

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE
OPEN MINUTES OF THE MEETING HELD Thursday 9th December 2021

Present	Rachel Sandby-Thomas	RST	Registrar (Chair)
	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
	Prof. Rebecca Earle	RE	Head of Department within the Faculty of Arts
	Dr Ian Hancox	IH	Director of the Research Technology Platform
	Geraldine Mills	GM	Director of Human Resources
	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
	Duncan Stiles	DS	Head of Assurance, Risk and Property vice James Breckon

Ref	Item
017	<p>Apologies for absence</p> <p>Apologies were received from Jackie Clarke, Charlton Sayer, James Breckon.</p>
018	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
019	<p>Minutes of last meeting held on 7 October 2021</p> <p>The minutes of the meeting held on 7 October 2021 were received and approved.</p>
020	<p>Matters arising from last meeting on 7 October 2021</p> <p>There were no matters arising from the meeting held on 7 October 2021.</p>
021	<p>Chemical Inventory Update</p> <p>The Chair invited the Project Manager (Kim Dalziel) 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"> • A review of the project had been completed to ensure that it continued to meet expectations. • Contact with LabCup had been made to confirm their availability and willingness to work with the University of Warwick. • The next stage of the project was to finalise a contract and decide which modules were to be purchased.

	<p>The Committee were informed that it was anticipated that a final agreed contract would be in place by January 2022 with implementation to start thereafter. Recruitment for the Chemistry Project Lead (FA6 Fixed Term Contract) to help with implementation was progressing, with the job specification prepared and it was anticipated that the advertisement could be published early in 2022. The budget for the role was yet to be finalised, but money had been 'ring-fenced' within the project budget rather than within Chemistry's budget.</p> <p>The Director of Health and Safety Services informed the Committee that stage 1 of the project was to start at the Chemistry Department, and once successfully implemented, further discussions would be had to decide where to roll-out to next. Initial thought was to implement the tool at the School of Engineering and the Department of Physics. The long-term plan was that the Chemical Inventory Tool would become available to all areas of the University who held chemicals and not just academic departments. A detailed plan needed to be developed to consider the likely implementation timeline and any potential delays and risks. Discussions were under way with LabCup to establish what they expect from the University to help with implementation.</p>
Chair's Update	
022	<p>Chair's Business and Actions</p> <p>The Chair informed Committee members that there was no Chair's business.</p>
Executive Update	
023	<p>Leadership and Management Document</p> <p>The Chair invited the Director of Health and Safety Services to outline the paper and explain the main changes that had been made to the Leadership and Management Document at its annual review.</p> <p>The Director of Health and Safety Services presented paper (023-UHSEC081221) informing the Committee that changes to the document was indicated in 'Red', the committee received and approved the content of the paper. The Committee's attention was directed to page 3 of the Leadership and Management Document 'Health and Safety Training' and informed of the e-learning modules that were mandatory to complete on Moodle. The LMS worked for some courses but was unable to provide the same functionality to health and safety modules, the system had been checked and was compatible and so inclusion of health and safety modules was being investigated.</p> <p>ACTION: The Director of Human Resources to contact the Operational Development Manager to discuss how health and safety e-learning modules to go live.</p>
024	<p>Term 2 Covid Risk Assessment</p> <p>The Chair invited the Director of Health and Safety Services to outline the content of the paper and to explain the main changes that had been made to the Term 2 Covid Risk Assessment.</p> <p>The Director of Health and Safety Services highlighted the changes to the University's Term 2 Risk Assessment, the committee received and approved the Risk Assessment. It was reported that the revised Term 2 Risk Assessment had been circulated to the University Community and would be effective from the start of term 2 (10 January 2022). Until such time the Term 1 Risk Assessment would remain in place. The Covid-19 Working Group did not put forward 'significant' changes to be included within the revised risk assessment relating to teaching methods but would continue to monitor and make suggestions when required. University staff would be asked to work from home where possible with key operational staff continuing to work on campus. Heads of Departments would be responsible for assessing local arrangements and encourage face-to-face meetings to be conducted on-line. Existing large planned events held at various University venues such as Butterworth Hall were to be reassessed with further controls introduced.</p>

