

## UNIVERSITY OF WARWICK

### Minutes of the University Health and Safety Committee held on 18 October 2012

- Present: Professor C Hughes (Chair), Mr R Buckle, Ms N Cabral, Ms P Collins, Ms H Green, Dr M Joy, Ms L McCarthy, Ms C Quinney, Mr N Sanders, Mr P Sweetman.
- Apologies: Mr F Aitken, Ms C Allender, Mr A Bastable, Ms L Burton, Mrs S Foy, Mr L Cartwright, Mr M Gluhovic, Ms S Matthews, Dr D Mitchell, Ms A Pulford, Mr E Ryan,
- In attendance: Mrs C Farren, Dr I MacKirdy, Mr C Mayfield (for item 08/12-13),

01/12-13 Welcome

The newly appointed Chair introduced herself and welcomed members including Ms N Cabral, a sabbatical officer of the Student's Union for 2012/13.

02/12-13 Minutes

RESOLVED:

That the minutes of the meeting held on 17 May 2012 be approved.

03/12-13 Declarations of Conflict of Interest

REPORTED:

That no conflicts of interest were raised.

04/12-13 Committee Business and Approach for 2012/13

CONSIDERED:

Committee members reflected on the achievements of the last year and discussed options for future meetings.

REPORTED:

- (a) That changes to the Smoking Policy had resulted in improved access to the Library from the Bridge since staff now felt empowered to ask colleagues and students to refrain from smoking on the Bridge;
- (b) That empowerment of staff to challenge inappropriate behaviour needed to be extended to wider health and safety matters;
- (c) That members welcomed reports and analysis on health and safety issues and appreciated the opportunity to consider examples and presentations from staff on achievements and good practice.

RESOLVED:

That the secretariat incorporate the following items into the Committee's programme for 2013 to 2015:

- i. Revised guidance for emergency evacuation of disabled persons and for visitors.
- ii. Developments in the management of fire evacuations and assurance that evacuation arrangements from all locations are sufficient;
- iii. A presentation from the Commercial and Campus Services Group on further developments in their management of health and safety including their experience of being subjected to an external audit;
- iv. Information about other initiatives related to health and wellbeing including accreditation schemes and student-led initiatives.

05/12-13 Terms of Reference and Membership of the Committee

CONSIDERED:

The Terms of Reference and membership of the University Health and Safety Committee (paper UHSC 01/12-13, refers) and the role of members taking account of discussions under item 04/12-13.

REPORTED:

That at the meeting held on 17 May 2012, the Committee had resolved that if a member was not able to attend a meeting, "that nominees attend in their absence" (minute 31/11-12 refers).

RESOLVED:

- (a) That since people responded best to endorsement of positive practices and achievements, the Committee should provide the forum for recognising achievements in health and safety;
- (b) That the role of members should be:
  - i. To bring their experience and expertise to the Committee;
  - ii. To raise other issues in addition to those in the current health and safety strategy and action plan, including examples of good practice;
  - iii. To contribute to the further development of policies and arrangements as circumstances change;
  - iv. To advise on how best to engage the wider University community to improve their awareness and understanding;
  - v. To help disseminate awareness of changes in what was considered good practice;

- (c) That the Terms of Reference of the Committee be approved.

06/12-13 Health and Safety Strategy

CONSIDERED:

A paper from the Director of Health and Safety on the proposed projects that would form the Health and Safety Strategy for 2012 to 2014 and the proposed framework for the management of health and safety (paper UHSC 02/12-13, refers).

REPORTED: (by the Director of Health and Safety)

- a) That the strategy and action plan involved 7 programmes based on collaborative planning and action by the Health and Safety Department and by other stakeholders and departments;
- b) That the University had re-affirmed in 2009 that it signed up to the sector's HASMAP standards for the management of health and safety and the findings of external audits in 2008 had been reported against these standards;
- c) That the HASMAP standards would be provided as guidance to Heads of Department for the management of health and safety and this would be supported by a programme of review and education of senior staff in departments identified as high and medium risk with these departments set the target of working within HASMAP Level 3 on all 12 indicators for their most significant risks;
- d) That a programme of audit had been instigated of the high and medium risk departments with an audit of the Commercial Group carried out in August 2012: the findings had been endorsed by the Commercial Group;

(by Members):

- e) That the strategy should address issues associated with the increase in 24/7 opening of many facilities;
- f) That benchmarking, external auditing and improved communications were essential;

(by Mr N Sanders):

- g) That the strategy recognised the challenges related to resourcing delivery and the need for the Health and Safety Department with its limited resources to work in partnership with and be supported by active staff engagement from Departments;
- h) That University and Department management structures would need to support the strategy with sufficient resources to ensure successful delivery;

- i) That the strategy should cover new risks such as from staff from other organisations occupying University premises and carrying out practical research within these premises;

RESOLVED:

That the Director of Health and Safety report back on the revised strategy and action plan once finalised.

07/12-13

Incidents

CONSIDERED:

A paper from Julie Brannon, Health and Safety Advisor, providing an update on injuries reportable to the Health and Safety Executive, HSE, under RIDDOR and other potentially serious incidents (paper UHSC 03/12-13, refers).

REPORTED (by Caroline Farren):

- (a) That slips, trips and falls on the level and manual handling remain the highest causes of injury resulting in absence from work and in injuries reportable to the HSE.
- (b) That bespoke ergonomic and manual handling training provided to supervisors in the Commercial Group by Occupational Health had been well-received. The training was based on the activities of their teams and the injuries incurred by them. This training would be provided by the supervisors to their staff since the supervisors had already been trained as trainers.
- (c) That validation of the data and reporting of 12 month rolling totals would be re-instigated for future meetings.

(by the Director of Health and Safety):

- (d) That improved incident management software was being investigated to replace the current system in order to reduce the time spent by H&S advisors on data entry and analysis and to empower local managers to monitor and manage incidents.

08/12-13 Fire Incidents

CONSIDERED:

A paper from Chris Mayfield, Fire Safety Advisor, providing an update on Fire Incidents from May 2011 to September 2012 (paper UHSC 04/12-13, refers).

REPORTED (by Chris Mayfield):

- (a) That the incident records had been confirmed with stakeholders as an accurate reflection of the incidents and activations across campus;

- (b) That there had been success in reducing the number of false alarm activations due to contractors working on projects run by the Estates Office;
- (c) That there was a drive to engage in the planning of academic research which could lead to the introduction of a fire risk.

RESOLVED:

That the Committee supported the proposal from the Fire Safety Advisor to establish a working group incorporating representation from Estates Office, Student's Union, Accommodation and Residential Life to reduce the number of fire alarm activations in residences.

09/12-13

Dates of future meetings

12 February 2013, 14:00 Council Chamber, University House  
16 May 2013, 11:30 Council Chamber, University House