

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD 14th JULY 2022**

Present	Rachel Sandby-Thomas	RST	Registrar (Chair)
	John Phillips	JP	Director of Health and Safety Services
	Geraldine Mills	GM	Director of Human Resources
	Prof. Rebecca Earle	RE	Head of Department within the Faculty of Arts
	Prof. David Leadley	DL	Head of Department within the Faculty of Science, Engineering and Medicine (SEM)
In attendance	Mayur Patel	MP	Assistant secretary to the UHSEC
	Suzie Lynn	SL	Assistant secretary to the UHSEC
	Graham Hakes	GH	Senior Health and Safety Advisor
	Simon Watson	SW	Fire Safety Advisor
	Duncan Stiles	DS	Head of Assurance, Risk and Property (vice James Breckon)
	Sarah Green	SG	Project Manager, LabCup project
	Paul Bartlett	PB	Director of Conferences (vice Rupert Lawrie)
	Kimberly Jebson-Hambly	KJH	Risk and Resilience Manager
	Rosanna Clarke	RS	Faculty Executive Officer, Social Sciences (vice Jackie Clarke)

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
080	<p>Apologies for absence</p> <p>Apologies were received from Rupert Lawrie, Prof. Paul Jennings, Prof. Michael Ward, Dr Ian Hancox, Kim Dalziel, Jackie Clarke, Emma Welbeck, Andrew Clews, Philippa Glover, Steven Leemoon, Lee Cartwright, James Breckon and Charlton Sayer.</p>
081	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
082	<p>Minutes of last meeting held on Thursday, 12 May 2022</p> <p>The minutes of the meeting held on Thursday, 12 May 2022 were received and approved.</p>
083	<p>Matters arising from last meeting on Thursday, 12 May 2022</p> <p>The matters arising were as follows:</p> <p>023 - The Director of Human Resources to contact the Operational Development Manager to discuss how health and safety e-learning modules are to go live.</p> <p>Work has been completed by Health and Safety Services and the Organisational Development (OD) team in preparation for three training modules to migrate into the LMS.</p> <p>ACTION: The Director of Human Resources to speak with James Alexander to determine timeframe for Health and Safety e-learning modules to migrate into LMS.</p> <p>040 - The Director of Health and Safety Services to report where ‘Tool-Box Talks’ were taking place.</p> <p>John Phillips has requested that this be deferred until the October meeting.</p>

084	<p>Chemical Inventory Update Sarah Green presented the key points of the paper (084-UHSEC14072022), the committee received and noted the content.</p>
Chair's Update	
085	<p>Chair's Business and Actions The Chair informed Committee members that there was no Chair's business.</p>
Executive Update	
086	<p>Performance Report (SHE Assure Dashboard) [Exempt information not included] The Senior Health and Safety Adviser provided an update on Health and Safety performance using SHE Assure. Of note were three RIDDOR's in the last quarter.</p> <p>GH advised that near miss reporting was improving. Head of Department within the Faculty of Science, Engineering and Medicine advised that further communication to encourage this should be considered.</p> <p>The 'Audit Actions' dashboard on Assure was also presented.</p>
087	<p>Annual Report 2021 [Exempt information not included] The Director of Health and Safety Services presented the key points of the paper (087-UHSEC14072022), drawing attention to Section 16 highlighting the areas for improvement identified through audit and inspections, including the need to complete Risk Assessments. The Director of Health and Safety Services explained that gap analysis had been taking place to identify all areas/activities which require Risk Assessments.</p> <p>ACTION: Senior Health and Safety Adviser to discuss with Estates and the Faculty the reassigning of control of balconies in FAB to the Faculty.</p> <p>The Director of Conferences queried if 'Assure' could flag when Risk Assessments needed to be updated. The Director of Health and Safety Services advised that it can and could also send email alerts. The Director of Conferences would like to utilise this.</p>
088	<p>Managing Infectious Diseases Plan [Exempt information not included] The Risk and Resilience Manager presented the key points of the paper (088-UHSEC14072022), with Covid-19 now being included in the MIDP. The Chair confirmed that Monkeypox was also included. The Head of Department within the Faculty of Arts stated that there was lots of information in the MIDP regarding students on campus but queried what support students off campus would get. The Director of Health and Safety Services advised that if there was an outbreak off campus then the Emergency Services, Local Authority and other agencies would be relied on for support, and that the University could offer telephone support. GH advised that any required response and clean up would be done by the relevant Local/Health Authority.</p> <p>The Head of Assurance, Risk and Property queried if the MIDP had been aligned with the changes to Accommodation and there now being only 1 building off campus that the University is responsible for. The Chair stated that the MIDP was approved subject to clarification on this point.</p> <p>DECISION: The Managing Infectious Diseases Plan was approved following clarification.</p>

