

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 12 February 2015

Present: Mr J Phillips (acting Chair), Ms P Collins, Ms Ruby Compton-Davies, Ms S Crookes, Ms J Davies (vice Ms L Burton), Ms T Forysiak, Ms H Green, Dr M Joy, Ms C Quinney, Dr A Marsh, Ms L McCarthy, Dr D Mitchell, Mr E Ryan, Mr D Stiles.

Apologies: Ms C Allender, Mr A Bastable, Ms L Burton, Mr L Cartwright, Professor T Jones, Mrs A Pulford, Mr P Sweetman.

In attendance: Ms C Farren, Ms H Reynolds.

10/14-15 Minutes

RESOLVED

That the minutes of the meeting of the Committee held on 13 October 2014 be approved.

11/14-15 Matters arising from the minutes

06/14-15 Minutes

REPORTED: (by Ms C Farren):

That the Students Union had agreed to create a video or podcast to support the driver, pedestrian and cyclist awareness campaign before the start of next term.

12/14-15 Declarations of Conflict of Interest

REPORTED: (by the Chair):

That no conflicts of interest were declared.

13/14-15 Chair's Business

REPORTED: (by the Chair):

That the University Health and Safety Executive Committee held on 4 November 2014 agreed to develop a framework for health and safety responsibilities.

14/14-15 Terms of Reference and Membership

CONSIDERED

The Terms of Reference and Membership of the University Health and Safety Committee (paper UHSC.06/14-15 refers).

REPORTED: (by Ms C Farren):

That since the paper had been issued Unite had nominated a new member, Dr R Eason who would be invited to future meetings.

RESOLVED

That the Terms of Reference and Membership of the University Health and Safety Committee be approved with the above revision included in the papers of the next meeting.

15/14-15 Report to the University Health and Safety Executive Committee

CONSIDERED

The Key Points Reported to University Health and Safety Executive Committee (paper UHSC.07/14-15 refers)

REPORTED: (by Ms C Farren):

That the paper provided a summary to the University Health and Safety Executive Committee of the minutes from the UHSC meeting held on 13 October 2014.

RESOLVED

That the Key Points Reported to University Health and Safety Executive Committee were noted.

16/14-15 Incident Report

RECEIVED

A paper from the Senior Health and Safety Advisor on the incidents reported to the Health and Safety Department for the period May 2014 to January 2015 (paper UHSC.08/14-15 refers).

REPORTED: (by Ms C Farren)

- (a) That there were 503 work related incidents of which three were 'serious', 54 were 'significant' and six were reported to the Health and Safety Executive in the nine month period.

- (b) That slips, trips and falls remain the most commonly reported incident, which is reflected across the HE sector, with 'contact with something sharp' being the second highest reported incident in the University of Warwick.
- (c) That half the incidents reported in Estates were associated to contractors working on site. Contractors had been encouraged to report all incidents including near misses.
- (d) That the helpdesk and online reporting form encouraged people to report incidents.
- (e) That comparisons over previous years, and against other institutions in the sector, would be produced as part of the annual report.

(by Mr A Marsh)

- (f) That enhanced training, covering the safe handling of glassware, particularly in undergraduate science labs was in place and there had been a review of protective equipment such as special gloves which were available.

(by Ms P Collins)

- (g) That the impact of changing the method of waste removal from student accommodation would be monitored following the introduction of students being made responsible for taking out their refuse.

17/14-15 Communication

CONSIDERED

A paper from the Interim Director of Health and Safety on good practice relating to the communication of health and safety matters and the key role of the Health and Safety Department and committee members in the collection and dissemination of information (paper UHSC.09/14-15 refers)

REPORTED: (by Mr J Phillips)

- (a) That effective communication was essential for a successful safety culture and the Health and Safety Department were underway with improvements such as more information readily available on the department's webpages.
- (b) That the Health and Safety Department would develop a framework for dissemination of health and safety news and welcomed members comments.
- (c) That other institutions used discipline champions, such as COSHH or manual handling to disseminate information.

