

## UNIVERSITY OF WARWICK

### Minutes of the University Health and Safety Committee held on 19 May 2011

- Present: Mr J Baldwin (Chair), Mr N Sanders, Mr E Ryan, Mr F Aitken, Mr G Whitworth, Mr R Buckle, Dr N Whybrow (minute items 35-37), Dr D Mitchell, Ms L Burton, Ms S Matthews, Ms C Quinney, Mr A Bastable, Mr P Sweetman, Dr M Joy, Ms H Green, Ms P Collins
- Apologies: Mrs A Pulford, Ms Ayres, Ms L McCarthy, Ms C Allender, Mr L Cartwright, Ms S Foy, Dr D Orrells
- In attendance: Dr I MacKirdy (Director of Health & Safety), Mrs E Brown (Assistant Secretary), Mr M Stacey (Head of Estate Services), Mrs C Beament (Health and Safety Adviser), Ms J Poole (Senior Occupational Health Adviser), Mr C Mayfield (Fire Safety Adviser), Mr M Potter (Retail Operations Director – minute item 31)

25/10-11 Minutes

RESOLVED:

That the minutes of the meeting held on 15 February 2011 be approved.

26/10-11 University Genetic Modification and Biosafety Committee (minute UHSC 21/10-11 refers)

REPORTED: (by the Registrar)

- (a) That the University Health and Safety Executive Committee (UHSEC) had approved the establishment of a University Genetic Modification and Biosafety Committee as a sub-committee of the UHSEC.
- (b) That Professor Andrew Easton would Chair this Committee and that the first meeting was planned for 1 June 2011.

27/10-11 Proposed Amendment to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (minute UHSC 23/10-11 refers)

REPORTED: (by the Registrar)

- (a) That the University had submitted a response to Consultation Document 233 by the Health and Safety Executive (HSE) regarding their proposed amendment to RIDDOR 1995 (paper UHSC 13/10-11, refers).
- (b) That the University's response was submitted to the Universities and Colleges Employers Association (UCEA) as well as to the HSE.
- (c) That the Director of Health and Safety had asked UCEA for copy of their submission to the HSE which will be circulated to the Committee.

28/10-11 Declarations of Conflict of Interest

REPORTED: (by the Registrar)

- (a) That it was reported to Council on 23 March 2011 that the CUC Guide for Members of Higher Education Governing Bodies in the UK states that Council members should declare any interests relating to agenda items as soon as is practicable and should withdraw from the relevant part of the meeting.
- (b) That this item would be included on the agenda of the Council and its Committees as a standing item in future.

RESOLVED:

That no members of the Committee had interests to declare relating to the agenda items.

29/10-11 Pulse Stressor Report for 2011

REPORTED: (by the Registrar)

That the responses relating to stress which formed part of the Pulse 2011 staff survey will be reported to the October 2011 UHSC meeting.

30/10-11 Incidents

RECEIVED:

A paper from Claire Beament, Health & Safety Adviser, summarising incidents since January 2011 (paper UHSC 14/10-11, refers).

REPORTED: (by Ms C Beament)

- (a) That the number of accidents between January and April 2011 was 143 which is a reduction on the 183 accidents which occurred in the same period last year.
- (b) That 6 RIDDORS had occurred during this period and 2 further RIDDORS had been reported since the paper was submitted.
- (c) That the RIDDOR 12 month rolling figure was 24 which was a reduction on the 29 RIDDORS which occurred in the previous 12 month period.
- (d) That the sector and benchmark analysis identified that although figures at the University are higher, the figures displayed the same trends as these comparators.
- (e) That training needs could be identified when some of the accidents were reviewed however, this did not appear to be the causal factor in respect of the RIDDORS.

(by the Director of Health and Safety)

- (f) That the HSE had investigated the damage to the gas main on 16 November 2010 (a RIDDOR Dangerous Occurrence reported by the University's contractor) and had concluded that the contractor had taken all reasonably practicable precautions to avoid this incident and as such

their investigation had been concluded and no further action would be taken by the HSE.

(by the Registrar)

- (g) That it was beneficial to review accidents to identify trends and training issues.
- (h) That such a review led to a successful slips, trips and falls training awareness programme in the Commercial Group last year.

31/10-11

Food Safety Inspections

RECEIVED:

A paper from Graham Day, Food Health & Safety Officer, summarising the results of 17 food safety inspections carried out within the Commercial Group between January and April 2011 (paper UHSC 15/10-11, refers).

REPORTED: (by Mr M Potter)

- (a) That the Commercial Group had an excellent record for food safety with all outlets achieving 8 or 9 stars and that such high standards were maintained by the thorough and challenging food inspections conducted by the Food Health and Safety Officer.
- (b) That the recent inspection of all 17 outlets was linked to the award for Food Safety Standards at the Commercial Group Staff Awards Evening which raised the profile of food safety and encouraged competition between the outlets to win the award.
- (c) That the managers and teams were required to respond to the inspection reports with detailed and robust action plans.
- (d) That the intention was to repeat these rigorous assessments over the next 12 months against the same 12 criteria to review progress and maintain high standards.

(by the Director of Health and Safety)

- (e) That there was a comprehensive Food Safety Manual in the food outlets and that the internal audits conducted by the Food, Health and Safety Officer ensure that the policies and procedures are adhered to.

(by the Registrar)

- (f) That this was a sound and re-assuring approach and that good practice case studies should be shared between outlets.

