

**UNIVERSITY OF WARWICK**  
**UNIVERSITY HEALTH AND SAFETY COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD 14:00, Wednesday 10 November 2021**

<b>Present</b>	Michael Ward	MW	Head of Department, Chemistry (Chair)
	John Phillips	JP	Director of Health and Safety Services
	Paul Allsopp	PA	Trade Union Representative (UNITE)
	Lee Cartwright	LC	Trade Union Representative (UNITE)
	Claire Daffern	CD	Trade Union Representative (UCU)
	Nicola Rogers	NR	Trade Union Representative (UCU)
	Antonia Mayers	MA1	Trade Union Representative (UNISON)
	Charlton Sayer	CS	A Sabbatical Officer of the Student's Union
	Louise Davies	LD	Member of staff from the Sports Centre
	Richard Campbell-Kelly	RCK	Member of staff from Insurance Services
	Dr. Andrew Marsh	AM	Chair of H&S Committee (Chemistry)
	Prof. Paul Jennings	PJ	Chair of H&S Committee (WMG)
	Prof. David Towers	DT	Chair of H&S Committee (Engineering)
	Duncan Parkes	DP	Member of staff of the Students' Union
	Diana Stonefield	DS1	Member of staff from the Faculty of Arts
	Lisa Burton	LB	Member of the Faculty of Social Sciences
	Duncan Stiles	DS	Member of staff from the Estates Office
	Heather Green	HG	Member of staff from the Library
	Lorraine Blackwell	LB	Member of staff from Commercial Services
Graham Hakes	GH	Senior Health & Safety Advisor	
Mayur Patel	MP	Assistance Secretary to the UHSC	
<b>Attending</b>	Mark Kennel	MK	Head of Community Safety
<b>Ref</b>	<b>Item</b>		
001	<p><b>Apologies for absence</b></p> <p>Apologies were received from Charlotte Allender, Prof. Victor Zammit, Dr. Tom Hase.</p>		
002	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>		
003	<p><b>Minutes of last meeting on 9 June 2021</b></p> <p>The minutes of the meeting held on 9 June 2021 were received and approved.</p>		
004	<p><b>Matters arising from last meeting held on 9 June 2021</b></p> <p><b>019-UHSC100321 – Student representation at UHSC</b></p> <p>The Director of Health and Safety Services informed the Committee that there was a discussion at the last University Health and Safety Executive Committee (UHSEC) regarding membership of the University Health and Safety Committee (UHSC). It was decided that membership of the UHSC was to be approved at this Committee and then forwarded to the UHSEC for confirmation.</p>		
005	<p><b>Terms of Reference and Membership</b></p> <p>The Chair invited Committee Members to comment on the UHSC Terms of Reference and Membership (005-UHSC101121), noting that Nicola Rogers had already provided a correction to her role on the Committee as the second UCU Representative.</p> <p>Trade Union Representative (UNITE) informed the Committee that Steven Stynes was no longer a member of UNISON and should be replaced by Antonia Mayers. The Committee received and approved the UHSC membership for 2021-22 subject to the above-mentioned amendments.</p>		

