

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD 11:00, MONDAY 4 November 2019

Present	Geraldine Mills	GM	Director of Human Resoursec (Acting Chair)
	James Breckon	JB	Director of Estates
	Lee Cartwright	LC	Trade Union representative nominated by the University Health and Safety Committee
	Caroline Farren	CF	Senior Health and Safety Advisor (Secretary to the UHSEC)
	Dr. John Ferrie	JF	Lay Member of the Council (via Telephone)
	Dr. Ian Hancox	IH	Research Technology Engagement Manager
	Prof. David Leadley	DL	Head of Department within the Faculty of Science
	Mayur Patel	MP	Assistance Secretary to the UHSEC
	John Phillips	JP	Director of Health and Safety
	Andrew Smith	AS	Finance Director
Ref	Item		
001	<p>Apologies for absence</p> <p>Apologies were received from Rachel Sandby-Thomas, Prof. Andrew Lavender, Rupert Lawrie, Prof. Michael Ward, Charlotte Lloyd.</p>		
002	<p>Declarations of Interest</p> <p>No new declarations were made.</p>		
003	<p>Minutes of last meeting on 15 July 2019</p> <p>The minutes of the meeting held on 15 July 2019 were received and approved.</p>		
004	<p>Matters arising from last meeting on 15 July 2019</p> <p>The matters arising were as follows:</p> <p style="padding-left: 40px;">(a) Update on the Chemical Inventory (HazMat) Tool (minute 059-UHSEC200519)</p> <p>The Director of Health and Safety Services, informed the Committee that a single provider (Labcup) had been identified and once secured, it was anticipated that the Chemistry department would pilot the tool in early 2020, followed by roll out to other high risk departments.</p>		
Chair's Update			
005	<p>Chair's Business and Actions</p> <p>That there was no Chair's Business.</p>		
Executive Update			
006	<p>Membership and Terms of Reference</p> <p>The Director of Health and Safety Services, presented the report (006-UHSEC041119) on the UHSEC Terms of Reference for academic year 2019-20, the committee received and noted the content of the paper.</p> <p>DECISION: The Committee approved the UHSEC Terms of Reference (ToR) for academic year 2019-20.</p>		

007	<p>Review of H&S Policy and Leadership and Management Document</p> <p>The Director of Health and Safety Services, presented the report (007-UHSEC041119) on the H&S Policy and Leadership and Management Document, the Committee received and noted the content of the paper.</p> <p>DECISION: The Committee approved the proposals that no changes be made to both the University’s Health and Safety Policy and the Leadership and Management of Health and Safety document and be issued.</p>
008	<p>Health and Safety Plan 2019-20</p> <p>The Director of Health and Safety Services, presented the report (008-UHSEC041119) on the Health and Safety Plan 2019-20.</p> <p>The Committee received and approved the plan subject to minor amendments, detailed below.</p> <ul style="list-style-type: none"> • OHSAS Audit – 6 Month on the plan be corrected to include BSi in the title. • The plan be corrected to show that the OHAS Audit – 6 Month to take place in March 2020. <p>The Committee sought clarification on what ‘Moodle Courses From Leadership Document (x4)’ meant and when/how quick new fire assembly points for building would be assigned.</p> <p>The members were advised that ‘Moodle Courses From Leadership Document (x4)’ indicated that four new courses were to be made available in the indicated month on the plan.</p> <p>The Fire Safety Officer was currently carrying out fire drills of all academic buildings and would assess which buildings should undergo ‘evacuation and disperse’ and where fire assembly points were required.</p> <p>DECISION: The Committee approved the Health and Safety Plan 2019-20 subject to minor amendments.</p>
Governance	
009	<p>Statutory Inspection and Compliance Programme Board</p> <p>The Director of Health and Safety Services and Strategic Programme Board Assistant Registrar, presented the report (009-UHSEC041119) on the Statutory Inspection and Compliance Programme Board, the Committee received and noted the content of the paper.</p> <p>ACTION: The Statutory Inspection and Compliance Programme Board to provide updates to the Director of Health and Safety Services to report progress at the next UHSEC meeting.</p>
010	<p>Review of Risk Register</p> <p>The Director of Health and Safety Services, presented the report (010-UHSEC041119) on the Risk Register, the Committee received and noted the content of the paper.</p> <p>The Committee was informed that even though progress had been reported, some departments would find it hard to show further progress due to activities being carried out, and improvements would only be seen if certain activities were stopped. Departments with a Compliance Officer had shown greater progress compared to departments with no Officer in post, request for further resource had not always been approved.</p> <p>The Lay Member of Council raised an concern that if the risk rating had changed from red to amber for departments would they feel that no further action was required and should consideration be given to change the scope.</p> <p>ACTION: The Director of Health and Safety to re-score the risk rating for departments and report back to the February UHSEC meeting.</p>

