

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
PROTECTED MINUTES OF THE MEETING HELD 13 FEBRUARY 2025**

Present	Rachel Sandby-Thomas	RST	Registrar (Chair)
	John Phillips	JP	Director of Health and Safety
	Geraldine Mills	GM	Director of Strategic People Partnering
	Andy Smith	AS	Director of Wellbeing and Safeguarding
	Wendy Roberts	WR	Interim Estates Director
	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
	Wayne Snow	WS	Independent Member
	Suzie Lynn	SL	Assistant Secretary to the UHSEC
In attendance	Graham Hakes	GH	Senior Health and Safety Adviser
	Ian Rose	IR	Health and Safety Systems and Audit Manager
	Duncan Stiles	DS	Head of Assurance, Risk and Property
	Paul Allsopp	PA	Trade Union representative
	Neil Slattery	NS	Head of Risk and Resilience
	Graham Steer	GS	Programme Director, Estates

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>Apologies for absence</p> <p>Apologies were received from Prof. James Hayton (Chair of the UHSC and Chair of the Faculty of Social Sciences), Lee Cartwright (Trade Union representative), Prof. Rachel Moseley (Chair of the Faculty of Arts) and Naomi Carter (Students Union representative).</p> <p>Paul Allsopp will be deputising for Lee Cartwright.</p> <p>Prof. David Leadley and Andy Smith will attend from 11:00.</p> <p>The Chair noted that GM’s job title has changed to Director of Strategic People Partnering, this will be updated in the Membership.</p>
022	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
023	<p>Minutes of last meeting held on 5 November 2024</p> <p>The minutes of the meeting held on 5 November 2024 were received and approved.</p>
024	<p>Matters arising from last meeting on 5 November 2024</p> <p>The matters arising, which are not covered within the substantive part of the agenda, were as follows:</p> <ul style="list-style-type: none"> • 044- Roll out of ISO14001 (JP) <p>JP advised that discussions are ongoing and suggested to carry this forward.</p> <ul style="list-style-type: none"> • 051- Student nighttime survey actions (WR) <p>WR stated that the lights by Rootes accommodation is the only outstanding action however, there is a funding issue so this may roll over to the next financial year.</p>

	<ul style="list-style-type: none"> • 005- Student wellbeing reporting line (AS) To be updated by AS when in attendance. <p>Completed without comment:</p> <ul style="list-style-type: none"> • 004- Circulation of Protest policy • 005- ToR to be updated
Chairs Update	
025	<p>Chairs Business and Actions [Exempt information not included]</p> <p>The Chair advised that the HSE had sent a letter to the University of Birmingham regarding their stress management process. RST stated this overlapped with staff wellbeing which is later on in the agenda. NS asked if it was an improvement notice that the University of Birmingham received, JP advised it was just a letter and that the HSE will be doing a fuller inspection.</p> <p>WS asked if UoW was going to do anything about the letter. RST clarified that the University does not have to do anything as it was not sent to us but that this will also not be left. Conversations are needed with AS, and JP will start the roll out of the stress RA. JP stated he will meet with Unions and make a prioritised list of the top 10 departments; this can then be rolled out in a controlled way. Progress can be tracked through the Staff Wellbeing Working Group and a plan brought back to this Committee.</p> <p>ACTION: JP to create a plan for the rollout of Stress Risk Assessments within departments.</p> <p>RST asked for an update on RAAC. DS stated the RAAC Working Group is still meeting to make sure mitigation measures are still ongoing. RAAC is present in 6 locations, but this will reduce when buildings are mothballed or demolished. RAAC inspections are currently monthly. A BAU SOP is being created, after which the Group will close; meeting only when required. DS confirmed that this is under control and monitored, risk profiling is being completed with support from NS. NS confirmed that the risk has shifted to operational. WS queried if remedial works were being undertaken. It was clarified that mitigation measures have been taken, such as the netting in Butterworth Hall, and that buildings would also be mothballed and demolished.</p>
Governance	
026	<p>H&S Policy and Leadership document</p> <p>The Director of Health and Safety presented the key points of the paper (026-UHSEC130225), the Committee received and noted the content.</p> <p>JP stated that one change to Estates leadership in the H&S Policy has been raised by DS outside of the meeting. Other than that, there have been no changes to the Policy.</p> <p>PG raised in the diagram in the Policy there was no reference to the other teams within Secretary to Council, only Health & Safety. PG also queried if other Committees should also be referenced in this document. JP will review but believes this is already in there.</p> <p>JP stated there have been some changes to the Leadership and Management document, but these were not too major as the big changes occurred last year.</p> <p>DS queried if business continuity should be mentioned under the Governing body section. JP advised it was, but he would make this clearer.</p>
027	<p>Fieldwork Policy</p> <p>The Senior Health and Safety Adviser presented the key points of the paper (027-UHSEC130225), the Committee received and noted the content.</p> <p>GH stated this was created following sector guidance and has been approved by UHSC. Following UHSEC, it will go to POG for final approval. GH advised he has received a request offline for a minor change to the policy.</p>

