

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee held on 12 February 2013

- Present: Professor C Hughes (Chair), Ms C Allender, Mr A Bastable, Mr R Buckle, Ms L Burton, Ms N Cabral, Mr L Cartwright, Ms P Collins, Mr M Gluhovic, Ms H Green, Ms S Matthews, Ms L McCarthy, Dr D Mitchell, Ms A Pulford, Ms C Quinney
- Apologies: Mr F Aitken, Ms N Cabral, Mrs S Foy, Mr M Joy, Mr E Ryan, Mr N Sanders, Mr P Sweetman
- In attendance: Mrs C Farren, Dr I MacKirdy, Mr C Mayfield, Mr R Moore (vice Mr M Joy)

10/12-13 Minutes

RESOLVED:

That the minutes of the meeting held on 18 October 2012 be approved.

11/12-13 Declarations of Conflict of Interest

REPORTED:

That no conflicts of interest were raised.

12/12-13 Committee Business and Approach

CONSIDERED:

Committee members reflected on the approach for future meetings (minute 04/12-13 and 05/12-13 refer).

REPORTED:

- (a) That there were substantive changes under way such as formation of Commercial and Campus Services Group and the Effectiveness Review of Council that may impact on the role of the University Health and Safety Executive Committee, making current deliberations by the Committee on its role and activities particularly relevant;
- (b) That members welcomed further engagement with others outside of the Committee as this provides opportunity to share good practice, building on the previous presentation and tour associated with this meeting;
- (c) That emergency planning and crisis management should be a future discussion point, with a view to understanding expectations: case studies would be welcomed;

RESOLVED:

- (i) That future meetings should be extended to two hours to ensure that Committee matters be given sufficient time for consideration and approval while enabling tours;
- (ii) That mapping good practice across the University should be carried out by members;
- (iii) That members should raise topics for discussion to the Committee Secretary prior to future meetings so that workshops involving contributing members could be planned, with time allocated to dedicated topics at future meetings;
- (iv) That the Director of Health and Safety provide a programme of activity for the Committee to consider for the following two years.

13/12-13

Main Campus Access Mapping

CONSIDERED:

A paper from the Fire Safety Advisor on proposals to make available on the University webpages information about access provisions for current and future visitors to campus (paper UHSC 05/12-13, refers).

REPORTED (by Chris Mayfield, Fire Safety Advisor):

- (a) That the Access Mapping project would require the collating of information on buildings across the University;
- (b) That representatives who understand and have knowledge of the University buildings as well as Disability Coordinators and individuals with disabilities would need to input into the collation of information;
- (c) That improved information would need to be developed to promote independence.

(by Members):

- (d) That recognition should be paid to the different types of persons and different reasons for accessing information when information is being put together and that evaluation should be conducted by a person who is unfamiliar with the campus;
- (e) That due consideration be paid to ensure that sufficient detail be made available to users in connection with centrally timetabled spaces and spaces regularly booked out by internal and external users of buildings;
- (f) That consideration should be paid to integrate data collection with other data requests such as space management;
- (g) That the Arts Centre had existing information already and that they independently are in the process of commissioning their own audit and

that Hospitality Services also currently provide information that could be used;

- (h) That the Library were considering the use of common symbols on their webpages and building signage;
- (i) That the Student Union's Disability Coordinator be consulted.

14/12-13 Annual Health and Safety Report for 2012

a) Fire Safety Report for 2012

CONSIDERED:

The Fire Safety Report for 2012 from the Fire Safety Advisor (paper UHSC 06/12-13, refers).

REPORTED: (by Chris Mayfield, Fire Safety Advisor)

- (i) That the report provided detail in relation to achievements in 2012, proposed new projects for 2013 and fire statistics over the past year;
- (ii) That the number of fires remained below the national average;
- (iii) That most fires were connected with cigarette waste and residences and were minor in terms of damage and that the most significant fire event involved a fire to a waste bin, however appropriate siting had minimised impact on adjacent buildings;
- (iv) That the majority of false activations continued to be associated with cooking;
- (v) That Neil Baugh, fire risk assessor, would be continuing the programme of fire risk assessments of University buildings over the period 2013/14.

RESOLVED:

- (i) That the Committee endorsed the Fire Safety Report for 2012, noting that there was a correction necessary within the Fire Incident table;
- (ii) That a figure based upon a percentage increase/decrease in fire incidents over the percentage increase in number of study bedrooms be provided in future by the Fire Safety Advisor;
- (iii) That initiatives to reduce the number of false activations be co-ordinated by the Fire Safety Advisor including visits by Residential Life teams and competitions for Halls to strive to have the lowest number of activations over a given period;
- (iv) That to enhance student engagement, Hall Societies had been established in each of the residences and these could be involved.

b) Annual Health and Safety Report for 2012

RECEIVED:

The Annual Health and Safety Report from the Director of Health and Safety (paper UHSC 07/12-13, refers).

RESOLVED:

- (a) That the Annual Health and Safety Report be discussed at the next meeting;
- (b) That Members forward comments to the Director of Health and Safety.

15/12-13 Revised Guidance for Emergency Evacuation of Disabled Persons

RECEIVED:

A briefing from the Fire Safety Advisor on revised guidance on the University Health, Safety and Well-being website which supports the Equality and Diversity needs for promotion of independence whilst addressing emergency evacuation from buildings for disabled persons (paper UHSC 08/12-13, refers).

16/12-13 Tour of the IIPSI Building

Members toured WMG's new International Institute of Product and Service Innovation (IIPSI) building including the Technology Hall and demonstration areas and had the opportunity to see how WMG engages with small and medium sized enterprises to help them evolve and develop new products and services.

The tour provided an opportunity for members to reflect on the arrangements and management of the areas in relation to their own departments which provoked further discussion at the end of the meeting.

RESOLVED:

That tours should be in advance of lunch and the meeting to enable learning to be discussed and recorded whilst still 'fresh'.

17/12-13 Dates of future meetings

16 May 2013, 11:30 CMR 1.0, University House