

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 6 OCTOBER 2022**

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| Present | Rachel Sandby-Thomas | RST | Registrar (Chair) |
| | Prof. Rebecca Earle | RE | Chair of the University Health and Safety Committee |
| | John Phillips | JP | Director of Health and Safety Services |
| | Geraldine Mills | GM | Director of Human Resources |
| | 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 |
| In attendance | Suzie Lynn | SL | Assistant Secretary to the UHSEC |
| | Graham Hakes | GH | Senior Health and Safety Advisor |
| | Simon Watson | SW | Health and Safety (Fire) Adviser |
| | Duncan Stiles | DS | Head of Assurance, Risk and Property (vice James Breckon) |
| | Steve Twynholm | ST | Operations Director |
| | Oliver Cooper | OC | Head of Strategic Projects & Administration |

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 |
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| 001 | <p>Apologies for absence Apologies were received from James Breckon (Director of Estates), Chris Hunt (Commercial Director), Jackie Clarke (Director of Administration in the Faculty of Social Sciences), Dr Ian Hancox (Director of the Research Technology Platforms), Tomi Amole (Students Union representative) and Rosanna Clark (Executive Officer in the Faculty of Social Sciences).</p> <p>Oliver Cooper (Head of Strategic Projects & Administration) will be deputising for Chris Hunt going forward.</p> |
| 002 | <p>Declarations of Interest No new declarations were made.</p> |
| 003 | <p>Minutes of last meeting held on 14 July 2022 The minutes of the meeting held on 14 July 2022 were received and approved.</p> |
| 004 | <p>Matters arising from last meeting on 14 July 2022 The matters arising, which are not covered within the substantive part of the agenda, were as follows:</p> <p>040- Performance Report - The Director of Health and Safety Services to report where ‘Tool-Box Talks’ were taking place.</p> <p>ACTION: The Director of Health and Safety to report back in 6 months regarding the status of Risk Assessments and how these are being transformed into Tool-Box Talks.</p> <p>083- Matters Arising from 12th May 2022 - The Director of Human Resources to speak with James Alexander to determine timeframe for Health and Safety e-learning modules to migrate into LMS.</p> |

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| | <p>ACTION: The Chair will raise the prioritisation of migrating the Health and Safety e-learning modules into LMS at UEB.</p> <p>087- Annual Report 2021 - Discussion to be had with Estates about reassigning the balconies in FAB to the Building Manager.</p> <p>ACTION: Graham Hakes to provide an update on possible solutions for the management and ownership of balconies in FAB.</p> |
| 005 | <p>Terms of Reference and Membership [Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (005-UHSEC061022), the committee received and noted the content.</p> <p>DECISION: The committee approved the paper subject to minor amendments.</p> |
| 006 | <p>Chemical Inventory Update [Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (006-UHSEC061022), highlighting that the implementation was beginning with 3 Groups within Chemistry between now and Christmas. This will be followed by the rest of Chemistry up until June 2023 and then the rest of SEM.</p> |
| Chair's Update | |
| 007 | <p>Chair's Business and Actions</p> <p>The Chair informed Committee members that there was no Chair's business.</p> |
| Executive Update | |
| 008 | <p>Performance Report (SHE Assure Dashboard) [Exempt information not included]</p> <p>The Senior Health and Safety Adviser provided an update on Health and Safety performance using SHE Assure. There has been a name change to the system and 'SHE Assure' will be moving to just 'Assure'.</p> |
| 009 | <p>Programme of Work</p> <p>The Director of Health and Safety Services presented the key points of the paper (009-UHSEC061022), the committee received and noted the content.</p> <p>Duncan Stiles stated that there had been a title change for the Water Group and it was now the University Strategic Water Safety Management Group.</p> <p>JP will update this and confirmed this will be shared with the University Health and Safety Committee in November.</p> |
| Governance | |
| 010 | <p>Report from Statutory Inspection and Compliance Programme Board (SICPB) [Exempt information not included]</p> <p>The Director of Health and Safety Services provided an update on the SICPB, noting that a formal paper will be presented at the next UHSEC meeting.</p> <p>John Philips highlighted that the SICPB has done good work over the past few years; codes of practice have been written and published, single points of contact within Estates and Departments have been established and people have been doing their daily checks and keeping their records.</p> |
| 011 | <p>Fire Safety Management 5-year Plan Update [Exempt information not included]</p> |

