

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 2 February 2017

Present: Professor J Davey (Chair), Ms M Barwick (member of staff from the Library), Ms L Burton (member of staff from the Faculty of Social Sciences), Mr L Cartwright (UCATT), Ms C Daffern (UCU), Mr R Eason (UNITE), Ms T Forsyiaik (member of staff from the Faculty of Arts), Mr J Phillips (Director of Health and Safety), Mr D Stiles (member of staff from Estates).

Apologies: Dr C Allendar (Prospect), Mr A Bastable (member of staff from the Students Union), Ms S Crookes (member of staff from the Wellbeing Support Services), Mr T Crowson (Students Union Sabbatical Office), Ms C Farren (Senior Health and Safety Officer), Ms A Pulford (member of staff from The Arts Centre), Mr E Ryan (UNITE).

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

15/16-17 Apologies and welcome

Apologies were received from Dr C Allendar, Mr A Bastable, Ms S Crookes, Mr T Crowson, Ms C Farren and Mr E Ryan.

16/16-17 Minutes

RESOLVED:

That the minutes of the meeting of the Committee held on 10 October 2016 were approved subject to the following revisions being made (additions underlined, deletions struck through):

12/16-17 (k) That a new post, Permit Officer Manager, was in the process of being recruited to.

13/16-17 (a) That a new Fire and Safety Advisor ~~Officer~~ 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.

17/16-17 Dissemination of the Health and Safety Policy

REPORTED: (by the Director of Health and Safety)

(a) That the Health and Safety Policy had been approved and issued and work was being undertaken to disseminate including HoDs Forum and Faculty Forums. (UHSC minute 10/16-17(a) refers).

(by the member of staff from Estates)

- (b) That Estates would be issuing a communication/mandate with regards to the Health and Safety Policy throughout Estates including cascade training, toolbox talks and safety briefings.

18/16-17 Health and Safety Induction video

REPORTED: (by the Director of Health and Safety)

That the link to the short video produced by the School of Engineering would be circulated and then incorporated into the Moodle health and safety induction programme being developed.

19/16-17 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.

20/16-17 Chairs Business

REPORTED (by the Chair):

- (a) That the Health & Safety Executive (HSE) recently prosecuted Northumbria University in relation to a clinical trial which was reported to be due to a failure to conduct a suitable and sufficient assessment of the risks to the health and safety of persons not in their employment, namely students and that the researchers involved were not deemed to be sufficiently competent.

(by the Director of Health and Safety)

- (b) That the HSE prosecution highlights that risk assessments must be carried out by competent trained staff and the HSE risk/competence matrix should be circulated. The matrix illustrates:

high risk + low competency = high supervision

high competency + low risk = low supervision (but not 'no supervision')

- (c) That the Genetic Modification and Biosafety Committee (GMBSC) had developed a risk assessment that was comprehensive although required resource to peer review the assessment (and its subsequent reviews) and monitor that work was being conducted in accordance with it.

- (d) That the new HR system had the capability of maintaining training records of staff by linking it to Moodle; staff who need to complete mandatory training would be able to be identified and knowledge tests at the end of a module would be able to be linked to their training record.
- (e) That four out of the five new Health and Safety Officer (HSO) positions are in post with WMG currently without a HSO.

21/16-17 Key Points relating to the University Health and Safety Executive Committee

RECEIVED:

A paper reporting the notes from the University Health and Safety Executive Committee (UHSEC) meetings held in October and December 2016 (paper UHSC.07/16-17)

REPORTED (by the Director of Health and Safety):

