

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 11 February 2016

Present: Professor P Thomas (Pro Vice Chancellor (Chair)), Mr A Bastable (member of staff of the Students' Union), Ms Lisa Burton (member of the Faculty of Social Sciences), Mr L Cartwright (UCATT), Ms P Collins (member of staff from Commercial Services), Ms S Crookes (member of administrative staff), Mr R Eason (UNITE), Ms T Forsyiaik (member of the Faculty of Arts), Ms H Green (member of the staff from the Library), Ms L McCarthy (UCU), Mr J Phillips (Director of Health and Safety), Mr A Roberts (Sabbatical Officer of the Student's Union), Mr E Ryan (UNITE), Dr T Schiller (member of the Faculty of Science (vice Dr A Marsh)), Mr D Stiles (member of staff from the Estates Office)

Apologies: Dr C Allender (Prospect), Mr M Joy (UCU), Dr A Marsh (member of the Faculty of Science), Mr D Mitchell (member of the Faculty of Medicine), Mrs A Pulford (member of staff from the Arts Centre), Ms C Quinney (member of staff from the Sports Centre), Mr S Stynes (UNISON)

In attendance: Ms C Farren Senior Health and Safety Adviser (Secretary), Ms H Reynolds Research Support Manager (Assistant Secretary)

Note: *Items marked with an asterisk {*} are classified as restricted, noting that all restricted business is confidential to members and attendees of the [Name of the Committee in full].*

13/15-16 Minutes

CONSIDERED:

The minutes of the meeting of the University Health and Safety Committee held on 12 October 2015.

RESOLVED:

That the minutes of the meeting of the University Health and Safety Committee held on 12 October 2015 be approved, subject to the following amendment to minute (11/15-16 (b)):

Additions underlined and deletions struck through

That an incident in the toilet facilities of the Library had identified the need for assessing situations where specialised contractors should be used; the coordination of supplies across campus in emergencies; and situations suitable for cleaning staff to be trained in dealing with contaminants.

14/15-16 Chemical safety (minute 09/15-16 (i))

RECEIVED: (by Senior Health and Safety Advisor)

A paper on Chemical Compatibility and Chemical Storage Cabinet Guidance from the Senior Health and Safety Advisor (paper UHSC.06/15-16)

REPORTED: (by Senior Health and Safety Advisor)

- (i) That the guidance which had been sent out as a Safety Alert, produced to support the safe storage of chemicals, had taken into consideration chemical compatibilities, storage cabinet suitability and storage limits.
- (ii) That work undertaken in Chemistry to draw together chemical inventories and to segregate their chemicals was subsequently taking place across campus.
- (iii) That chemical stocks were currently being asked to be recorded locally on spreadsheets but the University was considering the scope of software to manage chemical storage.

(by Mr E Ryan, UNITE)

- (iv) That the Department of Chemistry currently used Quartz software to record chemical stocks but this relies on individuals regularly accessing the system to update records.
- (v) That chemical storage required considerable chemical knowledge and other Departments could contact the Department of Chemistry for help.
- (vi) That consideration on chemical storage needs should be built into the scope of refurbishment projects and new build projects.

15/15-16 Activities around the University (minute 11/15-16(ii))

REPORTED: (by Senior Health and Safety Advisor)

- (a) That the Cleaning Services Manager, Estates, had advised that all cleaning staff would be trained to carry out day to day operational cleaning tasks.
- (b) That consideration is being paid by the Head of Maintenance and Cleaning Services Manager to train up a number of staff to handle emergency situations such as this into the future; in the meantime, large scale toilet flooding events would need to be handled by an external contractor appointed by Estates.

(by member of staff from the Library)

- (c) That the situation was exacerbated by the event happening numerous times over a short period of time, not permitting proper remedial action to be taken in-between clean-up operations, leading the flood to affect a much wider area.

(by Mr L Cartwright)

- (d) That Estates were aware of the issues surrounding aging infrastructure and buildings being used beyond what their original design brief would have been.

16/15-16 Declarations of Conflict of Interest

CONSIDERED:

That, should any members or attendees of the [Name of the Committee in full] 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.

17/15-16 Chair's Business

REPORTED (by the Chair):

- (a) That members were encouraged to consider the following for discussion in the forthcoming UHSC meetings: the structure of the UHSC meetings; how members engage with their community (including before attendance of a UHSC meeting); and the challenges that the University faces with particular regard to health and safety issues in their own community.
- (b) That Mr John Phillips was confirmed in the substantive role of Director of Health and Safety in November 2015 following a period acting as Interim Director (since the end of January 2015).

(by the Director of Health and Safety)

- (c) That the University Health and Safety Executive Committee (UHSEC) reporting line and membership had been reviewed and the proposal is to disestablish the University Health and Safety Executive Committee as a joint committee of the Senate and Council and re-establish it as an executive oversight committee reporting to Steering Committee.
- (d) That the Steering Committee meets on a regular basis which should enable decisions to be made and changes to be implemented more quickly.

RESOLVED:

- (a) That in order to fulfill union consultation obligations there would be a need for consultation on policies to take place in-between University Health and Safety Committee meetings.

