

## UNIVERSITY OF WARWICK

### Minutes of the meeting of the Health & Safety Committee held on 16 February 2007

Present: Professor P Scott (Chair), Mr J Burrows, Mrs A Walters, Mr D Wilson, Mr D Welchman, Mr E Birch, Mr G Day, Mrs S Foy, Mr M Joy, Mr F Aitken, Mr R Buckle, Mr S Bedder

Apologies: Mrs A Boutall, Miss S Riley, Miss J Gardner, Ms A Maynard, Mr J Dempsey, Ms. J Horsburgh

In

Attendance: Dr D Veale, Director of Safety & Occupational Health Services  
Mrs K Lawrence, Assistant University Safety Officer  
Mr A Kay, Senior Occupational Health Advisor  
Mrs J Watkin, Occupational Health Advisor  
Ms J Strong, Secretary to the University Safety Committee

10/06-07 Minutes

RESOLVED:

- (a) That the minutes of the meeting held on 10 November 2006 be approved.
- (b) That a copy of the minutes be placed on the restricted access area of the Safety Office website.

11/06-07 Matters Arising on the Minutes

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

REPORTED: (by the Director of Safety & Occupational Health Services)

That the Government intends to bring in legislation prohibiting smoking in enclosed work places on 1 July 2007.

CONSIDERED:

That cigarette butt containers will be removed from entrances to discourage smoking by building entrances

- (b) Recognition & Reward of Departmental Safety Officers (minute USC 02b/06-07 refers)

REPORTED: (by the Chair of the Committee)

A statement from the Chair of the University Health & Safety Committee in relation to a draft policy outlining the reward and recognition of Departmental Health & Safety Officers within the University. (USC 29/06-07)

RESOLVED:

(i) That the proposed policy regarding the reward and recognition of Departmental Health & Safety Officers within the University be approved as set out in paper USC 29/06-07.

(ii) That the Director of Safety & Occupational Health Services prepare a briefing note for Heads of Department on the appointment of Departmental Safety Officers, attaching the policy.

- (c) Management of Health & Safety in the University (minute USC 02c/06-07 refers)

RECIEVED:

An oral report from the Director of Safety & Occupational Health Services on the implementation of the changes to the management of Health & Safety within the University (Paper USC 15/06-07)

- (d) Review of Work Related Stress (minute USC 02d/06-07 refers)

RECEIVED:

An oral report from the University Health & Safety Adviser on progress of the review of work related stress in the University.

REPORTED:

That the first training session provided by ACAS took place on 15 February 2007 for those facilitating focus groups.

12/06-07 Report from the Director of Safety & Occupational Health Services

RECEIVED:

A report from the Director of Safety & Occupational Health Services (Paper USC15/06-07).

REPORTED:

(a) Visits to departments by University Health & Safety Officers

That a number of visits to departments have been carried out by University safety Officers and that further visits to critical departments such as Engineering, Sciences and Estates Services are planned.

(b) Record of Area Health & safety Committee

That regular Area Health & Safety Committee Meetings need to be held to ensure a mechanism for contribution to issues discussed at the Health & Safety Committee.

13/06-07 Report from the Director of Estates Services

RECIEVED:

An oral report from the Building Surveyor, Estates Services noting:

Horizontal Traffic Barriers

That the horizontal traffic barriers on Westwood Campus are being misused and as a result could be a safety risk. Padlocks and chains provided to secure barriers after use are not being used.

RESOLVED:

That the Facilities Manager raises this issue with the Security Manager to ensure that;

(i) Appropriate signage on barriers indicates the need to secure barriers properly after use.

(ii) That Security Staff check that barriers are properly secured whilst patrolling the Westwood Campus.

15/06-07 Report from University Health & Safety Adviser (Paper USC 17/06-07)

Emergency Refuges for Disabled People

REPORTED:

That the Working Party met on 17 January 2007 to consider options for communication with employees in disabled refuges.

RESOLVED

(i) That further meetings of the Working Party are required to resolve outstanding issues in relation to appropriate communication systems.

(ii) That in the interim signs within refuges would provide the identifying name / code of the refuge and instruction to call an emergency number.

