

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 13 October 2014

Present: Professor T Jones (Chair), Ms L McCarthy, Ms T Forsyiaik, Mr D Mitchell, Ms L Burton, Ms H Green, Ms P Collins.

Apologies: Ms C Farren, Mr P Sweetman, Ms C Quinney, Ms R Compton-Davis, Dr A Marsh, Mr E Ryan, Ms S Foy, Mr M Joy, Ms C Allender, Mr L Cartwright, Ms R Compton-Davies, Mr M Hubbard, Mrs A Pullford, Mr A Bastable.

In attendance: Dr I MacKirdy, Mr J Phillips, Ms H Reynolds.

01/14-15 Minutes

RESOLVED:

That the minutes of the meeting of the Committee held on 15 May 2014 be approved as accurate.

02/14-15 Matters arising from the minutes

31/13-14 Minutes

RESOLVED:

That the secretary circulate the minutes of the meeting held on 11 February 2014 to members requesting confirmation of accuracy.

RECEIVED:

The notes of the key points from the UHSC held on 15 May 2014 as reported to the University Health and Safety Executive Committee.

03/14-15 Declarations of Conflict of Interest

REPORTED (by the Chair):

That no conflicts of interest were made.

04/14-15 Terms of Reference and Membership

RECEIVED:

The Terms of Reference and Membership of the University Health and Safety Committee (paper UHSC.01/14-15 refers).

REPORTED (by the Chair):

That the Committee was the forum to raise and discuss health and safety related issues that impact on the University as a whole and that Members should send a suitable nominated replacement if they were unable to attend a meeting.

RESOLVED:

That the Terms of Reference and Membership of the University Health and Safety Committee be approved.

05/14-15 Health and Safety Annual Report and Strategy

CONSIDERED:

The Health and Safety Annual Report and Strategy (paper UHSC.02/14-15 (Revised) refers).

REPORTED (by Dr I MacKirdy):

- (a) That the paper had been amended to take into account comments made by members at the meeting of the Committee on 15 May 2014.
- (b) That the paper had been discussed at Steering and had been received by the Council and Senate.
- (c) That the paper summarised progress made to date and set the way forward regarding developments in the strategy.
- (d) That of particular importance was the development and delivery of a formal programme of audit, inspection and assurance.

06/14-15 Cycling and Pedestrian Safety Awareness

CONSIDERED:

- (a) A paper from the Senior Health and Safety Advisor updating the Committee on the activities that have taken place across the University to influence student behaviour with regard to cycling and pedestrian safety (paper UHSC.03/14-15 refers).
- (b) A short video produced and used by the University of Birmingham to support their pedestrian and cyclist awareness campaign.

REPORTED (by Mr J Phillips):

- (a) That the University of Warwick's International Office had promoted the awareness campaign (by, for example, including the awareness leaflets developed by the Senior Health and Safety Advisor in their autumn newsletter).and would continue to do so.
- (b) That the awareness leaflets developed by the Senior Health and Safety Advisor had been well received when circulated across the campus.
- (c) That enquiries in the HE sector concluded there was mixed activity regarding safety awareness campaigns and that the University was above average on its initiatives.

(by Dr I MacKirdy):

- (d) That discussions had been held with the Local Authority during the current road works regarding safety issues at the Scarman roundabout.
- (e) That the funding for free bicycle lights and high visibility jackets was in place for the year 2014/15.

RESOLVED:

That the Secretary raise with the Students' Union the creation of a video or podcast to support the driver, pedestrian and cyclist awareness campaign.

07/14-15 Activities around the University and Planning for 2014/15

CONSIDERED:

A paper from the Senior Health and Safety Advisor updating the Committee on the key initiatives that had taken place over 2013/14 and that were planned for 2014/15 (paper UHSC.04/14-15 refers).

REPORTED (by Mr J Phillips):

- (a) That the Estates Office had developed a tagging system which should help Departments identify equipment that has undergone certain statutory inspections.
- (b) That Mr A Marsh (Chemistry) was working with the Learning and Development Centre (LDC) to develop a safety training programme which could eventually be adapted and rolled out across the Science Faculty.
- (c) That the Department of Physics currently delivered similar training and had considered the use of Moodle for their staff and students to access health and safety training.
- (d) That the Department of Chemistry were trialing a new stock control software (Quartzy) to manage their chemical inventory.

(by Dr I MacKirdy):

- (e) That Estates had developed risk profiles which had led to the development/ improvement of their departmental procedures and action planning.
- (f) That Members were encouraged to share initiatives at the meetings as well as submitting items for discussion in advance.

(by Members):

- (g) That Campus and Commercial Services had developed their own Moodle based health and safety quiz which students can access via their website.
- (h) That there had been a low turn out to the recent Social Sciences Health and Safety representatives meeting as the perception by staff was that the Faculty was low risk.
- (i) That during the Library review and restructure, managers had opportunity to share good practice and were aiming to create a consistent and positive approach to health and safety.
- (j) That WMS were planning to engage earlier on collaborative projects with other departments on campus such as Chemistry and WMG, particularly with regard to HTA.

08/14-15 Communicable diseases

REPORTED (by Ms P Collins):

- (a) That at a staff briefing a member of the cleaning staff had enquired what the University would be doing regarding Ebola.

(by Dr I MacKirdy):

- (b) That the Foreign and Commonwealth Office and Public Health England guidance relating to Ebola were being monitored closely and in the meantime staff were to follow normal procedures.
- (c) That further communications to staff and students would be issued through the usual channels.

09/14-15 Dates of future meetings

10 February 2015	14:00 to 16:00 in CMR.1.1
14 May 2015	11:30 to 13:30 in CMR.1.0
12 October 2015	14:00 to 16:00 in CMR.1.0