

UNIVERSITY OF WARWICK

Minutes of the meeting of the University Health and Safety Executive Committee held on
Thursday 20 October 2016

- Present: Ms R Sandby-Thomas, (Registrar (Chair)), Mr J Breckon (Director of Estates), Mr L Cartwright (Trade Union representative nominated by the University Health and Safety Committee), Professor J Davey (Chair of the University Health and Safety Committee) Dr J Ferrie (Serving lay member of the Council), Professor D Leadley (Head of Department within the Faculty of Science), Ms G Mills (vice Director of Human Resources), Mr M Roberts (Director of Campus Services and IT)
- Apologies: Ms G McGrattan (Director of Human Resources), Mr A Smith (Finance Director), Ms C Wynne (Student representative nominated by the Students' Union)
- In Attendance: Mr J Phillips (Director of Health and Safety (Secretary)), Mrs C Farren (Assistant Secretary), Dr N Waterfield (Chair of the Genetic Modification and Biosafety Committee) (for item 13/16-17 (b))

Note: Restricted business (denoted by an asterisk {}) is confidential to members and attendees of the University Health and Safety Executive Committee.*

01/16-17 Apologies and Welcome

Chair noted apologies received and welcomed new attendees:

- Professor John Davey, newly appointed Chair of the University Health and Safety Committee (UHSC)
- Mr Mike Roberts, ITS Director
- Mr Lee Cartwright, UCU Representative (Estates)

02/16-17 Conflicts of Interest

RESOLVED:

That no conflicts of interest be recorded.

03/16-17 Minutes

CONSIDERED:

The minutes of the meeting held on 9 June 2016.

RESOLVED:

That the minutes of the meeting of the University Health and Safety Executive Committee held on 9 June 2016 be approved.

04/16-17 Chair's Business

CONSIDERED:

An update from John Phillips, the Director of Health and Safety, on the HSE investigation, following an accident involving a contractor in May 2016.

REPORTED: (by the Director of Health and Safety)

That a written statement was submitted to the HSE as requested under their investigation of what was considered to be a material breach of Section 3 of the Health and Safety at Work Act 1974, and that a response from the HSE regarding potential prosecution for the breach was expected at the end of October or early November.

COSIDERED:

An update from John Phillips on the recruitment of a Senior Building Manager.

REPORTED: (by the Director of Health and Safety)

That a shortlist of three external candidates had been drawn up for the Senior Building Manager post and that interviews are expected to take place during the next few weeks. The position is to report into Head of Security located in the People Group.

05/16-17 Management of 'change of use' of spaces (minute 36/15-16 refers).

CONSIDERED:

An update from Geraldine Mills in relation to the process for HR flagging new academic staff appointments with relative departments (such as Health and Safety and Estates) so that any 'change of use' of space requirements can be assessed prior to the academic's arrival at the University.

REPORTED: (by the Director of Estates)

That HR might not be aware of all changes in a space, as change of use is not always associated with new members of staff, and that a more holistic method might be required

REPORTED: (by the Director of Health and Safety)

That discussions at CSAG had included consideration of the use the QuEMIS Hazards Module, and that the newly recruited Health Safety Officers within departments could work with HR, Estates and technical staff to identify when space is likely to undergo significant change.

RESOLVED:

That the QuEMIS Hazards Module should be used as the tool for checking the appropriate allocation of spaces, and for also managing the changing use of spaces where significant hazards are present, and that the new Health and Safety Officers should support the population of the Hazards Module by academics and technical staff.

06/16-17 Terms of Reference and Membership 2016-17

CONSIDERED:

The revised terms of reference and membership for the new academic year (UHSEC.01/16-17)

REPORTED: (by the Chair)

That there are no changes to the terms of reference since the last meeting, but that there have been a significant number of changes to the membership, most significantly with Jo Horsburgh stepping down as the Chair, and Pippa Glover stepping down from the committee.

That there have been a number of new members, as mentioned earlier, due to new representation being introduced in June 2016 (in order to widen participation/greater representation across all areas of University activity) and a number of staff changes.

That academic representation still needs to be addressed, as a number of representatives from non-science Faculties have not yet be identified.

REPORTED: (by the Director of Health and Safety)

That Professor John Davey, as the new Chair of the UHSC, is a new member of the Committee.

That Mr Lee Cartwright has taken over as the nominated trades union representative – also members as TU rep at UHSC.

That Ms Chloe Wynne was the new representative from the Students' Union.

That Mr Andrew Smith was a new attendee, representing Finance.

That Mr Mike Roberts was a new attendee, representing CCSG, although it was noted that due to recent re-organisation Mr Roberts would only fulfill this role until the new Commercial Director was in post. It was noted that Warwick Accommodation now sit within the Estates Department rather than CCSG.

07/16-17 Health and Safety Policy and Supporting Guidance

CONSIDERED:

An update on progress made with the new Health and Safety Policy and the *Leadership and Management of Health and Safety* guidance document, UHSEC.02/16-17.

