

UNIVERSITY OF WARWICK

Minutes of the meeting of the University Health and Safety Executive Committee
held on 13 February 2018

Present: R Sandby-Thomas (Registrar, Chair), J Breckon (Director of Estates), C Farren (Senior Health and Safety Adviser), Dr J Ferrie (Lay Member of the Council), Professor A Lavender (Head of Department within the Faculty of Arts), Professor J Millar (The Head of Department within the Faculty of Medicine), J Phillips (Director of Health and Safety), A Smith (Finance Director).

Apologies: Dr T Hase (Department of Physics, Reader), Professor D Leadley (Head of Department within the Faculty of Science), M Roberts (Director of Campus Services and IT Services), 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)

Note: *Restricted business (denoted by an asterisk {*}) is confidential to members and attendees of the University Health and Safety Executive Committee.*

27/17-18 Apologies and Conflicts of Interest

REPORTED: (by the Chair)

- (a) That apologies were received from Dr T Hase (Department of Physics, Reader), Professor D Leadley (Head of Department within the Faculty of Science), M Roberts (Director of Campus Services and IT Services), Professor E Smith (Director of Centre for Education Studies), Professor L Young (Pro-Dean External Affairs).
- (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.

28/17-18 Minutes

RESOLVED:

That the minutes for the January meeting (the deferred December meeting) be approved.

29/17-18 Matters Arising on the Minutes

Chemical Inventory (minute 04/17-18 refers)

REPORTED: (by the Director of Health and Safety)

- i. That presentations have been received from 3 out of 4 potential suppliers, with the final supplier presenting shortly.

RESOLVED:

That at the next UHSEC meeting a timeline be made available on the progress in connection with the procurement of the chemical inventory system.

Chemical storage Westwood Campus (minutes 04/17-18 refers)

REPORTED: (by the Senior Health and Safety Advisor)

- i. That all unrequired chemicals have been disposed of.
- ii. That the current temporary storage arrangements are sufficient to manage the risk level.
- iii. That the long term storage cabinets have been specified.
- iv. That the whole area is under an Estates project which will commence over Easter 2018.

RESOLVED:

That an update be provided on progress at the next UHSEC meeting.

Building Manager (minute 04/17-18)

REPORTED: (by Director of Estates)

- i. That the Building Manager appointments are still to be made.
- ii. That the interviews have been scheduled and will take place shortly.
- iii. That the recruitment will result in Building Managers for both Accommodation and Main Campus 'shared' buildings (Avon, Oculus, Ramphal and University House buildings), which have been deemed as higher risk.

(by Lay Member of the Council)

- iv. That in addition to the roles identified for the higher risk buildings, other buildings need to be reviewed to ensure that people are in post who carry out a similar role.

RESOLVED:

That an update regarding appointments will be provided at the next meeting.

Labelling of drinking water outlets (minute 22/17-18)

REPORTED: (by Director of Estates)

That an update will be provided at the next meeting.

RESOLVED:

That an update regarding identification and labelling of drinking water outlets will be provided at the next meeting.

30/17-18 Chair's Business

REPORTED: (by the Chair)

That there was no Chair's Business but members of the UHSEC were encouraged to participate and to share views, thoughts and good practice from within their respective departments or faculties.

31/17-18 External Audit by the British Standards Institution

CONSIDERED:

A paper on the stage one audit carried by the British Standards Institution (BSi) and the next steps for the stage two audit (UHSEC. 16/17-18).

REPORTED: (by the Director of Health and Safety)

- (a) That the Stage 1 external audit of the University's central Occupational Health and Safety Management System (OHSMS) by BSi highlighted 7 minor non-conformities with no major non-conformities being identified.
- (b) That the 7 minor non-conformities are simple matters and can be rectified easily.
- (c) That BSi raised an 'Opportunity for improvement over the University's approach to risk assessment and suggested that departments should ideally adopt a standard approach and template, as using their own would lead to inconsistency of approach.
- (d) That BSi recommended that the University move forward to Stage 2 external audit in summer 2018, and that this is planned for July 2018.
- (e) That the Health and Safety team will audit the relevant departments to assist them with their preparations for the BSi Stage 2 audits.

- (f) That non-conformities are to be expected at Stage 2 audit, but that these need to be considered to be part of a continual improvement process.

(By Lay Member of the Council)

- (g) That more work is required to promote the use of standard risk assessment templates in all departments.
- (h) That at the end of the BSi Stage 2 audit a discussion needs to had in relation to certification and next steps.

RESOLVED:

- (a) Further work would be carried out around the approach to risk assessment and standard templates to be adopted by all departments.
- (b) That in preparation for the external stage 2 audit by BSI, each department would undergo at least two audits carried out by trained auditors drawn from the Health and Safety Department.
- (c) That results of the BSi Stage 2 audits be shared with Heads of Department prior to being summarised for consideration at UHSEC.

32/17-18 Report from Statutory Inspections Group

CONSIDERED:

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

REPORTED: (by the Director of Estates)

- (a) That the circulated version of the paper does not include updates that have been made.

(By Lay Member of the Council)

- (b) That there needs to be robust register of all assets which require to be tested, and the current status of such testing, inspection and certification should be clear and easy to audit.

