

Minutes of the Health and Safety Committee

Thursday 28th November 2024

Present:

T Hase (Chair, TH), J Acton (JA), S Burrows (SB), J Duffy (JD), S Andrews-Brown (SAB), K Jewkes (KJ), M Prokešová (MP), G Hakes (GH), A Bastable (ABa), K Branch (KB), D Iuga (DI), M Newton (MN), V Kantsler (VK), D Mayoh (DM) D Walker (DW), G Loach (GL), R Johnston (RJ)

1. **Apologies** – S Clark, K Thompson, B Green, S York, A Burton
2. **Statement of any conflicts of interest** - Nothing to report.
3. **Approval of minutes of the last meeting** – Minutes were approved.
4. **Matters Arising and review of actions**

RJ has raised a project with estates regarding disabled access from the concourse to the Physics building.

[September 2023: 4] ABa assured the committee he would get a date for when the work requested by SB would be carried out on the teaching labs fire doors. **ABa**

GL informed the committee that a date had been set for a Physics fire safety test pending confirmation from Trinity.

KJ and MP reported that as part of a sweep of department equipment, seven out of date gas regulators had been removed and disposed of. It was agreed that awareness amongst technical staff regarding safety policy for gas regulators needed to be increased. TH and KJ agreed to generate some guidance that could be distributed. **TH/KJ**

A full review of completed and outstanding actions will be included at the end of these minutes.

5. **Chemical Inventory Update**

DM raised some issues that people have been having when using the LabCup computer in Physics Stores. SAB informed the committee that these issues had been resolved and the printing instructions for the LabCup labels had been updated.

6. **Strategic review of Risk Assessments and Training compliance**

SAB and TH informed the committee that they intend to go back and have another look at the training compliance portfolio when their schedules allow. TH would like to move towards a more holistic approach to training rather than dripping it out piecemeal.

GH informed the committee that the data on the ASSURE system for the three core training modules is as accurate as it is going to get.

SB reported that the Physics risk assessments on the ASSURE system are not currently accessible, in that they are using a poor font, text colour etc. GH will raise this issue with ASSURE and speak to the accessibility team to find out where this can be improved. **GH**

7. Chair's business

i. Any significant changes in Department

Nothing to report.

ii. Communications received from UHSEC, UHSC etc.

- a. Nothing to report.
- b. GH informed the committee that the [EAP \(Employee Assistance Programme\)](#), which provides confidential support to University of Warwick employees dealing with personal and professional problems, has been extended for another year. In addition, a new sub-committee is being established to cover wellbeing.

GH also reported that 300 radon detectors will be deployed on campus, with results being supplied in January 2025. The Radon map has shifted in the UK, so 1 or 2 detectors will be installed in each building as part of our duty to monitor the levels.

iii. Updates regarding estates

ABa informed the committee that the heating temperature will be reduced across all buildings, and the automatic sensors for the doors in the main Physics entrance will be replaced in December.

iv. Reports from H&S Coordinators

- a. RJ is currently working to replace four gas dewars with Speck & Burke.

DM reported that the department require portable gas detectors to act as a secondary measure to oxygen depletion sensors. MP informed DM that these should be available via OPeRA.

DM's mention of oxygen depletion sensors sparked a wider discussion regarding the department's gas plan/policy, the number of emergency sensors required, and the calibration plan for the sensors and back up sensors. RJ, TH, SAB, and MN agreed to meet ahead of the next meeting so these issues could be discussed in further detail. RJ reported that there was currently a standstill on procuring new calibrators, which would be picked up in one of the mini meetings.

TH/RJ/SAB/MN

The lift inspections were completed on 27th November.

MP reported that fume hoods in the department are not being inspected as regularly as they should, with only 4 out of 15 being inspected since June. RJ agreed to chase this up with Daisy and Ryan. **RJ**

MP also told the committee that there will be a lifting equipment inspection on 9th or 10th December, and all equipment should be locatable. If any equipment has been removed, its location should be recorded in Duncan's book.

