

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 1 February 2018

Present: J Phillips ((Director of Health and Safety) (Chair)), C Daffern (UCU), Dr A Marsh (member of staff from the Faculty of Science), D Stonefield (member of staff from the Faculty of Arts), M Mik (member of staff from the Faculty of Social Sciences), D Stiles (member of staff from Estates), H Green (member of staff from the Library), O Cooper (Commercial), R Campbell-Kelly (Insurance), A Bastable (member of staff from the Students Union).

Apologies: Professor L Young (Chair), E Ryan (UNITE), S Stynes (Unison), Dr M Joy (UCU), Dr C Allendar (Prospect), L Cartwright (UCATT), E Dunford (Student Sabbatical Officer), T Forsyiaik (member of staff from the Faculty of Arts), L Burton (member of staff from the Faculty of Social Sciences), S Crookes (member of staff from Wellbeing Support Services), A Pulford (member of staff from The Arts Centre), L Davies (member of staff from Warwick Sport), J Coleman (WMG), Dr D Billson (Engineering) and Professor V Zammit (WMS).

In attendance: Local chairs of the health and safety committees from the Science and Medical Faculty: Dr T Hase (Physics), Dr P Schafer (Life Sciences), C Farren (Senior Health and Safety Officer and Secretary to the Committee), H Reynolds (Assistant Secretary to the Committee).

12/17-18 Apologies and welcome

Apologies were received from Professor L Young, Dr C Allendar, L Cartwright, L Burton, Dr D Billson and Professor V Zammit.

J Phillips, acting as Chair, welcomed D Stonefield attending in the absence of T Forsyiaik and M Mik attending in the absence of L Burton.

13/17-18 Minutes

RESOLVED:

That the minutes of the meeting of the Committee held on 11 October 2017 were approved.

14/17-18 Matters arising from the minutes

RESOLVED:

That there are no matters arising from the minutes from the previous meeting.

15/17-18 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, these 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.

16/17-18 Chairs Business

RESOLVED:

That no chairs business reported.

17/17-18 Fire Safety Update

REPORTED: (by the Director of Health and Safety)

- (a) That the University had reported to HEFCE in response to the Grenfell buildings and cladding for buildings over 18 metres tall had been completed and the guidelines and situation regarding cladding continued to be monitored.
- (b) That the fire drills continued with one per building per year.
- (c) That the Fire Officer was reviewing fire signage and over 400 fire risk assessments.
- (d) That a Fire Safety Group, as one of four sub-groups looking at key areas of health and safety, had been established by the UHSEC. That further information from these sub-groups would appear on the relevant Health and Safety website.
- (e) That it is a legal obligation that all new starters complete fire safety training as part of their induction and renew this training annually (available on Moodle).
- (f) That all health and safety training will be available on Moodle which will link to the new learning management system on the new HR system SuccessFactors.
- (g) That the Leadership & Management strategy document is currently being reviewed and could also be included in the Moodle suite.

RESOLVED:

- (a) That the need to provide training to PhD students should be considered.
- (b) That fire drills in buildings where the University are tenants should be formalised.

18/17-18 Wellbeing

REPORTED: (by the Director of Health and Safety)

- (a) That following the University's application (and subsequent award) for the Workplace Wellbeing Charter, the audit outcomes highlighted that whilst there were areas of excellent standard, there were areas to improve and that key teams from Wellbeing, Food and Drink, Sport and Occupational Health would be working together to improve the standards.
- (b) That members views of smoking on campus and making the campus a non-smoking area were welcomed.

(by Members)

- (c) That the Library bridge remained a problem regarding smoking despite signage and the removal of smoking bins and that the problem moved to under the bridge when it rained.
- (d) That Estates had recently relocated a smoking bin away from the entrance doors outside Chemistry.
- (e) That the University could review the current default of the 3 metre distance of smoking outside buildings noting that in certain areas this was 5-10 metres.
- (f) That insurers would prefer a distance of 10 metres away from the entrance doors..
- (g) That the Coventry No-smoking Support Group could help support the University initiatives.
- (h) That the University would need to consider the timing and effects of any changes for the students for example, the pressures of term 3 approaching.
- (i) That the University should clarify that e-cigarettes and vapours are included in the policy.
- (j) That the University could provide designated smoking areas on campus.
- (k) That in considering a smoking ban on campus the University should also consider that people will find a place to smoke, sometimes at risk.

