

**UNIVERSITY OF WARWICK  
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE  
PUBLIC MINUTES OF THE MEETING HELD 11 JUNE 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. Rachel Moseley	RM	Chair of the Faculty of Arts
	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
	Andy Smith	AS	Director of Wellbeing and Safeguarding
	Dr David Walker	DW	Platform Manager (XRD RTP)

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
043	<p><b>Apologies for absence</b></p> <p>Apologies were received from Jackie Clarke (Director of Administration, Faculty of Social Sciences), Dr Ian Hancox (Director of the Research Technology Platforms) and Prof. David Leadley (Deputy Pro-Vice Chancellor for Research).</p> <p>Rose Clark will be deputising for Jackie Clarke. Dr David Walker will be deputising for Dr Ian Hancox.</p>
044	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>
045	<p><b>Minutes of last meeting held on 8 February 2024</b></p> <p>The minutes of the meeting held on 8 February 2024 were received and approved.</p>
046	<p><b>Matters arising from last meeting on 8 February 2024</b></p> <p>There were no matters arising.</p>
<b>Chair’s Update</b>	
047	<p><b>Chair’s Business and Actions</b></p> <p>[Exempt information not included]</p>
<b>Governance</b>	
048	<p><b>UCEA Annual Report for H&amp;S</b></p> <p>[Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (048-UHSEC110624), the Committee received and noted the content.</p> <p>The Committee raised the following points:</p> <ul style="list-style-type: none"> <li>In section 2 – PG raised that the bullets points regarding areas of concern in the summary are the same as prior years and suggested that an acknowledgment of this would be helpful.</li> </ul>

	<ul style="list-style-type: none"> <li>• DS asked if a section could be added for asbestos and permits.</li> </ul> <p>JB stated it is good that the reporting is going up and the RIDDORs are coming down – This highlights the positive work that is being done. JB queried if the Occupational Health section could make reference to sickness leave monitoring. The Committee agreed this would be a good idea. JP raised that there may be issues accessing the data for the institution. GM advised that HR are developing a dashboard that will contain absence reporting.</p> <p>RE stated that this is bringing up the ongoing question of where staff wellbeing sits. RST advised that this issue has been identified as part of the mapping completed as part of Warwick Transformation within HR. GM stated that the aim is to produce consistent reports and be able to pull together KPI’s that can be reported on in relation to people. It needs to be determined what analytics will be provided. RST advised that these would be needed at an institutional level and HoD level.</p> <p>JP asked if an update from Warwick Transformation and the people data dashboard in relation to staff wellbeing could be given at the next meeting.</p> <p>WS queried if this Committee oversees wellbeing. RST stated this probably sat with the People Committee now. JP confirmed that it is not in the UHSEC or UHSC terms of reference. GM advised that the terms of reference for the People Committee states it will take recommendations from UHSEC. RST stated that the terms of reference of the UHSEC may need to be extended.</p> <p><b>ACTION:</b> UHSEC Terms of Reference to be updated to include oversight of staff wellbeing, and to reflect the reporting from UHSEC into the People Group.</p> <p>JB highlighted that the report looks at objectives and queried if there should be a move towards cultural surveys and attitudes towards Health &amp; Safety. JB queried if construction safety should also be included, or the disruption STEM Connect may cause. DS advised that there is an overview of the logistics for this going to UHSC next week, there is also a working group.</p> <p>RE noted that the EAP papers were below the line on the agenda but highlighted that the statistics are unclear and there is no information regarding what to do with the benchmarks and whether they are good or bad. RST agreed.</p> <p>JP, GM and AS have discussed options for what to do between now and next year. JP’s preferred model would be to provide some services inhouse. GM advised that AS is looking at an overarching model for students and staff. RST noted that it had been mentioned previously that some staff have expressed dissatisfaction about the disparity in the services available to staff in comparison to that provided to students. LC advised this is brought up at a lot of meetings.</p>
<p>049</p>	<p><b>Protests Update and CoP</b> [Exempt information not included]</p> <p>The Director of Wellbeing and Safeguarding presented the key points of the paper (049-UHSEC110624), the Committee received and noted the content.</p> <p>AS advised that the Protest Management Code of Practice is being updated with lessons learnt from the encampment and an updated version will be shared at a later date.</p> <p><b>ACTION:</b> Updated Protest Management Code of Practice to be shared with the Committee.</p>

