

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 09 FEBRUARY 2023**

Present	Rachel Sandby-Thomas	RST	Registrar (Chair)
	John Phillips	JP	Director of Health and Safety Services
	Geraldine Mills	GM	Director of Human Resources
	Paul Bartlett	PB	Director of Warwick Conferences
	Philippa Glover	PG	Deputy Finance Director
	Prof. David Leadley	DL	Deputy Pro-Vice Chancellor for Research
	Dr Ian Hancox	IH	Director of the Research Technology Platforms
	Lee Cartwright	LC	Trade Union representative
	Wayne Snow	WS	Independent Member
	Suzie Lynn	SL	Assistant Secretary to the UHSEC
In attendance	Graham Hakes	GH	Senior Health and Safety Adviser
	Caroline Farren	CF	Senior Health and Safety Adviser
	Steven Leemoon	SLe	Health and Safety (Radiation) Adviser
	Ian Graham	IG	Health and Safety (Biosafety) Adviser
	Duncan Stiles	DS	Head of Assurance, Risk and Property
	Rose Clark	RC	Executive Officer in the Faculty of Social Sciences
	Heather Loosemore	HL	Head of Maintenance Operations

Some items are noted as “Exempt information not included” as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.

Ref	Item
034	<p>Apologies for absence</p> <p>Apologies were received from James Breckon (Director of Estates), Jackie Clarke (Director of Administration in the Faculty of Social Sciences), Prof. Rebecca Earle (Chair of the University Health and Safety Committee), Prof. Rachel Moseley (Chair of the Faculty of Arts) and Tomi Amole (Students Union representative).</p> <p>Duncan Stiles is attending on behalf of James Breckon. Rose Clark is attending on behalf of Jackie Clarke.</p> <p>Oliver Cooper has stepped down from the Committee due to a move to the Maths Department. Paul Bartlett will be taking over as the representative from CCSG.</p>
035	<p>Declarations of Interest</p> <p>Lee Cartwright declared a conflict of interest in paper 050-UHSEC090223, as he manages the Permit Office.</p>
036	<p>Minutes of last meeting held on 10 November 2022</p> <p>The minutes of the meeting held on 10 November 2022 were received and approved.</p>
037	<p>Matters arising from last meeting on 10 November 2022</p> <p>The matters arising, which are not covered within the substantive part of the agenda, were as follows:</p> <p>004 - Migrating H&S Courses into LMS</p> <p>Geraldine Mills stated this had been moved slightly higher in the queue.</p> <p>014 - Leadership Training Update</p> <p>John Phillips advised this was ongoing between now and April.</p> <p>Items to carry forward to March 2023 Meeting:</p> <ul style="list-style-type: none"> • Toolbox Talk Update (JP)

	<ul style="list-style-type: none"> Maintenance Emergency Cover (ST)
038	<p>Chemical Inventory Update [Exempt information not included]</p> <p>The Director of Health and Safety Services updated the Committee on progress with the project, and LabCup will be rolled out to other Groups across Chemistry at the end of February. Consideration is now being given to the roll-out of the system to SEM departments other than Chemistry.</p> <p>JP stated the committee had previously agreed that a reserve budget be set aside for this wider roll-out and that a paper needs to be brought back to UHSEC to trigger a further financial discussion. The Chair highlighted that the way finance is handled with has changed and that the Project Team should initiate this via the normal project route.</p> <p>The Chair asked if there had been any feedback from the roll out. JP stated it has gone well so far and there has been minimal pushback. Community Safety will soon be engaged regarding the emergency token system, which provides access to the system for emergency services.</p>
Chair's Update	
039	<p>Chair's Business and Actions</p> <p>The Chair mentioned that it is a UCU strike day and highlighted that there has been good communication between the university and UCU regarding safety on picket lines.</p> <p>The Chair also stated that there is a new Director of Wellbeing, Andy Smith, who will be starting in May, and that staff wellbeing will be a priority for the new Director.</p>
Executive Update	
040	<p>Performance Report [Exempt information not included]</p> <p>The Senior Health and Safety Adviser (Graham Hakes) presented the Assure dashboards to the Committee. Assure is still a work in progress and meetings are being had with Evotix to fine tune the dashboard reporting functionality within the system, which is called Insights+.</p> <p>There is an ongoing piece of work regarding the inspection and reporting of block paving and roadways. DS highlighted that the zonal working which will be starting on Monday should hopefully improve this. GH stated he had a discussion with the Transport Team regarding the inspection checklist and people walking around campus to inspect paving, dark spaces and emergency points.</p> <p>ACTION: To investigate whether Assure Go can be used by students using the My Warwick app and be able to position locate safety issues (using What 3 Word or a similar GIS locator).</p>
041	<p>Audit Update [Exempt information not included]</p> <p>The Senior Health and Safety Advisor (Caroline Farren) presented the key points of the paper (041-UHSEC090223), regarding the recent BSi audit of the RTPs, the committee received and noted the content. CF advised that the feedback from the audit was very positive, everyone was cooperative and open.</p> <p>John Phillips thanked the RTP's for demonstrating their cooperation and good practices, which could be shared more widely and replicated in other academic departments.</p>

