

UNIVERSITY OF WARWICK

Minutes of the meeting of the University Health and Safety Executive Committee held on
Thursday 11 June, 2015

Present: Ms G McGrattan (Chair), Mr J Breckon, Dr J Ferrie, Mrs P Glover,
Professor L Green, Mrs L McCarthy

Apologies: Ms J Horsburgh, Miss R Compton-Davis, Professor T Jones

In Attendance: Mr J Phillips (Secretary), Mrs C Farren (Assistant Secretary), Mr C
Mayfield, Professor Andrew Easton (item 41/14-15)

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

29/14-15 Conflicts of Interest

CONSIDERED:

That, should any members or attendees of the University Health and Safety Executive Committee have any conflicts of interest relating 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.

RESOLVED:

That no conflicts of interest be recorded.

30/14-15 Minutes

CONSIDERED:

The minutes of the meeting held on 4 March 2015.

RESOLVED:

That the minutes of the meeting of the University Health and Safety Executive Committee held on 4 March 2015 be approved.

31/14-15 Terms of Reference and Membership

REPORTED: (by the Chair)

That Mr J Phillips had assumed the role of Interim Director of Health and Safety.

32/14-15 Function of the Executive Committee

REPORTED: (by the Chair)

That the sub-group consisting of the Chair, the Lay Member of Council and the Director of Governance and Assurance Services looking the future role and

purpose of the UHSEC had not yet been re-convened, however a progress report would be made to the next meeting of the UHSEC.

33/14-15 Management of Internships

REPORTED: (by the Interim Director of Health and Safety)

- (a) That information on internships had been posted on the webpages and that guidance for placements was already in place.
- (b) That the Interim Director of Health and Safety had started discussions with those involved in the management of internships and placements to confirm health and safety management arrangements.
- (c) That meetings with staff involved in the management of summer schools were due to take place shortly; noting that risk assessments would be reviewed at this time.

(by the Chair)

- (d) That there was currently no means for the Human Resources Department to monitor numbers or names of persons employed on internships or placements.

RESOLVED:

That the names of those leading on the placement and internship programmes would be shared with the Director of Human Resources by the Interim Director of Health and Safety.

34/14-15 Progress against Plan

REPORTED: (by the Interim Director of Health and Safety)

That the Hazard Management System (Quemis) would start official roll out across the Science Faculty at the end of June, with completion planned for the end of the September 2015.

35/14-15 Framework for Health and Safety

REPORTED: (by the Interim Director of Health and Safety)

- (a) That progress had been made in relation to the establishment of a framework.
- (b) That a chemical risk management group had been formed, made up of representatives from across the Science Faculty, to drive to simplification and improvement of standards in chemical management.
- (c) That work had started to establish suitable individuals across the University to fulfil the role of 'Building Coordinator', noting that the responsibilities within the role were being articulated in discussion with stakeholders.

- (d) That the identification of appropriate Building Coordinators for multi-use buildings was potentially problematic, noting that discussions were underway to identify a workable solution.

36/14-15 Avon Building Ceiling Collapse Incident

CONSIDERED:

A report from the Interim Director of Health and Safety following a recent incident in Avon Building detailing the lessons learnt (UHSEC.14/14-15).

REPORTED: (by the Interim Director of Health and Safety)

- (a) That the building was formally part of Coventry Teacher Training College and was built in 1965.
- (b) That in the 1980's that the University of Warwick took ownership of the college and some minor changes occurred at this time to convert the space into a studio.
- (c) That the ceiling gantry system collapsed to the floor on the 1st April 2015.
- (d) That, at the time of the incident, the Fire Service attended in order to check that nobody was trapped.
- (e) That the incident required notification to the Health and Safety Executive (HSE) and as a consequence a full investigation was carried out by an HSE Inspector.
- (f) That the HSE had decided not to take any formal enforcement action, however a series of verbal recommendations were made which the HSE expected the University to act on; namely around roles and responsibilities in the management of spaces and facilities; the need for the University to manage its contractors; and that work equipment, particularly those subject to statutory testing, must be inspected, tested and managed with suitable records maintained.
- (g) That a forensic investigation had been carried out, and that the investigation identified that the building had not been built to the original building design specification, as a number of support devices were missing. This, coupled with what appeared to be poor quality workmanship and the use of inferior materials by the building contractors, was the most likely cause of the collapse of the ceiling grid.
- (h) That asbestos had been disturbed as a result of the collapse of the ceiling grid, noting that the safe removal of the asbestos had introduced complexity in the response to the incident, including the investigation process.
- (i) That, following the incident, an inspection to identify other similar types of structures across the University had been conducted which would need to be subject to a similar survey; to date no major concerns had been flagged by the Estates Department.

