

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD Thursday 10th February 2022

Present	Rachel Sandby-Thomas	RST	Registrar (Chair)
	Lee Cartwright	LC	A Trade Union representative nominated by the University Health and Safety Committee
	Graham Hakes	GH	Senior Health and Safety Advisor
	Rupert Lawrie	RL	Commercial Director
	Prof. Paul Jennings	PJ	Head of Department, or their nominee, within the Faculty of Science, Engineering and Medicine
	Prof. Rebecca Earle	RE	Head of Department within the Faculty of Arts
	Dr Ian Hancox	IH	Director of the Research Technology Platform
	James Breckon		Director of Estates
	Geraldine Mills	GM	Director of Human Resources
	Wayne Snow	WS	Independent member with expertise in the area, appointed by the Steering Committee, who may be a serving independent member of the Council
	Jackie Clarke	JC	Head of Department, or their nominee, within the Faculty of Social Sciences
	Philippa Glover	PG	Deputy Finance Director
	John Phillips	JP	Director of Health and Safety
In attendance	Mayur Patel	MP	Assistance Secretary to the UHSEC
	Kim Dalziel	KD	Project Manager within the Information & Digital Group
	Emma Welbeck	EW	Project Officer within the Information & Digital Group
	Andrew Marsh	AM	Member of staff from Chemistry, vice Prof. Mike Ward
	Duncan Stiles	DS	Head of Assurance, Risk and Property
Ref	Item		
034	Apologies for absence Apologies were received from Prof. Mike Ward, Andrew Marsh was acting as deputy representative, Prof. David Leadley, Charlton Sayer.		
035	Declarations of Interest No new declarations were made.		
036	Minutes of last meeting held on 9 December 2021 The minutes of the meeting held on 9 December 2021 were received and approved.		
037	Matters arising from last meeting on 9 December 2021 There were no matters arising from the meeting held on 9 December 2021.		

038	<p>Chemical Inventory Update</p> <p>The Chair invited the Project Manager (Kim Dalziel) who was overseeing the project and Emma Welbeck who had been appointed as the new Project Manager within the Information & Digital Group (IDG) to provide the Committee with a verbal update as to the progress made with the procurement and implementation of the Chemical Inventory Tool.</p> <p>The Project Manager within the Information & Digital Group presented paper (038-UHSEC100222) and informed the Committee that since the last UHSEC meeting progress to date included:</p> <ul style="list-style-type: none"> • The first meeting of the Senior Steering Group for the Chemical Inventory Project took place on 26th January 2022. • The project team were reviewing the Terms of Reference and finance to ensure they met requirements. • A Statement of Work was being worked on and once ready would go through legal review. • A final contract was not ready, but was going through the Legal Contract Review process before signing off with Labcup. • Recruitment for the new FA6 Project Officer role was underway and an offer had been made.
Chair's Update	
039	<p>Chair's Business and Actions</p> <p>The Chair informed Committee members that there was no Chair's business.</p>
Executive Update	
040	<p>Performance Report</p> <p>The Chair invited the Senior Health and Safety Advisor to outline the contents of the Health and Safety Performance paper. The Senior Health and Safety Advisor outlined the key points of the paper (040-UHSEC100222), the committee received and noted the content of the paper.</p> <p>The Senior Health and Safety Advisor informed the Committee, that 309 incidents had been reported during the period 1st October – 31st December 2021, of which 102 were 'work related' incidents, 16 incidents had been categorised as 'Significant' with nonbeing categorised as 'Serious' and no incidents required to be reported to the Health and Safety Executive (HSE) under RIDDOR. There had been an increase in the number of 'Near Misses' being reported because of more people using SHEAssure, and Health and Safety Services had successfully recruited an additional 4 Health and Safety Officers (HSO) to support University departments. A meeting had taken place with SHEAssure to look at 'dash boards' to ensure that reporting at Committee meetings would be made easier, it was anticipated that all risk assessments would be reported using SHEAssure, some departments had already started and support from Health and Safety Services was available if required.</p> <p>The Chair was keen to understand that the pie chart headed 'Overdue Actions', was this showing action that had not been started? The Senior Health and Safety Advisor clarified that the chart showed actions which were overdue and not completed by their target date, and some may had been started. The Director of Health and Safety Services informed the Committee that it was a true picture, and some actions may had been completed but further training was required by users to close them on the system. With new HSO's supporting and working with departments these figures should improve and would be closely monitored.</p> <p>The Independent member appointed by the Steering Committee raised concerns regarding overdue actions and suggested that a table of actions, who they had been assigned too and how overdue they were may be of benefit. The Director of Health and Safety Services informed the Committee that the 'live' system was able to do this and would be presented at future meetings.</p>

