

## UNIVERSITY OF WARWICK

### University Health & Safety Executive Committee

There will be a meeting of the University Health & Safety Executive Committee at **10:00** on **Tuesday 10 November 2009 in the CMR 1.2, University House.**

J F Baldwin  
Registrar

Please send any apologies or queries regarding the meeting to Mr Duncan Woodhouse, Assistant Registrar for Information Security, Risk Management and Business Continuity (tel. 50681).

### AGENDA

1. Welcome and Apologies

2. Minutes

TO CONSIDER:

Minutes of the meeting held on 25 June 2009 (copy attached)

3. Matters arising from the minutes

(a) The incident at Warwick Horticultural Research International (WHRI) (minute 21(a)/08-09 refers)

TO REPORT:

That the Director of Health and Safety made a statement regarding the incident on behalf of the University to the Health and Safety Executive at interview under caution in July 2009.

(b) Stress Management Policy (minute 24/08-09 refers)

TO REPORT:

That Council considered and approved at its meeting held on July 2009 the University Policy on the Management of Stress and Work-related Stressors (paper UHSEC 18/08-09 (revised 2), attached), as recommended by the Senate at its meeting held on 1 July 2009.

That Policy on the Management of Stress and Work-related Stressors has been placed on the University website.

(c) Fire Service Improvement Notices (minute 27(d) and (e) refers)

TO REPORT:

That Estates have completed key works and have scheduled further works to timescales agreed with the Fire Service.

(d) The Universities and Colleges Employers Association publication on 'Health and Safety Guidance for the Placement of Higher Education Students' (minute 28(b)/08-09 refers)

TO REPORT:

That UCEA have published the guidance and have a public launch on 24<sup>th</sup> November 2009 at which there will be presentations by the University's Academic Registrar and its Director of Health and Safety.

That a Working Group of the Learning Placement Co-ordinators' Meeting is identifying how to incorporate the UCEA guidance into University guidance for implementation in academic year 2010/11.

(e) The Universities and Colleges Employers Association response to Government on the use of 'fit notes' instead of 'sick notes' (minute 28(c)/08-09 refers)

TO REPORT:

That UCEA have submitted their response to the Government (**Paper UHSEC 01/09-10, attached**)

4. Chairs business

5. Developments in Science Departments

TO RECEIVE:

A report and presentation from Julie Brannon, Health & Safety Advisor, and Richard Walton, Chair of the Chemistry Department's H&S Committee, on her work with Science Departments and in particular with the Department of Chemistry. (**Paper UHSEC 02/09-10, attached**).

6. University Health and Safety Committee

TO CONSIDER:

Items 4(a) and 4(c) of the Report of the meeting of the University Health and Safety Committee held on the 22 October 2009 (**Paper UHSEC 03/09-10, attached**).

7. Review of Stress (minute 24/08-09 refers)

TO CONSIDER:

A paper from the Director of Health and Safety on the Results of Pulse 2009 survey of work-related stressors (**Paper UHSEC 04/09-10, attached**).

8. Review of Requirements and Provision of First Aiders

TO RECEIVE:

A paper providing a briefing on amendments to the Health and Safety (First Aid) Regulations from Claire Beament, Health & Safety Advisor (**Paper UHSEC 05/09-10, attached**).

9. UHSEC – Terms of Reference and Membership and how it discharges its role

TO CONSIDER:

A paper from the Director of Health and Safety on how the Committee may wish to discharge its role (**Paper UHSEC (06/09-10, attached**).

10 Any Other Business