

UNIVERSITY OF WARWICK			
UNIVERSITY HEALTH AND SAFETY COMMITTEE			
OPEN MINUTES OF THE MEETING HELD 10:00, Wednesday 6 November 2019			
Present	Michael Ward	MW	Head of Department, Chemistry (Chair)
	John Phillips	JP	Director of Health and Safety (Vice-Chair)
	Paul Allsopp	PA	Trade Union Representative (UNITE)
	Richard Campbell-Kelly	RCK	Member of staff from Insurance Services
	Lee Cartwright	LC	Trade Union Representative (UNITE)
	Claire Daffern	CD	Trade Union Representative (UCU)
	Louise Davies	LD	Member of staff from the Sports Centre
	Caroline Farren	CF	Senior Health and Safety Advisor (Secretary to the UHSC)
	Heather Green	HG	Member of staff from the Library
	Mike Joy	MJ	Trade Union Representative (UCU)
	Andrew Marsh	AM	Chair of H&S Committee (Chemistry)
	David Mullins	DM	Chair of H&S Committee (WMG)
	Duncan Parkes	DP	Member of staff of the Students' Union
	Mayur Patel	MP	Assistance Secretary to the UHSC
	David Roper	DR	Chair of H&S Committee (SLS)
	Duncan Stiles	DS	Member of staff from the Estates Office
	Diana Stonefield	DS1	Member of staff from the Faculty of Arts
	Victor Zammit	VZ	Chair of H&S Committee (WMS)
Attending	Amy Hamson (vice)	AH	Attending in the absence of David Towers
Ref	Item		
001	<p>Apologies for absence</p> <p>Apologies were received from Lisa Burton, Peter Robinson, Dr. Tom Hase, Andrea Pulford, Prof. David Towers.</p>		
002	<p>Declarations of Interest</p> <p>No new declarations were made.</p>		
003	<p>Minutes of last meeting on 2 May 2019</p> <p>The minutes of the meeting held on 2 May 2019 were received and approved.</p>		
004	<p>Matters arising from last meeting on 2 May 2019</p> <p>The matters arising were as follows:</p> <p style="padding-left: 40px;">(a) Policy Format Review (minute 006-UHSC020219)</p> <p>The Director of Health and Safety Services, provided a verbal update on the policy format review and informed the Committee that a meeting had been arranged for December 2019, and that the item to be carried forward to the next UHSC meeting.</p> <p>ACTION</p> <p>The Director of Health and Safety Services to provide an update at the next UHSC meeting.</p> <p style="padding-left: 40px;">(b) Funding associated with addressing the non-conformities raised during the BSi audit (minute 008-UHSC020519)</p> <p>The Director of Health and Safety Services, provided a verbal update on funding associated with addressing the non-conformities raised during the BSi audit. This had been discussed at both the University Health and Safety Executive Committee (UHSEC) and the University Programme Board, at which central funding had been approved for statutory inspections and a Health and Safety Compliance Officer had been appointed.</p>		

	<p>(c) Disparity relating to hours worked by staff on different grades and ability (or not) to take time off in lieu (minute 009-UHSC020519)</p> <p>The Director of Health and Safety Services, informed the Committee that this item was to be discussed at the forthcoming meeting of both the Workplace Wellbeing Group and Stress Management Group, and asked the Committee to carry the item forward to the next UHSC meeting.</p> <p>The Committee agreed that working above contracted hours, should be an exception and not the norm, if regularly required then additional resource needed to be considered. Discussions had taken place at both the University Executive Board (UEB) and the Joint Consultative Committee (JCC).</p> <p>ACTION</p> <p>The Director of Health and Safety Services to provide an update at the next UHSC meeting.</p>
Chair's Update	
005	<p>Chair's Business and Actions</p> <p>The Committee received no updates from the Chair.</p>
006	<p>Terms of Reference and Membership</p> <p>The Director of Health and Safety Services, presented the report (006-UHSC061119) on the UHSC Terms of Reference and Membership for academic year 2019-20, the committee received and approved the content of the paper subject to minor amendments, detailed below.</p> <ul style="list-style-type: none"> • Peter Robinson had taken over from Oliver Cooper as the member of staff from Commercial Services. <p>The Committee sought clarification if the National Automotive Innovation Centre (NAIC) was represented at the Committee by the WMG representative.</p> <p>The Director of Health and Safety Services informed the Committee that a separate committee structure was being discussed, which would report into the UHSC.</p> <p>ACTION: The Director of Health and Safety Services was to arrange a meeting with the WMG Development and Services Facilities Director to establish a committee structure.</p> <p>DECISION: The Committee approved the UHSC Terms of Reference (ToR) for academic year 2019-20.</p>
Executive Update	
007	<p>Key Points relating to the University Health and Safety Executive Committee</p> <p>The Senior Health and Safety Advisor presented, the report from the meetings of the University Health and Safety Executive Committee (UHSEC) on 20 May 2019 (007/UHSC061119). Discussion at UHSEC had included the progress made with shortlisting a single supplier for a Chemical Inventory Software Tool which was at the information security stage; the ongoing work in connection to the Containment Level 3 laboratories (SLS/WMS), the Chemistry Solvent Store, labelling of drinking water outlets and speeding vehicles on Leighfield Road; the Director of Wellbeing to be invited to a future UHSEC meeting to provide an outline of the strategy for staff and students wellbeing; the progress made by the Statutory Inspection and Compliance Programme; the Terms of Reference for the forthcoming year 2019-20; the emerging risk relating to overseas travel risk and arrangements associated with biological related work activities being conducted; the Employee Assistance Programme uptake rates; the health and safety performance using the new SHE ASSURE software and the Mental Health Awareness Training Moodle module for Manager becoming available shortly.</p>
Governance	
008	<p>New Policies</p> <p>The Senior Health and Safety Advisor presented, the report (008-UHSC051119) on new policies. The committee were informed that the three new policies were in their draft stage and available for comment on the 'Draft Policies' webpage on the Health and Safety Webpages. Committee members were requested to</p>