	<p>The Director of Health and Safety stated that comment on the plan had been received from Pippa Glover via e-mail and that these comments had been considered and will be actioned accordingly.</p> <p>ACTION: The Director of Health and Safety Services to speak with Chris Griffin to finalise the plan and recirculate.</p>
Governance	
089	<p>Report from Statutory Inspection and Compliance Programme Board (SICPB)</p> <p>The Director of Health and Safety Services presented the key points of the paper (089-UHSEC14072022), the committee received and noted the content. The Director of Health and Safety Services advised that it might be possible to close the board at the end of the year.</p>
090	<p>Fire Strategic Management Group [Exempt information not included]</p> <p>The Fire Safety Adviser, Simon Watson, presented the key points of the paper (090-UHSEC14072022). Of note was a change to the student handbook stating that E-scooter batteries cannot be charged in accommodation blocks.</p> <p>ACTION: Estates to present a paper at the next meeting with an update on the proposed zones, building managers and affects to 24/7 emergency cover from the Evolve process.</p>
091	<p>Report from Ionising Radiation and Non-Ionising Radiation Committee (IRNIRC)</p> <p>Graham Hakes presented the key points of the paper (091-UHSEC14072022), the committee received and noted the content.</p>
092	<p>Legionella and Water Quality Policy</p> <p>The Head of Assurance, Risk and Property presented the key points of the paper (092-UHSEC14072022), the committee received and noted the content.</p>
093	<p>Asbestos Policy</p> <p>The Head of Assurance, Risk and Property presented the key points of the paper (093-UHSEC14072022), the committee received and noted the content.</p>
094	<p>Health and Safety Policies</p> <p>The Director of Health and Safety Services presented the key points of the paper (094-UHSEC140722), the committee received and noted the content. The Head of Assurance, Risk and Property asked about the Drone Policy, The Director of Health and Safety Services confirmed this had been approved subject to changes and was now published on the webpages.</p>
095	<p>Report from University Health and Safety Committee (UHSC)</p> <p>The Director of Health and Safety Services presented the key points of the paper (095-UHSEC140722), highlighting a query about if post graduates who are employed by the University go to the Employment Assistance Programme or Wellbeing for support. The Director of Health and Safety Services clarified that they could go to both, but the preference would be the Wellbeing services if they are students to which there was no disagreement.</p> <p>The Chair gave thanks to Professor Michael Ward who will be stepping down as Chair of the UHSC.</p>
Other	
016	<p>Any Other Business</p> <p>The was no other business raised.</p>
Next meeting: Thursday 6th October 2022	

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
040- Performance Report	ACTION: The Director of Health and Safety Services to report where 'Tool-Box Talks' were taking place.	John Phillips October 2022	In progress
074- Report from Fire Strategic Management Group	ACTION: The Fire Safety Advisor to present a plan at the October meeting of the UHSEC.	Simon Watson October 2022	
083- Matters Arising from 12 th May 2022	ACTION: The Director of Human Resources to speak with James Alexander to determine timeframe for Health and Safety e-learning modules to migrate into LMS.	Geraldine Mills October 2022	
087- Annual Report 2021	ACTION: Discussion to be had with Estates about reassigning the balconies in FAB to the Building Manager.	Graham Hakes October 2022	
090- Fire Strategic Management Group	ACTION: Estates to present a paper at the next meeting with an update on the proposed zones, building managers and affects to 24/7 emergency cover from the Evolve process.	Duncan Stiles October 2022	
ITEM	DECISION		
088- Managing Infectious Diseases Plan	DECISION: The Managing Infectious Diseases Plan was approved following clarification.		