REPORTED: (by the Director of Health and Safety)

That progress had been made with the new Health and Safety Policy and that the *Leadership and Management of Health and Safety* guidance document, drawn up in support of the Health and Safety Policy, as discussed previously at various meetings, were now in the final stages of sign off by Steering Committee. It was anticipated that both would be launched at the end of October.

That these documents are essential parts of a developing Occupational Health and Safety Management System (OHSMS) for the University, and that they will need to be complemented by detailed policy statements on various areas of legislation, and supported by a set of arrangements that support the delivery of the policy.

That the intention is to develop an OHSMS against an internationally recognised standard and for this management system to be audited by an external body. A draft development plan for the OHSMS has been developed and will be scrutinised by this committee to ensure progress with its implementation. It was noted that this could possibly take between 3 and 5 years.

REPORTED: (by Dr John Ferrie)

That this needs to be resourced sufficiently so that good progress can be made, and so that we can demonstrate to external bodies (such as the HSE) that this matter is taken very seriously by the University and is now far higher up the agenda than previously.

REPORTED: (by the Chair)

That funding had already been allocated for additional roles within the Health and Safety Department and that funding for two further roles was being discussed, as was funding for a Health and Safety data management software tool.

That it was important to be able to demonstrate that things are moving in the right direction, and that this is why a detailed plan is useful, in order to demonstrate progress and track changes.

REPORTED: (by the Director of Health and Safety)

That there has been some good progress in areas, but that inconsistency in the approach and pace of change across the University remains a concern, although new Health and Safety Officers will help improve consistency. The appointment of a Training Officer within the Health and Safety Department will also help deliver improved training packages (mostly on-line training available via Moodle), and that a short University wide induction package would be the first area for development.

RESOLVED:

That the Health and Safety Policy and Leadership and Management of Health and Safety documents be progressed with Steering Committee with a view to launching them as soon as possible and then to ensure that systems and training to support them are developed in accordance with a formal plan.

08/16-17 Health and Safety Plan

CONSIDERED:

A paper outlining the development of the University's Health and Safety Plan, UHSEC.03/16-17.

REPORTED: (by the Director of Health and Safety)

That the development of the University's Health and Safety Plan, a plan demonstrating how the University will implement the policy and further develop what is an embryonic management system, had started and that the three year plan showing headline activities and approximate timelines was available. That there was more work to do in order to finalise the plan, and that comments were invited from the Committee. That this was not a public document, as it is a management tool, and will be supported by a more detailed plan in MS Project showing resources and more detail regarding timelines, etc.

REPORTED: (by the Chair).

That some of the wording needs to be reviewed, especially in relation to the goals so that they are more realistic and achievable, as it would be better to achieve and celebrate success rather than fall slightly short of what might be slightly over ambitious goals at this stage in the development of the University's system and culture.

That some further clarity is required in relation to further OHSMS documentation, especially in relation to what is referred to as the H&S Manual (an internal tool which will outline the OHSMS structure).

REPORTED: (by the Director of ITS)

That the plan at this stage just appears to be a list of things we would like to do rather than a full plan, and that this is quite an ambitious list. The UHSEC and the Director of Health and Safety need to be broadly comfortable that this plan could be executed. This was a sentiment shared by Committee members, particularly in relation to Contractor Management

REPORTED: (by the Director of Estates)

That we will need to be able to measure whether we have delivered, and that an external audit ought to be carried out in 2017 to provide assurance.

RESOLVED:

That a more detailed plan (including more detailed Gantt charts) be prepared and shared with the Committee in anticipation of providing a briefing on the new Policy, the Leadership and Management of H&S document and the H&S Plan to the HODS Forum in February 2017.

RESOLVED:

That following the briefing session above Departments be requested to respond to the plan, providing updates of their status for certain key activities within the plan.

RESOLVED:

That an external audit of the OHSMS be planned for summer 2017 delivery.

09/16-17 Chemical Safety

CONSIDERED:

An update on the status of the actions taken since the Chemistry incident, August 2015, UHSEC.04/16-17.

REPORTED: (by the Director of Health and Safety)

That complete assurance cannot be provided at this point in time that the necessary arrangements are in place to allow fume cabinets to go back to low flow mode out of hours, as discussed at the last meeting. Further procedural checks (sampling and inspections) need to be introduced to ensure that staff are clearing cabinets and lowering sashes and the end of each day.

That the Chemistry Incident Task and Finish Group currently still has fifteen outstanding actions, as included in report and that there is a need to breathe life back into this group to deliver on the 15 outstanding issues.

That one of the tasks is to deliver a chemical inventory tool which is in progress and a substantive item.

REPORTED: (by John Ferrie) that this incident was over a year ago and that an HSE Contravention was involved.

REPORTED: (by the Head of Department, Physics)

That it is important that discussions relating to the IT system do not delay things, as Departments need to have an interim mechanism to manage.

