

**UNIVERSITY OF WARWICK**  
**UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD Thursday 12<sup>th</sup> May 2022**

<b>Present</b>	Rachel Sandby-Thomas	RST	Registrar (Chair)
	Prof. Michael Ward	MW	Chair of the University Health and Safety Committee
	Geraldine Mills	GM	Director of Human Resources
	Prof. Rebecca Earle	RE	Head of Department within the Faculty of Arts
	Dr Ian Hancox	IH	Director of the Research Technology Platform
	Prof. David Leadley	DL	Head of Department within the Faculty of Science
	Wayne Snow	WS	Independent member with expertise in the area, appointed by the Steering Committee, who may be a serving independent member of the Council
	Graham Hakes	GH	Senior Health and Safety Advisor
	Philippa Glover	PG	Deputy Finance Director
	John Phillips	JP	Director of Health and Safety
<b>In attendance</b>	Mayur Patel	MP	Assistance Secretary to the UHSEC
	Duncan Stiles	DS	Head of Assurance, Risk and Property (vice James Breckon)
	Ian Graham	IG	Health and Safety (Biosafety) Advisor
	Steven Leemoon	SL	Health and Safety Advisor
	Simon Watson	SW	Fire Safety Advisor
	Rosanna Clarke	RS	Faculty Executive Officer, Social Sciences

Ref	Item
064	<p><b>Apologies for absence</b>  Apologies were received from Prof. Paul Jennings, Jackie Clarke, Emma Welbeck, Charlton Sayer, Rupert Lawrie, Lee Cartwright, James Breckon.</p>
065	<p><b>Declarations of Interest</b>  No new declarations were made.</p>
066	<p><b>Minutes of last meeting held on 24 March 2022</b>  The minutes of the meeting held on 24 March 2022 were received and approved following minor amendments.</p>
067	<p><b>Matters arising from last meeting on 24 March 2022</b>  The matters arising were as follows:</p> <p><b>023- Leadership and Management Document</b>  The Director of Health and Safety Services reported that work had been completed by H&amp;S Services and Organisational Development (OD) team in preparation for the three modules to migrate into the LMS, but the SuccessFactors team had been busy with payroll priorities and so could not provide a timeline. It was proposed that the item be rolled forward to the next meeting of the UHSEC.</p> <p><b>040- Performance Report</b>  The Director of Health and Safety Services informed the Committee, that it was still to be established where 'Tool-Box Talks' were/were not taking place and proposed that the item be deferred to the next meeting of the UHSEC.</p>

068	<p><b>Chemical Inventory Update</b></p> <p>The Chair invited the Director of Health and Safety Services to provide an update on the Chemical Inventory Tool in the absence of the Project Managers (Kim Dalziel and Emma Welbeck) who were tied up with other project/commitments.</p> <p>The Director of Health and Safety Services presented paper (068-UHSEC120522) and informed the Committee that the contract was still to be signed. The Statement of Work, which supports the contract, and pricing was under review, and it was reported that it was near agreement/completion. A meeting between the two parties was scheduled, at which it was anticipated that the final sign-off of the contract would take place. The Chemical Inventory Project Manager had highlighted that some slippage had been experienced due to the level of service being provided by procurement and that this was being escalated. The Chair re-enforced that in such cases, if the priority was high, the issue should be escalated through the correct channels.</p> <p>The Chair of the University Health and Safety Committee informed the Committee, that a Project Manager for the implementation of the Chemical Inventory Tool within Chemistry had been appointed and was in role. They had worked with chemical inventory systems and was making good progress in readiness for the implementation stage.</p> <p>The Head of Department within the Faculty of Arts understood that consultation regarding the Chemical Inventory Tool had taken place between all stakeholders but was keen to understand if there had been any resistance from user groups. The Chair of the University Health and Safety Committee informed members that no resistance had been faced and commented that the introduction of the Chemical Inventory Tool would be an improvement to an already existing system and was a statutory requirement.</p> <p>The Director of Health and Safety Services informed the Committee that the help provided by Imperial Collage London had been invaluable and had experience using the tool when they moved their Chemistry Department to a new building.</p>
<b>Chair's Update</b>	
069	<p><b>Chair's Business and Actions</b></p> <p>The Chair informed Committee members that there was no Chair's business.</p>
<b>Executive Update</b>	
070	<p><b>Performance Report (SHE Assure Dashboard)</b></p> <p>The Chair invited the Senior Health and Safety Advisor to provide an update on H&amp;S Performance using SHE Assure.</p> <p>The Senior Health and Safety Advisor presented paper (070-UHSEC120522) and demonstrated using SHE Assure-Insights, how the live data could be manipulated to provide information relating to incidents, action progress and close out.</p> <p>The Independent member appointed by the Steering Committee was keen to understand enforcement notifications and their function. The Senior Health and Safety Advisor clarified that external agencies such as the Health and Safety Executive (HSE) or the Environment Agency (EA) could visit the University to carry out an audit to ensure that university procedures are being followed, if they find that there had been a breach, at this stage they issued a notification, providing details of the breach. The University would need to provide evidence as to the steps they had taken to ensure the breach was eliminated and how it could be controlled. If there was a partial breach in procedure the agencies could highlight this in their report as an 'observation' but would be monitored at their next visit.</p>

