

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 15 JUNE 2023**

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
	James Breckon	JB	Director of Estates
	Paul Bartlett	PB	Director of Warwick Conferences
	Philippa Glover	PG	Deputy Finance Director
	Prof. David Leadley	DL	Deputy Pro-Vice Chancellor for Research
	Dr Ian Hancox	IH	Director of the Research Technology Platforms
	Lee Cartwright	LC	Trade Union representative
	Wayne Snow	WS	Independent Member
	Tomi Amole	TA	Students Union representative
	Suzie Lynn	SL	Assistant Secretary to the UHSEC
In attendance	Graham Hakes	GH	Senior Health and Safety Adviser
	Caroline Farren	CF	Senior Health and Safety Adviser
	Duncan Stiles	DS	Head of Assurance, Risk and Property
	Julie Doherty	JD	HR Manager (Estates & Finance)
	Kirsty Jenkins	KJ	Head of Compliance & Assurance
	Ros Roke	RR	Programme Director Warwick Transformation
	Chris Luck	CL	Director of Strategic Change Planning
	Andy Smith	AS	Director of Wellbeing and Safeguarding

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
089	<p>Apologies for absence</p> <p>Apologies were received from Geraldine Mills (Director of Human Resources), Prof. Rachel Moseley (Chair of the Faculty of Arts) and Jackie Clarke (Director of Administration in the Faculty of Social Sciences).</p> <p>Julie Doherty will be deputising for Geraldine Mills.</p> <p>Prof. Rebecca Earle will be deputising for Prof. Rachel Moseley on this occasion as well as attending as UHSC Chair.</p>
090	<p>Declarations of Interest</p> <p>There were no new declarations made.</p>
091	<p>Minutes of last meeting held on 11 May 2023</p> <p>[Exempt information not included]</p> <p>The minutes of the meeting held on 11 May were received and approved, subject to minor amendment.</p> <p>DL raised a query, not an amendment, around 080 regarding the Travel Risk Assessment Procedure. DL stated there is an issue around where the risk assessment sits for individuals who wish to make travel bookings outside of the university’s travel provider, such as academics who have been working elsewhere for a long time and wish to stay in the same accommodation as their research partner. These individuals are having difficulties doing this due to the requirement to book through the university’s travel provider.</p>

	<p>It was discussed how the process is being simplified and there will be the option to book different accommodation in exceptional circumstances. There is also a checklist to be completed by the accommodation provider. DL advised that the process for the exceptions route needed to be clearer. PG stated that she met with the Provost earlier this week and there is agreement that there is a way to go regarding improving the clarity and appropriateness of this process. PG stated she would like to be involved in this.</p> <p>ACTION: Health & Safety and Finance to meeting to discuss the Travel Risk Assessment Procedure and the booking of accommodation outside of the University provider.</p>
092	<p>Matters arising from last meeting on 23 March 2023 [Exempt information not included]</p> <p>The matters arising, which are not covered within the substantive part of the agenda, were as follows:</p> <p>044- John Phillips to progress a gap analysis of environmental legislation and compliance. JP advised that BSI should be attending in September or October for a 2-day visit to do a gap analysis on ISO45001. Exact dates to be decided.</p> <p>080- John Phillips to update the committee on the Building Safety Act safety case. JP advised that this only applies to Cryfield 7, and we are in a position to submit the registration for the safety case within the next couple of weeks. JB informed the committee that he is very happy with it, and it is a measured approach.</p> <p>Items carried forward to October meeting:</p> <p>064- Review of driving incidents A small working group has been set up and an audit will be conducted on the management of fleet vehicles in June and July. DS advised this would be a sample audit and an email will be sent to Heads of Departments shortly. This will be reported back on in October.</p>
Chair's Update	
093	<p>Chair's Business and Actions</p> <p>The Chair informed the committee that there was a proposal from the Director of Health & Safety that we revert back to holding three UHSEC meetings each year, rather than six. Additional meetings were introduced in 2016 to help maintain momentum in relation to H&S improvements, but it is felt that these are not needed next year. The Chair confirmed that there is always the ability to call another meeting if required. WS raised no issues with this. RE raised concerns that there may be an excessive number of papers to read if there are less meetings. JP stated that there are a few things reported on that could be below the line in future, such as the GMBSC and IRNIRC, as these meetings are run well and without problems. These could be discussed by exception if required.</p> <p>DECISION: The committee agreed to revert to holding three UHSEC meetings per academic year.</p>
Governance	
094	<p>Compliance Update</p> <p>Kirsty Jenkins, Head of Compliance & Assurance, provided the committee with some background to the Compliance & Assurance function. KJ explained how she is in a job share partnership with Catherine McStay and there is also a third member of the team. The team was initially tasked with mapping out all compliance obligations across the institution and to identify any significant gaps and develop a compliance and assurance framework to enable consistency across the institution. KJ advised that this has been signed off by UEB and the</p>

