

UNIVERSITY OF WARWICK

University Health and Safety Executive Committee

Minutes of the meeting of the University Health and Safety Executive Committee held on 6th
November 2008

Present: Mr J Baldwin (Registrar and Chair), Mr N Sanders, Mr P Stephenson (Director of Human Resources and Commercial Services) , Mr R Wilson (Director of Estates), Professor M Whitby (Pro-Vice-Chancellor for Teaching Quality), Mrs Y Salter Wright, Dr I McKirdy (Secretary and Director of Health and Safety), Ms S Foy, Mr T Marshall

Apologies: Professor A Easton

In Attendance: Mr D Woodhouse (Assistant Secretary and Assistant Registrar on Information Security, Risk Management and Business Continuity)

01/08-09 Membership and Terms of Reference for the Committee

CONSIDERED:

The Membership and Terms of Reference for the University Health and Safety Executive Committee (Paper UHSEC 01/08-09).

RESOLVED:

- a) That in paragraph five the statement “recommended by the University Health and Safety Committee” be removed.
- b) That in paragraph seven the title “University Safety Officer” be changed to “Director of Health and Safety”.

02/08-09 Minutes

RESOLVED:

That the minutes of the meeting of the University Health and Safety Executive Committee held on 6th August 2008 be approved.

03/08-09 Matters arising from the minutes

- a) Review of Work Related Stress (minute 28/07-08 refers)

REPORTED: (By the Director of Health and Safety)

That the inspector from the Health and Safety Executive will visit the University in early December 2008 to review work-related stress at the University.

- b) Leading Health and Safety at Work (minute 29/07-08 refers)

REPORTED: (By the Registrar)

That the new guidance from the Universities and Colleges Employer's

Association (UCEA) on Leading Health and Safety at Work had been reported to Council.

c) Enforcing Agencies (minute 36/07-08 refers)

REPORTED: (By the Director of Health and Safety)

That the general inspector from the Health and Safety Executive had inspected the sites of the two accidents in electrical sub-stations and was satisfied with the competence of the University's electrical engineer and its procedures.

04/08-09 University Health and Safety Committee

CONSIDERED:

Minutes of the meeting of the University Health and Safety Committee held on the 23rd October 2008 (Paper UHSEC 02/08-09)

REPORTED: (By the Pro-Vice-Chancellor)

That the University Health and Safety Committee (UHSC) be considered the formal forum for consultation with staff and student representatives on health and safety issues.

REPORTED: (By the Registrar)

That following consultation on proposed amendments to the Terms of Reference for the University Health and Safety Committee (UHSC) , these would need to be considered by Senate and approved by Council.

REPORTED: (By Mrs Y Salter Wright)

That the Deputy Registrar would be undertaking a broad review of the Governance structure of the University over the coming academic year. This review will include the governance of health and safety.

05/08-09 Health and Safety Performance

CONSIDERED:

Paper UHSEC 03/08-09 from the Director of Health and Safety on the University of Warwick's performance as measured against the HASMAP Health and Safety management standards and from serious injuries reported to the Health & Safety Executive.

REPORTED: (By the Director of Health and Safety)

- a) That serious injuries and independent audits of real hazards highlight that despite examples of good practice there are inconsistencies in the approach to risk control and management of hazards to health and safety.
- b) That the twelve HASMAP indicators provide a useful framework for discussing the various ways by which health and safety performance can be improved.

RESOLVED:

- a) That risk control must be improved as a priority.
- b) That substantive improvements require a University-wide action plan.

06/08-09 Significant Accidents and Incidents

RECEIVED:

- a) Paper UHSEC 04/08-09 on significant recent accidents and incidents with more detailed analyses.
- b) Paper UHSEC 05/08-09 on the findings of the investigation into the chemical incident in the School of Engineering in 2007 and the actions being instigated by the Dean.

REPORTED:

- a) An oral report from the Director of Operations and <Richard Napier> at Warwick Horticultural Research International (WHRI) on the recent reportable incident at the Kirton site.
 - i. That a formal investigation was still underway.
 - ii. That a wide range of machinery had been taken out of use at Kirton and that Kirton management were reviewing safe systems of work and risk assessment prior to approving re-instatement of machinery and processes into operation.
 - iii. That employing casual workers with poor English language skills provided a real challenge, particularly on those sites that were geographically at a distance from the main administration centres.
- b) An oral report from the Director of Warwick Hospitality and Retail on actions taken to reduce the levels of RIDDOR reportable injuries.
 - i. That priority was being given to procedures to reduce slips, trips and manual handling incidents.
 - ii. That the Director was trying to engrain into managers and supervisors that Health and Safety was everyone's responsibility.

RESOLVED:

- a) That greater consideration would be given to ensuring that casual and in particular non-English speaking workers at both WHRI sites are trained and competent to carry out their work.
- b) That a full report on the reported incident would be presented to the UHSEC by the next meeting.

- c) That new ways of training and improving the behavioural safety of Hospitality and Retail staff would be evaluated in collaboration with union representatives.
- d) That guidance for staff who respond to serious incidents should be provided by the Health & Safety Department.

07/08-09 Strategic Action Plan

RECEIVED:

Paper UHSEC 06/08-09 from the Director of Health and Safety on the outline of the University's Strategic Health and Safety Action Plan.

RESOLVED:

That the Committee would receive a detailed Health & Safety Action Plan from the Director of Health and Safety for discussion at its next meeting.

08/08-09 UCEA Update 08:95

RECEIVED: (From the Director of Health and Safety)

A general Health and Safety Update from the Universities and Colleges Employers Association (Paper UHSEC 07/08-09) which includes a briefing that the law has been changed to allow imprisonment for wilful breaches of the Health & Safety at Work Act.

09/08-09 Revision of Guidance from the Committee of University Chairmen

RECEIVED: (From the Director of Health and Safety)

Paper UHSEC 08/08-09, a draft on guidance likely to be issued by the Committee of University Chairmen.

RESOLVED:

That the Health and Safety Department will consult further with other Higher Education institutions on ways to improve health and safety.

10/08-09 Any Other Business

That the next meeting of the University Health and Safety Executive Committee will be held on Monday 16th February at 2pm.