	H = Likely	5				
	M/H = Probable	4				
	M = Possible	3				
	L/M - Some potential	2				
	L = Improbable	1				

**Current Climate Risk Register**

Category	Area	Owner	Risk Description	Consequence	2024/25			Mitigants & Controls (Existing)	2024/25		
					Inherent Risk				Residual Risk		
					Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating
People	Health & Well Being		Impact of heat and cold	People are unable to perform their functions	1	3	3	Monitoring temperatures to ensure that the temperatures in buildings is within the range set in university policy	1	2	2
Research	Academic		Extreme weather results in loss of power and ventilation	Loss of samples	1	5	5	BCP in place and tested to ensure resilience	1	2	2
Teaching	Indoor		Heatwave causes overheating of classrooms and/or workshops	Locations on campus become too hot for staff and students to use, potential risk to safety.	1	4	4	Utilisation of areas with existing air-conditioning, remote working practices where required	1	1	1
			Heatwave makes work outside unsafe	Disruption to sports and working patterns of grounds staff	1	3	3	Provision of appropriate PPE (suncream, sun protective clothing), postponement of outdoor works	1	1	1
	Outdoor		Storms/flooding make work outside unsafe	Disruption to outdoor teaching	1	3	3	Provision of appropriate PPE (waterproofs and warm clothing etc), postponement of outdoor works	1	1	1
			Drought conditions affect sports surfaces and biodiversity	Disruption to teaching and field trips.	1	3	3	Watering, irrigation where possible, postponement of works	1	1	1
			Warmer conditions increase risk of pests and disease to staff and students.	E.g. Increasing risk of tick bites and infectious diseases.	1	2	2	Raising awareness of pests, providing repellants and encouraging inspections	1	1	1
Buildings			Heavy rain causes water ingress to buildings	Impact on fabric of buildings, equipment, furniture; risk to student & staff safety and potential closure of buildings.	2	3	6	Monitoring drainage, continuing roof repairs, regular gutter maintenance/clearing.	2	2	4
			Wind damage to buildings during storms	External damage to buildings: risk to student & staff safety and potential resultant closure of areas of campus/buildings.	1	3	3	Maintenance of existing building envelope, regular condition checks, monitoring of weather warnings - precautionary actions, maintain on-campus trees etc.	2	2	4
			Flooding in buildings	Impact on fabric of buildings, equipment, furniture; risk to student & staff safety and closure of buildings.	1	4	4	Flood risk assessments, flood warning updates incl Previsico, preparedness for flood events (e.g. sandbag storage etc), maintaining submersible pumps in good order	1	2	2
			Cooling & Heating	Increase in demand for cooling by occupants above existing levels, or when none exists now.	1	4	4	Insulation and reduction in the amount of glass in new buildings and major refurbishment projects, complemented by solar shading.	1	2	2
			Legionella levels increase to unacceptable levels	Students & staff are unable to occupy buildings/use kitchens/toilets/bathrooms	2	4	8	Increased monitoring and reporting, precautionary maintenance and involvement with HSE.	2	1	2
Campus	IT Services		Storms interrupt power supply to campus	Risk of disruption to digital communications, including student and staff access to data and internet, preventing work on campus and remotely.	1	4	4	Data centres/servers are stored offsite, with secondary connection provided.	1	2	2
			Flooding event causes damage to communications infrastructure on campus	Risk of disruption to digital communications, including student and staff access to data and internet, preventing work on campus and remotely.	1	4	4	Data centres/servers are stored offsite, with secondary connection where appropriate	1	2	2
			Extreme temperatures cause overheating of digital infrastructure on campus	Risk of disruption to digital infrastructure hosted in comms room on campus including: wifi, VOIP, wired networks - causing disruption to teaching and work.	1	4	4	Servers hosted offsite with cooling provided. Communications room has additional air conditioning capacity for remaining infrastructure, following removal of servers for campus.	1	2	2
Roads, parking & built landscape			Heatwave temperatures cause tar surfaces to melt	Damage road ways (e.g. ridging) and some paths which may become impassible.	1	2	2	Remote working practices, campus closure to prevent damage to tar surfaces	1	1	1
			Heavy rain causes surface water build up	Some outdoors areas are unusable or impassible.	1	2	2	External drainage survey and maintenance programme	1	2	2

**Future Climate Change Risk Register**

Environment Agency modelling predicts 28% + in next 30 years

Climate Change Risk Modifier	2030			2040			2050			Filling the 'Adaptation Gap'	
	Future Risk			Future Risk			Future Risk			Actions LU could take now and in future to strengthen existing mitigants and controls and, introduce new ones to reduce residual risk.	
	Likelihood	Impact	Risk Rating	Likelihood	Impact	Risk Rating	Likelihood	Impact	Risk Rating	Actions that could be taken now	Actions that may need to be taken in the future
Increased temperatures impacting peoples ability to work in existing buildings and outside comfortably	1	2	2	3	3	9	4	4	16	Building condition and utility infrastructure surveys to assess the ability to maintain future operations	Changes to building design and controls to mitigate the effects of climate change
Remote monitoring and alarms	1	1	1	1	1	1	2	2	4	Academics to produce BCPs	BCP mitigations to be costed and plans developed for implementation to mitigate against the highest risks
Increased summer temperatures and more frequent heatwaves raise the likelihood of instances overheating.	3	2	6	3	3	9	4	3	12	Identify locations on campus least affected by overheating and prioritise use of these areas during summer months.	Make physical alterations to buildings on campus to provide enhanced cooling/shading etc.
Increased summer temperatures and more frequent heatwaves raise the likelihood of instances overheating.	3	2	6	3	2	6	3	2	6	Occupational health screening and changes to working patterns	Alter teaching timetables to minimise outdoor work during peak of summer
More frequent storm and flood events increase the likelihood of disruption.	3	2	6	3	2	6	3	3	9	weather monitoring and planning activity to avoid periods of adverse weather	Ditto
Increased occurrence and severity of drought conditions increases the likelihood of disruption	2	2	4	3	2	6	3	2	6	Scheduling programme agreed between E&FM and Loughborough Sport	Ensure sporting events and training includes consideration of impacts of climate change and measures to adapt operations and events.
Increasing prevalence of pests and disease increase the risks to staff and student's health.	1	1	1	1	1	1	2	1	2	Monitoring of new and developing threats and diseases. Ensure students and staff are aware and take precautions.	Deliver specific training to students and staff, plus additional protections.
Increased rainfall to put further strain of drainage required to prevent ingress	3	2	6	3	3	9	4	4	16	Assessment of current drainage capacity against projected rainfall increase. To be carried out incrementally according to changing weather conditions, in accordance to future infrastructure projects.	Improvement to drainage systems to meet increased rainfall
More frequent storm events and stronger winds increase risk and severity of damage to buildings	2	2	4	3	2	6	3	3	9	Enhanced monitoring checks to identify potential future damage to buildings	Precautionary alterations to buildings and estate.
Increased rainfall raises the risk of flood events	3	2	6	3	3	9	4	5	20	Updated flood risk assessments	Enhanced flood prevention measures on campus to protect estate.
Changing climate characterised by higher seasonal temperatures.	4	3	12	4	4	16	4	5	20	Building surveys to assess suitability for future use in years when temperatures are routinely 30c +	Future proofing of buildings and estate.
Increased temperatures causes bacteria to grow	2	1	2	2	2	4	2	2	4	Enhanced monitoring checks and introduction of new technologies	Older buildings may need to be taken out of service before the planned end of life.
More frequent storm events and stronger winds increase risk and severity of damage to electricity supply	2	2	4	3	2	6	3	3	9	Review internal BCP for loss of power and consider emergency standby by power provision	Potential network upgrade in 2025 to include a secondary connection to data centre to allow for homeworking without a direct connection to campus
Increased rainfall raises the risk of flood events	3	3	9	3	3	9	4	4	16	Ensure data centres are protected from risk of ground water flood and building roofs are water tight	Potential network upgrades to facilitate remote working
Higher summer temperatures and more frequent heatwaves increase the likelihood of overheating.	2	2	4	3	3	9	4	4	16	Continue to monitor cooling capacity	Continue to monitor cooling capacity
Higher summer temperatures and more frequent heatwaves increase the likelihood of damage to surfaces.	2	2	4	3	2	6	3	3	9	Monitoring of predicted extreme heat events.	Preparations to reduce impact of damaged tar - storing of sand and materials to close tarred areas on campus if necessary.
More frequent and intense rainfall, making surface water flooding more likely	4	4	16	4	3	12	4	3	12	Assessment of current drainage capacity against projected rainfall increase	Improvement to drainage systems to meet increased rainfall

