

UNIVERSITY OF WARWICK

Minutes of the meeting of the University Health and Safety Executive Committee  
held on 30 May 2018

- Present: R Sandby-Thomas (Registrar, Chair), L Cartwright (Trade Union representative nominated by the University Health and Safety Committee), C Farren (Senior Health and Safety Adviser), Professor A Lavender (Head of Department within the Faculty of Arts), G McGrattan Director of Human Resources), Professor J Millar (The Head of Department within the Faculty of Medicine), J Phillips (Director of Health and Safety), M Roberts (Director of Campus Services and IT)
- Apologies: J Breckon (Director of Estates), E Dunford (Student representative nominated by the students and appointed by the Steering Committee), Dr J Ferrie (Lay Member of the Council), Professor D Leadley (Head of Department within the Faculty of Science), A Smith (Finance Director), Professor E Smith (Director of Centre for Education Studies), Professor L Young (Pro-Dean External Affairs)
- In Attendance: M Patel (Health and Safety Administration Officer, Assistant Secretary), D Stiles (Compliance and Assurance Manager) for J Breckon (Director of Estates).
- Note: *Restricted business (denoted by an asterisk {\*}) is confidential to members and attendees of the University Health and Safety Executive Committee.*

40/17-18 Apologies and Conflicts of Interest

REPORTED: (by the Chair)

- (a) That apologies were received from J Breckon (Director of Estates), Dr J Ferrie (Lay Member of the Council), Professor D Leadley (Head of Department within the Faculty of Science), A Smith (Finance Director), Professor E Smith (Director of Centre for Education Studies), E Dunford (Student representative nominated by the students and appointed by the Steering Committee)
- (b) That should any members or attendees of the University Health and Safety executive Committee have any conflicts of interest related to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.
- (c) That members of the Committee were encouraged, wherever possible, to inform the Secretary prior to the meeting of any potential conflicts of interest.

RESOLVED:

That no conflicts of interest be recorded.

41/17/18 Minutes

RESOLVED:

That the minutes for the February meeting be approved.

42/17-18 Matters Arising on the Minutes

(a) Building Managers (minute 04/17-18 refers)

REPORTED: (by the Compliance and Assurance Manager)

- i. That three of the six potential Building Managers have now been appointed.
- ii. That the one appointment within Warwick Accommodation has started and the two within Administration/Academic areas are to start shortly.
- iii. That Building Managers within Administration/Academic areas will be appointed for buildings/spaces deemed as highest priority, namely Westwood and selected shared spaces in Central Campus.
- iv. That the progress made by Building Managers will be monitored and reviewed after six months.
- v. That there is also a need now to review other buildings not classified as highest priority to ascertain requirements for similar Building Manager support in those buildings.

(b) Chemical Inventory (minute 29/17-18 refers)

REPORTED: (by the Director of Health & Safety)

- i. That four potential suppliers have been identified, and that there is broad agreement that only two of those should be considered further.
- ii. That all four potential suppliers fall short of meeting the all of the essential requirements, but that the two preferred suppliers meet the minimum requirements from a health and safety perspective.
- iii. That the Project Team needs to reconvene to reconsider the original criteria and look at changing some of the 'essentials' to 'desirable'.
- iv. That the supplier selection follows the formal procurement process and so any changes need to be discussed and decided by the Project Board.

(by Head of Department within the Faculty of Science (via e-mail))

- v. That there will never be a perfect system that all will agree on.
- vi. That a bespoke design would result in going over budget and late delivery.

- vii. That a decision needs to be made to select the 'least bad' option, install it and monitor how it works.

**RESOLVED:**

That further discussion between J Phillips, M Roberts and M Shipman is required and an update be provided at the next UHSEC meeting.

**(c) Chemical storage Westwood Campus (minute 29/17-18 refers)**

**REPORTED: (by the Compliance and Assurance Manager)**

- (i) That it is envisaged completion with Fume Hoods and Chemical storage cabinets be in place by 20 July, the end of the summer break.
- (ii) That the specialist chemical storage equipment costs and suppliers have been provided to Procurement and competitive quotes obtained.
- (iii) That three suppliers have been contacted for quotations for the building and M&E works and the tenders are to be received back on 1 June 2018.
- (iv) That, as the Chemical Store and Work Room are adjacent to a fire escape, discussion with the Fire Officer is required to minimize disruption to the teaching block.

