

**UNIVERSITY OF WARWICK  
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE  
PUBLIC MINUTES OF THE MEETING HELD 11 MAY 2023**

	Geraldine Mills	GM	Director of Human Resources (Deputy Chair)
	Prof. Rebecca Earle	RE	Chair of the University Health and Safety Committee
	John Phillips	JP	Director of Health and Safety Services
	Paul Bartlett	PB	Director of Warwick Conferences
	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
	Tomi Amole	TA	Students Union representative
	Suzie Lynn	SL	Assistant Secretary to the UHSEC
<b>In attendance</b>	Graham Hakes	GH	Senior Health and Safety Adviser
	Duncan Stiles	DS	Head of Assurance, Risk and Property
	Rose Clark	RC	Executive Officer in the Faculty of Social Sciences
	Andrew Smith	AS	Director of Financial Strategy and Reporting

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
070	<p><b>Apologies for absence</b></p> <p>Apologies were received from Rachel Sandby-Thomas (Registrar and The Chair), James Breckon (Director of Estates), Jackie Clarke (Director of Administration in the Faculty of Social Sciences), Prof. Rachel Moseley (Chair of the Faculty of Arts), Wayne Snow (Independent Member) and Philippa Glover (Deputy Finance Director).</p> <p>Geraldine Mills will be deputising for Rachel Sandby-Thomas and will be chairing this meeting. Duncan Stiles will be deputising for James Breckon. Rose Clark will be deputising for Jackie Clarke. Prof. Rebecca Earle will be deputising for Prof. Rachel Moseley on this occasion as well as attending as UHSC Chair. Andrew Smith will be deputising for Philippa Glover.</p> <p>Wayne Snow will attend the UHSEC meeting on 15<sup>th</sup> June instead, which will become an external meeting. Today's meeting is now an internal meeting.</p>
071	<p><b>Declarations of Interest</b></p> <p>LC declared a conflict of interest in paper 086-UHSEC110523. TA raised that he is now on Unison's Health &amp; Safety Committee as well.</p>
072	<p><b>Minutes of last meeting held on 23 March 2023</b></p> <p>The minutes of the meeting held on 23 March 2023 were received and approved, subject to minor amendment.</p>
073	<p><b>Matters arising from last meeting on 23 March 2023</b></p> <p>[Exempt information not included]</p> <p>The matters arising, which are not covered within the substantive part of the agenda, were as follows:</p> <p><b>044- H&amp;S Element of Institutional Risk Register</b> - John Phillips to progress a gap analysis of environmental legislation and compliance. JP has spoken to BSI about conducting a gap analysis. A scoping meeting is due to take place tomorrow to determine how long this process may take. Update to be provided at the June meeting.</p>

**056- Matters arising from last meeting on 09 February 2023** - John Phillips to speak to IDG about H&S courses being integrated into Assure and how the migration of staff information would be managed in a secure and data protection compliant manner.

JP has spoken to James Alexander, Russell Boyatt and the Information Security team. The Information Security team has advised that the proposal to integrate the H&S courses into Assure is low risk. Russell Boyatt has assessed the architecture as low risk. A paper is being prepared and will be put forward to the IDG Architecture Board meeting on 25<sup>th</sup> May. The procurement APP process to amend an existing contract also needs to be completed.

RE queried if this will automatically log training completion. JP confirmed that the individual would not need to do anything apart from attend the training or complete the moodle. There will be monthly uploads from moodle, and face to face courses will require some administration at a local level. There would be a short delay between courses being completed and showing on the system due to manual uploads only taking place on a fortnightly or monthly basis. It was explained that the system will be able to send notifications to individuals when their training is expiring, and managers will be able to log into the system to view KPI dashboards for training completion within their department and chase those that are not up to date. DL queried who would have access. JP stated that the current licenced users would remain as they are. Heads of Departments, Departmental Administrators and training administrators would be given access to their departments.

PB raised the need for staff from Unitemps to also be added to this system. JP stated that if they have a unique identifier then they should be trackable within the system, but JP will confirm this. PB stated that Sport and Conferences would be keen to pilot this.