- (a) That whereas previously a report would be provided to the UHSC (this committee) summarising what was reported (from the previous UHSC meeting) to the UHSEC, the committee should note that the format had changed such that a summary of what was discussed at UHSEC would be reported to UHSC.
- (b) That the membership of UHSEC had also changed to include representatives from all of the University faculties.
- (c) That UHSEC meetings were held quarterly as were UHSC and that if timings/synchronising of meetings became an issue, this committee (UHSC) could consider holding discussions online.
- (d) That the Health and Safety Plan would be presented at the next UHSEC meeting and circulated subject to it being agreed by committee members.
- (e) That there were some remaining issues from the action plan developed by the Chemical Safety Task and Finish Group; one of the remaining issues was the inventory software project which would link chemical stocks to purchases made in SAP and Opera which was now being led by the Director of Campus Services and IT.
- (f) That there were 5 outstanding actions with the HSE following an incident in November 2016 that required further work such as the engagement of contractors and contractor management.
- (g) That (with the help of Estates), six policies had been drafted and comments were welcomed via the H&S resource account: HealthSafetyHelpDesk@warwick.ac.uk. Approval of the policies would be through the UHSEC.
- (h) That to enable monitoring of health and safety, the Estates Department's project management tool, Concerto, would be modified to allow complex

design works to be flagged to ensure that key roles in Estates, where needed, were included and relevant persons made aware if they needed to consider external consultancy advice.

- (i) That a Portable Appliance Testing Code of Practice (CoP) providing departments with clear guidance on what requires portable appliance testing (PAT), what frequencies and how to conduct PAT had now been approved in Estates and would shortly be made more widely available.

22/16-17 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 September-December 2016 (paper UHSC.08/16-17 refers)

REPORTED: (by the Director of Health and Safety)

- (a) That the overall risk rating was taken from the Institutional Risk Register, which showed Health and Safety as a 'red' risk.
- (b) That the risk status had been red for 8 months and was predominantly due to four significant incidents over the period and the need for consistency of the implementation of the health and safety policies across all departments.
- (c) That internal 'Improvement Notices' were considered an effective tool to highlight the need to improve health and safety with several Improvement Notices having been issued in the last quarter.
- (d) That the HSE Letter of Notification with regard to the Chemistry chemical incident had not yet been closed out.
- (e) That the incident close out rate (i.e. response from departments following an incident) remained low and needed to improve.
- (f) That the Key Performance Indicator Table (page 6) had been issued to Steering Committee and an update would be presented early March 2017.
- (g) That rather than concentrating on numbers of incidents reported, the Key Performance Indicator Table reported the wider picture of the status of health and safety across the University although work needed to be done to demonstrate (through data) how health and safety was improving.
- (h) That the Key Performance Indicator Table highlighted that the University campuses/estates were very different to others in the sector, therefore it was considered unhelpful to compare the University against other institutions; instead it was considered that the institution was more comparable with a large utility company.

- (i) That all faculty Incident Reports were updated quarterly and were available on the Health and Safety webpages; hosting these on this website being an interim step until new software was available that provides dashboard information to faculties and departments and an overall institutional picture.
- (j) That the University needed to move from being reactive to proactive with regards to health and safety and could consider the ABC (Antecedents-Behaviour-Consequences) Model to introduce positive and negative results with regards to compliance with health and safety rules e.g. awards for best practice or disciplinary procedures for continued non-compliance.

(by a member of staff from Estates)

- (k) That the Estates Department was working to ensure contractors were compliant with Health and Safety policies and that the Contractors Forum was proving an effective approach to engage with contractors (and their sub-contractors) and remind them of University Health and Safety policies.
- (l) That incidents involving contractors were mostly legacy contractors used directly by Departments and were not linked/contracted with Estates.

23/16-17 Activities around the University

REPORTED (by Members):

- (a) That a CO² training programme, (CR1), being delivered before contractors entered labs had been well received in SLS and would be further rolled out through Technical Managers across Departments.
- (b) That Estates had introduced a health and safety sub-group providing health and safety updates to staff as well as specialising on particular topics every month.
- (c) That an initiative to improve door signage was being looked at across campus to ensure consistency.
- (d) That the 24 hour opening of the Library was proving popular with students and the Security Team had been promoting how to 'stay safe' when working late.
- (e) That the new Wellbeing Advisor for the Library would be starting w/c 6th February 2017.
- (f) That Graham Day, Health and Safety Adviser, was writing a step ladder training briefing that would be incorporated into the Health and Safety Moodle training programme.
- (g) That since the new Health and Safety Officer had been appointed in WMS work such as updating and improving First Aider signs at Gibbet Hill site had started.