**(d) Drinking water outlets (minute 29/17-18 refers)**

**REPORTED: (by the Compliance and Assurance Manager)**

- (i) That the majority of buildings across campus have their drinking water outlets connected directly to the mains cold water supply (MCWS), but some buildings do have outlets fed from cold water storage.
- (ii) That priority needs to be given to asset labelling outlets that providing drinking quality water in areas providing welfare (kitchenettes, toilets, drinking stations and the like).
- (iii) That for the University to have accurate drinking water outlet asset labelling the risk assessments, which identify whether an outlet is drinking water or not, need to be up to date.
- (iv) That the HSE guidance on drinking water provision, which states that 'Drinking water does not have to be marked unless there is a significant risk of people drinking non-drinking water', refers to the application of signage for users and not to asset labelling for maintenance purposes.

**RESOLVED:**

That a plan with a clear timeline be identified for asset labelling of drinking water outlets and an update be provided at the next UHSEC meeting.

(e) Statutory Inspection Group (minute 32/17-18 refers)

REPORTED: (by the Compliance and Assurance Manager)

- (i) That the Statutory Inspection Group has been established and have had their first meeting and that the 'Terms of Reference' have been established and approved.
- (ii) That a register of all assets which require to be tested are in the process of being put on to the QuEMIS Asset system so that a schedule of maintenance and testing can be identified and progress tracked.

RESOLVED:

That a plan with a clear timeline be identified for the completion of the recording items requiring statutory tests within the Asset system be provided at the next UHSEC meeting.

(f) BMRI CL3 Laboratory (minute 36/17-18 refers)

REPORTED: (by the Senior Health and Safety Adviser)

- (i) That on 21 May 2018, the current supplier confirmed that they would not be undertaking the proposed fan replacement work.
- (ii) That Estates are now reviewing other specialist contractors and obtaining quotes so that a new supplier can be identified by August 2018.
- (iii) That the main issue with the extract fans serving the CL3 lab would be best addressed by replacing the existing belt drive fans with direct drive fans.

RESOLVED:

That every effort be made to ensure that the original time scale for the work be maintained, and that an update be provided at the next UHSEC meeting.

(g) H&S Policies (minute 36/17-18 refers)

REPORTED: (by the by the Director of Health & Safety)

- (i) That the 21 new policies which cover University activates have now been approved by the Steering Committee and have now been published on the H&S webpage for University reference.
- (ii) That work will shortly start on reviewing all existing older policies to ensure they are up to date and accurate.

43/17-18 Chair's Business

REPORTED: (by the Chair)

That there was no Chair's Business.

44/17-18 External Audit by the British Standards Institute

CONSIDERED:

A paper on the University's External Audit by BSi (UHSEC. 23/17-18).

REPORTED: (by the Director of Health and Safety)

- (a) That the BSi Audit process will start on 26 and 27 June 2018, with meeting, between the auditor and a number of members of staff, including Senior Officers, H&S Department staff, Institutional Resilience and Procurement.
- (b) That the audit process will close on 10 August 2018, with final discussions and a close-out meeting. The audit report is anticipated to be available by 24 August 2018.
- (c) That the auditor will be visiting and spending one day with each of the seven departments, which are Estates Operations and the Medical and Science Departments.
- (d) That in preparation for the BSi audit, 12 of the 14 planned Health and Safety Department Audits against elements of the OHSAS 18001 standard have been completed, with the remaining two audits being completed in early June 2018
- (e) That 29 non-conformities identified during the Health and Safety Department Audits are being addressed by departments.
- (f) That on completion of the Health and Safety Department Audit the risk profile rating for the seven higher risk departments will be reviewed and updated accordingly.
- (g) That on completion of the BSi Audits the risk profile rating will be reviewed and amended again, taking into account all the audit findings. It is anticipated that the Institutional Risk Register for some departments will move from Red to Amber.
- (h) That the Head of Department within the Faculty of Science had expressed concerns about the lack of information available for departments and queried whether 18001 is the most appropriate tool to use in an academic environment: a checklist would be useful to help departments better prepare for the external audit.
- (i) That 18001 (and not 45001) was the best option at this point in time, and that there are a number of Universities, both in the UK and overseas using 18001 (including Monash), and that there is a three year window within which migration from 18001 to 45001 can be made.

- (j) That more information will be made available prior to the BSi audits, and that the Director of Health and Safety will meet with each of the Heads of Department to discuss the process further.

