

**UNIVERSITY OF WARWICK  
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE  
PUBLIC MINUTES OF THE MEETING HELD 08 FEBRUARY 2024**

<b>Present</b>	Rachel Sandby-Thomas	RST	Registrar (Chair)
	Prof. Rebecca Earle	RE	Chair of the University Health and Safety Committee
	John Phillips	JP	Director of Health and Safety
	Geraldine Mills	GM	Director of Human Resources
	James Breckon	JB	Director of Estates
	Peter Hall	PH	Chief Operating Officer, Commercial Directorate
	Philippa Glover	PG	Deputy Finance Director
	Prof. David Leadley	DL	Deputy Pro-Vice Chancellor for Research
	Dr Ian Hancox	IH	Director of the Research Technology Platforms
	Lee Cartwright	LC	Trade Union representative
	Wayne Snow	WS	Independent Member
	Enaya Nihal	EN	Students Union representative
	Suzie Lynn	SL	Assistant Secretary to the UHSEC
<b>In attendance</b>	Graham Hakes	GH	Senior Health and Safety Advisor
	Duncan Stiles	DS	Head of Assurance, Risk and Property
	Rose Clark	RC	Executive Officer, Faculty of Social Sciences
	Diana Stonefield	DiS	Director of Administration, Arts and Humanities
	Jo Bishop	JBi	Head of Estates Information and Systems
	Graham Hine	GHi	Senior Transport Services Manager

Some items are noted as "Exempt information not included" as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.

Ref	Item
021	<p><b>Apologies for absence</b></p> <p>Apologies were received from Jackie Clarke (Director of Administration, Faculty of Social Sciences) and Prof. Rachel Moseley (Chair of the Faculty of Arts).</p> <p>Rose Clark is deputising for Jackie Clarke. Diana Stonefield is deputising for Prof. Rachel Moseley.</p> <p>Philippa Glover can attend until 10.45. Geraldine Mills can attend until 11:00.</p>
022	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>
023	<p><b>Minutes of last meeting held on 18 October 2023</b></p> <p>The minutes of the meeting held on 18 October 2023 were received and approved.</p>
024	<p><b>Matters arising from last meeting on 18 October 2023</b></p> <p>The matters arising, which are not covered within the substantive part of the agenda, were as follows:</p> <p><b>044 - Environmental Compliance (JP)</b></p> <p>JP reminded the Committee that this was in relation to a gap analysis being carried out in relation to ISO 14001. BSI attended and conducted an audit which focused mainly on Estates, BSI were very happy with how the system was set up. WMG was also discussed but nothing else across the University. BSI advised on how to role this out on a risk basis and how to identify other departments where the risk might be. This is being picked up by Gemma Wilkins, Head of Sustainable Campus Operations. JP has spoken to Gemma about how to role this</p>

	<p>out to other high-risk departments and discussions are on-going. RST congratulated JB and DS on Estates' good showing in the audit.</p> <p><b>060 - RA/TBT Update (JP)</b> JP asked to carry this forward. Work is still being one of the risk assessments, this is progressing, but it is taking time due to the scale of the task.</p> <p><b>077 - Protest CoP (AS)</b> To be carried forward. RST stated she has sent Andy Smith some information from Sheffield regarding protests dos and don'ts. JP advised that the recommendations are being applied by Mark Kennell's team so we can have safe protests on campus.</p> <p><b>091 - Travel RA (GH)</b> GH stated this is progressing well across departments – It has been rolled out to 4 departments so far and feedback is good. Work is being done to finalise the travel hub. GH advised that rolling out the Professional Services could be challenging as there are so many departments and some of them don't really travel so it will be difficult to identify the leads within the departments. Work has been done with Richard Campbell-Kelly regarding insurance and there are also a few changes required relating to FinRegs team's involvement in the new process.</p>
<b>Chair's Update</b>	
025	<p><b>Chair's Business and Actions</b> The Chair informed Committee members that there was no Chair's business.</p>
<b>Governance</b>	
026	<p><b>Audit Update</b> [Exempt information not included]</p> <p>John Phillips updated the Committee that there was no BSI audit in January due to BSI having an issue with their bookings – They were supposed to audit WMS and WMG. These will be carried forward to the next audit in July. WMS and WMG were audited internally by Caroline Farren and will be working on their actions from this. A formal report will be brought forward to the first UHSEC meeting after July.</p> <p>JP stated there has been a recent food safety audit conducted by the internal audit team – The report will be circulated once this has been agreed and formally accepted. There is a small amount of work to be completed by Health and Safety and CCSG. GH stated that the management system is good, but perhaps slightly overcomplicated. GH advised that a Primary Authority Agreement will be signed with Coventry City Council, and they will do the assurance piece around the management system. The management of allergens is the main focus and Retail will be introducing an interim system to help in this regard. Making the system as simple as possible makes compliance much greater.</p>
027	<p><b>Leadership document and H&amp;S Policy update</b> [Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (027-UHSEC080224), the committee received and noted the content.</p> <p>JP highlighted that the only changes in the H&amp;S Policy were the names and job titles and that the organisational chart had been tidied up.</p> <p>PG queried the difference between the responsibilities for Academic Heads and Professional Services Heads in the Leadership document. It was discussed how some areas were more relevant to Academic Heads and as such</p>

