

UNIVERSITY OF WARWICK

Minutes of the meeting of the University Health and Safety Executive Committee held on
Wednesday 2 March 2016

Present: Ms J Horsburgh (Deputy Registrar (Chair)), Mr J Breckon (Director of Estates), Dr J Ferrie (Serving lay member of the Council), Mrs P Glover (Director of Governance and Assurance Services), Professor D Leadley (Head of Department within the Faculty of Science), Mrs L McCarthy (Trade Union representative nominated by the University Health and Safety Committee), Mr L Pilot (Student representative nominated by the Students' Union)

Apologies: Ms G McGrattan (Director of Human Resources), Professor P Thomas (Chair of the University Health and Safety Committee)

In Attendance: Mr J Phillips (Director of Health and Safety (Secretary)), Mrs C Farren (Assistant Secretary), Professor A Easton (Chair of the Genetic Modification and Biosafety Committee) (for item 29/15-16 (b))

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

16/15-16 Conflicts of Interest

CONSIDERED:

That, should any members or attendees of the University Health and Safety Executive Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

RESOLVED:

That no conflicts of interest be recorded.

17/15-16 Terms of Reference and Membership 2015/16

RECEIVED:

A paper from the Director of Governance and Assurance Services on the revised Terms of Reference and membership after the Committee's disestablishment as a joint committee of the Senate and Council and its reestablishment as an executive oversight committee reporting to the Steering Committee (UHSEC.11/15-16).

REPORTED: (by the Director of Governance and Assurance Services)

- (a) That the Steering Committee had approved the terms of reference and membership.
- (b) That the revised membership and terms of reference, together with the reporting line to the Steering Committee, was intended to embed consideration of health and safety matters across the University.

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

- (c) That after stepping down from the UCU, there would need to be a new representative for the UCU from the start of the next academic year.

(by Dr J Ferrie)

- (d) That there was a significant list of members on the revised committee which could make it difficult to get full representation at all meetings.

18/15-16 Minutes

CONSIDERED:

The minutes of the meeting held on 3 November 2015.

RESOLVED:

- (a) That the minutes of the meeting of the University Health and Safety Executive Committee held on 3 November 2015 be approved.
- (b) That the thanks of the Committee to Professor Tim Jones be recorded in relation to his contribution to the University Health and Safety Committee and Executive Committee.

19/15-16 Containment testing of fume cabinets (minute 08/15-16)

CONSIDERED:

An update on progress against the agreed action plans in respect of the Chemistry incident, in particular fume cabinet testing, following the report from the Interim Director of Health and Safety (UHSEC.02/15-16*) discussed at the meeting of 3 November 2015.

REPORTED: (by the Director of Estates)

- (a) That fume cabinets across the Department of Chemistry had been tested and were found to be working satisfactorily, meeting compliance with the Control of Substances Hazardous to Health Regulations.
- (b) That the fume cabinet inventory held by the Estates Office might not incorporate all fume cabinets installed across all departments.
- (c) That the Estates Office would not be aware of the types of activities being carried out within fume cabinets and whether they were being used as per their intended design.
- (d) That the current mechanism for holding LEV testing and inspection data did not lend itself for ease of sharing; a data management system would be the ideal solution.

(by Head of Department within the Faculty of Science)

- (e) That changes made to laboratories by departments and research teams could lead to fume cabinets being used outside of their design specification.

(by the Director of Health and Safety)

- (f) That a 'change of use' process that was being considered by the Capital Space and Amenities Group (CSAG) would incorporate a mechanism for evaluating whether an existing laboratory space would be suitable for the intended research activity, drawing on the data already held by the Estates Office and departments.

(by Dr J Ferrie)

- (g) That persons assigned responsible for a space should ensure that the research area is not used for anything other than its intended design.

RESOLVED:

- (a) That the Estates Office distribute the fume cabinet inventory to departments and request them to identify any fume cabinets omitted from their current inspection schedule.
- (b) That the Estates Office commission their competent contractor to test any fume cabinets that were not already subject to an inspection schedule.
- (c) That log books be distributed by the Estates Office to enable 'user checks' and issues relating to fume cabinets to be recorded.
- (d) That mechanisms for enabling greater transparency of data be identified by Estates, to enable departments to manage fume cabinet use as per their intended design.

20/15-16 Student Union's Health and Safety Policy (minute 09/15-16)

CONSIDERED:

An update on the relationship with the Students Union in relation to the University Health and Safety Policy Statement.

REPORTED: (by the Director of Health and Safety)

- (a) That a meeting had taken place between the University and the Student Union where it was agreed that a policy would be devised to support and work with the University.
- (b) That the Student Union Health and Safety Committee membership included representation of the University Director of Health and Safety.

