

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee  
held on 11 October 2017

Present: Mr J Phillips (Director of Health and Safety) (Chair), Mr E Ryan (UNITE), Ms Emily Dunford (Students Union), Dr Andrew Marsh (member of staff from the Faculty of Science), Ms L Bostock (member of staff from the Faculty of Social Sciences), Ms S Crookes (member of staff from Wellbeing Support Services), Mr D Stiles (member of staff from Estates), Ms H Green (member of staff from the Library), Miss L Davies (member of staff from Warwick Sport), Mr Oliver Cooper (Commercial), Mr Richard Campbell-Kelly (Insurance), Mr A Bastable (member of staff from the Students Union).

Apologies: Professor L Young (Chair), Mr Steven Stynes (Unison), Dr Mike Joy (UCU), Ms C Daffern (UCU), Dr C Allendar (UNITE), Mr L Cartwright (UCATT), Ms T Forsyiaik (member of staff from the Faculty of Arts), Ms Lisa Burton (member of staff from the Faculty of Social Sciences), Ms A Pulford (member of staff from The Arts Centre), Dr P Schafer (Life Sciences), Ms J Coleman (WMG), Dr D Billson (Engineering).

In attendance: Local chairs of the health and safety committees from the Science and Medical Faculty: Dr T Hase (Physics), Professor Victor Zammit (Warwick Medical School), Mr Steven Leemoon (Health and Safety Training Officer), Mr Graham Hakes (Senior Health and Safety Advisor).  
Ms C Farren (Senior Health and Safety Officer and Secretary to the Committee), Ms H Reynolds (Assistant Secretary to the Committee).

01/17-18 Apologies and welcome

Apologies were received from Professor Lawrence Young, Mr Steven Stynes, Dr Mike Joy, Ms C Daffern, Dr C Allendar, Mr L Cartwright, Ms T Forsyiaik, Ms Lisa Burton, Ms A Pulford, Dr P Schafer, Ms J Coleman, Dr D Billson.

Mr J Phillips, acting as Chair, welcomed Ms L Bostock attending in the absence of Ms Lisa Burton.

02/17-18 Minutes

RESOLVED:

That the minutes of the meeting of the Committee held on 3 May 2017 were approved subject to the following revisions being made (additions underlined, deletions struck through):

32/16-17 (i) That the Library fire safety occupancy limit had been reduced down but the Library ~~were trying to meet~~ is meeting current requirements for student study areas.

03/17-18 Matters arising from the minutes

REPORTED: (by the Director of Health and Safety)

That the minutes from the previous UHSEC meeting were available to members (UHSC.02/17-18) and the next UHSEC meeting was scheduled for Monday 16<sup>th</sup> October 2017.

04/17-18 Declarations of Conflicts of Interest

CONSIDERED:

That should any members or attendees of the UHSC have any conflicts of interest relating to the 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.

05/17-18 Chairs Business

REPORTED: (by the Director of Health and Safety):

- (a) That the Head of Department (HoD) health and safety training was complete.
- (b) That LDC would deliver health and safety training as part of the formal HoD induction programme in the future.
- (c) That there were discussions with HoDs regarding rolling out training to other key staff in departments.
- (d) That Health and Safety Self-Assessment Forms were completed by Departments and that these forms would generate actions for Departments. The forms would need to be completed annually in September.

RECEIVED

A Powerpoint presentation of an example of one of the core health and safety Moodle training modules on risk assessment by Steven Leemoon, Health and Safety Training Administrative Officer.

REPORTED: (by the Health and Safety Training Administrative Officer)

- (e) That the core health and safety training modules available on Moodle ranged from food hygiene and waste to risk assessment.
- (f) That the training modules were designed for all staff and used various multimedia to deliver the content.

- (g) That each training module was approximately 20 minutes in duration and designed so that the trainee progressed through every page.
- (h) That the training programme would be developed to utilise the capabilities of 'success factors', for example, to record completion of modules and the date that training would need to be renewed.
- (i) That good practice or generic risk assessments would be shared and a need for a repository had been identified.
- (j) That risk assessments often lead to identified training needs and standard operating procedures which could also be gathered to share good practice.
- (k) That risk assessment training should be undertaken by the person completing a risk assessment and the person authorised to sign off the risk assessment.

06/17-18 Terms of Reference and Membership

RECEIVED:

The revised Terms and Membership for the University Health and Safety Committee (UHSC) for the academic year (UHSC.01/17-18)

REPORTED: (by the Director of Health and Safety):

- (a) That there were no changes to the Terms of Reference; only the membership had changed with the new academic year, for example, Professor Young has been introduced as 'Chair' and there would be a new Student Sabbatical Officer.
- (b) That further member changes would be brought to the next UHSC meeting.
- (c) That further changes to the terms would include explicit reference to students and would identify a Deputy Chair.

07/17-18 Key Points relating to the University Health and Safety Executive Committee

RECEIVED:

A paper reporting the notes relating to the meetings of the University Health and Safety Executive Committee (UHSEC) meetings held in May and July 2017 (UHSC.02/17-18)

REPORTED: (by the Director of Health and Safety):

- (a) That the 21 specific policies under the main Health and Safety Policy would be released in phases, with the first policies being issued by February 2018.