	<p>The Commercial Director was keen to understand, that with the increased number of reported ‘work related’ incidents from 57 (previous reporting period) to 102 for this reporting period, should we be considering the number of people on site and/or number of hours worked, also how were ‘Near Misses’ monitored? The Senior Health and Safety Advisor clarified that trends were identified at department level and if required HSO’s would investigate and evaluate if a campaign was required relating to the cause.</p> <p>The Director of Health and Safety Services informed the Committee, that the University accident data had been reported to the Universities Safety and Health Association (USHA), who collate accident rates across the Higher Education sector and that UHSA report on ‘head count’ and not ‘hours worked’, once the report had been received by the University it will be brought to the Committee.</p> <p>The Commercial Director welcomed that having a benchmark from USHA would benefit the University, but also highlighted that the reported incidents resulting from ‘failure to follow rule’ was of concern, as there were systems in place and it looked like they were not being followed, was this highlighting a need for training.</p> <p>The Director of Health and Safety Services informed the Committee that training was the responsibility of Line Managers and Supervisors. Tool-box talks had been used by Cleaning Teams and seen to be effective, it would be nice to develop this approach for the wider University community, but further work was required.</p> <p>The Chair was keen to understand what time scale was being considered to roll out ‘Tool-box talks’ to the wider University and would high risk departments be given priority. The Director of Health and Safety Services anticipated that development and implementation would take 12 months, with high-risk departments being prioritised. The Chair asked that at a future UHSEC meeting an update be provided where tool-box talks were already being used.</p> <p>ACTION: The Director of Health and Safety Services to report where ‘Tool-Box Talks’ (or similar) were taking place.</p>
041	<p>Term 2 Covid Risk Assessment</p> <p>The Chair invited the Director of Health and Safety Services to outline the content of the paper and to explain the main changes that had been made to the Term 2 Covid Risk Assessment.</p> <p>The Director of Health and Safety Services outlined the key points of the paper (041-UHSEC100222), the committee received and approved the content of the paper. It was reported when a change had been made to the risk assessment, it was submitted to the Covid-19 Working Group for approval which was made up of representatives from the Trade Unions and departments. At the end of Term 2, Covid-19 risk assessment would be removed and move into departmental Standard Operating Procedures, the next review was scheduled for the 24th March 2022.</p> <p>The Head of Department within the Faculty of Arts was keen to understand what discussions were being had at the Covid-19 Working Group relating to students ‘failing to follow rules’ and not wearing face masks. The Chair reported that students would go through the Student Disciplinary Process and would be reviewed on a case-by-case basis and a fine would be applied if necessary. For staff no disciplines had been submitted and the Director of Human Resources confirmed that strong compliance had been observed, non-compliance had been due to not being aware but not defiance.</p> <p>The Director of Health and Safety Services informed the Committee that the issue was discussed at the weekly meeting of the Covid-19 Working Group, and, in most cases, it was a result of forgetting to put on a mask, Student Experience Ambassadors (SEAs) had also been employed to remind students around campus.</p>