		Wind-blown debris (e.g. branches)	Some outdoors areas are unusable or unpassible.	1	2	2	Preventative building inspections, tree maintenance to prevent presence of loose materials	1	1	1	More frequent storm events and stronger winds increase likelihood of wind-blown debris	2	2	4	3	2	6	3	3	9	Enhanced monitoring checks to identify potential future damage to buildings	Precautionary alterations to buildings and estate.
	Natural Landscape	Extreme temperatures and changing growing season causes damage to plants	Green spaces are affected, becoming less attractive and impacting biodiversity.	1	1	1	Maintenance of planted areas, watering, irrigation, utilising resilient plant species for new planting.	1	1	1	Temperatures continue to increase and growing season continues to change impacting green spaces	3	2	6	4	2	8	5	2	10	Ensuring any new planting is carried out using species resilient to impacts of climate change.	Replacement of plant species which have failed/are failing to thrive under changing conditions. Provision of enhanced protection for plants e.g. watering (irrigation systems/water butts)
		Lack of rainfall causes damage to plants	Green spaces are affected, becoming less attractive and impacting biodiversity.	2	2	4	Maintenance planted areas, watering, irrigation, utilising resilient plant species for new planting.	1	1	1	Increasing occurrence and severity of drought conditions increases the likelihood of damage to green spaces	2	2	4	3	2	6	4	3	12	Ensuring any new planting is carried out using species resilient to impacts of climate change.	Replacement of plant species which have failed/are failing to thrive under changing conditions. Provision of enhanced protection for plants e.g. watering (irrigation systems/water butts)
		Trees are damaged by strong winds/storms	Risks of falling branches/trees and threat to student & staff safety, plus further risk of damage to buildings and vehicles.	2	3	6	Maintenance of existing trees, regular condition checks, monitoring of weather warnings. Campus closures and remote working where required.	2	1	2	More frequent storm events and stronger winds increase risk and severity of damage to trees	2	2	4	2	2	4	3	2	6	Continued identification of trees potentially at risk from storm events.	Planting of tree species which are resilient to strong winds and planted in locations which are at less risk to wind damage and buildings etc.
Infrastructure	Road Access & Public Transport	Heatwave causes road disruption and rail cancellations.	Staff and students are delayed or prevented from travelling.	1	3	3	Remote working practices, rescheduling curriculum where on campus teaching required.	1	2	2	Higher summer temperatures and more frequent heatwaves increase the likelihood of disruption.	2	2	4	2	2	4	2	2	4	Alter teaching timetables to minimise travel during peak of summer	Reduction in Scope 3 (travel) should reduce the have mitigated this risk to a tolerable level
		Flooding blocks rail and road links	Staff and students are delayed or prevented from travelling.	3	3	9	Remote working practices, rescheduling curriculum where on campus teaching required.	2	2	4	Increased rainfall and more frequent flooding raising the risk of disruption.	2	3	6	3	3	9	4	3	12	Reduction in Scope 3 (travel) should reduce the have mitigated this risk to a tolerable level	Reduction in Scope 3 (travel) should reduce the have mitigated this risk to a tolerable level
		Storms disrupt travel	Staff and students are delayed or prevented from travelling.	3	3	9	Remote working practices, rescheduling curriculum where on campus teaching required.	2	2	4	More frequent storm events and stronger winds increase the likelihood of disruption.	2	2	4	3	2	6	4	2	8	Reduction in Scope 3 (travel) should reduce the have mitigated this risk to a tolerable level	Reduction in Scope 3 (travel) should reduce the have mitigated this risk to a tolerable level
		Snow/ice disrupts travel	Staff and students are delayed or prevented from travelling.	2	3	6	Remote working practices, rescheduling curriculum where on campus teaching required. Gritting and snow clearance on campus where possible.	2	2	4	Increased winter temperatures reduce the instances of snow and ice but some risk remains during exceptional events.	1	2	2	1	1	1	1	1	1	1	Risk is considered very low and impact is containable
Operations	Business Travel	Heatwave causes road disruption and rail cancellations.	Staff and students are delayed or prevented from travelling.	3	3	9	Remote working practices until conditions improve	2	2	4	Higher summer temperatures and more frequent heatwaves increase the likelihood of disruption.	2	2	4	3	3	9	4	3	12	Consider rescheduling events for known periods of extreme temperatures	Reduction in Scope 3 (travel) should reduce the have mitigated this risk to a tolerable level
		Flooding blocks rail and road links	Staff and students are delayed or prevented from travelling.	3	3	9	Remote working practices until conditions improve	2	2	4	Increased rainfall and more frequent flooding raising the risk of disruption.	2	2	4	3	2	6	4	2	8	Risk is considered very low and impact is tolerable as new technologies can mitigate the impact	Risk is considered very low and impact is tolerable as new technologies can mitigate the impact
		Storms disrupt travel	Staff and students are delayed or prevented from travelling.	3	3	9	Remote working practices until conditions improve	2	2	4	More frequent storm events and stronger winds increase the likelihood of disruption.	2	2	4	3	3	9	4	3	12	Risk is considered very low and impact is tolerable as new technologies can mitigate the impact	Risk is considered very low and impact is tolerable as new technologies can mitigate the impact
	Procurement	Heatwave causes disruption to deliveries	Melting road surfaces causes delays and disruption to deliveries.	2	3	6	Maintain essential stocks where possible, remote working practices where required	1	2	2	Higher summer temperatures and more frequent heatwaves increase the likelihood of disruption.	2	2	4	3	2	6	4	3	12	Monitor and TREAT	Use of alternative materials able to withstand higher temperatures
		Flooding causes road closures and disruption to deliveries	Flooding causes road closures, delays and disruption to deliveries.	2	3	6	Maintain essential stocks where possible, remote working practices where required	1	2	2	Increased rainfall and more frequent flooding raising the risk of disruption.	2	2	4	3	2	6	4	3	12	Ensure that stockpiles are sufficient to last during longer/more extreme weather events	Ensure that stockpiles are sufficient to last during longer/more extreme weather events
		Seasonal changes affect food availability	Changing growing conditions and weather events make certain foodstuffs more expensive/harder to supply	1	2	2	Amending menus to suit availability	1	1	1	Temperatures continue to increase and growing season continues to change increasing the likelihood of changes to the availability of different foods.	2	2	4	3	2	6	3	2	6	Amending menus to suit availability.	Amending menus to suit availability.
	Finance	Increasing cost of cooling	Increasing temperatures increase demand for cooling on campus and associated energy costs	2	3	6	Hedging and maintaining SLT oversight of current and future requirements vs cost	1	3	3	Increased summer temperatures and more frequent heatwaves raise the likelihood and impact (i.e. demand/cost) for cooling	2	2	4	3	3	9	4	4	16	Maintain national supply agreement	Measures to reduce demand where possible (more efficient cooling mechanisms), change working patterns to avoid need for cooling during peak of summer.
		Increasing cost of insurance/property damage	More extreme weather and resultant damage causes increases costs to repair and higher insurance payments	2	3	6	Regular review of risks and engagement with insurers	2	2	4	Increasing instances of extreme weather events and associated property damage	2	2	4	3	3	9	3	3	9	Maintaining national frameworks for procurement, implementation of above mitigation measures.	Maintaining national frameworks for procurement, implementation of above mitigation measures.
		Reduced solar irradiation	Reduced output from solar PV system	1	1	1	PV capacity is low and impact tolerable	1	1	1	Reduced solar irradiation increases the risk of reduced output from PV systems	2	2	4	3	2	6	3	2	6	Monitoring of performance of existing PV system(s) against expectations.	Potential increase in PV installation size.