	<b>DECISION:</b> The Committee approved the UHSC Terms of Reference (ToR) for academic year 2021-22.
<b>Chair's Update</b>	
006	<p><b>Chair's Business and Actions</b></p> <p>The Chair informed the Committee that the project in which Labcup was providing the Chemical Inventory Tool had seen some progress, with a briefing session with the supplier scheduled to discuss the program of work. The Chemical Inventory Tool would enable a more robust chemical and hazardous material management, storage and tracking. The first phase of implementation would be within the Chemistry Department and then rolled out to other departments. Further updates were to be provided at future UHSC meeting.</p>
<b>Executive Update</b>	
007	<p><b>Key Points relating to the University Health and Safety Executive Committee</b></p> <p>The Director of Health and Safety Services presented the report from the meetings of the University Health and Safety Executive Committee (UHSEC) on 7 October 2021 (007-UHSC101121). The paper was received, and content noted by Committee members.</p>
008	<p><b>Covid-19 Update</b></p> <p>The Director of Health and Safety Services provided a verbal update regarding measures relating to Covid Secure and informed the Committee that the Campus Opening Group had been replaced by the Covid-19 Working Group (C19WG), Chaired by Chris Griffin. The new group had been working in preparing an Institutional Risk Assessment for Term 1. Departments who didn't have a local Risk Assessment were able to use the Institutional Risk Assessment, where local Risk Assessments were in place the option was there for them to move over to the new risk assessment, some departments had made the migration. The group had also been considering Covid, not just at the University but, at national level and evaluating what steps needed to be taken relating to teaching. At the University Executive Board (UEB) it was decided that for term 2 social distancing within teaching spaces was to be removed, which will bring the university in line with national guidance. This means the removal of the 1.5m social distancing as we go into term 2. A new Risk Assessment for term 2 had been prepared by the Director of Health and Safety and shared with the C19WG and Unions, with a review date set for December 2021 The Risk Assessment had been circulated to Heads of Departments for comments. The Director of Health and Safety Services reassured the Committee that if Government guidance changed and Plan B was evoked the risk assessment would need to be reviewed, but it was anticipated that Plan B may only be evoked locally, if at all.</p> <p>The Trade Union Representative (UCU), CD, was keen for an update following the presentation of the Ventilation paper at UEB. The Director of Health and Safety Services informed the Committee that this discussion had taken place, and, as social distancing was to be removed, ventilation levels within teaching spaces would continue to be operated at its optimum level in term 2.</p> <p>The Chair of H&amp;S Committee (Chemistry) was keen to understand how the new University risk assessment would be implemented. The Director of Health and Safety Services confirmed that a verbal briefing would be provided to HoD's along with the Risk Assessment and associated Standard Operating Procedure, as it was felt that posters alone around the University were not sufficient to guarantee awareness.</p> <p>The Trade Union Representative (UCU), NR, raised that some UCU members were concerned with individuals not wearing face covering and the inconsistencies between departments, also the level of individuals carrying out Lateral Flow Tests (LFT's) had reduced and so the university would benefit from reminders being circulated. Union members were also concerned with the removal of social distancing and would this promote tutorials to take place in small spaces or offices. The Director of Health and Safety Services informed the Committee that small office spaces might need separate risk assessments and additional control measures.</p> <p>The Trade Union Representative (UCU), CD, raised that members had commented, that signage at Warwick Business School (WBS) relating to 'compulsory wearing of face covering' was different compared to the wider University and could this be adopted throughout all campus sites. The Chair commented that WBS had produced their own posters using language which had not been approved by central University, departments</p>

	<p>had been told not to use ‘compulsory’ but use ‘encourage’. The Member from the Faculty of Social Sciences was not aware of how the production of posters was authorised but was aware that it was decided that a harder stand was to be taken.</p>
009	<p><b>OHSAS 18001/ISO:45001 Audit Update</b></p> <p>The Chair invited the Director of Health and Safety Services to provide a verbal update following that last visit by the British Standards Institution (BSi).</p> <p>The Director of Health and Safety Services informed the Committee that the latest Surveillance Visit by the British Standards Institution (BSi) took place between 22 and 29 June 2022, visiting, Central Health and Safety, School of Live Science (SLS), Warwick Medical School (WMS), School of Engineering, Estate’s Operations and several Research Technology Platforms were assessed the new ISO:45001 criteria. During the visit six Minor Non-conformities were raised and BSi had approved the University’s migration from OHSAS 18001 to the new international standard ISO:45001, with the main difference between the two standards, ISO:45001 put a greater emphasis on management involvement, leadership engagement, and reporting structure. The University had received a new certificate and was available on request if required. The Committee was informed that certification was only for the departments assessed at this stage and not for the whole University. At the next BSi visit in January 2022, the six Minor Non-conformities would be reviewed for progress and would visit the Physics department and Warwick Manufacturing Group.</p>
<b>Governance</b>	
010	<p><b>Community Safety (previously Campus Security) Update</b></p> <p>The Chair invited the Head of Community Safety to provide the Committee with an update as to the changes within Community Safety.</p> <p>The Head of Community Safety provided a verbal update to the Community summarising the major changes, the key points are outlined below.</p> <ol style="list-style-type: none"> <li>1. Campus Security had been re-branded and changed their name to Community Safety. This was due to the team’s role having a great diversity and was not only concerned with security. It was felt that moving forward this would attract more applicants for future advertised roles. Active female recruitments had been positive, and each team had at least one female officer.</li> <li>2. Work had been completed in conjunction with the Head of Business Change and the Director of Wellbeing and Safeguarding to clarify the tasks being carried out by staff within Community Safety.</li> <li>3. Cash transfer from retail outlets had been looked at to evaluate complexity of task, man hours required and security, a decision had been made to go cash-less.</li> <li>4. Community Safety staffing levels had been reduced by 20%, 4 teams of 10 now operate as 4 teams of 8.</li> <li>5. The number of first aid call outs the Community Safety Team would be able attend was likely to reduce, as it was felt that trained First Aiders within departments should initially deal with injured party, calling for assistance only when required.</li> <li>6. It was also being considered that the Community Safety emergency contact number might be changed so that people contact 999 in an emergency instead.</li> <li>7. The team’s uniform has been changed to sky blue, the colour was decided upon taking into account visual difficulties.</li> <li>8. The team had completed a ‘Cultural Awareness Training’ which was expensive, but the learning outcomes outweighed the cost and covered areas such as ‘Racial Stress’.</li> </ol>

The Member of staff from the Estates Office raised a concern relating to the reduced responses to first aid alerts by the Community Safety Team, with departments return to work on the 'hybrid model' there may not be sufficient number of First Aiders in at one time. The Head of Community Safety ensured the Committee that if no cover was available the Community Safety Team would continue to attend when required.