RESOLVED:

That a new Chair be appointed to lead the close-out of the remaining actions.

10/16-17 Traffic, Pedestrian and Cyclist Safety

CONSIDERED:

A paper reporting on the number of incidents that have been reported to the Health and Safety Department over the course of the last academic year that relate to traffic incidents.

REPORTED: (by the Senior Health and Safety Adviser)

That a number of incidents have been reported to the Health and Safety Department over the last academic year which relate to traffic, and that this number has increased recently with projects taking place on University Road and close to the loop road.

That whilst the number of slips and trips in the area between Rootes and the Arts Centre have reduced, there have been other potential 'hot-spots' develop in other areas.

REPORTED: (by the Director of Estates)

That there has been a lot of work carried out by the Estates Department in light of the large volume of construction work taking place on campus, and that the situation should ease by early November, with the completion of the Multi-Storey Car Park and the wider pavement work next to IMC.

REPORTED: (by Lee Cartwright)

That service vehicle movement is being discussed with Suzanne England, and more work is required on this, although suggestions from trades people have been well received.

That there remains a culture of students not always paying full attention as to how they are using roads and crossings, and this has been discussed also at Joint Consultative Committee and UHSC.

RESOLVED:

That a paper on this topic be presented to the Committee.

11/16-17 Health and Safety Performance Update Report

CONSIDERED:

A paper from the Senior Health and Safety Adviser, (UHSEC.06/16-17 {restricted}*) on health and safety performance for the period May to August 2016.

REPORTED: (by the Senior Health and Safety Adviser)

That health and safety performance report for the period May to August 2016, which includes statistics for health and safety incidents, showed an increase in the number of incidents where 'failure to follow rule/procedure' was a factor, and that this was now more evident than 'slips, trips and falls'. This demonstrates a potential weakness in terms of the provision of information, instruction, training, supervision and monitoring.

That we are experiencing approximately one RIDDOR reportable incident per month, and that is considered to be higher than we would expect for an organisation of our size and risk profile.

That the difficulty remains in relation to reporting and management of data, especially in relation to getting management 'close out' on recommendations and action.

REPORTED: (by the Director of Health and Safety)

That the report includes a proposed new format for a monthly Health and Safety Status Report, and that such a report could potentially provide senior officers and managers with the key data they need to help them assess H&S performance in their respective areas. The proposed reporting format places more emphasis on leading indicators rather than simply reporting on accidents as has been the traditional approach. The plan is to share this approach in the October report to Steering Committee.

RESOLVED:

That the Health and Safety performance report, as set out in paper UHSEC.06/16-17, be noted.

12/16-17 Major Projects Update Report

CONSIDERED:

The PPG RAG status report as at 1 October (UHSEC.07/16-17).

REPORTED: (by the Director of Estates)

The health and safety performance of the major projects currently in progress as detailed in the Major Projects Update report, which is for members to note.

RESOLVED:

That the Health and Safety status of capital projects, as set out in paper UHSEC.07/16-17, be noted.

13/16-17 Reports from Health and Safety Committees

CONSIDERED:

(a) University Health and Safety Committee (UHSEC.08/16-17).

REPORTED: (by the Chair of the UHSC)

That the latest UHSC meeting took place on 10 October and that a full update on discussion held and key decisions made at that meeting will be reported at the next full meeting of the UHSEC.

(b) University Genetic Modification and Biosafety Committee (UHSEC.09/16-17 {restricted}*).

REPORTED: (by the Chair of the Genetic Modification and Biosafety Committee)

That the Terms of Reference of the GMBSC, which includes the authorisation and approval of biological research activities via the process of risk assessment, had been amended to include consideration of potential work with animal tissue.

That the number of research activities at activity levels 2 and 3 was increasing, which was placing demand on existing space and the need for new facilities to be built and approved.

That the Health and Safety Department, in particular the Biosafety Adviser, should be commended for processing the required paperwork, for checking and approving facilities and for providing his advice and support without introducing a delay to research activities.

That the HSE were scrutinising documentation submitted in connection with lentiviral research activities and required submission of additional documentation for assurance purposes.

That the committee resolved to provide governance oversight of biological research activities being conducted by other legal entities working on our campus following agreement that they would be unlikely to have sufficient resource to comply with the GM (Contained Use) Regulations.

That changes introduced by Higher Education Funding Council for England (HEFCE) had made researchers look to develop new industrial collaborations; committee members recognised that this required good management and governance oversight.

REPORTED: (by the Chair)

That thanks was given to Professor Andrew Easton for his role as Chair of the GMBSC.

RESOLVED:

That the reports from Health and Safety Committees, as set out in papers UHSEC.08/16-17 and UHSEC.09/16-17, be noted.

14/16-17 Dates of Future Meetings

REPORTED:

That the next meeting dates of the Committee were:

Monday 12 December 2016 (internal only)	10.00-12.00	CMR1.1
Friday 10 February 2017	09.00-11.00	CMR1.2