

UNIVERSITY OF WARWICK

University Health & Safety Executive Committee

Minutes of the meeting of the University Health and Safety Executive Committee held on
Monday 7 March 2011

Present: Mr J Baldwin (Registrar), Mr N Sanders, Professor M Shipman, Mr R Wilson, Mrs R Roke, Ms J Horsburgh, Mr G Whitworth

Apologies: Professor R Higgott, Mrs S Foy

In Attendance: Dr I MacKirdy, Mrs E Brown, Ms C Cousins, Professor J Seville (for minute item 20/10-11 only).

11/10-11 Minutes

RESOLVED:

That the minutes of the meeting held on 9 November 2010 be approved, having amended the resolution in item 01/10-11 Terms of Reference to reflect:

- (a) That the phrase 'SITU' be removed.
- (b) That Mrs Roke would represent the Deputy Registrar during Mrs Salter-Wright's period of leave.

12/10-11 Health, Safety and Well-being Website (minute 04/10-11, refers)

REPORTED: (by the Director of Health and Safety)

That the changes have been implemented except for (b) which has been addressed by ensuring links to the University Ordinance and Regulation on Safety.

13/10-11 Fire Safety and Asbestos Management Appointments

REPORTED: (by the Director of Health and Safety)

- (a) That the new Fire Safety Advisor, Chris Mayfield, had taken up his post. (minute 08/10-11 refers)

(by the Director of Estates)

- (b) That the Asbestos Manager, Kevin Manning, had commenced in post (minute 05/10-11, refers).

14/10-11

Refreshed University Strategy

REPORTED: (by the Registrar)

- (a) That the University Council gave their support to the refreshed University Strategy at their meeting on 17 February 2011.
- (b) That the detail of the Community value in the refreshed University Strategy has been updated to state 'there is a tight-knit Warwick community which staff and students can expect to be lively and welcoming but also challenging. All members of our community will be treated with dignity and respect; the health, well being and safety of our staff and students are paramount.'

15/10-11

University Health & Safety Committee

REPORTED: (by the Director of Health and Safety)

- (a) That the key points of the meeting of the University Health & Safety Committee held on 15 February 2011 had been reported in the agenda.
- (b) That the minutes from this meeting would be circulated to members of the University Health and Safety Executive Committee.

16/10-11

National Perspective

- (a) Report and Recommendations of the All-Party Parliamentary Group on Occupational Safety and Health

REPORTED: (by the Director of Health and Safety)

- (i) That at the meeting of the University Health & Safety Committee on 15 February 2011 the Committee received information concerning the debate in Parliament about health and safety in the UK and the recommendations of an influential All-Party Parliamentary Group in light of reductions in the funding of the Health & Safety Executive (paper UHSC 06/10-11, refers).
- (ii) That the paper provided a summary of the 'State of health and safety in Britain' and noted that the government expected the HSE to obtain more of its income from those businesses who create risks.
- (ii) That the recommendations of the All-Party Parliamentary Group included emphasising the importance of preventing occupational illness and disease and encouraging the HSE 'to maximise income from cost recovery for permissioning and related activities' and to consider 'increasing cost recovery for cases of non-compliance to reflect the full costs of regulation'.

(b) HSE Consultation regarding Proposed Amendment to RIDDOR

RECEIVED:

A UCEA Update 11:020 on a HSE Consultation on amendment to Regulation 3(2) of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (paper UHSC 13/10-11, refers).

REPORTED: (by the Director of Health and Safety)

- (i) That, if adopted, the amendment would change the period of incapacitation after which an injury to a person at work must be reported to the HSE from over 3 days to over 7 days, bringing it in line with the requirement for the injured person to obtain a medical certificate.

(by Mr Sanders)

- (ii) That Trade Union representatives on the University Health and Safety Committee had expressed concern about the proposed amendment to the Regulations.

RESOLVED:

That the Director of Health and Safety draft a response from the University to UCEA and to the HSE in consultation with members of the University Health and Safety Committee and the University Health and Safety Executive Committee.

(c) Recent Criminal Prosecutions

RECEIVED:

An oral report from the Director of Health and Safety on the first corporate manslaughter case and on commencement of proceedings on gross negligence manslaughter against members of a Fire Service.

REPORTED: (by the Director of Human Resources)

That guidance on decision making should be considered as part of the emergency planning process.

RESOLVED:

- (i) That the Director of Health and Safety will develop health and safety guidelines to ensure that staff, students and contractors are not sent into a place of danger.

- (ii) That these guidelines be incorporated into emergency response plans.

(d) HSE Guidance on Nanosafety

RECEIVED:

A report from the Director of Health and Safety on activities undertaken by the HSE and by the Higher Education sector to raise awareness and provide guidance on the risks and control measures associated with nanomaterials.

REPORTED: (by the Director of Health and Safety)

- (i) That the HSE had published Guidance on Carbon Nanotubes and were working with the Higher Education sector to develop guidance on nanoparticles in general.
- (ii) That the University was contributing to the initiative and was monitoring the development of the guidance on nanoparticles.
- (iii) That the Guidance will be placed on the Health, Safety and Wellbeing website.

(e) National Well-being

RECEIVED:

A report from the Director of Health & Safety on the National Well-being Debate and Forum (paper UHSEC 04/10-11, refers)

REPORTED: (by the Registrar)

That this item should be shared with relevant academic colleagues.

