

**UNIVERSITY OF WARWICK**  
**UNIVERSITY HEALTH AND SAFETY COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD 10:00, Wednesday 9 March 2022**

	Dr. Andrew Marsh	AM	Chair of H&S Committee (Chemistry) (vice Chair)
	John Phillips	JP	Director of Health and Safety Services
	Paul Allsopp	PA	Trade Union Representative (UNITE)
	Lee Cartwright	LC	Trade Union Representative (UNITE)
	Nicola Rogers	NR	Trade Union Representative (UCU)
	Antonia Mayers	MA1	Trade Union Representative (UNISON)
	Louise Davies	LD	Member of staff from the Sports Centre
	Richard Campbell-Kelly	RCK	Member of staff from Insurance Services
	Prof. David Towers	DT	Chair of H&S Committee (Engineering)
	Duncan Parkes	DP	Member of staff of the Students' Union
	Diana Stonefield	DS1	Member of staff from the Faculty of Arts
	Lisa Burton	LB	Member of the Faculty of Social Sciences
	Duncan Stiles	DS	Member of staff from the Estates Office
	Heather Green	HG	Member of staff from the Library
	Graham Hakes	GH	Senior Health & Safety Advisor
	Hannah Friend	HF	Member of administrative staff appointed by the Registrar and Chief Operating Officer
	Dr. Tom Hase	TH	Chair of H&S Committee (Physics)
	Prof. Victor Zammit	VZ	Chair of H&S Committee (WMS)
	Mayur Patel	MP	Assistance Secretary to the UHSC
<b>Attending</b>	Richard Seago	RS	Facilities, Development and Services Director (vice Prof. Paul Jennings)

Ref	Item
016	<p><b>Apologies for absence</b></p> <p>Apologies were received from Prof. Mike Ward, Prof. Yin Chen, Prof. Paul Jennings, Amy Hamson, Claire Daffern, Charlton Sayer, Lorraine Blackwell.</p>
017	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>
018	<p><b>Minutes of last meeting on 10 November 2021</b></p> <p>The minutes of the meeting held on 10 November 2021 were received and approved.</p>
019	<p><b>Matters arising from last meeting held on 10 November 2021</b></p> <p>There were no matters arising from the last meeting.</p>
Chair's Update	
020	<p><b>Chair's Business and Actions</b></p> <p>The Chair of H&amp;S Committee (Chemistry) and vice-Chair for the meeting reported that they were delighted that Chemical Inventory Project (Labcup) was going ahead and informed the Committee that a Project Officer (FA6) role within Chemistry has been filled and looked forward to the signing of the final contract.</p> <p>The Director of Health and Safety Services informed the Committee that the Chemical Inventory Project was a standing item at the University Health and Safety Executive Committee (UHSEC), at which the Project Manager (Kim Dalziel) who was overseeing the project and Emma Welbeck who had been appointed as the new Project Manager within the Information &amp; Digital Group (IDG) provide an update on progress. The implementation of the Chemical Inventory Tool was to be piloted at the Chemistry Department and then rolled-out to the wider University community, it was anticipated that roll-out would take about 18 months.</p>

	<p>The Chair of H&amp;S Committee (Physics) raised a concern that there had been limited communications circulated regarding Labcup and the Chemical Inventory Project and would like more information. The Director of Health and Safety Services informed the Committee that the key SEM departments were consulted at the beginning of the project in 2016 and further communication was part of the project plan and would be circulated once the contract had been signed.</p>
<b>Executive Update</b>	
021	<p><b>Key Points relating to the University Health and Safety Executive Committee</b></p> <p>The Senior Health &amp; Safety Advisor presented the report from the meetings of the University Health and Safety Executive Committee (UHSEC) on 10 February 2022 (021-UHSC090322). The paper was received and content noted by Committee members. The Senior Health and Safety Advisor informed the Committee that a new Health and Safety Officer (Rebecca Lawden) had been appointed within the Chemistry Department, Blue Flame a contractor had been bought in to help with looking at 'natural gas' and the Done Policy had been submitted to the Policy Oversight Group (POG) for approval.</p> <p>The member of staff from Insurance Services was keen to understand how the effectiveness of the Employee Assistance Programme (EAP) was measured. The Director of Health and Safety Services informed the Committee, that the service provider, produced and supplied a quarterly report which included details of when contact was made, splitting down further, day, time, and department, but ensured that individuals could not be identified. The report provided benchmark targets and it showed that the University engagement was higher than that target. The Trade Union Representative (UCU) reported that they had received positive feedback regarding the EAP but was concerned that not all members were aware of the service. The member of staff from Insurance Services reported that they had included mentioning the EAP in their weekly newsletters over covid and others should do likewise.</p> <p>The Chair of H&amp;S Committee (Engineering) informed the Committee that they had also promoted the EAP, but was concerned that no communication was received by departments, if one of their members had accessed the programme for support, was it possible that central Health and safety Services provide such information. The Director of Health and Safety Services informed the Committee that the report provided by the service provider did include a breakdown of departments and identified the total number of staff members from that department who were using the EAP. Individuals could not be identified.</p> <p>Several Committee members raised concerns relating to incidents classified because of 'Failure to follow rule' and 'Unknown', were keen to understand what action was taken and whether 'Minor' classified incidents should be followed up. The Senior Health and safety advisor informed the Committee that incidents were looked at on a case-by-case basis and if trends were identified they were investigated as required.</p> <p>The Chair of H&amp;S Committee (Physics) reported that they had difficulty accessing SHEAssure and was concerned that departmental Principal Investigators would only access the system if they had too, there would be a benefit for training to be provided. The Director of Health and Safety Services informed the committee that support was available from central health and safety and with the appointment of new Health and safety Officers the was more resource to access.</p> <p><b>ACTION:</b> The Director of Health and Safety Services to circulate the latest EAP report to Committee members.</p>
022	<p><b>Covid-19 Update</b></p> <p>The Director of Health and Safety Services provided a verbal update as to the work that had been carried out by the Covid-19 Working Group (C19WG). It was reported that the group had been looking at and managing what steps had been required for the University to meet the Government guidance through the production of Institutional Risk Assessments and updating them when required. The Committee was informed that the C19WG was to be closed and the covid risk assessments would cease at the end of term2, departments would include covid risks within their departmental risk assessments, further communications was to be circulated to departments as it became available.</p>