19/17-18 Key Points relating to the University Health and Safety Executive Committee

RECEIVED

A paper reporting the notes relating to the meeting of the University Health and Safety Executive Committee (UHSEC) held on 31 January 2018 (paper UHSC.05/17-18 refers)

REPORTED (by the Senior Health and Safety Advisor)

- (a) That the initial appointment of 2 (out of 6 in total) new Building Managers had been made with the further appointments being made by the end of the year.
- (b) That the Building Managers will cover designated areas and buildings on campus coordinating with existing resource.
- (c) That the procurement of the University Chemical Management System (UCMS) is progressing.
- (d) That the High Risk Profiles being developed by Health and Safety to identify and report effectively were progressing.
- (e) That the procurement of a Safety Management System would provide the Health and Safety team with an auditable, proactive system with dynamic reporting and searching.
- (f) That the new Fire Safety Adviser was addressing the recording of fire risk assessments.
- (g) That whilst all new build specifications would include both a sprinkler and non-sprinkler design, the cost to install retrospectively in existing buildings was prohibitive.
- (h) That the campus is made up of mainly low buildings and low risk. That the health and safety priorities are to ensure that people can evacuate buildings and that fire is stopped. That the fire drills and fire doors and walls addressed these priorities.
- (i) That fire risk and evacuation are managed in all building refurbishments.

20/17-18 Health and Safety Policies

REPORTED (by the Director of Health and Safety):

- (a) That the Health and Safety Policies will be presented to the University Steering Committee for final approval in February 2018
- (b) That the policies will be made live, published and disseminated through UHSC, HoDs and Health and Safety Representatives and subsequently reviewed as required.

- (c) That the policies will also feed through into the annual self-assessments completed by Departments

RESOLVED:

- (a) That the Health and Safety Office will feed back to Departments that have completed their annual self-assessments and will make contact with those that have not completed yet.

21/17-18 Activities around the University

REPORTED (by Members):

- (a) That Commercial Division were: reviewing their risk assessments; looking at their incidents; tracking their close out rates and using data to improve practises as well as reporting within.
- (b) That Estates continued their strategic objectives on health and safety, including SoPs; training programmes (including risk training, IOSH, NEBOSH); investigating incidents and capturing information to improve working methods.
- (c) That Estates were using work place inspections and close out committees to improve health and safety awareness.
- (d) That asbestos management information held on Quantarc would be disseminated.
- (e) That the Leadership & Management of Health & Safety at Warwick strategy document was well disseminated and would be rolled out to contractors who would be required to confirm their obligations.
- (f) That the Estates health and safety webpages would link back to the main University Health and Safety webpages as appropriate.
- (g) That the Insurance Office had started the tender process to select a new insurance broker to provide the University's insurance provisions noting that some insurers give bursaries back to customers to invest in health and safety training to reduce risk.
- (h) That the Insurance Office were undertaking a full review of the insurance policies and the level of cover required.
- (i) That the Insurance Office were also completing property surveys including the campus at Wellesbourne.
- (j) That the Students Union are reviewing their administration of their health and safety recording and have action plans in place for managing their close out actions.

