

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 7 February 2019

Present: J Phillips (Director of Health and Safety, Acting Chair), C Allender (Prospect), S Duggan (Head of Administration (Business & Research)) vice L Burton (member of staff from the Faculty of Social Sciences), R Campbell-Kelly (Insurance Services Manager), L Cartwright (UCATT), C Daffern (UCU), M Barwick (Facilities Manager, Library) vice H Green (member of staff from the Library), Dr A Marsh (member of staff from the Faculty of Science), Professor T McNally (WMG), D Parkes (Students Union), P Robinson (Contracts Manager) vice O Cooper (Commercial), E Ryan (UNITE), D Stiles (Estates), D Stonefield (member of staff from the Faculty of Arts), Professor V Zammit (WMS)

Apologies: Professor L Young (Chair), L Burton (member of staff from the Faculty of Social Sciences), O Cooper (Commercial), Dr H Friend (Administration), H Green (member of staff from the Library), Dr T Hase (Physics), A Pulford (member of staff from The Arts Centre), Professor D Towers (School of Engineering)

In attendance: C Farren (Senior Health and Safety Officer and Secretary to the Committee), M Patel (Assistant Secretary to the Committee)

15/18-19 Apologies and welcome

REPORTED: (by the acting Chair)

That apologies were received from Professor L Young (Chair), L Burton (member of staff from the Faculty of Social Sciences), O Cooper (Commercial), Dr H Friend (Administration), H Green (member of staff from the Library), Dr T Hase (Physics), A Pulford (member of staff from The Arts Centre), Professor D Towers (School of Engineering)

16/18-19 Minutes

CONSIDERED:

The minutes of the meeting held on 4 October 2018.

RESOLVED:

That the minutes of the meeting of the University Health and Safety Committee held on 4 October 2018 be approved.

17/18-19 Matters arising from the minutes

- (a) Key Points relating to the University Health and Safety Executive Committee relating to an update to the Lead Policy (UHSC.07/18-19 (h) refers)

REPORTED: (by the Director of Health and Safety)

- (i) That the updated Lead Policy had been finalised and uploaded onto the University H&S webpage.
- (ii) That the update now includes 'The use of lead or lead compounds in a research setting must be approved by the Director of Health and Safety, before it is acquired or bought into the University'.

(by the UNITE rep)

- (iii) That the policy needs to cover existing research activities.

(by the Senior Health and Safety Advisor)

- (iv) That those who had purchased lead or lead compounds through the OPeRA e-procurement system would be contacted by the Health and Safety Department to look at methods to comply with this policy.

(b) Smoking policy and feedback from UHSEC (UHSC.11/18-19 refers)

- (i) That the implementation of a direct smoking ban across the University was not currently supported, nor was there a desire to put into place smoking shelters across campus.
- (ii) That signage should be placed in areas where smoking is not permitted.
- (iii) That if departments require signage, Estates should be contacted.
- (iv) That staff within departments should feel empowered to challenge smokers if found smoking in non-smoking areas.
- (v) That the smoking policy was to be reviewed and updated.

18/18-19 Declarations of Conflict of Interest

REPORTED: (by the acting Chair)

- (a) That should any members or attendees of the University Health and Safety Committee have any conflicts of interest related to 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.
- (b) That members of the Committee were encouraged, wherever possible, to inform the Secretary prior to the meeting of any potential conflicts of interest.

RESOLVED:

That no conflicts were reported.

19/18-19 Chair's Business

REPORTED: (by the Director of Health and Safety)

- (a) That committee members should encouraged staff within their respective areas to partake in events organised during Wellbeing Week.
- (b) That the UHSC Chair had indicated that he needed to step down due to other commitments, and the committee should decide on a new Chair.
- (c) That the updated Health and Safety Leadership and Management document had been published on the H&S webpage.
- (d) That a number of defibrillator units had been distributed at various locations on main campus and had been included on the campus interactive map.
- (e) That defibrillators were being allocated where there was a considered activity risk, or otherwise in locations evenly distributed across the University.
- (f) That Security vehicles carry defibrillators and their staff are trained in their use.
- (g) That First Aiders receive defibrillator training as part of the delivered course.
- (h) That the Health and Safety Department would stock spare batteries and pads.
- (i) That Evac chairs had been distributed around campus and are situated at fire control panels for buildings, the campus interactive map would show locations once uploaded. Training was available through the H&S department and places can be booked via the on-line booking form.

(by the UCATT rep)

- (j) That defibrillator units may still be needed in some areas where there are known risks.

(by the UCU rep)

- (k) That the location of defibrillators units be included in the next publication of the H&S Newsletter.

