

**UNIVERSITY OF WARWICK**

**University Health & Safety Executive Committee**

There will be a meeting of the University Health & Safety Executive Committee at **10.30am** on **Thursday 8<sup>th</sup> November 2007 in the Council Chamber University House.**

Ms C Charlton  
University Secretary

Please send any apologies or queries regarding the meeting to Dr David Veale, Director of Safety & Occupational Health Services (tel. 23455).

**A G E N D A**

1. Membership of the Committee

TO RECEIVE

A report from the Chair on the current membership

2. Minutes

TO CONSIDER

The Minutes of the meeting held on 9<sup>th</sup> May 2007 (attached)

3. Matters arising from the minutes

(a) Staff Induction and Training (minute 09a/06-07 refers)

TO RECEIVE

An oral progress report from the Senior University Health & Safety Adviser on the development of staff training and induction programmes.

(b) Involvement of SOHS in the Risk Management Process (minute 09b/06-07 refers)

TO RECEIVE

An oral report from the Director of Campus Affairs on integration of the processes of risk management, business continuity and health & safety.

(c) Involvement of SOHS in Major Projects (minute 09c/06-07 refers)

TO RECEIVE

An oral report from the Director of Estates on increasing the involvement of Safety & Occupational Health Services in major building projects.

(d) Review of Work Related Stress (minute 09e/07-08 refers)

TO RECEIVE

An oral progress report from the Senior University Health & Safety Adviser and the Senior Occupational Health Adviser on the review of work related stress in the University, referrals to Occupational Health on this matter and reporting of this to the University.

(e) Annual Report to the Senate and to the Council (minute 14/06-07 refers).

TO RECEIVE

A report from the Chair on the consideration of the Annual Report by the Senate and the Council.

4. Recent Significant Accidents

TO RECEIVE

A report from Safety & Occupational Health Services on 3 significant recent accidents (Paper UHSEC 01/07/08 attached)

- (a) Chemical sensitisation of a student in Engineering.
- (b) Spill of unidentified chemicals in Biological Sciences.
- (c) Fall from a contractor's ladder in Millburn House.

TO CONSIDER

Learning points and actions required as a result of these incidents (Relevant Heads of Department and line managers have been asked to attend for this item).

5. Health & Safety Strategy

TO CONSIDER

A proposed strategy document from the Director of Safety & Occupational Health Services approved by the University Health & Safety Committee at the meeting of 26<sup>th</sup> October 2007 (Paper UHSEC 02/07/08 attached)

6. Health & Safety Policy

TO CONSIDER

- (a) A full revision of SITU Part 1 on health & safety management approved by the University Health & Safety Committee (UHSC) at the meeting of 26<sup>th</sup> October 2007 (Paper UHSEC03/07-08 attached)
- (b) A partial revision of SITU Part 2 on children under 14 years and on health & safety in residences approved by the University Health & Safety Committee HSC at the meetings of 1<sup>st</sup> June 3 and 26<sup>th</sup> October 2007 (Paper UHSEC 04/07-08 attached)
- (c) A full revision of SITU Part 15 on fieldwork approved by the University Health & Safety Committee at the meeting of 26<sup>th</sup> October 2007 (Paper UHSEC 05/07-08 attached).
- (d) A full revision of SITU Part 19 on contractors approved by the University Health & Safety Committee at the meeting of 26<sup>th</sup> October 2007 (Paper UHSEC 06/07-08 attached)
- (e) A partial revision of SITU Part 22 on the evacuation of Centrally Timetabled Rooms approved by the University Health & Safety Committee at the meeting of 26<sup>th</sup> October 2007 (Paper UHSEC 07/07-08 attached).
- (f) A partial revision of SITU Part 21 on the transport of injured persons to hospital approved by the University Health & Safety Committee at the meeting of 1<sup>st</sup> June 2007 (Paper UHSEC 08/07-08 attached).
- (g) A full revision of SITU Part 24 on electrical safety approved by the University Health & Safety Committee at the meeting of 1<sup>st</sup> June 2007 at the meeting of 26<sup>th</sup> October 2007 (Paper UHSEC 09/07-08 attached).

7. University Health & Safety Plan for 2008-2010

TO CONSIDER

A plan prepared by Safety & Occupational Health Services and approved by the University Health & Safety Committee at the meeting of 26<sup>th</sup> October 2007 (Paper UHSEC 10/07-08 attached)

8. Provision of First Aid in the University

TO CONSIDER

A proposal from the Senior Health & Safety Adviser on the provision of first aid in the University (Paper UHSEC 11/07-08 attached)

9. SOHS monitoring activities

TO RECEIVE

A report from the Director of SOHS on baseline metrics for measuring health & safety performance in the University (Paper UHSEC 12/07/08 attached).

10. Corporate Killing Legislation

TO RECEIVE

A report from the Director of SOHS on the implications of the new legislation on corporate killing (Paper UHSEC 13/07-08 attached).

11. Evacuation from Refuges

TO RECEIVE

A report from the USHC Sub Group outlining progress on the project to install two-way communications in refuges. (Paper UHSEC 14/07-08 attached).

12. Any Other Business