## Health, Safety and Environment Committee



Loughborough  
University

### First Aid Policy

Origin: Neil Budworth/ Rebecca Ford

#### Action Required:

HSE Committee are asked to **Approve** the First Aid policy.

#### Executive Summary

The First Aid Policy states Loughborough University's commitment to ensuring effective first aid arrangements for its staff, students, and visitors. The policy highlights the importance of immediate and appropriate response to medical emergencies to save lives and mitigate the consequences of injuries or illnesses. Key responsibilities are outlined for key stakeholders. The policy also provides detailed procedures for activities such as sporting events, fieldwork, and managing chemical hazards. It emphasises maintaining up to date first aid training, record-keeping, and the provision and maintenance of essential equipment for example Automatic Electronic Defibrillators (AEDs) and first aid kits.

#### Other Committees Consulted

The policy has been circulated to key stakeholders for comments and amended accordingly.

#### Equality Diversity and Inclusion Considerations

EDI considerations have been considered in two ways. The first relates to the ability of individuals with restricted mobility to be first aiders. In this case it was agreed that individuals may participate in the First Aid at Work course, but they will not be recognised as first aiders unless they are able to perform all of the actions required of a first aider. For example, individuals must be mobile enough to kneel on the floor to give CPR.

The second relates to the treatment of those with a known disability e.g. diabetes.  
This material is specifically covered in the First Aid at Work course.

Health, Safety and Wellbeing Service

## First Aid Policy

## Document Control

Document Details	
Reference	
Version Number	1
Effective From	
Approval Date	
Review Date	
Author	Rebecca Ford

Document Revision History			
Date	Revisions Made	Revisions made by	Approved by
	New Policy	Rebecca Ford	

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## 1.0 Policy

### 1.1 Introduction and Definition

The First Aid at Work Policy covers the arrangements required to ensure that appropriate first-aid provision is situated in all places of work throughout Loughborough University.

Specifically, the arrangements for:

- Providing help for the purpose of preserving life and minimising the consequences of injury or illness until such time as professional medical support can be obtained; and
- Treating minor injuries which would not otherwise receive any treatment, or which do not warrant treatment by a medical professional (for example a doctor, nurse or paramedic).

First-aid given promptly and effectively can save lives. Loughborough University has the responsibility to ensure that adequate arrangements are put in place to provide sufficient first aid provision to its staff, students and visitors.

## 2.0 Duty Holders

### 2.1 Deans of School/Directors and Heads of Professional Services

Deans of School/ Directors and Heads of Professional Services shall:

- Ensure a first aid needs assessment (Appendix A) is completed for their School or service.
- Ensure new starters receive information relating to first aid provision and how this can be accessed within their first month.
- Ensure first aiders are provided with sufficient time for training and to maintain the first aid equipment such as automatic external defibrillators (AEDs) storing records.  
Ensure first aid equipment, including AEDs, under their control are correctly maintained, stored in a safe place, accessible to first aiders and ready for use at all times.

### 2.2 Heads of Operations

The Head of Operations shall:

- Make recommendations to the Dean of School or the Director of Professional Services to ensure that first aid provision is in line with the Health and Safety (First Aid) Regulations 1981.
- Facilitate the completion of a first aid needs assessment for their School or Service.
- Ensure that adequate first aid cover is maintained for planned absences, e.g., annual leave.
- Ensure that in larger and more diverse buildings, there is effective communication and cooperation between the trained staff in each area of the building.

## 2.3 Line Managers

Line managers are responsible for:

- Ensuring that the staff they line manage are aware of the first aid provision and procedures available within their work area.

## 2.4 School Safety Officers (SSO)

School Safety Officers shall:

- Maintain a list of First Aiders for their area of responsibility.
- Ensure that the Health, Safety and Wellbeing Service are notified when first aiders join, leave or move areas.
- Liaise with the Head of Operations to ensure that an adequate number first aiders to provide cover during normal working hours following the first aids needs assessment.
- Ensure first aid kits fully stocked, regularly checked and up to date.

## 2.5 University Health and Safety Service

The University Health and Safety Service shall:

- Ensure that the University has a sufficient number of fully trained first aiders, by monitoring that each department/ building reviews their first aid needs every three years or after any significant change, whichever is the sooner; and to advise on any shortages.
- Ensure that first aiders receive adequate and timely training which meets the requirements of relevant legislation and associated guidance (Appendix B).
- Consider any request for additional first aid provision made by a Dean, Director or Head of Service or any other senior officer of the University (for example in the case of Fieldwork).
- Ensure suitable and sufficient first aid signage is provided and maintained.
- Advise on the appropriate arrangements for the deployment of AEDs (Appendix C).
- Review and revise this Policy every three years or, after significant change, whichever is sooner.

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**Note:** Any additional provision not considered necessary may be refused or provided at the cost of the requesting area.

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## 2.6 Security

The Head of Security shall:

- Ensure all appropriate Security vehicles are equipped with a serviced and operational AED and have a fully stocked and in date first aid kit.

The University Security team shall:

- Provide a baseline of first aid cover on a 24-hour basis.
- Hold a valid first aid at work certificate.

## 2.7 University First Aiders

All Loughborough University First Aiders are required to be flexible and understand that they may be required to cover areas and buildings near their normal working location, including external spaces such as car parks, and not just the School/Department to which they belong.

Any treatment given by Loughborough University First Aiders is deemed to be under the instruction of the University. Provided the First Aider acts in good faith and within the scope of any training given to them, they are covered by the University's Liability insurance.

University First Aiders shall:

- Possess the physical capability to effectively perform the duties of a First Aider
- Hold a current First Aid certificate. This can be the full First Aid at Work (FAW) Certificate, or the First Aid at Work Requalification (FAWR) Certificate.
- Keep up to date with training and current knowledge, including any refresher training deemed necessary by the University.
- Inform their safety officer of any change in circumstances, which may impact them from discharging their duties as a First Aider, including any change of building or room or extension number where they are routinely based.

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**Note:** Holding an Emergency First Aid at Work (EFAW) Certificate does not automatically mean the individual is a nominated University First Aider, however it is an essential qualification for roles where a basic knowledge of first aid is required i.e., in low-risk office areas.

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Some job roles require a First Aid qualification and are outlined in the table below.

<b>Job Role</b>	<b>Qualification</b>
Security	First Aid at Work Certificate
Hall Wardens	First aid at work Certificate
Arborists	First aid at work Certificate
Subwardens	Emergency First Aid Certificate
Lifeguards	Level 3 First Aid at Work
Sports Coaches	Emergency First Aid Certificate minimum/ or as dictated by individual Sporting Governing Body
SDC Duty Managers/ Facilities Managers	First Aid at Work Certificate
Electricians	Emergency First Aid Certificate



## 3.0 Procedures and Guidance

There are specific procedures and guidance when requesting first aid that staff must adhere to when administering first aid (Appendix D).