RESOLVED:

That more defibrillators could be ordered but if departments believe that they require any additional defibrillators, the request must come through the Health

and Safety Department to ensure the same manufacturer and model is being ordered, so that there is commonality in spare parts, such as batteries and pads.

20/18-19 Key Points relating to the University Health and Safety Executive Committee

RECEIVED:

Notes relating to the meeting of the University Health and Safety Executive Committee held in October and December 2018 (UHSC.06/18-19)

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That the Committee received an update on the Chemical Inventory project team which was reported to have been delayed following a reduction in the scope of the specification. Rollout of the new system should resume in Spring 2019.
- (b) That Estates provided an update in relation to the chemical storage and ventilation project for Westwood Teaching building which was completed in December 2018.
- (c) That Estates reported that asset labelling of drinking water outlets would be completed by December 2019, although pressure was being put upon Estates to speed this up.
- (d) That Estates reported that the newly designed speed humps would be in place on Leighfield Road by the end of April 2019.
- (e) That the University had received a Notification of Contravention (NOC) letter from the Health and Safety Executive (HSE) relating to a high Legionella count found in the water system at Cryfield Pavilion. Water hygiene levels were now at an acceptable level and an action plan to address the issues raised was being acted upon.
- (f) That the Committee received an update on the OHSAS 18001 Audit by the British Standards Institute (BSi) which had identified two major and 22 minor non-conformities across the Science, Engineering and Medical Faculty and Estates (Operations) during their visit.
- (g) That during the BSi follow-up audit conducted in November 2018 and as a result of the downgrading of the Major Non-conformities, the departments audited were recommended for certification to OHSAS 18001. The University Health and Safety Executive resolved to seek certification for the Science, Engineering and Medical Faculty and Estates (Operations) and requested consideration be paid to bringing the Research Technology Platforms within scope.
- (h) That Asset tagging was reported to be underway with much work being undertaken to clarify roles and responsibilities for the assets involved which require statutory testing.
- (i) That the UHSEC considered a number on papers on Water (Legionella), Asbestos, Fire Safety and Permit to Work.

- (j) That the UHSEC received an update from the Steering Committee and Audit and Risk Committee which considered the NOC from the HSE and papers from the Sub-committee of the University Health and Safety Executive Committee, where the main area of focus related to supporting the refurbishment of facilities that had reached their 'end-of-life'.

21/18-19 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 period September to December 2018 and health and safety performance (UHSC.07/18-19)

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That the overall number of incidents (including near misses) had increased by 17% during this period.
- (b) That the number of 'significant/serious' incidents had seen a substantial increase. This increase had been due to a new classifying criteria looking at the overall potential of an incident in anticipation of the new SHE Software.
- (c) That the highest reported incident category was 'slip/trips/falls' but saw a decrease by approximately 2% for this period.
- (d) That there was no substantial change to the distribution of incidents reported, with 34% were from the Estates Office; 25% from the Science and Medical Faculty; 33% from Commercial Group activities; 5% from Administration and the remainder from the Faculty of Art and Faculty of Social Science.
- (e) That the 'significant' incidents were distributed, with 49 from the Estates Department, 50 from the Science and Medical Faculty and 10 from the Administration Faculty. The 'serious' incidents were distributed between the Estates department (13), Science and Medical Faculty (10), Commercial Group (6) and Administration (1).
- (f) That three of the 'significant/serious' incidents had been reported to the Health and Safety Executive (HSE), 1 involving formalin having been microwaved, 1 involved a climbing wall incident (and two children becoming injured as a consequence) and 1 relating to a food allergen.
- (g) That the University had successfully revoked the Environment Agency Radiation Permit for Wellesbourne campus after it had provided sufficient evidence to demonstrate that the site was clear of all radiation sources and had been decontaminated across all areas (including drainage systems). No further radiation work can take place at Wellesbourne.
- (h) That it would be worth the Science, Engineering and Medical Faculty considering other types of hazardous work being conducted where there could be specific requirements in the future to know where the materials

were used, what work was conducted and who could have been exposed, as new materials, like carbon nanotubes (CNT's) emerge as being particularly hazardous to health.

- (i) That the overall risk rating for the University of Warwick remained reported as, 'RED' or 'high risk'.

(by the Insurance services Manager)

- (j) That are incidents classed as 'significant' followed up with training being provided.

(by the Director of Health and Safety)

- (k) That the new H&S Software Tool will address training needs.

- (l) That persons working with any hazardous substance which has its own specific piece of statute, such as 'lead' or 'asbestos' should be aware of the legal requirements surrounding its use/management.