- b. JA will email James Pring once he is in post as the new Workshop Manager so that he can appoint a new Machinery representative to the committee. **JA**
- c. Nothing to report.
- d. JD reported that AURORA spent a day auditing ionising radiation sources, and their report will be available soon.
- e. DM brought up an issue with ordering leaded chemicals, in that all orders require prior approval from John Phillips. These orders then get stuck at the approval stage. GH agreed to raise this with

John Phillips, and sanity check which leaded chemicals require approval, as more people are now wanting to work with lead. **GH**

- f. Nothing to report.
- g. TH will include an item at the next all staff meeting asking people to dispose of chemicals and return gas cylinders. **TH**
- h. Nothing to report.
- v. TH made the point to the representative from STEM Connect that department and University staff are tired of acting as inspectors for the work on the new building due to things like blocked fire escapes. MN reported that the main issues occur out of hours, with two liquid nitrogen deliveries having been blocked due to trench works. RJ reported a similar issue with an Air Products delivery, which was unable to access the building due to trench works and uneven ground.

It was agreed that the comms presentation on the progress of work on the building needed to be distributed within Physics. **RJ**

8. Items

- i.
 - a. Nothing overdue.
 - b. AURORA audit actions will be added to the system.
- ii. Accidents and Incidents
 - a. N/A
 - b. N/A
- iii. Update on Risk Assessments
 - Not much of an update from SAB, with 1 RA being added to the system.
- iv. Update on Training
 - GH informed the committee of the latest data on the completion rate within Physics for the core three training modules. TH stated that the numbers sounded too good to believe.

9. AOB

N/A

10. Date of next meeting – March 2025

Actions:**Ongoing actions from September 2023:**

Item	Action	Responsible	Status
4	Investigate why SBU's ticket relating to the issue with the fire doors in the physics teaching labs had not been resolved.	GH/ABa	Ongoing

Actions from September 2024:

Item	Action	Responsible	Status
5	Draft a reporting template for each role on the committee to make it clear what each person's responsibilities are. This template will be circulated to each member individually.	TH	Ongoing
7 iv h	Arrange for collection of unlabelled chemical samples from Millburn House.	DI/KJ	Ongoing

Actions from November 2024:

Item	Action	Responsible	Status
4	Get a date for when the work requested by SB would be carried out on the teaching labs fire doors.	ABa	
	Generate some guidance that can be distributed regarding disposal of out-of-date gas regulators.	TH/KJ	
6	Raise with ASSURE the issue of our risk assessments not being accessible enough (poor font size, text colour etc.) and speak to the accessibility team to find out where this can be improved.	GH	
7 iv a	Meet ahead of the next meeting to discuss the department's gas plan/policy, the number of emergency sensors required, and the calibration plan for the sensors and back up sensors.	TH/RJ/SAB/MN	
	Chase up with Daisy and Ryan why fume hoods are not being inspected as regularly as they should.	RJ	
7 iv b	Email James Pring once he is in post as the new Workshop Manager so that he can appoint a new Machinery representative to the committee.	JA	
7 iv e	Sanity check which leaded chemicals require approval from John Phillips to be ordered.	GH	
7 iv g	Include an item at the next all staff meeting asking people to dispose of chemicals and return gas cylinders.	TH	
7 v	Distribute the comms presentation on the progress of work on the new building.	RJ	

Safety Committee Dashboard Physics (25/09/2024 – 28/11/2024)

