

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD Thursday 25th March 2021

Present	Rachel Sandby-Thomas	RS-T	Registrar (Chair)
	James Breckon	JB	Director of Estates
	Lee Cartwright	LC	A Trade Union representative nominated by the University Health and Safety Committee
	Prof. Rebecca Earle	RE	Head of Department within the Faculty of Arts
	Sahar Duggan	SD	Head of Department within the Faculty of Social Science
	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
	Rupert Lawrie	RL	Commercial Director
	Prof. David Leadley	DL	Head of Department within the Faculty of Science
	Charlotte Lloyd	CL	Student Sabbatical Officer
	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
	Harbinder Sandhu	HS	Associate Professor in WMS
	Julie Jeary	JJ	Human Resources Manager (vice Geraldine Mills)
Ref	Item		
046	<p>Apologies for absence</p> <p>Apologies were received from Robin Clark, Geraldine Mills.</p>		
047	<p>Declarations of Interest</p> <p>No new declarations were made.</p>		
048	<p>Minutes of last meeting held on 11 February 2021</p> <p>The minutes of the meeting held on 11 February 2021 were received and approved.</p>		
049	<p>Matters arising from last meeting on 11 February 2021</p> <p>The matters arising were as follows:</p> <p>(a) Drone policy (minute 025-UHSEC060220)</p> <p>The Chair informed the committee that the item was to be deferred until the UHSEC meeting to be held in September 2021.</p> <p>(b) International Travel report to UEB (minute 040-UHSEC060220)</p> <p>The Director of Health and Safety Services informed the committee, that The Head of Insurance had confirmed that staff and students travelling abroad using official University booking channels would have insurance cover if required.</p>		

	<p>The Head of Department within the Faculty of Arts was keen to understand whether the International Travel Policy Working Group and the International Working Group were linked and working together.</p> <p>The Director of Health and Safety Services reported that the existence of the International Working Group had only been brought to their attention recently and further investigation was required to understand its role and function.</p> <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>
050	<p>UHSC Terms of Reference and Membership 2020-21</p> <p>The Director of Health and Safety Services presented the report (050-UHSEC250321) on the revised UHSC Terms of Reference (ToR) which had been amended and discussed at UHSC in light of changes required to meet ISO450001.</p> <p>The Committee were informed that the updated ToR had been presented at the last UHSC held on 10th March 2021 and been approved. The ToR were ready to be disseminated to local Health and Safety Committee in readiness for academic year 2021-2022, term 1 once they had been approved by this committee.</p> <p>DECISION: The Committee approved the UHSC Terms of Reference (ToR) for academic year 2020-21.</p>
Chair's Update	
051	<p>Chair's Business and Actions</p> <p>The chair invited the Director of Health and Safety Services to provides and update as to the status of the Chemical Inventory Tool project.</p> <p>The Director of Health and Safety Services informed the committee that the Labcup option was now being pursued, following discussions with Geraint Llewellyn (Information and Digital), Pauline Mealing (Procurement) and Andrew Marsh (Chemistry). Once Procurement confirmed that all requirements had been met, contact would be made with Labcup providing them an opportunity to put forward an implementation plan. The first implementation would occur in the Chemistry Department where the Chemical Inventory Tool would be piloted, as soon as both parties were happy to proceed.</p>
Executive Update	
052	<p>OHSAS 18001 Audit Update</p> <p>The Director of Health and Safety presented the report (052-UHSEC250321) on the recent OHSAS 18001 Audit. The Committee received and noted the content of the paper. The Key Point from the audit was that the Major Non-conformity relating to Water Hygiene had been successfully closed. A further three Minor Non-conformities (NC) were raised, the first related to completeness of training records for those people working in laboratories. Evidence of training records had been submitted and so it was anticipated that this NC would be closed at the next BSi audit. The other two NC raised, related to rehearsal of emergency evacuations, and evidence that departments are provided with regular updates relating to their performance.</p> <p>The Chair was keen to understand, if the Health and Safety Software Tool, SHEAssure could be utilised to help close out NC raised by BSi. The Chair was also interested at which departments were currently using SHEAssure, and if not why, what were the blocks stopping them from doing so.</p> <p>The Director of Health and Safety reported that that it was being investigated how SHEAssure could be utilised to confirm NC close-out, and currently most departments were using SHEAssure in one way or another via the</p>

various module, one of which was the Risk module to complete and upload completed departmental risk assessments. Warwick Manufacturing Group were currently the lead users of the software tool and training was being provided to staff in other departments how to complete risk assessments and upload them onto the SHEAssure, departments have successfully uploaded covid risk assessments. One of the blocks that had been faced related to the number of user licences which were available, but more had been purchased and would continue to be done as the demand grows.

The Senior Health and Safety Advisor (Academic) reported the 245 people in SLS/WMS had been trained and training would continue 2 days a week right through until June 2021.

The Head of Department within the Faculty of Science raised a concern that training individuals to use SHEAssure to complete risk assessments using ISO18001, what big changes would be involved when migrating to ISO45001, would BSi visits continue as programmed or did we need to start again.

The Director of Health and Safety Services confirmed that following the migration to ISO45001, visits would continue as arranged with no change to frequency. The major change with ISO45001 related to culture, participation, consultation, communication, leadership, engagement, interested parties register and administration, although it was anticipated that the question set asked during visits maybe modified.

The Head of Department within the Faculty of Arts was keen to understand what progress had been made relating to the 'phenol' incidents reported at previous meeting and if there was an update that could be provided, also if further incidents had been reported.

