

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 08 MARCH 2023**

Present	Prof. Rebecca Earle	RE	Chair of the UHSC
	John Phillips	JP	Direct of Health and Safety Services
	Lee Cartwright	LC	Trade Union Representative (UNITE)
	Carl Messenger	CM	Trade Union Representative (Unison)
	Nicola Rogers	NR	Trade Union Representative (UCU)
	Dr Andrew Marsh	AM	Chair of H&S Committee (Chemistry)
	Dr Richard Puxty	RP	Chair of H&S Committee (SLS)
	Prof. David Towers	DT	Chair of H&S Committee (Engineering)
	Ben Pithouse	BP	Member of staff from Professional Services
	Liz Gardner	LG	Member of staff from the Library
	Helen James	HJ	Member of staff from Commercial Services
	Duncan Stiles	DS	Member of staff from the Estates Office
	Richard Campbell-Kelly	RCK	Member of staff from Insurance Services
	Graham Hakes	GH	Secretary to UHSC, Senior Health & Safety Adviser
	Suzie Lynn	SL	Assistant Secretary to the UHSC
In attendance	Chris Griffin	CG	Head of Risk and Resilience
	Steven Leemoon	SLe	Health and Safety Adviser, Representative from WMG
	Gerard Henry	GHe	Representative from the Students Union

Some items are noted as “Exempt information not included” as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.

Ref	Item
016	<p>Apologies for absence</p> <p>Apologies were received from Claire Daffern (Trade Union Representative (UCU)), Prof. Thomas Hase (Chair of H&S Committee (Physics)), Prof. Paul Jennings (Chair of H&S Committee (WMG)), Prof. Victor Zammit (Chair of H&S Committee (WMS)), Andrea Pulford (Member of staff from the Arts Centre), Tomi Amole (Students Union Representative), Paul Allsopp (Trade Union Representative (UNITE)), Duncan Parkes (Member of staff of the Students’ Union), Lisa Burton (Member of staff from the Faculty of Social Sciences), Diana Stonefield (Member of staff from the Faculty of Arts), Louise Davies (Member of staff from the Sports Centre) and Dr Charlotte Allender (Trade Union Representative (Prospect)).</p> <p>Heather Green has retired, and Liz Gardner will be taking over as representative from the Library. Carl Messenger will be taking over from Antonia Mayers as representative from Unison.</p> <p>At this meeting, Steven Leemoon is attending on behalf of Prof. Paul Jennings and Gerard Henry is attending on behalf of Duncan Parkes.</p>
017	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
018	<p>Minutes of last meeting held on 09 November 2022</p> <p>The minutes of the meeting held on 09 November 2022 were received and approved subject to minor amendments.</p>
019	<p>Matters arising from last meeting on 09 November 2022</p> <p>[Exempt information not included]</p> <p>The matters arising which are not covered in the substantive part of the agenda are as follows:</p> <p>010- Infectious Diseases Risk Assessment - The Director of Health and Safety Services to determine the status of hand sanitisation stations across the University (JP).</p>

