

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD 10 NOVEMBER 2022

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
	Oliver Cooper	OC	Head of Strategic Projects & Administration
	Philippa Glover	PG	Deputy Finance Director
	Prof. Rachel Moseley	RM	Chair of the Faculty of Arts
	Dr Ian Hancox	IH	Director of the Research Technology Platforms
	Lee Cartwright	LC	Trade Union representative
	Tomi Amole	TA	Students Union representative
	Suzie Lynn	SL	Assistant Secretary to the UHSEC
In attendance	Graham Hakes	GH	Senior Health and Safety Adviser
	Simon Watson	SW	Health and Safety (Fire) Adviser
	Ian Graham	IG	Health and Safety (Biosafety) Adviser
	Duncan Stiles	DS	Head of Assurance, Risk and Property
	Rosanna Clark	RC	Executive Officer in the Faculty of Social Sciences

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
018	<p>Apologies for absence</p> <p>Apologies were received from James Breckon (Director of Estates), Jackie Clarke (Director of Administration in the Faculty of Social Sciences) and Prof. David Leadley (Deputy Pro-Vice Chancellor for Research).</p> <p>Duncan Stiles will be deputising for James Breckon and Rosanna Clark will be deputising for Jackie Clarke at this meeting.</p>
019	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
020	<p>Minutes of last meeting held on 06 October 2022</p> <p>The minutes of the meeting held on 06 October 2022 were received and approved.</p>
021	<p>Matters arising from last meeting on 06 October 2022</p> <p>The matters arising, which are not covered within the substantive part of the agenda, were as follows:</p> <p>087- Annual Report 2021 - Graham Hakes to provide an update on possible solutions for the management and ownership of balconies in FAB.</p> <p>RM, GH and Diana Stonefield had a meeting to discuss short term solutions, it was agreed this would be management by CCSG. RM stated that long term, Steve Twynholm is going to chair a group to resolve the missing operating structure in FAB with a blueprint to go forward into Grand Challenges to ensure this situation does not arise again.</p> <p>004- Matters Arising from 6th October 2022 - The Chair will raise the prioritisation of migrating the Health and Safety e-learning modules into LMS at UEB.</p> <p>GM stated there is a work stream for this, need to establish the order of things being inputted, but this is with IDG. The Chair stated there hasn't been enough work done with the LMS to know how long it will take to input. GM stated there is also a question about parallel running.</p>

	<p>ACTION: The Chair to speak to James Alexander about the prioritisation of migrating the Health and Safety e-learning modules into LMS.</p> <p>014- Leadership & Management Document Update - John Phillips to meet with the Senior Leadership Team of each area to disseminate the Health and Safety Legal Update becoming mandatory training.</p> <p>JP stated the delivery of this training is due to start in January and dates are starting to be blocked out for this. Discussions have begun with Chris Twine about running sessions with UEB as well. JP stated there is a potential external provider lined up as well.</p> <p>Items to carry forward to March 2023 Meeting:</p> <ul style="list-style-type: none"> • Tool Box Talk Update (JP) • Maintenance Emergency Cover (ST)
022	<p>Chemical Inventory Update</p> <p>[Exempt information not included]</p> <p>The Director of Health and Safety Services updated the Committee that the 3 pilot groups in Chemistry are underway and LabCup will be rolling out wider in Chemistry in January.</p>
Chair's Update	
023	<p>Chair's Business and Actions</p> <p>The Chair informed Committee members that there was no Chair's business.</p>
Executive Update	
024	<p>Performance Report (SHE Assure Dashboard)</p> <p>[Exempt information not included]</p> <p>The Senior Health and Safety Adviser updated the Committee that there had been no RIDDOR's since the last meeting.</p> <p>PG queried if it was time for another presentation to HoD's. The Chair stated the Leadership and Management training for UEB is upcoming.</p>
025	<p>Audit Update - Contractors and Procurement</p> <p>[Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (025-UHSEC101122). Caroline Farren has been focussing efforts on internal audits and these have flagged a few trends such as a lack of engagement with the contractor onboarding process and updating hazard data on QuEMIS.</p>
Governance	
026	<p>Health and Safety Policy</p> <p>The Director of Health and Safety Services presented the key points of the paper (026-UHSEC101122), highlighting that the policy has not changed apart from role titles and post holders. It will be reviewed again in 12 months.</p> <p>DECISION: The committee approved the Health and Safety Policy.</p>
027	<p>Health and Safety Plan 2022-23</p> <p>[Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (027-UHSEC101122). JP explained this this document is produced every year and details headline topics and a timeline for delivery. The plan is being condensed so that it does not contain as much business as usual. It will be brought back to the committee every 3 months for updates.</p> <p>DECISION: The committee approved the Health and Safety Plan 2022-23.</p>

Finance and Resources	
Estates	
Subsidiary and Sub-Committee Reports	
028	<p>Report from SICPB [Exempt information not included]</p> <p>The Director of Health and Safety Services updated the Committee that the Group is now coming to an end. It is meeting again on 6th December, where a presentation of the dashboard will hopefully take place.</p> <p>There are also a couple of posts that have been approved that need recruiting to, these are a data coordinator/administrator to assist with the data for the dashboard and a compliance officer to sit within Chemistry, Engineering or Physics to assist with LEV inspections etc.</p> <p>The Group will close once these 3 things are completed or successfully transferred to a suitable working group or to UHSEC.</p>
029	<p>Report from Fire Strategic Management Group [Exempt information not included]</p> <p>The Fire Safety Advisor presented the key points of the paper (029-UHSEC101122), highlighting that Warwick Accommodation have a campaign running at the moment called 'Stand by your pan' to assist with false alarm activations. Data will be compared to last year's data to see if there has been any improvement.</p> <p>Changes to Fire Safety Act and the introduction of Building Safety Legislation is constantly being reviewed. So far 01.388 Cryfield 7 has been identified to fall in scope of the changes.</p>
030	<p>Report from GMBSC [Exempt information not included]</p> <p>The University Biosafety Advisor presented the key points of the paper (030-UHSEC101122), the committee received and noted the content.</p> <p>DECISION: The Committee approved the Terms of Reference for the GMBSC 2022-23.</p>
031	<p>Report from Asbestos Group [Exempt information not included]</p> <p>Duncan Stiles presented the key points of the paper (031-UHSEC101122), explaining that the Group also met today.</p>
<i>Items below this line are for receipt and/or approval, without discussion</i>	
032	<p>Employee Assistance Programme MI [Exempt information not included]</p> <p>There was a discussion about recent complaints received in relation to EAP support and JP stated that this may be in part due to some recent staffing/recruitment issues faced by the provider, but that this is being addressed by the provider and is thought to be a sector wide issue.</p> <p>There was a discussion around other wellbeing issues including workload modelling and employment contracts in some departments and it was confirmed that work on these issues is still ongoing.</p>
Other	
033	<p>Any Other Business</p> <p>The was no other business raised.</p>
Next meeting: 09 February 2023, 10:00-12:00, CMR1.0	

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
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	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. UPDATE: The Chair to speak to James Alexander about the prioritisation of migrating the Health and Safety e-learning modules into LMS.	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 meet with the Senior Leadership Team of each area to disseminate the Health and Safety Legal Update becoming mandatory training.	John Phillips	In Progress
ITEM	DECISION		
026- Health and Safety Policy	DECISION: The committee approved the Health and Safety Policy.		
027- Health and Safety Plan 2022-23	DECISION: The committee approved the Health and Safety Plan 2022-23.		
030- Report from GMBC	DECISION: The Committee approved the Terms of Reference for the GMBC 2022-23.		