

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 10 October 2016

Present: Professor J Davey (Chair), Ms P Collins (member of staff from Commercial Services), Mr C Stanbrook (member of staff from the Sports Centre), Ms L Burton (member of staff from the Faculty of Social Sciences), Mr T Crowson (Students Union Sabbatical Officer), Ms S Crookes (member of staff from Wellbeing Support Services), Ms M Barwick (member of staff from the Library), Dr C Allendar (UNITE), Mr A Bastable (member of staff from the Students Union), Mr D Stiles (member of staff from Estates), Ms C Daffern (UCU), Ms T Forsyiaik (member of staff from the Faculty of Arts), Mr J Phillips (Director of Health and Safety) and Dr A Marsh (member of staff from the Faculty of Science).

Apologies: Ms C Farren (Senior Health and Safety Officer), Mr E Ryan (UNITE), Mr R Eason (UNITE), Mr L Cartwright (UCATT), Dr M Joy (UCU), Mr D Mitchell (member of staff from the Faculty of Medicine), Ms A Pulford (member of staff from the Arts Centre).

In attendance: Ms H Reynolds (Assistant Secretary to the Committee).

01/16-17 Apologies and welcome

Professor Davey introduced himself as the new Chair of the UHSC Committee for the academic year 2016-17 and thanked Dr A Marsh for chairing the last UHSC meeting.

The Chair also welcomed other new members: Ms C Daffern, taking over from Ms L McCarthy as UCU Representative; Mr T Crowson taking over from Mr A Roberts as Students Union Sabbatical Officer and Mr C Stanbrook taking over from Ms C Quinney as the representative from Warwick Sports.

Apologies received from Ms C Farren, Mr E Ryan, Mr R Eason, Mr L Cartwright, Dr M Joy, Mr D Mitchell and Ms A Pulford.

02/16-17 Minutes

RESOLVED:

That the minutes of the meeting of the Committee held on 12 May 2016 were approved subject to the following amendment (additions underlined, deletions ~~struck through~~).

30/15-16 (j) That the production of the University's ~~Estates~~ new Code of Conduct Video was underway and would be made available for review by Committee members.

03/16-17 Matters arising from the minutes

REPORTED: (by the Chair)

That a Chemical Safety update would be covered in item 09/16-17.

04/16-17 Declarations of Conflicts of Interest

CONSIDERED:

That should any members or attendees of the UHSC have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for members of Higher Education Governing Bodies in the UK.

RESOLVED:

That no conflicts of interest be recorded.

05/16-17 Chair's Business

REPORTED (by the Chair):

That members of the UHSC were encouraged to participate and to share views, thoughts and good practice from within their respective departments or faculties, particularly under agenda item 12/16-17.

06/16-17 Terms of Reference & Membership

RECEIVED:

A revised Terms of Reference and Membership of the University Health and Safety Committee (paper UHSC.01/16-17 refers)

REPORTED: (by the Chair)

- (a) That as a Professor in WMS, the Director of Research Technology Platforms, the University's Human Tissue Act (HTA) Designated Individual (DI), a member of: the Research Governance and Ethics Committee, the Human Samples Steering Group (HSSG) and the Biomedical & Scientific Research Ethics Committee (BSREC); he would be Chair of the UHSC, (previously held by the PVC) and the revisions in UHSC.01/16-17 reflected this.

(by the Director of Health and Safety)

- (b) That the Terms of Reference had not changed in substance, only the names of members who had been superseded at the start of the new academic year: (Minute UHSC 01/16-17 refers).

(by member of staff from the Estates Department)

- (c) That under the recent restructure of some departments and reporting lines in the University, Warwick Accommodation now came under the Estates

Department so the representation of Commercial Services at this committee may be reviewed.

07/16-17 Key points reported to the University Health and Safety Executive Committee

RECEIVED:

A paper reporting the key points from the UHSC held on 12 May 2016 presented to the University Health and Safety Executive Committee held on 11 June 2016 (paper UHSC.02/16-17 refers)

REPORTED: (by the Director of Health and Safety)

That as the paper is a summary of the last UHSC meeting as presented to the UHSEC, members of the UHSC were asked to review such papers considering not just how accurately the content of the meeting was reflected but also the tone and importance of agenda items of the UHSC meetings.