	<p>A Covid-19 Road Map had been produced and submitted to the University Executive Board (UEB) at which it had been approved, the University will continue to implement safety measures above the recommended by Government guidance. The University with the removal of the covid-19 risk assessment, would be developing an Institutional 'Infectious Disease Risk Assessment', communications would be circulated once available.</p> <p>The Trade Union Representative (UCU) was concerned, that with the closure of the C19WG decision made by UEB, how Union's consultation would continue. The Director of Health and Safety Services confirmed that the regular joint working group meetings between HR, H&amp;S and Estates, and the Union's would continue to take place during term three.</p> <p>The member of staff from the Estates Office was keen to understand how long documentation relating to Covid-19 should be retained for, in case 'long covid' claims were made. The Director of Health and Safety Services advised that documents should be uploaded on to SHEAssure against the risk assessment and would be kept for 6 years and then reviewed. The member of staff from Insurance Services informed the Committee as Covid-19 was an infectious disease and recommended that reports be retained for 40 years, no claims had been made and did not anticipate any claims being made in the future, as it would be very difficult to prove that it was contracted because of work or working environment.</p> <p>The Chair of H&amp;S Committee (Engineering) informed the Committee that staff had raised concerns relating to close proximity teaching in areas for a period of time and could the wearing of face masks be made mandatory in local risk assessments. The Director of Health and Safety Services commented that further discussions relating to specific risks and locations can be had, if required. The Chair of H&amp;S Committee (Physics) commented that the wearing of face masks would remain within Physics in term 3, as students were used to wearing them and a change should be considered at the start of the next academic year.</p>
023	<p><b>Health and Safety Performance</b></p> <p>The Senior Health &amp; Safety Advisor presented the Health and Safety Performance paper (023-UHSC090322). The paper was received, and content noted by Committee members.</p>
024	<p><b>International Travel Update</b></p> <p>The Director of Health and Safety Services presented the International Travel paper (024-UHSC090322), the paper was received, and content noted by Committee members.</p> <p>The Director of Health and Safety Services reported that the University overseas travel had started to increase with covid restrictions easing, and that the University Health and Safety Executive Committee (UHSEC) had approved that all international travel be booked through travel management company (TMC). Long term accommodation that was not easily covered by the TMC, such as for long term research project, and that this was to be looked at in the next phase. Any comments should be made directly to the Director of Health and Safety Services.</p> <p>The Chair of H&amp;S Committee (Physics) understood that using the travel management company meant that individual can be tracked, but this information was also recorded in the travel risk assessment completed prior to travel. A concern was also raised that the TMC was unable to book to all destinations and EU project funding was awarded to individual and not the institution, also third-party funding worked by refunding individuals outside the University system and so could not understand what benefits the TMC provided.</p> <p>The Director of Health and Safety Services reiterated that the University had a duty of care to staff and students and using a TMC meant that we had a company to bring individuals back if required. The Member of staff from Insurance Services commented that in the past when airlines had gone bust, individuals had been left with no support. For example, a student in Russia had been successfully returned recently by the travel management company, which would have been difficult if a TMC had not been used.</p>

