

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 18 OCTOBER 2023**

Present	Rachel Sandby-Thomas	RST	Registrar (Chair)
	John Phillips	JP	Director of Health and Safety
	James Breckon	JB	Director of Estates
	Philippa Glover	PG	Deputy Finance Director
	Prof. Rachel Moseley	RM	Chair of the Faculty of Arts
	Prof. David Leadley	DL	Deputy Pro-Vice Chancellor for Research
	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
In attendance	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

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
001	<p>Apologies for absence</p> <p>Apologies were received from Jackie Clarke (Director of Administration, Faculty of Social Sciences), Peter Hall (Chief Operating Officer, Commercial Directorate), Prof. Rebecca Earle (Chair of the University Health and Safety Committee), Geraldine Mills (Director of Human Resources) and Dr Ian Hancox (Director of the Research Technology Platforms).</p> <p>Rose Clark will be deputising for Jackie Clarke at this meeting.</p>
002	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
003	<p>Minutes of last meeting held on 15 June 2023</p> <p>The minutes of the meeting held on 15 June 2023 were received and approved.</p>
004	<p>Matters arising from last meeting on 15 June 2023</p> <p>[Exempt information not included]</p> <p>The matters arising, which are not covered within the substantive part of the agenda, were as follows:</p> <p>044- Environmental compliance (JP)</p> <p>JP updated the Committee that BSI will be attending on the 11th-12th December to conduct the gap analysis. A further update will be provided in January.</p> <p>056- Assure Go/Paving issues (GH)</p> <p>GH explained how a trial SOP for mapping paving issues is underway and there is a policy in place, the new asset management system within Project Kea will assist in mapping these issues when implemented. RST asked about the use of Assure Go with regards to reporting issues. GH explained how currently issues need to be reported through the Helpdesk so that Estates can map that, when Project KEA is in place, Assure Go can be another step in the process.</p>

	<p>060- RA/TBT update (JP) JP explained how this action related to the mapping of risk assessments and the creation of toolbox talks. JP stated this has been a bigger task than anticipated and requested this action be carried forward. RST asked what percentage had been completed so far, JP advised it was difficult to give a figure.</p> <p>077- Protest CoP (JP) JP informed the Committee that there had previously been a lot of debate regarding the Code of Practice and advised that Andy Smith, the Director of Wellbeing, had been working on simplifying this and has created a one-page document on how a protest should be managed. The detail is held within the linked operating procedures. This document will be going to UHSC in November and then UHSEC in January.</p> <p>091- Travel RA (GH) GH stated that Physics have trialled the new Travel Risk Assessment process and liked it and this will soon be rolled out to further departments. There is still some work to do with PG’s team regarding finance. The travel hub webpage should hopefully be live by the end of the year, this has all the relevant information linked from one page and the information will be the same for every department. DL asked if this connected to export controls, GH stated that it did, it also links into IT regarding places where you cannot take a laptop etc. JP advised that patience is required as things need to be set up department by department. Each department will own their data, but the Risk and Resilience team will also have access.</p> <p>Link to travel hub webpage: Travel Hub test (warwick.ac.uk) or Travel Hub (warwick.ac.uk)</p>
005	<p>Terms of Reference and Membership The Director of Health and Safety presented the key points of the paper (005-UHSEC181023), the committee received and noted the content.</p> <p>DECISION: The Committee approved the Terms of Reference and Membership for 2023/24.</p>
Chair’s Update	
006	<p>Chair’s Business and Actions The Chair informed Committee members that there was no Chair’s business.</p>
Governance	
007	<p>Programme of Work The Director of Health and Safety presented the key points of the paper (007-UHSEC181023), the committee received and noted the content. JP advised that going forward there will be more papers ‘below the line’ since the Committee is now meeting 3 times per year instead of 6 and will therefore be busier. If there is a specific issue, then the paper will go above the line. JP asked for any comments or issues relating to ‘below the line’ papers to be flagged to him.</p>
008	<p>Health and Safety Services Plan The Director of Health and Safety presented the key points of the paper (008-UHSEC181023), the committee received and noted the content. JP explained how standard things are worked on every year, combined with other new items such as the COHORT implementation within Occupation Health. This is a new system that will streamline the process as well as allow HR to check progress with their OH cases. JP will speak to GM to update HR on this. WS stated that last year quite a few activities were carried over and would like confirmation that these were caught up. April also looks like a busy month and queried whether JP was comfortable with this. JP stated he can provide WS a summary of what has been carried over. Regarding April, JP stated he is as comfortable as he can be, the plan is ambitious but also flexible and target dates can be moved.</p>