08/16-17 Incident Report

RECEIVED:

A report from the Senior Health and Safety Advisor on the incidents reported to the Health and Safety Department for the period May-August 2016 (paper UHSC.03-16/17 refers)

REPORTED: (by the Director of Health and Safety)

- (a) That there were 156 work related incidents over the four month period (May to end August 2016) of which 5 were classified as 'significant' as per the University's 'Incident Priority Rating Description' and 1 as 'serious'.
- (b) That 3 incidents required reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) resulting in 1 that was formally investigated by the HSE followed by receipt of a further Notification of Contravention letter.
- (c) That the highest incident category was 'failure to follow rule' with 21 incidents; followed by slips, trips and falls (17 incidents), the latter of which was over a 60% reduction in numbers compared with those that were reported during the same period last year (2015).
- (d) That the total incidents by breakdown were Estates 47; Science and Medicine 43; Arts and Social Sciences 3, Administration 11 and CCSG 51 (where there was 1 'serious' and 1 'significant' injury in CCSG including the incident that involved a contractor falling from height (off a ladder)).
- (e) That the University has a legal duty to ensure contractors that they engage meet certain health and safety competency criteria; work to ensure SAP was updated and only 'health and safety approved' contractors were available to select on SAP was ongoing.

- (f) That, in addition to the above, the University must demonstrate a reasonable degree of monitoring once the contractor is engaged, including review of their risk assessment and operating procedures which should be reassessed if the work/risk changes. Where Estates appoint the contractor, the project management would be carried out by Estates. If a Department directly appoints a contractor, the department would take on full responsibility to properly engage, manage and monitor the contractor.
- (g) That the Health and Safety Department would give advice about contractor management and quality of information, including risk assessments being received.

09/16-17 Chemical Safety

RECEIVED:

A report from the Director of Health and Safety on the actions arising from a chemical safety incident within the Department of Chemistry (paper UHSC.04-16/17 refers)

REPORTED: (by the Director of Health and Safety)

- (a) That following the chemical incident in August 2015 good progress had been made in relation to the management of chemicals across the University through the (Chemistry) Departmental Task and Completion Group and an Institutional Task and Completion Group.
- (b) That the University was progressing the selection and procurement of a chemical inventory software tool.
- (c) That any chemicals in cleaners' cupboards in departments would be covered by an inventory managed by Estates.
- (d) That the inventory of chemicals should be rolled out to all departments not just Science and Medical Faculty (including those off campus such as The Shard), and returns, including nil returns, would be required.

10/16-17 Health and Safety Policy and Supporting Guidance

TO CONSIDER:

A paper from the Director of Health and Safety on the Health and Safety Policy for 2016-17 and the supporting documentation available (paper UHSC.05/16-17 refers).

REPORTED: (by the Director of Health and Safety)

- (a) That it is a legal requirement to have a Health and Safety Policy containing a statement of intent, supported by the Senior Officers of the organisation, clearly identifying who has responsibility for health and safety and how this responsibility is articulated.

- (b) That the University's Health and Safety Policy had been updated in light of new appointments and recent restructuring and reporting line changes, and approved by Steering Committee for signature that morning (being 10 October 2016).
- (c) That the University's policy was supported by a (currently draft) guidance document 'Leadership and Management of Health and Safety at the University of Warwick' as reflected by the requirements in HE sector guidance.
- (d) That, subject to the draft guidance document being approved, both the above documents would be launched on the Health, Safety and Wellbeing webpages, and through email distribution, workshops and briefing sessions from October 2016.
- (e) That a new Training Officer was yet to be recruited to; new training modules would be available on Moodle soon supported by some face to face training, particularly for staff with no access to online computers.
- (f) That the Director of Health and Safety would be providing briefings for senior management in departments over the next couple of months.
- (g) That depending on the particular contract terms for each University tenant, provisions for health and safety would either allow the tenant to use their own policy(s) or bind the tenants to the University's Health and Safety Policy.
- (h) That the Health and Safety Policy should be included in the induction plan of all new staff and that training on health and safety should start with basic principles and build upwards depending on the position and responsibilities held.
- (i) That the Students Union should include health and safety as part of the Student Induction Programme they hold.

RESOLVED:

- (a) That the Director of Health and Safety would provide an update on the communication of the Health and Safety Policy and supporting guidance at the next meeting as well as share a copy of the short video produced by the School of Engineering, used for their training purposes.

11/16-17 Health and Safety Update Reports

TO CONSIDER:

A paper from the Director of Health and Safety on the production of regular Health and Safety Update Reports (paper UHSC.06/16-17 refers).

REPORTED: (by the Director of Health and Safety)

- (a) That a proposed new monthly Health and Safety Status Report was being developed to provide regular summary information on the health and safety

performance of the University focusing on key matters in relation to both reactive (e.g. incident data) and proactive (e.g. risk assessments, inspections and training) measures and this would be tabled at this committee, the UHSEC and the Steering Committee.

- (b) That whilst this report would be provided in parallel to the Incident Report, the emphasis was to move away from the number of incidents reported to provide data to help set objectives, identify areas for attention and reflect on positive initiatives.
- (c) That further reports such as the above focused at Departmental level could be produced and responses and requirements for further reports were welcomed.

