

UNIVERSITY OF WARWICK

**University Health & Safety Executive Committee**

Minutes of the meeting of the University Health and Safety Executive Committee  
held on 13 December 2011.

Present: Mr J Baldwin (Chair), Mrs L McCarthy, Ms N Owen, Mr N Sanders,  
Professor M Shipman, Mr C Sury, Mr D Wallis, Mr R Wilson

Apologies: Professor Stuart Croft, Ms J Horsburgh

In Attendance: Mrs E Battams, Professor A Easton (for items 04/11-12 and 05/11-12),  
Dr I MacKirdy

01/11-12 Terms of Reference and Membership (minute 25/10-11 refers)

The Chair welcomed Mrs L McCarthy, Mr C Sury, and Mr D Wallis as new members of the Committee.

REPORTED: (by the Chair)

That as of January 2012, Ms N Owen, Acting Registrar, would chair the Committee until the new Registrar commenced in post.

CONSIDERED:

The Terms of Reference and Membership as recommended to the Council in July 2011 (paper UHSEC 01/11-12).

RESOLVED:

That the Terms of Reference and Membership as recommended to the Council in July 2011 remained appropriate.

02/11-12 Minutes

RESOLVED:

That the minutes of the meeting held on 15 June 2011 be approved.

03/11-12 Declarations of Conflict of Interest

REPORTED:

That no conflicts of interest were raised.

04/11-12 Governance of Health and Safety

REPORTED: (by the Chair)

- (a) That at the Audit Committee questions had been raised regarding how the University Health & Safety Executive Committee discharged the powers for health and safety matters delegated to it by the Council and the roles with regard to health and safety of other Committees such as the Operational Risk Management Group and other functions such as Internal Audit.

(by Mr N Sanders)

- (b) That health and safety matters that had the potential for significant impact on the University must continue to be reported to the Operational Risk Management Group, to the Steering Committee and by incorporation into the University's Strategic Risk Register to other Committees of the University including the Audit Committee.
- (c) That the Committee was responsible for providing the Council with assurance on health and safety matters.
- (d) That the Audit Committee had the right to assure itself that due process was being applied to the governance of health and safety.
- (e) That wider circulation of the Annual Health and Safety Report from the Committee would provide a range of benefits.

RESOLVED:

That the Annual Health and Safety Report from the Committee to the Council would be circulated more widely and in particular to the Operational Risk Management Group and the matter of circulation be discussed with the Chair of the Audit Committee.

05/11-12 University Genetic Modification and Biosafety Committee

CONSIDERED:

A report from the Director of Health and Safety on the meetings of the University Genetic Modification and Biosafety Committee (GMBC) held on 14 July and 19 October 2011 (paper UHSEC 02/11-12).

- (a) New Project Proposals

REPORTED: (by Professor A Easton)

That the GMBC had made decisions and reported to Principal Investigators on the risk classification for all projects that involved genetic modification and new work with biological materials that had been submitted, noting where further clarification or specific caveats were required.

(b) Review of Genetic Modification Projects notified to HSE

REPORTED: (by Professor A Easton)

- (i) That the GMBC had considered a review by the Biosafety Advisor of all genetic modification projects that had been notified to the HSE.
- (ii) That the GMBC had resolved that once the review was completed, the HSE Notifications Officer should be informed of the new GMBC's constitution, the inclusion of Wellesbourne into the GMBC's remit, any changes to the notified premises and any changes to notified projects.

(c) Health & Safety Executive Inspection September 2010

REPORTED: (by Dr I MacKirdy)

That action plans approved by the Genetic Modification and Biosafety Committee to resolve issues raised by the Health and Safety Executive (HSE) during their inspection in September 2010 had been completed.

(d) Biosafety and Genetic Modification Website (minute 29/10-11 refers)

CONSIDERED:

The proposed wording for the University Biological Safety Policy (paper GMBSC 07/11-12, Revised) and the proposed revision to the Terms of Reference for the Genetic Modification and Biosafety Committee (paper UHSEC 03/11-12).

REPORTED: (by Dr I MacKirdy)

- (i) That additional general instruction for laboratory-based departments would be submitted to the March meeting of the Committee.
- (ii) That the hazard-based risk management system for the management and governance of the range of biological hazards set out in the Biological Safety Policy would be extended to radioactive, hazardous and controlled substances.

(by Mr N Sanders)

- (iii) That the definition of 'Very High Hazard' should be reviewed.
- (iv) That specification within the Policy of the wider health and safety activities and responsibilities relating to the management of biological safety should be considered following resolution of the forthcoming proposals for general instruction for laboratory-based departments from the Director of Health and Safety.

RESOLVED:

- (i) That the proposed University Biological Safety Policy (GMBSC 07/11-12, Revised) be approved as an Interim Policy taking account of comments by members of the Committee.
- (ii) That the Terms of Reference for the University Genetic Modification and Biosafety Committee (UHSEC 03/11-12) be revised as proposed.
- (iii) That the Interim Biological Safety Policy and the Terms of Reference for the University Genetic Modification and Biosafety Committee be reviewed at the meeting of the Committee in June 2012.