011	<p>Health and Safety Performance</p> <p>The Director of Health and Safety Services and the Senior Health and Safety Advisor presented the Health and Safety Software 'SHE ASSURE', and demonstrated its dashboard functionality for monitoring and interrogation.</p> <p>ACTION: The Senior Health and Safety Advisor to produce a summary report detailing key data and item to be visited at each UHSEC meeting.</p>
012	<p>UHSEC Programme of Work</p> <p>The Director of Health and Safety Services, presented report (012-UHSEC041119) on the Committee Programme of Work for the UHSEC 2019-20.</p> <p>ACTION: The Director of Health and Safety Services to update the Terms of Reference and Programme of Work 2019-20 to include the Employee Assistance Programme for this Committee and brought back to the December UHSEC meeting.</p> <p>DECISION: The Committee approved the proposed Programme of Work 2019-20, subject to minor amendments.</p>
Items below this line are for receipt and/or approval, without discussion	
Subsidiary and Sub-Committee Reports	
013	<p>Report from GMBSC</p> <p>The Committee received and noted the report (013-UHSEC041119).</p>
Other	
014	<p>Any other business</p> <p>No other business.</p>
Next meeting: 13.30, Thursday 19 December 2019, CMR1.0	

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
059 (a) - Chemical Inventory Tool	Provide an update on the status of the Chemical Inventory Tool	John Phillips	Completed.
060 – Chairs Business and Action	Provide a formal update on Solvent Store, Marking of Drinking Water Outlets and Speed Control on Leighfield Road.	James Breckon	Completed.
061 – Annual Report	Update UHSEC ToR to include clarity in relation staff and student wellbeing.	John Phillips	Completed.
068 – Student Welfare Governance Structure	Director of Wellbeing and Safeguarding to be invited to a future UHSEC meeting.	John Phillips	To be scheduled for December 2019 meeting.
071 – Any Other Business	1) A paper to be drafted detailing role of UHSEC and its governance relationship with the UEB and brought back to a future meeting.	John Phillips	Completed.
	2) A paper to be drafted on the governance arrangements relating to overseas travel and be brought back to a future meeting.	John Phillips	Scheduled for February 2020 meeting.
	3) Governance and oversight of work carried out abroad to be discussed at the University Executive Board.	Chair	To be scheduled.
078 – Role of UHSEC Paper for UEB	Update UHSEC ToR to include clarity in relation to the presence of UEB members for meeting to be quorate.	John Phillips	Completed.
009 – Statutory Inspection and Compliance Programme Board	The Statutory Inspection and Compliance Programme Board to provide updates to the Director of Health and Safety Services to report progress at the next UHSEC meeting.	John Phillips	Scheduled for December 2019 meeting.
010 – Review of Risk Register	The Director of Health and Safety to re-score the risk rating for departments and report back to the February UHSEC meeting.	John Phillips	Scheduled for the February 2020 meeting.
011 – Health and Safety Performance	The Senior Health and Safety Advisor to produce a summary report detailing key data and item to be visited at each UHSEC meeting.	Caroline Farren	Scheduled for December 2019 meeting.
012 – UHSEC Programme of Work	The Director of Health and Safety Services to update the Terms of Reference and Programme of Work 2019-20 to include the Employee Assistance Programme for this Committee and brought back to the December UHSEC meeting.	John Phillips	Scheduled for December 2019 meeting.