



WARWICK

ESTATES HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2021

Version 2.0

December 2021

By Duncan Stiles, Head of Assurance, Risk and Property

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Executive Summary

The purpose of this report is to provide the Estates Executive Leadership Team with summary information relating to principal activities associated with the promotion and management of health, safety and wellbeing issues for the period January 2021 to December 2021. The report highlights the current key priorities during the year.



During the reporting period, the Director of Estates proved his commitment to health and safety leadership by issuing the signed Safety Statement of Intent for the Estates Department which outlined his intention as the Head of Department for Estates to promote a positive health and safety culture within the department, and that this culture includes awareness and understanding; effective processes; and positive behaviour by staff at all levels and by students, contractors and visitors.

[estates departmental health and safety statement of intent 21.07.2021. v.1.pdf \(warwick.ac.uk\)](#)

Covid-19 communications to our staff have continued throughout the year, to ensure that everyone is aware of the current University guidance and risk assessments in relation to Covid 19 and to regularly review the 'Stay Safe at Warwick' webpages to keep ourselves and our community safe.

During the reporting period, Estates introduced seven key health, safety and wellbeing objectives to be monitored at the Estates Consultative Health, Safety and Wellbeing and Strategic Health, Safety and Wellbeing Groups.

Both groups have good staff representation including Union engagement across all sections of Estates and both groups' terms of reference are reviewed on an ongoing basis.

Fire safety, asbestos management, permit arrangements, water hygiene and statutory inspections have been reported throughout the reporting period at the Strategic Health, Safety and Wellbeing Group with highlight reports being submitted to the Statutory Inspections & Compliance Programme Board and University Executive Health and Safety Committee.

There has been more focus towards accessibility. Accessibility Champions have been incorporated as part of the Health, Safety and Wellbeing representatives' responsibilities. Jenny Wheeler, Accessibility Officer presents an Accessibility Moment at the Consultative Health, Safety and Wellbeing group meeting the most recent being a presentation on accessible toilets.

The Considerate Constructors Scheme Site visit report was received for The University of Warwick For sites with visits between 02/11/2020 - 01/11/2021, we received some exceptionally good scores of 41, 42 & 43, a couple dropped below our target standard of 38 and Estates continue to work with those companies to try to improve their scores in the future and our Contractors continue to be above the national average.

Strategic Health, Safety and Wellbeing Group -James Breckon, Director of Estates; Chair's reflection



Most importantly, Covid-19 risk assessments and staff communications have been high on the department's/meeting's agenda during the year, ensuring health & safety is an integral part of everyone's role within Estates and the wider University.

*Every individual is encouraged and empowered to stop their work, or the work of others should they feel it is being carried out in an unsafe manner, remembering that **'nothing is so important that it cannot be done safely'**. As always, I encourage the section leads to report at the health, safety and wellbeing meetings or to their line managers, any risks, issues, ideas and successes so that we can all learn, develop and build upon the strength of this knowledge and improve our performance in this area.*

Staff were reminded this year to be aware of and act on the requirements contained within the published [Leadership & Management of Health & Safety document](#) available on the Health and Safety Services web pages.

Our Health, Safety and Wellbeing 2022 Objectives have been drafted and are being consulted on; for next year an additional objective is proposed relating to taking positive action in response to increasing mental health and wellbeing issues amongst our staff community.

Positively we continue to develop and implement new Codes of Practice and Standard Operating Procedures aligned with other sections of the University to ensure that we keep everyone safe.

Estates Consultative Health, Safety and Wellbeing Group - Tim Budden, PPM Technician; Chair's reflection



It's been a very challenging time for all during Covid-19 which has been high on our meetings agenda to ensure that the health, safety and welfare of our staff and teams are at the forefront. Our meetings have been mainly remotely but at our most recent hybrid meeting this worked really well and I can see that this will be the way going forward.

The membership of the group has been very strong and well attended, Both Duncan Stiles, my Deputy Chair and I would like to thank all the Health, Safety, Wellbeing and Accessibility Champions and guest speakers for your engagement and commitment this year.

The group have been well informed by receiving health and safety reports, advice and guidance from Simon Watson Health and Safety (Fire) Advisor, Graham Hakes Senior Health and Safety Adviser and Allan Steel Health and Safety Officer which we greatly appreciate.

The consultative group has been given the opportunity to make a difference by highlighting our concerns and issues to senior management and the Strategic health, safety and wellbeing group members, we feel that we do have a voice particularly when new policies COP's, SOP's and guidance is being developed or reviewed.

