

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 14 May 2015

Present: Professor T Jones (Chair), Ms Lisa Burton Dr A Marsh, Mr R Eason, Ms L McCarthy, Ms T Forsyiaik, Mr J Phillips, Mr D Stiles, Ms S Crookes, Mr E Ryan, , Mr M Joy, Mr A Bastable.

Apologies: Ms R Compton-Davies, Mr D Mitchell, Ms P Collins, Ms H Green, Mr L Cartwright, Ms C Quinney.

In attendance: Ms C Farren (Acting Secretary), Ms H Reynolds (Assistant Secretary), Mr C Mayfield (Fire Safety Adviser) (for item 30/14-15).

22/14-15 Apologies and welcome

Apologies received from Ms Ruby Compton-Davies, Mr D Mitchell, Ms P Collins. The Chair welcomed new member Mr Rob Eason (UNITE).

23/14-15 Minutes

RESOLVED:

That the minutes of the meeting of the Committee held on 12 February 2015 be approved, subject to the following amendment to item 20/14-15:

Additions underlined and deletions struck through

(a) That Estates staff were currently undertaking refresher training courses ~~available would be circulated to UHSC members and UHSEC members.~~

24/14-15 Health and Safety Communications

REPORTED: (by Senior Health and Safety Adviser)

(a) That the Health and Safety Newsletter had been launched and circulated since agreement at the last meeting.

(b) That email contacts of the Members of the University Health and Safety Committee had been circulated to Members to use for distributing information.

25/14-15 Conflict of Interest

CONSIDERED:

That, should any members or attendees of the University Health and Safety Committee have any conflicts of interest relating 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.

RESOLVED

That no conflicts of interest be recorded.

26/14-15 Chair's Business

REPORTED: (by the Chair)

No Chair's business.

27/14-15 Terms of Reference and Membership

CONSIDERED:

The Terms of Reference and Membership of the University Health and Safety Committee (paper UHSC.12/14-15).

RESOLVED:

That the Terms of Reference and Membership of the University Health and Safety Committee be approved with a revision to the role of Ms Caroline Farren who is confirmed Secretary to the Committee and is no longer acting in this role.

28/14-15 Report to the University Health and Safety Executive Committee

CONSIDERED:

The Key Points Reported to University Health and Safety Executive Committee (paper UHSC.13/14-15)

REPORTED: (by Senior Health and Safety Adviser)

That the paper provided a summary to the University Health and Safety Executive Committee of the minutes from the UHSC meeting held on 12 February 2015.

RESOLVED:

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

29/14-15 Annual Health and Safety Report

RECEIVED:

A paper from the Senior Health and Safety Adviser on the University's health and safety performance for the period January to December 2014 (paper UHSC.14/14-15).

REPORTED: (by Senior Health and Safety Adviser)

- (a) That the report summarised events and achievements over the period.
- (b) That the University's Simplify, Collaborate, Deliver initiative was incorporated into the work of the Health and Safety Department, for example, the statutory testing of equipment across the institution.
- (c) That work would continue to identify Single Points of Contact for key topic areas across the University; named contacts should improve communication and help to address issues where there are 'champions' in Departments.
- (d) That the review of electrical safety and portable appliance testing (PAT) had led to a policy being devised to improve compliance including the option for Departments to 'opt out' and carry out work locally (item 31/14-15 (e) and paper UHSC.16/14-15 refer).
- (e) That slips, trips and falls (on the level) remained the most commonly reported incident, with 'contact with something sharp' being the second highest reported incident.
- (f) That the total number of incidents reported were still above those in the HE sector, however this is likely to be attributable to the University directly employing its own manual staff in areas such as cleaning and maintenance where a higher number of incidents occur. Departments such as Chemistry for example, actively encourage the reporting of incidents to raise awareness of the risks of handling and disposing of glass.

(by Interim Director of Health and Safety)

- (g) That Health and Safety Department and Estates Department were working together to improve the contracting of third parties across campus to increase efficiency, reduce costs and improve health and safety standards.
- (h) That the University was improving the centralization of some of its statutory testing records, for example, inspection of lifting equipment and pressure equipment by Zurich were being logged onto the CRIMSON system (used by Zurich) and single points of contact in Departments have access to this and have been trained.