	<p>RST stated it may be useful to colour code the plan in order to highlight priority items and items that have been carried over etc.</p> <p>DL asked if the audits in April were internal or external as then the date would be fixed. JP stated these are both and there is a dedicated internal resource for this. DL asked if the audit was covering Accommodation and CCSG this time. JP stated there is still some discussion regarding CCSG. JB asked if this linked with Chris Griffin's identified risks and priorities. JP explained how Chris Griffin has a high-level risk register of all risks, including Health and Safety risks, but a risk profile tool was used to classify and identified higher risk department; Accommodation and CCSG are next on this list of departments.</p>
009	<p>Fire Safety Update (FMSG) [Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (009-UHSEC181023), the committee received and noted the content.</p> <p>JP explained how the Fire Management Strategic Group is now a subgroup of this Committee. The representation within the Group is good, a mix of Health and Safety who oversee the soft systems and also Estates who oversee the hard systems.</p> <p>JP advised the Committee of the new legislation following Grenfell which impacts the university in relation to Cryfield 7. This building has been registered with the new Building Safety Regulator and there have been visits from both fire services who raised minor points which have been addressed. The building safety case is ready to be submitted. RST asked if there was timeline for submission or if it could be submitted now. JP confirmed it could be submitted now.</p> <p>LC raised the recent Luton Airport car park fire and asked what is being done about the increasing electrical car fires. JB stated the Luton Airport fire was a diesel car fire, but it did raise the EV question again and this has been picked up. Structural checks are being conducted on the old car parks and fire systems are being discussed. EV chargers will be transitioned out of multi-story car parks. LC stated that legislation could guide this too. JP highlighted that insurers will be bringing pressure regarding this too and Health & Safety would prefer chargers away from buildings.</p> <p>JP raised there is a similar issue regarding E-bike and E-scooters. E-scooters are illegal but there is a question over where E-bikes can be charged. JB stated there is a policy that these cannot be charged in accommodation. GH highlighted that this is being considered as part of the STEM Grand Challenge. RST asked where staff would charge these, GH stated most likely at home. DL asked if the battery detaches. JP stated the some do, and some don't, but that UK safety approved E-bikes tend to have the battery attached. This is what is available in the cycle to work scheme.</p>
Executive Update	
010	<p>Performance Update [Exempt information not included]</p> <p>Graham Hakes shared the Safety Committee dashboard on screen.</p> <p>JP explained how below each KPI pie chart you can see the outstanding actions and there is a link that takes you to the action to view it. GH is currently looking at all of the actions across the University, but each department will only see their own and the departments safety committee chair will be able to use this to see who has outstanding actions in order to know who to speak to.</p>

	<p>PG asked if time to close out could be tracked in order to see if the average time to close out reduces. GH demonstrated the 'stage when closed' pie charts and how the on time and on due date sections would increase when actions are being closed on time. GH explained how part of Health & Safety's work is to set reasonable timescales as some things do take time. JP stated that by focusing on the KPI pie charts this will drive the other data as well.</p> <p>PG queried how trends will be shown. JP stated a copy of today's data will be included in the minutes and there is also the ability to review data year by year, but a PDF report will be the easiest way to do this. Overtime this will be built in, but the team has to sit with Assure to build these dashboards.</p> <p>GH explained that some audits have been excluded from this dashboard data, this is only the Health & Safety audit data. Talks are also ongoing with Assure about portals which will make usability better for departments. RST stated this will also encourage people to use the system more. JP stated WMG are looking at 9001 certifications, which is a quality management system, and as such are looking at a portal. GH explained there is a document control function on the portals as well. JB stated this is the way forward, but the trending report is really important. GH stated this is a conversation that could be taken up with Assure.</p>
011	<p>EIC Fire update [Exempt information not included]</p> <p>Graham Hakes stated a report on the incident has been shared with WMG and the recommendations are being implemented by the WMG leadership team.</p>
012	<p>RAAC Update [Exempt information not included]</p> <p>Duncan Stiles informed the Committee that RAAC is mainly used on flat roofs and can have a lifespan of 30+ years if well maintained. RAAC can fail due to water ingress.</p> <p>An Estates Major Incident Team (MIT) was established on 11th September chaired by Rosie Drinkwater to understand and manage the risk posed by RAAC in University buildings. The issue was not considered to require a University MIT. On 26th September the MIT closed and handed responsibility for mitigation measures to the RAAC Action Group chaired by Richard Seago. This group includes colleagues from Estates, Space Management, Health & Safety and Engineering.</p> <p>535 buildings were reviewed across Central Campus, Westwood Campus, Gibbet Hill, Science Park and Stratford Innovation Campus (Wellesbourne) and seven were identified as having RAAC. An eighth, a furniture store on Westwood Campus, is likely to have RAAC panels but also has significant asbestos risk so will be closed and demolition planned.</p> <p>DS stated that on-going RAAC monitoring is being carried out and that the RAAC Action Group meets twice a week. A return to AUDE has also been completed.</p> <p>JB thanked everyone who has been involved in this as a massive amount of work has gone into it. RST also thanked everyone involved.</p>
013	<p>Chemical Inventory Update [Exempt information not included]</p> <p>John Phillips updated the Committee that Phase 1 of the project has now closed and LabCup is up and running in Chemistry. There are a few minor things left to do, such as a few issues with SDS's which are being worked through. A lot has been learnt from this process and Phase 2 has been approved; implementation in Engineering and Physics will hopefully start in January. After this will be Gibbet Hill departments and then WMG.</p>