	<p>JP advised that there are still a number of stations around campus that get topped up by cleaning staff. The number is reduced from during Covid-19 and will be maintained at the current number. The Chair stated the one in the Faculty of Arts is still not functioning. DS will raise this through Estates.</p> <p>ACTION: Duncan Stiles to raise through Estates that the hand sanitisation station in the Faculty of Arts is not functioning.</p> <p>The Chair asked for an update on the following issues:</p> <p>011- Activities around the University - The status of the Piazza and reports of Community Safety preventing people putting up banners and handing out leaflets, as well as clarity on what constitutes an 'event'. JP stated that anything taking place on the Piazza, apart from handing out flyers, needs to be covered by an event request as the Piazza is a managed space. This will then be reviewed, and it will be decided if a risk assessment is required. Handing out flyers and speaking to people does not need to be subject to a risk assessment. On the rest of campus, pop up stands are allowed. BP highlighted that Community Safety may approach people to make sure they are members of the University and ask what they are doing. JP stated this is acceptable. The Chair stated this information needed to be fed back to Community Safety.</p> <p>ACTION: Community Safety to be updated regarding what events on the Piazza require a risk assessment.</p>
Chair's Update	
020	<p>Chair's Business and Actions</p> <p>The Chair informed Committee members that there was no Chair's business.</p>
Executive Update	
021	<p>Performance Report [Exempt information not included]</p> <p>The Senior Health and Safety Adviser provided an update on Health and Safety performance using Assure. GH explained how incidents are categorised as minor, significant and serious. A significant incident requires the line manager to investigate, and a serious incident requires an investigation by Health and Safety. Serious incidents are usually reportable incidents.</p> <p>GH explained to the Committee how the immediate/root cause of incidents has changed recently to match the University Safety and Health Association (USHA) categories. JP highlighted that the number of categories has therefore been reduced.</p> <p>GH explained how the use of the Assure system is being expanded. Staff are also being advised to report requests for advice through the Assure system, as this can then help give a measure on the number of requests coming in however work needs to be done to improve this.</p> <p>JP highlighted that users will only see the data for their department, this will highlight who is late closing their actions so that it can be progressed via the correct route.</p> <p>AM queried what reporting was done on a quarterly or annual basis so that the information discussed at the Committee could be reviewed further. GH stated this can be gathered from the system at any time and shared after the meeting. JP stated there is also an annual report which comes out around June. The Chair requested this comes to the UHSC for members to view.</p> <p>SLe highlighted that in some departments there is a report created which contains detail about trends and information regarding serious incidents. GH advised this can be rolled out further if needed.</p>

022	<p>Key Points – UHSEC</p> <p>The Director of Health and Safety Services presented the key points of the paper (022-UHSC080323), the committee received and noted the content and raised the following queries:</p> <p>Point 3 – RCK would like to be involved in the new approach to the inspections of roads and pathways and will speak to DS regarding this.</p> <p>Point 8 – The Chair queried where the results from the environmental gap analysis would be reported to. JP stated these would go to UHSEC for a decision, but it can also be brought to the UHSC for information. DS stated he is really supportive of the gap analysis and having sight of this would be useful. RCK queried if Severn Trent take enforcement action against the University, who would they approach. JP stated this is what the gap analysis would highlight, currently this would most likely default to Estates.</p> <p>Point 11 – JP asked Committee members to contact Health and Safety for legal update training for their respective Senior Leadership Teams if they wanted to book this in, otherwise Health and Safety would be in touch.</p> <p>Point 13 – RCK will speak to JP regarding the vehicle claims report.</p> <p>The Committee discussed the possible requirements for training for Committee members. JP stated there are a few training packages available and that we can look to run a training session at the time of the next meeting.</p> <p>ACTION: Training of Committee members to be considered.</p>
023	<p>Audit Update</p> <p>The Director of Health and Safety Services presented the key points of the paper (023-UHSC080323), the committee received and noted the content.</p> <p>The Director of Health and Safety Services thanked the RTP’s for the work they put into the audit.</p>
024	<p>Escalation Process</p> <p>The Director of Health and Safety Services presented the key points of the paper (024-UHSC080323), noting that this process was developed at the request of UHSEC after discussions regarding some evidence of non-compliance with H&S requirements, the committee received and noted the content.</p> <p>JP stated that this process was approved by UHSEC subject to minor amendments. The Committee members raised no concerns.</p> <p>RP asked how this procedure would be communicated outwards. GH stated he will be attending local committee meetings and it can be disseminated out from there.</p>
025	<p>Travel update</p> <p>The Senior Health and Safety Adviser updated the Committee that work is still on-going regarding the new travel process, but that Physics will be trialling the process at the end of the month. Further work needs to be completed on how to hold the information in a travel hub.</p> <p>A process has been developed whereby staff members can complete a self-declaration form, and for travel to ‘green countries’ (lower risk countries) there will be a move away from risk assessments, relying instead on the content of the Solace assessment and the declaration process. GH showed the form on screen and highlighted that this will be hosted by departments on their webpages. Health and Safety will ensure that RCK and Risk and Resilience have access to the forms in case of incidents.</p> <p>There are different processes for amber and red countries, where full, detailed risk assessments will be required and RCK will need to be contacted.</p> <p>GH stated there are a series of flowcharts to assist in these new processes.</p> <p>The Chair highlighted that this new process is solving the difficulty of risk assessments. The Chair asked if this is the only time the Committee will have oversight of this process and queried whether the Committee could view the results of the trial. GH stated it will be going to UHSEC and JP stated this can be an agenda item for UHSC as well. JP highlighted there is a piece of work with the comms team attached to this as well.</p>

