

UNIVERSITY OF WARWICK

**University Health and Safety Executive Committee**

Minutes of the meeting of the University Health and Safety Executive Committee held on 25 June 2009

Present: Mr J Baldwin (Registrar and Chair), Mr N Sanders, Professor A Easton  
Professor M Whitby (Pro-Vice-Chancellor), Mrs Y Salter Wright, Dr I  
MacKirdy (Secretary and Director of Health and Safety), Mr P Stephenson  
(Director of Human Resources and Commercial Services), Mr T Marshall.

Apologies: Mr R Wilson (Director of Estates), Ms S Foy.

In Attendance: Mr D Woodhouse (Assistant Secretary and Assistant Registrar on  
Information Security, Risk Management and Business Continuity), Mr M  
Stacey (Head of Estates Services), Ms C Beament, (Senior Health & Safety  
Advisor).

20/08-09 Minutes

RESOLVED:

That the minutes of the meeting of the University Health and Safety Executive  
Committee held 16 February 2009 be approved, subject to the following  
substantive and minor formatting amendments (additions underlined):

13/08-09 University Health and Safety Committee.

RESOLVED:

That the revised Terms of Reference for the University Health and  
Safety Committee be approved and implemented immediately and  
that formal recommendations for change would be made as part of  
the Effectiveness Review of Non-Departmental Governance.

21/08-09 Matters arising from the minutes

(a) An update on the incident at Warwick Horticultural Research International  
(WHR!) (minute 12/08-09 refers).

REPORTED: (by the Director of Health and Safety)

- (i) That the University had been invited by the Health and Safety  
Executive to present its views about the incident at interview under  
caution in July 2009.
- (ii) That the Director of Health and Safety would be attending the  
interview along with the University's Legal Advisor.
- (iii) That the wording of the appropriate sections of the University's  
Financial Procedure 15 had been amended to include appropriate  
consideration of health and safety when purchasing goods and  
services, and in particular when purchasing machinery.

(by the Head of Estates Services)

- (iv) That the bulb harvester had been isolated and temporarily disabled such that it could not be used inadvertently.

RESOLVED:

That the bulb harvester should be stored until insurance and any legal implications were resolved and then the machinery should be disposed of such that the Prohibition Notice was discharged.

- (b) Annual Health and Safety Report for 2008 and the Health & Safety Strategy and Action Plan (minutes 14/08-09 and 15/08-09 refer)

REPORTED: (by the Registrar)

That the report from the meeting of the Health and Safety Executive Committee held on 16 February 2009, which included the Annual Health and Safety Report for 2008 and the Health and Safety Strategy and Action Plan, had been considered and adopted by the Council at its meeting on 18 March 2009.

22/08-09 Update on Swine Flu at the University

REPORTED: (by the Registrar)

- (a) That two initial cases had been confirmed, treated and isolated.
- (b) That three further cases had been confirmed in June in the same residential location.
- (c) That in all instances the individuals were treated, took steps to self isolate themselves and that the University had worked closely with the appropriate health authorities.
- (d) That the University's Emergency Planning Process had operated successfully.
- (e) That the Health Protection Agency was satisfied at the University's actions to date.

23/08-09 University Health and Safety Committee

CONSIDERED:

Minutes of the meeting of the University Health and Safety Committee held on the 14 May 2009 (Paper UHSEC 17/08-09)

REPORTED: (by the Chair of the University Health & Safety Committee)

- (a) That the Health and Safety department were working on learning the lessons from historical incidents at the University.
- (b) That the Trade Unions had provided useful feedback on the Stress Management Policy.

- (c) That Trades Union safety representatives had expressed concern that external pressure on the University will create a more pressurised environment for staff.
- (d) That joint Health and Safety inspections led by a Health and Safety Advisor and involving representatives from the Trade Unions were planned.

24/08-09      Stress Management Policy (minute 16/08-09 refers)

CONSIDERED:

A paper from the Director of Health and Safety detailing a Policy for the Management of Stress and Work-related Stressors (Paper UHSEC 18/08-09).