The Director of Health and Safety Services reported that a meeting was to be scheduled to include the Provost, Head of Department (SLS), representatives from SLS, senior administration staff, and Health and Safety staff to discuss the matter further and decide on the best action to be taken. In the meantime, Health and Safety Officers would work with teams to confirm training records are up-to-date for individual carrying out work involving phenol, and that procedures were being followed. Further discussions that were to be had would involve how cultural issues could be addressed and how these maybe incorporated into 'Personal Development Reviews'. The overall direction of travel was seen to be positive and moving forward, there had been no further phenol incidents reported, but there had been 'near misses' reported relating to incorrect waste streams being used.

The Senior Health and Safety Advisor (Academic) reported that no further reported incidents related to phenol was seen as a positive. It was being managed by restricting the use of phenol only in certain laboratories to control the source of phenol waste. The new Interdisciplinary Biomedical Research Building (IBRB) would have a number of mixed waste streams including waste from phenol work, further discussions were to be had to decide how waste streams would work.

The Head of Compliance and Assurance was keen to understand how Departments (not just the six high risk departments), under 45001 could share any actions/gaps from previous BSi Audits so that they could be reviewed to close the gaps before the next Departments had an external BSi audit. The Chair confirmed that it would be good practise to share the information more widely and was surprised that this was not current practise.

The Director of Health and Safety Services informed the committee, information filters down, though there was room for improvements. Moving forward, Health and Safety Officers and Advisors would report at local Health and Safety Committee meeting via papers for dissemination and face-to-face communication. second option to be investigated, was to invite a more people to the close out meeting following an audit and so information could be taken directly from the auditor.

	<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>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>
Governance	
053	<p>Statutory Inspection & Compliance Programme Board</p> <p>The Director of Health and Safety Services, presented paper (053-UHSEC250321) 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 next meeting of the Statutory Inspection & Compliance Programme Board was to take place later the same day and discussions would be concentrated around Water Hygiene, Natural Gas Safety and the completion of the Codes of Practice for Lifting Operations, Water Hygiene and Micro-Biological Safety Cabinets. Also Progress had been made with SHE Assure to introduce a Water Risk Assessment module for logging risk assessments and for the management of water hygiene actions. This works in a similar fashion to the Fire Risk Assessment module and allows better tracking and close-out of actions.</p> <p>The Head of Department within the Faculty of Science was keen to understand, that the provided report indicated compliance for Gas Regulators, Pressure Systems and LEV was on average about 90%, and was this level acceptable.</p> <p>The Director of Health and Safety Services informed the committee that 100% compliance would be ideal, but it is difficult to achieve this in some areas (noting that items which were not compliant would be quarantined or isolated).</p>
054	<p>Report from Fire Group</p> <p>The Senior Health and Safety Advisor (Non-academic) outlined the key points of the paper (054-UHSEC250321), the committee received and noted the content of the paper.</p> <p>The Head of Department within the Faculty of Arts was keen to understand, that the increase in anti-social behaviour by students, was this in line with national levels, or was it a result of students becoming bored and frustrated due to movement restrictions relating to covid-19 and if the university saw that there was a problem.</p> <p>The Senior Health and Safety Advisor (Non-academic) informed the committee the Warwick University Fire Advisor attends a national group at which such items are discussed. During inspections of student accommodations, detector heads are often found to be covered, but this year there has been a dramatic increase.</p> <p>The Director of Estates want to bring to the attention of the committee that damage to fire systems also impacts of other areas of work, as damage to build fabric requires contractors to be bought in to make repairs</p>
Estates	
055	<p>Report from Asbestos Group</p> <p>The Head of Compliance and Assurance presented paper (055-UHSEC250321), highlighting the key points from the meeting of the Asbestos Group report. The committee received and noted the content of the paper.</p>

056	<p>Report from PTW Office</p> <p>The Head of Compliance and Assurance presented paper (055-UHSEC250321), highlighting the key points from the meeting of the Permit to Work report. The committee received and noted the content of the paper.</p>
Subsidiary and Sub-Committee Reports	
Items below this line are for receipt and/or approval, without discussion	
Other	
057	<p>Any Other Business</p> <p>The Director of Health and Safety Services informed the committee that, UHSEC public papers are available to be circulated at local departmental Health and Safety Committee meeting if required for information. Also the Health and Safety Team had seen a number of their members and advisors leave the university, but recruitments were underway and have had a positive response to advertisements. Where gaps remain post recruitment, external consultants will be sought to fill these in the short term.</p> <p>The Director of Estates wanted to bring to the attention of this committee, that the university involvement with the Common Wealth Games would result in large amount of people coming onto campus and was keen to understand if this should be discussed at this committee. The Senior Health and Safety Advisor (Non-academic) informed the committee that a meeting had been scheduled to discuss the Common Wealth Games and the impact that it would have on the University. As information was made available it would be brought to this committee.</p>
Next meeting: Thursday 13 May 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
064 – Matter Arising	<p>(b) International Travel report to UEB (minute 040-UHSEC060220)</p> <p>DECISION: The Chair requested that this be investigated further with input from members of the International Travel Group.</p> <p>ACTION: The Director of Health and Safety to progress with the International Travel Group.</p>	<p>John Phillips</p> <p>March 2021</p>	Complete
037 - Statutory Inspection & Compliance	<p>ACTION: The Director of Estates to provide an update on progress with natural gas networks and natural gas installations at the next Committee meeting.</p>	<p>James Breckon</p> <p>March 2021</p>	Complete

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
Programme Board			
038- H&S Performance Report – Phenol Incident	ACTION: The Chair to arrange a meeting with the Provost to discuss this item further and identify what action(s) can be taken	Rachel Sandby-Thomas March 2021	Ongoing
049- Matters arising from last meeting on 11 February 2021	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.	John Phillips May 2021	
052- OHSAS 18001 Audit Update	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.	Caroline Farren May 2021	
052- OHSAS 18001 Audit Update	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.	Caroline Farren May 2021	