

UNIVERSITY OF WARWICK

Minutes of the meeting of the Safety Committee held on 10 November 2006

Present: Professor P Scott (Chair), Ms H Hutchings, Mr J Burrows, Mrs A Walters, Mrs A Boutall, Mr D Wilson, Mr J Dempsey, Mr F Aitken, Ms L McCarthy, Professor D Hodgson, , Ms H Hutchings, Ms A Packwood, Mr G Day, Mr G Cumberland, Mr R Jenkins, Miss M Barwick, Mrs S Foy, Mr M Joy, Ms T Forsyck, Mr P Hand, Ms A Packwood, Mr A Bastable, Ms. S Wongsam

Apologies: Mr M Smith, Miss S Riley, Miss J Gardner

In

Attendance: Dr D Veale, University Safety Officer
Mrs C Beament, Assistant University Safety Officer
Mr A Kay, Senior Occupational Health Advisor
Mrs J Watkin, Occupational Health Advisor
Mr D Welchman, Building Surveyor
Mr R Farr, Security Manager
Mr E Birch, Fire Safety Officer
Ms J Horsburgh, Acting Director of HR
Ms J Strong, Secretary to the University Safety Committee

01/06-07 Minutes

RESOLVED:

- (a) That the minutes of the meeting held on 26 May 2006 be approved.
- (b) That a copy of the minutes be placed on the restricted access area of the Safety Office website.

02/06-07 Matters Arising on the Minutes

(a) Smoking in the University (minute USC 32a/05-06 refers)

REPORTED: (by the University Safety Officer)

- (i) That the Senate and the Council approved the revisions to *SITU* Part 2 – Smoking Policy (USC 28/05-06)
- (ii) That the Government has issues draft proposals for regulations to be made under the Health Bill.
- (iii) That people continue to smoke at building entrances

RESOLVED:

- That cigarette butt containers will be removed from entrances to discourage smoking by building entrances
- (b) Recognition & Reward of Departmental Safety Officers (minute USC 32b/05-06 refers)

REPORTED: (by the Chair of the Committee)

That a draft policy for the Reward and Recognition of Departmental Safety Officers has been circulated to the Registrar, Deputy Vice-Chancellor and Finance Director, that the policy must be submitted to the Finance & General Purposes Committee.

That the draft policy scheduled to be tabled was withdrawn at the request of the Deputy Vice-Chancellor.

NOTED:

That Departmental Safety Officers are unhappy about the length of time this policy has taken to be written and implemented.

RESOLVED:

That a timescale for implementation of the Reward and Recognition of Departmental safety Officers be provided to the Chair by the Acting Director Personnel Services by 31 December 2006.

- (c) Management of Health & Safety in the University (minute USC 37/05-06 refers)

RECIEVED:

A report from the Working Party, on the composition of the University Safety Committee (Paper USC 02/06-07)

CONSIDERED:

A proposal from the Working Party on the composition of the University Safety Committee (Paper USC 03/06-07)

NOTED:

That the committee requested the proposed changes to the management of Health & Safety within the University detail the involvement of Trade Union Representatives more clearly.

RECOMMENDED: (to the Senate and the Council)

That the proposed changes to the management of Health & Safety in the University be approved as set out in paper USC 03/06-07.

- (d) Review of Work Related Stress (minute USC 39/05-06 refers)

RECEIVED:

An oral report from the University Assistant Safety Officer on progress of the review of work related stress in the University.

REPORTED:

- (i) That the first departmental review will commence in January 2007.

03/06-07 Report from the University Safety Officer

RECEIVED:

A report from the University Safety Officer on the Safety Office's current projects (Paper USC 04/05-06).

REPORTED:

- (a) External ASDAR (Administrative and Service Departments Annual Review)

That the Safety Office and the Occupational Health Department participated in the Human Resources External ASDAR.

- (b) Assistant Safety Officer Maternity Leave

That the Assistant safety Office goes on maternity leave at the end of November 2006 and that Karen Lawrence has been appointed to cover the post during this period.

