

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD Thursday 13rd May 2021

| | | | |
|----------------------|---------------------|---|--|
| Present | Rupert Lawrie | RL | Commercial Director (Vice Chair) |
| | James Breckon | JB | Director of Estates |
| | Sarah Duggan | SD | Acting Director of Administration within the Faculty of Social Science |
| | Prof. Rebecca Earle | RE | Head of Department within the Faculty of Arts |
| | Caroline Farren | CF | Senior Health and Safety Advisor (Academic) |
| | Graham Hakes | GH | Senior Health and Safety Advisor (Non -academic) |
| | Dr. Ian Hancox | IH | Research Technology Engagement Manager |
| | Prof. David Leadley | DL | Head of Department within the Faculty of Science |
| | John Phillips | JP | Director of Health and Safety |
| | Andrew Smith | AS | Finance Director |
| Prof. Michael Ward | MW | Chair of the University Health and Safety Committee | |
| In attendance | Mayur Patel | MP | Assistance Secretary to the UHSEC |
| | Duncan Stiles | DS | Head of Compliance and Assurance |
| | Helen Anderson | HA | Project Manager within the Information & Digital Group |

| Ref | Item |
|-----|---|
| 058 | <p>Apologies for absence</p> <p>Apologies were received from Rachel Sandby-Thomas, Lee Cartwright, Charlotte Lloyd, Geraldine Mills, Dr. John Ferrie.</p> |
| 059 | <p>Declarations of Interest</p> <p>No new declarations were made.</p> |
| 060 | <p>Minutes of last meeting held on 25 March 2021</p> <p>The minutes of the meeting held on 25 March 2021 were received and approved.</p> |
| 061 | <p>Matters arising from last meeting on 25 March 2021</p> <p>The matters arising were as follows:</p> <p style="padding-left: 40px;">(a) Drone policy (minute 025-UHSEC060220)</p> <p style="padding-left: 40px;">(b) International Travel report to UEB (minute 040-UHSEC060220)</p> <p>The Chair informed the Committee that the Drone Policy development had been carried forward into academic year 2021-22, and that the International Travel work was to be covered later in the meeting. The queries related to waste management at the new Interdisciplinary Biomedical Research Building (IBRB) and the phenol situation was to be covered under 'Performance Report' later in the meeting.</p> |

| | |
|-----------------------|--|
| 062 | <p>Chemical Inventory Update</p> <p>The Chair invited the Project Manager within the Information & Digital Group (IDG) to provide the Committee with a verbal update as to the progress made with the procurement and installation of the Chemical Inventory Tool.</p> <p>The Project Manager within the Information & Digital Group informed the Committee that the procurement and installation of the Chemical Inventory Tool project was restarted at the end of March 2021 and progress to date included:</p> <ul style="list-style-type: none"> • That Chemistry had reviewed & agreed the requirements were still the same, allowing to proceed with LabCup, as the preferred supplier from the second tender. • That a draft implementation plan had been produced and needed agreement from the supplier. • A draft Job description for a Chemistry Implementation Manager had been created and needed progressing through the correct HR & Finance channels once a supplier contract had been agreed. • Information Security assessment work had been halted in August 2020 and had since been requested to be restarted. • Procurement was underway to refresh the supplier assurance with LabCup. • Procurement was to seek clarification on price for the Chemical Inventory Tool from Labcup, as it was expecting LabCup would honour the price they offered in the tender response of Autumn 2018. If the price changed significantly another tender exercise maybe required. <p>The Chair of the University Health and Safety Committee/Head of the Department for Chemistry welcomed all progress made with the procurement and installation of the Chemical Inventory Tool, and was keen to understand what the next steps were, requesting notification once the software had been procured, providing maximum time for the appointment of the new Chemistry Implementation Manager.</p> <p>The Director of Health and Safety Services suggested that a standing agenda item should be considered, providing an opportunity for a verbal report to be given to the Committee on the progress made relating to the Chemical Inventory Tool, and was keen to understand who was managing the project. The Chair was also keen to understand who was the project lead.</p> <p>The Committee were informed by the Project Manager within the Information & Digital informed Group that the next steps included</p> <ul style="list-style-type: none"> • Completion of the Information Security Assessment. • Clarification on price form LabCup. • Seeking funding approval. <p>ACTION: IDG to confirm new Project Exec, Project Manager and Business Analyst as all three previous people have moved or are moving on.</p> <p>ACTION: Chemical Inventory Tool to become a standing item on the agenda and for Project Exec or Project Manager to provide regular updates to the committee.</p> |
| Chair's Update | |
| 063 | <p>Chair's Business and Actions</p> <p>The Chair invited the Director of Health and Safety Services to provides an update relating to the organisational move of Health and safety Services.</p> |

