

## UNIVERSITY OF WARWICK

### Minutes of the University Health & Safety Committee held on Thursday 23 October 2008

- Present: Prof M Whitby (Chair); Mr N Sanders; Mr D Wright;  
Mr S Bedder; Dr M Joy; Mr D Wilson; Mr F Aitken;  
Mr D Montgomery; Mr R Buckle; Mr T Marshall; Ms S Foy;  
Mr G Day; Mr J Dempsey; Mrs L McCarthy; Mrs C Quinney
- In Attendance: Mr J Baldwin; Dr I MacKirdy; Mrs C Beament; Ms E Robins
- Apologies: Mr P Stephenson; Mr E Birch; Ms J Gardner, Mr P Hand;  
Mrs J Watkin

#### 01/08-09 Minutes

##### RESOLVED:

- (a) That the minutes of the meeting held on 16 May 2008 be approved.
- (b) That a copy of the minutes be placed on the restricted access area of the Governance website.

#### 02/08-09 Matters arising from the minutes

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

REPORTED: (by the Director of Health and Safety)

Most members of the original Working Party on Emergency Refuges have left the University. A review of health and safety within Estates has been established by the Director of Estates and this review includes fire safety and emergency refuges within its scope.

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

REPORTED: (by the Director of Health and Safety)

That the retiring Director of Safety & Occupational Health Services had confirmed that he had received progress reports from all departments.

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

REPORTED: (by the Science Support Manager, Warwick HRI)

HRI have revised their emergency response procedures. Concern was expressed that a fire drill had not yet taken place this academic year following the changes in the emergency response procedures.

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

REPORTED: (by the Director of Health and Safety)

This will be incorporated into the wider review and future strategy for Health and Safety.

03/08-09

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

REPORTED: (by the Director of Health and Safety)

The Committee received a report, paper 01/08-09, from the Director of Health and Safety on the discussions of the UHSEC at the meeting held on 6 Aug 2008.

The first phase of the work-related stress audits have been completed. The next 8 departments will now go through the process. These should be completed by the end of the calendar year. University wide issues that have come out are being addressed by HR policies (e.g. Harassment & Bullying, Sickness Absence and Performance Management). A Dignity at Work policy has also been supplied to the Trade Unions and a Stress Policy is being developed. Such activity will underpin local departmental activity to address issues. The Pulse Survey 2009 will also be used to assess improvement.

## ITEMS FOR DISCUSSION

04/08-09

Terms of reference of UHSC

CONSIDERED:

Clarification that the UHSC is the formal forum for consultation with staff and students representatives on health and safety issues, with these issues then being reported to the UHSEC for appropriate action including incorporation into the University Health and Safety Strategic Plan.

RESOLVED:

That the Director of Health and Safety would re-draft the terms of reference for circulation and consultation prior to the next

UHSC. (Revision to the terms of reference will also need to be approved by the UHSEC and Council).

05/08-09

Stress management initiative

REPORTED: (by the Director of Health and Safety)

Discussed under 03/08-09.

06/08-09

Significant incidents

REPORTED: (by the Senior Health and Safety Advisor)

The incidence rate for reportable injuries has increased over the past year. Each reportable incident is now being investigated and followed up with relevant management.

**ITEMS FOR INFORMATION**

07/08-09

Travel abroad

RECEIVED:

Draft guidance from the International Office regarding travel abroad. UHSC acknowledged that common standards and processes are required across the University.

08/08-09

Children on campus

RECEIVED:

Draft guidance from the Warwick Business School regarding children in campus. The Director of Health and Safety noted that safety of children is an important issue and that any new guidance must also be agreed by the Deputy Registrar.

09/08-09

Lone working

RECEIVED:

Draft guidance from Warwick Commercial on lone working.

10/08-09

Leading health and safety at work

RECEIVED:

Published guidance for the sector on 'Leading health and safety at work'.

11/08-09

A.O.B

- a) A paper from the Senior Occupational Health Advisor was tabled on the activities undertaken by the Occupational Health team during the academic year 07/08. The Director of Health and Safety highlighted the limited number of departments that are implementing health surveillance programmes.
- b) Director of Health and Safety advised the group that the Senior Occupational Health Advisor position would be filled on a temporary basis whilst a permanent appointment was made.
- c) First Aider lists across the University required updating.
- d) There is a lack of rest facilities available in the event of illness or for use by pregnant employees.
- e) The pelican crossing for pedestrians at the foot of Library Road was causing some confusion, especially among foreign students. The Director of Health and Safety suggested that the problems be raised with the International Office and form a part of their induction programme.
- f) There were concerns about the level of awareness among staff of the schedule of fire drills, and of slippages in the schedule that incurred avoidable costs.
- g) The Chair gave thanks to Mr D Wright for all his hard work on the UHSC and to Andy Kay for his valuable contribution to health and safety in the University.
- h) The committee was reminded of the need to table items of AOB 24 hours before the meeting, to ensure that full consideration could be given to such items.
- i) Future dates for the University Health and Safety Committee meetings are 29 January 2009 and 14 May 2009.