

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 2 May 2018

Present: Professor L Young (Chair), J Phillips (Director of Health and Safety), C Daffern (UCU), L Cartwright (UCATT), A Marsh (member of staff from the Faculty of Science), D Stonefield (member of staff from the Faculty of Arts), L Burton (member of staff from the Faculty of Social Sciences), D Stiles (member of staff from Estates), H Green (member of staff from the Library), R Campbell-Kelly (Insurance), A Bastable (member of staff from the Students Union). E Ryan (UNITE),

Apologies: S Stynes (Unison), M Joy (UCU), C Allendar (Prospect), E Dunford (Student Sabatical Officer), 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), O Cooper (Commercial), J Coleman (WMG), D Billson (Engineering) and P Schafer (Life Sciences),

In attendance: Local chairs of the health and safety committees from the Science and Medical Faculty: T Hase (Physics), V Zammit (WMS), J Poole (member of staff from Occupational Health), C Farren (Senior Health and Safety Officer and Secretary to the Committee), H Reynolds (Assistant Secretary to the Committee).

25/17-18 Apologies and welcome

Apologies were received from S Stynes, M Joy, C Allender, E Dunford, S Crookes, A Pulford, O Cooper, D Billson, J Coleman

Chair welcomed J Poole (Senior Occupational Health Adviser) attending the meeting particularly for item 8 (paper UHSC.07/17-18 refers).

26/17-18 Minutes

RESOLVED:

That the minutes of the meeting of the Committee held on 1 February were approved subject to any comments received outside of the meeting.

27/17-18 Matters arising from the minutes

REPORTED: (by the Director of Health and Safety)

- (a) That assessments of fire drill in buildings where the University had tenants were being made and an update would be provided at the next meeting. (UHSC 17/17-18 refers).

RESOLVED:

- (a) That the Health and Safety Office will issue the annual self-assessments again in October 2018 and will then feedback to Departments that have completed their and will make contact with those who have not completed. (UHSC 20/17-18 refers).

28/17-18 Declarations of Conflicts of Interest

REPORTED: (by the Chair)

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.

29/17-18 Chairs Business

RESOLVED:

That no chairs business reported.

30/17-18 BSI OHSAS 18001 Audit

REPORTED: (by the Director of Health and Safety)

- (a) That following the Stage 1 audit in January 2018, the 7 top high risk departments would complete stage 2 in July 2018.
- (b) That support would be given to each department before the two one day visits from the BSI
- (c) That although departments may not be ready for the audit, the UHSEC was keen for progress to be made to move from red to amber and improve health and safety in departments.
- (d) That the BSI Audit would encourage reporting pathways, better communication and narrative to encourage best practice and a better ethos through shared experience.

RESOLVED:

- (a) That the Director of Health and Safety would meet the health and safety representatives from the seven departments before the BSI audit and establish a network with lead contacts and local health and safety officers.

31/17-18 SHE Assure Software

RECEIVED:

A verbal report from the Director of Health and Safety on the developments in relation to the procurement and implementation of a safety, health and environmental software tool.

REPORTED: (by the Director of Health and Safety)

- (a) That a preferred supplier had been selected and contract negotiations had started.
- (b) That the new software will not affect processes or policies but will provide better reporting and dashboards.

32/17-18 Stress Risk Assessment

CONSIDERED:

A paper from the Senior Occupational Health Adviser on developments in relation to stress risk assessment (UHSC.07/17-18 refers).

REPORTED: (by the Senior Occupational Health Adviser)

- (a) That the proposed tool was being developed as part of the review of the University's Stress Management Policy and feedback was welcomed.
- (b) That the tool was being developed for use by individuals who feel they are suffering from stress related illness.
- (c) That guidance will be provided to line managers along with briefings to HR Advisers.
- (d) That Occupational Health recognised concerns raised by managers struggling with mental health issues such as non-work related stress and the inappropriate return to work by individuals.

(by Members)

- (e) That a communication strategy to disseminate through the University using all networks and resources should be used.

- (f) That there should be the same support network for staff as there is for students who present with mental health issues.

33/17-18 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 16 October 2017, 31 January 2018 and 13 February 2018 (paper UHSC.08/17-18 refers).

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That the 21 health and safety topic specific policies were to be approved by Steering.
- (b) That of the three Building Manager posts, one started 1st May and will cover the accommodation zone and that the other two appointments will start in July and will cover the other designated areas and buildings on campus.
- (c) That the procurement of the University Chemical Management System (UCMS) is progressing.
- (d) That the Local Exhaust Ventilation (LEV) review would continue to be reported to the Estates Strategic Health and Safety Committee.
- (e) That the Water Safety Management Group would review the Water Safety Plan.

