

UNIVERSITY OF WARWICK

University Health and Safety Executive Committee

Minutes of the meeting of the University Health and Safety Executive Committee held on 15 June 2011

Present: Mr J Baldwin (Chair), Ms J Horsburgh, Mrs R Roke, Mr N Sanders, Mr G Whitworth, Mr R Wilson

Apologies: Mrs S Foy, Professor M Shipman

In Attendance: Dr I MacKirdy, Mr C Mayfield (for item 28/10-11), Mr M Smith (for item 29/10-11), Ms J Strong, Mr P Sweetman.

22/10-11 Minutes

RESOLVED:

That the minutes of the meeting held on 7 March 2011 be approved.

23/10-11 Declarations of Conflict of Interest

REPORTED:

That no conflicts of interest were raised.

24/10-11 Incident Investigation (minute 20/10-11, refers)

CONSIDERED:

A paper from the Director of Health and Safety on measures put in place since an incident involving lasers off campus (paper UHSEC 08/10-11).

REPORTED: (by the Director of Health and Safety)

- (a) That the key elements that had been put in place subsequent to the incident were:
- (i) formal arrangements including lines of responsibility for health and safety between the two organisations;
 - (ii) implementation of a change management procedure;
 - (iii) formal risk assessment of the new rig;
 - (iv) formal two-day, examined training for 18 University staff and research students including the project team on laser safety management;
 - (v) formal health and safety instructions for the project team;

(vi) ongoing monitoring by the Health and Safety Advisor.

(by the Registrar)

(b) That the Chairs of the Health and Safety Committees of the six laboratory based Science Departments would meet to share learning, in particular learning from this incident, and to discuss wider issues of assurance and oversight of research / contract work off campus.

(c) That the measures put in place were sensible;

(d) That further guidance would be provided to Heads of Department on how to ensure that Health and safety risks are foreseen and mitigated such that they fulfil their responsibilities.

25/10-11

Terms of Reference for University Health and Safety Executive Committee

CONSIDERED:

Proposed changes to the terms of reference for the Committee for 2011/12 (paper UHSEC 09/10-11).

RESOLVED:

(a) That the terms of reference for the Committee be amended to remove the requirement "to inform the University Health and Safety Committee of matters discussed and action taken" since the University Health and Safety Committee is a sub committee of the University Health and Safety Executive Committee;

(b) In making the amendment the importance of maintaining effective communication between the committees was recognised.

RECOMMENDED: (to the Council)

(a) That the phrase SITU be removed from the terms of reference for University Health and Safety Executive Committee;

(b) That the requirement to inform the University Health and Safety Committee of matters discussed and action taken be removed from the terms of reference of the University Health and Safety Executive Committee.

26/10-11

Terms of Reference for University Health and Safety Committee

CONSIDERED:

A paper on the terms of reference for the University Health and Safety Committee for 2011/12 (paper UHSEC 10/10-11).

REPORTED: (by the Director of Health and Safety)

That following discussions at the JCC UNITE is considering the proposal it should have 2 places on the University Health and Safety Committee on the basis that these places could be filled from 4 representatives in recognition of UNITE now encompassing Amicus and TGWU.

RESOLVED:

The reference to AUT be deleted on the basis that the nomenclature has been superseded by UCU.

27/10-11

Fire Risk Assessment

CONSIDERED:

A paper from the Fire Safety Adviser on the fire risk assessment of Cryfield Pavilion illustrating the methodology used when conducting fire risk assessments (paper UHSEC 13/10-11).

REPORTED: (by the Director of Estates)

(a) That an asset number should be incorporated to clearly identify the relevant building;

(b) That the issue number should be shown on each page;

(by Mrs R Roke)

(c) That information in the assessments would be valuable in emergency response planning;

(d) That the University had participated in a recent fire practice lead by the West Midlands Fire Service which had provided useful learning for the University's Major Incident Team.

28/10-11

Review of Ionising Radiation

CONSIDERED:

A paper from Michael Smith, Radiation Protection Officer, providing a review of current performance and a plan of action for the management of ionising radiation (paper UHSEC 15/10-11).

RESOLVED:

- (a) That there be an update on progress at a future University Health and Safety Executive Committee meeting.
- (b) That timescales be attached to the action plan.
- (c) That briefings and/or training are recorded centrally on learning and development records.

29/10-11 University Genetic Modification and Biosafety Committee (minute 19/10-11, refers)

CONSIDERED:

A report from the Director of Health and Safety on the first meeting of Genetic Modification and Biosafety Committee (paper UHSEC 11/10-11).

RESOLVED:

- (i) That the Chair of the Genetic Modification and Biosafety Committee produce a response to the Home Office consultation on schedule 5 of the Anti Terrorism Crime and Security Act;
- (ii) That the Chair of the Genetic Modification and Biosafety Committee, attend the next University Health and Safety Executive Committee to discuss the terms of reference for the committee and proposals for their extension.

30/10-11 University Health and Safety Committee

RECEIVED:

Minutes of the meeting of the University Health and Safety Committee held on 15 February 2011.

CONSIDERED:

A report from the Director of Health and Safety on the University Health and Safety Committee meeting held on 19 May 2011 (paper UHSEC 12/10-11).

- (a) Smoking Policy

RESOLVED:

- (i) That the Committee approved amendments to the Smoking Policy to prohibit smoking on Library Bridge and in enclosed courtyards and within 3 metres of an entrance to a building as recommended by the University Health and Safety Committee;

(ii) That the changes be implemented in August 2011.

(b) Amendments to SITU

RESOLVED:

(i) That the amendments to SITU be approved.

(ii) That the review of SITU continue and progress be reported to future meetings of the Committee.

(c) Driver Health Policy

RESOLVED:

That the Driver Health Policy be approved as recommended by the University Health and Safety Committee.

RECOMMENDED: (to the Council)

That the Driver Health Policy be approved as recommended by the University Health and Safety Executive Committee (paper UHSC 16/10-11).

(d) Commercial Group

RESOLVED:

That the Commercial Group be commended on the improvements in health and safety including the reduction in RIDDOR statistics and various management initiatives such as on food safety management.

31/10-11

National Perspective – The Lofstedt Review

CONSIDERED:

A paper from the Director of Health and Safety on the call for evidence to inform the Lofstedt Review of health and safety set up by the Government (paper UHSEC 14/10-11).

RESOLVED:

(a) That the Director of Health and Safety would work with the Warwick Medical School and the School of Law regarding an appropriate response to the review.

(b) That any response to the review be approved by Steering.

32/10-11

Dates of future meetings

That the Committee will be notified of future dates once the calendar for 2011/12 had been confirmed.