

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD Thursday 5th November 2020

Present	Rachel Sandby-Thomas	RS-T	Registrar (Chair)
	James Breckon	JB	Director of Estates
	Lee Cartwright	LC	A Trade Union representative nominated by the University Health and Safety Committee
	Rupert Lawrie	RL	Commercial Director
	Dr. Ian Hancox	IH	Research Technology Engagement Manager
	John Phillips	JP	Director of Health and Safety
	Andrew Smith	AS	Finance Director
	Charlotte Lloyd	CL	Student Sabbatical Officer
	Geraldine Mills	GM	Head of Compliance and Assurance
	Prof. Rebecca Earle	RE	Head of Department within the Faculty of Arts
	Prof. Michael Ward	MW	Chair of the University Health and Safety Committee
Dr. John Ferrie	JF	Lay Member of the Council	
In attendance	Graham Hakes	GH	Senior Health and Safety Advisor (Commercial, Estates, Professional Services)
	Mayur Patel	MP	Assistance Secretary to the UHSEC

Ref	Item
001	<p>Apologies for absence</p> <p>Apologies were received from Professor David Leadley, Professor Robin Clark, Caroline Farren.</p> <p>The Chair formally welcomed Sarah Duggan from the Faculty of Social Science and Professor Rebecca Earle from the Faculty of Arts and also formally thanked Professor Emma Smith and Andrew Lavender for their former involvement on this committee.</p>
002	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
003	<p>Minutes of last meeting on 13 July 2020</p> <p>The minutes of the meeting held on 13 July 2020 were received and approved.</p>
004	<p>Terms of Reference and Membership</p> <p>a) University Health and Safety Executive Committee (004(a)-UHSEC051120)</p> <p>b) University Health and Safety Committee (004(b)-UHSEC051120)</p> <p>c) University Genetic Modification and Biosafety Committee (004(c)-UHSEC051120)</p> <p>d) Ionising Radiation and Non-Ionising Radiation Committee (004(d)-UHSEC051120)</p> <p>The Chair requested, that committee members review the Terms of Reference of the above University Committees for academic year 2020-21, noting that a new committee, called the Ionising Radiation and Non-Ionising Radiation Committee had been established and would report into this committee in a similar way to the GMBC, a minor amendment will be made post the meeting to include a statement that: "The Committee will escalate any policies for approval via Policy Oversight Group prior to the final approval of such policies by the University Executive Board", the committee received and approved the content of the paper.</p> <p>DECISION: The Committee approved the UHSEC, UHSC, GMBC and Ionising Radiation and Non-Ionising Radiation Committee Terms of Reference (ToR) for academic year 2020-21</p>

005	<p>Matters arising from last meeting on 13 July 2020</p> <p>The matters arising were as follows:</p> <p>(a) Drone policy (minute 025-UHSEC060220)</p> <p>The Senior Health and Safety Advisor informed the committee, that work had started with drafting the Drone policy, but currently had been paused in the anticipated that updated Civil Aviation Guidelines are to be published and become available in January 2021. The recommendations in the guidance would be incorporated in the policy and so therefore work will recommence in early 2021.</p> <p>(b) HSE Notification of Contravention (minute 038-UHSEC060220)</p> <p>The Senior Health and Safety Advisor informed the committee, that the Notification of Contravention (NoC) letter issued by the Health and Safety Executive (HSE) to the University and subsequently request for further information relating to revised risk assessments and emergency plans had been responded to. There had been no further response received by the University of Warwick since March 2020 and so no further progress could be reported at the time of the November meeting.</p> <p>(c) International Travel report to UEB (minute 040-UHSEC060220)</p> <p>The Director of Health and Safety Services informed the committee, that a proposal was discussed at the University Executive Board meeting during the summer, but no further progress had been made due to efforts being diverted to other areas of work relating to Covid-19. This item was to be carried forward to a future meeting of the UHSEC.</p> <p>(d) HR Policies to include menopause issues (minutes 037-UHSEC060220)</p> <p>The Head of Compliance and Assurance informed the committee, that a Menopause Support Group had been established and was instrumental with looking at issues. A Menopause Policy had not been drafted, but efforts were being directed towards menopause awareness with guidelines being available to staff. The committee was assured that further work was required and if required a policy would be proposed in the future.</p> <p>The committee was keen to understand if the university had identified any issues relating to menopause. They were informed that the topic was sensitive and sometimes difficult to raise with individuals, so raising awareness at this stage was seen as the best option. The committee was also informed that currently menopause awareness was only being considered for Warwick employees and not students but could be extended in the future.</p>
Chair's Update	
006	<p>Chair's Business and Actions</p> <p>(a) Risk Assessment review (038-UHSEC060220)</p> <p>The Chair informed the committee of the newly established Ionising Radiation and Non-Ionising Radiation Committee had been established and encouraged all to actively engage in the process of completing risk assessments for any related activities.</p>
Executive Update	
007	<p>Covid-19 Update</p> <p>The Director of Health and Safety presented the report (007-UHSEC051120) which provided an update regarding Covid-19 Secure Risk Assessments and Retuning to Campus. The committee received and noted the content of the paper.</p>

