

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD Thursday 7th October 2021

Present	Rachel Sandby-Thomas	RST	Registrar (Chair)
	James Breckon	JB	Director of Estates
	Lee Cartwright	LC	A Trade Union representative nominated by the University Health and Safety Committee
	Prof. Michael Ward	MW	Chair of the University Health and Safety Committee
	Graham Hakes	GH	Senior Health and Safety Advisor
	Andrew Smith	AS	Finance Director
	Prof. David Leadley	DL	Head of Department within the Faculty of Science
	Rupert Lawrie	RL	Commercial Director
	Prof. Paul Jennings	PJ	Head of Department, or their nominee, within the Faculty of Science, Engineering and Medicine
	Jackie Clarke	JC	Head of Department within the Faculty of Social Sciences
	Prof. Rebecca Earle		Head of Department within the Faculty of Arts
	Charlton Sayer	CS	Student representative nominated by the Students' Union
	John Phillips	JP	Director of Health and Safety
In attendance	Mayur Patel	MP	Assistance Secretary to the UHSEC
	Helen Anderson	HA	Project Manager within the Information & Digital Group
	Steve Twyneholm	ST	Operations Director - Estates
	Helen Thomas	HT	Health and Safety Training Administration Officer

Ref	Item
001	<p>Apologies for absence</p> <p>No apologies were received.</p>
002	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
003	<p>Minutes of last meeting held on 10 July 2021</p> <p>The minutes of the meeting held on 10 July 2021 were received and approved.</p>
004	<p>Matters arising from last meeting on 10 July 2021</p> <p>The matters arising were as follows:</p> <p style="padding-left: 40px;">(a) Drone policy (minute 025-UHSEC060220)</p> <p>The Chair informed the Committee that the Drone Policy development had been carried forward into academic year 2021-22.</p> <p>The Chair informed the Committee that Dr John Ferrie had stood down as the Lay Member of the Council and a new appoint was yet to be made. Formal thanks were extended for all his hard work and contribution to the Committee.</p> <p>The Chair also reported the sad news of John Horsler, the Health and Safety officer for the departments of Physics who had passed away after his long battle with cancer.</p>

005	<p>Terms of Reference</p> <p>The Chair invited the Director of Health and Safety Services to outline the content of UHSEC Terms of Reference 2021-22 paper. The Director of Health and Safety Services presented paper (005-UHSEC071021), the Committee received and approved the UHSEC membership for 2021-22.</p> <p>DECISION: The Committee approved the UHSEC Terms of Reference (ToR) for academic year 2021-22.</p>
006	<p>Chemical Inventory Update</p> <p>The Chair invited the Project Manager (Helen Anderson) within the Information & Digital Group (IDG) 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 informed the Committee that since the last UHSEC meeting progress to date included:</p> <ul style="list-style-type: none"> • Procurement had received a copy of LabCup insurance policy 2021/22 on 24th September 2021 from the project manager, Mate Radics. Mate had informed the University that revised project price and updates saas agreement would be provided but no times scale was provided as to when this would be available. • Information Security remained to be completed, by LabCup and a reminder had been issued. • Other companies that the Project Manager had worked with in the past had always been keen to get to contract, but the same enthusiasm was not seen with LabCup. • A draft implementation plan had been prepared, based on the outline plan LabCup submitted as part as their tender 4 years ago, and allowing extra time for work in Chemistry, suggested a 35-week implementation time, but this was as estimation at this time. • A job spec had been prepared for the Chemistry Project Manager by Dr. Andrew Marsh, but advertising for the role was on hold until there is further progress with LabCup and an implementation date was identified. It was estimated that role would last for about 18 months with additional 2-3 months prior to the implementation commencing.
Chair's Update	
007	<p>Chair's Business and Actions</p> <p>The Chair made Committee members aware that the Campus Operations Group had now been replaced by a Covid-19 Working Group and invited members for comments or questions relating to the management of Covid-19 on Campus. The main points of discussion by the Committee included.</p> <ul style="list-style-type: none"> • That there was uncertainty relating to mask wearing on campus, if the University was strongly encouraging the wearing of mask the message does not seem to be filtering down, as there was a low level of masks being worn by students and staff. • The guidance states that if you are moving about within buildings a mask should be worn but it could be removed once sat down or social distancing was observed. • The message of wearing a mask was a simple one, but in commercial areas a mask was not required and so it was important to understand that exceptions did apply. • The message of mask wearing to staff could be done through line management, but it was thought that it would be more difficult to how the message would be communicated to the student community. • People who had remained on campus and had frequently visited during lockdown seem to be used to wearing a mask, it was new people who were unsure of the rules. • New signage had gone up stating 'Please wear a mask' in new areas where required, but old signs remain in original spaces.

