

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 3 May 2017

- Present: Mr J Phillips (Director of Health and Safety) (Chair), Dr C Allendar (UNITE), Ms S Crookes (member of staff from Wellbeing Support Services), Mr M Mik (member of staff from the Faculty of Social Sciences), Mr M Dean (member of staff from Warwick Sport), Mr L Cartwright (UCATT), Mr D Stiles (member of staff from Estates), Ms H Green (member of staff from the Library), Mr A Bastable (member of staff from the Students Union), Ms T Forsyiaik (member of staff from the Faculty of Arts), Dr Andrew Marsh (member of staff from the Faculty of Science), Mr R Moore (UCU).
- Apologies: Professor J Davey, Ms C Daffern (UCU), Ms Lisa Burton (member of staff from the Faculty of Social Sciences), Mr E Ryan (UNITE), Ms A Pullford (member of staff from The Arts Centre), Mr T Crowson (Students Union).
- In attendance: Local chairs of the health and safety committees from the Science and Medical Faculty: Dr P Schafer (Life Sciences), Dr T Hase (Physics), Ms J Coleman (WMG), Dr D Billson (Engineering); Ms C Farren (Senior Health and Safety Officer and Secretary to the Committee), Ms H Reynolds (Assistant Secretary to the Committee).

25/16-17 Apologies and welcome

Chair welcomed Mr Rod Moore (UCU) attending in the absence of Dr M Joy and Mr M Mik (Social Sciences) in the absence of Ms Lisa Burton.

Chair welcomed the local chairs of the health and safety committees from the Science and Medical Faculty: Dr Duncan Bilson (Engineering), Ms Jane Coleman (WMG), Dr Tom Hase (Physics) and Dr Patrick Schafer (Life Sciences). Apologies received from Professor Victor Zammit (Warwick Medical School).

Apologies were received from Ms C Daffern (UCU), Mr T Crowson (Students Union), Ms A Pullford (member of staff from The Arts Centre).

26/16-17 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):

20/16-17 (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 considered to be sufficiently competent.

27/16-17 Induction Video Demonstrations

RECEIVED:

- (a) A demonstration of the School of Engineering health and safety induction course developed on Moodle for their undergraduates, which included a short video along with easy to follow fire safety instructions.
- (b) A demonstration of the new Contractors Health and Safety Induction video. The video would be made available via the 'Contractor' pages of the Health, Safety and Wellbeing website and was intended to be shown to any contractor working on University business, particularly those working on University campuses.

REPORTED: (by the Director of Health and Safety)

- (c) That there had been changes to the University Health and Safety Executive Committee Terms of Reference including a change in reporting line to Council (previously Senate); there being now full representation of members (as of April 2017); there being more frequent meetings (to keep the momentum of actions) which would not all be required to be formal or quorate.
- (d) That the new Health & Safety Training Officer, Steven Leemoon, would be developing training programmes for Moodle, (building on the current 10 core modules listed within the Leadership and Management document) to roll out to departments across the University.
- (e) That the health and safety programmes would link to the new HR system so that training, whether compulsory or developmental, would have the capability of being managed.

RESOLVED:

That the web links to the UHSEC minutes and the Terms of Reference for the UHSEC and the UHSC be circulated to members.

28/16-17 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.

29/16-17 Strategy for Health and Safety

REPORTED (by the Director of Health and Safety):

- (a) That there would be an extraordinary Head of Departments meeting on Friday 5th May where the University's legal representatives would lead on the key issues facing departments such as the use of contractors and chemical safety.
- (b) That the Vice-Chancellor had disseminated the health and safety message as detailed in the Health and Safety strategic plan which included the launch of 22 topic specific policies and a documented health & safety management system later in 2017.
- (c) That the objective was to provide a framework for how health and safety should be managed using departmental plans and the measurement of performance by the central health and safety office.
- (d) That from the strategic plan, training would be rolled out through the development of specific detailed training needs analyses for individual departments.
- (e) That one identified key enabler in the management of this structure was new software to track all employee training, including specific role training requirements.

30/16-17 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 February and April 2016 (paper UHSC.09/16-17)

REPORTED (by the Director of Health and Safety):

- (a) That following consultation across the University, the UHSEC would receive a report on the function and role of the Building Manager, which would include proposing how many and where such roles would be needed and identifying any additional resource required.
- (b) That the Chemical Safety Task and Finish Group remaining actions would be seen through by: Estates Strategic Health and Safety Committee regarding management of local exhaust ventilation systems; and the Chemical Inventory Project for the close out of the segregation of chemicals inventory system.

