

UNIVERSITY OF WARWICK

Draft Minutes of the University Health & Safety Committee held on Thursday 29 January 2009

- Present: Prof M Whitby (Chair); Mr N Sanders; Mr S Bedder;
Mr D Wilson; Mr F Aitken; Mr R Buckle; Mr T Marshall;
Mr G Day; Mr J Dempsey; Mrs L McCarthy; Mrs C Quinney;
Mr J Burrows; Mr L Cartwright; Mr K Stokes; Mr E Birch
- In Attendance: Dr I MacKirdy; Mrs C Beament; Ms M Barwick; Ms H Kendrick;
Mrs A Walters; Ms J Bodenham; Mrs K Rainsley
- Apologies: Ms K Drakeley; Ms J Gardner; Ms Andrea Pulford;
Mr A Bastable; Mr E Ryan; Ms S Foy; Ms L Burton; Dr M Joy;
Mr P Hand

12/08-09 Minutes

RESOLVED:

- (a) That the minutes of the meeting held on 23 October 2008 be approved.
- (b) That a copy of the minutes be placed on the restricted access area of the Governance website.

13/08-09 Matters arising from the minutes

It was noted that the action arising from minute 04/08-09 'Terms of Reference of UHSC' was item 4 on the agenda.

14/08-09 Feedback from the University Health and Safety Executive Committee

RECEIVED:

A report, paper 09/08-09, from the Director of Health and Safety. The cultural change to improve behavioural safety and the penalty for those who wilfully breach the Health and Safety at Work Act were highlighted.

15/08-09 Terms of Reference of UHSC

RECEIVED:

A report, paper 10/08-09, from the Director of Health and Safety proposing revised terms of reference for the UHSC.

RESOLVED

That the Committee endorsed the view that the UHSC should be a consultative forum to discuss H&S issues across the University and that it endorsed the proposed revised terms of reference.

16/08-09 Way forward

RECEIVED:

A report, paper 11/08-09, from the Director of Health and Safety. The importance of improving our performance, learning from accidents and all being aware of our H&S responsibilities were noted.

17/08-09 Health and Safety Performance

RECEIVED:

A report, paper 12/08-09, from the Senior Health and Safety Advisor. It was highlighted that there has been a change in the way student accidents are being recorded. Work-related accidents are incorporated into the report but accidents occurring outside of this are now recorded elsewhere.

RECEIVED:

A report, paper 13/08-09, from the Director of Health and Safety setting out the results of the British Safety Council's audit of January 2008 within the HASMAP health and safety management performance framework. The Director of Health and Safety informed members that target should be to operate at HASMAP level 3 across the board.

18/08-09 Stress Management Initiative

RECEIVED:

A report, paper 14/08-09, from the Senior Health and Safety Advisor updating on progress with the HSE stress surveys.

RECEIVED:

A draft policy, paper 15/08-09, from the Director of Health and Safety, entitled 'Safety in the University – Management of Stress and Work-Related Stressors', was tabled at the meeting. Members were informed that this was the start of the consultation on this health and safety policy. Staff and Trade Union representatives will be fully consulted on the policy. Members are asked to review the draft policy and forward any feedback to the Director of Health and Safety.

19/08-09 Personal Protective Equipment for Students and Casual Staff

CONSIDERED:

A request from UNISON that the University clarifies the provision of personal protective equipment to students and casual staff especially in relation to protective footwear.

The Director of Health and Safety clarified that the use of personal protective equipment should be based on risk assessment. Should the outcome of the assessment be that specific protective footwear is required, this would be issued to employees including students and casual staff free of charge.

The Director of Health and Safety also clarified that there could be situations where personal protective equipment may not be necessary but where normal clothing and footwear that is fit for purpose must be worn.

20/08-09 Promoting Health and Safety

CONSIDERED:

A request from the Director of Health and Safety for input from members on suitable H&S topics to promote across the University. Suggestions included publicity on accidents, the fire risk associated with cooking, and risks associated with working off steps and moving items on and off shelves. Members also provided ideas such as use of drama, podcasts, and Warwick Shoot-Out as innovative ways of engaging staff and students.

21/08-09 Estates and Fire Safety Update

RECEIVED:

A report, paper 16/08-09, from the Estates Department, covering two serious electrical accidents and the Estates Office Strategy 2008-2010.

RECEIVED:

A report, paper 17/08-09, from the Fire Safety Officer. The high number of incidents relating to fumes from cooking was noted and the need to educate students. Concern was expressed about the number of malicious incidents. The possibility of taking up the Fire Service's national initiative regarding appointing a 'Student Ambassador' was noted as potentially worthwhile.

22/08-09 Dates of Future Meetings

Thursday 14 May 2009 at 11 am in the Council Chamber.

23/08-09 Any Other Business

A request was made by an Amicus representative to the Director of Health and Safety to make available the detail of the British Safety Council audit regarding Estates.