	<p>RST asked who has been consulted. GH stated this was academic colleagues and that the majority of feedback has been around definitions.</p> <p>PG asked if this applied to academic field trips as the policy states research carried out by staff/students. GH stated this related to the feedback already received, the use of the word 'research'. JP stated there is also a parallel piece regarding student placements.</p> <p>PG raised to also make sure that financial regulations and procedures are referred to.</p>
028	<p>Managing Infectious Diseases Plan</p> <p>The Head of Risk and Resilience updated the Committee that the initial intention was to bring the draft V.5 MIDP, which was approved by UHSC on 21 November 2024, here for approval. However, NS has identified some discrepancies in the document around notification to UKHSA, guidance which does not match current NHS guidance and departmental guidance embedded in the document which may sit better outside of it. NS will make the required amendments, and the document will go back out for consultation through UHSC and then back to UHSEC for approval.</p>
Executive Update	
029	<p>Performance Report [Exempt information not included]</p> <p>The Senior Health and Safety Adviser presented the key points of the paper (029-UHSEC130225), the Committee received and noted the content.</p> <p>GH highlighted that:</p> <ul style="list-style-type: none"> • KPI1 is still showing a downward trend and there are zero high priority actions. The overdue action from April 2024 has been closed since this report was created; this related to moss on a roof. It is believed the work may have been completed but not closed on Assure. H&S may remove duplication in future by only raising a docket on the Estates system for such work, instead of also on Assure. • There are 4 overdue actions for KPI2. The longest overdue action relates to a site wide action relating to air conditioning units. • The number of RAs is coming down as these are being consolidated. Consolidation will hopefully improve engagement. Progress has also been made with the number that are approved. <p>IR highlighted that:</p> <ul style="list-style-type: none"> • There had been a change to the KPI4 data. It is believed that the previous data was erroneous in the system due to how it was uploaded. DSE may also have a higher completion rate but all the roles that are not required to complete this training need to be filtered out. <p>JP reminded the Committee that the People module on the Assure system was purchased last year to monitor this.</p> <p>PH stated the CCSG figures should improve as there are a lot of roles where DSE training is not required. There are also some staff who have completed the course but a record of this has not pulled through. WR stated that Estates also noticed a discrepancy between their own local figures and those on Assure. JP noted that more cross checking of data is required and stated this can be used to track assurance within the Assure system.</p> <ul style="list-style-type: none"> • There have been small changes to the risk profile following the internal and BSI audits. The risk for Estates Operations has increased slightly whereas Engineering has decreased slightly. • Key risks – PUWER and COSHH will be looked at in a more detailed audit later in the year; this will include how effectively Labcup is working. <p>RST asked that the benefits of Labcup be looked at when this occurs so that the business case analysis can be closed off. GH stated that the disposal of old chemicals during rollout has been good. JP added that there is a waste module within the system; if used effectively then chemicals can be grouped together for disposal</p>

