

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 23 MARCH 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
	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
	Tomi Amole	TA	Students Union representative
	Suzie Lynn	SL	Assistant Secretary to the UHSEC
In attendance	Graham Hakes	GH	Senior Health and Safety Adviser
	Simon Watson	SW	Health and Safety (Fire) Adviser
	Chris Griffin	CG	Head of Risk and Resilience
	Duncan Stiles	DS	Head of Assurance, Risk and Property
	Richard Campbell-Kelly	RCK	Insurance Services Manager

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
053	<p>Apologies for absence</p> <p>Apologies were received from Paul Bartlett (Director of Warwick Conferences), Jackie Clarke (Director of Administration in the Faculty of Social Sciences), Prof. Rachel Moseley (Chair of the Faculty of Arts), James Breckon (Director of Estates), Rose Clark (Executive Officer in the Faculty of Social Sciences) and Geraldine Mills (Director of Human Resources).</p> <p>Duncan Stiles will be deputising for James Breckon at this meeting.</p>
054	<p>Declarations of Interest</p> <p>There were no declarations of interest made.</p>
055	<p>Minutes of last meeting held on 09 February 2023</p> <p>The minutes of the meeting held on 09 February 2023 were received and approved.</p>
056	<p>Matters arising from last meeting on 09 February 2023</p> <p>[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>004 - Migrating H&S Courses into LMS (RST)</p> <p>RST advised the Committee that this was moving slowly. JP stated that Kirsty Jenkins and Catherine McStay from Compliance & Assurance have spoken to IDG and will be attending the UHSEC meeting on 11 May to provide an update.</p> <p>JP advised that in the meantime there was the option to utilise the Learning Management System module on Assure.</p> <p>JP proposed that the H&S team trial how this would work, and if it is good, commit to a 2-year period. The Committee discussed the benefits and challenges this would pose.</p>