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| | <p>The Fire Safety Advisor presented the key points of the paper (011-UHSEC061022), highlighting that the work plan contained lots of fluctuating business alongside items required due to the new regulatory requirements post Grenfell.</p> <p>It was stated that the Fire Strategic Management Group (FSMG) now formally feeds into this committee and progress will begin to be noted there.</p> <p>SW stated that due to increased governance around fire an extra person was required on the ground to help complete the work. JP advised that a business case had been put together for a 4-year fixed term contract to complete this work, this will be going through the FSMG before being taken to Chris Twine and the relevant resourcing committee for approval. Duncan Stiles raised concern about this not being a permanent resource due to it being such a critical area. Prof. Moseley agreed that this should be a permanent role.</p> |
| 012 | <p>Estates Maintenance Emergency Cover Update [Exempt information not included]</p> <p>Steve Twynholm presented the key points of the paper (012-UHSEC061022) and provided an explanation about the Evolve 22 process, it's aims and highlighted the benefits of a multiskilled workforce.</p> <p>ACTION: Steve Twynholm to provide an update in 3-6 months regarding Evolve and the data regarding material risk to losing the BST response.</p> |
| 013 | <p>HSE Visit Update [Exempt information not included]</p> <p>The Director of Health and Safety Services provided an update on the HSE visit to Gibbet Hill regarding the Containment Level 3 laboratory. John Phillips advised this was a planned visit and they come on a 5 year rota.</p> <p>JP wanted to note that the team at Gibbet Hill had been fantastic in supporting this HSE visit, and that the Tech Team in particular had been really involved. Thanks was also given to Michael Keenan from Estates Maintenance for his input.</p> |
| 014 | <p>Leadership & Management Document Update [Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (014-UHSEC061022), highlighting that the only page that has changed is the training page. It has been simplified, the fire training courses have been consolidated and the 3 mandatory training courses for the LMS have been made clear.</p> <p>ACTION: John Phillips to review and update the mandatory training requirement for all Senior Leadership Teams across all departments and to disseminate the Health and Safety Legal Update accordingly.</p> |
| 015 | <p>Infectious Diseases Risk Assessment [Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (015-UHSEC061022), highlighting that the risk assessment initially focused on Covid-19 however has been expanded to cover a wider number of infectious diseases including meningitis and monkey pox.</p> <p>DECISION: The Infectious Diseases Risk Assessment was approved subject to minor amendments.</p> |
| Subsidiary and Sub-Committee Reports | |
| <i>Items below this line are for receipt and/or approval, without discussion</i> | |
| 016 | <p>Employee Assistance Programme MI</p> <p>The Director of Health and Safety will take comments about paper 016-UHSEC061022 offline. The Chair asked if there was enough awareness amongst staff about the EAP. Oliver Cooper stated it was the first thing Managers and HR highlight when it is needed, however The Chair queried how many staff knew about it without it being suggested. Prof. Leadley stated it also needed to be made clear that the threshold for contacting EAP is really low, so it should not discourage people from contacting them. JP stated it also needs to be highlighted that EAP can be contacted in the evening and at weekends as well.</p> |

| Other | |
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| 017 | Any Other Business The was no other business raised. |
| Next meeting: 10 November 2022, CMR 1.1, 15:00-17:00 | |

| DECISIONS AND ACTIONS | | | |
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| ITEM | ACTION | LEAD AND DUE DATE | STATUS |
| 040- Performance Report | ACTION: The Director of Health and Safety Services to report where 'Tool-Box Talks' were taking place. | John Phillips October 2022 | Complete |
| 074- Report from Fire Strategic Management Group | ACTION: The Fire Safety Advisor to present a plan at the October meeting of the UHSEC. | Simon Watson October 2022 | Complete |
| 083- Matters Arising from 12 th May 2022 | ACTION: The Director of Human Resources to speak with James Alexander to determine timeframe for Health and Safety e-learning modules to migrate into LMS. | Geraldine Mills October 2022 | Complete |
| 087- Annual Report 2021 | ACTION: Discussion to be had with Estates about reassigning the balconies in FAB to the Building Manager. UPDATE: Graham Hakes to provide an update on possible solutions for the management and ownership of balconies in FAB. | Graham Hakes October 2022 | In Progress |
| 090- Fire Strategic Management Group | ACTION: Estates to present a paper at the next meeting with an update on the proposed zones, building managers and affects to 24/7 emergency cover from the Evolve process. | Duncan Stiles October 2022 | Complete |
| 004- Matters Arising from 6 th October 2022 | ACTION: The Director of Health and Safety to report back in 6 months regarding the status of Risk Assessments and how these are being transformed into Tool-Box Talks. | John Phillips March 2023 | |
| 004- Matters Arising from 6 th October 2022 | ACTION: The Chair will raise the prioritisation of migrating the Health and Safety e-learning modules into LMS at UEB. | The Chair | |
| 012- Estates Maintenance Emergency Cover Update | ACTION: Steve Twynholm to provide an update in 3-6 months regarding Evolve and the data regarding material risk to losing the BST response. | Steve Twynholm March 2023 | |
| 014- Leadership & Management Document Update | ACTION: John Phillips to review and update the mandatory training requirement for all Senior Leadership Teams across all departments and to disseminate the Health and Safety Legal Update accordingly. | John Phillips | |
| ITEM | DECISION | | |

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| <p>005- Terms of Reference and Membership</p> | <p>DECISION: The committee approved the paper subject to minor amendments.</p> |
| <p>015- Infectious Diseases Risk Assessment</p> | <p>DECISION: The Infectious Diseases Risk Assessment was approved subject to minor amendment.</p> |