

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD Monday 19th July 2021

Present	Rachel Sandby-Thomas	RST	Registrar (Chair)
	James Breckon	JB	Director of Estates
	Lee Cartwright	LC	A Trade Union representative nominated by the University Health and Safety Committee
	Sahar Duggan	SD	Head of Department within the Faculty of Social Science
	Graham Hakes	GH	Senior Health and Safety Advisor (Non -academic)
	Dr. Ian Hancox	IH	Research Technology Engagement Manager
	Prof. David Leadley	DL	Head of Department within the Faculty of Science
	Geraldine Mills	GM	The Director of Human Resources
	John Phillips	JP	Director of Health and Safety
In attendance	Mayur Patel	MP	Assistance Secretary to the UHSEC
	Helen Anderson	HA	Project Manager within the Information & Digital Group
	Pippa Glover	PG	Deputy Finance Director (vice Andrew Smith)
Ref	Item		
075	<p>Apologies for absence</p> <p>Apologies were received from Prof Mike Ward, Rupert Lawrie, Andrew Smith, Prof Rebecca Earle, Prof Robin Clark, Duncan Stiles, Paul Jennings, Caroline Farren.</p>		
076	<p>Declarations of Interest</p> <p>No new declarations were made.</p>		
077	<p>Minutes of last meeting held on 13 May 2021</p> <p>The minutes of the meeting held on 13 May 2021 were received and approved.</p>		
078	<p>Matters arising from last meeting on 13 May 2021</p> <p>The matters arising were as follows:</p> <p style="padding-left: 40px;">(a) Drone policy (minute 025-UHSEC060220)</p> <p style="padding-left: 40px;">(b) International Travel report to UEB (minute 040-UHSEC060220)</p> <p>The Chair informed the Committee that the Drone Policy development had been carried forward into academic year 2021-22, and that the International Travel work was to be covered later in the meeting, noting that the potential key change included the requirement for ‘business travellers’ to use the Travel Management Company regardless of cost of travel. Current travel arrangements as we emerge from Covid-19 would be closely monitored via the insurance office and updated with Government status updates. Chemical Inventory would be a standing agenda item moving forward until the project had been completed.</p>		
079	<p>Chemical Inventory Update</p> <p>The Chair invited the Project Manager within the Information & Digital Group (IDG) to provide the Committee with a verbal update as to the progress made with the procurement and implementation of the Chemical Inventory Tool.</p>		

The Project Manager within the Information & Digital Group informed the Committee that since the last UHSEC meeting progress to date included:

- Information Security remained to be completed, due to staff shortage, slippage had been seen in the area.
- Procurement had contacted Labcup to verify pricing, but no response had been received at the time of the meeting.
- The Project Manager has contacted Labcup and requested an implementation plan, but no response had been received.
- A new Project Executive had been appointed, Roland England.

The Chair was keen to see progress being made and instructed that all involved should take steps to move the project forward. Roland Ingram should be contacted to identify a Business Analyst.

Project Manager within the Information & Digital Group informed the Committee that Labcup were a small supplier and due to delays by the University, the University would have to wait until they are able to pick up the requests.

The Deputy Finance Director questioned that as stated in the minutes of the last UHSEC meeting, 'If the price significantly changed another tender exercise maybe required' would this result in further delays. The Deputy Finance Director asked that as there was talk of Software Engineers at Warwick Manufacturing Group (WMG) developing a software tool including an inventory element, could this be revisited as an alternative to Labcup. The Director of Health and safety confirmed that this is not an option in the short to medium term.

The Director of Health and Safety Services informed the Committee that initial talks with Labcup discussed using the Chemical Inventory tool within the Chemistry department. This was only a pilot exercise and would be rolled out and used University wide. Labcup need to be made aware of the scope of the work that would be offered to them in the future. The Chair agreed that the potential work should be made aware to them. Regarding the development of a software tool by WMG, this was to be done as part of a research bid, but unfortunately funding was not secured.

ACTION: The Director of Health and Safety Services to contact Roland Ingram and process an application to appoint a Business Analyst.

Chair's Update

080 **Chair's Business and Actions**

The Chair made Committee members aware of the changes following the Covid-19 relaxation commencing 19 July 2021 and reported the University had announced the following guidance.

- Face coverings would not be required when moving about if no one else was there.
- Face coverings and social distancing was still encouraged within building and offices. Within an office if all staff members were in agreeance then face covering could be removed.
- Risk assessments should continue to be reviewed and updated to ensure that covid was considered under their respective Management Regs risk assessments.

Committee members discussed the matter further reporting concerns and sought further clarification. The main areas of discussion included.

- Buildings which were shared by different departments, how was a building risk assessment be consolidated. The Health and Safety Services Director clarified that a single over-arching Standard

