

UNIVERSITY OF WARWICK

**Minutes of the second meeting of the University Health & Safety Executive Committee
held on 9th May 2007**

- Present: Mr J Baldwin (Chair), Mr P Stephenson, Mr K Sloan, Mr N Sanders,
Mr R Wilson
- Apologies: Mrs S Foy
- In Attendance: Dr D Veale, Director of Safety & Occupational Health Services (SOHS)
Mr A Kay, Senior Occupational Health Adviser
Mrs K Lawrence, Senior Health and Safety Adviser
Mr E Birch, Fire Safety Officer

08/06-07 Membership of the Committee

REPORTED:

That the University Health and Safety Executive Committee membership is almost complete; the only outstanding appointment is the head of a science department. The Students Union has requested representation on the committee.

RESOLVED:

- (a) That the Director of Campus Affairs work with the Students Union to agree appropriate representation.
- (b) That the Registrar pursue the nomination for the remaining appointment to this Committee.

09/06-07 Matters arising from the minutes

- (a) Staff induction and training (minute 04/06-07 refers)

RECEIVED:

A report by the Senior Health and Safety Adviser and the Director of Human Resources on the development of staff induction and training packages.

- (b) Involvement of SOHS in the risk management process (minute 04/06-07 refers)

RECEIVED:

A report by the Director of Campus Affairs on the initial meeting between Risk Management, Business Continuity and Health & Safety to examine ways of better integrating these processes.

- (c) Involvement of SOHS in major building projects (minute 04/06-07 refers)

RECEIVED:

A report (UHSEC 04/06-07) from the Director of Safety and Occupational Health Services about increasing the involvement of SOHS in major building projects.

RESOLVED:

That the Director of Estates, the Director of Campus Affairs and the Director of Safety and Occupational Health Services devise a trial for one major building project and report back to the committee in the Autumn term.

- (d) Recognition and reward of DHSOs (minute 05/06-07 refers)

REPORTED: (by the Director of Safety and Occupational Health Services)

That the Senate and the Council approved the policy on the recognition and reward of Departmental Health and Safety Officers (DHSO).

RESOLVED:

That during the summer term the Director of Safety and Occupational Health Services will send a copy of policy and guidance to the Heads of Departments with a request to reappoint DHSOs.

- (e) Stress at work (minute 06/06-07 refers)

RECEIVED:

A report from the Senior Health and Safety Advisor on the progress of the project to implement the Health & Safety Executive's Management Standards.

10/06-07 Outline of Health and Safety Strategy

CONSIDERED:

A proposed strategy document (UHSEC 5/06-07), from the Director of Safety and Occupational Health Services noting the following points:

- (a) That it was the view of the Committee that the development of strategy was a useful exercise.
- (b) That the following questions should be considered when revising the strategy document:
- (i) Have the best current ideas and practices in the field been incorporated?
 - (ii) What sources of information should be used?
 - (iii) How do we recognise and reward good performance within the University?

- (iv) How does the strategy reflect the management of key risks to the University?
- (v) Can our audit mechanisms identify issues around these risks?
- (vi) What stands between the University and best practice as reflected in HAZMAP audits?

RESOLVED:

- (a) That the annual review date for the strategy document be in December to coincide with the five year planning process.
- (b) That the Director of Safety and Occupational Health Services work with the Director of Human Resources to incorporate suggestions made by the Committee and that a revised Strategy document as set out in paper UHSEC.5/06-07 be considered at the next meeting of the Committee.

11/06-07 Health and Safety Policy

CONSIDERED:

Revisions to SITU Part 9 (UHSEC 06/06-07) and SITU Part 2 (UHSEC 07/06-07).

RESOLVED:

- (a) That committee will formally approve future revisions to SITU, referring them to the Senate and the Council only where it is deemed appropriate by the University Health and Safety Executive Committee.
- (b) That the revisions to SITU Part 9 and Part 2 as set out in papers USHEC 06 and 07/06-07 be approved by the Committee.

12/06-07 Benchmarking Accident Statistics

RECEIVED:

A report from the Senior Health and Safety Advisor on benchmarking of 2006 accident statistics against other Universities (UHSEC 08/06-07).

RESOLVED:

That the Director of Estates and the Director of Human Resources explore benchmarking statistics from the Russell Group

13/06-07 Fire Safety

RECEIVED:

A report from the Fire Safety Officer on fire safety measures within the University (UHSEC 09/06-07).

RESOLVED:

- (a) That the Director of Safety and Occupational Health Services respond to UCU based upon the report.
- (b) That the Fire Safety Office and the Director of Estates discuss the progress of inspections across campus.

14/06-07 Annual Report of the University Health & Safety Committee to the Senate and the Council

CONSIDERED:

The Annual Report of University Health & Safety Committee for the 2006 calendar year (Paper UHSEC 10/06-07)

RECOMMENDED: (to the Senate and the Council)

That the University Health & Safety Committee Annual Report be approved.