- (k) That a recent Arts Faculty HoDs meeting, requests were made for feedback on the Department self-assessment returns and reports from the recent fire drills.
- (l) That the Arts Faculty are prioritising signage and improving the health and safety culture.
- (m) That health and safety and wellbeing are being considered in the design of the new Arts Faculty building.
- (n) That a new Health and Safety Officer would be starting in the Faculty of Science on 5th March 2018 (Chemistry).
- (o) That health and safety training was almost 100% complete in Chemistry.
- (p) That several purchasing queries have arisen from the changes to the ordering process of chemicals in Opera (to reflect health and safety policies).
- (q) That the Leadership and Management strategy is being rolled out to the managerial team in the Library, and that cascade training is to be delivered to the management team.
- (r) That the Library are working with LDC to develop a training needs analysis, including that of the agency staff who help cover the 24/7 provision.
- (s) That the Library had completed a fire drill of both buildings simultaneously utilising the recent investment in a radio system to aid communication between the staff of the two buildings.
- (t) That the outcome of the Library fire drills had recommended the replacement of the fire system and remedial works on five fire doors.
- (u) That the FSS fire drill in term one had raised concerns that the Arts Centre redevelopment work blocked the route and access to the evacuation point and that the hoarding lines needed to consider fire safety, all of which have now been addressed.
- (v) That FSS encourages staff to go on first aid training by paying for two first aid training sessions every year and that the current total of first aid trained staff in FSS is forty three.
- (w) That a Facilities Manager for FSS was a priority to coordinate the 9 departments.
- (x) That a recent fire drill carried out in SLS had gone well.
- (y) That SLS were in process of completing QuEMIS and addressing issues arising.
- (z) That SLS were using Opera to order materials but that this was making the process longer and more difficult.

- (aa) That Physics had 100% completion on QuEMIS.
- (bb) That Physics are working through legacy issues such as laboratory contents when members of staff leave the University.
- (cc) That the Physics Safety Committee would need new terms of reference in light of the Department's plans.
- (dd) That Physics had identified training requirements for completing risk assessments and chemical inventory.
- (ee) That Physics had raised a health and safety concern with Estates regarding height warnings in areas.
- (ff) That the Quantarc asset register software should be used for recording the purchase, transfer and maintenance of equipment.

RESOLVED:

- (a) Health and safety policies to be made available in one PDF document.
- (b) That FSS Representative would send the Terms of Reference of the FSS Buildings and Facilities Group to the Director of Health and Safety.

22/17-18 Incident and Performance Report

RECEIVED

A paper from the Senior Health and Safety Advisor on the incidents reported to the Health and Safety Department for the period July to December 2017 and health and safety performance (UHSC.06/17-18 refers)

REPORTED (by the Senior Health and Safety Advisor)

- (a) That six of the significant/serious incidents reported in the period were reported to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- (b) That there was a significant increase in reported incidents due to the snow and ice in December 2017.
- (c) That the new health and safety software would allow better collection of data with the ability to look at trends.
- (d) That the University's overall health and safety risk remained at red, a high level of risk.
- (e) That the Health and Safety Department were reviewing the outstanding close outs of previous incidents with longer term issues.

- (f) That the Health and Safety Department emphasised the importance of the data entered on the Space Management Annual Return particularly as space not designated as an office will require particular information to be collected such as nominated individuals responsible for the space.
- (g) That Health and Safety have developed a programme (through the QuEMIS system) to manage emergency planning and inspections of the identified High Hazard spaces, of which there are 850 identified in the Science Faculty.

23/17-18 Any other business

REPORTED (by the Director of Health and Safety):

- (a) That Pro Vice-Chancellor (Academic Planning & Resources), chair of the Staff Awards Committee encouraged nominations for staff awards for individuals who had demonstrated initiative with respect to health and safety.
- (b) That phase 1 of the OHSAS 18001 Audit had been completed and phase 2 will commence after closing out issues raised. That phase 2 will involve auditors spending a day with seven departments: SLS, Physics, WMS, Chemistry, Engineering, WMG and Estates.

(by UCU)

- (c) That UCU are working with members on work related stress and would like to riase the issues and the potential for stress-risk assessments.

RESOLVED:

- (a) That the Director of Health and Safety would report back to UHSC at the next meeting following discussions and progress with Occupational Health.

24/17-18 Dates of future meetings

2 May 2018 10:00 CMR1.0