

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD Thursday 24th March 2022

Present	Rupert Lawrie	RL	Commercial Director (vice Chair)
	Lee Cartwright	LC	A Trade Union representative nominated by the University Health and Safety Committee
	Graham Hakes	GH	Senior Health and Safety Advisor
	Prof. Paul Jennings	PJ	Head of Department, or their nominee, within the Faculty of Science, Engineering and Medicine
	Philippa Glover	PG	Deputy Finance Director
	John Phillips	JP	Director of Health and Safety
In attendance	Mayur Patel	MP	Assistance Secretary to the UHSEC
	Kim Dalziel	KD	Project Manager within the Information & Digital Group
	Steven Leemoon	SL	Health and Safety Advisor
	Simon Watson	SW	Fire Safety Advisor
	Steven Twynholm	ST	Operations Director - Estates
Ref	Item		
051	<p>Apologies for absence Apologies were received from Rachel Sandby-Thomas, Prof. Mike Ward, Geraldine Mills, Dr. Ian Hancox, Duncan Stiles, Jackie Clarke, Emma Wellbeck, Prof. Rebecca Earle, Charlton Sayer, James Breckon.</p>		
052	<p>Declarations of Interest No new declarations were made.</p>		
053	<p>Minutes of last meeting held on 10 February 2022 The minutes of the meeting held on 10 February 2022 were received and approved following minor amendments.</p>		
054	<p>Matters arising from last meeting on 10 February 2022 The matters arising were as follows: 023- Leadership and Management Document The HR Director was not able to attend the meeting but provided an update via email to the Director of Health and Safety Services. It was reported that it had been requested, many times, that the outstanding health and safety Moodle's be linked to LMS so module completion was able to be tracked. The action to do this had been prioritised behind the work to be done to install the new payroll system. Des Butcher, the Enterprise Applications Director – ITServices, had been written to make clear how important the link to LMS was and requested if it could be re-prioritised.</p>		

055	<p>Chemical Inventory Update</p> <p>The Chair invited the Project Manager (Kim Dalziel) who was overseeing the project to provide the Committee with a verbal update as to the progress made with the procurement and implementation of the Chemical Inventory Tool.</p> <p>The Project Manager within the Information & Digital Group presented paper (055-UHSEC240322) and informed the Committee that since the last UHSEC meeting progress to date included:</p> <ul style="list-style-type: none"> • The contract supplier was to confirm arrangements between then University and Labcup. • The Schedule of Work had been received from Labcup and was under review. • It was anticipated that the final contract was to be approved and signed soon. • The preparation stage had started within Chemistry to map out their current processes, it was anticipated that this would take until the end of June 2022. • During June/July the Chemical Inventory Tool would be trailed in three laboratories before being rolled out to the rest of the department. • A meeting had been held with staff at Imperial College who had recently supported the implementation of Labcup within their Chemistry department and had agreed to mentor the University of Warwick with their implementation. • It was anticipated that implementation within Chemistry would be completed by the end of the next academic year, at which stage the project would be reflected on and evaluated for 'lessons learnt'. Once this had been completed the Chemical Inventory Tool would be rolled out the rest of the University community in stages. • The Chemical Inventory Tool's integration with SAP and Opera and how it would work was being reviewed.
Chair's Update	
056	<p>Chair's Business and Actions</p> <p>The Chair informed Committee members that there was no Chair's business.</p>
Executive Update	
057	<p>Audit Update – ISO:45001</p> <p>The Director of Health and Safety Services provided the Committee with a verbal update following the recent audit visit by BSi. It was reported that the 'Major' Non-conformity from the previous audit had been successfully closed, leaving three 'Minor' Non-conformities outstanding. The next audit was scheduled to take place in June 2022, at which it was anticipated that the remaining non-conformities would be closed as progress had been noted.</p>
058	<p>International Travel</p> <p>The Director of Health and Safety Services presented the International Travel paper (058-UHSEC240322), the committee received and noted the content. It was reported that the updated International Travel Risk Assessment document was to be published and made available soon. It was reported that feedback from the University Health and Safety Committee, academic departments had raised concerns using the Travel Management Company when being funded by a third party as the process did not lend itself for these situations. Accommodation bookings for 'long term stay' was under review and consideration was being given for bookings to be made via 'Air B&B' and not the Travel Management Company, as they were unable to provide the service. This would be assessed on a case-by-case basis, and all travel and accommodation bookings should be made using the travel management company in the first instance.</p> <p>The Head of Department within the Faculty of Science, Engineering and Medicine reported that feedback received regarding the service of the travel management company was good, the negative feedback related to the company.</p>