### 3.1 Sporting Events

There are specific arrangements in place to cover sporting events. The 'Medic Cover Checklist' is available from Loughborough Sport by contacting [Loughboroughsport@lboro.ac.uk](mailto:Loughboroughsport@lboro.ac.uk)

The arrangements must consider the size of event that is being planned and the level of risk. All events are covered by the Health and Safety (First Aid) Regulations 1981.

These regulations require all employers to provide 'adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.' The HSE recommends including event attendees also.

There are two types of events that take place on campus:

- Loughborough University organised events (e.g., Loughborough Lightning matches) - for these events there are Normal Operating Procedures – NOP P.01.047 – as detailed in Appendix D. First Aid Cover is provided to players/ participants via an external provider. For Spectators first aid is provided by on duty facility staff and security staff.
- For external events organised by external companies or partners, the responsibility of first aid cover falls on the event organisers. For example, the School Games.

### 3.2 Fieldwork

Staff members organising fieldwork are required to undertake a first aid needs risk assessment, to ensure all eventualities are covered and that the University fulfils its duty of care to protect its staff and students.

Prior to all Fieldwork

- A full fieldwork risk assessment must be conducted.
- The fieldwork risk assessment should be reviewed by the School Safety Officer and approved by the Head of Department.
- Only staff and students with approved fieldwork risk assessments are permitted to conduct fieldwork.
- The designated first aider must have a full first aid at work certificate.
- An appropriate first aid kit should be available, based on the risk assessment undertaken. Schools/departments are responsible for supplying first aid kits.
- A qualification is available, where appropriate, in Outdoor First Aid, FAA Level 3 Award.

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First aiders trained through University approved courses are **not authorised** to supply or administer any form of medication, including but not limited to prescription medication, over-the-counter drugs, or controlled substances.

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### 3.3 First Aid Taxis

A first aid taxi is to be used where students, staff or visitors need to be conveyed to, or returned from, a treatment centre such as a hospital or the Sexual Offence Referral Centre and it is impractical to use other means because of anticipated ambulance attendance times or staff resource and availability.

It is expected that staff required to carry out the function may be absent from campus for some time.

It should not be used for routine journeys to the Loughborough Walk-In Centre/ routine medical appointments, it is a service only to be used in an emergency.

To obtain a first aid taxi please call security on 01509 222141 and the team will assess each incident on a case-by-case basis.

### 3.4 Guidelines for First Aid Equipment

The combination of the first aid needs assessment and the health and safety risk assessment, determine the level of first-aid cover and first-aid equipment required.

- All first-aid equipment must be suitably marked in a green box with a white cross, easily accessible and available in places where working conditions require it.
- First-aid containers should protect first-aid items from dust and damp.
- First-aid boxes ought to contain items for administering first-aid and nothing else.
- There is no mandatory list of first-aid materials to be included in the first-aid box. The content selection of first-aid boxes will result from a first aid needs assessment.

The school or department should liaise with the Health, Safety and Wellbeing service, who can advise on the first-aid equipment required (Appendix E).

Arco is the University's recommended provider for first aid kits and refills, the link to Arco's website can be found here: [Arco First Aid Kits](#).

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**Note:** Medication, disinfectants, ointments, etc are NOT to be held in a first-aid box under any circumstance.

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### 3.5 Chemical Hazards

A small number of materials which have the potential to cause acute harm may require the provision of specific treatments or antidotes. An example is the use of calcium gluconate gel as an antidote for skin exposure to hydrofluoric acid.

When conducting assessments under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, attention should be paid to first aid requirements.

The need for antidotes should be determined during the risk assessment process, which should also consider any products or byproducts that may be formed. The material safety data sheet (MSDS) should be used to inform the risk assessment process, particularly Section 2 which identifies associated hazards and Section 4 which outlines first aid measures.

If the MSDS for a material or substance includes the following hazard statements, additional first aid arrangements may be required:

Hazard Statement	Description
H301	Toxic if swallowed.
H302	Harmful if swallowed.
H304	May be fatal if swallowed and enters airways.
H310	Fatal in contact with skin.
H330	Fatal if inhaled.
H331	Toxic if inhaled.

It is important that if antidotes are required that the hierarchy of control has been considered to minimise potential exposure. The work should not begin until the treatment has been purchased and staff are trained in its use, to ensure it is effective.

### 3.6 Record Keeping

All first aid equipment should be checked annually and a record kept of its dates and contents. After equipment has been used, it will need inspected immediately after use.

### 4.0 Further Reading

- [The Health and Safety at Work Act 1974](#)
- [The Health and Safety \(First-Aid\) Regulations 1981](#)
- [AED Guidance for the use of Defibrillators.pdf \(lboro.ac.uk\)](#)

## 5.0 Appendices

### 5.1 Appendix A – First Aid Needs Risk Assessment

#### **First Aid Needs (Risk) Assessment**

The Health and Safety Executive states the ‘employer’ is best placed to understand the exact nature of their workplace. First aid provision must be ‘adequate and appropriate’ and the University must provide sufficient first aid equipment, first aid kits, facilities and trained personnel at all times.

Departments should undertake a first aid needs (risk) assessment to determine the first aid provision that is required.

In assessing the first aid needs, the following should be considered:

- The nature of the work undertaken in your department.
- Workplace hazards and risks (including specific hazards requiring special arrangements).
- The nature and size of the building/ department.
- The work patterns of the team/ department.
- Holiday and other absences of those who will be first aiders.
- The department’s history of accidents.

Additional considerations include:

- The needs of travelling, remote and lone workers.
- The emergency services accessing remote areas of the University (remote working).
- Whether employees work on shared or multi-occupancy sites.
- First aid provision for non-employees (e.g. members of the public).

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**Note:** It is good practice to have at least one first aider for every 50 employees.

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## First Aid Needs (Risk) Assessment

<b>Building / Department Name</b>	
<b>Person conducting assessment</b>	
<b>Date</b>	
<b>Number &amp; brief description of location(s)</b>	
<b>Departments Main Function</b>	
<b>Number of employees</b>	
<b>Occupancy levels during normal hours</b>	
<b>Describe general risk level of business</b>	Low / Medium / High

*The minimum provision on any worksite should be:*

- *a suitably stocked first aid box.*
- *an appointed person to take charge of first aid arrangements.*
- *information for all employees giving details of first-aid arrangements.*
- *All Sports Facilities are covered by their own normal operating procedures.*

<b>Risk Consideration</b>	<b>Notes</b>
<p>List significant hazards present within the workplace e.g.:</p> <ul style="list-style-type: none"> <li>• Hazardous substances</li> <li>• Dangerous machinery or equipment</li> <li>• Working at height, or in confined spaces</li> <li>• Workplace transport</li> <li>• Electricity or Gas</li> <li>• Slip &amp; Trip hazards</li> <li>• Manual Handling</li> </ul>	<p>Consider each area of the workplace and document the risks present and injuries that could occur</p>

<p>Are there workers who are inexperienced, who have disabilities or particular health problems?</p> <p><i>Also consider the age of workers and clients</i></p>	
<p>Previous injuries and illness which have occurred – nature &amp; location(s)</p> <p>Accidents that could have led to first aid incidents</p>	
<p>Do any employees: travel a lot, work remotely, shifts, out of hours or alone?</p>	
<p>Premises lay out e.g.: Several departments in the building, multi- floor buildings.</p>	

<p>Proximity to emergency equipment Phones, AED, First Aid Kits</p> <p>Assess if an AED is required in the immediate vicinity of your building/ department? Please refer to the campus map to locate your nearest AED (type AED into the search box)</p>	
<p>Are employee(s) working in an alternative building/ department</p>	
<p>Provision for sickness/holiday cover for current first aiders</p>	
<p>Do members of the public visit your premises?</p> <p><i>Under the Regulations, you have no legal duty to provide first aid for non- employees, but the HSE strongly recommend that you include them in your first-aid provision</i></p>	<p>Consider all of the above boxes when thinking about visitors to your workplace for a 'best practice' approach</p>