GM asked where the staff data will be pulled from. JP stated that this will be one of the biggest challenges. There will need to be a mass upload of staff data from Success Factors and a report will have to be run once a month for starters, leavers and movers. There may also be challenges regarding individuals that sit in more than one department. This will be managed within the H&S administrative team.

The Committee discussed the possibility of expanding this beyond the H&S courses. GM raised this could create a mismatch of data and JP cautioned against widening the scope beyond H&S too quickly.

GM asked if there could be a demonstration of this software ahead of it being launched so that the Committee can understand its functionality. JP has asked for a dummy site to be set up and details regarding a demonstration will be confirmed.

**056- Matters arising from last meeting on 09 February 2023** – John Phillips and Graham Hakes to consider the role Assure Go could have in the reporting of paving and roadway issues.

GH stated a lot of work is being done with Estates and there is capability to record a lot of information, but this is a larger piece of work regarding paving and roadway checks.

**UPDATE:** Update to be provided on how Assure Go could assist in paving and roadway checks and reporting of issues.

**Chair’s Update**

074 **Chair’s Business and Actions**  
The Chair informed Committee members that there was no Chair’s business.

**Executive Update**

075 **Chemical Inventory Update**  
John Phillips updated the Committee that the implementation of the LabCup system within Chemistry is progressing well and is due to complete in September. The next stage of the rollout into other SEM departments is currently going through governance channels for financial approval.

	<p>Work is also ongoing with Community Safety regarding the emergency access token which can provide information to the emergency services in the case of an incident.</p>
076	<p><b>LMS Update</b> This part of the agenda was covered in the matters arising.</p>
077	<p><b>Scarman Protest</b> [Exempt information not included]</p> <p>John Phillips presented the key points of the paper (077-UHSEC110523), noting that the full report has been shared with the Registrar, the Secretary to Council and the Students Union. A lot of the recommendations are broad in approach and not related to Scarman House specifically: all recommendations have been accepted.</p> <p>JP and Chris Twine have spoken to Ben Pithouse, who will be implementing the recommendations.</p> <p><b>ACTION:</b> Update to be provided on the implementation of the recommendations received following the Scarman protest.</p>
078	<p><b>Performance report</b> [Exempt information not included]</p> <p>Graham Hakes updated the Committee that a new ‘Safety Committee’ dashboard had been created on Assure which brings all of the data together and presents it in a clear and concise manner for UHSEC, UHSC and all departmental/faculty Safety Committee. This dashboard still requires a few minor amendments regarding filtering functionality but is available for Assure users now. It was demonstrated that data is presented to enable easy comparison across the university terms.</p> <p>The Key Performance Indicators (KPIs), relating to the timely closing of actions following an incident, and the timely closing of actions after an audit or inspection, are clearly presented within the dashboard in a pie chart format, and it can be seen that work is required in relation to both KPIs for them to hit the 95% target.</p> <p>There is a requirement for departments to access this dashboard, to view their own data and to address actions which are not being closed out in a timely manner. Focus needs to be placed on high priority overdue actions for audits and incidents and completion of these needs to be chased by departments. PB asked if there was the ability to add a comment if something goes overdue. JP stated that there was and there was also the possibility to amend the due date, if appropriate, after discussion with H&amp;S.</p> <p>Pie charts will also eventually be added for the two other KPIs relating to risk assessments and training. PB stated that CCSG would welcome getting risk assessments into the system. PB also raised that getting all training, compliance and SOPs onto the system is vital and would save lots of time in the long run. However, additional administrative support may be required for this. JP stated this would have to be organised within departments.</p>
079	<p><b>EIC Fire Update</b> [Exempt information not included]</p> <p>Graham Hakes presented the key points of the paper (079-UHSEC110523), the committee received and noted the content.</p> <p>It was clarified that the move away from fire wardens occurred during the Covid-19 pandemic, however a move back towards the use of Fire Wardens is already taking place.</p>