	review the policies and provide comments by 8 December 2019 to the Senior Health and Safety Advisor, prior to them being taken to the next UHSEC meeting in December 2019.
009	<p>OHSAS 18001 Audit Update</p> <p>The Director of Health and Safety Services provided a verbal update on the OHSAS 18001 Audit, with the following key points:</p> <ul style="list-style-type: none"> • The Audit and Risk Committee requested that high-risk departments be identified. • Identified departments had undergone BSi audits. • BSi return every six months to check progress, with day 1 being spent with Central Health and Safety and day 2 and 3 within departments. • The Commercial Director had requested that Campus & Commercial Services Group work towards the ISO 45001 certification award. <p>The Committee was keen to understand how lessons learnt following audits could be shared across departments and how action close out would be monitored and achieved.</p> <p>The Director of Health and Safety Services informed the committee that ISO 45001 training had been provided to some H&S staff and that further training would follow. Departmental health and safety committees would be discussing lessons learnt across the departments and actions for close out being raised by Health and Safety Officers were being monitored through each of the committees.</p>
010	<p>Employee Assistance Programme</p> <p>The Director of Health and Safety Services presented the report (010-UHSC061119) on the Employee Assistance Programme (EAP) uptake by staff for the period April – September 2019. The Committee received and noted the presentation.</p>
011	<p>SHE Assure Performance Report</p> <p>The Director of Health and Safety Services and the Senior Health and Safety Advisor demonstrated the SHE Assure Software in relation to incident reporting, incident investigation close-out and inspection and audit action close-out. The Committee received and noted the presentation.</p>
012	<p>Activities around the University</p> <p>Committee members reported:</p> <ol style="list-style-type: none"> 1) The Library refurbishment had been delayed due to budgetary constraints and would now be taking place over the summer. Work continues with consultants to address air quality, facilities and study space. 2) The Library were also reviewing their working arrangements and assessing risks relating to lone working by staff members. 3) The Public Liability/Medical Malpractice insurance cover was reported to have increased due to the number of additional activities. 4) Zurich were looking at the number of mental health and anxiety claims; a working group was to be established. 5) Toolbox talks had taken place with University drivers as a means to improve awareness around safe driving (and to reduce the number of claims). 6) A property insurance visit for the new Sports Hub had been completed. 7) A review of the Travel Risk Assessment was likely. 8) Chemistry had completed staff and student inductions, fire extinguisher training for the Chemistry Tech Team, new fire wardens had been appointed and the first, First Aiders meeting had taken place. 9) In WMS, a phenol handling procedure and keyholder system had been implemented, a new H&S Committee for the new RBRB building had also been established. 10) Estates safety activities included: a review of compactor safety and manual handling practice; review of PPE issues for Ground and Waste teams; PPE tender awarded; investigation and action close out for

	<p>OH RIDDOR incident relating to occupational asthma; review and update of snow and ice (gritting) SOP; review of COSHH assessments to ensure that they include environmental risks for ISO 14001; updated roof hazard assessment for roof access; updated confined space hazard assessment; review of BSI actions; driving safety briefings for minibus operators; statutory inspection programme (LEV, Regulators); support Zurich Crimson User with managing Lifts, Lifting Equipment and Pressure Vessels; developing an Electronic Permit System; reviewing Legionella Risk Assessments.</p> <p>11) Estates have been delivering training in response to their Training Needs Analysis which has included Risk assessment for Managers and Supervisors; Accident Investigation; NEBOSH Award; IOSH Working Safely and Driving Safety toolbox talks.</p> <p>12) Estates inspections have included the Furniture Store, Car parks, Cryfield CHP, Boiler House, Senate House and Wellesbourne workshops.</p> <p>13) In relation with the Estates Safety Committees, 2 new safety sub-groups have been established for Maintenance and Accommodation.</p> <p>14) Estates have also been reviewing the management and use of vehicles owned and leased and setting their 2020 H&S objectives.</p>
Other	
013	<p>Any other business</p> <p>The Trade Union Representative (UCU) reported, that as part of Athena Swan, the Medical School had established a working group and were currently discussing the menopause policy. Further information was available and could be requested if required.</p>
Next meeting: 10.00am, Wednesday 4 March 2020, CMR1.0 (University House)	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
004(c)-Matters arising (relates to minute 009-UHSC020519) Disparity relating to hours worked by staff on different grades and ability (or not) to take time off in lieu	ACTION: The Director of Health and Safety Services to provide an update at the next UHSC meeting.	JP, 04/03/20	To be considered at the next meeting
006-UHSC020519 – Terms of Reference and Membership	ACTION: The Director of Health and Safety Services to arrange a meeting with the NAIC WMG Development and Services Facilities Director to establish a committee structure.	JP	Completed
	DECISION: The Committee approved the UHSC Terms of Reference (ToR) for academic year 2019-20.		