- (b) That following the consultation across the University and the report received by the UHSEC, three Building Managers would be employed by Estates to cover designated zones on Central and Westwood campuses including support for Warwick Accommodation.
- (c) That following the chemical incident on 28 August 2015, longer term projects had progressed. The Estates Strategic Health and Safety Committee had reported the progression of the testing of the local exhaust ventilation systems; and the Chemical Inventory project team had identified vendors to provide the University with a chemicals inventory system.
- (d) That the Health and Safety Department had developed a risk profile tool that categorised risks at departmental level, providing a beneficial tool for identifying priorities for departments as well as higher level assessment of where high risks were focused within the University (such as the Science Faculty, WMS and identified Operations and Projects within Estates).
- (e) That the annual occupational health and safety and fire safety report for 2016 highlighted 'failure to follow procedures (FFPs)' as the number one highest reported incident category.

08/17-18 Fire Safety

RECEIVED:

A paper from the Director of Health and Safety on fire safety developments and fire related matters in the wake of the Grenfell Tower incident (UHSC.03/17-18).

REPORTED: (by the Director of Health and Safety):

- (a) That fire safety remedial work such as surveys of fire stopping had been well underway before the Grenfell Tower incident and this was ongoing.
- (b) That fire risk assessments were in place, unannounced fire drills were scheduled and fire warden training would be planned.
- (c) That fire warden training would be provided with the emphasis on cascade training such that everyone effectively shared the responsibility for fire evacuation.
- (d) That assessment of all cladding on buildings over 18m in height confirmed there were no concerns.

(by Members)

- (e) That all induction programmes should make it clear that fire evacuation was everyone's responsibility.
- (f) That the Library operates a version of the tag evacuation system with an 'Evacuation Coordinator' following everyone out of the building.

- (g) That fire evacuation should be practised at different times of day to test all operational situations.
- (h) That the Students Union had received concerns from students that whilst the University provided assurance and procedures, private landlords lacked such provision.
- (i) That links could be made with the Coventry Landlord Forum and that students could be given direction, for example, regarding their rights and identifying hazards, to help resolve the issues highlighted by students living off campus.
- (j) That West Midlands Fire Service could be contacted to provide advice and they also have funding available for fire prevention.

09/17-18 Incident and Performance Report

RECEIVED:

A report from the Senior Health and Safety Advisor on the incidents reported to the Health and Safety Department for the period April to September 2017 and health and safety performance (UHSC.04/17-178).

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That the highest incident category during the period was slip/trip/fall (which increased by 20% compared with the last period), closely followed by failure to follow procedure and hit by moving item.
- (b) That 33% of all incidents reported related to Estates, 30% to Science and Medical Faculty, 26% to Commercial Group and the remainder were Administration and the Faculties of Arts and Social Sciences.
- (c) That 16 significant incidents were reported in total and were split 6 to Estates, 7 to Science and Medical Faculty, 2 to Commercial Group and 1 to Administration.
- (d) That 2 serious incidents were reported; 1 in Estates and 1 in the Commercial Group.
- (e) That the Quemis Hazard Management System completion rate had increased to 88% and the Health and Safety team were working with those departments to complete those outstanding with 'space owners'.
- (f) That the University's overall risk rating remained 'red' and further reporting and statistical analysis would provide more detail in the future.

10/17-18 Activities around the University

REPORTED: (by Members):

- (a) That the Library had cascaded the leadership health and safety training module throughout the Library.
- (b) That the Library had updated their risk assessments and would be reviewing their operations with external contractors.
- (c) That following a proposal by the Students Union, the Library would be considering the provision of facilities to heat food and make drinks outside working hours.
- (d) That the Insurance Office were considering the many factors that affected the University's insurance renewal such as sprinklers, good (& consistent) housekeeping across campus, lone working and the control of contractors. A continued high risk for insurance remained overseas travel of staff and students.
- (e) That the Students Union was looking at their societies and clubs' safety policies including risk assessments.
- (f) That Estates held all their risk assessments on their website.
- (g) That Estates' next Suppliers Forum was scheduled for 24th November 2017 with numerous supplier stands and speakers.
- (h) That following the success of the NEBOSH pilot, more Estates staff were attending the training.
- (i) That following their recent increase in staff numbers, Wellbeing Support Services had moved to the Ramphal Building and that risk assessments regarding lone working were being undertaken as well as panic alarms being installed.
- (j) That Wellbeing Support Services were working on a HEFCE project on 'hate crime' and information on such issues would be disseminated.
- (k) That Wellbeing Support Services were working with local police regarding the reports of crime since the start of term.
- (l) That Economics display an A5 health and safety notice by the doors in every room in their department and that good practice such as this could be shared.
- (m) That members welcomed the development of a lone working policy.
- (n) That members welcomed a Health and Safety Day on campus.

11/17-18 Dates of Future Meetings

1 February 2018 13:30 CMR1.0

2 May 2018 10:00 CMR1.0