042	<p>Escalation Process [Exempt information not included]</p> <p>The Senior Health and Safety Advisor (Graham Hakes) presented the key points of the paper (042-UHSEC090223), the committee received and noted the content. The Chair agreed that disciplinary action being the final point of call for failing to progress a high priority action was correct. Wayne Snow also agreed with this.</p> <p>ACTION: John Phillips to discuss with Chris Twine, the Secretary to Council, whether Departmental Health & Safety Committees are able to request formal responses to delays in closing out actions from a Governance perspective.</p> <p>DECISION: The Committee approved the paper subject to clarification on the Governance and powers of Departmental Health & Safety Committees.</p> <p>GH stated this process will be disseminated at Departmental Health & Safety Committees.</p>
043	<p>Emergency Building Alarms (EBI) [Exempt information not included]</p> <p>The Head of Maintenance Operations updated the Committee that dual path is being installed on higher risk buildings that have been identified.</p>
Governance	
044	<p>H&S Element of Institutional Risk Register [Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (044-UHSEC090223), the committee received and noted the content. JP stated he worked with Chris Griffin to ensure the H&S elements were up to date. There is a potential gap in environmental management related acts/regulations. JP stated that a gap analysis carried out by an external company would be required. The Chair agreed with this.</p> <p>ACTION: John Phillips to speak to Chris Twine, the Secretary to Council, regarding a standardised approach to achieving certifications across the University for the departments that are required to.</p> <p>ACTION: John Phillips to progress a gap analysis of environmental legislation and compliance.</p>
045	<p>Review of Health and Safety Plan 2022-23 [Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (045-UHSEC090223). The committee received and noted the content. The travel risk assessment procedure has been rewritten to be simplified, especially for low-risk travel. The Chair highlighted that this is a more pragmatic approach to travel risk assessments.</p>
Finance and Resources	
Estates	

Subsidiary and Sub-Committee Reports	
046	<p>Report from SICPB</p> <p>The Director of Health and Safety Services presented the key points of the paper (046-UHSEC090223), noting that the Programme Board is now being stood down and reporting will revert to UHSEC going forward. Reviews of the Statutory Inspection dashboards at UHSEC is to become a standing item on the agenda. JP highlighted that the appointment of technical leads has been a very positive point.</p> <p>The Chair thanked Rosie Drinkwater, the Chair of the SICPB, and all the members for the work they have done through this group.</p>
047	<p>Report From IRNIRC [Exempt information not included]</p> <p>The University Radiation Advisor presented the key points of the paper (047-UHSEC090223), the committee received and noted the content.</p>
048	<p>Report from GMBSC [Exempt information not included]</p> <p>The University Biosafety Advisor presented the key points of the paper (048-UHSEC090223), the committee received and noted the content.</p>
049	<p>Report from Strategic Water Group [Exempt information not included]</p> <p>The Head of Assurance, Risk and Property presented the key points of the paper (049-UHSEC090223), the committee received and noted the content.</p>
050	<p>Report from PTW Office</p> <p>The Head of Assurance, Risk and Property presented the key points of the paper (050-UHSEC090223), the committee received and noted the content.</p> <p>Permits for Maintenance call out staff will be picked up at the next meeting of this Committee.</p>
<i>Items below this line are for receipt and/or approval, without discussion</i>	
051	<p>Employee Assistance Programme MI [Exempt information not included]</p> <p>The EAP Management Information report is available within the papers pack and Committee members can discuss any matters with John Phillips and raise to the next meeting if necessary.</p>
Other	
052	<p>Any Other Business</p> <p>University fleet vehicle incidents – The University’s Insurance Manager and the Health & Safety team are seeing an increase in the number of vehicle accidents, and it is proposed that a formal paper be brought to the next committee meeting for consideration.</p>
Next meeting: 23 March 2023, 10:00-12:00, CMR1.1	

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
004- Matters Arising from 6 th October 2022	ACTION: The Director of Health and Safety to report back in 6 months regarding the status of Risk Assessments and how these are being transformed into Tool-Box Talks.	John Phillips March 2023	
004- Matters Arising from 6 th October 2022	ACTION: The Chair will raise the prioritisation of migrating the Health and Safety e-learning modules into LMS at UEB. UPDATE: This has been moved slightly higher in the queue.	The Chair	On going
012- Estates Maintenance Emergency Cover Update	ACTION: Steve Twynholm to provide an update in 3-6 months regarding Evolve and the data regarding material risk to losing the BST response.	Steve Twynholm March 2023	
014- Leadership & Management Document Update	ACTION: John Phillips to meet with the Senior Leadership Team of each area to disseminate the Health and Safety Legal Update becoming mandatory training. UPDATE: On going between now and April.	John Phillips	In Progress
040- Performance Report	ACTION: To investigate whether Assure Go can be used by students using the My Warwick app and be able to position locate safety issues (using What 3 Word or a similar GIS locator).	Graham Hakes	
042- Escalation Process	ACTION: John Phillips to discuss with Chris Twine, the Secretary to Council, whether Departmental Health & Safety Committees are able to request formal responses to delays in closing out actions from a Governance perspective.	John Phillips	
044- H&S Element of Institutional Risk Register	ACTION: John Phillips to speak to Chris Twine, the Secretary to Council, regarding a standardised approach to achieving certifications across the University for the departments that are required to. ACTION: John Phillips to progress a gap analysis of environmental legislation and compliance.	John Phillips	
ITEM	DECISION		
042- Escalation Process	DECISION: The Committee approved the paper subject to clarification on the Governance and powers of Departmental Health & Safety Committees.		