(by the Director of Estates)

- (j) That a full condition survey was being undertaken across all sites over a five year period, with 20% of the campus being surveyed each year.

(by the Director of Governance and Assurance Services)

- (k) That the Wellesbourne campus should be included in the review.
- (l) That it would be helpful to understand the approach taken by the Estates Office in determining which parts of the campus were prioritised for the rolling condition surveys that had been introduced.

(by the Head of the School of Life Sciences)

- (m) That there had been an incident on Gibbet Hill campus that had resulted in ceiling tiles coming down and another incident that resulted in water coming through the ceilings after work had been carried out on a flat roof.
- (n) That some Departments engaged contractors directly, rather than through the Estates Office, because of concerns about the timescale involved in working through the Estates Office, as well as some dissatisfaction with contractors who had been appointed by Estates Office.

(by the Director of Estates)

- (o) That known places where there had been ceiling related incidents reported to Estates had been incorporated into the inspection programme and that other information, from condition surveys, for example, would also be incorporated where relevant.
- (p) That construction related work to adhere to a number of regulations and, as such, there was a need for Departments to appreciate that projects had to proceed through a number of stages in order to assure compliance with legal requirements, and that this process could take a while in some instances.

(by the Interim Director of Health and Safety)

- (q) That lessons learned from the incident were being shared with Heads of Department.
- (r) That Heads of Department should be reminded that they would take on full health and safety responsibility for work they commissioned, in the event that they did not utilise the Estates Office services.

(by the Director of Human Resources)

- (s) That Heads of Department appeared surprised during recent discussions that the Director of the Institute for Advanced Teaching and Learning (IATL) was considered to be 'responsible' in relation to this incident.
- (t) That it was important to recognise the demands that were placed on the Estates Office as a result of the current scale of the capital programme, particularly noting the time constraints associated with some capital funding.

(by Dr J Ferrie)

- (u) That it was important for the University to be clear about accountabilities, and the expectations in terms of compliance
- (v) That opt-outs should not be encouraged in relation to matters of compliance.
- (w) That a 'blueprint' setting out clearly the expectations on Heads of Department in relation to Health & Safety management should be developed and distributed as a matter of urgency.
- (x) That there was a need for Estates and Departments to resolve concerns relating to the speed and quality of work, in order to minimise or eliminate the perceived need for departments to bypass Estates arrangements.

RESOLVED:

- (a) That a flowchart setting out responsibilities be developed by the end of July 2015.
- (b) That a role description be developed to articulate the responsibilities of the Building Manager, to be supported by a 'how to guide' to assist Building Managers.
- (c) That additional guidance for Heads of Department and Senior Administrators relating to discharging health and safety responsibilities be developed.
- (d) That all future policies and arrangements be clear and explain how Departments can discharge their responsibilities.
- (e) That a timeframe for delivery of actions relating to the Avon incident be developed to demonstrate progress against action plan.
- (f) That health and safety related training for Heads of Department be provided by September 2015.

37/14-15 Health and Safety Policies

CONSIDERED:

Members considered two policies, one relating to the revised Asbestos Management Policy (UHSEC.15/14-15) and the other a new Electrical Safety Policy (UHSEC.16/14-15) as proposed by the Director of Health and Safety.

REPORTED: (By the Interim Director of Health and Safety)

- (a) That the revised version of the asbestos management policy did not include any material changes, but was rather a change to formatting and style.
- (b) That the electrical safety policy was effectively a new policy which replaced the policy within 'Safety in the University'.

- (c) That the electrical safety policy would introduce a framework of core principles and responsibilities for the management of fixed wiring installations within buildings, and from equipment and portable appliances.
- (d) That a change of tone and style was required across existing policies on the University intranet, to provide clarity to staff with responsibilities.
- (e) That consultation had taken place at the University Health and Safety Committee, and at a number of staff briefings, together with staff in Estates who would play a vital role in delivery of these policies.
- (f) That detailed arrangements would be developed within Estates Office in order to codify the implementation of the asbestos management policy.
- (g) That any Departments who had their own arrangements for electrical work would need to draft local arrangements to implement the University policy.