	<p>were specifically listed, but that this could then be misinterpreted by Professional Services Heads who may assume that responsibility does not apply to them. JP will amend the document.</p> <p>DSi raised the requirement for departments to maintain their own training records. JP advised that the People module on Assure has been purchased and is in the process of being populated with staff details, after which it will then be populated with training details for the 3 main Health and Safety moodles. Auto notifications to complete training will also be able to be set up.</p> <p>PH stated that the document was really complete but questioned whether role profiles would need to be updated in line with the document. JP stated that they did not as the Leadership document is part of the reasonable requests by the employer section of a role profile. It is also a legal requirement for employees to comply with the Health &amp; Safety at Work Act.</p> <p>PH stated there is risk in the hand offs and how these relationships work together, particularly in regard to action resolution, and asked if this would be looked at more in depth. JP advised that there is concern within departments regarding what the Academic/PI and the Technical team are responsible for. As such a RACI grid will be used to map out who is accountable for what. The same can be done for CCSG if required. PH stated this would be useful. GH stated that role clarity was picked up in the audit and a RACI grid has been put together for food safety. PH would like to expand this out.</p> <p>DL asked about the requirement for Heads and their Senior Leadership team to be re-trained every 3 years and how this would be implemented as these roles change very rapidly. JP advised that this training is now a single one-hour session which tends to run every year due to the changing nature of the roles, JP is happy to keep doing this. DL agreed that an annual faculty-based session would work well.</p> <p>DL also highlighted that the document stated that staff were to keep a record of their own training and queried if this was still relevant with the move to Assure. JP agreed this may need to be removed.</p> <p>DS queried if the document needed to cross reference all technical leads and the CoPs as fire, asbestos and water are specifically mentioned. JP agreed that wording around technical leads would require some consideration and asked to take this offline.</p>
028	<p><b>Gas Policy</b></p> <p>Duncan Stiles presented the key points of the paper (028-UHSEC080224), the committee received and noted the content.</p> <p>DS advised that the next step would be working with JP and GH to make final tweaks before taking to the Policy Oversight Group.</p>
<b>Executive Update</b>	
029	<p><b>Performance Update</b></p> <p>[Exempt information not included]</p> <p>The Senior Health and Safety Adviser presented the key points of the paper (029-UHSEC080224), highlighting the following key points:</p> <ul style="list-style-type: none"> <li>• Looking for managers to take more responsibility around line manager investigations, with support from H&amp;S when required.</li> <li>• The team focus is based upon the patten of incidents currently being seen.</li> <li>• Departments are placing more focus on their actions in their committees now, so the overall picture is good.</li> <li>• Regarding KPI 2, the percentage is higher, but the actual number of actions is lower. Over time the overdue nature of incidents will come down.</li> <li>• There is a lot of work to do with Fire and DSEAR, but this is also coming down.</li> <li>• Departments will be able to self-audit easier with the introduction of the portals.</li> </ul> <p>WS stated that the paper for the performance update was very helpful. GH advised he can annotate this with timescales going forwards. RST stated this would be good as if these have been open for a while then the</p>