	<p>The Health and Safety Advisor (SL) was keen to understand, that once travel risk assessments had been completed and approved, should these be held at local departmental level. The Director of Health and Safety Services confirmed that the completed travel risk assessments should be held at local departmental level, SHE Assure was being investigated and developed to ascertain if it would be feasible for them to be uploaded and held centrally.</p>
Governance	
059	<p>Statutory Inspection and Compliance Programme Board</p> <p>The Director of Health and Safety Services presented the key points of the paper (059-UHSEC240322), the committee received and noted the content.</p>
060	<p>Report From Fire Strategic Management Group</p> <p>The Senior Health and Safety Advisor presented the report from the meetings of the Fire Strategic Management Group on 15 March 2022 (060-GMBSC240322). The paper was received, and content noted by Committee members.</p> <p>The Trade Union representative nominated by the University Health and Safety Committee was keen for an update as to what stage fire stopping and fire doors assessment had reached and what plans had been made for remedial work, it was also raised that following new work what checks were carried out to ensure that fire stopping remedial work had not been compromised. The Fires Safety Advisor reported that work would be covered during refurbishment of accommodation buildings, for non-accommodation building there was no planned work and would be considered in the future, contractors carrying out work had been asked to ensure that the work they carry out does not compromise existing building fire compartmentation. The Operations Director informed the Committee that Project Teams and Clarkes of Work had received training and were responsible for checking that following work fire stopping had not been compromised. It was suggested that for new buildings, at the design stage, the building life cycles (life) should be considered to enable additional wiring to take place, if required, without having to make additional holes to the building.</p> <p>The Deputy Finance Director was keen to understand if issues were identified, were they discussed at other Committee or Group meetings. The Fires Safety Advisor reported that at this stage emphasis was not on building management but on the protection to life and it was important to ensure the environment was safe for student and staff.</p>
061	<p>Report From Asbestos Group</p> <p>The Operations Director from Estates presented the key points of the paper (061-UHSEC240322), the committee received and noted the content.</p>
062	<p>Report From Water Group</p> <p>The Operations Director from Estates presented the key points of the paper (062-UHSEC240322), the committee received and noted the content.</p>
063	<p>Report from University Health and Safety Committee</p> <p>The Director of Health and Safety Services presented the key points of the paper (063-UHSEC240322), the committee received and noted the content.</p>
Estates	
Subsidiary and Sub-Committee Reports	
Items below this line are for receipt and/or approval, without discussion	

Other

064

Any Other Business

The Director of Health and Safety Services asked Committee members who were present at the meeting, that should future meeting of the Committee be conducted face-to-face or via MSTeams. The Operations Director from Estates commented that having attended other face-to-face meetings there was a better level of attendance at meeting conducted via MSTeams. The Director of Health and Safety Services reported that a decision would be made prior to the next meeting and calendar invitations circulated accordingly.

Next meeting: Thursday 12th May 2022

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
023- Leadership and Management Document	ACTION: The Director of Human Resources to contact the Operational Development Manager to discuss how health and safety e-learning modules to go live.	Geraldine Mills February 2022	In progress
040- Performance Report	ACTION: The Director of Health and Safety Services to report where 'Tool-Box Talks' were taking place.	John Phillips May 2022	