

UNIVERSITY OF WARWICK

**University Health and Safety Executive Committee**

Minutes of the meeting of the University Health and Safety Executive Committee held on 16 February 2009

Present: Mr J Baldwin (Registrar and Chair), Mr N Sanders, Mr R Wilson (Director of Estates), Professor M Whitby (Pro-Vice-Chancellor), Mrs Y Salter Wright, Dr I MacKirdy (Secretary and Director of Health and Safety)

Apologies: Professor A Easton, Mr P Stephenson (Director of Human Resources and Commercial Services), Ms S Foy, Mr T Marshall

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

11/08-09 Minutes

RESOLVED:

That the minutes of the meeting of the University Health and Safety Executive Committee held 6<sup>th</sup> November 2008 be approved.

12/08-09 Matters arising from the minutes

a) An update on the incident at Warwick Horticultural Research International (WHRI) (minute 06/08-09 refers).

RECEIVED

Paper UHSEC 09/08-09 from the Director of Health and Safety on the conclusions of his investigation into the incident at WHRI Kirton.

REPORTED: (By the Director of Health and Safety)

- i. That the Director of Health and Safety had made enquiries on the health of the individual concerned and had very little feedback.
- ii. That the Health & Safety Executive had issued a Prohibition Notice on the use of the bulb harvester.
- iii. That further guidelines will be added to the University of Warwick Financial Regulations on the purchase of equipment and on the sale of second-hand equipment.

b) An oral report on the visit by the Health and Safety Executive to review progress on work-related stress (minute 03/08-09 refers)

REPORTED: (By the Director of Health and Safety)

- i. That the Principal Inspector for the Health and Safety Executive was satisfied with progress to date on work related stress and with the University's plans for 2009.

- ii. That the Health and Safety Executive were aware of the move to the Pulse Survey as a method of gathering information on work related stressors.

13/08-09 University Health and Safety Committee

CONSIDERED:

- a) That the Terms of Reference for the University Health and Safety Committee be revised.
- b) That the University Health and Safety Committee endorsed the view that it would be a consultative forum to discuss Health and Safety issues and that it endorsed the proposed Terms of Reference.

RESOLVED:

That the revised Terms of Reference for the University Health and Safety Committee be approved and implemented immediately and that formal recommendations for change be made as part of the Effectiveness Review of Non-Departmental Governance.

14/08-09 Annual Review and Report

CONSIDERED:

- a) A paper from the Director of Health and Safety on the annual review of significant accidents and incidents during 2008 (paper UHSEC 11/08-09)
- b) A paper from the Director of Health and Safety on the Annual Health and Safety Report for 2008 (paper UHSEC 12/08-09).

REPORTED: (by the Director of Health and Safety)

- (a) That the Health and Safety Executive had issued a Prohibition Notice on the use of the bulb harvester.
- (b) That there has been a significant increase in reportable accidents for 2008 compared with 2007.
- (c) That in January and February 2009 there had been 5 reportable accidents compared to 12 last year and this was the first improvement in reportable accidents for over a year.
- (d) That the Annual Health and Safety Report for 2008 contains a summary of health and safety performance which is currently less than is necessary but that this is being addressed.

RESOLVED:

That the Annual Health and Safety Report for 2008 be approved and drawn to the attention of Council and Senate.

15/08-09 Strategic Action Plan

CONSIDERED:

A paper by the Director of Health and Safety on the University of Warwick Health and Safety Strategy and Action Plan for 2009 and 2010 (paper UHSEC 13/08-09).

REPORTED: (by the Director of Health and Safety)

That the University of Warwick would, with this Strategy and Action Plan, be taking action on key issues and putting in place the initial steps for establishing a positive Health and Safety culture.

RESOLVED

- (a) That the importance of learning from experience and closing out on corrective and preventative actions be emphasised.
- (b) That the Health and Safety Strategy and Action Plan be approved and drawn to the attention of Council and Senate.

16/08-09 Management of Stress and Work-related Stressors

RECEIVED:

A paper on the proposed policy on management of stress and work related stressors issued for consultation from the Director of Health and Safety (paper UHSEC 14/08-09).

REPORTED: (by the Director of Health and Safety)

- (a) That meetings were being scheduled with trade unions and other stakeholders to discuss the proposals.
- (b) That the policy would have links to other documents such as the Dignity at Work Policy.
- (c) That following consultation the policy would be brought back to the next meeting of the University Health and Safety Executive Committee.

17/08-09 UCEA Annual Report on Health and Safety

RECEIVED:

The Annual Report on Health and Safety for 2008 by the Universities and Colleges Employers Association (UCEA) (paper UHSEC 15/08-09).

REPORTED: (by the Director of Health and Safety)

- (a) That the incidence of reportable accidents at Warwick was significantly higher than the norm for the sector.
- (b) That point three and nine of the UCEA Health and Safety Plan was being targeted for completion by Warwick as follows:

- i. Point three: collection of reliable ill health and sickness absence data.
- ii. Point nine: adoption of sector specific Health and Safety Auditing scheme.

18/08-09 Letter from the Environment Agency

RECEIVED:

A letter from the Environment Agency Regulatory Officer following the site inspection of 19 January 2009 (paper UHSEC 16/08-09).

REPORTED: (by the Director of Health and Safety)

- (a) That the inspectors had identified a number of corrective actions that they required the University to implement.
- (b) That the inspectors agreed with the recruitment of a Radiation Protection Officer to ensure greater compliance.
- (c) That the inspectors were generally satisfied with the control measures that they observed in the science laboratories.
- (d) That the inspectors will evaluate and develop their auditing system by conducting a pilot audit of Warwick Horticultural Research International (WHRI) on March 9.

19/08-09 Any Other Business

That the next meeting of the University Health and Safety Executive Committee will be held on Thursday 11<sup>th</sup> June 2009 at 11am.