	<p>RST asked if Engineering and Physics would take as long to implement as Chemistry. JP stated Engineering and Physics should be quicker, but Gibbet Hill may present some challenges due to shared labs. RST asked if this would also be a problem with the STEM Grand Challenge. DL stated it would be.</p> <p>RST asked if the move to LabCup would aid the STEM Grand Challenge changes. JP confirmed that it would be essential.</p> <p>RST asked if LabCup, who are a small company, were okay through the implementation. JP stated they have been fine and that the main challenges have been time and the language barrier.</p>
Subsidiary and Sub-Committee Reports	
014	<p>UHSC June Meeting [Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (014-UHSEC181023), noting that the key things covered were the EIC fire, the protest CoP and the Building Safety legislation.</p> <p>JP stated that UHSC also discussed stress management and sickness levels. Wellbeing will be a standing item on the agenda for this year. Andy Smith, Director of Wellbeing, is now part of the membership for UHSC.</p> <p>The Committee agreed that they would like to hear about wellbeing at the UHSEC in future.</p>
015	<p>Water Report [Exempt information not included]</p> <p>The Director of Estates presented the key points of the paper (015-UHSEC181023), noting the following key points:</p> <ul style="list-style-type: none"> • The Code of Practice and Water Safety Plan are being updated and this will be completed by the end of the year • Water Safety Groups have been established and are running. A Water Engagement Forum has also been established to raise awareness of local responsibilities, such as water flushing, as departmental support is required to manage the water plan appropriately. • Resource has been added to the team and some services are being contracted out to ensure a downward trend <p>JB stated that water is a very large piece of work, but assurances are being received that it is being managed.</p>
Items below this line are for receipt and/or approval, without discussion	
016	Vehicle Accidents Update
017	GMBSC
018	IRNIRC
019	EAP
Other	
020	<p>Any Other Business [Exempt information not included]</p> <p>RM raised there are still concerns regarding the operational management of the Faculty of Arts building and discussions are being had with Mark Kennell. The building is large and there is not enough resource to close it down at 10pm and properly sweep it to ensure no one is still inside. Reports are being received from cleaning staff that students are in the building before opening time and after closing time.</p> <p>There is approval for a Facility Manager, but they won't be there at all hours and cannot sweep the building. JB stated he can offer a resource to help pull this together. RM raised that Steve Twynholm was writing a report on this, but that the report had not yet been received. JB will look into this, but resource may need to come</p>

from a central project management focus to bring this together. GH stated WBS have the same problem and they have a facilities team. RST does not mind chairing a meeting to help find a solution to this. JB is happy to join.

JP stated food safety is being audited by internal audit and a report will be produced for this Committee (when available). In future an annual report will be shared with the Committee in relation to food safety.

Next meeting: 8 February 2024

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 January 2024	In progress
056- Matters arising from last meeting on 09 February 2023	ACTION: JP and GH to consider the role Assure Go could have in the reporting of paving and roadway issues. UPDATE: Update to be provided on how Assure Go could assist in paving and roadway checks and reporting of issues.	John Phillips and Graham Hakes October 2023	Closed
060- Risk Assessment and Toolbox Talk Update	ACTION: 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 January 2024	In progress
064- Vehicle Accidents	ACTION: A review of driving incidents is to be conducted and in-depth recommendations to be reported back to the committee.	Duncan Stiles January 2024	In progress
077- Scarman Protest	ACTION: Update to be provided on the implementation of the recommendations received following the Scarman protest.	John Phillips January 2024	In progress
079- EIC Fire Update	ACTION: Update to be provided on the EIC Fire incident and ownership of actions.	John Phillips October 2023	Complete
086- PTW Office	ACTION: An update on Project Kea and the scope for this is required at the first UHSEC meeting in 2024.	Jo Bishop January 2024	
091- Minutes of last meeting held on 11 May 2023	ACTION: Health & Safety and Finance to meeting to discuss the Travel Risk Assessment Procedure and the booking of accommodation outside of the University provider.	John Phillips/Graham Hakes/ Pippa Glover	Complete
ITEM	DECISION		
005- Terms of Reference and Membership	DECISION: The Committee approved the Terms of Reference and Membership for 2023/24.		