34/17-18 Health and Safety Policies

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

- (a) That the Health and safety policies are now available in one PDF document available to download from the health and safety webpages.
- (b) That the policies will continue to be published and disseminated through UHSC, HoDs and Health and Safety Representatives and subsequently reviewed as required.
- (c) That moving forward, when changes are made to policies, brief summaries of these changes will also be made available for easy dissemination through the above networks.

RESOLVED:

- (a) That the reporting of changes to the Health and Safety policies should be included in the terms of reference of all health and safety committees across campus.

35/17-18 Activities around the University

REPORTED: (by Members)

- (a) That FSS were drafting a Lone Working Policy for staff working alone in a building (which will be shared with other members).
- (b) That FSS are gathering risk assessments for sharing best practise in the faculty.
- (c) That FSS are organising fire risk assessment visits.
- (d) That FSS have a nursing room available to book.
- (e) That the University now has an institutional travel policy.
- (f) That the University has moved to the insurance broker Henderson (a specialist HEI provider) after many years with Marsh.
- (g) That the annual insurance renewal process had started with nine of the major policies being tendered. That the tendering process included a review of the level of cover such as PLL and cover for severe weather such as the recent snow.
- (h) That the Insurance Office are keen to do more toolbox talks to discuss risks.
- (i) That the Procurement Office encourage staff to talk to the team about safety with regard to the purchase of equipment and supplies to reduce risks.
- (j) That WMS will have its second BSI OHSAS 18001 internal audit visit on the 8ths May 2018.
- (k) That WMS will keep a separate H&S Committee and meet with the SLS H&S Committee annually.
- (l) That WMS are widening representation on their H&S Committee to include the Clinical Trials Unit and external bodies such as the NHS.
- (m) That WMS are keen for best practice on areas such as lone working when visiting third parties and visiting third world countries with particular advice for staff travelling to Africa and India.
- (n) That the change in approach from training everyone to be responsible for evacuating University buildings safely to the need to identify key staff to take on the role of fire warden was going to be challenging for Departments who have a lot of transient staff.
- (o) That feedback (from the Health and Safety Office) from the health and safety self-assessment questionnaire completed by departments had been

prioritised to those departments in category red and all departments would be contacted.

- (p) That the Arts Faculty had requested fire drill reports.
- (q) That although the Arts Faculty had noted that the new signage did not include assembly points, it was advised that muster points were no longer required and that the priority was for people to leave the building safely.
- (r) That Arts are concerned with security and safety in the proposed new building particularly in relation to the opening hours and concern of lone working in areas.
- (s) That in the Library all staff take on role of evacuation wardens and clear the areas they are in.
- (t) That the Library will revisit the evacuation procedures in extenuating circumstances following a recent major incident after snow caused due to flooding and students had to be evacuated quickly without coats in severe weather.
- (u) That the Library had various sites with different lone working complexities.
- (v) That the Library were working with Estates regarding the provision for a re-heat area (with microwaves and hot water facilities) for students to use when the Library is open but outlets are closed.
- (w) That Estates were instigating actions arising from their BSI OHSAS 18001 internal audit.
- (x) That Estates continued to work with LDC regarding training needs arising from the H&S Leadership documents including technical and mandatory training.
- (y) That Estates were preparing for the introduction of SuccessFactors including the inputting of all training records.
- (z) That Estates were rolling out asbestos training which would include external contractors.
- (aa) That Estates were drafting a waste policy for discussion through the H&S forum.
- (bb) That Estates will use the H&S forum to review their draft Waste Policy.
- (cc) That Estates had a new Code of Practice governing permits for working at heights.

RESOLVED:

- (a) That further to the discussion on the smoking policy in the UHSC meeting held on 1 February 2018 (UHSC 18/17-18 refers) smoking hotspots such as the library bridge will be discussed further at the next meeting.

36/17-18 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 two periods April to September 2017 and October 2017 to March 2018 and health and safety performance (UHSC.09/17-18 refers)

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That of the total 373 work related incidents reported in the six month period, 21 were significant (zero were serious) and were required to be reported to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- (b) That the University's overall health and safety risk remained at red, a high level of risk.
- (c) That the Health and Safety Department were reviewing the outstanding close outs of previous incidents with longer term issues.
- (d) That the Key Performance Indicator Table provided dashboard metrics also being reported to Steering.

37/17-18 Any other business

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

- (a) That LDC were providing training relating to personal safety with the first session being held in May 2018.

38/17-18 Dates of future meetings

Dates to be set for 2018-19