	<p>A suggestion was made that ‘vaccination passports’ may be required to be shown by attendees in future, but this was not the case in the immediate future. The University anticipated that with existing controls exams and assessments would continue face-to-face.</p> <p>The Head of Department within the Faculty of Science questioned that the Risk Assessment specifically mentions the Covid variant ‘Omicron’ and suggested that would it not be better to not specify the variant for two reasons, one the document would not need updating every time a new variant was identified. It was also mentioned that conducting a ‘Lateral Flow Test’ would not provide information on variant type. The Director of Health and Safety Services reassured the Committee that the Covid variant was named to ensure that the most current variant was being considered, and that RAs would be updated if or when the next significant variant is identified.</p> <p>The Director of Health and Safety Services wanted to highlight that some members of staff did not feel comfortable attending departmental Christmas parties and were unsure if it was considered as an ‘essential job event’. The Commercial Director informed the Committee that all customers, both internal and external to the University had been supplied with communication informing them that booking can be moved and their funds for the Christmas gatherings could be spent at some point in early 2022. The Chair of the University Health and Safety Committee informed the UHSEC Committee that the Chemistry Department, as had a lot of other departments, had postponed their Christmas party until 2022 and welcomed that bookings can be moved.</p>
025	<p>International Travel</p> <p>The Director of Health and Safety Services provided the Committee with a verbal update of progress to date. It was reported that a paper had been drafted and was to be presented at the January University Executive Board. A ‘Pre-Travel Risk Assessment’ had been finalised and was available for reference. It was reinforced that travel should be booked using the University Travel Management Company (TMC) service provider, but there was an option for long term bookings such as research work, to be done through other methods following the completion and approval of a checklist.</p>
026	<p>First Aid</p> <p>The Director of Health and Safety Services informed the Committee that with hybrid working and staff working from home, coupled with staff leaving, the number of available trained First Aid staff was lower than required. First Aid training had continued during 2021 (after the initial lockdown) and that dates were available until March 2022 for staff to book onto via the Health and Safety webpages. Departments need to book their won places and will only be cross charged for non-attendance. There was further work to be carried out to reassess departmental quotas and would be looked at in early 2022.</p>
Governance	
027	<p>Statutory Inspection and Compliance Programme Board</p> <p>The Director of Health and Safety Services provided a verbal update on the work of the Statutory Inspection and Compliance Programme Board. It was reported that a paper was to be presented at the next meeting of the board scheduled on Monday 13 December 2021 and a summary paper would be presented at the next UHSEC meeting. The paper to be presented was to include that there had been improving levels of compliance with LEV. There had good progress with laboratory gases and within Physics and Engineering there had been no significant issues identified with the pipework system: Chemistry was anticipated to be more involved as the system needed to be inspected and positions for detectors to be installed needed to be identified.</p>

