

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY COMMITTEE
OPEN MINUTES OF THE MEETING HELD 10:00, THURSDAY 2 MAY 2019

Present	John Phillips	JP	Director of Health and Safety (Vice-Chair)
	Richard Campbell-Kelly	RCK	Member of staff from Insurance Services
	Lee Cartwright	LC	Trade Union Representative (UCATT)
	Claire Daffern	CD	Trade Union Representative (UCU)
	Caroline Farren	CF	Senior Health and Safety Advisor (Secretary to the UHSC)
	Heather Green	HG	Member of staff from the Library
	Tom Hase	TH	Chair of H&S Committee (Physics)
	Andrew Marsh	AM	Chair of H&S Committee (Chemistry)
	Duncan Parkes	DP	Member of staff of the Students' Union
	Mayur Patel	MP	Assistance Secretary to the UHSC
	Patrick Schafer	PS	Chair of H&S Committee (SLS)
	Duncan Stiles	DS	Member of staff from the Estates Office
	David Towers	DT	Chair of H&S Committee (Engineering)
	Victor Zammit	VZ	Chair of H&S Committee (WMS)
Attending	Sarah Duggan (vice)	SD	Attending in the absence of Lisa Burton
	Peter Robinson (vice)	PR	Attending in the absence of Oliver Cooper

Ref	Item
001	<p>Apologies for absence</p> <p>Apologies were received from Prof. Lawrence Young (Chair), Lisa Burton, Oliver Cooper, Louise Davies, Hannah Friend, Mike Joy, Prof. Tony McNally, Diana Stonefield,</p>
002	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
003	<p>Minutes of last meeting on 7 February 2019</p> <p>The minutes of the meeting held on 7 February 2019 were received and approved.</p>
004	<p>Matters arising from last meeting on 7 February 2019</p> <p>The matters arising were as follows:</p> <p style="padding-left: 20px;">(a) Update on Defibrillator and locations (minute 19-UHSC070219)</p> <p>The Director of Health and Safety Services provided a verbal update on defibrillators and their location, with the following key points:</p> <ul style="list-style-type: none"> • Defibrillators had been located in known key high risk areas relating to people, where there was hazardous work activities or high volume circulation spaces such as Warwick Art Centre, the Science Concourse, Library and all Security vehicles. • The location of defibrillators could be found on the campus interactive map on the intranet.
Chair's Update	
005	<p>Chair's Business and Actions</p> <p>The Committee received no updates from the Chair.</p>
Executive Update	
006	<p>Key Points relating to the University Health and Safety Executive Committee</p> <p>The Director of Health and Safety Services presented the report from the meetings of the University Health and Safety Executive Committee (UHSEC) on 11 February and 8 April 2019 (006/UHSC020519). Discussion at UHSEC had included the progress made with shortlisting a supplier for a Chemical Inventory Software Tool; the implementation of the SHE Assure Software Tool; the pilot launch of an Employee Assistance Programme</p>

	<p>(EAP); BS1 OHSAS 18001 certification of the 7 University high risk departments; the establishment of a Statutory Inspection Project and Compliance Programme; progress by the Water Hygiene Working Group following the BSi audit; asbestos data becoming available to Estates staff and the completion rates for both the Fire Risk Assessments (FRA) and Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) risk assessments.</p> <p>The Committee noted the Health and Safety topic policies had been reviewed and re-issued, although a delay had been incurred in connection with the global travel policy. Also the Major Incident Team (MIT) were put on 'standby' on two occasions in connection with a major power outage at Heronbank and the attempted abduction of a researcher in Mexico.</p> <p>The Chair of H&S Committee (Physics) reported that some of the topic specific policies read as if they were guidance rather than policies.</p> <p>DECISION:</p> <p>The Committee recommended that a meeting takes place between the Chair of the Health and Safety Committee (Physics) and Director of Health and Safety to resolve concerns relating to the status of the topic policies available to departments.</p> <p>ACTION:</p> <p>The Director of Health and Safety to arrange a meeting with the Chair of the Health and Safety Committee (Physics) to discuss the matter raised relating to the health and safety policies and to resolve any matters required.</p>
Governance	
007	<p>Incident and Performance Report</p> <p>The Senior Health and Safety Advisor presented the report (007-UHSC020519) on the Incidents reported to the Health and Safety Department for the period September 2018 to February 2019 and health and safety performance.</p> <p>The Committee noted the number of incidents reported (including near misses) for the period had risen; three of the 'serious' incidents warranted a RIDDOR report to be sent to the Health and Safety Executive (HSE) and a Notification of Contravention was served by the HSE as a result of Legionella positive samples being found in water at Cryfield Pavillion.</p> <p>The Committee was keen to understand the policy and signoff for new facilities with known hazards before them becoming operational and queried whether departments should seek signoff by the Health and Safety Department. Currently, without there being departmental employed Health and Safety Officers this process was considered to have been lost and relied on Principles Investigators (PI's) to carry out and complete Risk Assessments and work with the Estates Department.</p> <p>The Committee was informed by the Insurance Manager that the University of Warwick self-insures for asbestos.</p> <p>DECISION:</p> <p>The Committee recommended that there was consideration paid to there being a health and safety 'sign-off' for high hazard facilities prior to them being utilised for work.</p> <p>ACTION:</p> <p>Departments to complete risk assessments for buildings and activities locally and to liaise with the relevant Health and Safety Officer (Health and Safety Department) prior to becoming operational (for high hazard activities or facilities).</p>
008	<p>Health and Safety Audit</p> <p>The Director of Health and Safety Services presented the report (008-UHSC020519) on the OHSAS 18001 audit. The Committee noted that BSi was to return to the University in June 2019 to review and close out Major non-conformities highlighted.</p>

