

**UNIVERSITY OF WARWICK**  
**UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD 12:45, MONDAY 20 MAY 2019**

<b>Present</b>	Geraldine Mills	GM	Acting HR Director (Interim (Vice-Chair))
	James Breckon	JB	Director of Estates
	Lee Cartwright	LC	Trade Union representative nominated by the University Health and Safety Committee
	Dr. John Ferrie	JF	Lay Member of the Council (via Telephone)
	Caroline Farren	CF	Senior Health and Safety Advisor (Secretary to the UHSEC)
	Dr. Ian Hancox	IH	Research Technology Engagement Manager
	Prof. David Leadley	DL	Head of Department within the Faculty of Science
	Mayur Patel	MP	Assistance Secretary to the UHSEC
	John Phillips	JP	Director of Health and Safety
	Andrew Smith	AS	Finance Director
<b>Attending</b>	Duncan Stiles	DS	Member of staff from the Estates Office

Ref	Item
056	<p><b>Apologies for absence</b></p> <p>Apologies were received from Rachel Sandby-Thomas (Chair), Prof. Andrew Lavender, Rupert Lawrie, Prof. Emma Smith, Prof. Lawrence Young.</p>
057	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>
058	<p><b>Minutes of last meeting on 8 April 2019</b></p> <p>The minutes of the meeting held on 8 April 2019 were received and approved.</p>
059	<p><b>Matters arising from last meeting on 8 April 2019</b></p> <p>The matters arising were as follows:</p> <p style="padding-left: 40px;"><b>(a) Update on Chemical Inventory (HazMat) Tool (minute 37/18-19)</b></p> <p>The Director of Health and Safety Services provided a verbal update on Chemical Inventory (HazMat) Tool, with the following key points:</p> <ul style="list-style-type: none"> <li>• Two suppliers had been shortlisted and a provider was to be selected.</li> <li>• The Chemistry Department was to pilot the tool, followed by a full roll-out to other departments.</li> <li>• Chemistry was selected to pilot the tool as an incident there warranted procurement.</li> </ul> <p>The Committee was keen to understand who was project managing procurement and if the procurement process involved a timescale for implementation. A concern was raised that if procurement was only done by Chemistry followed by the pilot, would the tool facilitate requirements of other departments.</p> <p>The Committee was informed Helen Anderson was project managing procurement, with John Phillips and Mike Roberts as leads. Chemistry was the lead stakeholder, but all departments had been consulted.</p> <p><b>DECISION:</b> The Committee <b>recommended</b> that an update be provided at the next meeting.</p> <p><b>ACTION:</b> The Director of Health and Safety to provide an update on the status of the Chemical Inventory tool at the next meeting.</p>

## Chair's Update

060	<p><b>Chair's Business and Actions</b></p> <p>The Committee noted an update from the acting Chair that three items discussed under the last meeting's Matter Arising (45-UHSEC80419) had all reported good progress, namely: Solvent Store, Marking of Drinking Water Outlets and Speed Control on Leighfield Road. The Chair requested that a formal update on progress with these three items be provided at the next UHSEC meeting in July 2019.</p> <p>The Committee noted that whilst the GMBC paper was 'below the line', a verbal update on the progress with the repairs to the CL3 Labs at Gibbet Hill from JB would be appreciated at this point.</p> <p>The Director of Estates provided a verbal update as to the repairs to the CL3 Lab, with the following key points:</p> <ul style="list-style-type: none"><li>• The Maintenance Team was making good progress but delays had been encountered due to the ceiling collapse issue, but completion was anticipated by October 2019.</li><li>• The ceiling repairs was now a project and would be repaired at the same time as repairs to the control panel.</li></ul> <p><b>DECISION:</b> The Committee <b>recommended</b> an update be provided on the Solvent Store, Drinking Water Outlet labelling and Leighfield Road status at the next meeting.</p> <p><b>ACTION:</b> The Director of Estates to provide a formal update on Solvent Store, Marking of Drinking Water Outlets and Speed Control on Leighfield Road at the July UHSEC meeting.</p>
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## Executive Update

061	<p><b>Annual Report</b></p> <p>The Director of Health and Safety Services presented the report (061-UHSEC200519) on the Health and Safety Annual Report 2018.</p> <p>The Committee received and noted the content of the report requiring clarification as to which Committee was responsible for mental health.</p> <p>The Committee was informed that staff related metal health sat under Human Resources and Occupational Health, whereas student related mental health was the responsibility of Student Welfare.</p> <p><b>DECISION:</b> The Committee <b>recommended</b> that the terms of reference be revised, with clarity around responsibility for wellbeing in readiness for consideration at the next UHSEC meeting.</p> <p><b>ACTION:</b> The Director of Health and Safety to draft an updated ToR to include reference to staff and student wellbeing for consideration at the next UHSEC meeting.</p>
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## Governance

