

UNIVERSITY OF WARWICK

**Minutes of the University Health & Safety Executive Committee
held on 8th November 2007**

Present: Mr J Baldwin (Chair), Prof M Whitby, Mr R Wilson, Mr P Stephenson, Prof A Easton, Mrs S Foy, Mr N Sanders, Mr K Sloan

In Attendance: Dr D Veale, Director of Safety & Occupational Health Services (SOHS)
Mr A Kay, Senior Occupational Health Adviser
Mrs C Beament, Senior Health and Safety Adviser

01/07-08 Membership of the Committee

REPORTED:

That the Chair of Biological Sciences has been appointed as a representative Head of Department in the Science Faculty. That the Director of Campus Affairs has been working with the Students Union to agree appropriate representation.

RESOLVED:

- (a) That a proposal be made to the Senate and Council that a student representative from the Students Union be appointed to the Committee.
- (b) That the structure of the committee be considered in more detail at the next meeting.

02/07-08 Matters arising from the minutes

- (a) Staff induction and training (minute 09/06-07 refers)

RECEIVED:

A report by the Senior Health and Safety Adviser on the development of training packages.

RESOLVED:

That the Senior Health and Safety Adviser work with the Learning and Development Centre on the development of a provisional training matrix by the next meeting.

- (b) Involvement of SOHS in the risk management process (minute 09/06-07 refers)

REPORTED:

By the Director of Campus Affairs and the Director of Safety and Occupational Health services that the process of the integration of Risk Management, Business Continuity and Health & Safety is going well and will progress further by the spring.

- (c) Involvement of SOHS in major building projects (minute 09/06-07 refers)

RECEIVED:

A report from the Director of Estates that increasing the involvement of Safety and Occupational Health Services in major building projects is progressing and will be trailed in more detail on the Lakeside project.

- (d) Stress at work (minute 06/06-07 refers)

RECEIVED:

An oral progress report from the Senior Health and Safety Adviser on the progress of implementation of HSE stress management standards. It was reported that two departments are nearing completion of this stage of the process and a further department is about to begin.

03/07-08 Recent Significant Accidents

RECEIVED:

Reports on 3 recent accidents from Safety and Occupational Health Services

- (a) Spill of unidentified chemical in Biological Sciences

The Chair of Biological Sciences reported that the investigation highlighted an issue with storage of chemicals and also the lack of safe operating procedures for the clean up of spills in the area.

RESOLVED:

That safe operating procedures would be put in place and that more appropriate storage of chemicals be looked at.

- (b) Chemical Sensitisation of a student in Engineering

(Prof Sadler, Prof Wills, Mr Jenkins, Prof Green, Dr Al-Khalifa and Dr Covington in attendance for this item)

The investigation highlighted that there is no formal method for the transfer of chemicals between departments and that this should be arranged. It was also identified that the student in question did not complete a risk assessment despite being told to do so.

RESOLVED:

That the academic supervisor should check risk assessments have been done before work is allowed to commence and that a formal method of transferring chemicals be investigated.

(c) Fall from a contractor's ladder in Milburn House

The Director of Estates reported that the ladder appears to have been inadequately secured by the contractors. They were unable to attend this meeting as they have since gone into liquidation. It was noted that some responsibility does lie with our own staff for their safety while on contractors sites.

RESOLVED:

That the learning points should be cascaded to appropriate parties.

04/07-08 Health and Safety Strategy

RECEIVED:

An updated strategy from the Director of Safety and Occupational Health Services

RECOMMENDED: (to the Senate and Council)

That the Strategy be approved.

RESOLVED:

That sickness absence data would if possible be added to the performance indicators for Occupational Health.

05/07-08 Health and Safety Policy

RECEIVED:

(a) A full revision of SITU Part 1 on health & safety management approved by the University Health & Safety Committee (UHSC) at the meeting of 26th October 2007

RESOLVED:

That the revision be approved.

RECEIVED:

(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 at the meeting of 26th October 2007

RESOLVED:

That the revision be approved and consideration be given to expanded guidance on Children on Campus.

RECEIVED:

(c) A full revision of SITU Part 15 on fieldwork approved by the University Health & Safety Committee at the meeting of 26th October 2007

RESOLVED:

That the revision be approved and that there should be a review the guidance on the provision of medical presence on certain field trips.

RECEIVED:

(d) A full revision of SITU Part 19 on contractors approved by the University Health & Safety Committee at the meeting of 26th October 2007

RESOLVED:

That the revision be approved.

RECEIVED:

(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 26th October 2007.

RESOLVED:

That the revision be approved.

RECEIVED:

(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 1st June 2007

RESOLVED:

That the revision be approved.

RECEIVED:

(g) A full revision of SITU Part 24 on electrical safety approved by the University Health & Safety Committee at the meeting of 26th October 2007

RESOLVED:

That the revision be approved, with one minor correction.

06/07-08 University Health and Safety Plan 2008 - 2010

RECEIVED:

A Health and Safety Plan for 2008 – 2010, prepared by Safety and Occupational Health Services and approved by the University Health and Safety Committee at the meeting of 26th October 2007.

RECOMMENDED: (to the Senate and Council)

That the Plan be approved.

07/07-08 Provision of First Aid in the University

RECEIVED:

A paper on the provision of First Aid in the University.

RESOLVED:

That the funds to provide Refresher training to First Aiders be made available and that the funds needed to increase the quotas be included in the next cycle of five year planning.

08/07-08 Safety and Occupational Health Monitoring Activities

RECEIVED:

A report from the Director of Safety and Occupational Health Services on baseline metrics for measuring health and safety performance in the University.

REPORTED:

That the use of baseline metrics for measuring health and safety performance should be progressed and viewed as an opportunity to improve performance in this area.

09/07-08 Corporate Killing Legislation

RECEIVED:

A report from the Director of Safety and Occupational Health Services on the new legislation on Corporate Killing, under which an organisation will be guilty of the offence of Corporate Manslaughter if the way its activities are managed or organised cause a death and amount to a gross breach of a duty of care to the deceased.

RESOLVED:

That a summary of the implications of the Corporate Manslaughter and Corporate Homicide Act 2007 be made available to the Committee and also be taken forward to the Senate and the Council for information.

10/07-08 Evacuation from Refuges

RECEIVED:

A report from the Senior Health and Safety Adviser on the progress of the project to install two way communications in refuges. An audit of all refuges is now a third complete and work is commencing on the update of signage to bring all to the required standard. The Director of Estates reported that the required funding for the installation of communications was planned to be put in the next five year plan.

RESOLVED:

That work continue to progress.