16/06-07 Report from 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. 18/06-07).

17/06-07 University Health & Safety Executive Committee

CONSIDERED:

A report of the preliminary meeting of the University Health & Safety Executive committee (Paper USC19/06-07)

18/06-07 Technical Subcommittee

RECIEVED:

Minutes of the Technical Subcommittee Meeting held on 31 January 2007 (Paper USC 20/06-07).

19/06-07 Revision of the University Safety Policy

REPORTED:

A report from the Director of Safety & Occupational Health Services on recent amendments made on the web to *SITU*.

CONSIDERED:

Draft revisions to

- (a) SITU Part 9 – High Visibility Clothing (Paper USC 21/06-07).
- (b) SITU Part 21 – Transport of Injured Persons to Hospital (Paper USC22/06-07).

RESOLVED:

That the draft revisions to SITU Part 9 and Part 21 are approved by the Committee, and as drafting changes only do not require approval by the Senate & the Council

20/06-07 Visits from Enforcing Authorities

REPORTED:

An oral report from the Director of Safety & Occupational Health Services regarding recent interactions with the Health & Safety Executive and the Environment Agency.

NOTED:

- (a) That an additional sessions from Suffolk Radiation Protection regarding radiation and laser safety be sourced by Safety & Occupational Health Services.
- (b) That Safety & Occupational Health Services have are seeking to appoint an additional person whose duties would include a responsibility for radiation safety as part of the 5-year planning process.

21/06-07 Annual Health and Safety Questionnaire Responses from Departmental Safety Officers

RECEIVED:

A report from the Director of Safety and Occupational Health Services summarising responses from the annual Health & Safety Questionnaires from Departmental Safety Officers(Paper USC 23/06-07).

NOTED:

- (a) That 63% of departments have not carried out a stress risk assessment.
- (b) 40% of responding departments identified work related stress as an issue in their roles.

22/06-07 Accident Statistics

RECEIVED:

A report from the Senior Occupational Health Adviser on accidents reported to the Safety & Occupational Health Services department during 2006 (Paper USC24/06-07)

RESOLVED

That in order to address the decline in accidents being reported that the University Health & Safety Adviser propose terms a project brief for consideration and the next Health & Safety Committee.

23/06-07 Control of Contractors

CONSIDERED:

A paper prepare by the Departmental Health & Safety Officer for the department of Physics (Paper USC25/06-07) for contractors working at the University, detailing

- (a) Health & safety regulations in relation to specific building the contractor is working in
- (b) General University health & safety issues

RESOLVED:

That the Departmental Safety Officer email a copy of Paper USC 25/06-07, to Departmental Safety Officers to amend and utilise as appropriate.

NOTED:

- (a) That SITU part 19 covering Health & Safety for Contractors, needs to be reviewed in line with changing regulations.
- (b) That the Director of Safety & Occupational Health Services, the Maintenance Manager and the Fire Safety Manager, Estates Services will convene to consider the implication of these legislative changes.

24/06-07 UCEA Health & Safety Report

RECEIVED:

A report from the Director of Safety & Occupational Health Services regarding the annual report produced by the UCEA Health & Safety Group (Paper USC 26/06-07).

25/06-07 University Health & Safety Plan

RECEIVED:

A report from the Director of Safety & Occupational Health Services summarising progress on the University Health & Safety Plan 2005 to 2007 (Paper USC27/06-07).

26/06-07 Annual Report to the Senate & the Council

CONSIDERED:

A draft report, from the Director of Safety & Occupational Health Services, to the Senate & the Council, for the year ending 31 December 2006 (Paper USC 28/06-07).

RESOLVED:

That the report be provided to the University Health & Safety Executive Committee, and then to the Senate and the Council for approval.

27/06-07 Participation in a Research Study by the Robens Centre

CONSIDERED:

A request from the Director of Safety & Occupational Health Services for feedback on a request by the Robens centre. The Centre requests the University's participation in a Research Project regarding the design of the workplace for the older worker (Paper 30/06-07).

RESOLVED:

That the Director of Safety & Occupational Health Services informs the Robens Centre that the University is willing to participate in the research project.