

**UNIVERSITY OF WARWICK**  
**University Health & Safety Committee (UHSC)**

There will be a meeting of the University Health and Safety Committee at **11.00am** on **Thursday 23 October 2008** in the **Council Chamber**, University House.

Mr J Baldwin  
Registrar

Any apologies or queries regarding the meeting should be directed to Emma Robins, HR Advisor (tel: 72913). **Please bring your agenda and papers with you to the meeting. For environmental and financial reasons we will not be providing spare copies.**

**AGENDA**

1. Minutes

TO CONSIDER

The minutes of the meeting held on 16 May 2008 (attached).

2. Matters arising from the minutes

(a) Emergency refuges (minute UHSC 26/07-08 c)

TO RECEIVE:

An oral report from the Director of Health and Safety on the current situation.

(b) Progress following inspections of departments (minute UHSC 27/07-08)

TO RECEIVE:

An oral report from the Director of Health and Safety on the current situation.

(c) Fire safety at Warwick Horticultural Research Institute (minute UHSC 29/07-08)

TO RECEIVE:

An oral report from the Director of Health and Safety on the current situation.

(d) Recognition and reward of Departmental Health and Safety Officers (minute UHSC 32 /07-08)

TO RECEIVE:

An oral report from the Director of Health and Safety on the current situation.

3. Report from the University Health and Safety Executive Committee (UHSEC)

TO RECEIVE:

A report from the UHSEC on its discussions at the meeting held on 6 August 2008 (paper UHSC 01/08-09, attached).

## ITEMS FOR DISCUSSION

4. Terms of reference of UHSC

TO RECEIVE:

A copy of the current terms of reference (paper UHSC 02/08-09, attached).

5. Stress management initiative

TO RECEIVE:

An oral report from the Director of Health and Safety on the current situation.

6. Significant incidents

TO RECEIVE:

A report from Claire Beament, Senior Health and Safety Advisor (SOHS) outlining significant incidents (paper UHSC 03/08-09, attached).

## ITEMS FOR INFORMATION

7. Travel abroad

TO RECEIVE:

A draft guidance paper from the International Office regarding travel abroad (paper UHSC 04/08-09, attached).

8. Children on campus

TO RECEIVE:

A draft guidance paper from the Warwick Business School regarding children on campus (paper UHSC 05/08-09, attached).

9. Lone working

TO RECEIVE:

A draft guidance paper from Warwick Commercial regarding lone working (paper UHSC 06/08-09, attached).

10. Leading health and safety at work

TO RECEIVE:

Published guidance for the sector on 'Leading health and safety at work' (paper UHSC 07/08-09, attached).

11. Any other business

Issues to be notified 24 hours in advance to Emma Robins.