45/17-18 Annual Report

CONSIDERED:

A paper on the University's Annual Report for Health and Safety (UHSEC. 24/17-18)

REPORTED: (by the Director of Health and Safety)

- (a) That the reporting period of the report was January – December 2017.
- (b) That there continues to be a year on year increase in the number of work-related incident/accidents and the number of Occupational Health 'HR Management' referrals, but that is felt to be due to improved reporting.
- (c) That the highest incidents/accidents reported category was 'Slip, Trip and Fall' and that the Estates department have been monitoring walkways across campus and have reviewed the gritting procedure.
- (d) That the number of fire alarm activations reported has also increased, especially within the accommodation buildings and is higher than anticipated, and that this is being investigated further to establish root causes behind this.
- (e) That there were 19 fires in total reported, none of which resulted in injury and remains low in comparison to data collected in previous years.
- (f) That Occupational Health will be increasing their efforts to provide support for referrals relating to musculoskeletal and stress.
- (g) That the efforts made by the OH team to train staff in Cleaning Services have led to a reduction in the number of referrals for musculoskeletal issues.
- (h) That whilst the University's performance against the Higher Education sector in terms of Major and Reportable Injuries is good, performance is not so favourable when compared to other similar sectors, and that work will continue with the Universities Safety and Health Association (USHA) to improve benchmarking over time.
- (i) That a range of face to face and e-learning health and safety training have been developed and delivered, impacting over 3000 members of staff and students.

(by Trade Union representative nominated by the University Health and Safety Committee)

- (j) That the University is very good at supporting individuals suffering with mental health and stress, but there is limited support and guidance for line managers to help staff return back to work.

46/17-18 Report from the Water Group

CONSIDERED:

A paper on the work of the University's Water Group (UHSEC. 25/17-18)

REPORTED: (by Compliance and Assurance Manager)

- (a) That the Water Safety Management Group met on 14 March with representation from across the University.
- (b) That the University Water Safety Plan was presented by our consultants Hydrop to the group and the group discussed the plan in some detail.
- (c) That the development of a Legionella awareness e-Learning Moodle is to be developed with the central H&S team.
- (d) That a quarterly shower head replacement pilot scheme, within Warwick Accommodation and Conferences, rather than chemical cleaning of shower heads, is to be rolled out.
- (e) That the L8 Legionella risk assessments at the Wellesbourne campus have been completed, with 3 outstanding actions to be completed shortly.

47/17-18 Report from Asbestos Group

CONSIDERED:

A paper on the work of the University's Asbestos Group (UHSEC. 26/17-18)

REPORTED: (by Compliance and Assurance Manager)

- (a) That the new electronic Asbestos register has been populated with the survey data from the new asbestos management surveys, so that more people can access the information before any work is carried out.
- (b) That training on the system has been provided to the Estates Team as well as various departmental groups, with further sessions scheduled for departments and Estates Maintenance contractors, who will also be provided with access to the system if appropriate.
- (c) That the Asbestos Code of Practice will be updated to reflect the new register.
- (d) That all Off Campus Accommodation Asbestos pre-inspection surveys have been completed, 25 new Asbestos Management Surveys are being completed for Off Campus Accommodation and that CAD drawings are being prepared to support the information relating to Off Campus Accommodation.
- (e) That acknowledgement and credit needs to be recognised for the outstanding work by Mr J Bunn on this project.

48/17-18 Report from Permit to Work Office

CONSIDERED:

A paper on the work of the University's Permits Office (UHSEC. 27/17-18)

REPORTED: (by Compliance and Assurance Manager)

- (a) That the University Permit Policy was updated on 5 March 2018.
- (b) That as a result to the update the Estates Standard Operating Procedure (SOP) will be replaced with a University Code of Practice (COP).
- (c) That permits issued by the Estates Permits Office during 1 January 2018 until 2 May 2018 were: roof access (512), work at height (168), hot works (95), permit to dig (34), fire equipment isolation (13), confined spaces (9), LV isolation (4) and drone (3), totalling 838.

(by the Director of Health and Safety)

- (d) That work is under way to reduce the need for so many roof access permits, especially where the risk is already reduced by the presence edge protection, and that simple access control might well suffice for such roofs.

49/17-18 Performance Report

CONSIDERED:

A paper on health and safety performance for the period October 2017 to March 2018 (UHSEC. 28/17-18)

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That the highest incident category was 'Slip, Trip, Fall' (STF) which increased approximately by 66% compared to the previous six months, and that most were reportable as they resulted in over 8 days absence from work.
- (b) That the QuEMIS Hazard Management System completion rate currently sits at 97%, but close monitoring is required as spaces are constantly changing.
- (c) That the programme of inspections across the Science & Medical Faculty has commenced, and that action 'close out rate' improvement is anticipated.

50/17-18 Any Other Business

That there were no items raised by members of the UHSEC.

51/17-18 Date of Future Meetings

3 July 2018, at 10.30, in CMR1.0