	<p>resulting in a cost reduction and fewer vehicles on campus. DS asked if Estates Operations could use Labcup. JP stated this was never an official action for the rollout, but that Grounds and Gardens could potentially use this.</p> <ul style="list-style-type: none"> • JP stated that IR’s first round of audits with BSI went really well; only 2 minors. The next audit will be in September 2025 as UoW is entering into the next 3 year audit cycle.
<p>030</p>	<p>Construction Vehicle Risk Mitigation [Exempt information not included]</p> <p>Graham Steer presented the key points of the paper (030-UHSEC130225), the Committee received and noted the content. GS highlighted that:</p> <ul style="list-style-type: none"> • Over 5500 road users are killed by vehicles in the UK each year – There are more incidents outside of a construction site than inside it • In 2024 there were 400 construction operatives onsite, this is expected to rise to 750 in 2026 • Estates are running a Construction Logistics, Welfare and Wellbeing Group <p>The Committee agreed that it would be good to see the ToR for this group and that it may be worth changing the name of it to remove the reference to wellbeing.</p> <ul style="list-style-type: none"> • There is a Vehicle Safety working group chaired by George Saxon which looks at the day-to-day issues • A further group has been set up to review what would happen if the University’s one way system was blocked or if there was an incident; this is looking at items such as Community Safety needing to travel across campus quickly. <p>JP advised that work is currently underway with George Saxon around the reintroduction of legal E-Scooters on campus. There is a risk assessment for this and geofencing will be implemented to control the speed and use of these. JP stated that UoW needed to use this technology to its fullest extent as we do not want HGV’s to encounter an E-Scooter moving at speed in areas where they shouldn’t be, such as going the wrong way down the one way system.</p> <p>JP raised a recent case study around an incident that occurred on a construction site at a University that the Committee may find of interest: Construction firm fined as worker loses life and another injured – HSE Media Centre</p> <p>WS stated there is high density traffic around the Oculus/Arts Centre area and highlighted that we do not want HGV’s to be travelling through that section of road. RST stated this is a high density of pedestrian traffic. GS advised that with software and logistics this should not happen. Additionally, the lease for Riley Court car park is about to be signed, which should help mitigate this. Going forwards with the demolition of Humanities and Whitefields, HGV’s will be going through there for the muck away; this is being mitigated where possible. The exit road for STEM onto Gibbet Hill Road is being put in later this year. The planned demolitions are the current risks.</p> <p>DS advised he has visibility of the risk assessments. There have been reports of incidents and there is an ongoing review of the risk assessment, along with ongoing evolution and management of events. RST asked how well GS is aware of events etc, GS stated he Chairs a logistics meeting which includes events, open days and graduations etc.</p>
<p>031</p>	<p>Health and Safety Plan Progress</p> <p>The Director of Health and Safety presented the key points of the paper (031-UHSEC130225), the Committee received and noted the content. JP noted there had been some slippage for fire drills for non-accommodation due to unforeseen events such as protests, and that these will be completed in February.</p>