I'm also pleased that the Estates workplace health and safety inspections have started again at the main post room, Cryfield Energy Centre and Gibbet Hill Carpenters Workshop. Our findings are tracked on the SHE Assure system which is a useful tool for us.

Union Representative Reports



Lee Cartwright, Permit Officer and Paul Allsopp, Roofer have attended Health, Safety and Wellbeing meetings on behalf of Unite members.

Concerns regarding Covid-19 measures have been raised and discussed to understand the restrictions at the University once restrictions were eased through the Government's roadmap.

Members have also raised concerns about harness training, ventilation for a temporary post room, staff stress and anxiety over Evolve 22, all of which was raised to senior management for resolution and support.

The Union has the opportunity to make representation and review Estates' risk assessments, SOP's, CoP's, policies and papers as part of the Estates Health, Safety and Wellbeing group meetings.

Summary of Health and Safety Stats, Quarter 1, 2 and 3

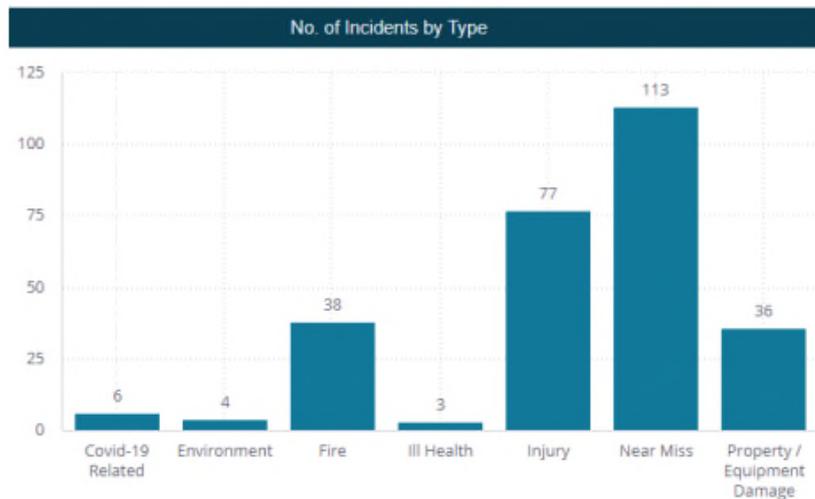
Estates receive and updates a quarterly report presented by a member of the Health and Safety Services Team.

SHE Assure serious and significant incidents/near misses along with any RIDDOR notifications to the Health and Safety Executive (HSE) are discussed by the group and actions are noted.

Estates Department Annual Health & Safety Summary October 2020 to September 2021



Statistical Data;



No of Incidents by Type:-

- **Near Miss** reporting predominantly comes from the Accommodation Teams, who received a Safety Campaign in Q2 to promote Near Misses. This Campaign has been successful and focused colleagues' behaviours around safety reporting.
- **Recommendation** – Roll out the Near Miss Campaign to all areas of Estates. This is a positive reporting number.
- **Injury** reporting predominantly comes from the Accommodation Teams and it is suspected that other Depts are low due to likely under reporting.



No of Incidents by Month: -

- Figure very low currently due to amount of activity on Campus and no trends identified.

Estates Health, Safety and Wellbeing Strategic Objectives 2021

1. **Risks:** Ensure that 100% of risk assessments are in place for all identified spaces, work activities and equipment that present significant risk and that these risk assessments are reviewed according to assessment timescales, following any related incidents/near misses or when any significant changes to processes or activities are to be made - by December 2021.

A communication was sent out in July 2021 from James Breckon Director of Estates to all Estates Managers and Supervisors to request that all Estates risk assessments are now standardised using the University Risk Assessment Template and the accompanying risk evaluation matrix. It was also reinforced that the risk assessment moodle training package is available to support our Staff.

The Estates risk assessments have been monitored during 2021 to ensure that managers are notified if the review date is pending and that the new template is being implemented which will continue into 2022.

- 2. Safe Systems of Work:** Ensure that where risk cannot be completely managed through the use of engineering controls alone that safe systems of work are documented, communicated, implemented and complied with across Estates through the use of Standard Operating Procedures (SOPs) training and Toolbox Talks (TBTs).

The development, review and communication of Standard Operating Procedures (SOPs) training and Toolbox Talks (TBTs) continue across Estates. SOPs are consulted on by both Estates Health, Safety and Wellbeing Groups which are published on the Estates Health, Safety and Wellbeing pages. SOPs reviewed this year include ES020 Telematics system, ES013 Gritting and Snow Clearing, ES0002 Service Desk and Maintenance Trades Workflow Process (Asbestos) and ES018 External Contractor Asbestos Compliance for planned work.

