

**UNIVERSITY OF WARWICK**  
**UNIVERSITY HEALTH AND SAFETY COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD 10:00, Wednesday 11 November 2020**

<b>Present</b>	Michael Ward	MW	Head of Department, Chemistry (Chair)
	Lee Cartwright	LC	Trade Union Representative (UNITE)
	Paul Allsopp	PA	Trade Union Representative (UNITE)
	Leon Sealey-Huggins	LSH	Trade Union Representative (UCU)
	Claire Daffern	CD	Trade Union Representative (UCU)
	Charlotte Lloyd	CL	Student Sabbatical Officer
	Dr. Andrew Marsh	AM	Chair of H&S Committee (Chemistry)
	Prof. Victor Zammit	VZ	Chair of H&S Committee (WMS)
	Dr. Tom Hase	TH	Chair of H&S Committee (Physics)
	Prof. Vin Chen	VC	Chair of H&S Committee (SLS)
	Prof. Paul Jennings	PJ	Chair of H&S Committee (WMG)
	Prof. David Towers	DT	Chair of H&S Committee (Engineering)
	Diana Stonefield	DS1	Member of staff from the Faculty of Arts
	Hannah Friend	HF	member of administrative staff appointed by the Registrar and Chief Operating Officer
	Duncan Stiles	DS	Member of staff from the Estates Office
	Heather Green	HG	Member of staff from the Library
	Louise Davies	LD	Member of staff from the Sports Centre
	Duncan Parkes	DP	Member of staff of the Students' Union
Caroline Farren	CF	Senior Health & Safety Advisor and Secretary to the Committee	
Mayur Patel	MP	Assistance Secretary to the UHSC	
<b>Attending</b>	Mayers Antonia	MA	Member of staff from the Library
	Graham Hakes	GH	Senior Health & Safety Advisor
	Peter Robinson	PB	Member of staff from Commercial Services
	Nicola Rogers	NR	Senior Research Fellow from Chemistry
<b>Ref</b>	<b>Item</b>		
001	<p><b>Apologies for absence</b></p> <p>Apologies were received from John Phillips, Charlotte Allender, Lisa Burton, Richard Campbell-Kelly.</p> <p>The Chair formally welcomed Professor Vin Chen who had taken over as the Chair of the School of Life Science Health and Safety Committee, Professor Paul Jennings the new Chair of Warwick Manufacturing Group (WMG) Health and Safety Committee and Leon Sealey-Huggins as the Trade Union Representative (UCU).</p> <p>The Chair informed the committee that a minute's silence at 11am for Armistice Day would be added to the agenda.</p>		
002	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>		
003	<p><b>Minutes of last meeting on 10 June 2020</b></p> <p>The minutes of the meeting held on 10 June 2020 were received and approved.</p>		
004	<p><b>Terms of Reference and membership</b></p> <p>The Chair informed the committee of 3 new members, 2 of which were Chairs of the Health and Safety Committees of SLS and WMG and a new representative for the UCU but the TOR remains the same. The committee received and approved the content of the paper (004-UHSC111120). The Chair invited Caroline Farren to outline other changes relating to the governance structure.</p>		