<p>Summary of first aid provision required</p>	
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Number of first aiders (per site)	
Type of first aid course required	
Other specific first aid requirements	

Next review date: \_\_\_\_\_

## 5.2 Appendix B – First Aid Training Courses

First Aid at Work Beginner and Requalification

Course contents:

### 1.0 Introduction

- 1.1 The Definition of a First Aider
- 1.2 The Aims of First Aid
- 1.3 Rescuer Protection
- 1.4 First Aid Kit
- 1.5 Reporting accidents

### 2.0 Safety and Casualty Care

- 2.1 SAFE: Stop, Assess, Focus, Extreme Bleeding
- 2.2 Primary Care – Life Cycle

### 3.0 Basic Life Support

- 3.1 Chain of Survival
- 3.2 Extreme Bleeds/ Bleeding Control
- 3.3 Haemostatic Dressing Application
- 3.4 Tourniquet Application
- 3.5 Adult CPR - Child and Infant CPR
- 3.6 The Recovery Position
- 3.7 AED
- 3.8 Adult and Child Choking - Infant Choking

### 4.0 Medical Conditions

- 4.1 Shock
- 4.2 Heart Attack
- 4.3 Stroke
- 4.4 Seizures and Epilepsy
- 4.5 Allergic Reaction and Anaphylaxis
- 4.6 Hypothermia
- 4.7 Poisoning
- 4.8 Febrile Seizures
- 4.9 Sickle Cell Anaemia
- 4.10 Croup
- 4.11 Meningitis

### 5.0 Injury Conditions

- 5.1 Eye Injuries
- 5.2 Fractures and Dislocations / Sprains and Strains
- 5.3 Burns & Scalds
- 5.4 Small Cuts, Grazes and Bites
- 5.5 Chest Injuries
- 5.6 Suspected Spinal Injuries
- 5.7 Electric Shock
- 5.8 Head Injuries- Minor & Severe Bruises / Small Splinters
- 5.9 Nosebleeds
- 5.10 Foreign Objects in the Ear or Nose

## 5.3 Appendix C - Automated External Defibrillators (AED) Guidance

### AED Guidance

This guidance relates to the emergency response procedure for the use of Automated External Defibrillators (AEDs) and the arrangements for the provision, training and maintenance.

### Introduction

AEDs are lightweight portable machines that can give the heart a controlled electrical shock during a cardiac arrest. An AED detects the electrical activity of the heart and gives automated instructions to the operator on what to do, the AED will only operate under certain circumstances to prevent incorrect use.

The [British Heart Foundation](#) states that, for every minute that passes without defibrillation, chances of survival decrease by about 10 percent. Research shows that giving a controlled shock within five minutes of collapse provides the best possible chance of survival for the casualty.

The University arrangements for emergency response to a cardiac arrest, aim to ensure that a defibrillator is within minutes of high-risk locations.

### Provision and Location of AEDs

AEDs are provided across campus with mobile units held on all Security Service vehicles with all Security Service personnel being qualified first aiders.

First aid signage is displayed across campus and details the emergency contact details for the nearest First Aider.

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Please see the [campus map](#) for exact locations and emergency contact details.

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### Training in the use of AEDs

Whilst the University has a large number of qualified First Aiders, the type of AED chosen by the University is suitable for any person to use and will not deliver a shock to a casualty unless it is appropriate to do so. The equipment is automated and will instruct the user, giving “step by step” guidance.

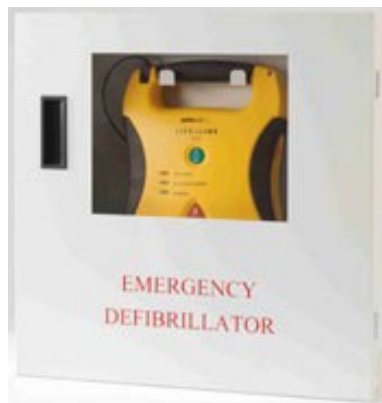
### First Aid Training

Should anyone wish to become a First Aider; training is organised by the University Health, Safety Service and Wellbeing Service; sessions are run on campus by qualified external instructors. For further information please log into my.HR or contact email: [hse@lboro.ac.uk](mailto:hse@lboro.ac.uk) or telephone: 01509 222181.

### AED Access

AEDs will be kept in carry cases and/or stored in secure wall mounted cabinets located in prominent positions.

The AED, in its carry case, is easily removed from the cabinet by pulling the door open. An alarm is activated when the door is opened to alert local staff that someone is accessing it.



## Access Out of Hours

Buildings where AEDs are located are accessible to all during normal working hours.

Some buildings are open for extended hours, and some are accessible by University swipe card. Where access to a building and an AED cabinet is not possible you should contact Security Services who operate 24/7 cover to respond with a mobile unit. AEDs which are available with 24/7 access have been registered with the Defibrillator Network and information on location will be provided when making the call to the emergency services.

## First Aid Response

If a cardiac arrest is suspected an ambulance should be requested immediately. If available, another person should make the emergency calls whilst the first aider initiates basic life support and first aid. If an AED is available and suitable for use on the casualty its use should be considered.

- Contact the emergency services by dialling 9-999 (Security must be contacted to direct the emergency services to the incident location).
- Contact the Security gatehouse immediately to locate the closest AED responder or request that they respond with a mobile unit by dialling internal emergency number 888 or 0800 526966 if using an outside line or mobile phone.

## Reporting AED Incidents

Following the event and at the earliest opportunity, the incident should be reported to the University Health and Safety Service via telephone followed by submitting an Evotix Incident Report form.

## AED Purchase and Maintenance

The provision and replacement of AED's is centrally funded by the Health, Safety and Wellbeing Service. Should a department wish to obtain an AED, they should first contact the Health, Safety and Wellbeing Service following a first aid needs risk assessment.

A nominated member of staff should check the AED on a monthly basis. This duty should usually be assigned to a qualified First Aider in the building where the AED is located. The checks are to ensure that the AED is stored in the correct location and has not been misplaced, the equipment is ready for use and batteries are charged, accessories are in place, expiry dates are checked, and stock is replenished. Checks are recorded on a shared drive.

When an AED unit is unavailable at its designated location, e.g., when taken away for service or repair, the nominated person from the location should place signage on the AED cabinet.

The signage should direct responders to contact Security Services to respond with a mobile AED unit when dealing with a suspected cardiac arrest.

AED battery packs and pads have a specified shelf life, the length of which is dependent upon the make and model. Schools and Departments must ensure that the manufacturer's instructions regarding the replacement of batteries and pads is strictly adhered to and that replacements are acquired and installed before the relevant expiry date.

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**Note:** Replacement AED parts can be requested through the Health Safety and Wellbeing office.

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## 5.4 Appendix D – Compliance and Specific Events

This section sets out the processes that University staff and students should adhere to when requesting first aid and that staff must adhere to when administering first aid, the requirements that appointed first aiders are required to fulfil and the records that must be retained following first aid incidents.

- Respond promptly to an incident when requested.
- Manage the incident and ensure the continued safety of themselves, bystanders, and the casualty.
- Provide first aid assistance within the limits of their training while safeguarding their own health and safety and that of others.
- Know when and how to secure additional assistance, such as the use of Loughborough University Security services staff and the Emergency Services, without delay, if the nature and degree of injury is outside the limits of their training.
- Where professional medical assistance is required, call 999 (or 112) immediately and speak to the emergency services directly.
- If an ambulance is being dispatched, contact Security Services (external: 01509 222141) who can then 'greet' the ambulance and help direct them to the location of the incident.
- Act in such a manner to respect the dignity of all persons and to protect their confidentiality.
- Be aware of the location of their nearest first aid box, its contents and ensure that the contents are checked and replenished when necessary.
- Be aware of the location of their nearest defibrillator and the Locations of the AEDS. The location of all AED's on campus can be found on the [campus map](#).
- That incidents, including any actions taken, are reported promptly using [Evotix](#) (Loughborough University's online Incident Reporting System) ensuring that all sections are filled in appropriately, including if the casualty goes to hospital.
- Inform the School/Department of the casualty (if known) if the casualty is removed to hospital, so that emergency contacts can be notified if required. This is the responsibility of the School/Department of the casualty, not the First Aider.