RESOLVED:

- (a) That the updated version of the paper to be circulated to all committee members by the Director of Estates.
- (b) That the ongoing work on a register of all assets continue as a matter of priority.
- (c) That this item will be brought to the next UHSEC meeting for discussion.

33/17-18 Report from Fire Group

CONSIDERED:

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

REPORTED: (by the Director of Health and Safety)

- (a) That the Terms of Reference for the group have been agreed.
- (b) That the Fire Awareness Training e-module package is available on Moodle and should be completed by all new members of staff. It was also recommended that existing staff also complete the training.
- (c) That both the Fire Warden Training e-module and Fire Extinguisher Use Training e-module packages on Moodle are under development and will be available shortly.
- (d) That unplanned fire drills across all campus non-residential buildings are near completion and will be revisited annually. Buildings which are deemed as high risk or with high occupancy will undergo unplanned fire drills more frequently.
- (e) That fire extinguishers are maintained centrally, and a full list of all extinguishers within University buildings is being compiled.
- (f) That the Fire Stopping Survey is ongoing with stage 1 of remedial work being started.
- (g) That the fire door checklist is to be revised to enable faculty staff to carry out their own checks for their buildings.
- (h) That the required HEFCE report has been submitted. Due to our University buildings not being 18m or higher in height or containing aluminium composite material (ACM) a follow-up report was not be required.

(by Head of Department within the Faculty of Arts)

- (i) That clarification should be provided as to who is responsible for checking fire extinguishers within departments.
- (j) That closers on heavy fire doors are difficult for some disabled people to operate.

(by Lay Member of the Council)

- (k) That fire warden duties for those working shared spaces/buildings needs to be clear.

RESOLVED:

- (a) That issues regarding closers on heavy fire doors should be raised directly with the Estates Help Desk and the Fire Safety Advisor.

- (b) That in shared teaching spaces the lecturer/tutor are responsible for ensuring their groups evacuate safely, and that this fire evacuation information be made available on lecterns in all such shared spaces.

34/17-18 Performance Report

CONSIDERED:

A paper on health and safety performance for the period July 2017 to December 2017 (UHSEC. 19/17-18).

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That 11 incidents required notification to the Health and Safety Executive (HSE) under RIDDOR. This was higher than reported in the above paper due to a number of slip/trip/fall incidents on ice around University campus.
- (b) That the highest incident category reported during this period was due to slip/trip/fall.
- (c) That the QuEMIS Hazard Management System completion rate currently sits at 97%.
- (d) That a programme of inspections across the University's high hazard spaces is ongoing with approximately 850 spaces needing to be inspected.
- (e) That an appointment for a Health and Safety Officer within the Chemistry Department has been made and they are due to start on 5 March 2018.
- (f) That an appointment of a Health and Safety Officer with the Warwick Manufacturing Group, replacing the previous HSO who resigned for non-work related reasons, is yet to be made.

35/17-18 Report from Genetic Modification and Biosafety Committee

RECEIVED:

A report from the University Genetic Modification and Biosafety Committee on the discussions held and key decisions reached at its meeting of 25 January 2018 (UHSEC. 20/17-18* {restricted}).

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That two meetings of this committee had taken place so far this academic year.
- (b) That a number of belt failures in the BMRI CL3 suite had been reported, and, that whilst the safety of this facility was being managed through enhanced non-engineering controls, a long term engineering solution was required.
- (c) That a plan for the long term engineering solution was being developed, and that this will most probably require the swapping out of belt driven fans to direct drive.

- (d) That the University needed to consider planning for facilities which were approaching their end of life.

RESOLVED:

The Committee noted the seriousness of the situation reported and, notwithstanding the procedural and management controls currently in place. Also noted was the urgent need for the Estates Department to find a longer term engineered solution which is satisfactory to all stakeholders and the requirement for Estates to determine and find solutions for facilities that are approaching their 'end of life'.

36/17-18 Health and Safety Policies

CONSIDERED:

A paper on the revised health and safety policy document and the new health and safety policies (UHSEC. 21/17-18).

REPORTED: (by the Director of Health and Safety)

- (a) That a minor change was required to the Statement of Intent so that it includes explicit reference to continual improvement.
- (b) That 21 new topic specific policies have been completed to cover University activities.

RESOLVED:

That there were no issues raised by the Committee. The policies now require approval from Steering Committee prior to them being published via the Health and Safety Department web-pages and notification sent to all departments.

37/17-18 Report from University Health and Safety Committee

RECEIVED:

A report from the University Health and Safety Committee on the discussions held and key decisions reached at its meeting of 1 February 2018 (UHSEC. 22/17-18).

RESOLVED:

The Committee noted the content of the reports from the University Health and Safety Committees.

38/17-18 Any Other Business

REPORTED: (by Director of Estates)

CONFIRMED

- (a) That at 4.30am on 13 February 2018 a fire incident took place at the Warwick Arts Centre.
- (b) That an ambulance was called but no injuries were recorded.
- (c) That surrounding buildings were isolated and work is underway to re-open them.
- (d) That the incident is RIDDOR reportable and will be done by the contractor company working in area.

39/17-18 Date of Future Meetings

3 April 2018 at 14.00, in CMR1.0
14 May 2018 at 10.30, in CMR1.0
2 July 2018, at 10.30, in CMR1.0