

UNIVERSITY OF WARWICK

Minutes of the meeting of the University Health and Safety Executive Committee held on
Monday 12 December 2016

- Present: Mr J Phillips (Director of Health and Safety, (Acting Chair)), Mr J Breckon (Director of Estates), Mr L Cartwright (Trade Union representative nominated by the University Health and Safety Committee), Ms G Mills (vice Director of Human Resources), Mr M Roberts (Director of Campus Services and IT), Mr A Smith (Finance Director), Professor V Zammit (vice Professor J Millar (The Head of Department within the Faculty of Medicine))
- Apologies: Ms R Sandby-Thomas, (Registrar, Chair), Professor J Davey (Chair of the University Health and Safety Committee), Mrs K Ireland (The Head of Department within the Faculty of Social Sciences), Professor D Leadley (Head of Department within the Faculty of Science), Ms G McGrattan (Director of Human Resources), Professor J Millar (The Head of Department within the Faculty of Medicine), Dr A Phillips (The Head of Department within the Faculty of Arts), Ms C Wynne (Student representative nominated by the Students' Union)
- In Attendance: Mrs C Farren (Assistant Secretary)

Note: Restricted business (denoted by an asterisk {}) is confidential to members and attendees of the University Health and Safety Executive Committee.*

15/16-17 Apologies and Welcome

Acting Chair noted apologies received and welcomed new attendees:

- Mr A Smith (Finance Director),
- Professor V Zammit (vice Professor J Millar (The Head of Department within the Faculty of Medicine))

16/16-17 Conflicts of Interest

RESOLVED:

That no conflicts of interest be recorded.

17/16-17 Minutes

CONSIDERED:

The minutes of the meeting held on 20 October 2016.

RESOLVED:

That the minutes of the meeting of the University Health and Safety Executive Committee held on 20 October 2016 be approved.

18/16-17 Terms of Reference and Membership

CONSIDERED:

An update from the Acting Chair and the Director of Health and Safety on the appointment of new members to the Committee, the purpose of 'interim' meetings of the UHSEC and an update on the status of the latest HSE investigation, following the accident involving a contractor in May 2016.

REPORTED: (by the Director of Health and Safety)

- (a) That new members to the UHSEC had been appointed, including Dr Alastair Phillips representing as a Head of Department within the Faculty of Arts, Mrs K Ireland as a Head of Department within the Faculty of Social Sciences and Professor J Millar as a Head of Department within the Faculty of Medicine.
- (b) That the purpose of the 'interim' meetings, introduced at the start of 2016-17 academic year was for expediting the development of the health and safety management system; to introduce topic specific health and safety policies where a need for introduction or review of existing policies had been identified; and to monitor progress against the health and safety action plan.
- (c) That following submission of a statement by the University of Warwick to the Health and Safety Executive, a decision had been reached not to prosecute the University for a material breach of Section 3 of the Health and Safety at Work Act; a progress update however was required in January 2017.

19/16-17 Health and Safety Policy and Leadership and Management Document (minute 07/16-17 refers)

REPORTED: (by the Director of Health and Safety)

- (a) That the Health and Safety Policy had been signed by the various parties and along with the Leadership and Management document, had been officially launched.
- (b) That training for Heads of Department would shortly be rolled out as part of the communication plan.

20/16-17 Chair of Chemical Safety Task and Finish Group (minute 09/16-17 refers)

REPORTED: (by the Director of Health and Safety)

- (a) That a need to appoint a new Chair to the Chemical Safety Task and Finish Group had been identified, required to drive implementation of the remaining institutional-wide issues identified on the Chemical Safety Task and Finish Group action plan.
- (b) That funding to support the development of the chemical inventory system had been approved and the specification for this new system was currently under development.

- (c) That the matters in the action plan relating to the maintenance of local exhaust ventilation across the University remained outstanding.