## 5.5 Appendix E – First Aid Kit Contents

### First Aid Kit Contents

A first aider requires a first aid kit to be available to act effectively when called on. Kits that are used for the workplace or public places must conform to legal requirements.

Within a workplace, it is the employer's responsibility to provide the materials, equipment, and facilities to ensure that the level of cover identified as necessary will be available to employees, at all times. This includes ensuring that first-aid equipment is suitably marked and easily accessible.

**Here are some examples of first aid materials and equipment.**

#### **Dressings:**

- Ambulance sizes 1-4.

#### **Bandages:**

- Cohesive bandages.
- Blue Triangular bandages.
- Triangular bandages.



#### **Swabs / Wipes:**

- Wound Cleaning Wipes.

#### **Plasters:**

- Fabric/Blue.

#### **Eye Wash:**

- Saline Eye Wash.

#### **Hot and Cold Care:**

- Ice Pack.
- Instant Ice Pack.
- Foil Blanket.
- Burn Soothe.

#### **For Field Work, add:**

- Haemostatic dressing.
- Tourniquet.
- Sling Bandage.

## Health, Safety and Environment Committee



Loughborough  
University

### Building Safety Act Update

Origin: James Holt

#### Action Required:

To note the update. No Action required.

#### Executive Summary

The Building Safety Act was granted Royal Assent nearly three years ago, though many changes came into effect from 1<sup>st</sup> October 2023. The Building Safety Regulator (BSR) is the regulatory body responsible for the Act's enforcement.

The University was invited to submit its application for a Building Assessment Certificate for Towers (its only eligible building) in August 2024 and is awaiting the outcome of this submission. This is a legal requirement under the BSA, and part of the process for registering HRBs.

Increasing accountability to Building Regulations and tightening of roles and enforcement have resulted in two recent contravention notices, but these have been minor and quickly resolved.

#### Other Committees Consulted

None

#### Equality Diversity and Inclusion Considerations

N/A



The building safety Act was granted Royal Assent nearly three years ago (28<sup>th</sup> April 2022), though many changes came into effect from October 2023. The Act primarily focusses on Higher Risk Buildings (HRB), which in England is at least 18 meters tall or has at least seven stories and contains at least two residential buildings. It also includes other buildings including hospitals, care homes, or residential apartments which the University is currently not affected by.

The BSR appear to be at least 8 months behind on applications where works are required on HRBs. It is reasonably assumed this period to be longer for new HRB applications. Any plans to be considered for Towers, other than its agreed demolition, should consider this timeframe given the building must close for occupancy from June 2027.

The Act also made amendments to other legislation, including the Regulatory Reform (Fire Safety) Order 2005. These amendments are now in force, and the fire safety team have already adapted their processes to ensure compliance. In some cases, sector best practice was already in place such and these changes have not created major concern, and the fire safety team have again worked to update the residential teams on how these changes (such as increased fire door checks) affect them.

Other regulations including the Building etc (Amendment) (England) Regulations 2023 also came into force on 1<sup>st</sup> Oct 2023, providing further clarity on how the government intends to implement the new regulatory regime introduced under the Building Safety Act 2022. Any project requiring a new Building Regulations application, from domestic house extensions to higher-risk buildings (HRBs), will now require two 'principal duty holders' to be appointed: the Principal Designer and the Principal Contractor.

The BSR also regulate the Registered Building Control Approvers (previously Approved Inspectors), who are required to be appointed for any works that are considered a material alteration – this is any work that affects Part A (Structure), Part B (Fire), or Part M (Access) of building regulations. Failure to appoint a building control body in these circumstances is now a criminal offence.

### Increased Penalties

The BSA introduces more severe penalties for breaches of building regulations under Section 35. The new provisions include:

- Unlimited Fines: Offenders can now face unlimited fines, significantly increasing the financial stakes and serving as a powerful deterrent against non-compliance.

- Imprisonment: In addition to fines, offenders can face imprisonment for up to two years. This addition underscores the seriousness of compliance and aims to instil a greater sense of responsibility among those in the construction industry.

Previous penalties have been deemed to be limited and often resulted in minimal financial consequences, failing to serve as effective deterrents.

One of the key challenges witnessed by H&S and Projects so far is contractors' failure to supply as built drawings, including fire strategy drawings to enable Building Control to undertake their statutory consultation with Leicestershire Fire and Rescue Service. As Registered Building Control Approvers are audited quarterly by the BSR, there is very little flexibility on how long they can wait for this information before issuing notices of contravention, this has resulted in two notices recently, which were quickly resolved, but highlights the need for an understanding by all of the timeframes in which information is required when a building is already occupied.

An in-house CPD event was arranged recently by Ria Lohse, which was well attended but highlighted the need for more events for colleagues as time progresses as there is still much to learn from the changes and how it directly impacts clients.

## Health, Safety and Environment Committee



Loughborough  
University

### 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

### Paper Details

#### 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 at the moment these key risks which 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.

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.

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

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 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>

## Health, Safety and Environment Committee



Loughborough  
University

### 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 February 2025 to February 2026.

## **Proposal for Future Business**

### **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

### **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

### **Oct 2025 Meeting**

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

HSE Update from Loughborough Sport

H & S Annual Report

Critical risk presentation response to incidents requiring mass communication

### **Feb 2026 Meeting**

HSE Update from School of Sport, Exercise and Health Sciences

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

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

Occupational Health and Wellbeing Annual Report

Radiation Protection Annual Rep

## **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 / Accommod 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

Occupational Health and Wellbeing Annual Report

### **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 Venues

HSE Update from Catering, Domestic and Residential Services (CDRS)

Presentation on critical risk, strategy, control & compliance: Chemical Safety Arrangements

Annual Radiation Protection Report

Health, Safety and Wellbeing Annual Report

### **May 2024 Meeting**

HSE Update from Wolfson School of Mechanical, Electrical and Manufacturing Engineering

HSE Update from School of Science

Presentation on critical risk, strategy, control & compliance: Avoidance and Management of Musculoskeletal Injuries

### **October 2024 Meeting**

HSE Update from Loughborough Students Union

HSE Update from Marketing and Advancement

Presentation on critical risk, strategy, control & compliance: Stress and Mental Wellbeing

HSE RAG Rating

# Sustainability Annual Report



Loughborough  
University

## Executive Summary

The University takes its responsibility for the environment seriously and understands the need to respond to the challenges we face globally around issues such as climate change, human wellbeing, food, water and energy security. For the purpose of implementing its Creating Better Futures Together Strategy, the University defines Sustainability as:

“Action by the University, and its staff and students that considers environmental impact from a social, economic and environmental perspective following the principles of inclusivity, integrity, stewardship and transparency, “embedding sustainability into all our activities, operations and processes”.

