ESTATES HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2023/24

Version 1.0

July 2024

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 Leadership Team with a summary of activities associated with the promotion and management of health, safety and wellbeing issues for the period August 2023 to July 2024. The report highlights the current key priorities during the Academic year.

During the reporting period the Head of Department’s Health and Safety Statement of Intent for the Estates Department was updated in April 2024 due to management changes.

The Estates key health, safety and wellbeing objectives relating to risks; safe systems of work; investigations of health and safety incidents; audit and assurance; training; inclusion & respect; and taking positive action have been monitored at both the Estates Consultative Health, Safety and Wellbeing and Strategic Health, Safety and Wellbeing groups throughout the year.

Both groups have a staff representation across all sections of Estates including union engagement with the terms of reference being reviewed as required, and published on the Estates Health, Safety and Wellbeing pages: Meeting Minutes | Health and Safety | Estates Office (warwick.ac.uk).

The 5-year Health, Safety and Wellbeing plan is regularly monitored and updated. The Health and Safety Workplace Inspections were scheduled throughout the year, supported by members of the Health, Safety and Wellbeing Consultative group.

Fire safety, asbestos management, permit arrangements and water hygiene have been reported throughout the reporting period at the Strategic Health, Safety and Wellbeing Group, with highlight reports being submitted to the University Asbestos Management Group, University Statutory Inspections & Compliance Working Group, Fire Management Strategic group, University Strategic Water Safety Management Group and University Health and Safety Executive Committee as required.

In August 2023, buildings previously regarded as low risk within the UK were elevated to high risk by the Department for Education due to the presence of RAAC, a lightweight concrete system which was developed and utilised from the mid-20th century, and this resulted in a number of school buildings being closed for further investigation and remedial works. As a result of this, Estates put together a team of in-house surveyors to assess buildings across our campuses that fell within the extended date range advised for RAAC.

As previously reported where buildings were identified with RAAC, special measures were put in place including regular condition monitoring, risk assessments and carry out remedial works, reporting to a RAAC action group is chaired by the Estates Director of Business Services.
Strategic Health, Safety and Wellbeing Group - James Breckon,
Director of Estates; Chair’s Reflection

Over the past 10 years of my tenure being responsible for the department, I have been a strong advocate of H&S across all estate’s activity, ensuring people are fit and safe at work and supportive of their colleagues in this regard. There has been good progress with the Health, Safety and Wellbeing engagement, systems and development of all our Staff. It was great to see the implementation of our “stop work” initiative to have a health, safety and wellbeing moments in January and June 2024, where engagement by everyone was positive and constructive, seeking areas where improvements can be made. We are now focusing on Wellbeing and will be furthering objectives to support our people as far as reasonably practicable. I would like to thank everyone for their support and participating in H&S and Wellbeing discussion and taking actions to minimise risk for everyone and would encourage you all to continue to create time to continually review your approach to carrying out activity at work and improve the H&S & Wellbeing culture within the department.

Our monthly Estates Leadership Team cascades have key health, safety and wellbeing messages, such as the use of Automated External Defibrillators (AEDs), Asbestos Awareness Safety Briefing Summer works safety for Staff, Contractors, Visitors & Students, SOP’s, reporting health and safety, permit and Reward and Benefits: Eye Care and Personal Protective Equipment (PPE) I encourage all our staff to reflect and take on board these key messages, and feed back to us any ideas for future cascades via your line managers, supervisors or your team’s health, safety and wellbeing representative.

With the ongoing mobilisation of the Maintenance Operations it’s been particularly important that we all ensure we work to updated standard operating procedures, review our risk assessments and method statements, engage with core and mandatory training and maintain a good level of communication between our teams.

As we start to mobilise our Major Capital Programme STEM Connect Programme, we will all need to ensure the Health, Safety and Wellbeing of all on Campus is maintained, I encourage and empower all 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’.