	<p>GM asked where the findings from the investigation report will go next. GH stated this will go onto Assure and actions will be generated and owners for the actions will need to be decided. JP raised that if there is an issue with assigning actions or people owning actions then the Committee may be able to assist.</p> <p><b>ACTION:</b> Update to be provided on the EIC Fire incident and ownership of actions.</p>
<b>Governance</b>	
080	<p><b>H&amp;S Plan Update</b></p> <p>John Phillips presented the key points of the paper (080-UHSEC110523), the committee received and noted the content.</p> <p>JP explained that the improvements to the Travel Risk Assessment Procedure include the introduction of no risk assessment being required for travel to green countries, with staff completing a self-declaration instead. Feedback has now been received from Physics and lots of progress on this has been made.</p> <p>DS queried if the Building Safety Act review needed to be on the H&amp;S plan. JP stated this is currently with Estates for comments before being submitted to the Building Safety Regulator (BSR). GH advised the Committee that there has been little guidance provided for this by the BSR so it is likely the case will come back for amendments. JP feels this need not be on the H&amp;S plan.</p> <p><b>ACTION:</b> John Phillips to update the Committee on the Building Safety Act safety case at the June meeting.</p>
081	<p><b>Review and Update of Objectives/KPIs</b></p> <p>John Phillips presented the key points of the paper (081-UHSEC110523), the committee received and noted the content.</p> <p>It was noted that the wording in point 8 is incorrect and that two double negatives need to be removed.</p> <p>JP explained this related back to the KPI pie charts demonstrated on Assure during the performance report. Departments should focus on the red section of this and move to get this below 5%. KPI pie charts will eventually be added for risk assessments and training.</p> <p>DL asked if 5% was the right number as this is ambitious and will it result in longer deadlines or would 10% be better with shorter deadlines. GH explained the importance of H&amp;S negotiating achievable deadlines when setting actions and not pushing deadlines back when they are not achieved. DL highlighted that other University processes can slow this down.</p> <p>JP recommended sticking with 5% as it drives continuous improvement.</p> <p><b>DECISION:</b> The Committee approved the Health and Safety Objectives, subject to minor amendment of point 8.</p>
082	<p><b>Annual Report</b></p> <p>John Phillips presented the key points of the paper (082-UHSEC110523), the committee received and noted the content. JP informed the Committee that he is happy to take comments regarding this offline before the paper goes to UHSC.</p> <p>DS will send the Estates annual report to JP. Comments from Pippa Glover have also been received.</p> <p><b>DECISION:</b> The Committee approved the Health and Safety Annual Report 2022.</p>
<b>Finance and Resources</b>	
<b>Estates</b>	
<b>Subsidiary and Sub-Committee Reports</b>	

083	<p><b>SICWG</b> John Phillips presented the key points of the paper (083-UHSEC110523), the committee received and noted the content.</p> <p>JP highlighted that having a technical lead for each area is working very well for getting issues resolved, as seen in relation to LEV and Natural Gas in particular, however there are still concerns regarding the resources for water. Having a technical lead for issues is working very well. DS stated that one of the vacant roles was hopefully recruited to yesterday.</p> <p>The programme board also approved a new role for a Compliance Officer covering Chemistry, Engineering and Physics to fill a gap in those areas. There is also departmental input in the compliance meetings.</p>
084	<p><b>IRNIRC</b> [Exempt information not included]</p> <p>The committee received and noted the content of the paper. JP stated that the IRNIRC is in a good place and has been working with Aurora whilst Steven Leemoon completes his training to become the university's Radiation Protection Adviser. David Towers will be standing down as Head of Department but has asked to remain as Chair of the IRNIRC, which has been accepted.</p> <p>DS confirmed that Steven contacted Estates about Radon monitoring, there was no owner for this process, and this has been raised to James Breckon. DS will update the Committee when the current status becomes known.</p>
085	<p><b>Water</b> Duncan Stiles presented the key points of the paper (085-UHSEC110523), the committee received and noted the content.</p> <p>DS commented that The Annual Water Stakeholder User Forum will now be held in September 2023 and the Assistant Maintenance Engineering Surveyor was hopefully appointed yesterday.</p> <p>PB raised he would like to work with Estates colleagues to find a medium-term solution for the Cryfield Sports Pavilion, highlighting that the filters currently being used only last 90 days and are very expensive.</p>
086	<p><b>PTW Office</b> Duncan Stiles presented the key points of the paper (086-UHSEC110523), the committee received and noted the content.</p> <p>JP queried how aware academic departments are of Project Kea and the implications this has for the use of the current QuEMIS system as used for space management, hazard identification and asbestos. DS stated that key stakeholders were identified and engaged. LC confirmed that Permits have been engaged. LC explained that permits and asbestos are a bigger risk to the university and how it was important that the new system prioritised the correct items. The Committee discussed the project and its potential ramifications across the University.</p> <p><b>ACTION:</b> An update on Project Kea and the scope for this is required at the first UHSEC meeting in 2024.</p>
<b>Items below this line are for receipt and/or approval, without discussion</b>	
087	<p><b>GMBSC</b> The committee received and noted the content of the paper. JP will take any comments offline.</p>
<b>Other</b>	
088	<p><b>Any Other Business</b></p> <p>RE raised on behalf of RM that no outcome had been received yet from the task group that was set up regarding the lack of management operating system for FAB. DS will pick this up with Steve Twynholm and communicate with RM directly.</p> <p>JP informed the Committee that Simon Watson, the University Fire Safety Adviser, had now left the University. His workload is being picked up by the existing team for now and recruitment to refill the post is underway.</p>