028	<p>UHSC</p> <p>The Chair of University Health and Safety Committee presented the report from the meetings of the University Health and Safety Committee (UHSC) on 10 November 2021 (028-UHSEC091221). The paper was received, and content noted by Committee members.</p> <p>It had been proposed by Community Safety that, in future, they would potentially no longer respond to emergency calls and that staff and students would be expected to call 999 directly rather than calling the long standing University emergency number (x22222). One of the Trade Union representatives raised a concern that when providing details of location these locations would this be found by non-university users, and that emergency responders might be delayed in arriving at the scene of an emergency. The Head of Department within the Faculty of Science suggested that should this proposed change be agreed some guidance would need to be circulated to advise people to call 999 directly and then notify Campus Security. The Director of Health and Safety Services informed the Committee that procedural changes for calling emergency services was under consideration and further work was required and it was at this stage that 'way-finding' would be considered in consolidation with service providers.</p> <p>The Head of Compliance and Assurance informed the Committee that the concern raised at the UHSC meeting relating to the darkness of walking routes between Gibbet Hill and Main Campus would be fed back to the Operations Director – Estates. A lighting survey across the main campus had been conducted at which stage the main area of work was to identify the number of 'blown' bulbs which required replacing, consideration was given to areas which could benefit from further lighting.</p> <p>The Director of Health and Safety Services informed members that in the past Estates had conducted survey which looked at 'dark spaces' because of overgrown plants or trees and the erection of new structures and this maybe a route to pursue: not just looking at where existing lighting was faulty.</p>
029	<p>GMBSC</p> <p>The Director of Health and Safety Services presented the report from the meetings of the Genetic Modification and BioSafety Committee (GMBSC) on 28 October 2021 (029-GMBSC091221). The paper was received, and content noted by Committee members.</p>
030	<p>Fire Strategic Management Group</p> <p>The Senior Health and Safety Adviser and Chair to the Fire Working Group presented the report from the meetings of the Fire Working Group held on 24 November 2021 (030-GMBSC091221). The paper was received, and content noted by Committee members.</p>
031	<p>Asbestos</p> <p>The Head of Compliance and Assurance presented the Asbestos report on behalf of the Director of Estates (031-GMBSC091221). The paper was received, and content noted by Committee members.</p>
032	<p>EAP Management Information</p> <p>The Chair invited the Director of Health and Safety Services to outline the content of the paper and to comment on waiting time between 'call-time' and 'consultation' as there had been a report of it taking 4 weeks.</p> <p>The Director of Health and Safety Services presented the key points of the paper (032-UHSEC071221), the committee received and noted the content. The Committee were informed that contact with EAP had been made to investigate why there was a significant time before an appointment was provided.</p>

	<p>The EAP informed the University that after looking through their records they could only identify one such case and that an appointment was arranged for the following morning. EAP continue to investigate why this had happened and thought that one explanation was that the caller did not use the priority number provided to the University and/or mention that they were a Warwick member of staff.</p> <p>Further discussion by Committee members included concerns related to staff suffering with mental health issues and how supervisor and manager should best manage team members on their return to work, currently there was no training being provided by the University.</p> <p>The Head of Compliance and Assurance informed the Committee that Estates were to start work in early 2022 to discuss how support could be provide to Supervisor/Managers relating to Mental Health issues and requested that help from central Health and Safety Services be available.</p> <p>The Commercial Director informed the Committee that arrangements had been made for a medical professional to deliver training for about 25 participants on Mental Health, it was anticipated that the first training session would take place in January 2022 for staff working within Campus and Commercial Services Group (CCSG).</p>
Estates	
Subsidiary and Sub-Committee Reports	
Items below this line are for receipt and/or approval, without discussion	
Other	
033	<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 had been completed and the generated actions were being addressed.</p> <p>A replacement for John Ferrie had been identified. Wayne Snow, who will be invited to future external meetings of the UHSEC as an independent member.</p> <p>Health and Safety Services staffing - following a number of staff members retiring the team had been operating at reduced levels. Following a recruitment drive job offers had been made to successful applicants and were waiting for acceptance confirmation.</p> <p>There had been a reported fatality at the Lord Bhattacharyya Building home to the National Automotive Innovation Centre (NAIC), it was identified that this was not a work-related incident, but a result of an existing medical condition. University staff impacted by this event had been offered support via Wellbeing Services and the EAP.</p>
Next meeting: Thursday 10th February 2022	

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 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>February 2022</p>	
062- Chemical Inventory Update	<p>ACTION: IDG to confirm new Project Exec, Project Manager and Business Analyst as all three previous people have moved or are moving on.</p>	<p>Helen Anderson/ James Alexander</p> <p>July 2021</p>	Completed
062- Chemical Inventory Update	<p>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>	<p>Helen Anderson/ James Alexander</p> <p>July 2021</p>	Completed
079- Chemical Inventory Update	<p>ACTION: The Director of Health and Safety Services to contact Roland Ingram to process an application to appoint a Business Analyst.</p>	<p>John Phillips</p> <p>Oct 2021</p>	Completed
023- Leadership and Management Document	<p>ACTION: The Director of Human Resources to contact the Operational Development Manager to discuss how health and safety e-learning modules to go live.</p>	<p>Geraldine Mills</p> <p>February 2022</p>	