(by Members)

- (d) That as Members of the UHSC, they were champions of their respective Faculties and Departments and disseminated information through regular local health and safety meetings to coincide with the UHSC meetings.
- (e) That Members welcomed more frequent two-way communication methods outside of the UHSC meetings, on recognition that the committee only meet three times a year.
- (f) That newsletters could be distributed through senior management teams.
- (g) That information could be disseminated through the electronic message boards in buildings, Insite or email.
- (h) That CCSG already utilise sector forum news items to learn about issues reported in other institutions, such as oxidant abuse by students which was reported on a cleaning forum.
- (i) That dissemination of health and safety alerts could follow a similar framework used to disseminate Business Continuity alerts.
- (j) That with a new Director of Wellbeing to be appointed, Members hoped health issues would also be widely communicated.

RESOLVED

- (i) That the Interim Director of Health and Safety would consider the points discussed and develop a framework in consultation with the UHSC.
- (ii) That the email contacts of Members of the USHC would be circulated to enable Members to share information.

18/14-15 Health and Safety Forward Plan

RECEIVED

A paper from the Senior Health and Safety Advisor outlining the priorities for health and safety inspections in the coming months and policies and legislation recently or soon to be introduced (paper UHSC.10/14-15 refers).

REPORTED: (by Ms C Farren)

- (a) That the Health and Safety Department would make all information regarding changes to legislation, new policies and upcoming inspections available on their website.
- (b) That revised Construction (Design and Management) Regulations (CDM) being introduced from April 2015 placed more responsibility on the client which may affect events on campus such as those involving the erection and dismantling of marquees and stage scenery.

- (c) That forthcoming inspections would prioritise machinery and food safety. The new allergen regulations were being incorporate into a training course for delivery after Easter.
- (d) That key learning points from the implementation of the Local Incident Response Team (LIRT) at Gibbet Hill would be developed into a paper for dissemination to UHSC members in due course.
- (e) That further to the podcast/video in support of the driver, pedestrian and cyclist awareness campaign (minute 11/14-15 above refers), other initiatives were continuing as part of the bike safety campaign including bike safety training and bike maintenance.

(by Mr J Phillips)

- (f) That the Hazard Management System would be available soon, providing links to building plans showing floor plans and fire data including refuge areas.

(by Mr D Stiles)

- (g) That Estates would be issuing a new water hygiene policy for consultation. Once finalised it would be issued through correspondence to UHSC members before the next meeting.

19/14-15 Activities around the University

RECEIVED

A paper from the Senior Health and Safety Advisor summarising the feedback from members on the key health and safety initiatives that took place across campus during the period November 2014 – January 2015 and those that were planned for 2015 (paper UHSC.11/14-15 refers).

REPORTED: (by Ms C Farren)

- (a) That Members of the UHSC were encouraged to provide items for this paper in advance of each UHSC meeting.
- (b) That the Keeping Campus Moving Team had been working closely with the Health and Safety Department to ensure that disabled students were carefully considered in all pedestrian route plans during the construction work.

(by Members)

- (c) That Estates would incorporate the University's Code of Conduct for Contractors into all their future tenders and that all current contractors were required to confirm acceptance and agree to work to the expectations stated.

- (d) That Estates had launched their new website which included health and safety compliance with links to the Health and Safety Department webpages.
- (e) That a new Construction Health and Safety Adviser would be appointed in Estates to meet the new CDM regulations.
- (f) That Chemistry were trialing a new ChemSafe module on Moodle with overseas students which included generic training on fire and evacuation; falls, slips and trips; office and space ergonomics.
- (g) That asbestos training would be delivered to supervisors for cascading to teams within CCSG.

20/14-15 Any other business

REPORTED: (by Mr D Stiles)

That Estates staff were currently undertaking refresher training courses.

21/14-15 Dates of future meetings

14 May 2015	11:30 to 13:30 in CMR.1.0
12 October 2015	14:00 to 16:00 in CMR.1.0