	<p>Audit & Risk Committee. Work is now being done with the Secretary to Council teams to implement this framework.</p> <p>Along with this:</p> <ul style="list-style-type: none"> -The team are currently working with DAC, creating COPs, SOPs and identifying accountability. -Conducting horizon scanning in order to identify potential new compliance obligations, especially those that will have a wide impact. -Looking at compliance training requirements and the need for an institution wide LMS – There was a meeting with James Alexander yesterday and this will be picked up again in September/October. -Recent internal audit of policy framework. -Working to create standard templates. <p>Next steps for the team will be to establish a web presence to enable self-service as well as LMS work beyond the immediate priority of Assure as an interim measure.</p> <p>JP explained to the committee how Assure was going to be implemented in the short term to bridge the gap until an LMS is implemented. IDG is happy for this to proceed, subject to certain conditions, and this will hopefully be in place for H&S training in September ready for the new academic year. Eventually, other departments can be spoken to regarding their departmental specific training also being set up in Assure, and this will need to be done on a priority basis. JB stated he would be interested in piloting this.</p> <p>DS asked if the Compliance & Assurance team had links to other institutions. KJ confirmed that there are bi-monthly meetings with other institutions which contains members from a variety of assurance roles. The first in person meeting will be soon. KJ advised that the team currently seems to be above the curve compared some of the other institutions.</p> <p>JB asked if the gap analysis of the compliance obligations would be published so that it can be seen where these gaps are. KJ stated this could possibly be shared at the Audit & Risk Committee but that discussions are being had with the areas where gaps have been identified.</p> <p>DL asked if the scope of the role included the various voluntary code of practices and other things that departments may need to sign up to. KJ confirmed that the initial scope did include everything and that there were lots of interlinks anyway. The team are now looking at priority areas. DL stated that this document would also be good to share as there are a lot of things that have been signed up to.</p>
095	<p>Procurement/LMS/Transformation [Exempt information not included]</p> <p>Ros Roke updated the committee that there have been two areas of focus this year, staff recruitment and procurement. Some early proof of value work was completed regarding staff recruitment in order to locate some quick wins ahead of the overall programme. A design sprint for procurement was conducted in February/March. Chris Luck highlighted that an important part of their work is to look at the whole picture.</p> <p>RR stated that Health & Safety is an important part of procurement, and that H&S were involved in the design sprint. Work so far has been around proving a concept and are procurement capable to do this. Delivery will not start until a partner has been onboarded to assist, this will hopefully be in July.</p>

	<p>CL explained what it means to carry out such a review of a procurement service. This involves looking at who the customers are, what the service does and does not do, what the expectations are and a definition of the roles, responsibilities, and services. It is also important to consider the people, process, and systems:</p> <p>People – Procurement is currently running on a very high vacancy count, and even if these roles were filled there are questions about whether this will be enough to deliver an effective service.</p> <p>Process – This was reviewed by a third party at the procurement sprint – The procurement process is not necessarily broken but it is not transparent, and work needs to be done to ensure everyone follows the same process.</p> <p>Systems – There are two systems in place that do not speak to each other as well as confusion around what system does what function. There is also lots of manual duplicate entry. A cradle to grave solution with full transparency of the journey is required.</p> <p>RR stated that there is a procurement design authority at the end of the month. CL explained that there is no existing way to bring together the suppliers and users of a service and so a design authority brings together the senior suppliers of a service and senior customers of service in order to agree a change that both sides agree with. The Chair stated it is very good to have high level design principles.</p>
Executive Update	
096	<p>Performance report [Exempt information not included]</p> <p>The Senior Health and Safety Adviser, Graham Hakes, provided an update on Health and Safety performance using Assure. GH advised the committee that the Safety Committee Dashboard is still a work in progress. The accident statistics remain relatively stable, and GH explained how if anything begins to stand out then Health and Safety Services would run a campaign to address it.</p> <p>Regarding the audits and incidents actions data, the escalation process which was previously brought to this committee has now been rolled out to other committees and actions are being taken to them and escalated that way. There has been good feedback regarding this.</p> <p>JP advised the committee that eventually all four KPI's (audit actions, incident actions, training and risk assessments) will be available on the Safety Committee Dashboard on Assure.</p> <p>DL asked for some clarity regarding the KPI's for audit actions and incident actions already on Assure. GH explained that the blue/green pie chart relates to closed actions and details if they were closed before, after or on their due date. The red/green pie chart takes into account the open actions as well and shows how many are/were overdue.</p> <p>JP stated that the message is to focus on the red section in the KPI pie charts, as closing these out will drive improvement and reduce data in the other charts on the dashboard as well.</p> <p>PB asked if there was a target for the number of incidents reported. JP stated there was not and that this would not be implemented as such targets are lagging indicators and run the risk of driving down reporting.</p>
097	<p>EIC Fire Update [Exempt information not included]</p> <p>The Director of Health and Safety Services updated the committee, and a further update will be provided in October.</p>
098	<p>Protest Management Code of Practice [Exempt information not included]</p>