I encourage all staff to report accidents/near misses or ask for health and safety advice via the Assure Portal. There are two ways to do this:

**Option 1 - Web-link:** [UOW_Portal_b61470bf-91f9-4f38-a1c9-8b2cce40b052 (sheassure.net)](UOW_Portal_b61470bf-91f9-4f38-a1c9-8b2cce40b052 (sheassure.net))

**Option 2 - QR Code:**

26th June 2024 saw the launch of our first wellbeing moment to encouraging all our Staff to acknowledge their own wellbeing and recognise what affects it. Wellbeing comes in many different
forms therefore you and your team you could consider using the many resources that the University has to offer:

- Going on a campus walk and talk as a team:
  https://warwick.ac.uk/services/estates/campus/walks/

- Watch and discuss the wellbeing masterclass available online:
  https://warwick.ac.uk/services/wss/staff-wellbeing/updates/wellbeing-masterclass

- Tap into a wide range of staff networks and health benefits they can access as a Warwick employee that you can get involved with:
  https://warwick.ac.uk/services/socialinclusion/projects/groups
  https://warwick.ac.uk/services/humanresources/internal/rewardandbenefits/healthandwellbeing/

As Estates continue its Health, Safety and Wellbeing Journey I want to thank all those past and present for engaging as an Estates Health, Safety and Wellbeing Representative and all our Staff for playing such an important part of all our roles and responsibilities in fulling the Estates objectives to keep all our University community safe and well.

Many thanks for your support.

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

I’m very pleased to report that 2023/24 has been another well supported year of the group and its representatives. As a group we have had a very busy agenda not to mention the ongoing challenge set by the Strategic Health, Safety and Wellbeing Group, with developing an Estates Wellbeing Strategy and Health and Safety Questionnaire. Duncan Stiles, Deputy Chair, and I want to thank all members of the group for their contribution, As we move into the latter part of 2024, we hope to take both the Wellbeing Strategy and Health and Safety Questionnaire forward, the results from the questionnaire will be amonisation but will assist with a understanding our colleagues experiences of leadership, engagement & communication, learning & training whilst identify ways in which we can enhance our Health, Safety & Wellbeing culture.

The group’s terms of reference were updated to reflect the membership changes. This year we welcomed:

The main purpose of the Consultative Group is to provide a link between our many teams on the ground across the Estates Office and give them the opportunity to make a difference by highlighting their concerns, issues and good news stories to senior management at the Estates Strategic Health, Safety and Wellbeing Group meetings. An initiative from the Electrical team has been the travel adapter campaign within Warwick Accommodation, which has seen great results and non-compliant adapters removed.

The group were consulted and given an overview of the new Fire Door Inspection SOP, new code of practice for confined spaces, new draft Waste Management Policy and Natural Gas Policy updates.
The group proactively engaged with Central Procurement with developing the Estates requirements for the Uniform and PPE requirements.

Finally, our group discussions will continue during 2024/25 on promoting a good culture of health, safety and wellbeing throughout the department to ensure that our staff feel comfortable in challenging unsafe tasks, and to promote training and the reporting of accidents and near misses.

Union Reflection – Lee Cartwright, Permit Officer, Paul Allsopp, Assistant Zone Manager and Perry Wheatley, Maintenance Technician

Having attended health, safety and wellbeing meetings on behalf of Unite members, we can report that most of our members’ concerns continue to be considered by both the Estates Consultative Health, Safety and Wellbeing Group and the Estates Strategic Health, Safety and Wellbeing Group.

During this year, we have raised concerns on behalf of members relating to Welfare facilities in the workplace, lack of Jet washing facilities, use of stair climbers to move large electrical items, concerns from the BBC report on National Employee Assistant Programme and the completion of certain health and safety related moodles,

Promoted the Unite campaign “United Minds” which addresses the rise in work related stress and the promotion of health screening.

We are very pleased that the Estates Wellbeing Strategy and the Health and Safety Questionnaire is progressing, and we will be involved with analysing the results and making improvements where possible for our Staff, Students and Visitors.

The union has also had the opportunity to make representation and review Estates SOP’s, CoP’s, policies, and papers as part of the Estates Consultative Health, Safety and Wellbeing Group meetings and attend the programmed workplace health and safety inspections.

Summary of Health and Safety Stats, Quarters 1, 2, 3 and 4

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

Serious and significant incidents/near misses along with any RIDDOR notifications to the Health and Safety Executive (HSE) are discussed by the Estates Health, Safety and Wellbeing groups and actions are noted. The following incidents were recorded between 01/07/2023 and 30/06/2024:

July 2023 to June 2024 – 30 Significant, 0 Serious.

The learning outcomes from some the significant incidents were relating to slips, trips, fall, Transport and Fire and Electrical:
Estates Health, Safety and Wellbeing Strategic Objectives 2023/24

Our values:

Respect yourself and everyone around you. “Nothing is so important that it cannot be done safely.”