- 3. Investigate:** Ensure that actions identified through the investigation of accidents, incidents, near misses, ill-health etc. are implemented and closed out within agreed timescales 90% by December 2021.

As part of the Health and Safety Services SHE management system, health and safety incidents are reported for further investigation and close out by line managers. In some cases the Health and Safety Services team have completed the investigation which, if significant or serious is reported to the Estates Health, Safety and Wellbeing Groups.

- 4. Audit and Assurance:** Ensure that actions identified through proactive monitoring, audit and inspection of contractors and staff are closed out within agreed timescales, 95% by December 2021.

Assurance audits and management safety tours are carried out across Estates in a variety of ways. Within Capital Projects the Project Manager, assisted by the Clerk of Works and Mark Evans, Estates Health and Safety Advisor (Construction), completes audits for individual projects or as part of the Assurance programme.

The 2021 Estates Assurance programme identified a number of health and safety related audits, that was then completed, actions monitored and reported on progress to the Director of Estates and Chief Finance Officer. These included:

- 1. Concerto process audit, in particular a focus on CDM, fire, asbestos and sustainability*
- 2. Water hygiene management*
- 3. Estates workplace inspections*
- 4. Fixed local exhaust ventilation (LEV)*
- 5. Fire management*

6. *UUK Accommodation Code of Practice annual interim audit*
7. *F10's*
8. *Asbestos checks relating to Service desk docket checks*

5. **Training:** Ensure that 100% of all mandatory health and safety training (as identified within the University Leadership and Management of Health and Safety document and Estates Training Plan) is identified against the job role requirements, attended and delivered by December 2021.

The Estates Administration teams keep track of the section training plan completions to ensure that staff, including new starters, complete the mandatory training in accordance with the University Leadership and Management document.

Progress on particular training has been reported to the Estates health and safety groups.

Mark Evans, Health and Safety Advisor (Construction) reported that the Working Safely at Warwick course (IOSH replacement) has started and will be widely used across Estates over the coming years.

6. **Take positive action:** Ensure our critical areas or activities with a significant safety/wellbeing risk are identified and take positive action on these areas.

Many examples of positive actions have been raised at the Strategic Health, Safety and Wellbeing Group from across Estates. Samples include:

- *New Q2 Electronic Permit system being rolled out across Estates*
- *LEV Estates Technical Lead appointed*
- *Arranging Roof Hazard reports to inform the Roof Access permit process*
- *Business continuity desktop planning exercises completed with input by Departments for a scenario at Westwood and Gibbet Hill*
- *Q2 Asbestos module roll out to the Maintenance trades*
- *Development of the Managing Safely at Warwick Course*
- *Suppliers Forum April 2022 being planned*
- *Hybrid working has been adapted to take in needs of individuals (to avoid loneliness) as well as needs of the organisation*
- *Communication of Estates health and safety alerts relating to working in hot weather and 'Be Safe be Seen'*
- *Mark Evans, Health and Safety Adviser (Construction) is a board member on Construction Logistics and Community Safety (CLOCS)*
- *Warwick Accommodation/ Campus Cleaning Services and Estates Operations (Maintenance) have a dedicated local health and safety meeting in place*
- *Road and pathway inspections being introduced by Transport and Mobility team*
- *Development of Capital Programmes design guidelines*
- *Issue of Project Managers Handbook*

7. **Inclusion and Respect:** Ensure Equality Impact Assessments are in place for new policies (where required) and all Estates business continues to foster an inclusive environment on campus. This builds on our Estates values, including respect, and links into the University's Equality Objectives.

Jenny Wheeler, Accessibility Officer continues to consult on University Policy and provide advice and guidance to Estates teams on equality impact assessments. For example the Transport and Mobility team are reviewing and creating equality impact assessments that have impacted the wider community in relation to parking, signage, and processes.

A letter was sent out via the Estates Procurement team in September to all the Estates Suppliers/ Contractors signed by James Breckon, Director of Estates, and David Hammond, Capital Programme Director. The essence of the letter was to reinforce the message that the University of Warwick is committed to ensuring a safe working and learning environment in which all University members of staff, students, visitors, tenants and contractors are treated fairly and with dignity and respect.



Our commitment to accessibility was also recognised by winning BDF's Disability Smart Built Environment Award for the initiative of creating an Enhanced Accessible Suite in our accommodation stock so that disabled students will be able to enjoy the opportunity to study at Warwick independently and safely.

