

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee held on 17 May 2012

- Present: Professor S Croft (Chair), Ms C Allender, Mr A Bastable, Mr R Buckle, Ms L Burton, Ms H Green, Ms S Matthews, Ms L McCarthy, Dr D Mitchell, Mr C Moody, Ms C Quinney, Mr N Sanders,.
- Apologies: Mr F Aitken, Mr L Cartwright, Ms P Collins, Mrs S Foy, Mr M Gluhovic, Dr M Joy, Mrs A Pulford, Mr E Ryan, Mr C Sury, Mr P Sweetman.
- In attendance: Mrs J Jeary, Dr I MacKirdy, Mr J Bailey and Ms W Roberts for minute 27/11-12

24/11-12 Minutes

RESOLVED:

That the minutes of the meeting held on 21 February 2012 be approved.

25/11-12 Declarations of Conflict of Interest

REPORTED:

That no conflicts of interest were raised.

26/11-12 Annual Review of Incidents (minute 17/11-12 refers)

REPORTED:

That the University Health and Safety Executive Committee, UHSEC, resolved that new key risk indicators for demonstrating improvements in performance were required following the significant reduction in RIDDOR incidents.

27/11-12 Annual Review of Fire Incidents (minute 18/11-12 refers)

REPORTED:

- a) That the UHSEC welcomed the information provided on the number of fires and fire alarm activations during 2011 and encouraged the Fire Safety Advisor to work with other functions within the University to confirm the accuracy of the information and to develop plans to target specific areas for improvement.
- b) That the UHSEC endorsed a benchmark of less than 20 alarms per 1000 detector heads in residential premises on the basis that false alarms are so disruptive.

28/11-12 Annual Health and Safety Report, 2011 (minute 19/11-12 refers)

REPORTED:

- a) That the Annual Health and Safety Report for 2011 (UHSC 10/11-12) was revised to incorporate the following amendments:
 - i. The need to continue to improve performance was inserted in the Summary
 - ii. Reference to the cases of arson and false alarms were included in the Fire Safety section.
 - iii. The title of section 9 was changed from 'Musculoskeletal' to 'Health' and the second paragraph inserted
 - iv. Details of the review of health and safety were inserted in section 11
- b) That the UHSEC recommended to the Council that the Annual Health and Safety Report for 2011 as set out in UHSC.10/11-12 Revised be approved.
- c) That the Annual Health and Safety Report for 2011 (UHSC.10/11-12 Revised) was received by the Operational Risk Management Group.

29/11-12 Electronic Cigarettes (minute 22/11-12 refers)

REPORTED:

- a) That the UHSEC resolved that the restrictions in the Smoking Policy on the use of cigarettes be extended to apply to electronic cigarettes on the basis that these new products did not provide recognised health benefits while introducing several negative consequences and in particular undermined the enforcement of the Smoking Policy.
- b) That the UHSEC resolved that the Director of Health and Safety revise the Smoking Policy for consideration by the Committee and address communications relating to this change.

30/11-12 Presentation by the Commercial Group

CONSIDERED:

A presentation from Jonathan Bailey, Director of the Commercial Group, and Wendy Roberts, Head of Accommodation, about their approach to health and safety, which focused on:

- The health and safety performance in the Commercial Group in 2008.
- The initial top down approach.
- The reduction in the number of RIDDORs.
- The inclusion of health and safety in the Group's visions and values.
- The change to more inclusive approaches.
- Recognising achievements through the introduction of Food and Health and Safety Awards at the Annual Awards Evening.

REPORTED: (by Mr J Bailey)

- i. That discussions were on-going with the Director of Health and Safety to ensure momentum in this area, and that the Commercial Group were now ready for the cultural shift, as staff had demonstrated that health and safety was their responsibility and that they wanted to be involved in Health and Safety initiatives, including standard operating procedures and risk assessments.

(by Mr N Sanders)

- ii. That the Commercial Group should be congratulated for its success which the Committee had been monitoring.
- iii. That the presentation given should be more widely communicated to heads of department to demonstrate good management practice that had delivered, and was continuing to deliver, real performance improvements.

(by Ms H Green)

- iv. That the reference to the simplification of processes and documents pertinent to standard operating procedures was helpful and would be considered by the Library.

(by the Director of Health and Safety)

- v. That the Award for Health and Safety went to a team led by a member of the Committee demonstrating what could be achieved by acting as a 'champion' for health and safety.
- vi. That this success would be more widely publicised through Insite and local Health and Safety Committees.
- vii. That the progress made in the Commercial Group could be worthy of a national award such as ROSPA and that this would be progressed.

RESOLVED:

That this positive presentation be made more widely available to heads of department.

31/11-12 Effectiveness of the University Health and Safety Committee

CONSIDERED:

A report from Iain MacKirdy, Director of Health and Safety, on the effectiveness of the University Health and Safety Committee (paper UHSC 14/11-12).

REPORTED: (by the Chair)

That Internal Audit expected Committees to review their effectiveness on a regular basis.

(by Director of Health and Safety)

That the Committee had been influential and had contributed significantly to policy development and monitoring and making recommendations to UHSEC, Council and Senate.

(by Ms C Allender)

That the Committee had played a significant part in the monitoring and measure of RIDDORs, which had ultimately led to a reduction.

(by Mr N Sanders)

That there were 3 anxieties in this area that need to be addressed:

- a) The high level of non-attendance at meetings.
- b) That 'safety' was discussed to a greater extent than 'health'.
- c) That Committee members did not bring forward many agenda items for discussion.

RESOLVED:

- a) That the Director of Health and Safety hold discussions with the members of the Committee, and request that nominees attend in their absence.
- b) That whilst papers and statistics were essential at this Committee, the members would welcome more interaction.

32/11-12

Incidents

- a) Update on Incidents and Reporting Requirements

CONSIDERED:

A paper from Claire Beament, Health and Safety Advisor, on the impact of changes in reporting requirements and on incidents since 1 January 2012 (paper UHSC 15/11-12).

REPORTED: (by the Director of Health and Safety)

- i. That RIDDOR reporting had changed and that incidents needed to be reported to the HSE when the incident resulted in 7 days absence from work, but despite this change the Committee would continue to be provided with detailed information.
- ii. That it would be helpful if Committee members discussed these incidents in their respective department.
- iii. That the Commercial Group had requested access to the Incident Management System so that their managers would be empowered to manage incidents in their areas.

(by Mr N Sanders)

- iv. That the most recent incidents were still a result of slips, trips and falls and manual handling, and these areas must continue to receive attention.

b) Fire Incidents

CONSIDERED:

A paper from Chris Mayfield providing an update on fire incidents (paper UHSC 16/11-12)

REPORTED: (by the Director of Health and Safety)

- i. That the first rolling 12-monthly figure was now available for the last year.
- ii. That the Fire Safety Advisor was liaising with departments to verify the data, identify local hotspots and underlying causes; target specific areas of improvement, and deal with any malicious activations.

(by Mr N Sanders)

- iii. That this information was admirable and provided the benchmark for incident reporting.

33/11-12 Equality and Diversity Committee

RECEIVED:

A verbal report by the Director of Health and Safety about the work of the Equality and Diversity Network, the Disability Interest Group and the Equality and Diversity Committee pertaining to health, safety and wellbeing.

REPORTED: (by the Director of Health and Safety)

That there were a number of networks across the University that had a relevance to the wellbeing of staff and increased dialogue with these committees would be beneficial.

34/11-12 Dates of future meetings

That dates of future meetings would be announced when the Committee Calendar for 2012/13 was finalised.