RESOLVED:

That the Chair of the UHSEC and Director of Health and Safety identify a new Chair for the Chemical Safety Task and Finish Group and formally advise members of the new appointee at the next meeting.

21/16-17 Traffic, Pedestrian and Cyclist Safety Paper (minute 10/16-17 refers)

REPORTED: (by the Director of Health and Safety)

That the UHSEC would welcome an update on what activities were taking place around campus connected with changes in road and footpath/cyclepath layout, movement of vehicles, signage and the identification of risk and remedial measures being undertaken by Estates.

RESOLVED:

That Suzanne England (Strategy Programme Manager / Programme Director for Keeping Campus Moving) be invited to the next meeting to provide an update.

22/16-17 Health and Safety Policies*

CONSIDERED:

Proposed health and safety policies (UHSEC.10/16-17), for a number of topic areas, developed to complement the University Health and Safety Policy document and to fill gaps in the safety management system, or bring existing policies up to date with current practice and legislative requirements.

REPORTED: (by the Director of Health and Safety)

- (a) That the Asbestos and Electrical Safety policies had been formally signed off.
- (b) That the proposed policies covering the topic areas: 'Permits to work', 'Working at Height', 'Lead at Work', 'Lifting Operations and Lifting Equipment', 'Legionella Management' and 'Work Equipment' were six of twenty eight policies that had either been identified as being in need of revision or in need of development to fill gaps in compliance.
- (c) That the policies articulated responsibilities at a senior level and identified what needs to be put into place.
- (d) That following approval of each policy, local arrangements would need to be developed in Departments.
- (e) That the proposal would be to conduct an audit in the summer of 2017 to identify any gaps in implementation; the expectation being that this will still identify gaps.

(by the Director of Estates)

- (f) That there would be a requirement to review each policy prior to approval in recognition that the work that Estates need to undertake adjacent to the highway would warrant an additional permit to work to be added to the existing list of permit requirements.
- (g) That there would also be a need to discuss individual responsibilities with those directly affected by the new or revised policies being proposed.
- (h) That there would be a need to reflect on the wording used in the policies in particular to address responsibilities reflected in leases and licences across the University and its external business locations; referring to responsibilities outlined in a lease agreement may be appropriate.
- (i) That some consistency in approach with each policy would be recommended with regards to accountability and responsibilities, to prevent duplication of those given in the Health and Safety Policy document.
- (j) That some additional time to respond to the proposed policies would be welcomed.

(by the vice Director of Human Resources)

- (k) That there would be a need to consider how to communicate each policy, particularly where there will be a need to change the way that work is currently carried out, to support compliance.

(by the Director of Campus Services and IT)

- (l) That there was a need to identify how off campus activities would be reflected in some of the policies discussed.

RESOLVED:

- (a) That comment and feedback from members on the proposed policies should be submitted to the Director of Health and Safety by a revised date in mid-January 2017.
- (b) That off campus application would be given due consideration.
- (c) That the University Insurance Services would be involved in the consultation process with regards to policies that affect them.

23/16-17 Contractor Management Action Plan*

CONSIDERED:

An update on the action plan developed in response to the Health and Safety Executive's request for a further written submission to be made in January 2017 with regard to progress made against the commitments made (UHSEC.11/16-17 refers).

REPORTED: (by the Director of Health and Safety)

- (a) That the paper outlined the commitments made and identified ten outstanding issues.