12/16-17 Activities around the University

REPORTED (by Members):

- (a) That staff across campus were concerned about the on-going roadworks, car parking and the safety of pedestrians and cyclists and encouraged an update from the Programme Director for Keep Campus Moving since the presentation in May 2016.
- (b) That the Students Union would be issuing a policy on drugs as well as updating the Health & Safety Policy on trips, games and matches including information on and the need for risk assessments.
- (c) That the Students Union Welfare Officer would be focusing on mental health in the new 'Are You OK?' initiative.
- (d) That the Student Union was preparing proposals for the 'Week One' campaign.
- (e) That Chemistry had held 2 out of 3 of its scheduled health and safety inductions so far and held a health and safety committee meeting on 14th September where it was noted that reported incidents had risen from 42 in 2014-15 to 49 in 2015-16.
- (f) That a new committee had been established in the Faculty of Social Sciences called the Building Facilities Group; its aim was to improve the faculty's communication, sharing, common needs; look at progress reporting to the UHSC, improve building accessibility, evacuation information, first aider and evacuation warden recruitment, and the management of common use facilities such as a room for new mothers.
- (g) That the Sports Centre would be reviewing processes in view of applying for external accreditation, for example QUEST, a Sport England initiative.
- (h) That Warwick Accommodation and its cleaning staff were constantly working to improve service and health and safety records/approaches, an example being recent investigations into 'burns to people' had resulted in induction hobs being installed to replace older electric hobs.

(by member of staff from Estates Office):

- (i) That the first meeting of the Estates Health and Safety Environment Forum was held on 19th May 2016 with a positive attendance of approximately 50 suppliers. The aim of the Forum was to improve communication and engagement with suppliers and express the importance of compliance with the University's health and safety rules and procedures. The next Forum meeting was scheduled for 25 November 2016 and would include a case study with the cleaning company Cinderella's and a representative from the HSE.
- (j) That a new post, Water Hygiene Manager had been created to ensure the University's policy and arrangements on water hygiene, in particular legionella, was being complied with.
- (k) That a new post, Permit Officer, was in the process of being recruited to.
- (l) That Estates were completing a fire compartment survey on residential buildings on Westwood and in Arden and Feldon Training and Conference Centres and any remedial actions would be considered by the University on a risk basis.
- (m) That further to the updating of compulsory training standards, Estates were running IOSH and now NEBOSH courses aimed at particular roles.
- (n) That Estates continued to maintain all risk assessments centrally on their M drive so that Estates staff could share best practise; Estates would be happy to help provide example risk assessments to Departments upon request.

(by member of staff from the Library):

- (o) That following the University's tendering procedure for the Library 24 hour opening, an external service provider had been awarded the contract and would be starting soon. The tender criteria included compliance with health and safety and first aid requirements and referenced the Code of Conduct for Contractors.
- (p) That the service provision required had been conducted in consultation with Estates, Security and Wellbeing Support Services.
- (q) That the service provider would provide 4 contract staff per night to manage operations, respond to any issues including ensuring sufficient cover for managing an evacuation in the event of an emergency.
- (r) That CCSG were investigating the provision of hot water and a microwave for students using the 24 hour service.
- (s) That transport services were being discussed with the bus company Stagecoach.

- (t) That the impact on the Library and University facilities, along with necessary maintenance and cleaning provisions, were being discussed with relevant sections of Estates and other University departments.
- (u) That the Library would be using Moodle for online training of Library and contractor staff.

(by member of staff from Wellbeing Support Services)

- (v) That Student Support Services had been renamed Wellbeing Support Services.
- (w) That two new Wellbeing Advisers (equivalent to 1.5 fte) was in the process of being advertised to provide outreach support in the library focussing on proactive, educational and preventative work to help look after students.
- (x) That the 'Purple Flag' initiative, an accreditation scheme awarded by the Association of Town & City Management was being taken forward by Security Services on behalf of the University as a campus pilot site for the scheme.
- (y) That Wellbeing Support Services would be providing input into the broadening the remit of Senior Wardens including out of hours and off campus support provision.

13/16-17 Any other business

(by the Director of Health, Safety and Wellbeing):

- (a) That a new Fire and Safety Adviser would be commencing their employment in the Health and Safety Department on 21st November 2016 with the post being covered by a consultant in the interim.
- (b) That 5 new (full time, permanent) Health and Safety Officers for WMG, Engineering, Chemistry Physics and WMS/SLS were being recruited to act as conduits between the Departments and the Health and Safety Department. All officers should be in place by end of December 2016.
- (c) That the Health and Safety Department were in the process of recruiting a Training Officer to support the delivery of training across the University.

14/16-17 Dates of Future Meetings

2 February 2017	1.30 – 3.30pm	CMR1.0
3 May 2017	10.00 – 12.00am	CMR1.0