(e) Review of Schedule 5 Pathogens and Toxins

REPORTED: (by Dr I MacKirdy)

That a formal report was awaited following a security inspection by an enforcement agency of Schedule 5 substances.

(f) HSE Contained Use Regulations

REPORTED: (by Dr I MacKirdy)

That the HSE did not expect to implement the new Contained Use Regulations before October 2013.

06/11-12 University Health & Safety Committee

CONSIDERED:

A report from the Director of Health and Safety on the meeting of the University Health & Safety Committee held on 24 October 2011 (paper UHSEC 04/11-12).

- (a) Terms of Reference and Membership of the Committee (minute 26/10-11 refers)

RESOLVED:

That the Committee approved the changes to Terms of Reference and Membership of the University Health and Safety Committee (UHSC 01/11-12).

- (b) Driving on Business

REPORTED: (by Dr I MacKirdy)

That the University Health and Safety Committee would receive information from the Director of Health and Safety on the monitoring of driving hours.

- (c) Smoking Outside Buildings (minute 30a/10-11 refers)

CONSIDERED:

A paper from the Director of Health and Safety proposing amendments to the wording of the 'Arrangements' section of the Smoking Policy (paper UHSEC 05/11-12).

RESOLVED:

- (i) That the Director of Health and Safety submit a paper on the issue of e-cigarettes to the next meeting of the University Health and Safety Committee.
- (ii) That the other amendments to the Smoking Policy arrangements be approved.

- (d) Pulse Stressor Report

CONSIDERED:

A report from the Director of Health and Safety which identified positive improvements in staff perceptions as expressed in the Staff Survey 2011 in relation to workplace stressors (paper UHSC 02/10-11).

REPORTED: (by Dr I MacKirdy)

That Heads of Department had been provided with the Pulse Stressor Reports for their Departments and were being supported by Human Resources Advisors with their Pulse Action plans.

- (e) Incidents and Fires

CONSIDERED:

An update on serious incidents and fires (paper UHSC 04/11-12) noting the conclusion by the University Health and Safety Committee that the RIDDOR 12 month rolling total was continuing to decline and at 21 was at its lowest for over 3 years.

REPORTED: (by Dr I MacKirdy)

- (i) That the University was working in partnership with West Midlands and Warwickshire Fire and Rescue Services providing information and key messages to students on fire safety.

(by Mr N Sanders)

- (ii) That effort has been made to reduce the number of serious incidents and in particular the Commercial Group should be commended for significantly reducing their level of reportable incidents.

(f) Promoting Recognition of Good Health and Safety Performance

REPORTED: (by Dr I MacKirdy)

- (i) That the outline proposal (paper UHSC 03/11-12) to provide the University Health and Safety Committee with the opportunity to receive presentations direct from groups of staff and to recognise and celebrate examples that have positive impact on culture and behaviour had been positively received by the University Health and Safety Committee.
- (ii) That the Commercial Group would be used to pilot this approach building on the incorporation of a food safety award into their Awards Evening in 2011.
- (iii) That the detailed proposal would include encouraging and supporting submissions for a Royal Society for the Prevention of Accidents (RoSPA) Health & Safety Award starting in January 2013.

(g) Website / SITU Update (minute 30b/10-11 refers)

RECEIVED:

A report from the Director of Health and Safety summarising progress on the development of the website and the withdrawal of sections of 'SITU' (paper UHSC 05/11-12).

REPORTED: (by Dr I MacKirdy)

That further webpages were under development.

RESOLVED:

That the June meeting of the Committee would consider withdrawal of the remaining sections of SITU.

(h) Machinery Inspection Reports

CONSIDERED:

A report on the findings and resolution of nine machinery safety inspections carried out in August and September 2011 (paper UHSC 06/11-12).

REPORTED: (by Dr I MacKirdy)

- (i) That the formal approach of conducting expert inspections, requiring responses from managers and reporting on the completion of these actions encouraged ownership by staff, supervisors and managers, achieved improvements in machinery safety and provided an audit trail.

(by Mr R Wilson)

- (ii) That alternative facilities were being examined by the Estates Office for the fitter's workshop in order to resolve limitations of the current location.

07/11-12 National Perspective: the Government Response to the Lofstedt Report (minute 31/10-11 refers)

RECEIVED:

A report from the Director of Health and Safety on the Government Response to the Lofstedt Report including the Government's update on progress following the Lord Young Report (paper UHSEC 06/11-12).

RESOLVED:

That the Committee would be provided by the Director of Health and Safety with further briefings on the timing and implications of changes implemented by the Health and Safety Executive.

08/11-12 Dates of Future Meetings

REPORTED:

That future meetings of the Committee will be held on:

5 March 2012 at 14:00 in CMR 1.2, University House

14 June 2012 at 11:30 in CMR 1.1, University House