Safety Committee Dashboard

PDF

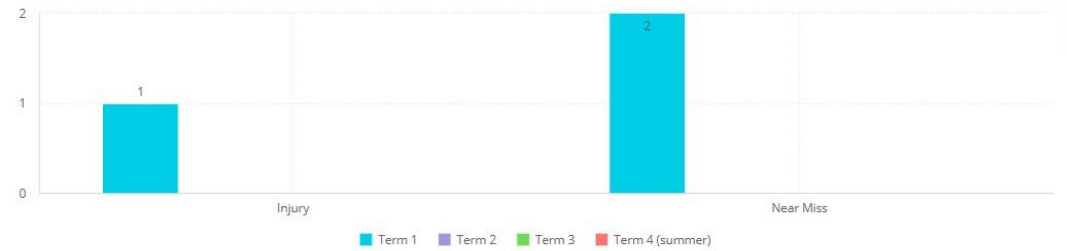
Safety Committee Dashboard

Incident Data

Incidents By Type

IncidentType_id	Term 1	Term 2	Term 3	Term 4 (summer)
Injury		1		
Near Miss		2		

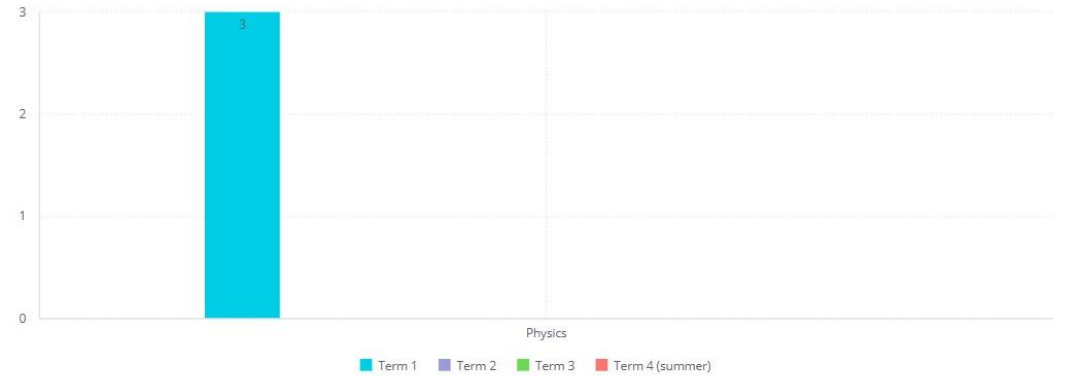
Incidents By Type



Incidents by Org

Name	Term 1	Term 2	Term 3	Term 4 (summer)
Physics	3			
Grand Total	3	0	0	0

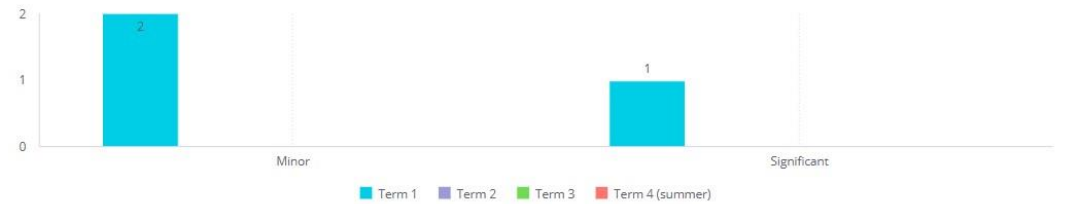
Incidents



Incidents by Severity

IncidentSeverity_id	Term 1	Term 2	Term 3	Term 4 (summer)
Minor		2		
Significant		1		
Grand Total	3	0	0	0

Incidents by Severity



Incidents by Reportable

Incidents by Reportable

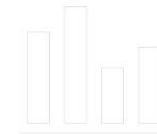
Safety Committee Dashboard Physics (25/09/2024 – 28/11/2024)