<p>JP advised there has been a project looking at procurement recently and there will be an update on this at the June meeting from Ros Roke and Chris Luck.</p> <p>DS raised a query regarding the membership of the Committee and GM queried whether the Committee is still quorate if a deputy is sent. JP will pick this up with DS and Governance.</p>
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<p><b>Next meeting: 15 June 2023, 11:30-13:30, CMR1.1</b></p>
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DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
044- H&S Element of Institutional Risk Register	<b>ACTION:</b> 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.	John Phillips	Complete
	<b>ACTION:</b> John Phillips to progress a gap analysis of environmental legislation and compliance.	John Phillips June 2023	In progress
056- Matters arising from last meeting on 09 February 2023	<b>ACTION:</b> John Phillips to speak to IDG about H&S courses being integrated into Assure and how the migration of staff information would be managed in a secure and data protection compliant manner.	John Phillips	Complete
056- Matters arising from last meeting on 09 February 2023	<b>ACTION:</b> JP and GH to consider the role Assure Go could have in the reporting of paving and roadway issues.  <b>UPDATE:</b> Update to be provided on how Assure Go could assist in paving and roadway checks and reporting of issues.	John Phillips and Graham Hakes  October 2023	
059- Evolve and Emergency Cover Update	<b>ACTION:</b> Steve Twynholm to provide an update on Evolve, staffing levels and Emergency Cover at the June UHSEC.	Steve Twynholm  June 2023	
060- Risk Assessment and Toolbox Talk Update	<b>ACTION:</b> The Director of Health and Safety will provide an update regarding the status of Risk Assessments and how these are being transformed into Toolbox Talks.	John Phillips  October 2023	
064- Vehicle Accidents	<b>ACTION:</b> A review of driving incidents is to be conducted and in-depth recommendations to be reported back to the Committee in June.	Duncan Stiles  June 2023	
077- Scarman Protest	<b>ACTION:</b> Update to be provided on the implementation of the recommendations received following the Scarman protest.	John Phillips  October 2023	
079- EIC Fire Update	<b>ACTION:</b> Update to be provided on the EIC Fire incident and ownership of actions.	John Phillips  June 2023	
080- H&S Plan Update	<b>ACTION:</b> John Phillips to update the Committee on the Building Safety Act safety case at the June meeting.	John Phillips  June 2023	
086- PTW Office	<b>ACTION:</b> An update on Project Kea and the scope for this is required at the first UHSEC meeting in 2024.	Jo Bishop  2024	
ITEM	DECISION		

<b>081- Review and Update of Objectives/KPIs</b>	<b>DECISION:</b> The Committee approved the Health and Safety Objectives, subject to minor amendment of point 8.
<b>082- Annual Report</b>	<b>DECISION:</b> The Committee approved the Health and Safety Annual Report 2022.