The Member of staff from the Library informed the Committee that due to the large number of student incidents, they frequently called upon assistance from Community Safety. The Library was looking at providing first aid training to more staff members, but with hybrid working there may be times when Community Safety would be required to assist.

The Director of Health and Safety Services informed the Committee that a review of departmental first aid quotas were underway, but with the introduction of hybrid working the model required to be updated. Quotas were being reviewed, building by building, making first aid training available to more staff, but in the interim requested that Community Safety continued to assist. The Health and Safety Officer at Gibbet Hill had organised a first aid call group which calls all first aiders, this should be considered at other departments and the group could also include neighbouring buildings to ensure cover.

The Trade Union Representative (UNITE) was keen to understand if first aid training would include 'Mental First aid' also. The Director of Health and Safety Services clarified that there was a specific course which covers mental health first aid, but the University had decided not to include adopt this approach and that alternative training for managers is being considered.

The Member of staff from the Estates Office raised, that due to hybrid working Fire Warden cover was also compromised and was keen to understand that once an individual had completed the University Fire Warden Moodle training, were they qualified as a fire Warden. The Director of Health and Safety Services clarified that completing the training increases awareness and highlights what procedure should be followed, and, as such could act as fire wardens.

The Member of staff representing the Faculty of Social Sciences informed the Committee that the faculty had instructed that individuals disperse away from building and not to congregate at 'fire assembly points', moving forward should fire assembly point be removed. The Director of Health and Safety Services confirmed that the direction of travel was towards dispersal for non-residential builds, but fire assembly points were to remain for student accommodation buildings, further discussion was required if fire assembly points were to be removed.

011	<p><b>Activities around the University</b></p> <p>Committee members reported:</p> <ol style="list-style-type: none"> <li>1) Unions had become concerned with the increased number of staff off sick due to stress.</li> <li>2) Recruitment was taking longer and interest to advertised jobs was low, this was increasing pressure on existing staff to cover tasks.</li> <li>3) WBS had reviewed their fire evacuation procedures and so everyone was a Fire Warden. There had been good update on the Fire Moodle training, but data needed to be looked at to confirm. WBS continue to review their risk assessments in-line with University and Government guideline and their 'lone-working' policy for hybrid working.</li> <li>4) Insurance Services continue to review University insurance and policies. Zurich statutory inspection remains for a further 12 months.</li> <li>5) WMS reported that their local health and safety committee meeting had taken place. WMS's BSi had gone well and had looked at chemical management and training records. The Bio-Safety Officer with help from the HSO were preparing an audit schedule, and a message had been circulated for volunteers to become First Aiders.</li> </ol>
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- 6) The Library refurbishment work was on-going but was now at the snagging stage. A number of vacancies were required to be recruited for but were currently filled by temporary workers. Evacuation procedures were under review as escape routes were out of operation due to building works.
- 7) Health and Safety Services continue to recruit to fill remaining available Health and Safety Officer roles, shortlisting of applications was underway and it was anticipated that successful applicants would be in post in January 2022.
- 8) Estates reported that staff training had started on the new Working Safely at Warwick course, staff continued to complete all Moodle training with a push on Fire and LEV modules, the SOP for snow clearing and gritting had been reviewed, communicated and published, Code of Conduct and Dignity had been communicated to all suppliers and contractors to ensure they comply and provide a safe culture, and James Breckon as Duty Holder for Water Safety has appointed Steve Twynholm Responsible Person, Heather Loosemore and Laura Harris Deputy Responsible Persons.

**Items below this line are for receipt and/or approval, without discussion**

012	<b>Health and Safety Performance</b>
013	<b>Natural Gas Policy</b>
014	<b>Statutory Inspection Policy</b>
015	<b>UHSEC Programme of Work 2020-21</b>
<b>Other</b>	
015	<p><b>Any Other Business</b></p> <p>There were concerns raised by staff from Gibbet Hill walking to main campus through the woods as it was so dark, but were unsure if it was a result due to lighting or growth of trees. The issue had been raised with Estates and was important as there was no shuttle bus service available.</p> <p>The Member of staff from the Faculty of Social Science raised that many first aid boxes had not been checked since before the Covid-19 pandemic and contained expired items.</p>

**Next meeting: 10.00, Wednesday 9 March 2022**

**DECISIONS AND ACTIONS**

<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
<b>019- Chair's Business and Actions</b>	<b>ACTION:</b> The Chair and the Director of Health and Safety Services to take item to the University Health and Safety Executive Committee for clarification as to who agrees committee membership and quantities.	John Phillips  June 2021	Complete.