- (h) That following the Sports Centre initiatives on wellbeing many walking and yoga groups had started at the Gibbet Hill site.
- (i) That departments and faculties should contact the Health and Safety Department Secretary regarding first aid training and that managers should note the difference the one day Emergency First Aider training and the three day full first aid course that includes, for example, defibrillator training. That the Health and Safety website had a list of trained First Aiders.
- (j) That defibrillators (costing around £1,000 each) were funded by departments but purchased through Estates to ensure that the correct and consistent product was being purchased across campus (making it also easier with the procurement of replacement batteries).
- (k) That the Faculty of Social Sciences (FSS) held quarterly Building and Facilities Group (BFG) meetings that covered topics such as first aid, lighting, gender neutral facilities, fire safety and traffic related issues.
- (l) That the Fire Safety Adviser was working with FSS on two initiatives: one looking at the compartmentalization of faculty buildings for fire alarm evacuation purposes; and the second, to look to take good practice of the evacuation tag system used at WMS to other areas within the faculty.

(by member of staff from Estates)

- (m) That in January, Estates had commissioned an audit of records held on Concerto to check regulatory compliance which had resulted in an action and close out plan which was being worked through.
- (n) That Estates were working to ensure that risk assessments were in place and reviewed; this was resulting in an action plan to develop associated local arrangements (in the form of Standard Operating Procedures or Codes of Practice).
- (o) That Estates had piloted a new externally accredited National Examination Board in Occupational Safety and Health (NEBOSH) 4 day course (2 x 2 days) which was being rolled out.
- (p) That following a review with the Director of Health and Safety, Estates had identified roles that required training with one example being the Institution of Occupational Safety and Health (IOSH) one day course for 180 Estates staff.
- (q) That Estates continued to provide the one day asbestos awareness training across the University and were considering the scope for a more concise course with the potential to offer this through Toolbox Training or Moodle.
- (r) That in January Estates had appointed Mr Richard Howard as the Water Hygiene Manager who would be developing the work carried out already on legionella mitigation including identifying little used outlets and procedures to avoid legionella proliferation.

- (s) That the Suppliers Forum held in November 2016 had been attended by 61 suppliers and included a talk by a Mr. Luke Messenger from the Health and Safety Executive. The next forum was scheduled for May 2017.
- (t) That Estates had developed a Contractor Code of Conduct video which would shortly be made available, aimed to form part of the induction process for any University contractor set up to work on the University's behalf.
- (u) That the new Human Resources system should record if and when staff require mandatory training; ideally the new system would link to Moodle and provide the facility to maintain all training records online.

(by the Director of Health and Safety)

- (v) That as manual handling training was being encouraged by other departments, not just the Library, the Director of Health and Safety would enquire about 'train the trainer' options, which would enable departments to provide their own tailored manual handling training moving forwards.
- (w) That the Fire Safety Officer was reviewing the integrity of fire walls that may have been compromised through cable and pipes not having been sealed properly during their installation.

23/16-17 Any other business

(by a member of staff from Estates)

- (a) That the requirements for contractors to undergo health and safety training needed to be considered in the Purchasing and Insurance Office's procurement processes for the approval of new suppliers/contractors.

(by the Director of Health and Safety)

- (b) That following the good work by the Security Team on cycle safety, further work to promote health and safety was needed; the potential for a health and safety award or other method to recognise best practice were being considered as well as the promotion and marketing of Health and Safety week in September/October.

24/16-17 Dates of Future Meetings

3 May 2017 10.00-12.00 CMR1.0 (University House)