	<ul style="list-style-type: none"> • Discussions continued around removing all old signage and replacing with new signs to keep them fresh and current. People may have become visually blind to signs as posters had been up for such a long period of time, it was suggested that stickers should be applied to existing posters to indicate that they were still valid and to use other methods of communication including visual display screens and re-enforcing messages to HoD to disseminate down to teams. • National numbers of Covid cases had decreased despite schools being open for a few weeks. • Schools in the local area had already seen an increase in the numbers of Covid-19 cases and if signage was removed then we may find that the exercise of putting them back would need to be repeated soon. • The spread within schools had been seen among the unvaccinated children. The key difference between schools and Higher Education (HE), was the roll out vaccination to HE students being made available first. • Many University staff who have young children could still spread Covid-19 even if vaccinated. • Moving forward, it was anticipated that wearing of masks by individuals would become voluntary. <p>The Director of Estates informed the Committee that letters were being supplied to contractors visiting campus providing information of the university rules on safe working. Monitoring of Covid cases by Estates had shown that it was very low, with only 2 cases among the student community at the time of the meeting.</p> <p>It was reported by the Head of Department within the Faculty of Social Sciences, who also sits on the Covid-19 working group that 300 students had been vaccinated since the start of Welcome Week 2021.</p> <p>DECISION: The Committee agreed that further discussion needed to be had, at the next UHSEC meeting on Thursday 9th December 2021, to review Covid-19 levels.</p>
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Executive Update	
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008	<p>Performance Report</p> <p>The Chair invited the Senior Health and Safety Advisor to outline the contents of the Health and Safety Performance paper. The Senior Health and Safety Advisor outlined the key points of the paper (008-UHSEC071021), the committee received and noted the content of the paper.</p> <p>The Senior Health and Safety Advisor informed the Committee, that the Health and Safety Team had started to look at closing out outstanding actions and working with departments to help them to do this within an agreed time scale.</p> <p>The Committee was keen to understand what was meant by ‘agreed time scale’, was this set after discussions with departments or imposed. The Committee was also interested, if in future UHSEC meeting outstanding action by departments could be reported.</p> <p>The Senior Health and Safety Advisor clarified that an initial date for the completion of actions was set within the SHEAssure software tool, but this could be extended if required after justification. Outstanding action information by departments was available and was being reported at local departmental health and safety meeting.</p> <p>The Director of Health and Safety Services reported, that in some cases, when outstanding action were chased, they had been completed but the user was unaware how to update the SHEAssure system or had forgotten how to do this as actions were not frequently raised against them.</p>
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	<p>The Director of Health and Safety Services suggested to the Committee, moving forward the Performance Report would change to a short summary paper and at the meeting the SHEAssure system would be looked at to show live data.</p>
009	<p>Programme of Work</p> <p>The Chair invited the Director of Health and Safety Services to outline the contents of the Health and Safety Programme of Work paper. The Director of Health and Safety Services presented the key points of the paper (009-UHSEC071021), the committee received and approved the programme of work.</p>
Governance	
010	<p>ISO:45001 Update</p> <p>The Chair invited the Director of Health and Safety Services to provide a verbal update following that last visit by the British Standards Institution (BSi).</p> <p>The Director of Health and Safety Services informed the Committee that the latest Surveillance Visit by the British Standards Institution (BSi) took place between 22 and 29 June 2021 where six Minor Non-conformities were raised during the visit. BSi had approved the University's migration from OHSAS 18001 to the new international standard ISO:45001 and the University had received a new certificate which was available on request if required for tender submissions etc, also logos were available to be used if required. At the next BSi visit in January 2022, the six Minor Non-conformities would be reviewed for progress and would visit the Physics department.</p> <p>The Chair was keen to understand what the gap analysis between the new standard was compared to the old one.</p> <p>The Director of Health and Safety Services clarified the main difference between the two standards was that ISO:45001 put a greater emphasis on management involvement, leadership engagement, and reporting structure.</p> <p>Head of Department within the Faculty of Science clarified that the certification only applied to the six audited departments and not the whole university and was keen to understand when roll out would be available for other areas of the university.</p> <p>The Director of Health and Safety Services confirmed that the certification only applied to Physics, Chemistry, School of Engineering, Warwick Manufacturing Group, Warwick Medical School, School of Live Science, plus Estates Operations, the selection had been made relating to 'Risk' and 'Demand'. The scope had been increased to include some Research Technology Platforms but not all, to increase the scope for the whole institute it was anticipated that it could take 5 years plus.</p> <p>The Director of Estates reported that the process had worked very well within Estates Operations, and was keen for it to be rolled out to Estates Projects when the scope was to be increased again.</p>
011	<p>International Travel</p> <p>The Chair invited the Director of Health and Safety Services to provide an update on progress with the revised International Travel Policy.</p> <p>The Director of Health and Safety Services shared a power point presentation highlighting the few points from a presentation by the Travel Management Company, Key Travel.</p> <p>The Chair was keen to understand what could be done if individuals do not use the Key Travel when making booking and why there would be a need for a Travel Champion in each department if the Head of Department (HoD) was responsible for signing off travel applications. It was also raised that paying for travel using a departmental credit card could lend itself to booking travel through other travel agencies.</p>