	<p>The Director of Health and Safety Services reported:</p> <ul style="list-style-type: none"> • That all departments had engaged and worked enthusiastically to complete and submit risk assessments for their work areas and activities. • At the time of the meeting, the 370 mentioned live Covid Secure RA entered into SHEAssure had increased to around 400. With areas submitting multiple RA's, the total number of RA's could be as high as 1500-2000. • All submitted RA's had been 'Approved' by Health and Safety Services on behalf of either the Campus Reopening Working Group or Campus Operations Group. • The deadline set for RA's to be completed, submitted and approved had seen some slippage, this was anticipated but good progress had been made. <p>The Director of Health and Safety Services want to thanks to all committee members and for them to extend this to their respective departments for all the efforts put into the creation and maintenance of the Covid Secure risk assessments required to keep the university activities running.</p> <p>The Head of Department within the Faculty of Arts was keen to understand if a standard risk assessment template was completed by individual to ensure the same content, as centrally timetabled rooms mentioned 'air-flow' but locally timetabled did not.</p> <p>The Trade Union representative commented that it was important that departments involved the Trade Unions when completing their risk assessments, and most had. It was also important for departments to share their RA's with other departments.</p> <p>The Director of Estates commented that a team within Estates had been set up to look at ventilation systems and air-flow at centrally timetabled spaces. Most places assessed had met the guideline of 10L per second per person, with some rooms being recommended to open windows to increase airflow. A very small number of rooms assessed by Estates that did not meet the guidelines had been closed down for teaching purposes or changed to storage rooms.</p> <p>The Director of Health and Safety Services informed the committee that due to the vast number of risk assessments required to be completed in the short time frame, a large number of individuals were involved to meet the deadline and enabled the University to re-open and restart activities around all campuses. All RA's were being reviewed by a small group, to ensure some level of consistency, differences noticed between centrally timetabled and locally timetabled RA's were due to the latter being completed by departments. RA's entered in SHE Assure are visible for all to access, enabling good practise to be shared.</p> <p>Following the Government's announcement relating to the second lock-down, the University was contacting known Clinical Extremely Vulnerable staff to provide advice relating to work.</p>
008	<p>OHSAS 18001 Audit Update</p> <p>The Director of Health and Safety Services provided a verbal update on the OHSAS audit and reported that there had been no further progress, due to the scheduled September audit being moved to December and subsequently postponed until January 2021. The committee noted that an update would be provided at a future meeting.</p>
009	<p>Statutory Inspection & Compliance Programme Board</p> <p>The Director of Health and Safety presented the report (009-UHSEC051120) on the recent meeting of the Statutory Inspection & Compliance Programme Board meeting. The Committee received and noted the content of the paper. The Director of Health and Safety highlighted that the SICPB had agreed that the Statutory Inspection Working Group could be closed as a formal sub-group to UHSEC as the work of the Programme Board replaced the work of this group at a strategic level, and as the Programme Board also reported to UHSEC it was felt to be unnecessary duplication. The committee Approved this proposal from the SICPB.</p>