Considerate Constructors Scheme Site visit report The University of Warwick For sites with visits between 02/11/2020 - 01/11/2021

Bowmer & Kirkland

New Faculty of Arts
Client: University of Warwick
Local Auth: Coventry City Council

Site		Id: 123683 Your ref:						
New Faculty of Arts		01/01/21-11/08/21 (32 weeks)						
Visit Date	Monitor	Appearance	Community	Environment	Safety	Workforce	Additional	Total
04/03/21	Gary Poulton	9	8	8	8	9	0	42
15/08/21	Gary Poulton	9	8	8	8	9	0	42

Chiel Construction Ltd

Wellesbourne Library & Archive Storage Facility
Client: The University of Warwick
Local Auth: Stratford on Avon District Council

Site		Id: 124528 Your ref: J2619						
Wellesbourne Library & Archive Storage Facility		18/01/21-22/11/21 (44 weeks)						
Visit Date	Monitor	Appearance	Community	Environment	Safety	Workforce	Additional	Total
09/03/21	Basil Sawczuk	7	7	6	7	7	0	34
22/07/21	Basil Sawczuk	8	8	7	7	7	0	37

Kier Construction - Central

Cryfield Student Residences
Client: University of Warwick
Local Auth: Warwickshire County Council

Site		Id: 124263 Your ref:						
Cryfield Student Residences		19/12/20-31/07/21 (32 weeks)						
Visit Date	Monitor	Appearance	Community	Environment	Safety	Workforce	Additional	Total
08/04/21	Gary Poulton	8	8	8	9	8	0	41
23/06/21	Gary Poulton	8	8	8	9	8	0	41

Overbury plc

Arden & Felden
Client: University of Warwick
Local Auth: Warwickshire County Council

Site		Id: 126929 Your ref: 220766						
Arden & Felden		01/06/21-27/08/21 (12 weeks)						
Visit Date	Monitor	Appearance	Community	Environment	Safety	Workforce	Additional	Total
21/07/21	Mark Homer	7	7	7	7	7	0	35

Willmott Dixon Construction Ltd

Warwick Arts Centre
Client: University of Warwick
Local Auth: Coventry City Council

Site		Id: 119788 Your ref: M00433						
Warwick Arts Centre		01/01/20-15/02/21 (57 weeks)						
Visit Date	Monitor	Appearance	Community	Environment	Safety	Workforce	Additional	Total
12/11/20	Mark Homer	9	9	8	9	8	0	43

IBRB Awards List



Won:

- Offsite Building awards for MEP innovation of the year and best MEP 2020;
- Offsite Building awards for Concrete Structure, Timber Structure and Installer (Weihaag for the Timber) 2021;
- Construction News project of the year (£20-£50m);
- Construction Excellence West Midlands Awards (Offsite and Sustainability categories runner-up)
- CIOB Education Project Construction Manager of the year (Nick Preedy of Willmott Dixon);
- Structural Timber awards - Client of the year Winner (Finalist in two other categories installer of the year and timber structure of the year).

Finalist:

- Green Gown Awards (Campus of the Future).

And yet to be announced has been named in the finalists for:

- Civic Trust Award;

The project has featured in the national Building Magazine.

The Head of Department's Health and Safety Statement of Intent for the Estates Department

It is my intention as the Head of Department for the Estates Department that a positive health and safety culture is established within the department, and that this culture includes awareness and understanding; effective processes; and positive behaviour by staff at all levels and by students, contractors and visitors.

This positive health and safety culture will be people-focussed and evidenced by:

- a) an atmosphere of trust where people question and challenge unacceptable behaviours and report problems;
- b) those with responsibility for health and safety being provided with the required training, guidance, information and support to enable them to perform their roles to the required standard;
- c) everyone being clear as to what is acceptable and unacceptable behaviour;
- d) colleagues being willing and able to draw the right conclusions from health and safety information and to implement major safety reforms;
- e) consultation with and participation of workers, and, where they exist, workers' representatives when there are potential changes that could impact on staff safety or well-being; and
- f) adaptability such that the organisation and its members can adapt to changing circumstances and demands while maintaining focus on health, safety and well-being.

This positive health and safety culture will have as its key elements:

- a) sensible risk management that meets defined health and safety standards including compliance with regulatory requirements;
- b) the setting of objectives for health and safety at an institutional level within the University's Leadership and Management document;
- c) the development of departmental objectives which complement the institutional objectives and are included in departmental plans;
- d) emphasis on the importance of both the physical and mental health of staff and students;
- e) estate, assets and facilities that are fit for purpose; and
- f) staff, students and contractors behaving in ways conducive to good health and safety.