	<p>DECISION: The Committee agreed that Health and Safety should implement the LMS module provided by Assure as an interim measure.</p> <p>ACTION: John Phillips to speak to IDG about H&S courses being integrated into Assure and how the migration of staff information would be managed in a secure and data protection compliant manner.</p> <p>014 - Leadership Training Update (JP) Training to most of UEB delivered on 16 March, and dates are filling up for SLT training sessions across departments.</p> <p>040 - Assure Go and What Three Words (GH) GH updated the Committee that Assure Go can be used to report paving issues, but it cannot use geolocation. Therefore, a What Three Words locations would need to be manually entered onto Assure Go, but both systems can be downloaded onto a phone. SW highlighted that there is a risk of people not reporting issues to the helpdesk if they raise them via Assure Go instead. GH stated that any near misses reported via this would be passed to the helpdesk if not already reported and JP clarified that the system does prompt people to report to the helpdesk as well. The Committee discussed this and whether Assure Go should be used for everyone to easily report issues or whether it would be used for inspections. ACTION: JP and GH to consider the role Assure Go could have in the reporting of paving and roadway issues.</p> <p>042 - Escalation – Role of H&S Committees (JP) JP confirmed with Chris Twine that departmental H&S Committees, whilst outside of the formal governance structure, are empowered to task individuals and to hold them to account on behalf of their HoD and the University. Asking a member of staff to perform a H&S related task is a ‘reasonable request’ from an employer and people can be challenged if they do not carry out such tasks.</p> <p>044 - Certification – standard approach (JP) JP spoke with Chris Twine regarding a standardised approach to achieving certifications across the University and will be updating Kirsty Jenkins and Catherine McStay from Compliance & Assurance who will be attending the next UHSEC.</p> <p>044 - Environmental Gap Analysis (JP) JP stated he has started discussions with BSi and is awaiting a quote and potential dates. DS stated he might have an original scoping document used with Estates he can pass on.</p>
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Chair’s Update	
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057	<p>Chair’s Business and Actions The Chair informed Committee members that there was no Chair’s business.</p>
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Executive Update	
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058	<p>Chemical Inventory Update The Director of Health and Safety Services updated the Committee that things were progressing well, and the next milestone payment would be made once three outstanding items have been updated by Labcup:</p> <ul style="list-style-type: none"> • Emergency Action Codes • Automatic fetch of SDS on import which is not working correctly compared to previous experience in the pilot. • Compatibility Module needs finalising.
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	<p>The Chair asked about the labelling issue. JP stated this was resolved and will be moving to pre-printed eventually.</p> <p>JP stated the business case for the next phase (2.0) is nearing completion and will come to this Committee. This does not cover Estates and Commercial at this stage as it is unclear whether there is a strong case for them to use this system.</p>
059	<p>Evolve and Emergency Cover Update [Exempt information not included]</p> <p>Duncan Stiles presented the key points of the paper (059-UHSEC230323), the committee received and noted the content.</p> <p>ACTION: Steve Twynholm to provide an update on Evolve, staffing levels and Emergency Cover at the June UHSEC.</p> <p>JP highlighted that Steve Twynholm has worked to streamline the recruitment process, but queried whether there is still a blockage which is causing problems. JP noted that organising and carrying out interviews is a time-consuming task and asked if there were candidates waiting for interviews. The Committee discussed the idea of apprenticeships, highlighting the need for there to be a lead to manage this properly. DS stated this would be looked at by the new Training Officer in Estates. IH stated that Paul Johnson would be managing T levels and apprenticeships in WMG.</p>
060	<p>Risk Assessment and Toolbox Talk Update</p> <p>The Director of Health and Safety Services updated the Committee that data is now available regarding the number of risk assessments required versus those in place and work is being done to fill the gaps. Risk assessments will be consolidated and shared as this is done. The risk assessments are not all shared within Assure so it is a very manual process to review and confirm numbers, or to drive efficiency by sharing and consolidating risk assessments within and across departments. Only then will we be able to say how many Toolbox Talks might be required.</p> <p>Estates have 100% risk assessments in place, and they also have 50 Toolbox Talks, but this is hard to measure elsewhere. Estates keep records of Toolbox Talks and training using spreadsheets which is a very manual process.</p> <p>Risk Assessments will be discussed further with Assure on Monday next week for logging and tracking. Discussions have started with 'slow adopter' departments on Assure and risk assessments and it is felt progress can be made.</p> <p>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.</p>
061	<p>Battery Testing Facility Fire [Exempt information not included]</p> <p>The Director of Health and Safety Services updated the Committee that there were 2 investigations taking place into the incident. The first into the causes of the incident, which is being led by Steven Leemoon, and another into the emergency response, which is being led by Simon Watson. Both investigations should be complete by 24 April. The report will be brought to this Committee once completed.</p>

062	<p>Managing Infectious Diseases Plan [Exempt information not included]</p> <p>Chris Griffin presented the key points of the paper (062-UHSEC230323), the committee received and noted the content. CG highlighted this was seen and approved at UHSC, subject to minor amendments. DS stated the role of Zone Managers needed to be captured and will speak to CG to clarify.</p>
063	<p>Performance Report [Exempt information not included]</p> <p>The Senior Health and Safety Adviser (Graham Hakes) updated the Committee that nothing significant has occurred since the last meeting apart from the WMG battery fire.</p>
064	<p>Vehicle Accidents [Exempt information not included]</p> <p>Richard Campbell-Kelly presented the key points of the paper (064-UHSEC230323), the committee received and noted the content.</p> <p>RCK confirmed that even though the accidents may be low speed, they still cause a lot of damage, and the department pays the excess for an accident. There is also potential for a more serious incident if the property damage incidents are not addressed.</p> <p>LC raised that the builder’s yard at Gibbet Hill used to have 16 vans in a tight space, and around campus there is becoming less parking available for service vehicles. Staff are being told to park in car parks where some vans cannot even fit. It is also not always possible to have a banksman as lone working is becoming more common. People are now also working in hubs where there is no dedicated parking for vans.</p> <p>LC stated that more support needed to be given to staff when reporting an incident to the insurance provider as not everyone would understand the terminology used.</p> <p>ACTION: A review of driving incidents is to be conducted and in-depth recommendations to be reported back to the Committee in June.</p>
Governance	
065	<p>Statutory Inspection and Compliance [Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (065-UHSEC230323), the committee received and noted the content. JP stated a lot of good work has been done on the dashboards which show pie charts of levels of compliance.</p> <p>JP highlighted that where dedicated, specialised knowledge has been applied, issues have been resolved.</p>