	<p>Committee can assist with getting these moving. RST advised to let her know before the next meeting if any assistance is required currently.</p> <p>There is now very good middle management within Maintenance with good technical leads for areas. There has been movement in the management level above this which is being dealt with, with new starters beginning in March. JB advised this has all occurred following big changes in Maintenance over the last few years. There are currently only 20-30 vacancies, compared to a much bigger vacancy rate last year. The team is okay at the moment and there has been good support from Health and Safety from Allan Steel and Graham Hakes. The Fire strategic meetings are also working well, and things are being picked up and corrected. Better reporting is coming out of Power BI but confidence in the data is difficult due to the different silos where it is coming from, but Project KEA will assist with this. JB stated that Estates also recently had a 'Stop for Safety day' where staff stopped to consider their safety at work.</p> <p>JP confirmed there have been some really excellent people recruited into Maintenance recently, it is really encouraging that this competency is the best in 10 years.</p> <p>JB also advised the Committee that funding for Project KEA had not yet been approved and Committee support would be appreciated.</p>
<p>030</p>	<p><b>Project KEA Update</b></p> <p>Jo Bishop presented the slides on screen and updated the Committee that:</p> <ul style="list-style-type: none"> <li>• JBi's team have been working hard to get the data in as good of a position as possible with the current Q2 system.</li> <li>• Invida has a whole compliance module so no functionality will be lost from the Q2 system and lots of additional features will be gained. Invidia will also help with the golden thread of fire safety.</li> <li>• There is a mobile app that can be signed up to where faults can be reported and tracked. Currently when a student reports a fault, they log it on a form on a webpage and that's the last they hear. This will open up transparency.</li> </ul> <p>EN asked if the app would be two-way communication, and if this would include Estates and Community Safety. JBi advised that there would be a two-way chat function with the Estates service desk, but depending on how the system is built, noise complaints or out of hours issues could be routed to Community Safety. However, JBi confirmed that this would primarily be focused around Maintenance.</p> <p>JP queried the geotagging functionality of the system and if there was the ability to map external locations such as lampposts that are out or potholes, etc. JBi stated that the system has a huge amount of functionality. JBi updated the Committee about a system called ArcGIS which allows for pinpointing of issues when reporting them. This is already being mobilised and Invida will be able to link into this very easily. Reporting within ArcGIS is very powerful and will be able to identify trends. There will be a move towards integrated systems and data to provide an overview of what is happening on the campus. Will be trying to get a single source of truth with data that aligns with the IDG digital lab approach.</p> <p>RST asked how this fits with Assure – JBi stated it can be integrated but the primary focus is to enable the switch off of Q2. The secondary phase is to make the most of the new functionality. After that is the time to look at other functions that could be implemented or integrated with the system. JB advised there is an urgency to get the system in place for compliance and Health and Safety, as well as delivering the changes in Maintenance. It is vital to get a system that can store statutory compliance and PPM data and then be able to apply good workflows to deliver those tasks. This is an opportunity to take out the inefficiency of the silo data systems and people visiting one site multiple times. JB has been working very closely with IDG to ensure this is integrated into the digital strategy. There is also potential for future cost savings – Currently a survey is completed for every project, but if there was more accurate data and a digital twin of the campus can be created, then most of this could be removed. Customers will also be able to see if their building is compliant or not.</p>

	<p>JP stated Q2 is used for the Hazards module, but it never quite got where it was meant to be. The time window for renewing Assure is 2-3 years from now. JP stated he would ideally like to have everyone on one system. GH reiterated that Q2 can be switched off as soon as possible – GH liked the visibility of Invida and the power of ArcGIS is really good.</p>
031	<p><b>Vehicle Safety Update</b> [Exempt information not included]</p> <p>Graham Hine presented the key points of the paper (031-UHSEC080224), highlighting the following key points:</p> <ul style="list-style-type: none"> <li>• A vehicle safety working group was set up which is chaired by George Saxon. This group also includes John Phillips, Duncan Stiles and Richard Cambell-Kelly.</li> <li>• A transport audit was conducted and observations and recommendations for improvement were received.</li> <li>• In relation to non-conformity S1 – All new vehicles are provided to the operational teams with no smoking signs within the vehicles. It can only be assumed that within the operation of these vehicles that that signs were removed or fell off.</li> <li>• In relation to Observation OB7 – A central resource account has been set up to pick up communications.</li> <li>• In relation to Observation OB6 – The document has since been updated.</li> <li>• There was also an action regarding taking on more responsibility for the management of fleet vehicles – Some of this is currently delegated to the managers of those vehicles. A paper will be put together regarding a more centralised approach.</li> </ul> <p>JB stated that improving the roadways is also being looked at. Some are planned for when the STEM GC work begins, such as safe driving and safe pedestrian access around the works.</p> <p>LC stated the Unions have worked with the team regarding this and would like to clarify if the audit considered departments other than Estates. It was confirmed that the audit looked at all departments with vehicles, but many vehicles in Estates were sampled due to the larger fleet.</p>
032	<p><b>H&amp;S Plan</b> The Director of Health and Safety presented the key points of the paper (032-UHSEC080224), the committee received and noted the content. JP advised that a Fire Safety Officer is being recruited for to assist with risk assessments to ease the burden. The departmental H&amp;S questionnaire has gone out to professional services this year. JP advised this is to make departments think about and resolve issues.</p>
033	<p><b>Institutional Risk Register</b> [Exempt information not included]</p> <p>John Phillips updated the Committee that the only change is the raising of one of the departments, the Head of Department was trained last week.</p>
<b>Subsidiary and Sub-Committee Reports</b>	
034	<p><b>UHSC November Meeting</b> [Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (034-UHSEC080224), the committee received and noted the content.</p>
035	<p><b>SICWG Report</b> The Director of Health and Safety presented the key points of the paper (035-UHSEC080224), the committee received and noted the content. The challenge going forwards is the data – There is a need for accessible reliable data and departments to have access to this, this should be resolved with Invida. The group can then potentially be closed or dialled back once</p>