062	<p><b>Review of Progress Against Health and Safety Plan</b></p> <p>The Director of Health and Safety Services presented the report (062-UHSEC200519) on the review of progress against Health and Safety Plan.</p> <p>The Committee noted progress made, but were concerned that there were a large number of projects either 'work in progress' or 'scheduled to start' and was there a need to prioritise projects to ensure completion this academic year.</p> <p>The Committee was informed that even though there had been some slippage, most projects had seen progress and completion was anticipated this academic year.</p>
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063	<p><b>Review of Health and Safety Objectives</b></p> <p>The Director of Health and Safety Services presented the report (063-UHSEC200519) on the review of Health and Safety Objectives and proposed that this item be postponed until the next academic year.</p> <p>The Committee noted the content of the paper and approved the postponement of the item. The committee sought clarity as to why Risk Assessment was to be reintroduced for 2020-21 and would the objectives be achievable following the introduction of the SHE Assure Software Tool.</p> <p>The Committee was informed that the Risk Assessment objective could be added to scope as an interim objective and the SHE Assure Software Tool had dashboard functionalities for monitoring, but key persons had to be identified to close out actions before roll-out.</p>
064	<p><b>OHSAS 18001 Audit Update</b></p> <p>The Director of Health and Safety Services presented the report (064-UHSEC200519) on the OHSAS 18001 Audit, informing the Committee that the Commercial Director wished to certificate Campus and Commercial Services Group to ISO 45001 standard.</p>
065	<p><b>Statutory Inspection and Compliance Programme</b></p> <p>The Director of Health and Safety Services presented the report (065-UHSEC200519) on the Statutory Inspection and Compliance Programme.</p> <p>The Committee received and noted the content of the paper and required further clarification as what BSi required to show 'significant improvement' in the management of statutory inspections.</p> <p>The Committee was informed that 'significant improvement' would be evident if equipment certificates were at hand and not had to be searched for. The programme board was collating certificates at a central point and checking data to see which were statutory or non-statutory equipment, ensuring correct tagging had taken place.</p> <p>The Committee voiced concern that the pace of improvement was not high enough, although it was noted that much of the work had been focussed on establishing accurate records and preparing for the bulk of the work, which is to take place over the months of July-September.</p>
066	<p><b>Statutory Maintenance Monitoring</b></p> <p>The Head of Compliance and Assurance presented the report (066-UHSEC200519) on Statutory Maintenance Monitoring.</p> <p>The Committee received and noted the content of the paper, acknowledging that work relating to fire dampers and their identification was considerable due to the size of Warwick University sites, asset tagging would help to identify and understand the magnitude of work required.</p>
067	<p><b>Water Group</b></p> <p>The Head of Compliance and Assurance presented the report (067-UHSEC200519), the Committee received and noted the content of the paper.</p>

068	<p><b>Student Welfare Governance Structure</b></p> <p>The Committee was informed by the Chair that the above item was to be taken forward to the next meeting of the UHSEC to be held on 15 July 2019.</p> <p><b>DECISION:</b> The Committee <b>recommended</b> that the Director of Wellbeing and Safeguarding be invited to a future meeting to update on this matter.</p> <p><b>ACTION:</b> The Director of Wellbeing and Safeguarding to be invited to a future meeting of the UHSEC to provide a verbal report.</p>
<b>Items below this line are for receipt and/or approval, without discussion</b>	
<b>Subsidiary and Sub-Committee Reports</b>	
069	<p><b>Report from Genetic Modification and Biosafety Committee</b></p> <p>The Committee received and noted the report (068-UHSEC200519).</p>
070	<p><b>Report from University Health and Safety Committee</b></p> <p>The Committee received and noted the report (070-UHSEC200519).</p>
<b>Other</b>	
071	<p><b>Any other business</b></p> <p>The Lay Member of the Council proposed, to the Committee, that the UHSEC should have the ability to make decisions and not just monitor.</p> <p><b>DECISION:</b></p> <ol style="list-style-type: none"> <li>1) The Committee <b>recommended</b> that there should be greater clarity in connection with the Executive function of this committee in relation to decision making.</li> </ol> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1) The Director of Health and Safety to draft a paper detailing the role of the UHSEC Committee and its governance relationship with UEB.</li> <li>2) Acting HR Director to present paper to the Registrar.</li> </ol> <p><b>DECISION:</b></p> <ol style="list-style-type: none"> <li>2) The Committee <b>recommended</b> that there was a need for greater clarity in relation to the governance arrangements for overseas travel more generally as well as a need to clarify the role of the Genetic Modification and Biosafety Committee in connection with overseas research involving biological work.</li> </ol> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>3) The governance and oversight of work carried out abroad to be taken to the University Executive Board for discussion by the Acting HR Director.</li> </ol>
<b>Next meeting: 12:45, Monday 15 July 2019, CMR1.0 University House</b>	

<b>DECISIONS AND ACTIONS</b>			
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
<b>059 (a) - Chemical Inventory Tool</b>	Provide an update on the status of the Chemical Inventory Tool	John Phillips	Scheduled for July 2019 meeting
<b>060 – Chairs Business and Action</b>	Provide a formal update on Solvent Store, Marking of Drinking Water Outlets and Speed Control on Leighfield Road.	James Breckon	Scheduled for July 2019 meeting.
<b>061 – Annual Report</b>	Update UHSEC ToR to include clarity in relation staff and student wellbeing.	John Phillips	Scheduled for July 2019 meeting.
<b>068 – Student Welfare Governance Structure</b>	Director of Wellbeing and Safeguarding to be invited to a future UHSEC meeting.	John Phillips	To be scheduled for October 2019 meeting.
<b>071 – Any Other Business</b>	1) A paper to be drafted detailing role of UHSEC and its governance relationship with the UEB and brought back to a future meeting.	John Phillips	Scheduled for July 2019 meeting.
	2) A paper to be drafted on the governance arrangements relating to overseas travel and be brought back to a future meeting.	John Phillips	Scheduled for October 2019 meeting.
	3) Governance and oversight of work carried out abroad to be discussed at the University Executive Board.	Chair	To be scheduled.