17/10-11

HE Sector Perspective

(a) Aston University Prosecution

REPORTED: (by the Registrar)

That Aston University and one of its contractors had been prosecuted for breaches of Regulation 5(1) of the Management of Health and Safety at Work Regulations 199 and Regulation 4(9), (c) of the Control of Asbestos Regulations (2006) after a contractor had drilled into asbestos containing materials while fitting CCTV. Both the contractor and University were fined.

(b) UCEA Health and Safety Annual Report 2010

RECEIVED:

The UCEA Health and Safety Annual Report 2010 (paper UHSC 07a/10-11, refers).

(c) UCEA HE Sector-level Health, Safety and Well-being Plan 2011-2015

RECEIVED:

The UCEA HE Sector-level Health, Safety and Well-being Plan 2011-2015 and Action Plan 2011 (paper UHSC 07b/10-11, refers).

REPORTED: (by the Director of Health and Safety)

That the University was already addressing issues that aligned with the Sector-level plan.

(d) UCEA Survey on HSE Strategy Objectives

RECEIVED:

UCEA Health and Safety Update 11:026 (paper UHSEC 05/10-11, refers)

(e) UCEA Evaluation of Health and Safety Guidance for the Placement of Higher Education Students

REPORTED: (by the Director of Health and Safety)

That UCEA were seeking feedback from HE institutions on the UCEA Health and Safety Guidance for the Placement of Higher Education Students launched in November 2009.

(f) UCEA / USHA Guidance on Health and Safety in Fieldwork

REPORTED: (by the Director of Health and Safety)

(i) That UCEA and the Universities Safety and Health Association had finalised "Guidance on Health and Safety in Fieldwork including offsite visits and travel in the UK and overseas".

(ii) That the UCEA Guidance had been used by the Health and Safety Department in the production of revised guidance for the University.

18/10-11

Annual Health and Safety Review, Report and Action Plan

(a) Annual Review of Incidents

RECEIVED:

A report from Claire Beament, Health & Safety Adviser, on incidents during 2010 (paper UHSC 08/10-11, refers).

REPORTED: (by the Director of Health and Safety)

- (i) That during the discussion at the University Health and Safety Committee, Mr N Sanders had highlighted that there had been 1 incident for every 12 people during 2010.
- (ii) That the University and Departments should consider themes and trends arising from incidents.

(b) Annual Review of Health and Safety in the Commercial Group

RECEIVED:

A report from Graham Day, Health & Safety Adviser, on developments in the Commercial Group (paper UHSC 09/10-11, refers).

REPORTED: (by the Director of Health and Safety)

- (i) That the number of RIDDORS in the Commercial Group had been halved but further reduction was proving difficult to achieve.
- (ii) That the Directors of the Commercial Group had recognised there had been 1 incident for every 3 staff during 2010 and had established as an objective for 2011 to reduce the number of incidents by requiring managers in the Commercial Group to review all incidents and instigate actions to address common themes and trends.
- (iii) That the objective to pilot improvements in safety culture and behaviour within the Commercial Group was being progressed actively with support from the Learning and Development team.

RESOLVED:

That the Committee commended the Commercial Group for its Annual Review of Health and Safety and its objectives and plans for 2011.

(c) Annual Health and Safety Report for 2010 and Action Plan for 2011

CONSIDERED:

A report from the Director of Health & Safety on health and safety performance during 2010 with an Action Plan for 2011 (paper UHSC 10/10-11 Revised, refers).

REPORTED: (by Mr N Sanders)

That the Committee, Senior Officers and the Council should be briefed on and have the opportunity to discuss performance against the HASMAP management standards.

RESOLVED:

That the Director of Health and Safety review performance on specific hazards against the HASMAP management standards during the course of 2011 and 2012.

RECOMMENDED: (to the Senate and the Council)

That the Annual Health and Safety Report for 2010 and Action Plan for 2011 as set out in paper UHSC 10/10-11 Revised be approved.

19/10-11

University Genetic Modification and Biosafety Committee

CONSIDERED:

A paper from the Director of Health and Safety proposing the establishment of a University Genetic Modification and Biosafety Committee (paper UHSC 11/10-11, refers).

REPORTED: (by the Director of Health and Safety)

That at the meeting of the University Health & Safety Committee on 15 February 2011, the Committee considered and recommended that the University Health and Safety Executive Committee approve the proposal amended to include representatives of research staff and post-graduate students in the membership of the University Genetic Modification and Biosafety Committee.

RESOLVED:

That the Committee approved the establishment of a University Genetic Modification and Biosafety Committee reporting to the University Health and Safety Executive Committee as recommended by the University Health & Safety Committee.

20/10-11

Incident Investigation

CONSIDERED:

A report from Caroline Cousins, Health and Safety Adviser, of the investigation into an incident involving lasers off campus (paper UHSEC 06/10-11, refers).

REPORTED: (by Mr N Sanders)

- (a) That the University benefits from partnerships with clients but that to be successful, such partnerships must be carried out safely.
- (b) That the University should benchmark its approach to risk against other highly technical comparators such as Rolls Royce and the defence areas.

(by Mrs R Roke)

- (c) That these matters should be within the scope of local risk assessments and assumptions should not be made when working with partners.

(by the Director of HR)

- (d) That within the context of off campus activity, relevant international legislation should also be considered.

(by the Registrar)

- (e) That this incident re-enforced the additional risks associated with off campus activity.
- (f) That a group would be established to support the Health and Safety Department address the general issues to be learned from this incident.

RESOLVED:

That the Committee endorse the recommendations contained in the investigation report.

21/10-11

Dates of future meetings

REPORTED: (by the Registrar)

That the date of the next meeting is 16 June 2011 at 11:00, CMR 1.1, University House.