- (b) That consideration be paid to inviting Dr John Ferrie (who currently attends the University Health and Safety Executive Committee as Lay member of the Council, appointed by the Council) to future meetings of the University Health and Safety Committee.

18/15-16 Terms of Reference and Membership

RECEIVED:

The Terms of Reference and Membership of the University Health and Safety Committee (paper UHSC.07/15-16 refers).

REPORTED: (by Senior Health and Safety Advisor)

That the membership had been revised, incorporating the change of Chair to Professor Pam Thomas and the Sabbatical Officer of the Students Union as Mr Alex Roberts.

RESOLVED:

That the Terms of Reference and Membership of the University Health and Safety Committee be approved.

19/15-16 Health and Safety Policies

RECEIVED:

A verbal update on the asbestos and electrical safety policies that were considered at the University Health and Safety Executive Committee and the revised Health and Safety Policy Statement (UHSC.08/15-16)

REPORTED: (by the Director of Health and Safety)

- (a) That the Asbestos Management Policy was approved and now available on the Health, Safety and Well-being webpages.
- (b) That the University Health and Safety Executive Committee resolved to establish a small working group to examine how the proposed Electrical Safety Policy could be implemented.
- (c) That justification for Departments wanting to conduct their own electrical work were around there being more flexibility, local specialized knowledge of research equipment and an ability to be in control of their own scheduling.
- (d) That further work was required to refine the Electrical Safety Policy.
- (e) That the revised and updated Health and Safety Policy Statement had been approved by Council and would soon be signed by the Vice-Chancellor, Registrar, Group Finance Director and Deputy Registrar.
- (f) That the Health and Safety Policy Statement was a high level document; other health and safety related policies would need to be written in the same

style. A point to note was that the University Health and Safety Policy Statement specifically excluded subsidiaries; these would be dealt with separately.

(by Members)

- (g) That a communications plan should be considered to formally clarify responsibility and accountability which would help change behaviour.
- (h) That everyone had a duty to report anything unsafe.

RESOLVED:

- (a) That health and safety training as already delivered to senior managers including Heads of Department, Senior Administrators and most of the Technical Services Managers would be further rolled out across the University.
- (b) That health and safety training would ensure that the revised Health and Safety Policy Statement was effectively disseminated.

20/15-16 Incident Report

RECEIVED:

A paper from the Senior Health and Safety Advisor on the incidents reported to the Health and Safety Department for the year 2015 (paper UHSC.09/15-16).

REPORTED (by Senior Health and Safety Advisor):

- (a) That the annual report produced from incidents and accidents recorded through online or via the Security IRIS system, showed a 10% increase in 2015, with 518 work-related incidents and accidents in total (excluding fire).
- (b) That future reports would concentrate on other aspects such as close-out rates of incident investigations and inspections rather than numbers of accidents and incidents reported.
- (c) That the increase in incidents reflected the positive culture of reporting incidents, particularly in CCSG, with 205 incidents reported, only 9 of which were classified as 'significant'.
- (d) That the highest incident category remained 'slips, trips and falls,' with 82 incidents being reported and that 56 incidents were in the 'failure to follow rule/procedure' category was concerning, indicating that there was a need for action to be taken in this area.
- (e) That of the 10 incidents reported to the Health and Safety Executive, 3 resulted in visits to site by a HSE Inspector.
- (f) That there had been 7 fires across the campus, being the lowest since records started in 2008, of which none were major.

- (g) That the number of false fire alarm activations had reduced although work remained necessary to try and reduce this further towards the sector benchmark.
- (h) That there was no evidence that the construction work on campus had led to an increase in incidents other than to 'trip' incidents around the piazza area, particularly during graduation. This noted increase led to a road survey being carried out and has led to a need to address 'tripping' risks for each outdoor event in this area.

21/15-16 Activities around the University

REPORTED (by Members):

- (a) That three new roles had been identified for Student Support Services to support the work in mental health, disability awareness and the government initiative, 'PREVENT'.
- (b) That Estates had produced a safety briefing on driving vehicles; the next topic would be manual handling. Estates would be organising additional training on the Construction Design & Management Regulations, IOSH Working Safely and Managing Safely and would be setting up a contractors forum in order to try and raise safety standards.
- (c) That within the Faculty of Social Sciences despite few health and safety issues raised, guidance was needed to support them develop evacuation procedures. The situation has become problematic now that buildings are open 24/7, the buildings are large and complex, with large communal areas and few staff working out of hours.
- (d) That the approach taken by the School of Engineering to develop animated health and safety messages for students, hosted within Moodle could be considered elsewhere.

22/15-16 Any Other Business

REPORTED (by Mr L Cartwright):

- (a) That there was concern about the safe use of the shared space areas as students were crossing the roads in front of vehicles.
- (b) That cyclists on campus should be encouraged to be safe and seen.

RESOLVED

That the Senior Health and Safety Advisor would disseminate the link to a video produced by another institution's Student's Union with a view to Mr A Roberts working with the University's Students Union to produce a podcast ready for the

next academic year, with particular attention to be paid to providing road safety information to International students.

23/15-16 Dates of future meetings

12 May 2016

12:30 to 14:30 in CMR.1.0