	<p>A concern was raised, that to meet the requirements for closing out non-conformities raised by BSi that this could result in additional strains on resources and funding.</p> <p>DECISION:</p> <p>The Committee recommended that potential resource constraints in departments be raised with the University Health and Safety Executive Committee.</p> <p>ACTION:</p> <p>Funding associated with addressing the non- conformities raised during the BSi audit be taken to future UHSEC and Statutory Programme Board meetings for discussion.</p>
009	<p>Employee Assistance Programme</p> <p>The Director of Health and Safety Services presented the report (009-UHSC020519) on the launch of the Employee Assistance Programme (EAP) pilot which is to run from April 8 2019 for twelve months and was available to all salaried staff and their immediate family members.</p> <p>The Committee noted that the EAP was a positive service for staff, but was concerned that it was not available to the large number of hourly paid staff and that it could overshadow the work carried out by the Stress Management Group. The Committee also raised concerns relating to the link between ‘work related stress’ and the number of staff hours worked; where staff on pay grade 1-5 accrued time-in-lieu but staff on grade 6 or above were sometimes expected to work additional hours.</p> <p>The Committee was assured that work carried out by the Stress Management Group was to continue as well as the support provided by Occupational Health.</p> <p>DECISION:</p> <p>The Committee recommended that the disparity between the hours expected to be worked by staff on grade 6 and above as opposed to those on a pay scale below (who can accrue time off in lieu) be considered by the Stress Management Group and Director of Human Resources.</p> <p>ACTION:</p> <p>The Director of Health and Safety Services to raise the perceived disparity in hours worked by staff on different grades with the Human Resources Director and Stress Management Group.</p>
010	<p>SHE Assure</p> <p>The Director of Health and Safety Services demonstrated the SHE Assure incident reporting system. The Committee received and noted the presentation.</p>
011	<p>Activities around the University</p> <p>Committee members reported:</p> <ol style="list-style-type: none"> 1) CCSG had started work to achieve ISO 45001 accreditation and following the opening of the new Sports Hub all procedures and risk assessments had been reviewed. 2) SLS had revised their management module and training for all who use phenol following the increased number of incidents involving this chemical (relating to its waste disposal). 3) The Library, following their SED and OHSAS audit, were updating their procedures and working on the plans for a refurbishment. 4) Chemistry planned to provide Fire Extinguisher Training, standardise working expectations for students working cross departments and reviewing risk assessments for working with high toxic substances. 5) Students Union was working on statutory inspection requirements. 6) Warwick Manufacturing Group was working through an action plan following two floods. 7) The University Insurance Policy Review was to start shortly, the Insurance Officer was reviewing the University risk profile. 8) Physics was continuing work on asset tagging, and investigating if mobile portable appliance testing kits if introduced would encourage self-testing by students in shared spaces.

	<p>9) Estates was working through objectives from the Leadership Management Document; actions following the internal and external 18001 audit; updating 1st alert information on their webpages; and work on contracts, asset tagging and work permits at the Wellesbourne campus.</p> <p>10) Engineering were reviewing their workshop area paperwork, its associated risk assessments and health and safety documentation.</p>
Other	
012	<p>Any other business</p> <p>There was no other business.</p>
Next meeting: TBC	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
006 – Key Points relating to the University Health and Safety Executive Committee	<p>ACTION</p> <p>The Director of Health and Safety to discuss topic policies with the Chair of the Health and Safety Committee (Physics) and revise if required.</p>	<p>JP</p> <p>Nov, 2019</p>	
008- Health and Safety Audit	<p>ACTION</p> <p>Funding associated with addressing the non- conformities raised during the BSi audit be taken to future UHSEC and Statutory Programme Board meetings for discussion.</p>	<p>JP</p> <p>Nov, 2019</p>	
009- Employee Assistance Programme	<p>ACTION</p> <p>The Director of Health and Safety Services to discuss with the Human Resources Director the perceived disparity between working hours of staff at grade 6 and above and those below who are permitted to take time off in lieu.</p>	<p>JP</p> <p>Nov, 2019</p>	