071	<p><b>Audit Update – ISO:45001</b></p> <p>The Director of Health and Safety Services provided the Committee with a verbal update. It was reported that the ‘Major’ Non-conformity from the previous audit had been successfully closed, leaving three ‘Minor’ Non-conformities outstanding. The next audit was scheduled to take place on 20<sup>th</sup>-22<sup>nd</sup> July 2022 and would visit the School of Engineering. It was anticipated that all three ‘Minor’ Non-conformities would also be closed out during this visit. Future audits would be bi-annual and would only visit one department per visit and so each of the high-risk departments would be visited once in a three yearly cycle. As Estates engaged with all departments there would always be involvement from them at each visit.</p>
072	<p><b>Progress against Health &amp; Safety Plan 2021-22</b></p> <p>The Chair invited the Director of Health and Safety Services to provide an update on progress against this year’s H&amp;S Plan.</p> <p>The Director of Health and Safety Services presented paper (072-UHSEC120522) reporting the progress made to date. The yearly plan included 30 key activities and objectives, of these 21 had been either completed or were in progress, the remaining 9 activities had seen some slippage or work would not be completed in the planned time scale, it was proposed that these activities would be rolled forward to the Health and Safety Plan 2022-2023.</p> <p>The Head of Compliance and Assurance raised that the H&amp;S Plan indicated that the ‘Drone Policy’ was complete but approval from the Policy Oversight Group (POG) was still outstanding. The Director of Health and Safety Services clarified that Drone Policy had been in principle approved by POG, and the recommendations made could be included and approved off-line via email, there was no need for the Policy to be resubmitted to the POG.</p> <p>The Chair was keen to understand how when a new policy was approved and published, what communication was sent to the wider University community. The Director of Health and Safety Services informed the Committee that communication was done via the H&amp;S Newsletter or a Safety Bulletin.</p> <p>The Independent member was keen to understand, that items to be deferred on the H&amp;S Plan 2022-23, what impact would this have. The Director of Health and Safety Services assured the committee that the deferral of the items would not result in any impact on departments or other items in the plan.</p>
<b>Governance</b>	
073	<p><b>Statutory Inspection and Compliance Programme Board</b></p> <p>The Director of Health and Safety Services provided a verbal update as to work that had been carried out by the Statutory Inspection and Compliance Programme Board (SICPB). It was reported that the newly created Statutory Inspection Dashboard Report from QuEMIS data, using Power BI, would be approved at the next meeting scheduled on 10<sup>th</sup> June 2022. It is hoped that when this dashboard is established and working well the SICPB would be able to ‘stand down’ and that the reporting line for statutory compliance would be into the UHSEC.</p> <p>The Chair requested that at the next UHSEC, a paper be submitted, to inform members of the work that had been done by the SICPB.</p> <p><b>ACTION:</b> The Director of Health and Safety Services to submit a paper from the SICPB.</p>
074	<p><b>Report From Fire Strategic Management Group</b></p> <p>The University Health and Safety Fire Safety Advisor presented the report from the meetings of the Fire Strategic Management Group on 15 March 2022 (074-UHSEC120522). The paper was received, and content noted by Committee members.</p>

	<p>The Head of Department within the Faculty of Arts was keen to understand that previously it had been reported that fire safety had been compromised due to 'behavioural' issues, such as socks being placed over detector heads and what steps had been taken to change this. The University Fire Safety Advisor informed the Committee that when students come to the University, they are required to complete a Fire Safety Awareness Moodle module, and it was important to understand that the number of students breaching fire safety was small. The Resident Life Team (RLT) were also involved in educating students on fire safety and do investigate breaches, after which a fine can be applied if necessary.</p> <p>The Chair requested that at a future UHSEC meeting it would be helpful if a Fire Strategic 5 Year Plan could be present.</p> <p><b>ACTION:</b> The Fire Safety Advisor to present a plan at the October meeting of the UHSEC.</p>
075	<p><b>Report from GMBSC</b></p> <p>The University Biosafety Advisor presented the report from the meetings of the Genetic Modification and BioSafety Committee (GMBSC) on 28 April 2022 (075-GMBSC120522). The paper was received, and content noted by Committee members.</p> <p>The Independent member was keen to understand what the procedure was for informing the HSE for research projects which had had substantial change. The University Biosafety Advisor clarified that research at CL3 was heard by full Committee and it was here that a discussion was made if notification was required, research at CL2 was conducted via email.</p>
076	<p><b>Report from UHSC</b></p> <p>The Director of Health and Safety Services presented the key points of the paper (076-UHSEC120522), the committee received and noted the content.</p>
077	<p><b>Report From Water Group</b></p> <p>The Head of Assurance, Risk and Property presented the key points of the paper (077-UHSEC120522), the committee received and noted the content.</p>
078	<p><b>Report from Permit Office</b></p> <p>The Head of Assurance, Risk and Property presented the key points of the paper (078-UHSEC120522), the committee received and noted the content.</p>
<b>Estates</b>	
<b>Subsidiary and Sub-Committee Reports</b>	
<b>Items below this line are for receipt and/or approval, without discussion</b>	
<b>Other</b>	
079	<p><b>Any Other Business</b></p> <p>The was no other business raised.</p>
<b>Next meeting: Thursday 14<sup>th</sup> July 2022</b>	

**DECISIONS AND ACTIONS**

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
<b>023- Leadership and Management Document</b>	<b>ACTION:</b> The Director of Human Resources to contact the Operational Development Manager to discuss how health and safety e-learning modules to go live.	Geraldine Mills  July 2022	In progress
<b>040- Performance Report</b>	<b>ACTION:</b> The Director of Health and Safety Services to report where 'Tool-Box Talks' were taking place.	John Phillips  July 2022	In progress
<b>073- Statutory Inspection and Compliance Programme Board</b>	<b>ACTION:</b> The Director of Health and Safety Services to submit a paper from the SICPB.	John Phillips  July 2022	
<b>074- Report from Fire Strategic Management Group</b>	<b>ACTION:</b> The Fire Safety Advisor to present a plan at the October meeting of the UHSEC.	Simon Watson  October 2022	