04/06-07 Report from the Senior Occupational Health Adviser

RECEIVED:

A report from the Senior Occupational Health Adviser, on facts and figures relating to the Occupational Health Department for the Academic year 05/06 (USC Paper 05/06-07).

REPORTED:

- (a) That 1758 patients visited the Occupational Health Department in 05/06.

- (b) That 229 Health Surveillance medicals, as required by law were carried out in 05/06
- (c) That 349 patients failed to attend appointments causing disruption and additional work for clinical and administrative staff
- (d) That there is a growing demand for psychotherapy with increased referrals for stress related illness.
- (e) That an Occupational Health software package has been purchased and will be installed shortly.

05/06-07 Report from the Director of Estates Services

RECIEVED:

A report from the Building Surveyor, Estates Services (Paper USC 06/06-07) noting:

(a) Bus Stops

That CENTRO will commence upgrade of the bus stop opposite the Humanities Building work to beginning in December 2006 and to be completed before the start of term in January 2007.

The addition of Real Time Information Systems on bus stops, currently being trialled in Coventry City Centre may be implemented in 2007.

(b) Skips

That new legislation regarding the disposal of waste and hazardous materials, such as electrical items could result in a £5,000 fine if waste is not disposed of appropriately.

RESOLVED:

That departments contact Estates Services for guidance on the disposal of waste.

That the University Safety Officer submits this item for discussion to the University Environmental Committee.

(b) Emergency Refuges for Disabled People

That a further meeting of the Working Party composed to consider communication with employees in disabled refuges was required to consider options for communication systems.

RESOLVED:

That a further meeting of the Working Party be arranged.

06/06-07 Report from Student & Ancillary Services

RECEIVED:

A report from the University House Facilities Manager on fire drills, the speed of evacuation from buildings and any faults or failures recorded during the drills (Paper USC. 07/06-07)

NOTED: (by the Fire Safety Manager)

- (a) That issues remain with staff and students evacuating building, including awareness of the nearest exit and evacuation to the assembly point.
- (b) That some faults in relation to links between different equipment have been identified, and rectified in recent tests.

RESOLVED:

- (a) That additional yellow bibs are purchased for fire wardens to ensure that they can be clearly identified during an evacuation.
- (b) That signage of evacuation points be discussed at the next committee meeting
- (c) That silent testing will be carried out over the next 12 months to ensure that any faults are identified and corrected.
- (d) That Security staff will be involved in managing building evacuation, using megaphones.

07/06-07 Revision of the University Safety Policy

CONSIDERD:

Draft revisions to

- (a) SITU Part 1 – Health and Safety Management (Paper USC 08/06-07).
- (b) SITU Part 3 – Safety in Laboratories and Workshops (Paper USC 09/06-07).
- (c) SITU Part 4 – Ionising Radiation (Paper USC10/06-07).
- (d) SITU Part 21 – Emergencies and First Aid (Paper USC 11/06-07).

RESOLVED:

That the draft revision to SITU Part 1, Part 3 and Part 21 are approved by the Committee, and as drafting changes only do not require approval by the Senate & the Council

RECOMENDED: (to the Senate and the Council)

That the revision to SITU Part 4 be approved as set out in papers USC 10/06-07.

08/06-07 Visits from Enforcing Authorities

RECIEVED:

A report from the University Safety Officer on recent visits to the University by the Health & Safety Executive and the Environment Agency, regarding the University's work with Ionising Radiation. Paper USC 12/06-07).

REPORTED:

- (a) That three improvement notices have been served on the University relating to work with Ionising radiation.
- (b) That the Environment Agency also made recommendations regarding working with Ionising Radiation.

RESOLVED:

- (a) That all Health & safety Executive improvement notices have been discharged.
- (b) That recommendations made by the Environment Agency have been responded to. In the short term additional radiation sessions have been arrange with the University's external consultancy Suffolk Radiation Technical Services and in the longer term the University will seek to employ an additional person in the safety Office with responsibility for this area.

09/06-07 Annual Health and Safety Reports from Heads of Departments

RECEIVED:

A summary report, from the University Safety Officer, on the annual departmental Health and Safety reports for 05/06 (Paper USC 13/06-06)