

UNIVERSITY OF WARWICK

**Minutes of the meeting of the University Health and Safety Executive Committee
held on 5 March 2014**

Present: Ms J Horsburgh (Chair), Miss Z Buckland, Professor L Green,
Professor T Jones, Mrs L McCarthy, Ms G McGrattan, Mrs R Roke, Mr
N Sanders, Mr R Wilson

In Attendance: Professor A Easton (Chair of the Genetic Modification and Biosafety
Committee, GMBSC), for items 19/13-14, 20/13-14 and 21/13-14, Mrs
C Farren, Dr I MacKirdy, Mr J Phillips (Health and Safety Systems and
Audit Manager)

15/13-14 Welcome and Apologies

The Chair welcomed Mr J Phillips, Health and Safety Systems and Audit
Manager.

16/13-14 Minutes

RESOLVED:

That the minutes of the meeting held on 5 November 2013 be approved as
accurate.

17/13-14 Declarations of Conflict of Interest

REPORTED:

- (a) That, should any members or attendees of the Committee have any
conflicts of interest relating to agenda items for the meeting, they should
be declared.

(by the Chair)

- (b) That members of the Committee were encouraged, wherever possible,
to inform the Secretary prior to the meeting of any potential conflicts of
interest, and were also invited to do so now if appropriate.

NOTE: No declarations were made.

18/13-14 Terms of Reference and Membership 2013/14

CONSIDERED:

A paper from Dr I MacKirdy on a revision to the Committee's membership for
the academic year 2013/14 (UHSEC.01/13-14 Revised 2).

RESOLVED:

That the Terms of Reference and Membership for 2013/14 be amended to reflect the appointment of Professor Tim Jones as Chair to the University Health and Safety Committee and the consequent change to the membership of the UHSEC.

19/13-14 University Genetic Modification and Biosafety Committee

CONSIDERED:

A report from the meeting of the University Genetic Modification and Biosafety Committee held on 7 November 2013 (UHSEC.06/13-14)

REPORTED: (by Dr I MacKirdy)

- (a) That the Biosafety Briefing for Researchers on the revised biological risk assessment form and associated guidance had been placed on the University website and issued to Departments who had forwarded it to staff with the objectives of improving understanding of the process and the quality of biological risk assessments.
- (b) That new instructions for the management of biological waste had been placed on the Health, Safety & Wellbeing webpages.
- (c) That the programme of inspections of laboratories with reports to Schools for management response was reinforcing biological safety requirements to staff.
- (d) That the GMBSC had received reports on the outcome of inspections by the Biosafety Advisor and management responses from the School of Life Sciences and from Warwick Medical School on progress on their action plans regarding inspections of Containment Level 3 laboratories and the Mechano-Chemical Biology Building.
- (e) That risk profiling had identified a number of strategic (i.e. significant and high level) risks attributable to health which would be disseminated for wider consideration to Departments and to the GMBSC.

(by Professor A Easton)

- (f) That the GMBSC had approved the programme of business for 2013/14 which included reviews of health, genetic modification, high hazard and HSE notified projects, plant projects, biosafety policy and arrangements, and the effectiveness of the project assessment process.
- (g) That peer review of project risk assessments now included consideration of whether projects involved material of human origin in line with University's procedures for compliance with HTA requirements, noting there was a need in some cases for the Principal Investigator to provide more specific relevant information and to check that their risk assessment was self-consistent.

- (h) That the GMBSC was encouraging researchers to submit assessments for broader research programmes.

(by Mr N Sanders)

- (i) That post-graduate students in the Faculty of Sciences and the Faculty of Medicine should be encouraged to recognise the professional development opportunity as representatives on the GMBSC.

RESOLVED:

- (a) That the revisions to the membership of the GMBSC be approved.
- (b) That the GMBSC consider strategic issues for thematic reporting to future meetings of the Committee.

20/13-14

HSE's Enforcement Management Model

CONSIDERED:

A paper from John Phillips, Health and Safety Systems and Audit Manager, on the approach the HSE take to deal with risks and secure compliance (UHSEC.07/13-14)

REPORTED: (by Dr I MacKirdy)

- (a) That chairs of local health and safety committees had been informed of the formal programme of review and audit, the outcome of which would be a series of health and safety risk and mitigation profiles by topic and by department, consolidating existing knowledge of health and safety risks and their mitigation and driving necessary improvements.

