

## UNIVERSITY OF WARWICK

### Minutes of the University Health and Safety Committee held on 16 May 2013

- Present: Professor C Hughes (Chair), Ms C Allender, Mr A Bastable, Mr R Buckle, Ms N Cabral, Ms H Green, Mr M Joy, Ms S Matthews, Ms L McCarthy, Ms C Quinney, Mr E Ryan, Mr N Sanders
- Apologies: Mr F Aitken, Ms L Burton, Mr L Cartwright, Ms P Collins, Mrs S Foy, Mr M Gluhovic, Ms A Pulford, Mr P Sweetman
- In attendance: Mrs C Farren, Dr I MacKirdy, Graham Day and representatives from the Campus and Commercial Services Group for minute 23/12-13, Dr D Mitchell for minute 23/12-13 onwards.

18/12-13 Minutes

RESOLVED:

That the minutes of the meeting held on 12 February be approved.

19/12-13 Reflection on IIPSI Tour (minute 16/12-13 refers)

CONSIDERED:

Committee members reflected on the examples of good practice arising from the tour of the IIPSI building.

REPORTED (by Members):

- (a) That the function of the building itself was evident to those external to WMG.
- (b) That there was demonstrably good integration of WMG staff and visiting organisations which others could take forward when designing their own creative spaces.
- (c) That the room access control systems could be used elsewhere to improve dissemination of information as well as for helping with booking spaces.
- (d) That the disabled refuge spaces alerting a nominated person if someone needed assistance was an improvement to other buildings.
- (e) That the Technology Hall was well designed and well managed to permit tours and demonstrations without putting persons at risk.
- (f) That comprehensive health and safety arrangements had been drawn up to enable SME's to work safely in the Technology Hall.

RESOLVED:

- (i) That members should encourage others to take tours of the building, with the prior agreement of WMG.
- (ii) That members should consider reflecting on the good examples and consider whether these could be introduced to their own areas.

20/12-13 Declarations of Conflict of Interest

REPORTED:

That no conflicts of interest were raised.

21/12-13 Annual Health and Safety Report for 2012

CONSIDERED:

The Annual Health and Safety Report and Forward Strategy from the Director of Health and Safety (paper UHSC 07/12-13 Revised, refers)

REPORTED (by Dr Iain Mackirdy, Director of Health and Safety):

- (a) That the paper had been considered by the Steering Committee and that increased focus on the management of H&S across the range of indicators had been endorsed.
- (b) That there had been a plateau in relation to the numbers of RIDDORs being reported; noting that there had been an amendment to the number being reported within the Annual Health and Safety Report due to late reporting.
- (c) That there were 4 levels of performance reported relating to the HASMAP standards with explanations given for each level; with the target of Level 3 being recommended across all of the standards.
- (d) That there were differences in performance highlighted by the two charts in Appendix 2; with the best performers either partially or fully meeting Levels 2-3 and the worst performers only working partially at Level 2.
- (e) That there would be a change in approach by the Health and Safety Department to meet the change in the Committee structure. This would involve the Department using inspections and auditing as tools to help to raise standards.
- (f) That auditing should encourage Departments to have processes written down, which should help with the constant changes that occur within this sector.

(by Members):

- (g) That recognition should be paid to incorporating more standards that look at health related issues.

- (h) That there should be a means to communicate and explain to Departments what HASMAP was and how it could be used to raise health and safety standards.
- (i) That there should be some consideration paid to critical indicators e.g. '*risk control*' and '*leadership*' over other less critical indicators when presenting information to Departments.
- (j) That Departments should have opportunity to remedy any issues before being reported to the Committee.
- (k) That consideration be paid to look at other comparable Universities to evaluate how they have used this audit system to raise standards.
- (l) That there was a lack of clarity in relation to University health surveillance requirements.

RESOLVED:

- (i) That the Annual Health and Safety Report for 2012 be recommended to UHSEC.
- (ii) That the Forward Strategy for Health and Safety for 2013 to 2015 be endorsed.

22/12-13

Effectiveness Review

CONSIDERED:

A paper from the Director of Health and Safety and the Senior Health and Safety Advisor on proposals for changes to the framework for health and safety at the University (paper UHSC 09/12-13, refers).

