

UNIVERSITY OF WARWICK

**Minutes of the meeting of the University Health and Safety Executive Committee
held on 12 June 2014**

Present: Professor T Jones (Acting Chair), Professor L Green, Mrs L McCarthy,
Ms G McGrattan, Mrs P Glover, Mr N Sanders

Apologies: Ms J Horsburgh, Miss Z Buckland and Mr R Wilson

In Attendance: Professor A Easton (Chair of the Genetic Modification and Biosafety
Committee, GMBSC) for item 30/13-14, Dr I MacKirdy, Mr J Phillips.

NOTE: The Chair welcomed Mrs P Glover as the Deputy Registrar's nominee and
thanked Ms R Roke for her contribution as the previous nominee.

26/13-14 Minutes

RESOLVED:

That the minutes of the meeting held on 5 March 2014 be approved as
accurate.

27/13-14 Declarations of Conflict of Interest

REPORTED:

(a) That, should any members or attendees of the Committee have any
conflicts of interest relating to agenda items for the meeting, they should
be declared.

(by the Chair)

(b) That members of the Committee were encouraged, wherever possible,
to inform the Secretary prior to the meeting of any potential conflicts of
interest, and were also invited to do so now if appropriate.

NOTE: No declarations were made.

28/13-14 University Health & Safety Committee

RECEIVED:

A report from the meeting of the University Health and Safety Committee held
on 15 May 2014 (UHSEC.10/13-14)

REPORTED: (by Professor T Jones)

(a) That the University Health and Safety Committee had:

- i. Received the new reports on accidents and incidents for CCSG
and Estates, Administration (other), Science and Medical, and Arts
and Social Sciences and noted reporting varied considerably.

- ii. Considered the University's incident statistics in light of the statistics for the Higher Education sector.
- (b) That the meeting had been very constructive with the sharing of current initiatives across the different departments being particularly useful.
- (by Mr N Sanders)
- (c) That it was encouraging that there had been positive contributions from members, with good examples of constructive work within departments.
- (by Dr I MacKirdy)
- (d) That the Committee had undergone a transition over the course of the year with improvements in the nature and detail of discussions.

29/13-14

University Genetic Modification and Biosafety Committee

CONSIDERED:

A report from the meeting of the University Genetic Modification and Biosafety Committee (GMBSC) held on 13 March and 22 May 2014 (UHSEC.11/13-14)

REPORTED: (by Professor A Easton)

- (a) That the GMBSC had approved the Annual Review of Biosafety for 2013 and agreed eight biological 'risks' which it would monitor and report on to the Committee.
- (b) That the GMBSC had endorsed the principle that given the potential severe risks to health in containment level 3 facilities the highest standards must be maintained.
- (c) That the GMBSC was recommending to Heads of Department that they encourage cross inspection of laboratories by researchers.
- (d) That the GMBSC had resolved that Principal Investigators would be issued with a single notification of approval to commence research once both statutory biosafety requirements and HTA requirements had been signed off, noting the Biological Briefing for Researchers would be revised accordingly.
- (e) That the University's Designated Individual for HTA license had confirmed that all projects involving material of human origin approved by the GMBSC since its inception were also logged with him, based on the new formal list of all approved projects.

(by Mr N Sanders)

- (f) That the eight 'risks' were expressed in some instances as areas of activity involving a variety of hazards and risks.

- (g) That the wording should be modified so that the nature of the risk is explicit and the associated mitigation measures are articulated more precisely.
- (h) That the important activity was the identification and assessment of the effectiveness of the necessary control measures.

(by Dr I MacKirdy)

- (i) That review of current mitigation measures against statutory requirements was in progress for each of the eight 'risks' with the objective of identifying necessary improvement actions.

RESOLVED:

- (a) That the principle of a single notification regarding materials of human origin and biosafety from GMBSC to a Principal Investigator of authorisation to commence research be approved.
- (b) That the amendment to the Terms of Reference and Membership of the GMBSC to include an academic expert in clinical microbiology be approved.
- (c) That the recommendation to Heads of Departments that they encourage researchers to inspect each other's laboratories be approved.
- (d) That the GMBSC keep the Committee informed as to the nature and status of the eight 'risks'.

30/13-14 Annual Report on Incidents and Accidents

CONSIDERED:

The annual report on incidents and accidents including reportable accidents and potentially serious incidents for the period June 2013 to May 2014 from the Health and Safety Systems and Audit Manager (Appendix B to UHSEC.12/13-14).