This report provides an update on LU’s performance over the last year and covers:

- 1.0 Sustainability Strategy
- 2.0 Sustainability League Rankings
- 3.0 Environmental Management and Compliance
- 4.0 Waste and Recycling figures
- 5.0 Scope 1 and 2 Emission figures
- 6.0 Scope 3 Emissions
- 7.0 Sport and Sustainability
- 8.0 Other Sustainability Initiatives

## Origin

Sustainability Manager

# 1. Sustainability Strategy

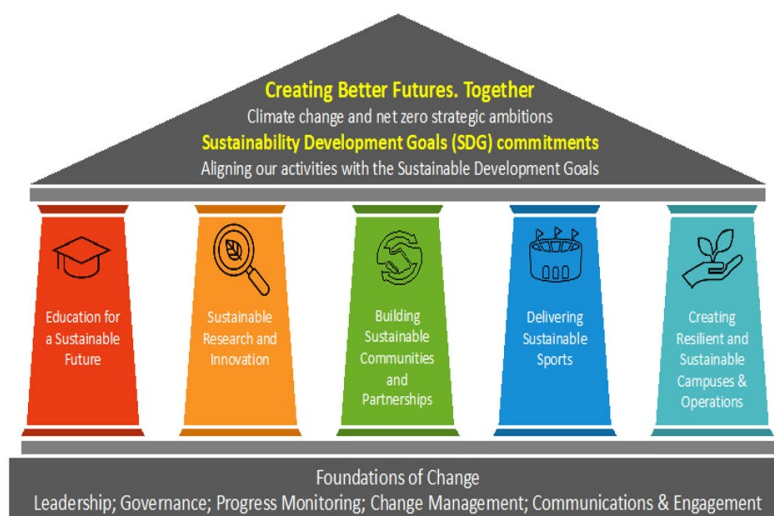
Work on the sustainability strategy has been ongoing since late 2023. The strategy builds on a foundation of excellent existing work going on across the university, bringing together the various strands to ensure we are able to deliver our Sustainability, Climate Change and Net Zero commitments.

Through this strategy we will deliver a wide range of sustainability commitments made by the University, notably: the reduction in Scope 1 and 2 Greenhouse gas emissions to net zero by 2035 and scope 3 by 2045. It is aligned to the other plans and actions across the university and will support our community in the delivery of existing plans within a sustainable framework.

It is fully aligned with the six university core plans (International, Partnerships, Education and Student Experience, Partnerships, Equity, Diversity and Inclusion, Sporting Excellent and Opportunity) as well as other key strategies, including the Energy Strategy and Estates Strategy and other relevant plans and policies including the Bio-diversity Action Plan.

Through consultation with university leaders, and the community more widely, the approach we adopt ensures a collaborative ‘whole institution’ approach to sustainability that will take advantage of the university’s academic and broader professional expertise across various sectors, including energy efficiency and sustainable infrastructure development.

Successful implementation of the strategy relies upon a collaborative and collegial approach, working across our communities to the benefit of all. The strategy is due to be launched in spring 2025.



## **2. Sustainability League Rankings**

Sustainability league table rankings serve as a valuable tool for universities to assess their sustainability practices, benchmark against their peers, and enhance transparency and accountability. Rankings are made publicly available, allowing prospective students, staff, and stakeholders to make informed decisions and support institutions that are dedicated to sustainable practices.

LU are currently ranked in the following league tables:

- QS Sustainability Rankings – =80th globally (down 16 places)
- 2024 People and Planet – 58th in the UK (up 10 places from 2023)
- THE Impact Rankings – Overall Ranking 101 to 200. 7th globally (1st in UK) for SDG 8 & top 60 globally for SDG 10 & 15.

Each of the league rankings has different methodology, though there is cross over in the evidence required for each of them. It's important for LU to understand the audience when deciding to give credence to any rankings, for example the QS sustainability rankings is likely to be a visible ranking for international students and the weighting for this will impact the QS World University ranking. People and Planet rankings is now a metric of The Times Higher Education league rankings.

For 2024/25 rankings the Sustainability team is developing an action plan, identifying areas across the different league rankings where improvements can be made. Improvement in our rankings will only occur if Loughborough has a clear strategy and action plan in place.

### **3.0 Environmental Management and Compliance**

Our environmental performance is managed through the ISO 14001:2015 accreditation, which is an externally verified environmental management system. The 2024 external audit report confirmed the general management of the system provides the required level of control. The organisation's context is well defined, leadership has been effectively demonstrated and commitment levels are evident.

This is reflected in the levels of compliance with requirements and operational control evident at the organisation which are appropriate to the risks and opportunities identified. There is good availability of documented information to demonstrate that the system is well implemented and well understood throughout the organisation. This audit involved a review of system

administration activities, a review and sample of site activities at Loughborough, as well as review of job-related records. Evidence was clearly available to demonstrate that the key policy commitments are being adhered to.

Continuation of certification was recommended with no findings identified relating to non-conformance or opportunity for improvement.



#### **4.0 Waste and Recycling**

2023/4 saw a reduction in waste of 423 tonnes compared to previous years, and this was also down on the 3-year average, in fact excluding the pandemic years, this was the lowest amount on record.

Headline Figures:

- 1524 tonnes of waste produced in 23/24, compared to 1947 tonnes in 2022/23, meaning a reduction of 423 tonnes (22%).
- 94.4% diversion from landfill.
- Excluding years affected by COVID-19, the waste average for the last 10 years has been 1993.56 tonnes.
- 59.52% of waste was recycled, an increase from 55.56% in 2022/23.

The reason for the reduction in waste is difficult to pinpoint, but there have been reductions across food waste, garden waste (able to use more onsite) and general waste. LU also moved to a new contractor in July 2024.

In 2024/25, we will need to drive improvements by:

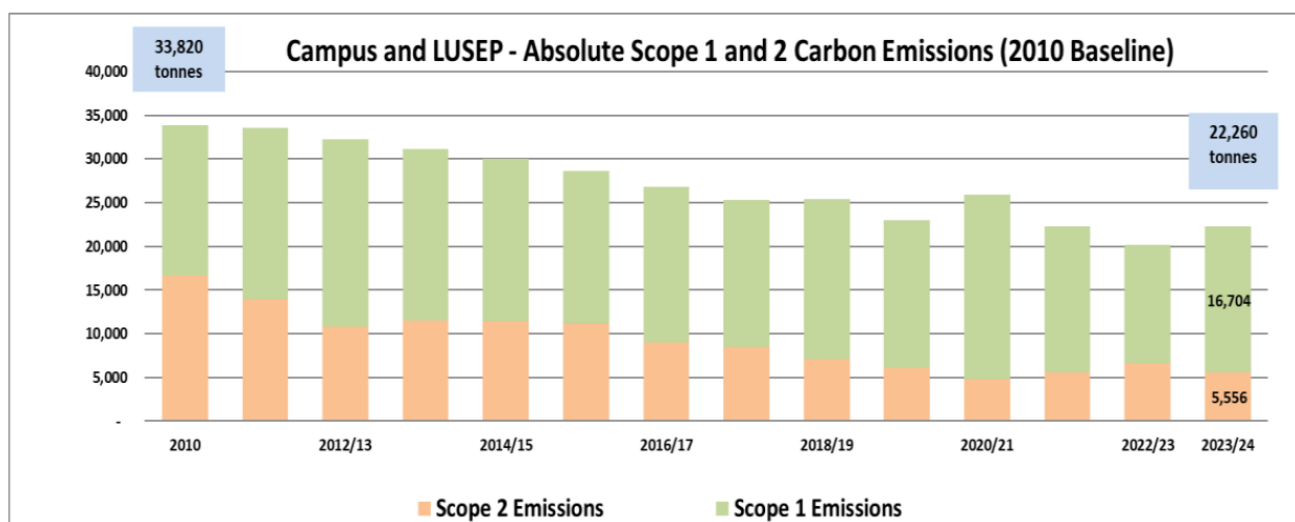
1. Improving the quality of our recycling by reducing contamination through an awareness campaign
2. Improve the use of WARPit and Kit Catalogue to reduce the amount of furniture and equipment we throw away which still has use.
3. Improve food waste segregation across academic buildings by introducing this into areas we don't already have this provision. This will be required to meet the Simpler Recycling legislation coming into force in March 2025.
4. Work with our new waste contractor on innovative recycling solutions to enable more of our waste streams to be recyclable.