REPORTED: (by the Director of Health and Safety)

- (a) That there had been consultation on the Policy with Trades Union representatives, members of the Equality and Diversity Forum, the University Health and Safety Committee, and Human Resources advisors and that the structure and wording of the Policy had been modified in the light of the feedback.
- (b) That the Health and Safety Executive Inspector was satisfied with the progress on stress to date including the University's use of the Pulse 2009 survey to obtain feedback on work-related stressors across the University.

(by the Director of Human Resources and Commercial Services)

- (c) That Human Resources had been running training programmes for staff on how to deal with stress and on how to develop their skills in topics that have an impact on stress.
- (d) That a more extensive training programme was being established to support managers and Human Resources advisors to implement the new policies and procedures and to further develop skills that are useful in reducing or dealing with stress.
- (e) That the intention was to carry out the Pulse survey on an annual basis.

RESOLVED:

- (a) That the Policy for the Management of Stress and Work-related Stressors, subject to inclusions of the revisions agreed at the meeting, be endorsed and recommended to the Senate and the Council for approval, together with a covering paper to provide context for the Council and an Equality and Diversity Impact Assessment.
- (b) That the Director of Health and Safety bring forward a report for consideration by the University Health and Safety Executive Committee at its next meeting on the findings and actions arising from the Pulse 2009 survey against the six work-related stressors.

25/08-09      Accidents and Incidents

CONSIDERED:

Papers from the Senior Health & Safety Advisor detailing recent accidents and incidents (Papers UHSEC 19/08-09 and UHSEC 20/08-09, attached).

REPORTED: (by the Director of Human Resources and Commercial Services)

(a) That work was ongoing in Commercial Services to reduce the level of reportable incidents.

(by the Head of Estates Services)

(b) That additional inspections and maintenance of pavement and roads were being undertaken to reduce slips and trips hazards.

(by the Director of Health and Safety)

(c) That the causes of incidents were being discussed with the relevant Heads of Departments.

(d) That the incidents highlight the need to educate front line staff and their supervisors so that they have greater awareness of hazards and risks in their environment.

(e) That the availability of information on non-work related incidents provided a broader picture of health and safety at the University.

26/08-09 CUC Guidance (minute 09/08-09 refers)

RECEIVED:

A paper containing extracts relating to health and safety from the March 2009 Committee of University Chairs Guide for Members of Higher Education Governing Bodies in the UK (UHSEC 21/08-09).

REPORTED: (by the Director of Health and Safety)

That the University's Health and Safety Strategy and Action Plan was targeted at instigating a culture within the University that addressed the principles set out in the Guide.

27/08-09 Update on Health and Safety

RECEIVED:

A paper on recent developments on Health and Safety (Paper UHSEC 22/08-09).

REPORTED: (by the Director of Health and Safety)

(a) That the Health and Safety Executive was not taking enforcement action following its investigation into the ABB substation incident on campus.

(b) That the Health and Safety Executive was reviewing its findings on the Jack Martin sub-station incident.

(c) That recruitment was underway for the Radiation Protection Officer whose priority would be to clarify how the University complied with its certificates

and authorisations under the Radioactive Substances Act as required by the Environment Agency in its audit of March 2009.

(d) That the University had received two Improvement Notices from the Fire Service.

(by the Head of Estates Services)

(e) That Estates was scheduled to complete the required works by the deadline of end August.

28/08-09 CNA Inspection

REPORTED: by the Registrar

That the CNA Insurance group had issued a risk control report from their inspection in April and that the Operational Risk Management Group would be reviewing the CNA points and assessing options.

29/08-09 Universities and Colleges Employers Association (UCEA)

REPORTED: by the Director of Health and Safety

a) That the Universities and Colleges Employers Association (UCEA) had approved new guidance on 'Health and Safety Guidance for the Placement of Higher Education Students'.

b) That the Universities and Colleges Employers Association would be responding to the Government's proposals on the use of 'fit notes' instead of 'sick notes'.