042	<p>International Travel</p> <p>The Director of Health and Safety Services provided the Committee with a verbal update of progress to date. It was reported that there had been some push back from departments to use the service provider, Key Travel, and had reported that they were unable to get through when making telephone booking. Key Travel had recommended that all booking requests be made using their portal well in advance of traveling. When bookings had been submitted via the portal in a timely manner, very few problems had been experienced. Warwick Medical School, Warwick Business School, and Warwick Manufacturing Group had all used Key Travel with very few problems. Even though at times they were more expensive the additional care and service provided far out-weighed the cost. If problems with Key Travel continue and cannot be resolved an alternative service provided may be considered.</p> <p>The Independent member appointed by the Steering Committee informed the Committee that they had used a company like Key Travel and it was invaluable during 9/11 to know who was in New York at the time.</p> <p>The Head of Department within the Faculty of Social Sciences was keen to understand, that Key Travel was to be used for International Travel but had Domestic Travel also been considered. The Director of Health and Safety Services clarified that Domestic Travel had been discussed but would be considered further and rolled out during phase 2.</p> <p>The Head of Department within the Faculty of Arts informed the Committee that they had heard only negative feedback relating to Key Travel and was not only due to last minute bookings but wider issues. They were also keen to understand what the procedure was on tagging on a holiday onto business trips.</p> <p>The Deputy Finance Director informed the Committee that during Covid-19, tagging on holidays onto business trips had been stopped, but in the future, this may be reinstated, if so, this would have insurance implications. Form FP16 on the University webpages stated that holidays were permitted to be booked on the back of business trips.</p>
043	<p>UCEA Health, Safety and Wellbeing Strategy</p> <p>The Director of Health and Safety Services presented the key points of the paper (043-UHSEC100222), the committee received and noted the content.</p>
044	<p>Employee Assistance Programme</p> <p>The Chair invited the Director of Health and Safety Services to outline the content of the paper.</p> <p>The Director of Health and Safety Services presented the key points of the paper (044-UHSEC100222), the committee received and noted the content. It was reported the University had been using the Employee Assistance programme (EAP) for 4 years, with appointments being received within 2 weeks of initial contact and the service had been well used when compared to benchmarks against other organisations. There had been a slight drop relating to service levels by EAP due to Covid, but it had been managed well by the service provider. The contract with Health Assured is to be renewed in April 2022 for another 12 months.</p>
045	<p>Drone Policy</p> <p>The Director of Health and Safety Services presented the key points of the paper (045-UHSEC100222), the committee received and noted the content.</p> <p>The Head of Assurance, Risk and Property was concerned that applying for a permit and it being issued could take a long time and was keen to understand if there was an alternative procedure to speed up the process. The Director of Health and Safety Services reported that further work was required and would report back to the Committee as more information became available.</p>

	<p>The Deputy Finance Director wanted to raise that applying for a drone flying permit at the University does not mean that the activity can take place off campus, individuals needed to be made aware that local drone policies needed to be followed. Consideration also needed to be applied to others flying over University space.</p>
Governance	
046	<p>Statutory Inspection and Compliance Programme Board</p> <p>The Director of Health and Safety Services presented the key points of the paper (046-UHSEC100222), the committee received and noted the content.</p>
047	<p>GMBSC</p> <p>The Senior Health and Safety Advisor presented the report from the meetings of the Genetic Modification and BioSafety Committee (GMBSC) on 27 January 2022 (047-GMBSC100222). The paper was received, and content noted by Committee members.</p> <p>The Independent member appointed by the Steering Committee was keen to understand who approved research applications.</p> <p>The Senior Health and Safety Advisor informed the Committee that risk assessments are reviewed by the University Biosafety Advisor and then approved by the GMBSC chaired by Dr. Charlotte Allender.</p>
048	<p>Report from IRNIRC</p> <p>The Director of Health and Safety Services presented the key points of the paper (048-UHSEC100222), the committee received and noted the content.</p> <p>The Director of Health and Safety Services informed the Committee that this was a new Committee and operated in the same way as the GMBSC. The Committee was chaired by Prof. David Towers with support from Steven Leemoon who was training as a Radiation Protection Officer (RPO), and that a third party (Aurora) was providing support and advise in the interim.</p>
049	<p>Report from PTW Office</p> <p>The Head of Assurance, Risk and Property presented the key points of the paper (049-UHSEC100222), the committee received and noted the content.</p>
Estates	
Subsidiary and Sub-Committee Reports	
Items below this line are for receipt and/or approval, without discussion	
Other	
050	<p>Any Other Business</p> <p>No other business was reported.</p>
Next meeting: Thursday 24th March 2022	

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
023- Leadership and Management Document	ACTION: The Director of Human Resources to contact the Operational Development Manager to discuss how health and safety e-learning modules to go live.	Geraldine Mills February 2022	In Progress
040- Performance Report	ACTION: The Director of Health and Safety Services to report where 'Tool-Box Talks' were taking place.	John Phillips May 2022	