21/15-16 Electrical Safety Policy (minute 10/15-16)

CONSIDERED:

An update on the review of the proposed Electrical Safety Policy (UHSEC.05/15-16) and its implementation with specific Departments as resolved at the 3 November 2015 meeting.

REPORTED: (by the Director of Health and Safety)

- (a) That a meeting had taken place involving the Estates Office and the School of Engineering to discuss the mechanisms for conducting electrical work as per the proposed Electrical Safety Policy.
- (b) That discussions had similarly taken place with other departments including Physics, WMG and the Arts Centre and all reported that they would prefer to opt to utilise Estates services for all electrical work.

(by the Chair)

- (c) That consideration should be given to departmental electricians having a reporting line in to the Estates Office with the responsibility of the Electrical Services Manager being to check certification and approve persons to conduct electrical work.

RESOLVED:

- (a) That the policy be revised to require all departments to utilise the services of the Estates Office to conduct work on fixed electrical installations.
- (b) That the policy be circulated and formally approved by Steering Committee prior to the next meeting of the University Health and Safety Executive Committee.
- (c) That the Estates Office review their arrangements for managing electrical work and make revisions to these as necessary, considering the need to establish service level agreements with departments.

22/15-16 Stop and Improvement Notices (minute 12/15-16)

CONSIDERED:

An update in relation to the implementation of the Improvement and Stop Notice system as resolved at the meeting of 3 November 2015.

REPORTED: (by the Director of Health and Safety)

- (a) That Stop and Improvement Notices had been introduced, which would be utilised as per the Health and Safety Executive's Enforcement Management Model guidelines.
- (b) That two Stop Notices had been served already; one on a contractor for failing to duly consider suitable access to a roof, and one on a newly appointed academic for failing to manage chemicals safely in an environment that could have given rise to a fire/explosion.
- (c) That there remained a need for departments to ensure that health and safety checks were being made prior to appointing contractors to work on their behalf and for these checks to be recorded and to monitor contractors once on site.
- (d) That a newly appointed academic had been allocated a space that was formally a laser lab which was not suitable for chemical activity.

RESOLVED:

That the 'change of use' process be developed and recommended to CSAG to ensure a full assessment of a space is conducted prior to its allocation for a particular purpose.

23/15-16 Road Transport Security Plan (minute 13/15-16)

CONSIDERED:

An update in relation to the development of the Road Transport Security Plan.

REPORTED: (by the Senior Health and Safety Adviser)

- (a) That the Road Transport Security Plan remained in need of further revision and agreement to take into account the full requirements of the Department for Transport in relation to the transportation of high consequence dangerous goods.
- (b) That the scope was much wider than health and safety and required a multi-discipline group agreement to take into account recruitment of staff and postgraduate students engaged in research, site security and training.

RESOLVED:

That a paper be developed outlining the key requirements and progress to date for consideration by the Steering Committee.

24/15-16 Leadership and Management of Health and Safety

CONSIDERED:

A verbal report from the Director of Health and Safety on the University's response to sector guidance on health and safety leadership and management within the Higher Education sector.

REPORTED: (by the Director of Health and Safety)

- (a) That the '*Leadership and Management of Health and Safety*' guidance document being developed in support of the Health and Safety Policy Statement would take into consideration the Universities Safety and Health Association (USHA) publication on '*Leadership and Management of Health and Safety in Higher Education Institutions*' (published September 2015).
- (b) That the completed '*Leadership and Management of Health and Safety*' guidance document would be launched at the same time as the revised University Health and Safety Policy Statement.

25/15-16 Health and Safety and Associated Resources

CONSIDERED:

A report from the Director of Health and Safety on the bids for additional health and safety and building management resources recently submitted to the Administration and Professional Services Group (APSG).

(a) Health and Safety Resource (UHSEC.12/15-16*)

REPORTED: (by the Director of Health and Safety)

- i. That the proposed changes to the provision of health and safety services would help to enhance and embed a positive health and safety culture across the University, providing additional support to the Science and Medical Faculty and additional resources to support the facilitation of training and administration of software.
- ii. That a separate bid for the acquisition and implementation of a standard Health and Safety Management software package to improve the reporting of metrics to departments and for tracking of accidents and inspections had been approved by the Administration and Professional Services Group.
- iii. That both proposals required consideration and further approval by the Academic Research Committee (ARC).

(b) Building Manager Resource (UHSEC.13/15-16*)

REPORTED: (by the Director of Governance and Assurance Services)

- i. That the Building Manager Resource bid to support the safe and effective management and use of buildings and spaces across campus had been considered by the Administration and Professional Services Group (APSG).
- ii. That agreement had been made to appoint a Senior Building Manager to scope out the full requirements of the University and look to appoint additional resources, subject to this review having taken place.