REPORTED (by Dr Iain Mackirdy, Director of Health and Safety):

- (a) That UHSEC had agreed the Committee structure above the Health and Safety Audit and Assurance Committee and University Health and Safety Executive Group.
- (b) That the University Health and Safety Executive Group would be chaired by the Deputy Registrar and that this group would be primarily for driving and have oversight of health and safety performance across the University.
- (c) That the Health and Safety Audit and Assurance Committee would be made up of lay members; preferably chaired by a lay member of Council and include external health and safety advisors; the intention would be to operate similar to the current Audit Committee in that it would challenge health and safety management, support the audit programme and identify health and safety performance.
- (d) That the new structure would need to be endorsed by the Registrar before being agreed with Council later this year.

- (e) That the proposal includes the UHSC becoming a newly titled, '*Health and Safety Network*' and that this network would feed only into the UHSEG in the future.
- (f) That inspection and audit reports being conducted by the Health and Safety Department would be submitted to Senior Managers in the respective Departments for consideration and that following receipt of 'management responses', the reports would be made available to Senior Officers and then to the Health and Safety Audit and Assurance Committee.
- (g) That Faculty Boards would be utilised into the future to aid implementation of health and safety improvements necessary in Departments (as appropriate).
- (h) That Committee members would be involved in 'Working Groups', helping to 'champion' health and safety.

(by Members):

- (i) That the term 'Committee' was perceived to be more appropriate than 'Group' for the proposed University Health and Safety Group, (UHSEG), because 'committee' implies it has authority to approve matters raised.
- (j) That the UHSC becoming University Health and Safety Network may be better entitled, 'University Health and Safety Advisory Group', reporting into the UHSEC.
- (k) That with any change in structure, there must be sufficient representation that takes on board staff and student issues and the representation must reflect this within each part of the new structure.
- (l) That the change in work and workload on an already busy Health and Safety Department should be recognised and adequately resourced to address the change in approach.
- (m) That a link from the UHS Network (or Advisory Group) down to the other groups for either dissemination of information or for the passing of information up to this group would be preferred.
- (n) That the existing membership of this committee should be reviewed in light of any changes to the structure or functionality of the different committees/groups.

RECOMMENDED: (to the UHSEC)

- (i) That further consideration be given to the title of the proposed University Health and Safety Executive Group.
- (ii) That the University Health and Safety Network be re-titled to 'University Health and Safety Advisory Group'.

23/12-13 Recognition and Promotion of Health and Safety

## CONSIDERED:

A presentation from Graham Day, Food Health and Safety Officer, on the Campus and Commercial Services Group, CCSG, Recognition and Rewards ceremony that took place on 10<sup>th</sup> May 2013, where nominees were put forward for awards for their Food Safety and Health and Safety performance.

## REPORTED (by Graham Day, Food Health and Safety Officer):

- (a) That the use of inspections had been running for a number of years for Food Safety and that this was the second year for Health and Safety, but it was received well across the CCSG and seen as a positive initiative to raise standards and improve awareness of health and safety.
- (b) That the inspections had to take into consideration a number of factors to ensure fairness across the diversity of size and types of services.
- (c) That health and safety is one of the 5 core drivers.
- (d) That this year's Awards Ceremony was one of the largest that the Group had been held, with 226 staff in attendance.
- (e) That the Health & Safety Award went to Radcliffe; (Cryfield Residences and Rootes Kitchen were also shortlisted). The winner was selected for their evidence of documented checks for fire safety and control of contractors. Observed hazards tended to be lower-risk and there was evidence of a positive culture throughout the work-force.
- (f) That the Food Safety Award went to Café Gibbet; (Café Bar, Arts Centre) and Scarman kitchen were also shortlisted). There are many steps in the food chain that are critical, for example; cooking, cooling, defrosting, storage where poor control could lead to hygiene and public health issues. Food business operators have to operate a food safety management system based on the principles of Hazard Analysis Critical Control Point. Those nominated demonstrated effective operation against these principles and any observed hazards were not 'critical' to food safety.

## (by CCSG Awards nominees):

- (g) That on-going safety awareness by all staff with management follow up where necessary is a recognised part of their culture.
- (h) That staff undergo a programme of induction and health and safety training including food safety which is organised through Learning and Development.
- (i) That the success of those nominated was due to each team working together to raise standards.
- (j) That the Recognition and Rewards ceremony was seen as a motivator for staff and that those nominated were proud that their workplace had been

recognised for their achievements and contributions to the overall success of the CCSG.

- (k) That since not all staff could attend the Awards Evening persons who had been identified as having made an outstanding contribution were presented with vouchers as a 'thank you'.

RESOLVED:

That a working group be established to consider how to establish a Health & Safety Recognition and Awards scheme, to report back at the next Committee meeting.

24/12-13

Dates of future meetings

To be agreed.