

UNIVERSITY OF WARWICK

Minutes of the meeting of the Health & Safety Committee held on 1 June 2007

Present: Professor M Whitby (Chair), Mr N Sanders, Mr J Baldwin, Mr J Burrows, Mr G Day, Mr E Ryan, Mrs S Foy, Mr K Stokes, Mr M Joy, Mr F Aitken

Apologies: Mr R Buckle, Mr J Dempsey, Miss J Gardner, Mr S Bedder, Mr P Hand

In

Attendance: Dr D Veale, Director of Safety & Occupational Health Services
Mrs C Beament, Senior Health & Safety Adviser
Mrs K Lawrence, Assistant Secretary to the University Safety Committee
Mr A Kay, Senior Occupational Health Adviser
Mrs J Watkin, Occupational Health Adviser
Mr E Birch, Fire Safety Officer
Mrs A Walters, DHSO for IT Services
Mr D Wilson, DHSO for Estates
Mrs A Boutall, Health Centre Practice Manager
Mr D Welchman, Building Surveyor, Estates

28/06-07 Minutes

RESOLVED:

- (a) That the minutes of the meeting held on 18 February 2007 be approved.
- (b) That a copy of the minutes be placed on the restricted access area of the Governance website.

29/06-07 Matters Arising on the Minutes

- (a) Smoking in the University (minute UHSC.11b/06-07 refers)

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

That changes have been approved by the Senate and the Council to the policy on smoking. This will ensure compliance with the legislation prohibiting smoking in enclosed work places; both the policy and the legislation come into force on 1 July 2007. Senior Officers are currently considering other measures which may go beyond legal compliance.

CONSIDERED:

- (i) The guidance and arrangements that should be in place to manage the practical implication of the changes.
- (ii) An issue that was raised regarding smokers gathering outside the gardeners store near Tocil, which contains petrol.

RESOLVED:

- (i) That the Director of Safety & Occupational Health Services and the Building Surveyor produce a proposal on guidance and practical arrangements required by the changes in smoking legislation.
 - (ii) That the Food, Health and Safety Advisor look into the smoking arrangements outside the gardeners store near Tocil Residences.
- (b) Recognition & Reward of Departmental Safety Officers (minute USHC 11b/06-07 refers)

REPORTED: (by the Chair of the Committee)

A statement from the Chair of the University Health & Safety Committee in relation to the policy outlining the reward and recognition of Departmental Health & Safety Officers within the University, which has been approved by the Senate and the Council. (USHC 29/06-07)

RESOLVED:

- (i) That Safety & Occupational Health Services (SOHS) monitor the implementation of the policy.
- (c) Review of Work Related Stress (minute USHC 11d/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 pilot in WBS is progressing well and discussions are underway with Estates towards their participation in the project.

- (d) Emergency Refuges for Disabled People (minutes 14/06-07 and 26/06-07 refers)

RECIEVED:

That minutes from the Working Party meeting on 13 March 2007 which considers options for communication with employees in disabled refuges and relevant emergency evacuation procedures. (USHC 31/06-07)

RESOLVED

(i) That the Working Party will report to the next meeting of the committee clarifying the current position and on the actions required to resolve outstanding issues in relation the emergency evacuation of disabled people from university buildings.

(ii) That Safety & Occupational Health Services (SOHS) will arrange for Personal Emergency Evacuation Plan (PEEP) training to be offered over the summer.

(e) Annual health and safety questionnaire (minute USHC 21/06-07 refers)

RECEIVED:

An action plan from the Director of Safety and Occupational Health Services based upon the results of the last DHSO questionnaire, in particular concerns were raised around the adequacy of risk assessments and induction within some departments.

RESOLVED:

That SOHS will follow up with departments highlighted in the action plan and offer support and training. Where progress cannot be made, SOHS will refer this for action either through the university management system or to the committee.

(f) Accident statistics (minute USHC 33/06-07 refers)

RECEIVED:

A report from the Senior Health & Safety Adviser benchmarking accident statistics with other universities.

REPORTED:

That the Director of Safety & Occupational Health Services and the Director of Human Resources are examining ways of making the data more relevant, including the addition of Russell Group data.

