

**UNIVERSITY OF WARWICK**  
**UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD 12:45, MONDAY 15 July 2019**

<b>Present</b>	Rachel Sandby-Thomas	RST	Registrar (Chair)
	Lee Cartwright	LC	Trade Union representative nominated by the University Health and Safety Committee
	Dr. Ian Hancox	IH	Research Technology Engagement Manager
	Prof. Andrew Lavender	AL	Head of School, Theatre Studies
	Rupert Lawrie	RL	Commercial Director
	Mayur Patel	MP	Assistance Secretary to the UHSEC
	John Phillips	JP	Director of Health and Safety
	Andrew Smith	AS	Finance Director
<b>Attending</b>	Graham Hakes	GH	Senior Health and Safety Adviser
	Duncan Stiles	DS	Member of staff from the Estates Office
<b>Ref</b>	<b>Item</b>		
072	<p><b>Apologies for absence</b></p> <p>Apologies were received from James Breckon, Prof. David Leadley, Geraldine Mills, Prof. Emma Smith, Caroline Farren.</p>		
073	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>		
074	<p><b>Minutes of last meeting on 20 May 2019</b></p> <p>The minutes of the meeting held on 20 May 2019 were received and approved.</p>		
075	<p><b>Matters arising from last meeting on 20 May 2019</b></p> <p>The matters arising were as follows:</p> <p style="padding-left: 40px;"><b>(a) Update on the Overseas Travel Policy (minute 071-UHSEC200519)</b></p> <p>The Director of Health and Safety Services informed the Committee that an update on the Overseas Travel Policy was to be provided at a meeting of the UHSEC early in the next academic year, most likely the December meeting.</p> <p><b>ACTION:</b> 071-UHSEC200519/2 from previous meeting. The Director of Health and Safety to provide an update on the Overseas Travel Policy at the December meeting.</p> <p style="padding-left: 40px;"><b>(b) Update on the Student Wellbeing Governance Structure (minute 068-UHSEC200519)</b></p> <p>The Director of Health and Safety Services informed the Committee, that the Student Wellbeing Governance Structure was being developed as part of Hannah Friend's review of wellbeing provision and was to be reported at a future UHSEC meeting.</p> <p><b>ACTION:</b> 068-UHSEC200519 from previous meeting. The Director of Wellbeing and Safeguarding be invited to provide a verbal update at a future UHSEC meeting.</p>		
<b>Chair's Update</b>			
076	<p><b>Chair's Business and Actions</b></p> <p>The Committee noted the regrettable incident which occurred at the Mathematical Science building involving a Fall from Height on Monday 10 June 2019.</p>		

	<p>The Director of Health and Safety Services reported to the Committee, that following the incident an assessment of the area was conducted by the Health and Safety Services Department, with the following key points.</p> <ul style="list-style-type: none"> <li>• No defects were identified with the building.</li> <li>• The building design and specification was in accordance with and met Building Regulations.</li> <li>• Building design and specification was discussed at Programme Boards to ensure they were in line with Building Regulations, but for future building work consideration should be made as to whether there is a reasonable need to go above this minimum standard.</li> <li>• The full Coroner's Report was yet to be received.</li> </ul> <p>The Head of Compliance and Assurance, Estates, informed the Committee that post the reported incident, window retainers were to be assessed for their effectiveness in all buildings across Warwick University Campuses. Also, for buildings 3 stories and above, a review of open stairwells was under way to ensure that they meet Public Health England (PHE) guidelines.</p> <p>The Committee was keen to understand what other Universities had in place to ensure open stairwells and atriums met Building Regulations and PHE guidelines where applicable.</p> <p>It was noted that the Wellbeing Support Services team had taken the lead on providing support to staff and students affected by the tragic event.</p>
<b>Executive Update</b>	
077	<p><b>Estates Update</b></p> <p>The Head of Compliance and Assurance, Estates, presented the report (071-UHSEC150719), the Committee received and noted the content of the paper.</p>
078	<p><b>Role of UHSEC Paper for UEB</b></p> <p>The Director of Health and Safety Services, presented the report (072-UHSEC150719) on the Role of UHSEC paper for UEB.</p> <p>The Committee received and approved the proposal subject to minor amendments, detailed below.</p> <ul style="list-style-type: none"> <li>• The Registrar or another member of the University Executive Board (UEB) would not be required to be present at a UHSEC meeting for the Committee to be quorate.</li> </ul> <p><b>DECISION:</b> The Committee <b>recommended</b> the UHSEC Terms of Reference (ToR) 2019-20 reflect the above.</p> <p><b>ACTION:</b> The Director of Health and Safety Services to draft an updated ToR to include clarity in relation to the presence of UEB members for meeting to be quorate at the first meeting of the UHSEC in the next academic year.</p>
079	<p><b>Statutory Inspection and Compliance Programme Board</b></p> <p>The Director of Health and Safety Services, presented the report (073-UHSEC150719) on the Statutory Inspection and Compliance Programme Board, the committee received and noted the content of the paper.</p>
<b>Governance</b>	
080	<p><b>Employee Assistance Programme</b></p> <p>The Director of Health and Safety Services presented the report (074-UHSEC150719) on the Employee Assistance Programme.</p>

	<p>The Committee noted that no data was provided to the University for departments which had less than 50 members of staff or where individual could be identified.</p> <p>The Committee noted that the service complements, and does not replace, normal management or HR referrals to Occupational Health. Individuals with potential issues should be encouraged to access the Employee Assistance Programme in the first instance, and the EAP will provide advice regarding the need for referral to the University Occupational Health Department.</p> <p>The Committee was encouraged to direct individual to access the software and remind them that the EAP service was also available to immediate family members of staff.</p>
081	<p><b>Health and Safety Performance</b></p> <p>The Director of Health and Safety Services presented the new Health and Safety Software, 'SHE Assure', and demonstrated its dashboard functionalities for monitoring.</p>
082	<p><b>Stress Management Working Group</b></p> <p>The Director of Health and Safety Services presented the report (075-UHSEC150719) on the Stress Management Group.</p> <p>The Committee was informed that the Work-related Stress Management Policy had been circulated for consideration only at this stage and members were encouraged to forward comments to the Director of Health and Safety Services.</p> <p>The Committee raised a concern, if an individual was identified a suffering with a stress related illness, but was reluctant to stay off work, what action could they take.</p> <p>The members were advised that a referral should be made to Occupational Health Services where access to an Occupational Health Physician would be provided and an assessment made on the individual's 'fitness to work'. Very often individuals with a stress related illness can work as long as reasonable adjustments are made to help manage the condition.</p> <p>It was anticipated that Mental Health Awareness training for managers who might need to deal with staff presenting with such issues would become available in the near future: this was being led by Wellbeing Support Services.</p>
<b>Items below this line are for receipt and/or approval, without discussion</b>	
<b>Subsidiary and Sub-Committee Reports</b>	
083	<p><b>Quarterly Report for Steering</b></p> <p>The Committee received and noted the report (076-UHSEC150719).</p>
<b>Other</b>	
084	<p><b>Any other business</b></p> <p>No other business.</p>
<b>Next meeting: 10.00, Thursday 3 October 2019-20, CMR1.0</b>	

## 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	Scheduled for October 2019 meeting.
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 December 2019 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	Scheduled for October 2019 meeting.