- (b) That items 4, 5 and 10 were considered to be the areas that required further discussion to identify a means to close out or state progress against in the formal response to the HSE in January.
- (c) That a single supplier for off-campus accommodation maintenance had been tendered for and a new contractor appointment had been made.
- (d) That one contractor conducting this type of work should prove easier to manage, having deemed them competent to conduct the work from the outset and then needing only to audit them on a regular basis moving forward.
- (e) That item 4, involving competence of contractors across the University now required contractors to either be 'Safety Schemes in Procurement (SSIP)' accredited, or required contractors to complete a Health and Safety questionnaire and submit relevant (and of satisfactory quality) documentation for review and approval.
- (f) That progress to implement change for the entire University in relation to contractor health and safety approval had been the most challenging for Departments, however Procurement, Finance, Health and Safety and certain individuals in Departments had been working hard to progress this.
- (g) That work to alter the way that OPeRA and SAP operate was being carried out to support this change.
- (h) That the University was still encouraging engagement with local and smaller businesses, but failure to complete the health and safety questionnaire would not permit contractors to be appointed to work at the University unless the work entailed had been deemed to be sufficiently low risk to warrant a 'risk assessment' approach.
- (i) That there had been good support and engagement shown by Technical Services teams across the Science and Medical Faculty.
- (j) That there was a need for the University to get to a position where it could state that it was not engaging contractors that it had not 'health and safety validated' for the work that they are carrying out on behalf of the University.
- (k) That Item 5 which requires any engaging department to ensure that their contractors were working to their risk assessments and method statements across the University would require a plan and the development of checklists.

(by the Finance Director)

- (l) That reducing the number of contractors would reduce the initial burden placed on the University, but could introduce further complexity in relation to contractors simply subcontracting work out.

(by the Director of Estates)

- (m) That there remained a need to ensure subcontractors engaged in work were sufficiently proven to be competent by the main contractor and that the contractor engaged actually monitors and audits their work activities.

- (n) That there would likely to be a need to retain a significant number of specialist contractors, primarily due to the complexity of the University and the fact that it has very specialised environments.
- (o) That the revised Construction (Design and Management) Regulations (which came into force in 2015) had helped to drive safety improvements across the sector, but this perhaps was taking more time to filter through to the smaller businesses operating in this field, of which the University continues to engage.
- (p) That the Estates Department had recognized that they rely on the skill set of the Principal Investigators in Departments (particularly across the Science and Medical Faculty), for their specialist expertise to aid the development of specifications for research facilities; that competence within the Estates Department itself in areas such as chemical engineering did not exist.
- (q) That routine checks to evaluate whether contractors were working to their risk assessments and method statements were being carried out for Major Projects, however the bigger risk was probably around the smaller, maintenance projects, of which presently there would be around 250 projects being carried out; there was also a recognized need to ensure that the Estates workforce were working to their own risk assessments and method statements.

(by the Trade Union representative nominated by the University Health and Safety Committee)

- (r) That within the Estates maintenance teams 10% of work was being audited and that there was a requirement which had been observed to be working, to prevent staff from conducting their work unless a dynamic risk assessment was in place.

(by the Director of Campus Services and IT)

- (s) That in relation to Item 10, new wording to clarify the responsibilities of landlords in relation to the management of health and safety would need to be added to any new contractual terms as new landlords come on board and at the point of renewal for existing tenancy agreements.

RESOLVED:

- (a) That there was a need for the Director of Estates and the Director of Health and Safety to review the competence requirements of designers engaged by the Capital Projects Team, to ensure that their H&S knowledge and experience was appropriate for the work they were being engaged in, with particular attention to 'buildability' and 'maintainability' matters.
- (b) That in recognition of the hard work that contractor engagement and management had entailed by certain individuals and teams, the Director of Health and Safety would include consideration of whether a staff award could be appropriate for such individuals/teams.
- (c) That the Director of Health and Safety recommends that consideration be given by certain teams/departments to the submission of an application for a ROSPA award.

- (d) That the Director of Estates would help to review the wording for new contracts with landlords to ensure that new leases or tenancy arrangements had the agreed wording that Warwick Accommodation had previously used outlining landlord responsibilities.