	<p>ACTION: Update to be provided on the new travel process after the trial has been completed.</p> <p>JP asked Committee members to log in to Solace to view what information is on there.</p> <p>Solace: Login & Register (solacesecure.com) University Policy Number: 100735754GPA</p>										
026	<p>Managing Infectious Diseases Plan [Exempt information not included]</p> <p>The Head of Risk and Resilience presented the key points of the paper (026-UHSC080323), highlighting that most of the changes were administrative, the committee received and noted the content and raised the following queries:</p> <p>BP stated there were a few items he noticed that needed minor amendment and changes of naming conventions that he will communicate to CG offline.</p> <p>NR asked if there was a communications plan for this to go out within departments. CG stated that the document was available on the Risk and Resilience webpages, but once approved CG will speak to comms regarding circulation.</p>										
Governance											
027	<p>Labcup and Quartzzy Update</p> <p>The Director of Health and Safety Services highlighted that this was covered in the UHSEC update. Further to this, there has been work recently around Maximum Allowable Quantities. JP reiterated that things are on track.</p>										
028	<p>Activities around the University [Exempt information not included]</p> <p>The Chair invited Committee members to provide an update on developments and initiatives in their respective areas:</p> <table border="1" data-bbox="196 1350 1543 1993"> <tr> <td data-bbox="196 1350 421 1603">Steven Leemoon</td> <td data-bbox="421 1350 646 1603">WMG</td> <td data-bbox="646 1350 1543 1603"> WMG have completed their emergency plans, and these are now being drilled. SLe stated that there was an incident last week involving a battery which was handled by WMG, H&S and Estates. WMG would like to thank everyone who helped in the incident. ACTION: A report into the WMG battery incident is to be brought to the Committee after the investigation has concluded. </td> </tr> <tr> <td data-bbox="196 1603 421 1856">Dr Richard Puxty</td> <td data-bbox="421 1603 646 1856">SLS</td> <td data-bbox="646 1603 1543 1856"> RP reiterated the need for a digital solution for training. Following on from the BSI audit, RP highlighted that each department has a different way of storing training records, storing and updating risk assessments, etc and that SLS would like to pursue the Sharepoint method. JP advised that the Assure system will allow people to store risk assessments and he would recommend using this. JP and RP to discuss. </td> </tr> <tr> <td data-bbox="196 1856 421 1993">Prof. David Towers</td> <td data-bbox="421 1856 646 1993">Engineering</td> <td data-bbox="646 1856 1543 1993"> There have been reports during the weekly fire alarm testing that the alarm was faulty in some areas, which was logged on Assure. However, it is now believed that the alarms in some areas are not being triggered. DT stated there has not being any feedback yet regarding this. </td> </tr> </table>		Steven Leemoon	WMG	WMG have completed their emergency plans, and these are now being drilled. SLe stated that there was an incident last week involving a battery which was handled by WMG, H&S and Estates. WMG would like to thank everyone who helped in the incident. ACTION: A report into the WMG battery incident is to be brought to the Committee after the investigation has concluded.	Dr Richard Puxty	SLS	RP reiterated the need for a digital solution for training. Following on from the BSI audit, RP highlighted that each department has a different way of storing training records, storing and updating risk assessments, etc and that SLS would like to pursue the Sharepoint method. JP advised that the Assure system will allow people to store risk assessments and he would recommend using this. JP and RP to discuss.	Prof. David Towers	Engineering	There have been reports during the weekly fire alarm testing that the alarm was faulty in some areas, which was logged on Assure. However, it is now believed that the alarms in some areas are not being triggered. DT stated there has not being any feedback yet regarding this.
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		ACTION: David Towers and Duncan Stiles to discuss the fire alarm issues in Engineering.
Liz Gardner	Library	The Library fire strategy report has been worked through and the occupancy implications are being looked at before Term 3. LG stated that where possible, all staff are to be made fire marshals.
Nicola Rogers	Union rep	NR highlighted the issue of work-related stress due to a lack of caps on student numbers with some staff having double the number of personal tutees. ACTION: Update on Wellbeing to be a standing item on the agenda. ACTION: The new Director of Wellbeing to be invited to attend the next Committee meeting. NR also queried if people are being prepared well enough to respond to a fire with the training modules being online. JP stated that the academic buildings are drilled on a rotating basis. SLe confirmed that there is a schedule which has been completed. The Chair stated that a discussion is required about fire strategy. ACTION: Update to be provided on the fire strategy across the University.
Richard Campbell-Kelly	Insurance Services	The tender for a new insurance broker has taken place and the University is switching Brokers. Work will start in the next couple of weeks and the change will occur on 1 st August 2023. RCK highlighted that the new broker will be offering 4 bespoke training sessions, 1 of which could be on Protect Duty.
Duncan Stiles	Estates	External road safety audit completed for all roads that form part of campus, the work is now being prioritised. On the 22nd March 2023 there will be the Estates Health, Safety & Wellbeing Moment whereby Estates staff are instructed to stop work activities and reflect on the importance of Health, Safety and Wellbeing within their teams. Workplace inspections being carried out along with workplace risk assessments. Staff continue with the mandatory Health and Safety training. The Consultative H&S Group met for a Mental Health Plan Workshop with Denver Thorpe from Wellbeing Support Services. The Consultative H&S Group have drafted a Health, Safety and Wellbeing Culture Questionnaire for Estates. The PPE SOP has been reviewed and communicated to H&S Reps. The Estates CDM Statement of Principles has been drafted.
Ben Pithouse	Professional Services	Evacuation plans for residences are being reviewed. Martyn's Law – BP stated this places a duty on organisations who operate publicly accessible locations to consider the threat of terrorism and put in place protective measures. Mark Kennell is the Protect Duty lead for the University and is leading a working group on this new law, which is due to come into effect later this year.
Dr Andrew Marsh	Chemistry	Reiterated the need to store and update risk assessments.