REPORTED: (by Mr J Phillips)

- (a) That the University remained above the Higher Education sector rate for staff RIDDORs due to being campus based with University managed residences and directly employed cleaning, catering, portering and security staff.
- (b) That targeted active management and behavioural interventions should be able to reduce the incidence of 'slips trips and falls' and 'lifting and handling' incidents which continue to account for most incidents and a significant proportion of serious injuries.

(by Dr I MacKirdy)

- (c) That analysis of the natural variation and range of the University's rolling 12 month rates would be used to inform performance against the annual rates for the sector.

RESOLVED:

That the indicators contained in the report be used to measure the effectiveness of interventions.

31/13-14 Annual Health and Safety Report

CONSIDERED:

The Annual Health and Safety Report from the Director of Health and Safety (UHSEC.12/13-14).

REPORTED: (by Dr I MacKirdy)

- (a) That in 2012/13 the Committee had considered proposals to establish senior implementation groups with executive responsibility for planning and co-ordinating implementation of University health and safety policies.
- (b) That during 2013/14, this had been established within the Estates Office and within the Campus and Commercial Services Group.
- (c) That there currently was consultation on the establishment of a similar group for the laboratory-based Science and Medicine departments and the new Technology Platforms.
- (d) That assurance of health and safety was achieved through a range of techniques including inspections and the establishment and auditing of systems.
- (e) That 51 inspections had been carried out during 2013/14 by Health and Safety Advisors.
- (f) That this would also be complemented in 2014/15 by the establishment of a health and safety audit programme.
- (g) That the Health and Safety Department was improving its systems for reporting to the Committee on the findings and outcome of incidents, inspections and audits, and this will be used to inform priorities.
- (h) That the Health and Safety Department was focussing on projects which deliver substantive improvements.
- (i) That the development of health and safety risk profiles would help Departments to better understand, prioritise and communicate the spectrum of hazard and compliance issues managed by their staff.
- (j) That the risk profiles would inform priorities for the health and safety audit and inspection programmes.

(by Mr N Sanders)

- (k) That health and safety management and performance had improved during the eight years he had been a member of the Committee, due in large part to the work of the Health and Safety Department which was small and could only deal with a finite amount of work.
- (l) That ideally the health and safety annual report should be driven by the health and safety plan against which regular progress reports should be provided, with better management information being made available to help inform discussions.
- (m) That there should be information on the findings of inspections and audits and on the improvements resulting from the issues identified.
- (n) That there also should be better information on the performance and maturity of the management systems within each of the main areas of the organisation, including assessments of the management structure, processes and sharing of good practice.
- (o) That in summary, whilst there had been much progress over the last eight years, further progress could be made.

RESOLVED:

That the Annual Health and Safety Report, subject to amendments having been made in light of feedback received, be approved.

32/13-14

Disabled Parking on Campus

CONSIDERED:

A paper from the Senior Occupational Health Adviser recommending formalising as policy the current approach to disabled parking and drop off points on campus (UHSEC.13/13-14).

REPORTED: (by Dr I MacKirdy)

- (a) That the University provided disabled parking spaces for Blue Badge Holders and also allowed use of these spaces by staff issued with a temporary disabled permit on the basis they were either applying for a Blue Badge or had temporary mobility issues that would, if longer term, meet the requirements of the national Blue Badge system.
- (b) That there had been a recent request for temporary special dispensation to park closer to work for a non-medical reason, and in this case dispensation had been issued to use 'Car Share' spaces.

(by Mrs G McGrattan)

- (c) That in the recent case the process had been overly complicated and time consuming, and a more 'common sense' approach would be beneficial.

(by Professor L Green)

- (d) That Heads of Department should have discretion to authorise a limited number of temporary dispensations based on risk assessment, with decisions monitored to ensure fairness and consistency of approach.

RECOMMENDED: (to the Registrar)

- (a) That Heads of Department should have discretion to issue temporary dispensations to staff to park close to their workplace where the arrangement is required for less than three months.
- (b) That the formal system requiring assessment by Occupational Health be applied to cases requiring dispensation for between 3 month and 12 months.

RESOLVED:

That the process for authorisation and issue to staff of temporary dispensation to park close to their workplace be revised taking account of the recommendations of the Committee.

33/13-14 Departing Committee Member

RESOLVED:

That Mr N Sanders be thanked for his contribution over the eight years of his involvement with the Committee.

34/13-14 Dates of future meetings

To be advised once the calendar for 2014/15 was issued.