	<p>The Senior Health and Safety Advisor informed the committee that a Policy Oversight Group had been established and would have strategic oversight, on behalf of the University Executive Board (UEB), over all of the University's policies. The group would undertake consultation and ensure that each policy conforms to the University's Policy Framework, complies with internal regulations and external legislation, and fulfils relevant compliance training and monitoring. Policies that have significant financial, legal or reputational risks may be recommended to the University Executive Board or another relevant committee for approval. John Phillips as Director of Health and Safety is a representative of the Policy Oversight Group.</p> <p>There had also been a new subcommittee introduced which would report directly in to the UHSEC, and provide University oversight and assurance of its work involving high hazard ionising radiation and non-ionising radiation, as recommended following the HSE serving the University with a Notification of Contravention letter following their visit in January 2020.</p> <p>The Committee was keen to understand, if new policies were to be approved by the Policy Oversight Group and UEB, how would this committee know what changes had been made and when.</p> <p>The Senior Health and Safety Advisor clarified that any new H&amp;S policy, would only be submitted to the Policy Oversight Group for formal endorsement by the University, or recommended to UEB, once consulted and approved by the UHSEC.</p> <p><b>DECISION:</b> The Committee <b>approved</b> the UHSC Terms of Reference (ToR) for academic year 2020-21, and noted the changes relating to the governance structure.</p>
005	<p><b>Matters arising from last meeting held on 10 June 2020</b></p> <p>No new matters were raised.</p>
<b>Chair's Update</b>	
006	<p><b>Chair's Business and Actions</b></p> <p>The Committee received no updates from the Chair.</p>
<b>Executive Update</b>	
007	<p><b>Key Points relating to the University Health and Safety Executive Committee</b></p> <p>The Senior Health and Safety Advisor presented, the report from the meetings of the University Health and Safety Executive Committee (UHSEC) on 05 November 2020 (007-UHSC111120). Discussion at UHSEC had included: that the University had responded to the Health and Safety Executive (HSE) after they had requested to be provided with a copy of revised risk assessments, emergency plans and laser eyewear calculations following their letter of Notification of Contravention sent to the University, but no further response was received from the HSE; Covid-19 Secure and Returning to Campus and the completion of 100 space risk assessments across 30 building; and the Statutory Inspection &amp; Compliance Board report which focused on a roles and responsibilities grid (RATSIA), which was agreed by members.</p>
008	<p><b>Covid-19 Update</b></p> <p>The Senior Health and Safety Advisor, presented report (008-UHSC111120) which contained a Covid Secure update relating to the completion of Risk Assessments and the good engagement from departments. The Committee received and noted the content of the paper.</p> <p>It was reported that as at 26 October 2020, 370 live Covid RA entries in SHEAssure of which 348 had been approved by Health and Safety Services on behalf of either Campus Reopening Working Group or Campus Operations Group. The review of RA's had seen some slippage and not all had been reviewed by the target date, 30 October 2020, but good progress had been made. One of the factors that had contributed to the slippage was that, the second lockdown had brought about new rules and regulations which had to be included in RA's.</p>

	<p>Further discussion by committee members included:</p> <ul style="list-style-type: none"> <li>• The high level of help and support provided to staff and departments from Health and Safety Services enabling the completion of RA's and this could not be under estimated and needed to be recognised.</li> <li>• The efficiency by which both the Campus Operating Group and the Campus Re-opening Working Group approved and provided feedback to enable spaces to re-open and activities to continue was great.</li> <li>• Students having symptoms, but not evident at the time, engaging in face-to-face teaching, later to discover that a positive Covid result had been given and being notified through the Trach and Trace process. A clear message needs to be provided to students that they should not attend face-to face engagement with other if they feel unwell.</li> <li>• Recognition need to be given to Health and Safety Services and Estates in helping to open science laboratories, enabling 3 months of research work to be completed over the summer. However, the duration to completed RA's was a lot longer than given to review them, so the deadline of end of October may not be met, but all departments had seen progress with the work.</li> <li>• The University need to consider the Mental Health and Wellbeing of staff. Staff in certain areas who had remained working on-site over the lockdown period, have had to operate with reduced numbers of staff resulting in increased work-load and hours, in some areas 60-70 hour per week. The University needs to provide support to these staff and also to staff working off-site if required.</li> <li>• Staff whose job had had to be suspended due to the lockdown had been re-employed to other areas of the university.</li> <li>• Completed risk assessments would be inspected by Health and Safety staff with Union Reps to confirm that all precautions have been put in place and being followed.</li> <li>• A published list of dates of inspections would be helpful, once sorted a list will be made available.</li> <li>• Teaching methods for term two, once the Government had released information. This will be followed with discussions with the Executive Team and Academics.</li> <li>• Students needed to be informed that if Self-isolating, this meant not going out, some had been visiting the university sport facilities.</li> <li>• Students need to be guided but not dictated to as this may result in them not going to be tested in the fear of being issued with a formal isolation notice.</li> <li>• The number of positive Covid cases reducing on campus was a positive, but this may have been a result of student going off-site to be tested. The national Track and Trace had been contacted but information could not be provided due to GDPR.</li> <li>• Estates have had to work with Covid positive individual living at warwick accommodation, all precautions have been taken to keep staff safe.</li> </ul> <p>The Chair want to formally take the opportunity to thank all departments of the university for all their work since that start of the first lockdown, and a special recognition to Health and Safety Services, Estates, RLT and Keep Campus Moving.</p>
009	<p><b>OHSAS 18001 Audit Update</b></p> <p>The Senior Health and Safety Advisor provided a verbal update of the virtual OHSAS 18001 audit was carried out in June. At the meeting, the British Standards Institution (BSi) downgraded the 'major' back to a 'minor' as much of the work had been completed. The next scheduled visit was for September, which would have focused on the School of Life Sciences had been moved to December and subsequently postponed until January 2021 and so no further information was available. The committee noted that an update would be provided at a future meeting.</p>
<b>Governance</b>	
010	<p><b>LEV Policy</b></p> <p>The Senior Health and Safety Advisor, presented the report (010-UHSC111120) outlining the key change that clarity around the roles of the Departmental Point of Contact, the Estates Contract Supervisor and the Health and Safety Subject Matter Expert was included. Health and Safety Services were looking at how to deliver training to departments to review local policies, it was important that the policy was correct before supplying training.</p>

