

UNIVERSITY OF WARWICK

UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE

A meeting of the University Health and Safety Executive Committee will be held on Monday, 16 October 2017 from 14.00 to 16.00 in CMR1.0, University House.

Rachel Sandby-Thomas  
Registrar

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A G E N D A

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

1. Apologies and Conflicts of Interest

2. Minutes

3. Chair's Business

4. Matters Arising on the Minutes

- (a) Chemical Safety Task and Finish Group (minute 71/16-17 refers)
- (b) Chemical storage Westwood Campus (minute 72/16-17 refers)
- (c) University Health and Safety Risk Profile (minute 73/16-17 refers)
- (d) Building Managers (minute 74/16-17 refers)
- (e) Local Exhaust Ventilation Maintenance (minute 75/16-17 refers)
- (f) Health and Safety Policies (minute 76/16-17 refers)

5. Terms of Reference and Membership

Senior Health and Safety  
Adviser

TO RECEIVE:

A paper on the Terms of Reference and Membership of the University Health and Safety Executive Committee for the academic year 2017-18 (UHSEC.01/17-18, attached).

6. Sub-Committee Membership

Senior Health and Safety  
Adviser

TO RECEIVE:

A paper on the Membership of the University Health and Safety Committee and the Genetic Modification and Biological Safety Committee for the academic year 2017-18 (UHSEC.02a/17-18 and UHSEC.02b, attached).

7. Committee Programme of Work 2017-18

Director of Health and  
Safety

A paper on the planned programme of work for the Committee for the coming academic year (UHSEC.03/17-18, attached).

8. Fire Safety Update Director of Health and Safety  
A paper on fire safety work carried out over the summer and the University's response to a HEFCE request for information following the Grenfell disaster in June 2017 (UHSEC.04/17-18, attached).
9. Performance Report Senior Health and Safety Adviser  
TO CONSIDER:  
A paper on the incidents reported to the Health and Safety Department for the period April to September 2017 and health and safety performance (UHSEC.05/17-18, attached).
10. Health and Safety Plan 2017-18 Director of Health and Safety  
TO CONSIDER:  
A paper on the progress made against the University Health and Safety Plan (UHSEC.06/17-18, attached).
11. Health and Safety Policy Annual Review Director of Health and Safety  
TO CONSIDER:  
A paper on proposed changes to the University's Health and Safety Policy document (UHSEC.07/17-18, attached).

#### MATTERS TO RECEIVE AND APPROVE WITHOUT FURTHER DISCUSSION

*Note: The following papers are non-controversial or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the 'Matters for Consideration' element of the Agenda by contacting the Secretary (ext: 23208) prior to the meeting, by telephoning 024 76523208, or via e-mail to [J.Phillips.3@warwick.ac.uk](mailto:J.Phillips.3@warwick.ac.uk) or by raising the item at the commencement of the meeting. Restricted items are denoted by an asterisk (\*).*

12. Major Projects Update  
(UHSEC.08/17-18, attached).
13. Any Other Business
14. Date of Future Meetings  
11 December 2017, at 1030, in CMR1.0  
13 February 2018, at 1400, in CMR1.0  
3 April 2018 at 1400, in CMR1.0  
14 May 2018, at 1030, in CMR1.0  
2 July 2018, at 1030, in CMR1.0