(by Dr J Ferrie)

- (c) That the Committee should note that the Avon Building ceiling collapse incident took place almost a year ago and it was this incident that identified a need for the University to seek clarity in relation to responsibilities for building management.

RESOLVED:

That the update on resource bids be noted.

26/15-16 Incident Update

CONSIDERED:

A report from the Director of Health and Safety on the Avon, Chemistry and WMG incidents (UHSEC.14/15-16*).

REPORTED: (by the Director of Health and Safety)

- (a) That significant changes had been implemented to close-out on the three significant incidents of 2015; areas outstanding included the need to clarify roles and responsibilities for buildings and spaces, the need to implement a chemical and work equipment inventory and to improve the provision of training and risk assessment support.

- (b) That delivery and implementation of the health and safety resourcing strategy would support close-out on the areas outstanding.

RESOLVED:

That the incident update report, as set out in paper UHSEC.14/15-16 be noted.

27/15-16 Health and Safety and Fire Safety Annual Report for 2015

CONSIDERED:

A summary of the University's health and safety and fire safety performance during the period January 2015 to December 2015 from the Senior Health and Safety Adviser and Fire Safety Adviser (UHSEC.15/15-16*).

REPORTED: (by the Senior Health and Safety Adviser)

- (a) That significant progress had been made against the planned work programme for 2015, although the volume of reactive work had meant that some of the priorities had slipped into the 2016 programme.
- (b) That 75 inspections took place in 2015, providing a total of 517 recommendations to departments; similar issues were identified as reported in previous years.
- (c) That ten priority areas for action had been identified for 2016, including a need to further implement the permit to work system, to ensure contractors were approved prior to engagement, to implement the electrical safety policy, to conduct 100 health and safety inspections, improve access to relevant data and to seek to improve close-out rates following inspection and incident investigation, to support the Capital Build Programme and deliver a number of health and safety and fire safety training courses.
- (d) That there had been a 10% increase in incidents reported to the Health and Safety Department, with 518 being 'work-related', with slips, trips and falls (on the level) remaining the highest incident category reported, similar to other higher educational institutions. Nearly 11% of all reported incidents were attributable to persons failing to follow a rule or procedure where it could be argued that more could be done to reduce this figure.
- (e) That three incidents out of ten reported to the Health and Safety Executive in the year resulted in a visit by an enforcing inspector; the first resulted in a series of verbal recommendations and the subsequent two in Notification of Contravention letters.
- (f) That the University experienced the lowest number of fires reported in 2015, with only seven fires recorded in total across the estate; a similar record number of false fire alarm activations was recorded.
- (g) That although the fire alarm activation figures were low, additional work was required to bring this figure down to meet the sector benchmark.

RESOLVED:

That the 2015 Health and Safety and Fire Safety Annual Report for 2015, as set out in paper UHSEC.15/15-16* be noted.

28/15-16 Major Projects Update

CONSIDERED:

The PPG RAG status report as at 1 February 2016 (UHSEC.16/15-16).

REPORTED: (by the Director of Estates)

- (a) That the Benefactors refurbishment project remained in need of continual monitoring following the discovery of asbestos.
- (b) That the WBS Phase 3B project was being monitored during the defect remediation period.
- (c) That initial discussions relating to potential additional student residential accommodation on Westwood campus had commenced.

RESOLVED:

That the Health and Safety status of capital projects, as set out in paper UHSEC.16/15-16, be noted.

29/15-16 Reports from Health and Safety Committees

CONSIDERED:

- (a) University Health and Safety Committee (UHSEC.17/15-16).

REPORTED: (by the Director of Health and Safety)

- i. That the University Health and Safety Committee considered and endorsed the changes to the new Health and Safety Policy Statement.
 - ii. That the need for thorough communication and accompanying training and guidance was considered necessary to support the launch and the embedding of health and safety across the University.
- (b) University Genetic Modification and Biosafety Committee (UHSEC.18/15-16*).

REPORTED: (by the Chair of the Genetic Modification and Biosafety Committee)

- i. That a number of new containment facilities had been brought on line over the course of the year including a new facility for WMG which was considered and approved at the last committee, demonstrating the diversity of research taking place across the University.
- ii. That there had been enhancements made to the templates and forms in support of the risk assessment process.
- iii. That a number of visits had taken place over the year by different inspectorates, the latest one, associated with Plant Health Licencing involved inspections of 8 plant health licences which took place in February 2016; minor recommendations were made and an annual

audit would remain required despite changes being invoked in relation to licencing arrangements.

RESOLVED:

That the reports from Health and Safety Committees, as set out in papers UHSEC.17/15-16 and UHSEC.18/15-16, be noted.

30/15-16 Dates of Future Meetings

REPORTED:

That the forthcoming meeting of the Committee for the 2015/16 academic year were as follows:

Thursday 9 June 2016 10:30-12:30 CMR1.1