Our 8 key health, safety and wellbeing objectives 2023/24 that are monitored at the Quarterly Estates Health Safety & Wellbeing Strategic Group Meeting:

1. **Risks**: Ensure that 100% of Risk Assessments are in place for all identified spaces, work activities and equipment that present significant risk. Risk assessments shall be reviewed, where appropriate, following incident/near miss investigation and/or following any significant change to process or activity, within agreed timescales by July 2024.

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) by July 2024.

3. **Investigate**: Ensure that actions identified through the investigation of accidents, incidents, near misses, ill-health etc. are implemented are closed out within agreed timescales > 90%. by July 2024.

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 July 2024.

5. **Training**: Ensure that 100% of all mandatory Health and Safety training (as identified within the University Leadership and Management of Health and Safety and Estates training plan) is identified against the job role requirements, attended and delivered. by July 2024.

6. **Inclusion and Respect**: Ensure Equality Impact Assessments are in place for new and updated policies (where required) and all Estates business continues to foster an Inclusive Environment on campus. This builds on our Estates value of being respectful to others and links into the University’s Equality Objectives.

7. **Take positive action**: Have an annual health, safety and wellbeing moment as a whole department by July 2024.

8. **Take positive action**: Implement the agreed mental health plan as part of the People strategy, raise awareness to provide enhanced wellbeing support for staff by July 2024.

Estates Health and Safety Workplace Inspections 2023/24

All inspections were completed during the year with representatives of the Estates Consultative Health, Safety and Wellbeing Group attendance. The report and any actions are tracked via the Health and Safety Evotix Assure system.
### Estates 5-year Health, Safety and Wellbeing plan

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* SOP = Standard Operating Procedures

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January 2024 - Main Site Energy Centre (Boiler House)

February 2024 – The Oculus

March 2024 - Residences - Cryfield 7

April 2024 – Science B (Workshop)

May 2024 - Zone Hub (Gilbert Hill)

June 2024 - Estates Stores/Workshop

July 2024 - Maintenance Projects
Asbestos Management Summary

The Asbestos re-inspection programme continued to identify any remedial actions. In doing this, the University are fulfilling key requirements of Regulation 4, CAR2012 The duty to manage asbestos in non-domestic premises.

In accordance with Estates SOP ES002, Estates service desk and maintenance trades workflow process (Asbestos), weekly auditing across the Estates maintenance teams/zones were carried out to sample compliance of checking the Asbestos Management information, when receiving and carrying out works on the Fabric of University Buildings.

A new Asbestos Compliance Officer (Asbestos) joined the team to support the capital projects and refurbishment activities.

During 2024 there will be the implementation of a new integrated workplace management system called Project KEA to embed smart ways of working to support our front-line service delivery in Estates, Part of the project will be to provide a module to capture our hazards which will include Asbestos.

Permits to Work and Access Management Summary

Permits continue to be managed and overseen by the Estates Permit Management group. Audits continue to be carried out in accordance with the Estates Assurance schedule and are available on the Evotix Assure system.

A new Code of Practice for Confined Space Arrangements was drafted and published, available on the University Health & Safety Services webpages, and to support our Staff and Contractors when making permit applications and arrangements.

During 2024 there will be the implementation of a new integrated workplace management system called Project KEA to embed smart ways of working to support our front-line service delivery in Estates, Part of the project will be to provide a module to capture our hazards which will include Permits to Work and Access.
APPENDIX A

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-focused 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: 11.04.2024

Review Due: 11.04.2025
APPENDIX B

Health, Safety and Wellbeing

**Plan**
- Assessed Sustainability
- Policy Arrangements & Guidance
- Code of Practice
- Standard Operating Procedures
- ISO 45001 Standard Overview
- Risk assessments
- External Spaces Hazard Identification Reports

**Do**
- University H&S policy
- Estates H&S Statement of Intent
- University Leadership and Management
- Risk assessments
- Personal
- Contractor induction
- Estates Contractor Weekly Report

**Check**
- Estates H&S Alert
- Supplier H&S Newsletter
- Committee Meetings
- First Alert - Argent Court
- First Alert - Aragon Court
- Estates Rights, Landings and Lobbys Guidance

COVID-19 Updates

Contractors Code of Conduct

BSI 45001 Certification for Maintenance Operations;