	<p>Operating Procedure would be published on the Health and Safety webpages, but teams would be required to consider their local activities.</p> <ul style="list-style-type: none"> • How would the Covid-19 Age tool be updated to consider that individuals had received their double vaccinations. The Director of Health and Safety Services informed the Committee that this was to be reviewed. • Human Resources webpages were being reviewed and updated to include revised flow charts, guidance on returning to work and who should be consulted if worried. • The University announcement covered changes within public areas, retail, offices/buildings, but there was no mention of laboratories. <p>A Trade Union representative nominated by the University Health and Safety Committee reported that the announcement indicated that face coverings were no longer mandatory in public areas and restaurants but were still required in teaching spaces and offices. Staff felt that this was not consistent and were confused, they were also concerned regarding to returning to work whilst having vulnerable family members at home. The Chair recommended that public facing or student facing staff should continue to wear face coverings.</p> <p>The Director of Estates reported that Estates staff would continue to wear face masks as they dealt with the whole University and were currently experiencing the highest covid positive levels among estates staff. Estates would wait until 16 August 2021 before relaxing measures when it was anticipated that double vaccination would have been provided to all staff.</p> <p>Head of Department within the Faculty of Science, Engineering and Medicine was keen to understand what advice was being supplied to contractors visiting the University and in particular maintenance contractors as technical teams had raised concerns.</p> <p>The Director of Estates clarified that contractors working in their own compound would be governed by their own rules, but whilst moving around the University they would be required to follow the University rules. Maintenance contractors visiting departments would be required to follow University procedures.</p> <p>The Director of Health and Safety Services informed the Committee that certain areas within the University including Science Faculties, Research Teaching Platforms and Commercial Areas were well versed in carrying out risk assessments. Other areas including Professional Services and IT Services were not as experienced with conducting risk assessments and so the detail within the risk assessments were not consistent resulting in increased help being required.</p>
Executive Update	
081	<p>Performance Report</p> <p>The Chair invited the Senior Health and Safety Advisor to outline the contents of the Health and Safety Performance paper. The Senior Health and Safety Advisor outlined the key points of the paper (081-UHSEC190721), the committee received and noted the content of the paper.</p>
Governance	
082	<p>ISO:45001 Update</p> <p>The Director of Health and Safety Services presented paper (081-UHSEC190721) highlighting the key points of the paper. The committee received and noted the content of the paper.</p> <p>The Director of Health and Safety Services informed the Committee that the latest Surveillance Visit by the British Standards Institution (BSi) took place between 22 and 29 June 2021. Six Minor Non-conformities were raised during the visit and the University had successfully completed migration from OHSAS 18001 to the new international standard ISO:45001.</p>

	<p>The Director took the opportunity to thank Graham Hakes, Caroline Farren, inspected departments and RTP's, and the Estates Department for all the work that had been done prior to the visit. The next surveillance visit would take place in January 2022.</p>
083	<p>International Travel</p> <p>The Chair invited the Director of Health and Safety Services to provide an update further to items discussed during Matters Arising.</p> <p>The Director of Health and Safety Services provided a verbal update informing the Committee that phase 1 of the International Travel Policy included that for all business flights, rail, and accommodation bookings, it was mandatory to use the service provider regardless of price. The Committee were encouraged to forward all comments to the Director of Health and Safety Services and so they could be reported back at the University Executive Board meeting.</p>
084	<p>Annual Report 2020-21</p> <p>The Chair invited the Director of Health and Safety Services to outline the content of the paper and the annual report which covers the calendar year 2020 to fall in line with USHA sector reporting period.</p> <p>The Director of Health and Safety Services presented paper (084-UHSEC190721) highlighting the key points of the paper. The committee received and noted the content of the paper.</p> <p>The Deputy Finance Director commented, was the low number of reported incidents due to the low number of staff on University Campus sites, or was a baseline used.</p> <p>The Director of Health and Safety Services explained that data was retrieved from SHE Assure which was a live reporting system and suggested that in future meeting such data be reported live at meeting and so more detailed data manipulation could be done to answer questions.</p> <p>The Director of Estates expressed that monitoring the completion of mandatory training using Moodle was difficult so looked forward to the introduction of the new Learning Management System (LMS). The Director of Health and Safety Services informed the Committee if they required data on completed training levels within their department, this could be requested via Health and Safety who would provide the data manually.</p>
085	<p>Draft Health and Safety Plan 2021-22</p> <p>The Chair invited the Director of Health and Safety to outline the content of the draft paper outlining the Health and Safety Plan 2021-22.</p> <p>The Director of Health and Safety Services presented paper (085-UHSEC190721) highlighting the key points of the paper. The committee received and noted the content of the paper.</p> <p>The Director of Health and Safety reported that the Health and Safety Plan for the forthcoming academic year was normally presented at the UHSEC October meeting, but it had been done earlier to provide opportunity to departments to plan their local health and safety plans. Committee members were directed to forward comments direct to the Director of Health and Safety Services and so it was updated prior to it being presented at the October UHSEC meeting.</p>
Estates	
Subsidiary and Sub-Committee Reports	
Items below this line are for receipt and/or approval, without discussion	

Other	
086	Any Other Business No AOB were reported.
Next meeting: Monday 7th October 2021	

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
064 – Matter Arising	<p align="center">(a) Drone policy (minute 025-UHSEC060220)</p> <p>DECISION: The committee agreed that the item be carried forward to the October 2021 UHSEC meeting.</p> <p>ACTION: The Director of Health and Safety Services provide an update at the October 2021 UHSEC meeting.</p>	<p>John Phillips</p> <p>October 2021</p>	
062- Chemical Inventory Update	<p>ACTION: IDG to confirm new Project Exec, Project Manager and Business Analyst as all three previous people have moved or are moving on.</p>	<p>Helen Anderson/ James Alexander</p> <p>July 2021</p>	
062- Chemical Inventory Update	<p>ACTION: Chemical Inventory Tool to become a standing item on the agenda and for Project Exec or Project Manager to provide regular updates to the committee.</p>	<p>Helen Anderson/ James Alexander</p> <p>July 2021</p>	
079- Chemical Inventory Update	<p>ACTION: The Director of Health and Safety Services to contact Roland Ingram to process an application to appoint a Business Analyst.</p>	<p>John Phillips</p> <p>Oct 2021</p>	