22/18-19 Health and Safety Audit

RECEIVED:

A paper from the Director of Health and Safety on the status of the University in relation to the British Standards Institute (BSi) OHSAS 18001 audit programme (UHSC.08/18-19).

REPORTED: (by the Director of Health and Safety)

- (a) That the British Standards Institute (BSi) completed their implementation audit of the seven higher risk departments (Chemistry, Engineering, Estates (Operations), SLS, WMS, Physics and WMG) in November 2018, and are prepared to Certificate the University's Occupational Health and Safety Management System to OHSAS 18001.
- (b) That by entering into certification the University were committing to a three year cycle of surveillance visits, which consist of a three day audit by BSi every 6 months. This means that each of the seven departments will be audited by the BSi at least once in the three year period.
- (c) That at the next visit from BSi, scheduled for 22, 28 and 29 March 2019 BSi would be reviewing progress against the actions raised during the last audits across the Health and Safety Department, Chemistry Department and the School of Engineering.

23/18-19 Insurance Policy

RECEIVED:

A paper from the insurance Services Manager on the latest University Insurance Policies (UHSC.09/18-19)

REPORTED: (by the Insurance Services Manager)

- (a) That the annual review of the University's insurance policies took place in August 2018.
- (b) That each policy had its own terms and conditions which were available from the [Insurance Services Office](#).
- (c) That it was important for the University to comply with the Insurance Act 2015 which requires that before a contract of insurance is entered into, the University makes a fair presentation of the risk, such that the insurer(s) can charge the correct premium.
- (d) That Employer's Liability (EL) insurance had been arranged through Zurich with a limit of indemnity of £40m and no excess.
- (e) That Public Liability (PL) insurance was provided by Zurich with a limit of indemnity of £50m with no excess, additional cover provided by Chubb increased the overall limit to £75m.
- (f) That full comprehensive Motor Insurance for all vehicles hired, loaned, leased or owned for University business was provided also by Zurich with an excess of £1,000.
- (g) That medical malpractice cover was provided by Newline for clinical trials that involve intervention that result in non-negligent harm to patients, indemnity limit was £10m with no excess.
- (h) That damage to University property and contents including terrorism and business interruption was provided by AIG subject to a £100,000 excess. (Due to market conditions change, insurance was arranged on a first loss basis and the sum insured was £400m (£200m from AIG and £200m from CNA)).
- (i) That Zurich provided an engineering inspection service by a competent independent person and cover was provided for sudden and unforeseen damage to inspected equipment.
- (j) That Aviva travel policy provides cover for staff (and partners) as well as students. It was a comprehensive policy providing cover for: unlimited medical & emergency repatriation expenses, cancellation and curtailment, personal liability and political and natural disaster evacuation.

- (k) That Chubb provided protection for past and present directors and officers against allegations of error, omissions or wrongdoing whilst in post with an indemnity of £10m.

24/18-19 Activities around the University

REPORTED: (by Members)

- (a) That Estates had updated the [Code of Conduct for Contractors](#) which was now published on the Health and Safety webpages.
- (b) That the Estates Strategic H&S Committee had agreed their objectives.
- (c) That the Estates Supplier Forum was held in December 2018.
- (d) That Estates had finalised their training needs analysis for the department and roll out of the required training via Learning and Development was to follow.
- (e) That CCSG reported that the new Sports Hub was to open at the end of April 2019, and risk assessments were being conducted as well as training on equipment use.
- (f) That WMG was promoting the completion of the Compliance H&S Moodle module.
- (g) That the Library were concerned with students engaging in collective excessive drinking outside Bar Fusion in the Rootes Building.
- (h) That Chemistry was reviewing their First Aider provisions and putting staff forward for training/retraining.
- (i) That risk assessments within the Chemistry department were under review, where the risk cannot be reduced appropriate action plans were being developed.
- (j) That maintenance work had started on the Chemistry building 6th floor which was causing some business disruption.
- (k) That the Students Union were reviewing all risk assessments for their society activities.
- (l) That the unofficial campus cat, Rolf, had scratched members of staff and students around University campus and it was difficult to know what to do in relation to this cat, as it is encouraged to come onto campus (despite being owned by someone off campus).
- (m) That the University Insurance Policy Review was to start shortly as the next annual review would be August 2019; this requires the Insurance Officer to review the University risk profile.

- (n) That the University's Senior Occupational Health Advisor was shortly to retire and a review of occupational health provision was currently underway to ensure that there would be a continued service.
- (o) That the University Executive Board were to attend a day of health and safety training in February 2019 provided by an external provider.

25/18-19 Dates of future meetings

Thursday 2nd May 2019 at 10.00, in CMR1.0