	<p>The Chair was keen to understand what progress had been made with Statutory Inspections.</p> <p>The Director of Health and Safety Services reported that the majority of LEV inspections had been completed but that pressure systems required a more specialised scheme and so there was more work to be done in that area.</p> <p>The Director of Estates informed the committee, that progress with work relating to Compliance and Assurance was ongoing, currently still working on inherited issues due to efforts being redirected to Covid related areas.</p> <p>The Lay Member of Council was keen to understand at what the current risk level to the university was and that this be discussed at the forthcoming Audit and Risk Committee, and a report provided a t the next UHSEC.</p> <p>The Director of Health and Safety Services commented that the risk rating was 'high' (red) but had seen progress and reduced to 'moderate' (amber), equipment found was being tested, in cases where testing was not complete these items were either removed or locked off.</p>
010	<p>Health and Safety Performance</p> <p>The Senior Health and Safety Adviser outlined the key points of paper 044-UHSEC060220, the committee received and noted the content of the paper.</p> <p>It was reported also that there had been a need to report 1 incident to the Health and Safety Executive between 1st February 2020 and 16th October 2020; an asbestos breach by a contractor, attributed to there not having been a survey of the work area carried out prior to work, which resulted in minor asbestos damage.</p> <p>The Director of Health and Safety Services made committee members aware, that the performance report also included the Employee Assistance Programme Summary Report and there was indication that the top areas of contact related to separation, divorce and housing.</p>
011	<p>UHSEC Programme of Work 2020-21</p> <p>The Director of Health and Safety Services, presented the report (009-UHSEC051120) on the UHSEC Programme of Work 2020-21. The committee approved the programme following the minor amendment to show the newly found Ionising and Non-Ionising Radiation Committee (INIRC) reporting dates.</p>
012	<p>LEV Policy</p> <p>The Senior Health and Safety Advisor, presented the report (012-UHSEC051120) outlining the key change that clarity around the roles of the Departmental Point of Contact, the Estates Contract Supervisor and the Health and Safety Subject Matter Expert was included.</p>
Governance	
Subsidiary and Sub-Committee Reports	
Items below this line are for receipt and/or approval, without discussion	
Other	
013	<p>Any other business</p> <p>The Lay Member of Council was interested to understand what was policy for Managers to complete Health and Safety Training, refresher training and documentation of completion.</p> <p>The Director of Health and Safety Services clarified that Managers completed Legal Update Training and was refreshed every two years. Institution of Occupational Safety and Health (IOSH) training once completed there was no need to repeat but an optional refresher course could be completed. Head of Departments also completed in-house HoD Training. Work would continue to improve the LMS so that it would be easier to clarify who had completed training and who was still outstanding.</p>
Next meeting: Thursday 10 December 2020	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
037 – Matter Arising	ACTION: Geraldine Mills to check all HR policies and check that menopause issues are covered adequately, taking any changes to future meetings of the JCC as necessary.	Geraldine Mills Dec 2020	Completed
038 – Chair’s Business	DECISION: Risk Assessments need to be reviewed and signed off and departments need to be communicated with to identify what was expected of them. ACTION: That an action plan was required to move forward on the above.	Caroline Farren Oct 2020	Completed
055 – Health and Safety Annual Report	DECISION: The Committee considered and approved the paper, providing there were no further comments, to enable it to be submitted to the Audit and Risk Committee. ACTION: Paper to be submitted to the Audit and Risk Committee at its next meetings.	John Phillips Oct 2020	Completed
057 - Statutory Inspection & Compliance Prog. Board	DECISION: The agenda item be carried forward to the next meeting of the UHSEC. ACTION: Item to be included on the agenda of the UHSEC October 2020 meeting.	John Phillips Oct 2020	Completed
064 – Matter Arising	(a) Drone policy (minute 025-UHSEC060220) DECISION: The committee agreed that the item be carried forward to the next UHSEC meeting. ACTION: The Director of Health and Safety Services provide an update at the October 2020 UHSEC meeting.	John Phillips Feb 2021	On-going
064 – Matter Arising	(b) HSE Letter of Notification of Contravention (Radiation) (minute 038-UHSEC060220) DECISION: The committee agreed that the item be carried forward to the next UHSEC meeting.	Caroline Farren Oct 2020	Completed

	ACTION: The Senior Health and Safety Adviser to provide an update at the October 2020 UHSEC meeting.		
064 – Matter Arising	<p>(c) International Travel report to UEB (minute 040-UHSEC060220)</p> <p>DECISION: The committee agreed that the item be carried forward to the next UHSEC meeting.</p> <p>ACTION: The Director of Health and Safety Services provide an update at the October 2020 UHSEC meeting.</p>	John Phillips Feb 2021	On-going
067 – OHSAS 18001 Audit Update	<p>DECISION: The Committee agreed to the deferral.</p> <p>ACTION: The Director of Health and Safety Services to contact BSi to arrange the deferral of the next visit to December 2020.</p>	John Phillips Oct 2020	Completed
009 - Statutory Inspection & Compliance Programme Board	ACTION: The Director of Health and Safety Services to provide an update from the Audit and Risk Committee meeting relating to the risk rating of the university	John Phillips Dec 2020	