Health and safety issues must be addressed through robust risk assessment at the specification, design, development and implementation phases in all planning, projects, research and working practices within the University and in its dealings with suppliers and contractors.

Risk control measures identified through the risk assessment process must meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum.

Thereafter, steps must be taken to minimise risks to the health and safety of individuals, so far as is reasonably practicable, taking into account the control hierarchy: placing an emphasis on risk control by elimination, reduction and replacement, and technical solutions in particular.

The Estates Department is committed to strive for continual improvement in health and safety.

It is important for all to remember that ***there is nothing so important that it cannot be done safely.***



James Breckon, Director of Estates

Date: 21/07/2021

Review Due: 20/07/2022



ESTATES PARTNERS' NEWSLETTER • ISSUE 5

WARWICK CHAIN

WARWICK
THE UNIVERSITY OF WARWICK



Welcome to the fifth issue of our newsletter. I hope that you all received my letter in February relating to Health and Safety Performance whilst working at the University of Warwick. I take the opportunity again to reinforce that we all play a vital role with regards to managing activities safely. It's also extremely important that we all continue to protect ourselves from Covid-19 in a safe manner.

Please therefore ensure that, as well as managing the safety of your employees and sub-contractors, your staff follow our Covid-19 Safety Guidelines whilst working on any of our sites, within buildings on our Coventry and Wellesbourne Campuses and in any area that is outside your site control.

In working together, we must ensure that you, your sub-contractors and suppliers are complying with all relevant statutory requirements as well as the University's Policies, Codes of Practice and Procedures, which are relevant to the type of work that you are carrying out.

Finally if you have any articles that you can share via our newsletters we would like to hear from you.

James Breckon

Director of Estates, University of Warwick

FRAMEWORK NEWS

In May 2020, we awarded the final lot of the Capital Programme Framework.

A 5 year (plus) agreement to deliver new build and refurbishment works across campus.

Lot 2 is for works from £2-10m.

The contractors who are appointed in 2 tiers, to deliver this Lot of the Framework are:

- Tier 1 - Kier - Midas - Willmott Dixon Construction
- Tier 2 - Bowmer & Kirkland - Deeley

This concludes the last lot of the Framework to be awarded, making provision for works, ranging from £0-10m, across the 3 lots.

For further information please contact:

Adrian Gurney, Head of Procurement & Supply Chain

Email : A.W.Gurney@warwick.ac.uk

ACCIDENT AND NEAR MISS REPORTING REQUIREMENTS

I remind all our contractors for their own safety, whilst working on our campuses to sign in and out as directed by your University Contact.

At the Coventry Campus there is an electronic sign in station available at the security lodge.

We are also committed to the safety of everyone who working on site, contractors need to record any accidents or near misses, following their own protocols but also recording on University of Warwick's health and safety system via the link: if you are unable to do this then please contact your University Contact.

warwick.ac.uk/services/healthsafetywellbeing/incidents/incidentreport

CAPITAL PROJECTS UPDATE • PERFORMANCE

HEALTH SAFETY & ENVIRONMENT OVERVIEW



SUSTAINABILITY OVERVIEW

- All new build projects continue to be on target to achieve highest EPC rating (EPC A)
Energy Performance Certificate
- All new build projects completed and underway continue to be on target to achieve a BREEAM rating of Very Good or Better
BRE Environmental Assessment Method
- We continue to target SCOPE 3 CARBON REDUCTION through specification and by adopting modern methods of construction - 'off site' methods.

MEET A MEMBER OF THE ESTATES TEAM



Jenny Wheeler
Accessibility Officer

I work alongside all Estates teams and the wider University to help to make continuous improvements along our journey to a more accessible and inclusive environment for students, staff and visitors. I provide expertise on matters relating to accessibility to ensure that the University is not only compliant with current standards, but is also giving consideration towards best practice to allow the University to move towards a best in class approach to accessibility and inclusion in our Estate. I also continue to raise awareness of accessibility issues and train colleagues and others across the University to help people to understand the importance and impact of accessibility issues on individuals.

I started overseeing accessibility in Estates in 2017 and am working towards my accreditation as an NRAC Access Consultant by the National Register of Access Consultants. I have been working with the University to improve awareness and accessibility since my time as a student here at Warwick. I sit on various committees and groups both inside and outside Estates including the Disability Standards Steering Group, the Disability Taskforce, ED&I Network and I co-chair the Disabled Staff Network. I am also an Assembly Representative on the University's Senate. At a National level, I am a National Council Representative for the Access Association.