

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee  
held on 11 February 2014

- Present: Professor Tim Jones (Chair), Ms Z Buckland, Ms P Collins, Mr O Cooper vice Ms L Burton, Mr R Buckle, Mr C Moody vice Mr L Cartwright, Ms H Green, Ms L McCarthy, Mr D Mitchell, Ms A Pulford, Mr N Sanders, Mr P Sweetman
- Apologies: Ms C Allender, Mr A Bastable, Ms L Burton, Ms P Collins, Mr L Cartright, Ms T Forsyiaik, Mrs S Foy, Mr M Joy, Ms A Pulford, Ms C Quinney, Mr E Ryan
- In attendance: Ms C Farren, Mr G Hine, Estates Transport Manager (Item 7), Dr I MacKirdy, Mr C Mayfield, Fire Safety Advisor (Item 14), Ms E Meininger, Student Support Manager, Academic Registrar's Office (Item 7), Ms C O'Leary, Assistant Director (Student Experience) International Office (Item 7), Ms J Poole, Senior Occupational Health Advisor (Item 8)

13/13-14 Apologies and welcome

The new Chair introduced himself to the committee.

14/13-14 Minutes

RESOLVED:

That the minutes of the meeting held on 14 October 2013 be approved.

15/13-14 Matters arising from the minutes

Committee Business and Approach (minute 05/13-14 refers)

REPORTED (by Ms C Farren):

That e-learning was being used to raise awareness of asbestos and to support compliance with the asbestos policy.

16/13-14 Declarations of Conflict of Interest

REPORTED:

- (a) 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.

(by the Chair)

- (b) That members of the University Health and Safety Committee were encouraged, wherever possible, to inform the Secretary prior to the meeting of any potential conflicts of interest, and were also invited to do so now if appropriate.

NOTE: No declarations were made.

17/13-14 Committee 'Themes' for 2013/14

REPORTED: (by the Chair)

That there would be a number of 'themes' for the forthcoming year with 'Health' being a main feature as well as tours, sharing of good practice and a recognition and promotion of health and safety scheme.

18/13-14 Terms of Reference and Membership

CONSIDERED:

Amendments to the membership of the University Health and Safety Committee (paper UHSC.01/13-14 (Revised) refers)

RESOLVED:

- (i) That thanks be expressed to Roger Buckle for his contributions to this committee over the years, noting that this was his last meeting before retirement.
- (ii) That replacement representatives were required for the Science Faculty and from the administrative staff, as appointed by the Registrar.
- (iii) That members should seek a suitable nominated replacement if they are unable to attend.

19/13-14 Cycling and Pedestrian Safety

CONSIDERED:

A paper from the Senior Health and Safety Advisor summarising the activities that have taken place across the University to influence student behaviour with regard to cycling and pedestrian safety (paper UHSC 07/13-14 refers)

REPORTED: (by Ms C Farren, Senior Health and Safety Advisor)

- (a) That a number of initiatives targeted at cycling safety and heightening the awareness of both cyclists and pedestrians had taken place over the course of the year.
- (b) That despite efforts, a significant number of cyclists still did not perceive a need for lights when cycling around campus in the darker hours.

(by Ms Z Buckland)

(c) That the 'Street Team' could support the drive to ensure that students use lights on their bikes in the darker hours.

(d) That the Students' Union had a fortnightly repair service for bikes.

(e) That the Students' Union had been campaigning for a pedestrian crossing near Tesco.

(by Mr P Sweetman)

(f) That there should be greater recognition paid to routes used frequently by pedestrians in the overall plan to develop the campus.

(by Ms E Meininger)

(g) That the campaign to improve cycling safety had been high on the Student Support Services agenda.

(by Mr G Hine)

(h) That £20K funding had been provided by Coventry City Council to support the campaigns run to date to provide bicycle lights, cycle training and bicycle maintenance workshops.

(by Ms C Quinney)

(i) That the new and improved cycle routes between Cryfield and Kenilworth appeared popular with cyclists.

(j) That the Sports Centre could be used for displaying information.

(by Ms P Collins)

(k) That support could be provided to disseminate information to students living on and off campus.

**RESOLVED:**

(i) That greater coordination should take place to tackle this issue before the new academic year.

(ii) That the Senior Health and Safety Advisor should seek to establish what other institutions do and should look into the use of social media to get key messages across.

20/13-14 Occupational Health

**CONSIDERED:**

A paper from the Senior Occupational Health Advisor detailing Occupational Health initiatives, referrals and key issues across the University (paper UHSC 08/13-14 refers)

REPORTED: (by Ms J Poole, Senior Occupational Health Advisor)

- (a) That there were significantly fewer manual handling related ill health referrals being made to Occupational Health than in previous years.
- (b) That a number of initiatives had been run including skin health surveillance in the School of Life Sciences and display screen equipment training, although the latter had not reduced the number of referrals being made to Occupational Health.
- (c) That a new e-learning system was being developed on the use and self-risk assessment of display screen equipment (DSE) to reduce the number of DSE related ill-health referrals.

(by Mr O Cooper)

- (c) That WBS would be willing to put forward names for DSE assessor training to support Occupational Health in the meantime.