Finance and Resources	
Estates	
Subsidiary and Sub-Committee Reports	
066	<p>University Health & Safety Committee</p> <p>The Director of Health and Safety Services presented the key points of the paper (066-UHSEC230323), the committee received and noted the content.</p> <p>JP stated that wellbeing has been a recurring issue and the UHSC has requested that Andy Smith, the new Director of Wellbeing Services, attends the next UHSC meeting. LC stated that the mental health and wellbeing training that has come out recently has been well received.</p>
067	<p>Asbestos Group</p> <p>Duncan Stiles presented the key points of the paper (067-UHSEC230323), the committee received and noted the content.</p>
068	<p>Fire Management Strategic Group</p> <p>Simon Watson presented the key points of the paper (068-UHSEC230323), the committee received and noted the content. JP stated that with any new projects, such as Whitefields, the height implications of the building are being looked at early on in regard to the Building Safety Act.</p>
<i>Items below this line are for receipt and/or approval, without discussion</i>	
Other	
069	<p>Any Other Business</p> <p>There was no other business raised.</p>
Next meeting: 11 May 2023, 10:00-12:00, CMR1.0	

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
004- Matters Arising from 6 th October 2022	ACTION: The Director of Health and Safety to report back in 6 months regarding the status of Risk Assessments and how these are being transformed into Toolbox Talks.	John Phillips March 2023	Complete
004- Matters Arising from 6 th October 2022	ACTION: The Chair will raise the prioritisation of migrating the Health and Safety e-learning modules into LMS at UEB. UPDATE: This has been moved slightly higher in the queue.	The Chair	Closed
012- Estates Maintenance Emergency Cover Update	ACTION: Steve Twynholm to provide an update in 3-6 months regarding Evolve and the data regarding material risk to losing the BST response.	Steve Twynholm March 2023	Complete
014- Leadership & Management Document Update	ACTION: John Phillips to meet with the Senior Leadership Team of each area to disseminate the Health and Safety Legal Update becoming mandatory training. UPDATE: On going between now and April.	John Phillips	Complete
040- Performance Report	ACTION: To investigate whether Assure Go can be used by students using the My Warwick app and be able to position locate safety issues (using What 3 Word or a similar GIS locator).	Graham Hakes	Complete
042- Escalation Process	ACTION: John Phillips to discuss with Chris Twine, the Secretary to Council, whether Departmental Health & Safety Committees are able to request formal responses to delays in closing out actions from a Governance perspective.	John Phillips	Complete
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. ACTION: John Phillips to progress a gap analysis of environmental legislation and compliance.	John Phillips	Complete In progress
056- Matters arising from last meeting on 09 February 2023	ACTION: John Phillips to speak to IDG about H&S courses being integrated into Assure and how the migration of staff information would be managed in a secure and data protection compliant manner.	John Phillips	
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.	John Phillips and Graham Hakes	
059- Evolve and	ACTION: Steve Twynholm to provide an update on Evolve, staffing levels and Emergency Cover at the June UHSEC.	Steve Twynholm	

Emergency Cover Update		June 2023	
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 in June.	Duncan Stiles June 2023	
ITEM	DECISION		
056- Matters arising from last meeting on 09 February 2023	DECISION: The Committee agreed that Health and Safety should implement the LMS module provided by Assure as an interim measure.		