(by Dr J Ferrie)

- (h) That the University should consider whether Departments should be permitted to 'opt out' of a preferred University wide approach, particularly with regards to the electrical safety policy.
- (i) That accountability for delivery of the electrical safety policy should be clarified further if Departments were to be permitted to 'opt out'.

(by the Senior Health and Safety Adviser)

- (j) That the electrical safety policy recognised that in some Departments staff did carry out electrical work, such as portable appliance testing, and in the development of electrical research equipment.

(by the Director of Estates)

- (k) That there was a need for the University to ensure that persons were working to the electrical safety policy, to follow relevant safe systems and not work 'live'.
- (l) That the Director of Estates could only be accountable for work that was under his control.
- (m) That the Permit to Work system should be adopted universally across the University.

(by the Head of Life Sciences)

- (n) That the policy should be explicit about the need for Departments to conduct risk assessments for any electrical work.

RESOLVED:

That the electrical safety policy be amended to take into account the points raised, prior to circulating both policies for further consideration by members in advance of being submitted to the Steering Committee for approval.

38/14-15 Annual Health and Safety Report

CONSIDERED:

A report by the Senior Health and Safety Adviser on the University's health and safety performance for the year to 31 December 2014, together with the plan of work for 2015 (UHSEC.17/14-15).

REPORTED: (By the Senior Health and Safety Adviser)

- (a) That there had been a number of achievements over the course of 2014, including the successful completion of the food allergen project which brought the University's food outlets up to the required legislative standards prior to the introduction of new legislation; the continued oversight of biological research projects by the Genetic Modification and Biosafety Committee; and the improved sharing of information enabling better compliance to be achieved on statutory testing of lifting equipment and pressure systems using Crimson.
- (b) That there were a number of areas that required attention which would be prioritised for 2015, including the installation of a permit to work system, improved approach to portable appliance testing, the introduction of single points of contact or 'champions' in Departments, and that machinery would be the focus for health and safety inspections.
- (c) That the main causes of lost time for the University remained as previously, namely slips, trips and falls (on the level) and lifting and handling incidents, noting that this was not out of line with the sector as a whole.
- (d) That the methodology of reporting outstanding actions required following health and safety inspections in Departments was expected to improve Departmental feedback and hence assurance.

(by John Ferrie)

- (e) That it would be useful to establish two to three priorities for the University Health and Safety Executive Committee to seek to progress on at each meeting.
- (f) That he would recommend that reporting on progress in relation to defining roles and responsibilities should be one such priority.

RESOLVED:

That two to three priorities be identified for reporting at future meetings.

39/14-15 Annual Fire Safety Report

CONSIDERED:

A report by the Fire Safety Adviser on the University's fire safety performance for the year to 31 December 2014, together with the plan of work for 2015 (UHSEC.18/14-15).

REPORTED: (by the Fire Safety Adviser)

- (a) That progress was being made to digitise the fire drawings.
- (b) That improvements were being made to ensure fire safety matters relevant to projects were being addressed using the Estates Concerto system.
- (c) That evidence of the evacuation tag system working at Gibbet Hill campus had been observed during a recent evacuation.
- (d) That conversations would shortly be taking place to extend the evacuation tag 'sweep' system to Warwick Business School and the Science Departments.
- (e) That the number of fire alarm activations and actual fire events were steadily declining which was felt to be directly attributable to Honeywell and colleagues in Estates and Accommodation Services, noting that an animation on fire safety put into place by Accommodation Services had been particularly effective in raising awareness.
- (f) That to increase the downward trend further, the University might wish to consider technical intervention solutions to shut down equipment.
- (g) That lessons had been learnt in relation to the time delay from concept and training through to the implementation of the tag system in Gibbet Hill, which should enable a faster implementation in other areas.

40/14-15 Health and Safety Report

CONSIDERED:

A summary of reported incidents and inspections carried out for the period January 2015 to April 2015 and the 2015 Health and Safety Plan (UHSEC.19/14-15) by the Interim Director of Health and Safety.