	<p>The Committee noted that the LEV policy had been approved at the November 2020 UHSEC prior to it being discussed and approved at the UHSC meeting. And understood that this was a result of meeting having to be rescheduled to accommodate the high demands on workloads due to lockdown. The UHSEC had noticed this at the time of their meeting and had instructed, that even though the policy had been approved, departments could take it to departments to discuss and feedback any comments.</p> <p>The Chair of the H&amp;S Committee (Physics) raised a concern relating to a long standing issue of not knowing where all LEV were and so completing LEV inspections was very difficult. The committee was informed that Estates had completed a huge piece of work to identify all LEV systems and face velocity measurements could be completed.</p>
011	<p><b>Activities around the University</b></p> <p>Committee members reported:</p> <ol style="list-style-type: none"> <li>1) All Committee members reported that risk assessments were being reviewed and updated from their respective areas.</li> <li>2) Trade Unions were discussing, staff entering areas with known Covid positive individual and the move to 1 meter+ from 2 meter with Health and Safety Services to lower concerns. They were also helping departments with completing RA's, but not all areas engaging, so reviewing how much interaction had taken place.</li> <li>3) Warwick Sports were open and taking bookings for activities, they were looking to open their sports pitches so completing RA's.</li> <li>4) WMG were looking at the GAP analysis for ISO45001.</li> <li>5) Chemistry had successfully installed a new chemical store; their H&amp;S meeting had taken place and were looking for Trade Union reps to be identified so they could be invited to future meetings; and the Legionella incident identified in the summer had been resolved.</li> <li>6) Commercial Services continue with flushing for Legionella and looking at facilities which can be re-opened.</li> <li>7) Estates have been supporting off-site building with RA's (Leamington, Wellesbourne, Shard); completing RA's for the campus road network to include the diversions; working with major contractors whose work continued throughout lockdown, looking at suppliers and permits to work; monitoring Moodle training completion rates and investigation how IOSH and NEBOSH training could be made available to staff.</li> <li>8) The Faculty of Arts building reps were meeting weekly to discuss H&amp;S issues; their RA's had been reviewed and updated.</li> <li>9) Engineering had organised ten 1 meter+ areas of work and rearranged timetables to enable week 10 teaching to occur on-line.</li> <li>10) WMS had increased the number of individual who can continue to work in laboratories and workshop RA's were taking place.</li> </ol>
<b>Other</b>	
012	<p><b>Health and Safety Performance</b></p> <p>The Senior Health and Safety Adviser presented paper (044-UHSC111120) and asked for comments. The committee received and noted the content of the paper.</p>
013	<p><b>UHSEC Programme of Work 2020-21</b></p> <p>The Senior Health and Safety Adviser presented paper (013-UHSC111120). The committee received and noted the content of the paper.</p>
014	<p><b>Any Other Business</b></p> <p>None were reported.</p>
<b>Next meeting: 10.00am, Wednesday 10 March 2021, CMR1.0 (University House)</b>	

**DECISIONS AND ACTIONS**

<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>