30/14-15 Annual Fire Safety Report

RECEIVED:

A paper from the Fire Safety Adviser on the University's fire safety performance for the period January to December 2014 (paper UHSC.15/14-15).

REPORTED: (by Fire Safety Adviser)

- (a) That good progress was made on the planned work for 2014 however due to a higher volume than anticipated of reactive tasks across campus than anticipated, a number of projects were carried forward to 2015.
- (b) That the evacuation tag system went live on the Gibbet Hill campus in September 2014. Further support had been provided over the following six months to help to embed the process.

(by Health & Safety and Compliance Manager, Estates)

- (c) That all fire safety drawings would be digitised by the end of summer 2015 and updated as buildings change.
- (d) That work had taken place to ensure that the role of the University as 'Landlord' with regard to health and safety requirements is clear in all tenants lease agreements and where the University is a tenant, such as in London, Estates would monitor local requirements and procedures.

31/14-15 Policy Review

RECEIVED:

A paper from the Interim Director of Health and Safety on the proposed revisions to the Asbestos Management Policy and the Electrical Safety Policy (paper UHSC.16/14-15).

REPORTED: (by Interim Director of Health and Safety)

- (a) That the policies had been written to provide a clear account of what constitutes legal compliance or best practice and clarity in relation to roles, responsibility and accountability.
- (b) That local arrangements would need to be developed in Departments to express how the policies will be discharged and who in Departments would specifically be responsible and/or have a role to play to support compliance.
- (c) That the University had numerous health and safety policies and each one would in turn be re-written in this format, with the Water Hygiene Policy anticipated being the next policy for consultation by this committee.

- (d) That the proposed changes to the policies would be posted on the University Health and Safety webpages for review and comment with a closing date for feedback before being taken to the University Health and Safety Executive Committee for approval.
- (e) That Heads of Departments could have responsibility for discharging many of the policies in their respective departments. For example, the electrical safety policy permits Departments to 'opt out' of the centralised Estates managed PAT testing programme and allows for Departments to manage these arrangements themselves. In the event that a Head of Department makes this decision, the policy makes it clear that responsibility for compliance will rest with them.

(by Health & Safety and Compliance Manager, Estates):

- (f) That the Asbestos Manager (within the Estates Department) will soon be reviewing the records of asbestos contained within equipment based in Departments and that a meeting with the Science Faculty would take place in due course.

32/14-15 Incident Report

RECEIVED:

A paper from the Senior Health and Safety Adviser on the incidents reported to the Health and Safety Department for the period February to April 2015 (paper UHSC.17/14-15).

REPORTED: (by Senior Health and Safety Adviser)

- (a) That there were 105 work related incidents in the 3 month period, of which three RIDDOR reports were sent to the Health and Safety Executive.
- (b) That of the three reports: one was a dangerous occurrence (collapse of the ceiling grid in the Avon Building); the second involved a child breaking their arm on a holiday scheme on campus; and the third required reporting due to over 8 days of absence from work for a member of staff.
- (c) That due to the increase in number of near miss incidents involving vehicles and pedestrians, the company ARUP would be carrying out a campus wide traffic survey.
- (d) That the recent inspection by the Health and Safety Executive Inspector highlighted that organisations of the size of the University should minimize complication in terms of roles and responsibilities; manage their contractors; and ensure that there are robust procedures for the inspection, testing and management of its work equipment.

33/14-15 Activities around the University

REPORTED: (by Members)

- (a) That the senior leadership team in Estates had undertaken legal training from the University's solicitors SGH Martineau and that this could be developed to produce a training programme to senior officers across campus, for example Heads of Faculty.
- (b) That concern was raised regarding the new 'raised table' area of Gibbet Hill Road by Warwick Business School (WBS) and would be monitored as part of the traffic survey (item 32/14-15(k)).
- (c) That WBS were soon going to be looking to trial the fire evacuation tag system for improving the evacuation of their building.
- (d) That Members of the UHSC should report back and disseminate information from this committee meeting to the areas that they represent.

21/14-15 Dates of future meetings

12 October 2015 14:00 to 16:00 in CMR.1.0