

**UNIVERSITY OF WARWICK**  
**University Health & Safety Executive Committee (UHSEC)**

There will be a meeting of the University Health and Safety Committee at 2.00pm on **Monday 7 March 2011** in the **CMR1.2**, University House.

Mr J Baldwin  
Registrar

Any apologies or queries regarding the meeting should be directed to Emma Brown, Assistant Secretary (extension 72913). **Please bring your agenda and papers with you to the meeting. For environmental and financial reasons we will not be providing spare copies.**

**AGENDA**

**As approved by the Council at its meeting on 28 September 2005, selected papers will remain private and confidential to Committee members and attendees only. These items are clearly denoted with asterisks within the agenda.**

1. Apologies

2. Minutes

TO CONSIDER:

The minutes of the meeting held on 28 October 2010 (attached).

3. Matters arising from the minutes

4. Chair's Business

5. University Health & Safety Committee

TO REPORT:

That the University Health & Safety Committee had met on 15 February 2011.

6. National Perspective

(a) Report and Recommendations of the All-Party Parliamentary Group on Occupational Safety and Health

TO REPORT:

- (i) That at the meeting of the University Health & Safety Committee on 15 February 2011 the Committee received information about the debate in Parliament about health and safety in the UK and the recommendations of an influential All-Party Parliamentary Group in light of reductions in the funding of the Health & Safety Executive (paper UHSC 06/10-11, attached).

- (ii) That the paper provided a summary (page 5) of the 'State of health and safety in Britain' and noted (page 6) that the government expected the HSE to obtain more of its income from those businesses who create risks.
- (iii) That the recommendations of the All-Party Parliamentary Group (page 14) included emphasising the importance of preventing occupational illness and disease and encouraging the HSE "to maximise income from cost recovery for permissioning and related activities" and to consider "increasing cost recovery for cases of non-compliance to reflect the full costs of regulation".

(b) HSE Consultation regarding Proposed Amendment to RIDDOR

TO RECEIVE:

UCEA Update 11:020 on HSE Consultation on amendment to Regulation 3(2) of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (paper UHSC 13/10-11, attached).

TO REPORT:

That at the meeting of the University Health & Safety Committee on 15 February 2011, the Committee received a verbal report by the Director of Health and Safety

- (i) That the HSE had issued Consultation Document CD233 on an amendment to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- (ii) That members of the University Health & Safety Committee would be provided with access to CD233 via the website and consulted on the proposed response by the University.

(c) Recent Criminal Prosecutions

TO RECEIVE:

A verbal report from the Director of Health & Safety on the first corporate manslaughter case and on commencement of proceedings on gross negligence manslaughter against members of a Fire Service.

(d) HSE Guidance on Nanosafety

TO RECEIVE:

A report from the Director of Health & Safety on activities by the HSE and by the HE sector to raise awareness and provide guidance on the risks and control measures associated with nanomaterials.

(e) National Well-being

TO RECEIVE:

A report from the Director of Health & Safety on the National Well-being Debate and Forum (paper UHSEC 04/10-11, attached)

7. HE Sector Perspective

(a) UCEA Health and Safety Annual Report 2010

TO RECEIVE:

The UCEA Health and Safety Annual Report 2010 (paper UHSC 07a/10-11, attached).

(b) UCEA HE Sector-level Health, Safety and Well-being Plan 2011-2015

TO RECEIVE:

The UCEA HE Sector-level Health, Safety and Well-being Plan 2011-2015 and Action Plan 2011 (paper UHSC 07b/10-11, attached).

(c) UCEA Survey on HSE Strategy Objectives

TO RECEIVE:

UCEA Health and Safety Update 11:026 (Paper UHSEC 05/10-11)

(d) UCEA Evaluation of Health and Safety Guidance for the Placement of Higher Education Students

TO REPORT:

That UCEA are seeking feedback from HE institutions on the UCEA Health and Safety Guidance for the Placement of Higher Education Students launched in November 2009.

(f) UCEA / USHA Guidance on Health and Safety in Fieldwork

TO REPORT:

(i) That UCEA and the Universities Safety and Health Association have finalised "Guidance on Health and Safety in Fieldwork including offsite visits and travel in the UK and overseas".

(ii) That the UCEA Guidance has been used by the Health and Safety Department in the production of revised guidance for the University.

8. Annual Health and Safety Review, Report and Action Plan

a) Annual Review of Incidents

TO RECEIVE:

A report from Claire Beament, Health & Safety Advisor, on incidents during 2010 (paper UHSC 08/10-11, attached).

b) Annual Review of Health and Safety in the Commercial Group

TO RECEIVE:

A report from Graham Day, Health & Safety Advisor, on developments in the Commercial Group (paper UHSC 09/10-11, attached).

c) Annual Health and Safety Report for 2010 and Action Plan for 2011

TO CONSIDER:

A report from the Director of Health & Safety on health and safety performance during 2010 with an Action Plan for 2011 (paper UHSC 10/10-11 Revised, attached).

TO REPORT:

That at the meeting of the University Health & Safety Committee on 15 February 2011, the Committee received the Annual Review of Incidents (paper UHSC 08/10-11, refers) and the Annual Review of Health and Safety in the Commercial Group (paper UHSC 09/10-11, refers) and considered the Annual Health and Safety Report for 2010 and Action Plan for 2011 (paper UHSC 10/10-11, refers) and recommended that the University Health and Safety Executive Committee approve the Annual Health and Safety Report for 2010 and Action Plan for 2011 and recommend it to the Council.

9. University Genetic Modification and Biosafety Committee

TO CONSIDER:

A paper from the Director of Health & Safety proposing the establishment of a University Genetic Modification and Biosafety Committee (paper UHSC 11/10-11, attached).

TO REPORT:

That at the meeting of the University Health & Safety Committee on 15 February 2011, the Committee considered a paper from the Director of Health & Safety proposing the establishment of a University Genetic Modification and Biosafety Committee (paper UHSC 11/10-11, refers) and recommended that the University Health and Safety Executive Committee approve the proposal and increase the membership to include representatives of research staff and post-graduate students.

10. Incident Investigation

TO CONSIDER:

\* A report from Caroline Cousins, Health and Safety Advisor, of the investigation into an incident involving lasers off campus (paper UHSEC 06/10-11, attached).

(\* This paper must remain private and confidential to Committee members and attendees only.)

11. Any other business

Issues to be notified at least 24 hours in advance to Iain MacKirdy, extension 50824

12. Dates of future meetings

16 June 2011 at 11:00, CMR1.1, University House