	the data is in a good place. JP also updated the group that a decision has been made to renew the Zurich contract for potentially another 1 or 3 years instead of going ahead with a tender.
036	<p><b>FMSG Report</b> [Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (036-UHSEC080224), the committee received and noted the content.</p>
037	<p><b>Water Report</b> [Exempt information not included]</p> <p>Duncan Stiles presented the key points of the paper (037-UHSEC080224), highlighting the following key points:</p> <ul style="list-style-type: none"> <li>• A new surveyor has been appointed who can work on the remedials and corrective actions with Estates teams and contractors. They will also be working with capital teams to incorporate some of the works as part of other works.</li> <li>• Remedials are overseen by the technical water group and are also discussed in detail with ELT.</li> <li>• Work has also been done with procurement regarding contractors. RST confirmed that procurement was now unblocked. DS believed so.</li> <li>• The water forum was also a success to encourage the reporting of issues – Another will be held this year.</li> <li>• A number of competent and knowledgeable people have been recruited and are now in place. RST stated it sounds like there has been some really good recruitment across Estates over the past year. JB advised there is a lot of pressure in that space, but some progress is being made.</li> </ul>
<b>Items below this line are for receipt and/or approval, without discussion</b>	
038	<b>GMBSC</b>
039	<b>IRNIRC</b>
040	<b>Employee Assistance Programme</b>
041	<b>RAAC Update</b>
<b>Other</b>	
042	<b>Any Other Business</b>
<b>Next meeting: 11 June 2024</b>	

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
044- H&S Element of Institutional Risk Register	<b>ACTION:</b> John Phillips to speak to Chris Twine, the Secretary to Council, regarding a standardised approach to achieving certifications across the University for the departments that are required to.	John Phillips	Complete
	<b>ACTION:</b> John Phillips to progress a gap analysis of environmental legislation and compliance.	John Phillips	In progress
060- Risk Assessment and Toolbox Talk Update	<b>ACTION:</b> The Director of Health and Safety will provide an update regarding the status of Risk Assessments and how these are being transformed into Toolbox Talks.	John Phillips June 2024	In progress
064- Vehicle Accidents	<b>ACTION:</b> A review of driving incidents is to be conducted and in-depth recommendations to be reported back to the committee.	Duncan Stiles January 2024	Closed.
077- Scarman Protest	<b>ACTION:</b> Update to be provided on the implementation of the recommendations received following the Scarman protest.	John Phillips June 2024	In progress
086- PTW Office	<b>ACTION:</b> An update on Project Kea and the scope for this is required at the first UHSEC meeting in 2024.	Jo Bishop January 2024	Complete.
096- Performance report	<b>ACTION:</b> The Chair would like a report on where we are at with the 700 outstanding actions on Assure, what the plan is to resolve them and dates when they will be resolved.  <b>UPDATE:</b> Update required on the fire and DSEAR outstanding actions and Audit and Inspection outstanding actions.	Graham Hakes/ John Phillips  January 2024	Complete.
ITEM	DECISION		