(by Ms Z Buckland)

- (d) That the Students' Union were running a campaign in support of Mental Health Awareness Day on the 17<sup>th</sup> February.

(by Ms P Collins)

- (e) That mental health awareness training provided by the University was beneficial in helping staff appreciate issues and what they should do to help.

(by Ms H Green)

- (f) That Library staff had received behavioural training in how to handle students who might be distressed.

(by Mr N Sanders)

- (g) That greater coordination of health related initiatives across the institution could be beneficial.

21/13-14

Recognition and Promotion of Health and Safety

CONSIDERED:

A verbal update from the subgroup lead, Ms A Pulford, on the identification of issues that need to be resolved in order to establish a 'Recognition and Promotion of Health and Safety' scheme.

REPORTED: (by Ms A Pulford)

- (a) That the group considered there were a number of challenges involved in setting up such a scheme, noting the need to provide incentives to motivate and engage participation by staff.

- (b) That other groups were looking to run their own scheme, such as WMG.

22/13-14      Materials and Analytical Sciences Tour

CONSIDERED:

Key health and safety learning from the organised tour of the MAS building.

REPORTED: (by members)

- (a) That the separation of laboratory spaces from work areas and the good visibility through the practical research spaces were excellent the improvements in design, demonstrating what was possible in a new building.
- (b) That having a building shared between two Departments was not without its problems; however most were being successfully dealt with through a 'house' committee.

23/13-14      UCEA Health and Safety Report

RECEIVED:

A report from the Director of Health and Safety on UCEA's Annual Report and forward plan (paper UHSC 09/13-14 refers).

REPORTED: (by Dr Iain MacKirdy)

- (a) That despite the uncertainties connected with sickness absence reporting, the annual report for the HE sector incorporated sickness absence statistics for the first time this year.

(by Ms Z Buckland)

- (b) That the Students' Union had run a campaign to improve near miss reporting which they felt had resulted in a reduction in accidents.

24/13-14      Accidents and Incidents

RECEIVED:

A report from the Senior Health and Safety Advisor on significant accidents and incidents that had been reported since the last meeting of the Committee (paper UHSC 10/13-14 refers).

REPORTED: (by Mrs C Farren)

- (a) That the serious incidents connected with slips and trips were not connected to the condition of the campus, but associated with behaviour.
- (b) That the milder winter had reduced the overall number of slips associated with frosty and icy conditions.

25/13-14 University Guidance and Legislation Update

RECEIVED:

A verbal report from the Director of Health and Safety outlining recent amendments to the University Health, Safety and Wellbeing webpages and recent changes to legislation including Approved Codes of Practice.

REPORTED: (by Dr I MacKirdy)

- (a) That the Health, Safety and Wellbeing webpages had new guidance to support researchers working in the community taking account of the sector code of practice.
- (b) That the new Health and Safety Law Poster available from the Health, Safety and Wellbeing webpages should be made available to staff who do not have access to a computer and the old posters around campus should be taken down.
- (c) That the HSE were currently reviewing their existing Approved Codes of Practice as recommended by Professor Lofstedt's review. No significant changes were currently reported.

26/13-14 Annual Fire Safety Report for 2013 and Forward Planning

RECEIVED:

The end of year report on achievements in the year 2013, forthcoming projects for 2014 and fire statistics, from the Fire Safety Advisor (paper UHSC 11/13-14 refers).

REPORTED: (by Mr C Mayfield)

- (a) That the statistics show fewer fires and a downward trend in relation to false activations.
- (b) That false fire alarm activations were reducing towards the University benchmarks of 20 per 1000 detector heads and of 10 false activations across academic buildings, although further improvement was still needed.
- (c) That changes to the means of escape from the Library meant the Library can now accommodate a 20% increase in occupancy rate.
- (d) That there continued to be a need to discourage the use of gas cylinders located inside buildings for research.
- (e) That the Health and Safety Department and the Fire Safety Advisor were consulted over major developments, such as the National Automotive Innovation Campus (NAIC).

(by Mr N Sanders)

- (f) That the Fire Safety Advisor should be commended for his exemplar report and the progress being made in relation to fire risk assessments.

(by Dr I MacKirdy)

- (g) That the leadership provided by the Fire Safety Advisor over the last 3 years had enabled significant fire safety achievements to be made.

RESOLVED:

That learning outcomes from the implementation of the fire evacuation tag system at Gibbet Hill Campus be shared and promoted.

27/13-14      Revision of Food Safety Manual

RECEIVED:

A paper from the Food Health and Safety Officer on new legislation on food allergens and associated revision of the University Food Safety Policy and Manual (paper UHSC 12/13-14 refers).

REPORTED: (by Dr I MacKirdy)

- (a) That the Food Safety Manual had been revised and issued for consultation.
- (b) That the main changes related to new legislation pertaining to the handling of food and the provision of information regarding food allergens which comes into force on the 13 December 2014.
- (c) That the Food Health and Safety Officer was leading a project to ensure that local arrangements in the Campus and Commercial Services Group and in the Students' Union comply with the new regulations.

28/13-14      Dates of future meetings

15<sup>th</sup> May 2014      11:30 to 13:30 in CMR.1.0