(by Mr J Phillips)

- (b) That in addition to the ultimate sanction of prosecution, HSE Inspectors can offer verbal advice or issue a formal letter, prohibition or improvement notice to improve compliance by employers.
- (c) That HSE Inspectors are required to base their enforcement decision on the potential severity; gap analysis of the 'real' risk in relation to 'benchmark risk' that should have been achieved through application of statutory and other recognised processes and standards of risk control; and organisational and behaviour factors including 'willingness of dutyholder to comply'.

(by Ms C Farren)

- (d) That the inspection, review and auditing methodologies used by the Health and Safety Department and as set out in the Higher Education sector's HASMAP guidance followed a similar approach.

(by Mrs R Roke)

- (e) That there was a need to ensure successful delineation between business risk profiling and health and safety risk profiling to avoid confusion and duplication.

21/13-14

*HSE Inspection of Containment Level 3 Laboratories

CONSIDERED:

A report from the Director of Health and Safety on the outcome of an inspection by a specialist Health and Safety Executive (HSE) Inspector of containment level 3 laboratories held on 2 December 2013 (UHSEC.08/13/14).

REPORTED: (by Dr I MacKirdy)

- (a) That the University and the School of Life Sciences had addressed in full the issue of formal written procedures for local routine inspections of containment level 3 laboratories as raised by the HSE in a letter following their inspection in December 2013.
- (b) That the HSE had in their letter accepted that local inspections were being carried out but the findings were not being recorded.
- (c) That prior to this, the School of Life Sciences had instigated an action plan based on the Biosafety Advisor's reports of June 2013 of his inspections of all containment level 3 laboratories where organisms (Hazard Group 3) which pose a potentially serious risk to health are handled, with the GMBSC receiving in November 2013 a summary of the findings of the inspections and of action taken by the School.
- (d) That in addition action had been taken post HSE inspection to review the biological risk assessments and to improve contingency plans for the most serious events possible from projects currently taking place in these facilities.
- (e) That other inspections carried out by enforcement agencies such as the Fire Service, DEFRA and the Environment Agency were not finding major failings and the Health and Safety Department were conducting inspections of other high risk areas including those containing ionising radiation and lasers which were being reported locally.

(by Professor A Easton)

- (f) That the GMBSC would review and oversee the close out of actions.

(by Mr N Sanders)

- (g) That more detailed information would be appreciated in such a paper.
- (h) That the Committee should consider whether representatives from the School's senior management and technical teams should report back to this Committee.

(by the Chair)

- (i) That the HSE had accepted the response and recorded their satisfaction at being able to sign off this issue as fully complied with.

RESOLVED:

That an update be reported through the GMBSC to the next meeting.

22/13-14

University Health and Safety Committee

CONSIDERED:

A report from the meeting of the University Health and Safety Committee held on 11 February 2014 (UHSEC.09/13-14).

REPORTED: (by Professor T Jones)

- (a) That a subgroup would co-ordinate the ongoing programme to encourage improved behaviour in relation to pedestrian and cycling safety.
- (b) That the proactive work by Occupational Health had reduced the number of referrals.
- (c) That the difficulties around establishing a Rewards and Recognition scheme had been noted.

(by Mr N Sanders)

- (d) That there had been a reduction in the number of accidents, noting that recent slips and trips incidents had not been attributed to the University.
- (e) That the benchmarking and reporting of lessons learnt from accidents could be of value in the annual report.

RESOLVED:

- (a) That a recommendation be made to the Registrar to appoint an additional member to the University Health and Safety Committee to represent the Estates Office.
- (b) That the changes to the University Health and Safety Committee membership be approved.

23/13-14 Environmental Management

REPORTED: (by Mr R Wilson)

That the management of environmental issues by the Estates Office had been certificated to the international standard for environmental management, ISO 14001.

24/13-14 Road Safety Issues

REPORTED: (by Ms G McGrattan)

(a) That concerns in relation to the safety of pedestrians at two locations on campus; the crossing on Library Road and outside the Warwick Business School had been raised by Trade Union representatives at a recent meeting of the Joint Consultative Committee.

(by Dr I MacKirdy)

(b) That these concerns had been raised at and considered by the University Health and Safety Committee and would be addressed by planned changes to Gibbet Hill Road.

RESOLVED:

That Trade Union representatives be reminded to raise health and safety issues through Mrs L McCarthy or other Trade Union health and safety representatives for discussion at the University Health and Safety Committee.

25/13-14 Dates of future meetings

Thursday 12 June 2014 at 10:30 in CMR1.2