Subsidiary and Sub-Committee Reports	
<i>Items below this line are for receipt and/or approval, without discussion</i>	
029	Employee Assistance Programme MI The Director of Health and Safety Services will take any comments or queries offline.
Other	
030	Any Other Business The was no other business raised.
Next meeting: 7 June 2023, 13:30-15:30	

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
010- Infectious Diseases Risk Assessment	ACTION: The Director of Health and Safety Services to determine the status of hand sanitisation stations across the University.	John Phillips	Complete
019- Matters arising from last meeting on 09 November 2022	ACTION: Duncan Stiles to raise through Estates that the hand sanitisation station in the Faculty of Arts is not functioning.	Duncan Stiles	
019- Matters arising from last meeting on 09 November 2022	ACTION: Community Safety to be updated regarding what events on the Piazza require a risk assessment.	Ben Pithouse	
022- Key Points – UHSEC	ACTION: Training of Committee members to be considered.	John Phillips	
025- Travel update	ACTION: Update to be provided on the new travel process after the trial has been completed.	Graham Hakes June 2023	
028- Activities around the University	ACTION: A report into the WMG battery incident is to be brought to the Committee after the investigation has concluded.	John Phillips	
028- Activities around the University	ACTION: David Towers and Duncan Stiles to discuss the fire alarm issues in Engineering.	David Towers and Duncan Stiles	
028- Activities around the University	ACTION: Update on Wellbeing to be a standing item on the agenda.	John Phillips/ Suzie Lynn June 2023	
028- Activities around the University	ACTION: The new Director of Wellbeing to be invited to attend the next Committee meeting.	John Phillips/ Suzie Lynn June 2023	
028- Activities around the University	ACTION: Update to be provided on the fire strategy across the University.	John Phillips/ Simon Watson June 2023	
ITEM	DECISION		