

UNIVERSITY OF WARWICK

**Minutes of the University Health & Safety Executive Committee
held on Monday 18th February 2008**

Present: Mr J Baldwin (Chair),
Prof M Whitby,
Mr R Wilson,
Mr P Stephenson,
Prof A Easton,
Mrs S Foy,
Mr N Sanders,
Mrs Y Salter-Wright

In Attendance: Dr D Veale,
Mr A Kay,
Mrs C Beament,
Ms K Bennett, Sports Officer, Students Union

11/07-08 Membership of the Health & Safety Executive Committee

RECEIVED:

A report from the Chair on the current membership.

RECOMMENDED: (to the Senate and Council)

- (a) That the membership of the University Health & Safety Executive Committee be increased to include a student representative nominated by the President of the Students' Union and approved by the Council.
- (b) That, subject to the approval of the Council to point (a), Ms K Bennett, Sports Officer, be appointed as the student member for the remainder of the 2007/8 academic year.

12/07-08 Minutes

RECOMMENDED:

That the Minutes of the meeting held on 8th November 2007 be approved

13/07-08 Matters arising from the minutes

- (a) Staff Induction and Training (minute 02a/07-08 refers)

RECEIVED:

A draft training matrix for staff training and induction.

RESOLVED:

That the work Senior Health & Safety Adviser and The Learning and development Centre complete this document for discussion at the next meeting.

- (b) Involvement of SOHS in Major Projects (minute 02c/07-08 refers)

REPORTED:

That this will commence with the Nursery project soon.

- (c) Review of Work Related Stress (minute 02d/07-08 refers)

RECEIVED:

A report from The Director of HR on the ongoing HSE investigation into work related stress at the University and the plans to survey 20 further departments in 2008. Also a report from the Senior University Health & Safety Adviser on the results of the review of work related stress in Warwick Business School and Estates.

- (d) University Health & Safety Strategy and University Health & Safety Plan (minutes 04&06/ 07-08 refer)

RECEIVED:

An oral report from the Chair that the Strategy and Plan have been approved by the Senate and the Council.

- (e) Provision of First Aid in the University (minute 08/07-08 refers)

RECEIVED:

An report from the Senior Health & Safety Adviser that a review of the provision of first aid in the University has been undertaken and the additional training required will be planned for as part of the five year planning process.

14/07-08 Recent Significant Accidents

RECEIVED:

A report from the Director of Safety & Occupational Health Services that there were no accidents which it was felt could usefully be discussed at this meeting.

15/07-08 Leading Health & Safety at Work

RECEIVED:

The recent guidance "Leading Health & Safety at Work" produced by the Institute of Directors and the Health & Safety Executive (UHSEC)

18/07-08 attached), noting that the guidance summarized the duties of senior managers with respect to health & safety and contained a useful checklist of leadership actions.

REPORTED:

That a version of the guidance of particular relevance to higher education was being prepared by UCEA.

RESOLVED:

- (a) That the senior management of University be made aware of the guidance and ensure that accountabilities are understood and maintained throughout the organisation.
- (b) That the guidance, "Leading health & Safety at Work" (as in UHSEC 18/07-08) be forwarded to the Senate and the Council for information.
- (c) That The Director of Safety & Occupational Health Services would refer the document to Steering to increase awareness.

16/07-08 SOHS Monitoring Activities

RECEIVED:

A report that the Director of SOHS reported that Safety and Occupational Health Services intend to track action taken by departments as a result of recommendations in a more formal and proactive manner in line with the requirements of the Internal Audit, including requiring non-responders to report to this committee.

17/07-08 Top 10 health & safety Risks in the University

CONSIDERED:

A report from the Director of SOHS on the top 10 health & safety risks in the University

RECOMMENDED:

That some additions and alterations are made to this document to bring it into line with the University Business Continuity Plan Risk Map and to indicate where responsibility lies in preparation for the Risk Management meeting in March.

18/07-08 Report on the implementation of the 2004-7 University Health & Safety Plan

REPORTED:

By the Director of SOHS that most of the targets set by the plan have been achieved, although the number of management audits will need to be re evaluated in the next plan as it is not achievable with current resources.

19/07-08

Internal Audit of SOHS

CONSIDERED:

A summary of the Internal Audit report on the workings of Safety and Occupational Health Services, which was viewed as a fair representation of current standing, and the recommendations are being implemented according to the agreed timetable.

RECEOMMENDED:

That the incoming Director considers if any further external review be needed.

20/07-08

Annual Review of the working of the UHSC and UHSEC Committees

RECEIVED:

Reports on the working of the two University Health and Safety committees

- (a) The UHSC review did not produce any recommended changes. There was some concern about attendance levels by committee members and this will be monitored.
- (b) The UHSEC review found that the committee appears to be working well. Follow up on decisions needs to be monitored.

RECEOMMENDED:

That the review be carried out again in one year's time and that the possibility of the timescale between the meetings being increased is looked into.

21/07-08

Annual Report to the Senate and the Council

CONSIDERED:

A draft Annual Report of the University Health and Safety Committee and the University Health & Safety Executive Committee for the year ending 31 December 2007 to the Senate and the Council (UHSEC 24/07-08 attached); previously approved by the University Health & Safety Committee at its meeting on 1st February 2008.

RESOLVED:

That the Annual Health and Safety Report be approved and forwarded to the Senate and the Council.

22/07-08

Smoking at Work

CONSIDERED:

Amendments to the policy on smoking at work.

RECOMMEDED:

- (a) That further investigation is carried out by Safety and Occupational Health Services before amending SITU Part 2 to prohibit smoking within a given distance from University Buildings
- (b) That SITU Part 19 (Control of Contractors) be amended to include a specific prohibition on smoking in buildings.

23/07-08

Security Guidance for Radioactive Sources

RECEIVED:

An oral report on the security of radioactive sources from the Director of SOHS. The Police had visited recently in connection with the security of a high activity sealed source (HASS) held in the University. They had asked for the Site Security Plan to be updated and had made recommendations about the keeping of sealed sources. Appropriate action would be taken. The department concerned had made arrangements for the disposal of the HASS source.

Date of next meeting: Friday 30th May 2008 (10.00 am)