## 5.0 Carbon Management – Scope 1 & 2

The absolute emissions for the 2023/24 academic year have reduced by 34.2% compared to the baseline year. However, there was a rise in emissions when compared to 2022/23. This can be attributed to The CHP plants operating for longer periods in 2023/24 for both Central Park (54% increase) and Holywell Park (117% increase).

	20010/11	2023/2024
<b>Absolute Carbon Emissions</b>	33.820 tCO <sub>2</sub> e	22,260 tCO <sub>2</sub> e
<b>Emissions per FTE student</b>	2.10 tCO <sub>2</sub> e	1.19 tCO <sub>2</sub> e

*Note – The carbon emission data has been calculated using the latest Department for Business, Energy and Industrial Strategy (DBEIS) carbon emission factors for electricity and natural gas and reflect the increased decarbonisation of the national grid over recent years.*



The University Energy Strategy 2020-2050 was updated in spring 2024 with the purpose of the Energy Strategy is to set out a development framework covering a thirty-year period from 2020-2050 to provide a sustainable energy future for the University.

Key objectives of the strategy are to:

- Support the delivery of the Estates Strategy 2020-2040.
- Align with Government targets of achieving “net zero” greenhouse gas emission by 2050.
- Safeguard the University against escalating energy costs.
- Provide resilience and support business continuity.
- Support business development opportunities.

The Energy Strategy will be supported by the developing decarbonisation plan that sets out the road map to “net zero” greenhouse gas emissions by 2050.

The University has set a target of achieving “net zero” for scope 1 and 2 emissions by 2035. The University is developing its decarbonisation plan and key projects that are being considered and implemented to support the net zero aspirations are:

- Connection of the existing gas fired district heating systems to the local energy from waste plant.
- Replacement of gas fired boilers with electric heat pump technology.
- Implementation of campus wide LED lighting project.

Without the implementation of transformational low carbon projects, the scope 1 and 2 emissions reduction targets will not be achieved

## **6.0 Carbon Management Scope 3 Emissions**

The Scope 3 emissions section of Loughborough University's Decarbonisation Plan outlines the university's commitment to reducing its scope 3 emissions, which equates to around 80% of the total emissions for LU. These emissions include those from activities such as business travel, commuting, procurement, waste, and water. The university aims to achieve net-zero Scope 3 emissions by 2045, which will require substantial changes in behaviour and operations across the institution

Reducing Scope 3 emissions is considered one of the toughest challenges due to the broad range of sources and the need for collaboration and behavioural change among staff, students, and partners. We recognise that our work to reduce scope 3 GHG emissions is not as developed as that for S1 & S2. So far, we have identified particular activities within our supply chain where we believe there are opportunities to reduce emissions. We recommend tracking expenditure and life-cycle emission data on these to measure the effectiveness of planned interventions. Measuring S3 emissions helps us to understand the magnitude of our impact. We will continue to refine this data and then set our reduction targets. Scope three is a complex area which is why few organisations have a coherent approach and plan. This is because the data is unreliable, methodologies inconsistent and approaches can give unintended negative consequences.

Priorities for the upcoming year:

1. Review and establish an agreed reporting tool for scope 3 emissions.
2. Business travel – Review and amend business travel policy
3. Ensure that our purchasing activity and practices support our environmental, social, and economic priorities.
4. Develop appropriate Scope 3 emissions targets in relation to the procurement supply chain and measure estimated emissions against these targets.

<b>Emissions Source</b>	<b>% of Scope 3 total</b>	<b>t/C02</b>
1. Procurement (incl Purchased goods & Services)	26	24,596
2a. Student Travel (UK)	22.84	2,368
2b. Student Travel (International)		19,465
3. Construction	19	18,694
4. Staff Business Travel	7.9	7,610
5. ICT	3	3,211
6. Staff Commuting	1.65	1,593
7. Transport & Distribution	0.27	260
8. Waste Disposal	0.16	168
9. Water consumption & treatment	0.28	489
	81.1	78,454

## 7.0 Sustainability in Sport

### **Carbon Jacked X LU: Sports Engagement Program**

Led by the Sustainability team and Loughborough Sport, LU has been working with a specialist sustainable sports consultants, Carbon Jacked, to develop an engagement program for AU clubs. The Sport X Sustainability pilot project kicked off and ran for the duration of our third term. The aim of the pilot was to directly engage student athletes on sustainability through their passion for sport, with a specific focus on climate, nature, pollution, communication and careers.

The pilot has been a success, with all participants stating they found the pilot valuable and more engaging than typical sustainability initiatives. All participants recommended the roll out of the project across all AU clubs for the 2024/25 academic year. AU clubs currently have EDI actions/objectives within their club development plans but nothing on climate or sustainability.



This is seen as a long-term project, and full roll out has now been endorsed through the Sports Core Plan and SPaRC. This project is the first of its kind, to use sport as an engagement tool for athletes, for the UK and HE Sector and will engage around 6,000 student athletes across over 60 different AU clubs, societies and several professional athletes through our Lightning Franchises. *Since the full roll out of the scheme we currently have 40 AU teams actively engaged with the project which has exceeded expectations for year one of the program. From year two the program will be mandatory for all clubs.*

## **National Governing Bodies & Campus Sports Organisations**

Collectively with colleagues from SSEHS (Mark Doidge, Paul Downward), Sustainability (Elliott Brown), R & I Partnerships (Andy Motch) and Loughborough Sport (Mark Davies), we have formed Sport at Loughborough Sustainability Group. The purpose of this group to ensure collaboration across sporting activity, feed into the relevant Sustainability strategic groups and to ensure we are both undertaking research and innovation with partners as well as practicing what we preach operationally.

The group have now met twice, with all on campus NGBs and sports organisations invited. There was clear alignment with both our research and operational offerings. Several NGBs have expressed interest in a number of research projects and have supported our bids on these as a result of this group.

## **8.0 Other Initiatives**

### **Electric Vehicle Salary Sacrifice**

The University has partnered with Octopus EV to enable employees to lease an electric vehicle out of their pre-tax income. The scheme is offered through salary sacrifice which means monthly payments will be taken from your gross salary before Income Tax and National Insurance deductions, therefore reducing the amount of tax and NI you pay.

There are many benefits to driving electric, as well as being cheaper to run it will also supports LU efforts to reduce our carbon footprint. Electric car salary sacrifice packages can vary, but our salary sacrifice package gives you everything you need to hit the road

- Fully comprehensive motor insurance
- Servicing and maintenance, including all servicing, batteries, exhausts and tyres
- Breakdown cover
- Home Charge point and/or Charging credit

### **ISO 2012:1 Sustainable Event Management**

LU are developing a Sustainable Event Management System to address the growing need for environmentally responsible event planning and execution across our university's diverse range of events, including sports competitions, student recruitment fairs, and academic conferences.

This initiative aims to:

- Reduce the environmental impact of university events
- Promote sustainable practices in campus event management
- Meet increasing demand for eco-friendly event solutions from students, faculty, and visitors
- Comply with evolving environmental regulations and university sustainability goals

Through this system, we aim to transform our university's approach to event management, enhance our institution's reputation for sustainability, and contribute to a more environmentally conscious campus culture through:

- Minimise waste generation at sports events, recruitment fairs, and conferences
- Optimise resource utilisation and energy efficiency across all campus venues
- Encourage the use of sustainable materials and local, eco-friendly suppliers for university events
- Educate event organisers, students, and attendees about sustainability practices
- Create a positive environmental and social impact within our university community
- Establish our university as a leader in sustainable event management in higher education

LU passed its stage one assesment in 2024 is currently working towards its stage two assesment and certification by Summer 2025