- (c) That information regarding the safe storage of chemicals was available on the health and safety webpage:
http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/chemical_safety/
- (d) That a modification to the Estates Department's project management tool, Concerto, to allow complex design works to be flagged to key roles in Estates (UHSC minutes 21/16-17 (h)) would be carried out after a specialist consultant had been brought in to provide advice regarding the high risk chemical engineering space in Engineering. This review highlighted a need to fit ATEX rated equipment into one particular space and concern has been raised with regards to other areas which may have been subject to a significant change in use since their original design which may now warrant a need for a review to be undertaken regarding suitability of the space.
- (e) That to address the inconsistencies in the appointment and engagement of contractors used by the University, the Director of Estates, the Director of Health and Safety, the Group Finance Director and the Director of Finance will meet to progress procurement processes as part of the Contractor Management Action Plan.
- (f) That the Director of Health and Safety encouraged departments to apply for a RoSPA Award in 2018 to recognize areas that are doing well.
- (g) That the outcome of the audit by the British Standard Institution against the standard OHSAS18001 identified 20 gaps and highlighted 4 key areas of improvement being: written risk assessments across the University; local procedures to be written down; the Health and Safety Office to conduct audits rather than inspections; and that the review of health and safety involve the senior management team.
- (h) That the University had some way to go to meet required standards but the Health and Safety Strategic Plan would address key areas such as identifying individual responsibilities and identifying training needs.

31/16-17 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 January-March 2017 (paper UHSC.10/16-17 refers)

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That the general trend was that people were reporting more rather than there being more incidents.

- (b) That there was a significant increase in the number of the 'failure to follow rules/procedures' incident category in the Science and Medical Faculty.
- (c) That the four internal Improvement Notices issued in the period were also closed down within the period.
- (d) That the Environment Agency had served a notice to require the University to provide more information to support the revocation of the ionizing radiation permit for Wellesbourne campus.
- (e) That the Quemis Hazard Management System completion rate had increased as the Science and Medical faculties had started to use it, and that continued use of the software tool will provide useful management data.

32/16-17 Activities around the University

REPORTED (by Members):

- (a) That SLS are currently installing Quemis and implementing procedures for contractor management.
- (b) That funding had been secured for a Project Manager in Wellbeing Support Services to focus on initiatives, such as against hate crime and gender based violence. The minibus initiative is proving successful.
- (c) That the Mental Health Team have moved temporarily to the Ramphal building and may move again for the start of the next academic year.
- (d) That the Social Sciences Building and Facilities Group had moved forward on initiatives including cards with emergency contact details for lone working, the re-zoning of fire alarms, lighting in stairwells and refurbished refuge zones in WBS.
- (e) That the Sports Centre was updating its procedures and action plans such as health and safety in the swimming pool incorporating the HSE's guidelines 'Managing health and safety in swimming pools HSG179'.
- (f) That the trade unions were also concerned about external contractors not following health and safety procedures and union members may start to report unsafe activities as they wish to support the message that contractor management is not just Estates responsibility.
- (g) That Estates' next Contractors Forum will be in November 2017 with wider engagement in the University.
- (h) That the recent NEBOSH pilot had proved 100% successful and would be rolled out across the University.
- (i) That the Library fire safety occupancy limit had been reduced down but the Library is meeting current requirements for student study areas.

- (j) That due to the relatively high turnover of staff in the Library, cascade training was used in instances (for example manual handling and working at height).
- (k) That the Library had upgraded areas for specific needs and would be upgrading other areas such as outreach facilities outside main campus.
- (l) That Physics had completed various health and safety initiatives recently including the completion of Quemis and the chemical inventory.
- (m) That Physics was progressing with other health and safety initiatives such as awaiting training for laser inventory, looking at legacy issues of staff who leave and the management of project risks.
- (n) That the Students Union was improving risk assessments by the societies who held events at the SU.
- (o) That WMG had many ongoing health and safety initiatives and noted the department had completed Quemis; were completing a final push on IOSH training; had their own dedicated H&S staff award; and were developing their own videos for health and safety training.
- (p) That Engineering were currently reviewing their undergraduate labs and had recruited a health and safety officer.
- (q) That the Faculty of Arts health and safety training program was progressing with fire marshal training next week and that the faculty had also provided of new jackets for fire marshals and were scheduling termly fire drills.
- (r) That the Faculty of Arts recognized that health and safety training was needed across the faculty and communications to staff are crucial including championing that health and safety be added to all department meeting agendas.
- (s) That the Faculty of Science was completing Quemis; looking in detail at chemical segregation as well as the management and training of contractors.
- (t) That the Fire Service had approached Chemistry to set up a mock incident which will be planned for the future. In the meantime a desk top exercise will be facilitated.
- (u) That the building extension to Computer Science required more activity to ensure procedures are being met and noted that the fire assembly point had been relocated.
- (v) That the University will be assessed against The Workplace Wellbeing Charter next week.

33/16-17 Dates of Future Meetings

Date of meetings for the new academic year to be circulated to members when dates become available.