32/10-11

Driver Health Policy

RECEIVED:

A paper from Jane Poole, Senior Occupational Health Adviser, proposing a University Policy on Driver Health (paper UHSC 16/10-11, refers).

REPORTED: (by Ms J Poole)

- (a) That Occupational Health Advisers recommended that the University should carry out health screening of staff whose role involves significant driving on University business.
- (b) That such screening would be carried out objectively by Occupational Health based on detailed guidance issued by the DVLA and the HSE and involve a risk assessment approach, taking account of the University's duty to make reasonable adjustments to enable staff to carry out their job.
- (c) That Occupational Health would undertake simple health screening and review medical history. Should an individual require further assessment, this would be carried out by the employee's GP.
- (d) That a review of driver health could form part of existing processes including the annual review of driving licences and return to work interviews following periods of sickness absence.

(by the Director of Health and Safety)

- (e) That the view of the Occupational Health Advisers was that the University needed to carry out health screening for staff whose roles involved significant driving and that the policy put forward was appropriate.

(by Mr F Aitken)

- (f) That the policy correlated with the advice for Occupational Health practitioners available on the DVLA and the HSE websites.

(by the Registrar)

- (g) That there was a clear rationale to introduce such a policy and a need to undertake further work to review how it would be implemented and integrated with existing practices.

RESOLVED:

That the Committee endorsed the Policy on Driver Health.

RECOMMENDED:

That the UHSEC approve the adoption of the Policy on Driver Health.

33/10-11

Refurbishment Projects

RECEIVED:

A paper from Mike Stacey, Head of Estates Services, listing current refurbishment and development projects (paper UHSC 17/10-11, refers).

REPORTED: (by Mr M Stacey)

- (a) That following discussions with Trade Union Safety Representatives and the Director of Health and Safety in January 2011, it was agreed that information on refurbishment and development projects and who was managing these projects would be made available to staff and students via the Estates website.
- (b) That external works could not be viewed at present but, if external works were planned around the entrances to buildings, this would be communicated to relevant colleagues.

(by the Registrar)

- (c) That this website provided very useful information and that further testing should result in students being able to access the site.

34/10-11 Fire Safety

RECEIVED:

A paper from Chris Mayfield, Fire Safety Adviser, on the Action Plan for Fire Safety (paper UHSC 18/10-11, refers).

REPORTED: (by Mr C Mayfield)

- (a) That the action plan was for information and had been based on an initial review of fire safety.

(by Mr N Sanders)

- (b) That fire had been identified as one of the most significant institutional risks.
- (c) That consideration should be given to how the University compared to other organisations and how safe behaviours in respect of fire safety were encouraged.

35/10-11 Smoking outside buildings

RECEIVED:

A paper from the Director of Health and Safety on issues that had been raised about smoking outside buildings (paper UHSC 19/10-11, refers).

REPORTED: (by the Director of Health and Safety)

- (a) That an amendment was proposed to the smoking policy to address the issue of smoking outside University premises.

(by Mr F Aitken)

- (b) That Estates staff had the unpleasant task of cleaning up after staff and students who did not dispose of cigarette ends in an appropriate manner.

(by Ms L Burton)

(c) That smoking in enclosed courtyards was also a problem.

(by Mr M Stacey)

(d) That another option to consider was the approach taken by the Health Service who ban smoking entirely on their premises.

(by Dr N Whybrow)

(e) That restrictions in one area could impact adversely on other areas.

(by the Registrar)

(f) That departments were taking responsibility as permitted in current policy for local arrangements in respect of smoking but decisions on signage should be made in consultation with the Estates Office.

(g) That the majority of smokers were respectful of arrangements once of the policy was agreed and communicated.

RESOLVED:

(a) That the Committee endorsed the policy on smoking be amended to prohibit smoking on Library Bridge and in enclosed courtyards.

(b) That the recommendation that there should be no smoking within 3 metres of an entrance to a building be agreed.

(c) That an implementation plan for the changes be drawn up by the Director of Health and Safety.

RECOMMENDED

That the University Health and Safety Executive Committee approve amendments to the Smoking Policy to prohibit smoking on Library Bridge and in enclosed courtyards and within 3 metres of an entrance to a building.

36/10-11

Amendments to SITU

RECEIVED:

A paper from the Director of Health and Safety on amendments to SITU (paper UHSC 20/10-11, refers).

REPORTED: (by the Director of Health and Safety)

(a) That a review of the historical SITU documents and the new Health, Safety and Wellbeing website was being undertaken to provide an audit trail and ensure that the new website meets the requirements of the 'Safety in the University' framework required by Ordinance 18.

(b) That progress will be reported to the UHSC.

- (c) That SITU remains in force unless and until sections are withdrawn or superseded.

(by the Registrar)

- (d) That the proposed approach to withdrawing SITU in a controlled manner is sensible to ensure appropriate management and regulations.

RESOLVED:

That the Committee endorsed the process detailed in the paper.

RECOMMENDED:

That the UHSEC:

- (a) Approve the proposed amendments to SITU as set out in the paper;
- (b) Instructs the Director of Health and Safety to continue the review process and to withdraw sections of SITU based on these reviews and to report to meetings of UHSC and UHSEC on progress.

37/10-11

Dates of future meetings

REPORTED: (by the Registrar)

That the Committee will be notified of future dates once the calendar for 2011/12 has been confirmed.