

UNIVERSITY OF WARWICK
University Health & Safety Committee

There will be a meeting of the University Safety Committee at **10.00am** on **Friday 16th February 2007** in the **Council Chamber**, University House.

Ms C Charlton
University Secretary

Please send any apologies or queries regarding the meeting to Mrs K Lawrence, Senior Health & Safety Adviser (tel. 23208).

A G E N D A

1. Terms of Reference

- (a) To advise the University Health & Safety Executive Committee on all matters relating to the health and safety of staff, students, contractors and members of the public entering the precincts of the University or involved in University activities;
- (a) To draw the attention of the University Health & Safety Executive Committee to the legal obligations of the University in respect of health and safety, including obligations towards members of the public who might be affected by the activities of the University;
- (a) To promote co-operation between the University and its employees on all matters relating to their health, safety & welfare; and
- (a) To oversee the implementation of the University's *Health & Safety Policy*.

2. Minutes

TO CONSIDER:

The minutes of the meeting held on 10th November 2006 (attached)

3. Matters arising from the minutes

- (a) Smoking in the University (minute USC 02b/06-07 refers)

TO REPORT:

That the Government intends to bring in legislation prohibiting smoking in enclosed workplaces on 1st July 2007.

TO CONSIDER

Further changes to University smoking policy in *SITU Part 2* needed for compliance with the anticipated regulations (Paper USHC 14/06-07 attached)

- (b) Recognition and Reward of Departmental Safety Officers (minute USC 02b/06-07 refers)

TO RECEIVE

A statement from the Chair on this issue.

- (c) Management of Health & Safety in the University (minute USC 02c/06-07 refers)

TO RECEIVE:

An update from the Director of Safety & Occupational Health Services on the implementation of the changes (Paper UHSC 15/06-07 attached)

(c) Review of Work Related Stress (minute 02d/06-07 refers)

TO RECEIVE

A progress report from the Senior University Health & Safety Adviser.

4. Report from the Director of Safety & Occupational Health Services

TO RECEIVE:

A report from the Director of SOHS (Paper UHSC 16/06-07 – attached)

5. Report from the Director of Estates

TO RECEIVE:

A report on refuges for disabled persons (Paper UHSC 17/06-07 attached)

6. Report from Ancillary Services

TO RECEIVE:

A report from the Facilities Manager, University House (Paper UHSC 18/06-07 attached)

7 University Health & Safety Executive Committee

TO RECEIVE

A report of the preliminary meeting of this Committee (Paper UHSC 19/06-07 tabled)

8. Technical Subcommittee

TO RECEIVE

The minutes of the meeting held on 31st January 2007 (Paper UHSC 20/06-07 attached)

9. Revision of University Safety Policy

TO RECEIVE

A report from the Director of SOHS on updates made to the web version of *SITU*

TO CONSIDER:

(a) A draft revision of part of *SITU Part 9 – High Visibility Clothing* (Paper UHSC 21/19/06-07 attached)

(b) A draft revision of *SITU Part 21 – Transport of Injured Persons to Hospital* (Paper UHSC 22/06-07 attached)

10. Visits from Enforcing Authorities

TO RECEIVE:

A report from the Director of SOHS on recent interactions with the Health & Safety Executive and the Environment Agency

11. Annual Health and Safety Questionnaire Responses from Departmental Health & safety Officers

TO RECEIVE

A summary of responses (Paper UHSC 23/06-07 attached)

12. Accident Statistics

TO RECEIVE

A report from the Senior Health & Safety Adviser on accidents reported to SOHS during 2006 (Paper UHSC 24/06-07 attached)

13. Control of Contractors

TO CONSIDER

A paper prepared by the DHSO for the Department of Physics (Paper UHSC 25/06-07 attached)

14. Personal Emergency Evacuation Plans

TO RECEIVE

A report from the from the Senior University Health & Safety Adviser

15. UCEA Health and Safety Report

TO RECEIVE

The report from UCEA for 2006 (Paper UHSC 26/06-07attached)

16. University Health & Safety Plan

TO CONSIDER

A report from the Director of SOHS on progress in implementing the Plan (Paper UHSC 27/06-06 attached)

17. Annual Report to Senate & Council

TO CONSIDER

A draft report from the Director of SOHS. (Paper UHSC 28/06-07attached)

18. Any Other Business