	<p>The Director of Health and Safety Services clarified that individuals who book their own travel normally make a claim through 'Concur', at this stage a claim could be rejected, or action could be taken to inform the claimant that future claims will not be authorised. A Departmental Champion would be responsible for checking all paperwork including risk assessments before HoD sign off. The Director informed the Committee that a paper was soon to be prepared which would require approval at this Committee and suggested that it may be done by correspondence. The Chair asked the Committee if any members had an objection to approval by correspondence, none were received.</p> <p>DECISION: The Committee agreed approval by correspondence.</p>
012	<p>Gas Safety Policy</p> <p>The Director of Health and Safety Services presented paper (012-UHSEC071221) on the Gas Safety Policy and highlighting the key points of the paper. The committee received and approved the content of the paper.</p>
013	<p>Gas Safety Update</p> <p>The Operations Director from Estates presented paper (013-UHSEC071221) on the Gas Safety Update. The committee received and noted the content of the paper.</p> <p>The Finance Director was keen to understand what time scale had been anticipated for all gas hobs to be replaced to electric hobs. The Commercial Director was interested if replacement was only for accommodation building or would commercial building were also being considered.</p> <p>The Operations Director clarified that where beneficial gas hobs were being switched to electric hobs, but further funding needed to be identified where additional sub-stations were required to cope with the extra electric demand by buildings, at present no time scale was available. For commercial buildings a survey was to be conducted to look at their gas systems and then from the findings a plan would be made.</p>
014	<p>Statutory Inspection Policy</p> <p>The Director of Health and Safety Services presented paper (014-UHSEC071221) on the Statutory Inspection Policy and highlighting the key points of the paper. The committee received and approved the content of the paper.</p>
015	<p>Draft Health and Safety Plan 2021-22</p> <p>The Director of Health and Safety Services presented paper (015-UHSEC071221) on the draft Health and Safety Plan 2021-22. The committee received and approved the content of the paper.</p> <p>The Director of Health and Safety Services informed the Committee that now the Health and Safety Plan 2021-22 had been approved, this would enable departments to develop their local health and safety plans.</p>
Estates	
Subsidiary and Sub-Committee Reports	
Items below this line are for receipt and/or approval, without discussion	
Other	
016	<p>Any Other Business</p> <p>The Director of Health and Safety Services informed the Committee that an internal audit of the University's Fire Safety Management has commenced by reviewing documentation and fire detectors. Updates of the audits would be reported to the Committee in future meeting.</p>
Next meeting: Thursday 10th December 2021	

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
064 – Matter Arising	<p align="center">(a) Drone policy (minute 025-UHSEC060220)</p> <p>DECISION: The committee agreed that the item be carried forward to the October 2021 UHSEC meeting.</p> <p>ACTION: The Director of Health and Safety Services provide an update at the October 2021 UHSEC meeting.</p>	<p>John Phillips</p> <p>December 2021</p>	
062- Chemical Inventory Update	ACTION: IDG to confirm new Project Exec, Project Manager and Business Analyst as all three previous people have moved or are moving on.	<p>Helen Anderson/ James Alexander</p> <p>July 2021</p>	
062- Chemical Inventory Update	ACTION: Chemical Inventory Tool to become a standing item on the agenda and for Project Exec or Project Manager to provide regular updates to the committee.	<p>Helen Anderson/ James Alexander</p> <p>July 2021</p>	
079- Chemical Inventory Update	ACTION: The Director of Health and Safety Services to contact Roland Ingram to process an application to appoint a Business Analyst.	<p>John Phillips</p> <p>Oct 2021</p>	