	The Director of Wellbeing and Safeguarding presented the key points of the paper (098-UHSEC150623), highlighting how this document is based on the Code of Practice in place at King’s College, London, with the most notable update being the inclusion of the higher education freedom of speech act.
099	<p>Evolve/Recruitment Update [Exempt information not included]</p> <p>The Director of Estates confirmed that the recruitment problems are still ongoing, and work is being done to resolve these as a priority.</p> <p>Update provided in correspondence post meeting:</p> <ol style="list-style-type: none"> 1. The Emergency Cover arrangements have been operational now for nine months and have proved to be successfully operated in terms of attendance and response time by on-call Estates staff and regarding any concerns about unintended increases in work of responsibilities for the Community Safety Team. Estates and Community Safety have worked closely together to review the impact of the changes and are both happy to continue with the current arrangements 2. Senior management on-call is in place and working effectively. Call-out numbers have been low and we will be able to continue with this system despite recent resignations and staff turn-over. 3. It is recommended that this activity is now considered business as normal and any future changes will be reported proactively to the committee.
100	<p>Chemical Inventory Update The Director of Health & Safety Services updated the committee that everything is on track and how SDS’s and chemical data is managed will be looked at in LabCup 2.0.</p>
Finance and Resources	
Estates	
Subsidiary and Sub-Committee Reports	
101	<p>SICWG The Director of Health & Safety Services updated the committee that: -Compliance officer recruitment, interviews are being held 28-30 June. -A solution has been agreed regarding LEV checks which now needs to be implemented. -Bulk storage Code of Practice should be in place by December.</p>
<i>Items below this line are for receipt and/or approval, without discussion</i>	
Other	
102	<p>Any Other Business There was no AOB.</p>
Next meeting: October 2023	

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
044- H&S Element of Institutional Risk Register	ACTION: John Phillips to speak to Chris Twine, the Secretary to Council, regarding a standardised approach to achieving certifications across the University for the departments that are required to.	John Phillips	Complete
	ACTION: John Phillips to progress a gap analysis of environmental legislation and compliance.	John Phillips October 2023	In progress
056- Matters arising from last meeting on 09 February 2023	ACTION: JP and GH to consider the role Assure Go could have in the reporting of paving and roadway issues. UPDATE: Update to be provided on how Assure Go could assist in paving and roadway checks and reporting of issues.	John Phillips and Graham Hakes October 2023	
059- Evolve and Emergency Cover Update	ACTION: Steve Twynholm to provide an update on Evolve, staffing levels and Emergency Cover at the June UHSEC.	Steve Twynholm June 2023	Closed
060- Risk Assessment and Toolbox Talk Update	ACTION: The Director of Health and Safety will provide an update regarding the status of Risk Assessments and how these are being transformed into Toolbox Talks.	John Phillips October 2023	
064- Vehicle Accidents	ACTION: A review of driving incidents is to be conducted and in-depth recommendations to be reported back to the committee.	Duncan Stiles October 2023	In progress
077- Scarman Protest	ACTION: Update to be provided on the implementation of the recommendations received following the Scarman protest.	John Phillips October 2023	
079- EIC Fire Update	ACTION: Update to be provided on the EIC Fire incident and ownership of actions.	John Phillips October 2023	In progress
080- H&S Plan Update	ACTION: John Phillips to update the committee on the Building Safety Act safety case at the June meeting.	John Phillips June 2023	Completed
086- PTW Office	ACTION: An update on Project Kea and the scope for this is required at the first UHSEC meeting in 2024.	Jo Bishop 2024	
091- Minutes of last meeting held on 11 May 2023	ACTION: Health & Safety and Finance to meeting to discuss the Travel Risk Assessment Procedure and the booking of accommodation outside of the University provider.	John Phillips/Graham Hakes/ Pippa Glover	

ITEM	DECISION
093- Chair's Business and Actions	DECISION: The committee agreed to revert to holding three UHSEC meetings per academic year.