	<p>The SEQUOSH accreditation has been held up due to external requirements changing. RST asked what this accreditation goes to. JP stated it looks at how Occupational Health operates and has resulted in the creation of new policies, procedures and SLAs. This is then reviewed externally. It also allows UoW to offer services externally if that was something we wanted. This should also hopefully be resolved later in February. DS stated that 45001 for CCSG is on the program and queried if Estates needed to do any work alongside this. JP stated this may not happen and advised to take the conversation offline.</p>
<p>Subsidiary and Sub-Committee Reports</p>	
<p>032</p>	<p>UHSC Report</p> <p>The Director of Health and Safety presented the key points of the paper (032-UHSEC130225), the Committee received and noted the content.</p> <p>JP added that there have been lots of people trained in first aid, but when there is a change in that Department, a review of requirements in that space is conducted.</p> <p>WR would like further details regarding the toilet and heating issues mentioned. JP advised that George Saxon could provide these.</p> <p>JP stated that H&S training will be conducted for UHSC members before the next meeting.</p>
<p>033</p>	<p>Staff Wellbeing Working Group (SWWG) [Exempt information not included]</p> <p>The Director of Wellbeing and Safeguarding presented the key points of the paper (033-UHSEC130225), the Committee received and noted the content.</p> <p>AS highlighted that:</p> <ul style="list-style-type: none"> • There had been 2 meetings of the Group so far and that these have gone well. • There is still work to be done regarding the scope of the Group. • JP has created a Staff Wellbeing Management System; this provides a space to assess where we are at as a sort of gap analysis. • Wellbeing models both inside and outside of the sector are being looked at such as the NHS framework. • The EAP is going to be reviewed but this may take a bit of time. There is potential to run a hybrid model but there are costs to this. • Metrics for wellbeing needs to be agreed in order to monitor and review progress. • The starting point is determining how wellbeing is going to be defined – The greater staff understanding of wellbeing creates greater outcomes. <p>RST asked what the current consensus on this was. JP stated the consensus is good but there will be challenges along the way – When gaps are identified someone will need to pick this up. JP stated an important factor was the metrics.</p> <p>GM stated the definition of wellbeing is critical so that staff understand what we mean. AS added that most people think of wellbeing in the mental health space at the exclusion of everything else – Need a broader approach. AS stated that this needed to be agreed and then develop an understanding across the University.</p>
<p>034</p>	<p>Water Hygiene and Safety Report</p> <p>Duncan Stiles presented the key points of the paper (034-UHSEC130225), the Committee received and noted the content.</p> <p>DS highlighted that:</p> <ul style="list-style-type: none"> • The Water Safety Plan has been reviewed by the water safety group, updated and accepted. Alongside this is a CoP. • The Legionella Water Quality Policy will be reviewed to align the terminology. • RA's are ongoing and there is a rolling programme. Consultants are now onboarded. There is good process and management in place. • A UUK audit took place recently and there were no issues with water RA's.

	<ul style="list-style-type: none"> Remedials are being tracked, but as RA's are completed there are more remedials. Contractors are now onboard to resolve these with speed. <p>WR stated this is in a much better place, but there are still lots of actions which are being tracked.</p>
Items below this line are for receipt and/or approval, without discussion	
035	SICWG Report
036	FMSG Report
037	IRNIRC
038	GMBSC
Other	
039	<p>Any Other Business</p> <p>DS stated the permit group is currently reviewing the Drones Policy, this will then go through to POG for approval. RST asked what the changes were. IR advised there had been lots of changes with civil aviation guidance, but that this is stabilising now – Trying to make the core principles align more with this, with the detail in the CoP. NS stated there may be additional impact from Martins Law when this is implemented. RST asked in what way. NS stated that currently UoW focuses on the class of drone, however there would be extended duties to control drone activity around large events.</p> <p>DS stated the Asbestos CoP has been reviewed and the policy will be going to POG in March for approval.</p> <p>DS raised that the overarching Waste Management Policy has been completed. This will be owned by Rosie Drinkwater. The policy will also be going to POG in March.</p>
Next meeting: 11 June 2025	

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
044- H&S Element of Institutional Risk Register	ACTION: 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
	ACTION: John Phillips to progress a gap analysis of environmental legislation and compliance.	John Phillips	Complete
	UPDATE: The roll out of ISO14001 across the University is on-going.	John Phillips	On-going

051- Nighttime Safety survey	ACTION: EN and JB to meet to determine an action plan for the issues raised in the students' nighttime safety survey – Lighting, CCTV, etc.	Wendy Roberts Enaya Nihal/ James Breckon	In progress
004- Matters arising from last meeting on 11 June 2024	ACTION: SL to contact Chris Twine to circulate the Protest policy to UHSEC members for review.	Suzie Lynn	Complete
005- Terms of Reference and Membership	ACTION: AS to confirm the governance reporting line for student wellbeing matters.	Andy Smith	
005- Terms of Reference and Membership	ACTION: SL to update the Terms of Reference to include Estates in point (d).	Suzie Lynn	Complete
010- Performance Report	ACTION: SL to invite San Ting Gilmartin, Director of Capital Programmes, to attend the next meeting to provide assurance that risk from vehicle movements relating to forthcoming capital projects is being mitigated appropriately.	Suzie Lynn	Complete
025- Chairs Business and Actions	ACTION: JP to provide an update on the plan for the rollout of Stress Risk Assessments within departments.	John Phillips	
ITEM	DECISION		