Incidents by Reportable

No Results

Incidents by Reportable

No Results

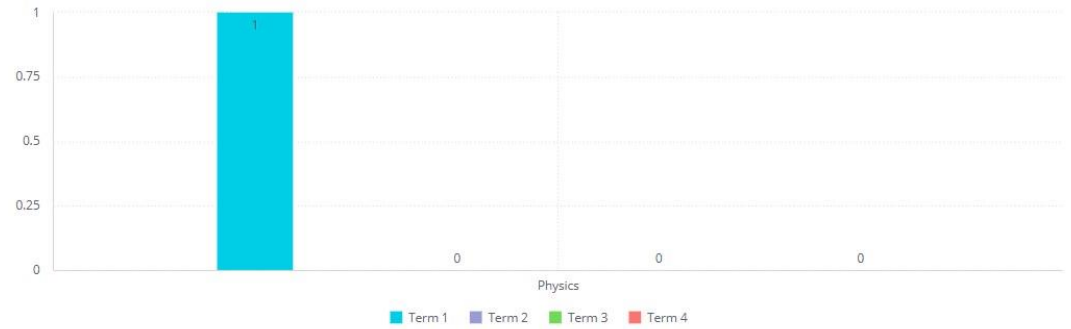


Audit Data

Audits by Org

Name	Term 1	Term 2	Term 3	Term 4
Physics	1	0	0	0
Grand Total	1	0	0	0

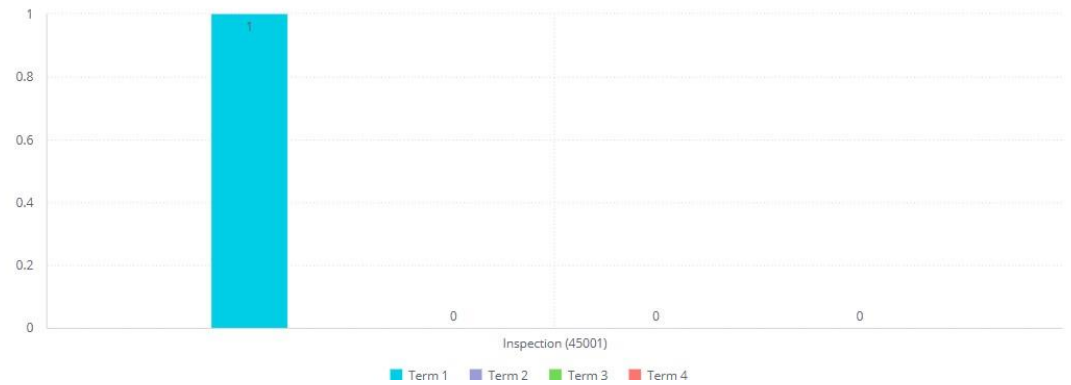
Audits by Org



Audits by Org

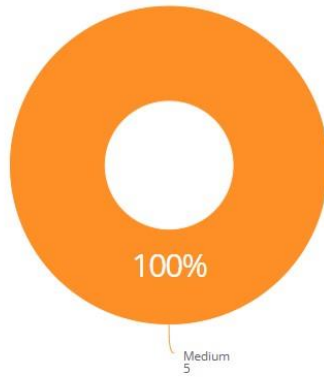
Name	Term 1	Term 2	Term 3	Term 4
Inspection (45001)	1	0	0	0

Audits by Org

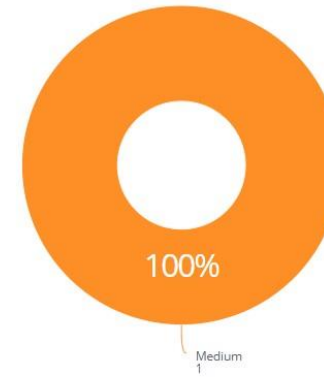


Actions Data

Actions by Priority (Audit)



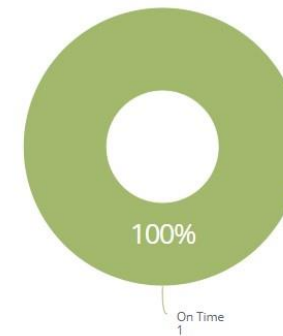
Actions by Priority (Incidents)



Stage when Closed Action Completed (Audit)



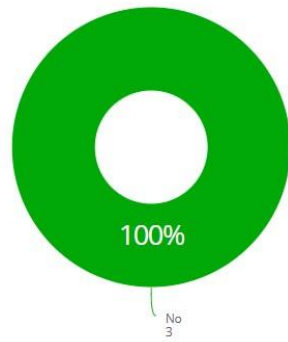
Stage when Closed Action Completed (Incident)



Safety Committee Dashboard Physics (25/09/2024 – 28/11/2024)

• KPI 1. Are Inspection and Audit open actions overdue?

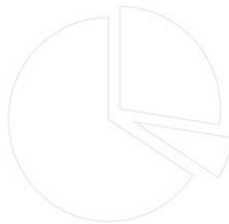
KPI 1 Overdue actions overview



• KPI 2. Are Incident open actions overdue?

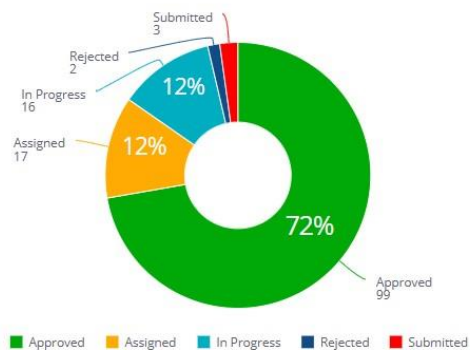
KPI 2 Overdue actions overview

No Results



Risk Data

• KPI 3a General RA by Approval Stage



• KPI 3b General RA (With Attachments) by Approval Stage