	<p>EN advised that the SU had a recent meeting with the encampment to check on welfare. EN updated the Committee that the general feeling was that the encampment did not want to impact the wellbeing of other students. Discussions are ongoing.</p>
<p><b>Executive Update</b></p>	
<p>050</p>	<p><b>Performance Update</b> [Exempt information not included]</p> <p>The Senior Health and Safety Adviser presented the key points of the paper (050-UHSEC110624), highlighting the following key points:</p> <ul style="list-style-type: none"> <li>• KPI1 – The figures have come down a lot and a lot of good work has been done.</li> <li>• KPI2 – A downward trend can also be seen and there are no high priority actions outstanding.</li> <li>• A new Fire Safety Adviser and Fire Officer have been appointed and have been doing great work to reduce actions related to Fire Safety/DSEAR and work through the Fire Risk Assessments.</li> <li>• The aim is to have implemented the new training module on Assure for the 3x mandatory H&amp;S moodles in time for the new academic year. JP advised that the dashboard is currently corrupted but Assure have now provided a new lead for the project.</li> <li>• HSE visit 5<sup>th</sup> March – GH thanked Estates and SLS who supported this.</li> </ul>
<p>051</p>	<p><b>Nighttime Safety survey</b></p> <p>Enaya Nihal presented the key points of the paper (051-UHSEC110624), the Committee received and noted the content.</p> <p>EN updated the Committee that:</p> <ul style="list-style-type: none"> <li>• The survey had been timed so as to not be conducted during Fresher’s week and there was a 4.4% response rate.</li> <li>• There is a more detailed report, and it was found that there was a large disparity between how safe men and women felt at night.</li> <li>• There is a ‘safe space’ in Leamington that is open on Friday nights that the students were not aware of. RST asked who this was aimed at. EN advised that it is for the community but there was input to make it suitable for students.</li> <li>• Things that helped students feel safe were lighting, Community Safety, familiarity with the environment and availability of help (emergency call points being on the campus map).</li> <li>• Increased CCTV was also suggested.</li> <li>• The SU has taken these findings to work streams. RST asked if this has gone anywhere else. EN stated it had gone to the SU, Community Safety and Transport have been spoken to as well.</li> </ul> <p>JB advised that there have been conversations between Estates and the SU regarding lighting. A lighting survey is conducted each year to identify faults and the Head of Maintenance has advised that this is in hand. There may be areas that require new lighting, and this kind of survey is valued to feed into this work. JB asked to be informed of any pinch points. RST advised that currently these are the Sports Hub, bus stops and roads from main campus and Gibbet Hill and Westwood campus. JB advised that the bus stops are on a council road so there would need to be communication with them. Lots of work has been done on the path from main campus to Gibbet Hill such as widening it, improving lighting and installing call points – It is tricky to balance the environment and security. EN suggested lights along the entire pathway. JB will feed this back.</p> <p>JB stated that Estates work with a strategy regarding CCTV and this links into the security philosophy for campus.</p> <p><b>ACTION:</b> EN and JB to meet to determine an action plan for the issues raised in the students’ nighttime safety survey – Lighting, CCTV, etc.</p>

	LC raised that it would be interesting to see what a staff survey would bring as staff are on campus into the evening. GM will pick this up with Jess O'Brien. EN will circulate the full report to the Committee.
052	<b>Emerging Risks</b> [Exempt information not included]
053	<b>Building Safety Act and PPG update</b> John Phillips updated the Committee that work has been done regarding the Building Safety Act and the regulator – Only Cryfield 7 falls into this currently, but the regulator could extend this over future years. There has been talks regarding the golden thread for buildings. JP advised of the need to capture decisions regarding safety information for buildings. Everything is in hand currently and the arrangements and training for the Project Progressing Groups covering major capital projects have recently been enhanced.
<b>Subsidiary and Sub-Committee Reports</b>	
054	<b>UHSC March Meeting</b> The Director of Health and Safety presented the key points of the paper (054-UHSEC110624), the Committee received and noted the content. JP thanked RE for her work on the UHSC and updated members that a new Chair for the UHSC is being sought.
055	<b>SICWG Report</b> [Exempt information not included]  The Director of Health and Safety presented the key points of the paper (055-UHSEC110624), the Committee received and noted the content. JP stated this data needs to be in a good place in order to transfer to Invida, which will provide much better data reliability and transparency. RST asked for a timeline. JB advised that they are awaiting funding approval in July. JP highlighted there is a really strong team in place now as well as the new management team. JB also highlighted the importance of the management team for this.
056	<b>FMSG Report</b> [Exempt information not included]  The Director of Health and Safety presented the key points of the paper (056-UHSEC110624), the Committee received and noted the content. JP highlighted that: <ul style="list-style-type: none"> <li>• Regulatory visits have gone well and there are good relationships with fire services.</li> <li>• Poor housekeeping keeps coming up and there will be a housekeeping campaign to address this.</li> <li>• JP thanked Steve Twynholm for his contributions and good work building the team.</li> </ul>
057	<b>Water Report</b> [Exempt information not included]  Duncan Stiles presented the key points of the paper (057-UHSEC110624), the Committee received and noted the content.  <b>ACTION:</b> Report on the water safety data and action plan to be presented at the next meeting.
<b>Items below this line are for receipt and/or approval, without discussion</b>	
058	<b>IRNIRC</b>
059	<b>Employee Assistance Programme</b>
<b>Other</b>	
060	<b>Any Other Business</b> RST thanked RE for her contributions to the meetings. RST thanked JB for his leadership of Estates and contributions to the meetings.
<b>Next meeting: TBC, Term 1</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
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
048- UCEA Annual Report for H&S	<b>ACTION:</b> UHSEC Terms of Reference to be updated to include oversight of staff wellbeing, and to reflect the reporting from UHSEC into the People Group.	John Phillips	
049- Protests Update and CoP	<b>ACTION:</b> Updated Protest Management Code of Practice to be shared with the Committee.	Andy Smith	
051- Nighttime Safety survey	<b>ACTION:</b> EN and JB to meet to determine an action plan for the issues raised in the students' nighttime safety survey – Lighting, CCTV, etc.	Enaya Nihal/ James Breckon	
057- Water Report	<b>ACTION:</b> Report on the water safety data and action plan to be presented at the next meeting.	James Breckon	
ITEM	<b>DECISION</b>		