	<p>The Member of staff from the Faculty of Arts reported that the Head of Department from the Faculty of Arts had raised a concern relating to the slowness that responses was received from the travel management company and saw that individual would benefit from further guidance on how to use the system. The Chair of H&amp;S Committee (Engineering) also agreed as they had received travel risk assessments which required further work and was concerned that with the increase of overseas travel this would add to administrative work reviewing paperwork. The Director of Health and Safety noted that further training was required and reported that most problems were related to bookings being made via the telephone when the TMC had advised that bookings should be made using their portal.</p>
025	<p><b>Risk Assessment for Pseudomonas Aeruginosa</b></p> <p>The Director of Health and Safety Services presented the Risk Assessment for Pseudomonas Aeruginosa paper (025-UHSC090322), the paper was received, and content noted by Committee members. Members of the Committee were advised to forward comments directly to the Director of Health and Safety Services. The Member of staff from the Sports Centre informed the Committee that they had now incorporated the risk assessment into their local Code of Practice documentation.</p>
026	<p><b>ISO:45001 Audit Update</b></p> <p>The Chair invited the Director of Health and Safety Services to provide a verbal update following that last visit by the British Standards Institution (BSi).</p> <p>The Director of Health and Safety Services informed the Committee that the latest Surveillance Visit by the British Standards Institution (BSi) took place on 17 January 2022 at which Non-conformities from the June 2021 were reviewed within the Physics department and the Warwick Manufacturing Group. One 'Major' Non-conformity relating to the 'close-out' of actions was raised, it was anticipated that this would be closed out at the next review. Overall, the reported showed that progress was being made.</p>
<b>Governance</b>	
027	<p><b>Drone Policy</b></p> <p>The Director of Health and Safety Services presented the key points of the paper (027-UHSC090322), the committee received and noted the content.</p>
028	<p><b>Driver and Vehicle Safety policy</b></p> <p>The Member of staff from the Estates Office presented the Driving and Vehicle Policy paper (028-UHSC090322), the committee received and noted the content.</p>
029	<p><b>Activities around the University</b></p> <p>Committee members reported:</p> <ol style="list-style-type: none"> <li>1) Estates maintenance staff had been trained how to access the 'Asbestos' and Scaffold' register.</li> <li>2) Estates are reviewing what will be required due to the new 'Personal Protective Equipment' provisions for worker that comes into effect from April 2022.</li> <li>3) Insurance Services were working on the University insurance renewal, claims made relating to building infrastructure and advising on the Drone Policy as well as the Driver and Vehicle Safety policy.</li> <li>4) The Sports Centre had completed an internal audit and continue to review risk assessments.</li> <li>5) Two fire evacuation drill had been completed at the Sports Centre but have requested that they be done over all shifts.</li> <li>6) The Students Union were reviewing toilet facilities and how access can be improved in an emergency.</li> </ol>

	<p>7) The Library continue working on snagging with contractors following the refurbishment. Work on the fire system remains on-going and they were reviewing the fire evacuation procedure.</p> <p>8) The Facilities, Development and Service Director reported that the campus had been quiet over covid, but with the return of staff and students' traffic had increased and were considering how this could be managed.</p> <p>9) The Member of staff from the Estates Office reported that the Estates annual Health and Safety report had been reviewed. The Estates H&amp;S objectives for 2022 had been agreed and communicated to manager and supervisors. Review of departmental risk assessments and standard operating procedures continued, and the H&amp;S Statement of Intent had been signed off. Managing Safely at Warwick, and Working Safely at Warwick training was in progress, with Mental Health Awareness being rolled out soon.</p> <p>10) The Faculty of Arts reported that the new building had opened with good usage by staff and students and were reviewing their numbers of First Aiders.</p> <p>11) Review of laboratories at University Hospital Warwick was underway, as some were taken over for covid testing, the responsibility of waste disposal needs to be formalised in writing.</p> <p>12) A fire drill had been conducted at the Interdisciplinary Research Building (IBRB).</p>
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**Items below this line are for receipt and/or approval, without discussion**

**Other**

030	<p><b>Any Other Business</b></p> <p>Warwick Business School reported that they had requested 'Fire Safety Training' and had been told that it would be available at the beginning of March 2022. They were keen to know if a date had been identified when the training would be rolled out. The Director of Health and Safety Services commented that the Fire Warden, Fire Evacuation and Fire Extinguisher training modules on Moodle had all been incorporated into a new training Moodle module called 'Fire Safety Training' which would be tracked via the Learning Management System (LMS) once up and running. It was hoped that the new training would be available in April.</p> <p>The Chair of H&amp;S Committee (Physics) was concerned with the low number of ionising laser risk assessments being submitted to the Ionising Radiation and Non-ionising Radiation Committee for review.</p> <p>The Trade Union Representative (UCU) highlighted that member were asking about ventilation in teaching spaces and what it meant relating to infectious diseases and how 'hybrid' working for staff would work with blending learning.</p>
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**Next meeting: 13.00, Wednesday 8 June 2022**

**DECISIONS AND ACTIONS**

<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
<b>021- Key Points relating to the University Health and Safety Executive Committee</b>	<b>ACTION:</b> The Director of Health and Safety Services to circulate the latest EAP report to Committee members.	John Phillips  June 2022	