| | |
|--|---|
| | The Director of Health and Safety Services informed the Committee that the Health and Safety Services reporting line had moved from the Registrar’s area and into the Secretary to Council’s area, to be better aligned with the work being done in the area around risk, resilience and assurance. |
|--|---|

| | |
|-------------------------|--|
| Executive Update | |
|-------------------------|--|

| | |
|-----|---|
| 064 | <p>Performance Report</p> <p>The Chair invited the Senior Health and Safety Advisor (Academic) to outline the contents of the Health and Safety Performance paper.</p> <p>The Senior Health and Safety Advisor (Academic) outlined the key points of the paper (064-UHSEC130521), the committee received and noted the content of the paper.</p> <p>The Chair was keen to understand the root cause, that in the report (064-UHSEC130521), it showed that 29% of actions raised were not closed-out in the allocated time and had become overdue, and sought clarification why this was occurring and how the action raiser was notified that it had been completed. It was reported that in some cases actions had been completed, but training was required to illustrate how to close out actions on the SHEAssure system. As for the process, once an action had been completed, the action raiser received an automated email notification them that the action was closed.</p> <p>The Director of Estates was keen to understand, that following the British Standards Institution (BSi) audit and identification that improvements relating to (a) competence and training records, and (b) emergency planning and preparedness, was there more detail available to help priorities work to ensure improvements can be made before the next audit..</p> <p>The Senior Health and Safety Advisor (Academic) clarified that training efforts would be initially directed towards ‘spillage emergency procedures,’ ‘training records’, which was thought of as administrative controls would be considered during internal audits and work was underway to identify processes by which shortfalls could be highlighted at the earliest opportunity.</p> <p>The Head of Department within the Faculty of Science highlighted that ensuring training records were up to date and of a good standard had always been a problem and asked if there was a standard method that records should be maintained.</p> <p>The Director of Health and Safety Services informed the committee, that departments had their own methods of recording and maintaining training records and so it was very difficult to manage them. The direction of travel for managing training records was to develop a central holding method using the LMS system from which departments would be able to retrieve data, but it would take time to enter all training modules on to the system.</p> |
|-----|---|

| | |
|-------------------|--|
| Governance | |
|-------------------|--|

| | |
|-----|---|
| 065 | <p>Statutory Inspection & Compliance Programme Board</p> <p>The Director of Health and Safety Services, presented paper (065-UHSEC130521) highlighting the key points of the paper. The committee received and noted the content of the paper.</p> <p>The Director of Health and Safety Services informed the committee that the last meeting of the Statutory Inspection and Compliance Programme Board took place on 5th May 2021 and was chaired by Rosie Drinkwater, it was anticipated that a meeting would take place every six weeks.</p> |
|-----|---|

