

UNIVERSITY OF WARWICK
Minutes of the first meeting of the University Health & Safety Executive Committee
held on 13th February 2007

Present: Mr J Baldwin (Chair), Mrs S Foy, Mr D Graham, Ms J Horsburgh,
Prof. P Scott, Mr K Sloan,

Apologies: Mr B Wilson

In Attendance: Dr D Veale, Director of Safety & Occupational Health Services
Mr A Kay, Senior Occupational Health Advisor
Mrs K Lawrence, Senior Health and Safety Advisor

01/06-07 Terms of Reference

REPORTED:

That the formation of the University Health and Safety Executive Committee was approved by the Council at its meeting held on 13 December 2006 and was established to enhance the reporting of health and safety issues to the Council and to ensure effective communication of these issues across all departments and at all levels.

RESOLVED:

That the Terms of Reference be accepted.

02/06-07 Membership of UHSEC

RECEIVED:

A report from the Director of SOHS on the current membership of the committee, noting the following:

- (a) That there was currently no student representation on the committee, although there was on the University Health and Safety Committee and that this would be reviewed in the light of any future representations (e.g. from the Students' Union).
- (b) Future meetings of the UHSEC would be timed to fall between meetings of UHSC and Council.
- (c) That there were two representatives from unions at the meeting as an interim measure and that in the future a permanent member would be chosen.
- (d) That a lay member of the Council and a Head of a Science Department have yet to be appointed.

03/06-07 Management of Health and Safety in the University (USHEC 01/06-07)

RECEIVED:

A report from the Director of Safety and Occupational Health Services (SOHS) outlining the implementation of the changes to Health and Safety management in the University (UHSEC 01/06-07).

REPORTED:

- (a) That the University health & safety policy is contained in the documents comprising Safety in the University (SITU), noting that the definitive edition of SITU is now the one on the SOHS website, replacing any previous hard copy versions and that the policy has had been updated to reflect the management changes outlined above.
- (b) That the policies on ionising radiation and work in laboratories & workshops were reviewed during 2006 and those on health & safety management systems, waste management, electrical safety and fieldwork would be reviewed and revised during 2007.

04/06-07 Outline of Health and Safety Strategy (UHSEC 02/06-07)

CONSIDERED:

A report from the Director of SOHS on the following important health and safety issues (UHSEC 02/06-07).

RESOLVED:

- (a) That HR and SOHS will work on staff induction and training to incorporate health and safety topics within the revised Induction programme and to review the training provision on key health and safety matters for Heads of Departments and staff in supervisory roles.
- (b) That SOHS should be more closely involved in the broader aspects of risk management in the University and to work with the Director of Campus Affairs to integrate aspects of the SOHS risk management approach with that which is being developed under Business Continuity.
- (c) That SOHS be appropriately involved in the development of major building projects in an advisory capacity at an early stage and that the Director of Campus Affairs be approach the Director of Estates to identify ways in which this can be best achieved.

05/06-07 Recognition and Reward of DHSOs (USHC 29/06-07):

RESOLVED:

That the Committee approved the final draft of the policy on the recognition and reward of Departmental Health and Safety Officers (UHSO) and that the policy be submitted to the University Health and Safety Committee (UHSC) and then to the Council.

06/06-07 Stress at work (USHEC 03-06-07):

RECEIVED:

A report from the Senior Health and Safety Advisor on the progress of the project to implement the Health & Safety Executive's Management Standards (USHEC 03-06-07).

07/06-07

Action by Enforcing Authorities:

RECEIVED:

A report from the Director of SOHS on recent interactions with the Health and Safety Executive and the Environment Agency, noting in particular the following:

- (a) That considerable work had been done over the last 6 months to improve the management of radiation safety and that the Improvement Notices served by the HSE had now been signed off and the requirements of Environment Agency Inspectors were being met and that the standards achieved must be maintained and developed.
- (b) That further visits by Enforcement Authorities are expected and that it would be essential that a satisfactory level of audit and inspection of critical activities by SOHS was maintained.
- (c) That SOHS was working with key departmental contacts to keep a focus on these activities and to anticipate any future areas of review and that it was anticipated that maintaining a level of appropriate focus on these topics may require additional resources and a bid for an additional Senior Health & Safety Advisor was discussed as part of the upcoming 5 year planning process.