(g) UCEA Health and safety report (minute USHC 24/06-07 refers)

RECEIVED:

A report from the Director of Safety & Occupational Health on actions planned in line with concerns raised in the UCEA report. (USHC 34/06-07)

- (h) Annual report to the Senate & the Council (minute USHC 26/06-07 refers)

RECEIVED:

An oral report from the Director of Safety & Occupational Health on the progress of the annual report.

REPORTED:

That the report has been approved by the Health & Safety Executive Committee and will be forwarded to the Senate and the Council.

30/06-07 Report from the Director of Safety & Occupational Health Services

RECEIVED:

A report from the Director of Safety & Occupational Health Services (Paper USHC 35/06-07).

REPORTED:

- (a) Involvement of stakeholders

That a lunch has been held for DHSOs where feedback on the performance of SOHS was sought and will be addressed. The next DHSO lunch will be held in November. A similar event is planned for Trade Union representatives.

- (b) HSE BAU Intervention Programme

That a date has not yet been set for the start of the intervention programme planned by the Health & Safety Executive's Biological Assessment Unit. This is likely to involve visits to Biological Sciences, Warwick HRI and the Clinical Sciences Research Institute.

RESOLVED:

That there should be more formal follow up of actions arising from departmental inspections carried out by SOHS.

31/06-07 Report from the Director of Estates Services

RECIEVED:

An oral report from the Building Surveyor, Estates Services highlighting building projects with likely health and safety implications noting progress on the following projects:

- The Indoor Tennis Centre;
- The Warwick Digital Laboratory;
- The extension to the Zeeman Building;
- The replacement Crèche Building; and
- The extension to the Medical Teaching Building.

That the planned work will cause issues of safety to be managed in relation to pedestrian access for the Mathematics building.

(a) Replacement crèche building and extension to the medical teaching building

That the projects are in the early design stages, further reports will be made to the committee as the project progresses.

RESOLVED:

That the DHSO for Estates will arrange for a survey of paving condition to be carried out in response to reports of uneven paving from the committee.

32/06-07 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 USHC 36/06-07).

RESOLVED:

That the Fire Safety Officer will produce a report for the next meeting detailing fire alarm activations, brigade attendances and possible future changes in response from the Fire Service.

33/06-07 University Health & Safety Executive Committee

RECEIVED:

A report of the second meeting of the University Health & Safety Executive committee held on 9 May 2007 (Paper USHC 37/06-07)

34/06-07 Technical Subcommittee

RECIEVED:

Minutes of the Technical Subcommittee Meeting held on 29 May 2007 (Paper USHC 38/06-07).

REPORTED:

(b) Non compliant waste disposal

That there have been several cases of non compliant waste disposal, which affects both internal cleaning staff and waste disposal contactors. A meeting is being held between the Environment Officer, Cleaning Services Manager and the Director of Safety & Occupational Health Services to discuss actions required.

35/06-07 Revision of the University Safety Policy

CONSIDERED:

Draft revisions to

- (a) SITU Part 21 – Transport of Injured Persons to Hospital (Paper USHC 39/06-07).
- (b) SITU Part 24 – Electricity (Paper USHC 40/06-07).
- (c) SITU Part 2 – Children under 14 years (Paper USHC 41/06-07).

RESOLVED:

That the draft revisions to Part 21, SITU Part 24 and SITU Part 2 be approved by the Committee, and should be referred to the University Health & Safety Executive Committee for approval.

36/06-07 University health & safety strategy

CONSIDERED:

A draft strategy paper from the Director of Safety & Occupational Health Services (Paper USHC 42/06-07).

RESOLVED:

That any feedback on the draft strategy should be sent to the Director of Safety & Occupational Health Services.

37/06-07 Any other business

RESOLVED:

That the Chair of the Committee should send a letter of appreciation to the outgoing Chair of this committee, Professor Peter Scott.

37/06-07 Dates of future meetings

REPORTED:

That the provisional dates of meetings to be held in the 2007/08 Session were:

Friday 26th October 2007 (10:00 am);
Friday 8th February 2008 (10:45 am); and
Friday 16th May 2008 (10:00 am).