REPORTED: (By the Interim Director of Health and Safety)

- (a) That members would wish to note the change in style of the Health and Safety report with the introduction of a 'dashboard' which provided increased numerical information to members.
- (b) That the inspection 'dashboard' contained information on the number of issues being raised during inspection, how many of these had been addressed by the Department and how many remained outstanding.
- (c) That the aim was to improve the response time by Departments on closing out on issues raised during inspection.
- (d) That an excellent standard of health and safety had been observed during a number of recent inspections that had taken place across CCSG.
- (e) That future annual reports would be simplified and brought in line with the Universities and Colleges Employers Association (UCEA) Annual Report.

41/14-15 University Health and Safety Committee

CONSIDERED:

A report from the meeting of the University Health and Safety Committee held on 14 May 2015 (UHSEC.20/14-15).

REPORTED: (By the Senior Health and Safety Adviser)

- (a) That the committee had considered the Annual Health and Safety Report and noted the need to appoint Single Points of contact in Departments to support implementation of a number of key health and safety policies being considered.
- (b) That members considered the Annual Fire Safety Report.
- (c) That clarity was required in relation to where responsibility lay when departments wished to deviate from the arrangements established centrally.
- (d) That members received the incident report which made reference to the Avon Building ceiling collapse and the recommendations made by the Health and Safety Executive.
- (e) That the near miss incidents that the committee regularly discussed involving cyclists, pedestrians and vehicles and concerns raised relating to the 'raised table' on Gibbet Hill Road had resulted in a traffic review being commissioned by the Estates Department.
- (f) That the Committee had recommended that the legal training provided to the leadership team within Estates be extended to other staff in senior positions across the campus.
- (g) That the Warwick Business School would be willing to trial the fire evacuation tag system already introduced at Gibbet Hill.

42/14-15 *University Genetic Modification and Biosafety Committee

CONSIDERED:

A report from the Chair of the Genetic Modification and Biosafety Committee on the meeting of the GMBSC held on 27 May 2015 (UHSEC.21/14-15)*
{Restricted}.

REPORTED: (By the Chair of the GMBSC)

- (a) That there was a legal requirement for DEFRA to routinely conduct a review of licenced work, noting that due to the significant amount of work that required licencing, this year's inspection had taken place over 3 days.
- (b) That despite there being no substantial concerns raised by the DEFRA Inspector, some improvements had been recommended in relation to security of material and retrieval of stocks.
- (c) That legal responsibilities placed on the University to ensure relevant staff were trained, materials packaged appropriately, and packages transported

safely in relation to 'dangerous' and 'infectious material', had resulted in a recent inspection by the Department for Transport, who were looking at compliance with the carriage of dangerous goods by road, noting that a full report and action plan would be presented to the next committee meeting.

- (d) That the GMBSC did consider the transportation of infectious material within their biological risk assessment process, however there could be scope to improve this.
- (e) That a particular research project that recently required Health and Safety Executive notification had led to recognition that information could become available on the HSE public register unless reasonable justification was made not to disclose information, noting that scientific competitive advantage was not considered reasonable justification.
- (f) That relevant Departments were being informed about information disclosure by the HSE.
- (g) That the Biosafety Adviser had removed the former WHRI Genetic Modification Centre (GM 145) and moved all projects formally connected to this site across to the University of Warwick Centre, (GM 13).

RESOLVED:

That the Chair of the Genetic Modification and Biosafety Committee raise the matter relating to Health and Safety Executive disclosure with the Pro-Vice-Chancellor (Science, Engineering and Medicine) to consider whether the University sector could approach the HSE and determine a suitable approach in relation to the disclosure of sensitive research programmes being published onto the HSE's public register.

43/14-15 Estates Activities

REPORTED: (By the Director of Estates)

- (a) That the Gibbet Hill Road 'raised table' was developed to change the behaviour of drivers and slow drivers down along this stretch of road.
- (b) That the traffic review work being conducted by ARUPS by the Estates Department should help to raise standards and improve the level of road safety and traffic management awareness within the Department.
- (c) That the change to the Construction Design and Management regulations had driven more changes within the Department with recognition being paid relating to the need to improve corporate records.

44/14-15 Date of Future Meetings

3 November 2015