| | |
|-----|---|
| | <p>The main discussions at the last meeting was related to the approval of the Codes of Practice and now efforts were being diverted toward finalising the work on LEV systems, water hygiene and, most importantly, to natural (domestic) gas systems and installations on campus.</p> |
| 066 | <p>Health and Safety Plan</p> <p>The Chair invited the Director of Health and Safety Services to talk through the paper, outlining where there were any challenges or risk within the plan.</p> <p>The Director of Health and Safety Services outlined the key points of the paper (066-UHSEC130521) and informed the Committee that a further addition was to be included relating to Spillage Training for high risk departments. The committee received and noted the content of the paper.</p> <p>The Head of Compliance and Assurance was keen to understand that with the migration to ISO 45001 and audits relating to Contractor Control and the Provision and Use of Work Equipment Regulations identified in the plan, would this mean that the Estates department would be subjected to an internal audit.</p> <p>The Director of Health and Safety Services informed the Committee that the next BSi audit scheduled for June 2021 would be conducted at the Chemistry Department and the School of Engineering and it was anticipated that the departments would be asked questions related to Estates.</p> <p>The Chair acknowledged that Health and Safety Services had recently seen staff member leave reducing their numbers, but with the campus re-opening would the existing members of staff be able to meet all health and safety requirements.</p> <p>The Director of Health and Safety Services re-assured all members that recruitment was under way, with two new members joining the team in June 2021, followed by a third in August. The re-structure of the Health and Safety Team and a further bid for two more positions to support Social Sciences and Arts would mean that more support would be available in the future.</p> <p>The Head of Department within the Faculty of Science raised a concern that in the short term, with the Health and Safety Officer for Chemistry not starting until August 2021 and the requirement to update risk assessments in readiness for the re-opening of campus, would it be possible to employ sort term cover.</p> <p>The Director of Health and Safety Services re-assured the Committee that the existing Bio-Safety Advisor who has a chemical background would be taking the lead in providing chemistry with support. The HSO for Physics would also support both physics and chemistry and if required a consultant had been placed on standby and could be called upon at short notice.</p> <p>The Head of Department within the Faculty of Social Science was keen to understand with students returning to campus for term three, should risk assessments start to be updated or was there to be guidance provided from central health and safety.</p> <p>The Director of Health and Safety Services informed the Committee that communications from central health and safety would be provided, highlighting the major changes to be incorporated into exiting risk assessments. It was anticipated that the major changes would be around 1.5m working and the non-requirement of face covering when sat down whilst maintaining 2m social distancing.</p> |
| 067 | <p>International Travel</p> |

| | |
|--|--|
| | <p>The Chair invited the Director of Health and Safety Services to provide an update on the work of the international Travel Group.</p> <p>The Director of Health and Safety Services provided a verbal update informing the Committee that the International Travel Group, established to help ensure there was a record where travel was being made and so support could be provided if required. The next meeting of the group was scheduled for 25 May 2021 and included representation from Warwick Manufacturing Group, Warwick Medical School, Warwick Business School, Student Travel and the International Working Group. At the meeting an opportunity would be provided for the travel management company to present their service. The International Group were developing a Travel Policy to be issued in the near further.</p> |
|--|--|

| | |
|----------------|--|
| Estates | |
|----------------|--|

| | |
|-----|--|
| 068 | <p>Report from Water Group</p> <p>The Head of Compliance and Assurance presented paper (068-UHSEC130521), highlighting the key points from the Water Group report. The committee received and noted the content of the paper.</p> <p>The Director of Health and Safety Services informed the Committee, that at the last Statutory Inspection & Compliance Programme Board meeting a graphical time-line was presented showing how outstanding risk assessments were reducing, and was keen to understand if the extra resource deployed was having a positive effect and what progress was being made with corrective action close-out.</p> <p>The Head of Compliance and Assurance informed the Committee that extra resource was available and it was being investigated how best it would aid the close-out of corrective actions.</p> <p>The Director of Estates explained that work priority was being concentrated in the completion of inspections and remedial work action close-out. With the extra resources allocation, priorities were being re-evaluated to establish how best to divide it between work load, resources and risk. Remedial work had been slow and some slippage had been seen due to the age of building and identifying further issues when work was being carried out. It was found that asset records were not up to date and so work was required to identify water systems and update drawings before work was able to commence.</p> <p>Chair of the University Health and Safety Committee asked, that when departments requested ‘work permits’, was it not at this stage that details of work to be carried out, be supplied to keep records up to date.</p> <p>The Director of Estates reported that the level of detail supplied when work permits were requested was getting better, but it relied of permits being requested, if work was carried out without a permit it was vry difficult to police.</p> |
|-----|--|