24/16-17 Health and Safety Plan Update

CONSIDERED:

An update on the status of actions identified in the plan (UHSEC.12/16-17) and the changes made in light of comments made at the last meeting, in particular covering:

- Development of more detailed implementation plan(s) in preparation for Head of Department (HODs) briefing(s)
- Production of data/metrics relating to health and safety performance
- Obtaining feedback/progress updates from departments on implementation at a 'local' level
- Plans for an external audit of the OHSMS in summer 2017

REPORTED: (by the Director of Health and Safety)

- (a) That the paper had been revised following receipt of comments from members (with the view that the goals should be more achievable) and had been updated to reflect current status.
- (b) That the plan would be presented to Heads of Department at the next HODs meeting in February 2017.
- (c) That additional briefing sessions are planned for February-March 2017.
- (d) That additional resources to secure a further Senior Health and Safety Adviser to complement the existing Health and Safety team had been secured with the support of the Registrar.
- (e) That additional funds provided by the Director of Estates would help to source a software health and safety management tool.
- (f) That there remained a challenge in relation to implementation of the plan by Departments.
- (g) That the timeframes stated in the plan were target dates rather than dates for implementation.
- (h) That the health and safety goals tied into the University of Warwick strategic objectives.
- (i) That further comments on the Health and Safety Plan were welcomed.
- (j) That as part of a communications plan, the Health and Safety Policy and Leadership and Management document would be discussed at various forums and formal meetings in the New Year in order to get the key messages out to sufficient and relevant members of staff.

(by the vice Director of Human Resources)

- (k) That the wording would benefit from being more explicit by way of using words such as 'will' to make it clearer what the University is going to achieve and rather than 'system', that 'approach' may be more suitable.

(by the Director of Estates)

- (l) That the Health and Safety Vision was more than just a health and safety management system and more about the development of a positive health and safety culture.
- (m) That the goals stated in the first few paragraphs of the plan were felt to be more of a 'vision'.
- (n) That there could be more value in setting the plan out to state one goal and in establishing a few objectives to achieve this.

(by the Finance Director)

- (o) That the timescale for delivery of the travel policy may be ambitious and may require review.

RESOLVED:

- (a) That the Director of Health and Safety would revise the Health and Safety Plan to take on board the feedback given.
- (b) That the Director of Health and Safety would be attending as many meetings as possible to ensure that the new Health and Safety Policy and Leadership and Management document was shared and disseminated.

25/16-17 Competency in Design of Facilities, Installations and Maintenance

REPORTED: (by the Director of Health and Safety)

- (a) That following an issue within the Chemical Engineering laboratories within the School of Engineering there was a recognised resourcing issue in relation to competency in the design of new facilities, new installations and requirement needs for maintenance of specialist technical equipment.
- (b) That reliance on individual competencies in Departments to put together specifications for specialist technical facilities would not guarantee successful implementation of a safe by design facility.
- (c) That there was a lack of confidence that there was sufficient knowledge held either in Estates or within Departments themselves that persons would know how systems interacted with each other.
- (d) That once adequately designed, there needs to be sufficient technical competence, independent of the design function, to ensure that the facilities are built to the required design specification.

(by vice Head of Department within the Faculty of Medicine)

- (e) That there should be competent staff within Departments that are able to support the Estates Department and that if this was not in place, this would be alarming.

(by the Director of Estates)

- (f) That where there might not be such competence within Estates or Departments that an independent specialist advisors/consultants might need to be engaged to ensure that appropriate support and advice is available for the Estates Department.
- (g) This this approach is already adopted in some areas where keeping specialists employed on a full-time basis is not cost effective.

RESOLVED:

That the Director of Estates and Director of Health and Safety would review the arrangements for identifying and engaging independent specialist advisors/consultants.

26/16-17 Dates of Future Meetings

REPORTED:

That the next meeting dates of the Committee were:

Friday 10 February 2017		09.00-11.00	CMR1.2
Tuesday 4 April 2017	(internal only)	14.00-16.00	CMR1.2
Tuesday 16 May 2017		09.00-11.00	SMR1.13b
Monday 3 July 2017	(internal only)	10.00-12.00	CMR1.1