| | |
|---|--|
| Subsidiary and Sub-Committee Reports | |
|---|--|

| | |
|--|--|
| Items below this line are for receipt and/or approval, without discussion | |
|--|--|

| | |
|-----|---------------------------|
| 069 | Report from GMBSC |
| 070 | Report from IRNIRC |
| 071 | EAP Corporate MI |
| 072 | Report from UHSC |

| | |
|--------------|--|
| Other | |
|--------------|--|

| | |
|-----|---------------------------|
| 073 | Any Other Business |
|-----|---------------------------|

The Director of Health and Safety Services informed the Committee, that at the last University Health and Safety Committee (UHSC) meeting discussions were had relating to student representation at meeting. Currently student representatives are invited but rarely accept their invite, the inclusion of Student Experience Officers from around the University was an option but there was fear that the Committee would become too large. It was thought that new members were added to Terms of Reference and Membership and the brought to this Committee for approval, action was raised for clarification.

The Chair of the University Health and Safety Committee raised a concern that students cannot be involved in decision making on all items discussed at the UHSC and responsibility should lie with members and departmental academics to ensure safety.

The Head of Department within the Faculty of Arts welcomed the inclusion of student representation and to overcome non-attendance suggested that it be a statutory requirement when member selected.

The Head of Department within the Faculty of Science suggested that if students were to be included then Post-graduate students be approached.

Next meeting: Monday 19th July 2021

DECISIONS AND ACTIONS

| ITEM | DECISION/ACTION | LEAD AND DUE DATE | STATUS |
|---|--|---|-----------|
| 064 – Matter Arising | <p>(a) Drone policy (minute 025-UHSEC060220)</p> <p>DECISION: The committee agreed that the item be carried forward to the September 2021 UHSEC meeting.</p> <p>ACTION: The Director of Health and Safety Services provide an update at the September 2021 UHSEC meeting.</p> | <p>John Phillips</p> <p>September 2021</p> | On-going |
| 038- H&S Performance Report – Phenol Incident | <p>ACTION: The Chair to arrange a meeting with the Provost to discuss this item further and identify what action(s) can be taken</p> | <p>Rachel Sandby-Thomas</p> <p>March 2021</p> | Ongoing |
| 049- Matters arising from last meeting on 11 February 2021 | <p>ACTION: The Director of Health and Safety Services to report to the Committee the link and functions of the International Working Group and the International Travel Policy Working Group.</p> | <p>John Phillips</p> <p>May 2021</p> | Completed |
| 052- OHSAS 18001 Audit Update | <p>ACTION: The Senior Health and Safety Advisor (Academic) to provide and update at the next meeting on how waste was to be controlled from the new IBRB.</p> | <p>Caroline Farren</p> <p>May 2021</p> | Completed |
| 052- OHSAS 18001 Audit Update | <p>ACTION: The Senior Health and Safety Advisor (Academic) to provide a performance report at the next meeting under Governance in particular related to phenol incidents.</p> | <p>Caroline Farren</p> <p>May 2021</p> | Completed |
| 062- Chemical Inventory Update | <p>ACTION: IDG to confirm new Project Exec, Project Manager and Business Analyst as all three previous people have moved or are moving on.</p> | <p>Helen Anderson/ James Alexander</p> <p>July 2021</p> | |
| 062- Chemical Inventory Update | <p>ACTION: Chemical Inventory Tool to become a standing item on the agenda and for Project Exec or Project Manager to provide regular updates to the committee.</p> | <p>Helen Anderson/ James Alexander</p> <p>July 2021</p> | |